

**ANNUAL PARISH CATECHETICAL REPORT
RELIGIOUS EDUCATION PROGRAM
Academic Year of 2009-2010**

Please return to Deanery Director by: **MARCH 12, 2010**

Parish Name _____

City _____

Name of Person completing this Report _____ Title (s) _____ Phone _____

PARISH INFORMATION: Name _____ Address _____ City _____ Zip _____
Phone _____ Fax _____ E-mail _____ Pastor _____

INSTRUCTIONS: This section is important for statistical information about the Catechetical Leaders of our Diocese. Please fill **ALL** the information in as completely as possible for **each** Catechetical Leader at your parish. Put mailing address on e-mail line **only** if no e-mail. Use the title you want listed in the Directory. **If you are responsible for more than one area, fill the first area in completely. For all other areas, just put your name.**

ABBREVIATIONS used in this report. Please select the one that best describes your position.

RE - Religious Education
CL - Catechetical Leader
MS - Middle School
HS - High School

DRE - Director of Religious Ed
CRE - Coordinator of Religious Ed
YM - Youth Ministry
DYM - Director of Youth Ministry
CYM - Coordinator of Youth Ministry

AFF - Adult Faith Formation
DFF - Director of Faith Formation
CFF - Coordinator of Faith Formation
D-Evan - Director of Evangelization
LOE - Language other than English

NOTE: *Full time – at least 25 hrs. with benefits* *Part time - fewer than 25 hours with no benefits*

ADMINISTRATORS (used for comparison statistics-please complete as much as possible for each leader.)

A. Main person in charge of **RE** other than your pastor. Name _____ Title(s) _____ Phone _____
E-mail _____ Full Time Part Time Paid Volunteer Contract No Contract
Approx hrs./wk _____ EDUCATION: MA/PhD BA/BS Diocesan CL Certification Ministry Formation
 Other _____ What is/are your Degree(s)? _____

B. Main person in charge of **ELEMENTARY RE.** Name _____ Title(s) _____ Phone _____
E-mail _____ Full Time Part Time Paid Volunteer Contract No Contract
Approx hrs./wk _____ EDUCATION: MA/PhD BA/BS Diocesan CL Certification Ministry Formation
 Other _____ What is/are your Degree(s)? _____

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C. Main person in charge of MIDDLE SCHOOL RE. Name _____ Title(s) _____ Phone _____
 E-mail _____
 Approx hrs./wk _____ EDUCATION: Full Time Part Time Paid Volunteer Contract No Contract
 MA/PhD BA/BS Diocesan CL Certification Ministry Formation
 Other _____ What is/are your Degree(s)? _____

D. Main person in charge of HIGH SCHOOL RE. Name _____ Title(s) _____ Phone _____
 E-mail _____
 Approx hrs./wk _____ EDUCATION: Full Time Part Time Paid Volunteer Contract No Contract
 MA/PhD BA/BS Diocesan CL Certification Ministry Formation
 Other _____ What is/are your Degree(s)? _____

E. Main person in charge of YOUTH MINISTRY. Name _____ Title(s) _____ Phone _____
 E-mail _____
 Approx hrs./wk _____ EDUCATION: Full Time Part Time Paid Volunteer Contract No Contract
 MA/PhD BA/BS Diocesan CL Certification Ministry Formation
 Other _____ What is/are your Degree(s)? _____

F. Main person in charge of ADULT RE. Name _____ Title(s) _____ Phone _____
 E-mail _____
 Approx hrs./wk _____ EDUCATION: Full Time Part Time Paid Volunteer Contract No Contract
 MA/PhD BA/BS Diocesan CL Certification Ministry Formation
 Other _____ What is/are your Degree(s)? _____

G. Main person in charge of OTHER LANGUAGE RE. Name _____ Title(s) _____ Phone _____
 E-mail _____
 Approx hrs./wk _____ EDUCATION: Full Time Part Time Paid Volunteer Contract No Contract
 MA/PhD BA/BS Diocesan CL Certification Ministry Formation
 Other _____ What is/are your Degree(s)? _____

H. Comments about any other type of CL positions not listed, or different titles you use at your parish .

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INSTRUCTIONS: This section concerns the level of Certification of your Catechists both in the parish and the school. Older Certified Catechists that have different categories than we use now (such as Master Catechist) should be placed in Level II, which is now our highest level. Include all Catechists and Youth Ministers from grades Pre, K & 1-12. Include aides with periodic catechetical teaching responsibilities or who are involved in the Catechist Certification Program.

CATECHIST CERTIFICATION

- A. Catechists with NO Certification or pre-requisite classes finished. # in RE _____ # in School _____
- B. Catechists with all Pre-requisite classes finished only. # in RE _____ # in School _____
- C. Catechists with Level I certification completed. # in RE _____ # in School _____
- D. Catechists with Level II certification completed. # in RE _____ # in School _____
- E. TOTAL # of Catechist, Add A+B+C+D = # in RE _____ # in School _____

- F. How many of this total are
 - new this year? # in RE _____ # in School _____
 - in Ministry Formation? # in RE _____ # in School _____
 - teens that teach? # in RE _____

- G. Are Catechists offered incentives such as free tuition, gifts, stipends?

RE	<input type="checkbox"/> YES	<input type="checkbox"/> NO
School	<input type="checkbox"/> YES	<input type="checkbox"/> NO

If yes, please specify:

INSTRUCTIONS: This section includes both parish Religious Education (CCD) and Catholic School students. Check YES or NO, or fill in the blank.

CATECHETICAL PROGRAMS FOR CHILDREN AND YOUTH (Pre-school through High School)

- A. Do you have Vacation Bible School? YES NO
If yes, enter # of students _____
Number of teen volunteers _____
- B. Do you have a Pre-School program? YES NO
- C. Do you have a Kindergarten program? YES NO
- D. Do you have a grade 1-6 program? YES NO
- E. Do you have a grade 7-8 program? YES NO
- F. Do you have a grade 9-12 program? YES NO
- G. Do you have a Youth Ministry program: YES NO

H. What is the total number of students from your parish Religious Education and Catholic School involved in the following:

- Eucharist Preparation _____
- Confirmation Preparation _____
- At what age (not grade) are students confirmed? _____
- Students in RCIA (ages 7-18) _____
- Sacrament preparation (older children) _____

Other specific Programs (Please specify):

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INSTRUCTIONS: In the following questions, please count students in you Parish Religious Education (CCD) classes only. Do not count Catholic Schools.

TUITION

A. Do you have an annual tuition? YES NO FAIR SHARE FAMILY OTHER: BE SPECIFIC

B. Please specify tuition amounts below:

Pre-school	K	1-6	7-8	9-12	FAIR SHARE	_____ 1 child	_____
_____	_____	_____	_____	_____	_____	_____ 2 children	_____
						_____ 3 or more	_____

C. Total number (Pre through 12) who are physically or developmentally challenged. _____

D. Total number (Pre through 12) with English as their second language. _____

PROGRAMS FOCUSED ON SPECIFIC POPULATIONS (you will need to transfer the numbers on E,F,and G & H to pg. 8, group 3)

E. How many students are in *Family Focused Program* (Families meet together)? _____

F. How many students are in a *Home School Program*? _____

G. How many students are in a program just for *Physically or Developmentally Challenged* students? _____

H. If you have some *Other Special Program*, please specify program and number of students. _____

YOUTH MINISTRY PROGRAM

NOTE: We are looking for two different totals of youth ministry.

The **FIRST** total is the **TOTAL** number of youth in youth ministry ---- **INCLUDE** students from Catholic school, Parish Religious Education classes, Confirmation and RCIA.

⊕ Total Number of Youth in Youth Ministry:

(These amounts are for the Diocesan Directory and the Development Office.) Middle School _____ High School _____

The **SECOND** total is the **TOTAL** number of youth in youth ministry **ONLY**---- **EXCLUDE** students who attend Parish Religious Education classes and students in Confirmation or RCIA classes, but **INCLUDE** students who also attend Catholic Schools.

© Total Number of Youth involved in Youth Ministry **ONLY**.

(These numbers are used for United in Faith assessment.) Middle School _____ High School _____

(use on pg. 8, group 4)

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INSTRUCTIONS: This section is for the number of youth in youth ministry. Youth ministry can have any type of youth attend (Catholic school, Religious Education, Confirmation, RCIA). The grid below is there to help you determine the number of youth attending your programs. **DO NOT** put a range of numbers (15-20); instead put an average or approximate number.

Youth Ministry Program – Con't.

TYPE OF PROGRAM	Average # of Students		Frequency per Year		TYPE OF PROGRAM	Average # of Students		Frequency per Year	
	Middle School	High School	Middle School	High School		Middle School	High School	Middle School	High School
Social/Pre Evangelization					Service/Justice				
Catechesis/Evangelization					Prayer/Worship				
Leadership/Development					Other (e.g., Retreats)				

INSTRUCTIONS: In this section, we are looking at the programs offered for Adults in Faith Formation classes. Since you already put RCIA students ages 7-18 on a previous page, do not count them here. Put the total number of participants beside each program.

Adult Faith Formation

Type of Program	Total # of Persons Attending				Total # of Adult Leaders/Catechists				Type of Program	Total # of Parents	Total # of Adult Leaders/Catechists
	Lent 2009		Fall 2009		Lent 2009		Fall 2009				
Why Catholic?									Parents Session-Baptism		
Scripture Study									Parents Session-Confirmation		
Catholic Teachings or Apologetics									Parents Session-Eucharist		
Adult Confirmation									Parents Session-Penance		
RCIA									Other (Specify)		

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INSTRUCTIONS: Fill in the number of Students, Catechists, Sessions, and length of sessions for each grade level. List the material used and the Publication date for each grade level. Include the materials used for your sacramental classes. (Eucharist, Confirmation, etc.)

RELIGIOUS EDUCATION – Data for *English* Language Program (transfer exact same numbers from # of students to pg. 8, group 1)

Grade	# of Students	# of Catechists	# of Sessions	Length of Sessions	Publisher and Series Title	Publication Date
Pre-						
K						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
Totals						

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INSTRUCTIONS: Fill in the number of Students, Catechists, Sessions, and length of sessions for each grade level. List the material used and the Publication date for each grade level. Include the materials used for your sacramental classes. (Eucharist, Confirmation, etc.)

RELIGIOUS EDUCATION – Data for *Language Other Than English* Program (transfer exact same numbers from # of students to pg. 8, group 2)

Grade	# of Students	# of Catechists	# of Sessions	Length of Sessions	Publisher and Series Title	Publication Date
Pre-						
K						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Totals						
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INSTRUCTIONS: In this section you will need to total each of 4 groups of students involved in your programs. The most important thing to remember here is that you cannot count any student more than one time. The numbers here should match the numbers you used on the previous pages listed below.

FINAL SUMMARY

Enter the TOTAL Number of Enrolled Students Participating in All Religious Education/Youth Ministry Program.
(Total of groups 1, 2, 3, and 4)

FINAL SUMMARY TOTAL

Name of Parish _____

City _____

Signature of Pastor _____

Date _____

Please Return the Completed Form to your
**DEANERY DIRECTOR OF RELIGIOUS
EDUCATION BY March 12, 2010 .**

Thank you for your cooperation!

Received by: _____

(DDRE)

Date: _____

GRADE LEVEL	Group 1	Group 2		Group 3	Group 4
	English Language From pg. 6	Language Other Than English From pg. 7		Specific Population From pg. 4	Youth Ministry From pg. 4
PRE				E	2 nd Total Middle School
K				F	
1				G	2 nd Total High School
2				H	
3					This number should equal the total of E,F,G & H from pg. 4 Ⓟ
4					
5					
6					
7					
8					
9					
10					
11					
12					
TOTALS					This number should equal the total of #2 on page 4 Ⓟ