



Religious Education and
Youth Ministry Office

Diocese of Rockford

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TO: Catechetical and Educational Leaders
FROM: Matt Schwartz
Director of Religious Education and Youth Ministry
DATE: May 7, 2010
SUBJECT: CATECHETICAL SUNDAY
BISHOP O'NEILL AWARD IN CATECHETICS



With this Memo are materials that will assist you in your preparation for Catechetical Sunday weekend, to be celebrated on September 18-19, 2010. This year's theme is ***“Matrimony: Sacrament of Enduring Love”***. Thoughtful planning will allow you, your pastor, and your parish to recognize and affirm catechists whose formal ministry hands on the faith to learners of all ages. These materials include:

1. GUIDELINES FOR THE SELECTION OF RECIPIENTS OF THE BISHOP O'NEILL AWARD IN CATECHETICS .
2. THE BISHOP O'NEILL AWARD Recipient Selection Form for use by Parish, School, or Deanery in submitting nominees .
3. LONG-TERM CATECHIST AWARD Recipient Selection Form.

To assist us in processing these forms, we ask that you adhere to the following 2010 timeline:

- June 30**..... Deadline for submitting names of Parish/School/Deanery award recipients to the Catholic Education Office.
- August 27**..... Award certificates and award letters sent to parishes for distribution at the parish celebrations.
- September 18-19**.....Catechetical Sunday Weekend (Saturday Eve – Sunday).

Finally, I encourage you to be inclusive in recognizing catechists whose ministry entails catechesis of children, youth, families, and adults. Be sure to remember, as well, those involved in Adult Faith Formation, RCIA, and sacramental preparation.

Please direct any questions to Becky in the Religious Education and Youth Ministry Office at (815) 399-4300, ext. 392. For more information and additional forms, go to our website at www.ceorockford.org. Free download materials will be available soon from USCCB Publishing on their web site at www.usccbpubshing.org.

Thank you for your participation and cooperation.
MRS:ba

Diocese of Rockford

THE BISHOP O'NEILL AWARD IN CATECHETICS

GUIDELINES for the SELECTION of RECIPIENTS (Please Read Carefully Before Selecting Recipients)

GENERAL CRITERIA

1. Recipients for the Bishop O'Neill Award in Catechetics should be faithful Catholics who deserve recognition for **outstanding service**. Normally, such service should have been rendered over a considerable period of time, a minimum of 3-5 years. While the intention to honor deserving persons remains, it is not necessary that a parish or school have award recipients each and every year.
2. Persons receive the Bishop O'Neill award **only once**. Before submitting selections, check parish records as to whether a person has already received the award. If you are uncertain, please contact Becky at the Catholic Education Office at backerman@rockforddiocese.org or phone at 815-399-4300 ext. 392.
3. Names of husbands and wives who minister as a team should be submitted together; these couples will be awarded one certificate on which both names will appear. If husband and wife are each submitted for a different ministry, they will be awarded separately.

SPECIFIC CRITERIA

- **PARISHES**

Number of Recipients: One, two, or three at the discretion of the DRE/CRE/DYM and pastor, in keeping with the size of the total catechetical staff. Remember to consider catechists or students of all age groups.

Selected by: Parish DRE/CRE/DYM, in consultation with pastor.

Criteria: Outstanding service in the catechetical/religious education ministry of the parish on any level; normally, over a period of at least 3-5 years.

- **CATHOLIC ELEMENTARY SCHOOLS**

Number of Recipients: One, two, or three, at the discretion of the principal and pastor, in keeping with the size of the total school faculty.

Selected by: School principal, in consultation with pastor.

Criteria: Outstanding service to the Word of God both in and outside the academic classroom; normally, over a period of at least 3-5 years.

- **CATHOLIC HIGH SCHOOLS**

Number of Recipients: One member of Religious Studies Department.

Selected by: Department chairperson, in consultation with principal.

Criteria: Outstanding service in the Ministry of the Word both in and outside the academic classroom; normally, over at least a 3-5 year period.

- **DIOCESAN DEANERIES** (Aurora, DeKalb, Elgin, Freeport, McHenry, Rockford, Sterling)

Number of Recipients: One per deanery.

Selected by: Deanery Education Commission in consultation with recipient's pastor.

Criteria: Outstanding service in Catechetics/religious education in the entire deanery/area; normally, over a period of at least 3-5 years.

WHEN COMPLETING FORM:

1. Enter your name, address, phone, etc. in the "*Person Completing This Form*" section.
2. Type or print clearly the full name of each recipient.
3. Verify accurate spelling of names. Include surname/last name and initials of members of religious communities nominated.
4. In "*type of service*" section of form, indicate the service for which the recipient is being recognized (e.g., school teacher, DRE, catechist, principal, aide, etc.).
5. Circle which "*entity*" (parish, school, deanery) is selecting the recipient.
6. Remember: An individual is given this award **only once**. If uncertain, please verify that you are submitting first-time recipients.

THE BISHOP O'NEILL AWARD IN CATECHETICS

RECIPIENT SELECTION FORM

PERSON COMPLETING THIS FORM:

Name _____
Title / Position _____
Parish / School _____ City _____
Daytime Phone () _____ Email _____

Please type or print clearly.

Be sure to indicate the type of service for which recipients are to be recognized (for example—DRE/CRE/DYM, Principal, Grade School Religion Teacher, Religious Education Catechist, Aide, etc.)

The deadline for submitting recipient names is June 30, 2010.

FIRST Recipient Selected

Name: _____ Type of Service: _____

Address: _____ City: _____ Zip: _____

Award from: PARISH / SCHOOL / DEANERY (circle one) City: _____

SECOND Recipient Selected

Name: _____ Type of Service: _____

Address: _____ City: _____ Zip: _____

Award from: PARISH / SCHOOL / DEANERY (circle one) City: _____

THIRD Recipient Selected

Name: _____ Type of Service: _____

Address: _____ City: _____ Zip: _____

Award from: PARISH / SCHOOL / DEANERY (circle one) City: _____

Please check to be sure that -

- ✓ None of the selected recipients has received the Bishop O'Neill Award previously.
- ✓ All names are spelled correctly.
- ✓ If applicable, surnames and initials of religious communities have been included.

Please return this form to:

Becky Ackerman
RELIGIOUS EDUCATION AND YOUTH MINISTRY OFFICE
PO Box 7044
Rockford, IL 61125
(FAX: 815/399-6278)

LONG~TERM CATECHIST AWARD

RECIPIENT SELECTION FORM

If you choose to do so, it is time to honor your Long-Term catechists. We ask that you fill in the following form, listing catechists who **this year will reach a “milestone” year of service**. Please list, as closely as possible, under the correct number of years category, the names of these catechists.

The deadline for submitting names is June 30, 2010.

The Catholic Education Office will produce certificates to honor these catechists. Certificates will be ready for distribution on Catechetical Sunday weekend. We hope that, along with the Bishop O’Neill Awards, these Long-Term Certificates will be presented in your parishes. This office will send a list of Long-Term catechists to *The OBSERVER* for publication.

Thank you for your assistance with this award project.

Please print or type. Check spelling. If you need additional space, please photocopy this form.

Submitted by: _____

Parish / School: _____ ***City:*** _____

TEN YEARS	FIFTEEN YEARS	TWENTY YEARS
TWENTY-FIVE YEARS	THIRTY YEARS	THIRTY-FIVE YEARS
FORTY YEARS	FORTY-FIVE YEARS	FIFTY + YEARS

Please return this form to:

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