



## 2021-2022 Parish Catechetical Resource Guide Considerations for Faith Formation Programs

**Summary:** This parish resource guide is intended to assist you in devising your parish catechetical plans. These considerations should be adapted according to your demographics, parishioner needs, access to space and other determining factors. These should fit within your overall parish re-opening plan; if you have a school on site, we highly encourage communication with the school principal and your Pastor. The goal is to allow parishes and schools to make their own decisions on a number of fronts **so long as they are in compliance with our state and county health orders.** Use the following check list as a pacing guide.

According to the state [industry guidance](#), indoor gatherings with limited capacity is subject to each colored tier:

**Red Tier- 25% capacity**

**Orange Tier- 50% capacity**

**Yellow Tier-50% capacity**

✓	General Reminders:
	Schedule a meeting with your Pastor and School Principal ( <i>if applicable</i> ) to determine proper space utilization for reopening of parish ministries and catechetical sessions.
	Contact your publisher(s) of choice and secure sufficient catechetical materials for your faith formation programs.
	It is recommended to restrict the use of shared items, particularly personal items. Begin planning for individualized student supplies in personal student packets or boxes. If sharing of equipment is inevitable, ensure that these are sanitized in-between uses.
	Take into consideration adaptations for vulnerable students and families who may be compromised in health or age.
	Begin assessing your needs for the year. What type of support will you need? Including extra assistance in sanitizing rooms and meeting areas after each use.
	Recruit new catechists to assist with faith formation, and see that you have the necessary equipment for additional faith formation modalities you may need to consider in addition to in-person instruction.
	Ensure that all catechists (incoming and seasoned) are certified or are on track to renew their catechetical certificate. To register catechists for upcoming Basic Catechist Formation Course (BCFC) visit: <a href="https://www.sdcatholicdisciples.net/events/">https://www.sdcatholicdisciples.net/events/</a>
	The summer is a great time for catechists to take workshops in preparation for the new catechetical year. Please refer to the Office for Evangelization & Catechetical Ministry 2021-2022 Program Brochure for workshops, in-services and other activities that will grant catechetical renewal. <b>The brochure is forthcoming in Spring, 2021.</b>
	Ensure that new catechetical recruits take the safe environment training through CMG Connect. As a general practice, we recommend that every catechist and parish minister is informed on COVID-19 safety and mitigation and on the <a href="#">Big Four</a> .
	Assess if additional personal protective equipment (PPE) is needed for staff, volunteers and catechists and that the necessary sanitizer, cleaning towels, gloves and masks are available in each classroom/meeting area.
	Inform families of the measures the parish has taken to mitigate the spread of COVID-19 in preparation of the resumption of in-person faith formation and other catechetical activities.
	Survey families periodically throughout the catechetical year and attend to the expressed needs or concerns they may have.
	Emphasize the importance of participating in the communal life of the church. Provide families with a calendar of events and activities that will enable them to participate in parish life activities.



	<b>Considerations for in-person instruction:</b>
	Ensure your <a href="#">re-opening plan</a> is posted in a visible place.
	Determine the maximum room capacity per classroom/meeting area at 25% capacity and 50% capacity with appropriate social distancing.
	Evaluate the need to stagger schedules to increase the number of people you can accommodate.
	Set social distancing markers and signage placed in all public spaces, classrooms, windows, doors, and bulletin boards
	Establish a protocol for dropping off and picking up students.
	Determine a route where students will enter and exit the parish/school facilities.
	Create a sanitation plan and review with students and parents the <a href="#">Big Four</a> -temperature & symptoms screening, physical distancing, face coverings and increased sanitization.
	Inform parents/families that screening of symptoms should be done before arriving on parish campus.
	For students with special needs, have the IREP (Individualized Religious Education Plan) available for families and schedule a debrief meeting with the catechist before the beginning of the catechetical year. See resource below.
	Intensify ventilation in your gathering areas before, during and after sanitizing.
	<b>If holding a hybrid format:</b>
	Establish a schedule of all sessions including all Zoom calls, in-person meetings, home assignments, etc.
	Ensure that the <a href="#">Electronic Communications with Minors Policy</a> and the <a href="#">Best Practices</a> are reviewed and followed with all catechists participating in any form of virtual or hybrid instruction.
	Set clear schedule parameters for how the hybrid sessions will take place.
	Determine the best way to distribute materials
	Determine if you will assign catechists by grade or family unit.
	Survey families and determine those who are able to successfully participate in a hybrid format.
	For students with special needs, have the IREP (Individualized Religious Education Plan) available for families and schedule a debrief meeting with the catechist before the beginning of the catechetical year. See resource below.
	Emphasize the importance of participating in the communal life of the church. Provide families with a calendar of events and activities that will enable them to participate in parish life activities.
	<b>If holding online sessions:</b>
	Confirm that families and students have the necessary devices and connectivity to complete their faith formation at home. Emphasize the importance of participating in the communal life of the church. Provide families with a calendar of events and activities that will enable them to participate in parish life activities.
	Set schedule for assignments and expectations for remote learning. This includes appropriate online behavior and incorporating parents to join some portion of the catechetical sessions.
	Explore the online learning management platform that is suitable to your needs. Some include: Google Classroom or Flip grid and have considered other resources such as Zoom or Go to Meeting that will support your catechetical modality.
	Ensure that the <a href="#">Electronic Communications with Minors Policy</a> and the <a href="#">Best Practices</a> are reviewed and followed with all catechists participating in any form of virtual or hybrid instruction.
	If necessary, the online format should be the last modality considered (given that most programs were held completely online). Nevertheless, assess the needs of the family, consider the IREP (Individualized Religious Education Plan) should families need the support and schedule a debrief meeting with the catechist before the beginning of the catechetical year. See resource below.



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	<b>Catechetical Staff, Catechists, Communication efforts:</b>
	Catechetical plan has been consulted with your Pastor, parish catechetical team and catechists.
	Review ministry budget for the upcoming year.
	Review the new safety and sanitation protocols with your staff. Do a test run of what to do should an emergency arise. This also applies to any online sessions.
	Review CDC guidelines with catechetical team relating to protocol should someone test positive for COVID-19 or come in contact with someone who has been exposed.
	In addition to sanitizing supplies, secure the necessary equipment and resources including technology equipment or other office equipment in anticipation of catechists needs.
	Assess the gifts and talents of your catechists to fit the modalities in place, or consider assigning new roles for catechists/volunteers.
	Catechist aides are assigned or paired with catechists who are certified and safe environment compliant.
	In concert with your parish/school and catechetical teams, establish a cleaning cohort to ensure the spaces are rigorously cleaned after each use especially high touch areas or highly trafficked areas.
	Import your catechetical contacts into Flocknote. Utilize the new boards feature for VBS registration and other various resources for your catechetical programs.
	Be attune to the signs students and families may show needing assistance and support. Refer to the list below for available resources.
	<b>Resource Links:</b>
CDC	<a href="#"><u>Faith Based Communities Resources</u></a>
	<a href="#"><u>Vaccination Information</u></a> <a href="#"><u>Cal Vax</u></a>
	<a href="#"><u>Re-Opening Guide</u></a>
SDC	<a href="#"><u>San Diego County Health and Human Services- Coronavirus</u></a>
	<a href="#"><u>Industry Guidance for Places of Worship</u></a>
	<a href="#"><u>Sign up for Community-Faith Based Organization Email Updates</u></a>
	<a href="#"><u>Join the Community-Faith Based Telebriefings (1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the Month)</u></a>
	<a href="#"><u>Guidance for Places of Worship</u></a>
	<a href="#"><u>County of San Diego</u></a>
	<a href="#"><u>Mental Health Ministry-Diocese of San Diego</u></a>
	<a href="#"><u>V Encuentro Mental Health Resources</u></a>
	<a href="#"><u>National Alliance on Mental Illness</u></a>
	<a href="#"><u>Helping Children Cope with Emergencies (CDC)</u></a>
NCPD	<a href="#"><u>Individual Religious Education Plan</u></a>
	<a href="#"><u>National Catholic Partnership on Disability Resources</u></a>