

**ORGANIZATION AND ADMINISTRATION POLICIES**  
**BK3§100**

## **POLICY APPLICATION**

**BK3§101**

Responsibility Applicability of the *Handbook of Policies for the Teaching Office of the Church*

*This handbook is specifically directed to the catechetical mission of the Diocese of Springfield in Illinois. Included in this mission are:*

- *Adult catechetical formation programs*
- *Parish sponsored elementary and secondary religious education programs (PSR)*
- *Parish sponsored elementary schools*
- *Catholic elementary schools that are sponsored by more than one parish or that are not specifically attached to a parish*
- *Pre-schools and day care centers that include “Catholic” in their title or description or are sponsored by other Catholic or diocesan agencies*
- *Catholic secondary schools that include “Catholic” in their title or description or are attached to a parish or sponsored by the diocese, a religious institute, or other group*
- *Sacramental prep programs*
- *Other youth programs sponsored by the diocese, region, deanery, individual parishes, etc. (such as youth group, retreat programs, scouting, Campfire USA, etc.)*
- *Other Catholic catechetical programs authorized by the Bishop to operate within the diocese*
- *Programs for home school catechesis*

### **BK3§101.1 Policy**

All of the policies and the directives relative to policy level decisions in the *Handbook of Policies for the Teaching Office of the Church* must be observed by all of the above Catholic schools and catechetical programs in the diocese whether or not these are specifically attached to a parish.

**BK3§101.2 Policy**

All of the following shall abide by policies in the *Handbook of Policies for the Teaching Office of the Church*.

- Administrators – includes pastors, parochial administrators, parochial vicars, priest moderators, pastoral facilitators and catechetical administrators such as principals, vice-principals, presidents, DREs/CREs, coordinators of youth ministry, program leaders and any other individuals who have leadership responsibility for catechetical ministry
- Catechists – includes teachers and substitute teachers in Catholic schools and PSR programs
- Support staff – includes secretarial staff, maintenance personnel, food services personnel, teacher aides and any other assisting individuals (paid or volunteer)
- Diocesan personnel – includes director, all associates and staff of the Office for Catechesis, Office for Catholic Schools and Office for Youth and Young Adult Ministry.

***Commentary***

*Any time the word “pastor” appears, this reference also applies to the parochial administrator and/or the priest moderator with the assistance of the pastoral facilitator.*

*Any time the word “offices” appears, this reference applies to the Office for Catechesis, the Office for Catholic Schools, and the Office for Youth and Young Adult Ministry.*

*Any time the word “directors” appears, this reference applies to the director of the Office for Catechesis, the superintendent of Catholic Schools, and director of the Office for Youth and Young Adult Ministry.*

**Bk3§102.1 RESPONSIBILITY****Bk3§102.1.1 Policy**

Full responsibility for the catechetical mission in the Diocese of Springfield in Illinois belongs to the diocesan Bishop.

**Procedure**

It is his responsibility to establish norms for the catechetical mission (Canon 775) and he does this principally through the policies of the catechetical mission as articulated in the *Handbook of Policies for the Teaching Office of the Church*.

**Bk3§102.2 POLICIES OF THE CATECHETICAL MISSION**

**Bk3§102.2.1** Policies of the catechetical mission are enacted and thereby formalized by the diocesan Bishop.

**Procedure**

The diocesan Bishop is advised in the formation of such policies by the Diocesan Board of Catholic Education. The execution and implementation of the policies are the responsibility of the directors of the Office for Catechesis, Office for Catholic Schools and Office for Youth and Young Adult Ministry.

## **DIRECTORS INVOLVED IN THE CATECHETICAL MISSION OF THE DIOCESE Bk3§103**

### **Bk3§103.1 APPOINTMENT**

#### **Bk3§103.1.1 Policy**

The directors of the Office for Catechesis, Office for Catholic Schools and Office for Youth and Young Adult Ministry are appointed by and accountable to the Bishop and the vicar general/moderator of the curia.

#### *Commentary*

*The director for the Office for Catholic Schools is known as the Superintendent of Catholic Schools.*

### **Bk3§103.2 RESPONSIBILITIES**

#### **Bk3§103.2.1 Policy**

As the officers of the catechetical mission of the diocese, the directors shall insure the execution and implementation of all duly enacted policies. The directors shall also implement other directives given by the Bishop and the vicar general/moderator of the curia.

### **Bk3§103.3 QUALIFICATIONS**

The directors are to be persons who understand and accept the Catholic catechetical mission as articulated in the *National Directory for Catechesis* and other universal and national documents of the Roman Catholic Church.

The directors will reflect the principles and values of this mission in his/her actions and exhibit behaviors that are in accordance with the mission and teachings of the Roman Catholic Church.

The directors are to have a minimum of a master's degree and other appropriate credentials related to their related field. He/she is to have a minimum of five (5) years' experience in a catechetical leadership role.

### **Bk3§103.4 FUNCTIONS**

#### **Bk3§103.4.1 Policy**

Each director has a job description that outlines the function of that ministry of that office.

**BK3§104.1 MISSION AND PURPOSE**

**BK3§104.1.1 Policy**

The Bishop in his discretion shall establish and appoint a diocesan Catholic Board of Education.

**Procedures**

The board serves in an advisory capacity to the Bishop and the directors. It recommends to the Bishop policies relative to matters pertaining to all Catholic catechetical programs of the diocese. It makes recommendations to the directors relative to the implementation and administration of these same policies.

**BK3§104.2 FUNCTIONS**

**BK3§104.2.1 Policy**

The Diocesan Board of Catholic Education is to function in accord with its duly established bylaws. These are to be approved and amended by the Bishop.

**OFFICE FOR CATECHESIS, OFFICE FOR CATHOLIC SCHOOLS AND  
OFFICE FOR YOUTH AND YOUNG ADULT MINISTRY Bk3§105**

**Bk3§105.1 MISSION AND PURPOSE**

**Bk3§105.1.1 Policy**

The offices shall serve the Diocese of Springfield in Illinois by promoting the catechetical mission of the Church in its varied dimensions. Through creative visioning for the future, the directors and staff of each office shall provide leadership to all who assist others in the ministry of catechesis.

*Commentary*

*It is the responsibility of these offices to provide resources and services to all who are part of the catechetical mission as it is realized in parishes, schools, and other agencies of the diocese.*

**Bk3§105.2 PERSONNEL**

**Bk3§105.2.1 Policy**

The directors shall associate with other professional and support personnel to effectively and efficiently carry out the mission and purpose of each office.

**Bk3§105.3 APPOINTMENT AND ACCOUNTABILITY OF PERSONNEL**

**Bk3§105.3.1 Policy**

All personnel of the offices are to be interviewed and are accountable to the director of said office.

**Procedure**

The appointment of professional personnel is subject to the approval of the Bishop and the vicar general/moderator of the curia. All personnel are accountable to the director of said office in the performance of their duties.

**Bk3§105.4 RESPONSIBILITIES OF PERSONNEL**

**Bk3§105.4.1 Policy**

Each person engaged by the Office for Catechesis shall be presented with a role description. This role description describes the responsibilities of the individual person.

## **BK3§105.5 QUALIFICATIONS OF PERSONNEL**

### **BK3§105.5.1 Policy**

All persons in the employ of the Office for Catechesis are to be persons who understand and accept the Catholic catechetical mission as articulated in the *National Directory for Catechesis* and other universal and national documents of the Roman Catholic Church.

Further, these persons will reflect the principles and values of this mission in their actions and to exhibit behaviors that are in accordance with the mission and teachings of the Roman Catholic Church.

All professional personnel will have a degree, preferably a master's degree, in education, theology or a related field.



**Bk3§106.1 BOARDS, COMMITTEES, COUNCILS**

**Bk3§106.1.1 Policy**

All parishes shall have a catechetical board, committee or council. All parish and non-parish schools shall have a school board.

**Bk3§106.2 OPERATION**

**Bk3§106.2.1 Policy**

All boards, committees and councils are advisory in nature except for those schools that are a separate juridic person (entity) by approval of the Bishop.

*Commentary*

*The advisory boards, committees and councils advise the policy maker, ordinarily the pastor, in the formation of policy and in all policy level decisions. They advise the administrators, ordinarily the principal and/or the director/coordinator of religious education and/or of youth ministry, in the implementation of policy.*

**Bk3§106.2.2 Policy**

All boards, committees and councils shall have approved bylaws or descriptions to determine their modes of operation.

*Commentary*

*These bylaws and descriptions are to be approved and amended by the pastor or governing body on recommendations of the board, committee or council.*

*The pastor, under the authority of the Bishop, is the shepherd, teacher, primary spiritual leader and administrator of the parish community. The pastor sees that all parish catechetical programs are provided with the kind of administration and staff required for quality Catholic catechesis.*

**BK3§107.1 RESPONSIBILITIES****BK3§107.1.1 Policy**

By virtue of his office:

- He is responsible for those matters within the parish catechetical programs which affect worship, the ministry of the Word and the spiritual welfare of the parishioners.
- He sees that the teachings of the Church are clearly and accurately presented.
- He delegates the administration of the parish catechetical programs to the appropriate catechetical administrators.
- He is responsible for the financial affairs of the parish including catechetical programs.
- All contracts of parish catechetical personnel are signed by the pastor.
- If he chooses to delegate any of his responsibilities, such delegation must be clearly defined.
- He collaborates with the catechetical administrators, staff, volunteers, students and parents in forming a faith community in which the Gospel is proclaimed and which witnesses to Christian service.
- Parish policies are enacted by the pastor on the advice of a board, committee or council.

*Commentary*

*The principal is the delegated administrative officer of the school. The principal is responsible for the effective operation of the school within the apostolic mission of the parish or sponsoring organization.*

**Bk3§108.1 APPOINTMENT**

**Bk3§108.1.1 Policy**

Upon creation of a principal’s vacancy, the pastor or his designee (or in the case of non-parish schools, the board president or designee) is to notify the superintendent of Catholic schools.

**Procedure**

Guidance materials and hiring procedures are available from the Office for Catholic Schools to assist the local school in filling the vacancy.

**Bk3§108.1.2 Policy**

The pastor (or in the case of non-parish schools, the board) in collaboration with the local board or search committee shall evaluate applicants’ credentials in light of the qualifications set out in **Bk3§108.2** and identify qualified candidates for an interview process.

**Bk3§108.1.3 Policy**

Before any commitment to offer a contract to an individual is made, the applicant must complete the assessment instrument prescribed by the Office for Catholic Schools and the Office for Human Resources.

**Bk3§108.1.4 Policy**

The pastor (or in the case of non-parish schools, the board) is responsible for the final decision in hiring a candidate whose qualifications and credentials meet requirements of **Bk3§108.2** and who has completed the prescribed assessment instrument and required background and reference checks.

- The principal shall sign an annual contract with the pastor (or in the case of non-parish schools, the board).
- Schools operating eight or more classrooms or with more than 100 students shall have a full-time principal.
- Schools having fewer than eight classrooms of students or fewer than 100 students enrolled shall have a principal who is free at least half-time to address administrative and supervisory responsibilities. Consideration should be given to additional administrative staffing in proportion to the size of the school.

## **BK3§108.2 QUALIFICATIONS**

### **BK3§108.2.1 Policy**

1. Christian Leadership
  - Must be a practicing Catholic
  - Understands and is in accord with the basic philosophy of Catholic education as is articulated in the *National Directory for Catechesis*
2. Personal Qualifications
  - Reflects a strong basic character evidenced through good moral conduct, as well as integrity and sincerity in relations with others
  - Possesses mental and physical competence
  - Evidences understanding of the importance of good interpersonal relationships
3. Professional Training
  - Has completed a master's degree program with a minimum of twenty (20) semester hours in administration, supervision and curriculum, and has state licensure in administration or actively pursuing the same

All newly hired principals must complete on-going in-service for formation and development as Catholic school leaders, especially in the area of spiritual leadership. This training will be sponsored by the Office for Catholic Schools.

## **BK3§108.3 RESPONSIBILITIES**

### **BK3§108.3.1 Policy**

The responsibilities of the principal include the following:

- To understand and communicate a vision of the school's mission
- To incorporate the directives and policies of the diocese and state into the school policies
- To provide an atmosphere in the school which is identifiably Catholic
- To share with the pastor or designee the responsibility for the recruiting, hiring and dismissing of personnel
- To supervise and evaluate the teaching process
- To provide opportunities for professional growth of personnel
- To determine curriculum content and organization
- To budget funds and provide materials for educational programs and maintain financial and other school records
- To monitor student progress and maintain complete health and academic records
- To provide for the safety of pupils, personnel and equipment
- To implement an effective communication system with all constituencies

## **Bk3§108.4 EVALUATION**

### **Bk3§108.4.1 Policy**

The principal shall maintain state licensure in administration and engage in continuing education, especially in catechesis.

The pastor (or in the case of non-parish schools, the board) is responsible for the annual evaluation of the principal. A copy of the annual evaluation is to be kept in the principal's personnel file. The local board, committee, or council evaluates the principal in his/her relationship with the board.

## **Bk3§108.5 PRINCIPAL – ANNUAL CONTRACTS**

### **Bk3§108.5.1 Policy**

The Diocese of Springfield in Illinois does not offer tenure for personnel in the catechetical mission. All personnel contracts are annual contracts and do not imply automatic renewal.

## **Bk3§108.6 PRINCIPAL – DISMISSAL**

### **Bk3§108.6.1 Policy**

Grounds for dismissal during the school year or not offering a new contract for a subsequent school year must be in accord with established diocesan and/or local board of education regulations/policies and current contract obligations after appropriate evaluations.

Before making a decision regarding dismissal or not offering a contract to the principal for the subsequent school year, the pastor or board must contact the director of the Office for Human Resources, legal counsel and the superintendent of Catholic schools. The established parish procedure for grievance shall be followed.

### ***Commentary***

*Please see Bk3§302.9 Failure to Fulfill Contract for important information.*

*Reasons for dismissal during the school year or not offering a new contract for a subsequent school year, include, but are not to be limited to:*

- *Violation of accepted academic or professional standards of conduct*
- *Failure to perform duties in a satisfactory manner*
- *Lack of continuing professional growth and performance*
- *Non-observance of diocesan policies, school policies and/or local board of education policies approved by the pastor/board*
- *Violation of other provisions of the principal's contract*
- *Failure to act in accordance with or advocating positions contrary to the doctrinal and moral teachings of the Catholic Church*
- *Failure to provide leadership in forming the Christian educational community*

## **Procedures**

1. There is a distinction between not offering a subsequent contract and a dismissal during the period of the contract. The legal ramifications between the two are very different. Dismissal during the contract period must follow the provisions of the contract. Except in extreme cases, employment should be ended by not offering a contract for the subsequent year rather than by a dismissal for cause during the year.
2. Allowing the principal to resign voluntarily is often the most advantageous action for all concerned. In all cases, when ending any person's employment, matters of justice for both the employee and the school are the foremost considerations. Therefore, decisions regarding a person's employment cannot be made lightly or without planning and preparation.
3. The key to proper resolution of problems with any employee is communication and one of the best ways of doing this is by accurate evaluations and careful documentation.

## **DIRECTOR/COORDINATOR OF RELIGIOUS EDUCATION      Bk3§109**

### ***Commentary***

*The director of religious education (DRE) is a salaried professional member of a parish team. The DRE is responsible for facilitating the process for planning, organizing, guiding and coordinating all of the religious formation processes in the parish, from infancy through adulthood. As a member of the pastoral team, the DRE collaborates with the pastor and the parish pastoral council and/or catechetical committee in assessing appropriate needs and setting goals for the entire parish.*

*The coordinator of religious education (CRE) is a salaried professional member of a parish team. The CRE is responsible for facilitating the process for planning, organizing, guiding and coordinating one or more programs of the religious formation processes in the parish, from infancy through adulthood. As a member of the pastoral team, the CRE collaborates with the pastor, the DRE and the parish pastoral council and/or catechetical committee in assessing appropriate needs and setting goals for the entire parish.*

### **Bk3§109.1 APPOINTMENT**

#### **Bk3§109.1.1 Policy**

The pastor, in collaboration with the local board, committee or council, shall screen, interview and hire the director/coordinator of religious education. The director/coordinator of religious education shall sign an annual contract with the pastor.

### **Bk3§109.2 QUALIFICATIONS**

#### **Bk3§109.2.1 Policy**

1. Christian Leadership
  - Must be a practicing Catholic
  - Understands and is in accord with the basic philosophy of Catholic catechesis as is articulated in the *National Directory for Catechesis*
2. Personal Qualifications
  - Reflects a strong basic character evidenced through good moral conduct, as well as integrity and sincerity in relations with others
  - Possesses mental and physical competence
  - Evidences understanding of the importance of good interpersonal relationships
3. Professional Training
  - All DREs must have a master's degree in religious education, theology, catechesis or the equivalent
  - All CREs must have a bachelor's degree in theology or the equivalent or must complete the 2-year Lay Ministry Formation Program – Catechetical Leadership.
  - Demonstrates leadership and managerial skills
  - Has teaching experience in catechesis

### **BK3§109.3 RESPONSIBILITIES**

#### **BK3§109.3.1 Policy**

The responsibilities of the director/coordinator of religious education include the following:

- To assess, evaluate and clarify the parish religious education/catechetical needs in accord with its mission
- To formulate specific religious education/catechetical objectives and priorities for the parish
- To strengthen existing programs and initiate new programs to meet the parish objectives and priorities
- To design catechetical programs
- To assist in liturgical programs
- To conduct sacramental preparation workshops
- To recruit, form, train, assign and evaluate needed personnel
- To budget funds and materials for religious education/catechetical programs

### **BK3§109.4 EVALUATION**

#### **BK3§109.4.1 Policy**

The director/coordinator of religious education shall engage in continuing education in catechesis.

The pastor is responsible for the annual evaluation of the DRE/CRE. A copy of the annual evaluation is to be kept in the DRE/CRE's parish personnel file.

### **BK3§109.5 DIRECTOR/COORDINATOR OF RELIGIOUS EDUCATION – ANNUAL CONTRACTS**

#### **BK3§109.5.1 Policy**

The Diocese of Springfield in Illinois does not have policy of tenure for personnel in the catechetical mission. All personnel contracts are annual contracts and do not imply automatic renewal.

### **BK3§109.6 DIRECTOR/COORDINATOR OF RELIGIOUS EDUCATION – DISMISSAL**

#### **BK3§109.6.1 Policy**

Grounds for dismissal during the year or not offering a new contract for a subsequent year must be in accord with established diocesan and /or local board of education regulations/policies and current contract obligations after appropriate evaluations.

Before making a decision regarding dismissal or not offering a contract to the DRE/CRE for the subsequent year, the pastor must contact the diocesan director of the Office for Human Resources, legal counsel and the director of the Office for Catechesis. The established parish procedure for grievance shall be followed.



### **Commentary**

Please see **BK3§302.9 Failure to Fulfill Contract** for important information.

*Reasons for dismissal during the year or not offering a new contract for a subsequent year, include, but are not to be limited to:*

- *Violation of accepted professional standards of conduct as defined in the National Certification Standards for Lay Ecclesial Ministers*
- *Failure to perform duties in a satisfactory manner*
- *Lack of continuing professional growth and performance*
- *Non-observance of diocesan or parish policies; and/or local board of education policies approved by the pastor*
- *Violation of other provisions of the director/coordinator of religious education contract*
- *Failure to act in accordance with or advocating positions contrary to the doctrinal and moral teachings of the Catholic Church*
- *Failure to provide leadership in forming the Christian catechetical community*

### **PROCEDURES**

1. There is a distinction between not offering a subsequent contract and a dismissal during the period of the contract. The legal ramifications between the two are very different. Dismissal during the contract period must follow the provisions of the contract. Except in extreme cases, employment should be ended by not offering a contract for the subsequent year rather than by a dismissal for cause during the year.
2. Allowing the DRE/CRE to resign voluntarily is often the most advantageous action for all concerned. In all cases, when ending any person's employment, matters of justice for both the employee and the parish are the foremost considerations. Therefore, decisions regarding a person's employment cannot be made lightly or without planning and preparation.
3. The key to proper resolution of problems with any employee is communication and one of the best ways of doing this is by accurate evaluations and careful documentation.

## **COORDINATOR OF YOUTH MINISTRY**

**Bk3§110**

*The coordinator of youth ministry can be a salaried professional member of a parish team or a volunteer serving as the same. “Ministry coordinators have a central role in facilitating the people, programming, and resources of the faith community on behalf of a comprehensive ministry effort with adolescents. Coordination is stewardship—overseeing the resources of the community so that they are used wisely in ministry with adolescents. Ministry coordinators alert the whole community to its responsibility for young people, draw forth the community’s gifts and resources, and encourage and empower the community to minister with young people.”<sup>1</sup> As a member of the pastoral team, the coordinator of youth ministry collaborates with the pastor and the appropriate board, committee or council in their assessing appropriate needs and setting goals for the entire parish.*

### **Bk3§110.1 APPOINTMENT**

**Bk3§110.1.1 Policy** The pastor, in collaboration with the appropriate board, committee or council, shall screen, interview, and hire/appoint the coordinator of youth ministry. Guidance for identifying, screening, appointing and supporting a coordinator of youth ministry is available from the Office for Youth and Young Adult Ministry.

Prior to appointment or hire, the coordinator of youth ministry will be provided a written position description that describes the position’s responsibilities and to whom the coordinator of youth ministry is accountable.

The coordinator of youth ministry is hired on an at-will basis and does not require a contract of employment for a fixed term.

#### ***Commentary***

***Definition - Employment at-will:*** *The employer does not offer tenure or any other form of guaranteed employment. Either the employer or the employee can terminate the employment relationship at any time with or without cause, with or without notice. Only the pastor has the authority to alter the employment-at-will relationship.*

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<sup>1</sup> USCCB, *Renewing the Vision: A Framework for Catholic Youth Ministry* (Washington, D.C.: United States Catholic Conference, 1997), p. 24-25.

## **BK3§110.2 QUALIFICATIONS**

### **BK3§110.2.1 Policy**

1. Christian Leadership
  - Must be a practicing Catholic
  - Understands and is in accord with the basic philosophy of Catholic youth ministry as articulated in *Renewing the Vision: A Framework for Catholic Youth Ministry*<sup>1</sup>
2. Personal Qualifications
  - Reflects a strong basic character evidenced through good moral conduct, as well as integrity and sincerity in relations with others
  - Possesses mental and physical competence
  - Evidences understanding of the importance of good interpersonal relationships
3. Professional Training
  - Completes the Lay Ministry Formation Program specializing in youth ministry or have other suitable educational and practical formation for this ministry
  - Attends on-going continuing education and development options offered by the Office for Youth and Young Adult Ministry.

## **BK3§110.3 RESPONSIBILITIES**

### **BK3§110.3.1 Policy**

The responsibilities of the coordinator of youth ministry include the following:

1. The coordinator of youth ministry acts as an advocate and link for youth
  - Interpreting the needs of youth to the pastoral teams and communities
  - Facilitating the development of community among young people, their families, their parishes and their local community
  - Supporting families in their role of promoting healthy adolescent development and faith growth
  - Partnering with schools and the civic community to promote effective services for youth and positive values in youth
  - Promoting the pastoral care of youth and families
2. The coordinator of youth ministry recruits, forms and supports adult and youth leaders in youth ministry
  - Formulating and presenting to the parish communities a comprehensive vision of youth ministry at appropriate times and places
  - Promoting the spiritual formation of youth and adult leaders
  - Developing a Youth Ministry Council and leading the council in planning and coordinating programs and services
  - Developing other organizational structures as needed
  - Facilitating the training and support of leaders
3. The coordinator of youth ministry promotes the faith formation of youth
  - Developing and implementing evangelization and outreach programs
  - Collaborating with other parish staff to develop and implement appropriate catechetical programs
  - Promoting active youth worship including liturgy and prayer opportunities that are inclusive and encourage participation
4. The coordinator of youth ministry empowers youth for Christian Ministry
  - Facilitating the training and formation of youth as leaders
  - Providing opportunities for service and linking such opportunities to the fostering of peace and justice and the promotion of Catholic social teaching
5. The coordinator of youth ministry administers all aspects of youth ministry in the sponsoring parish(es)
  - Facilitating the planning, implementation and evaluation of long and short range program goals
  - Developing and supervising the program budget
  - Fundraising and grant writing activities
  - Assuring that legal and moral responsibilities are provided for within the context of the program

## **BK3§110.4 EVALUATION**

### **BK3§110.4.1 Policy**

The pastor is responsible for the annual evaluation of the coordinator of youth ministry. This evaluation will include goals for performance and professional development for the coming time period. A copy of the annual evaluation shall be kept in the coordinator of youth ministry's parish personnel file.

## **BK3§110.5 COORDINATOR OF YOUTH MINISTRY – ANNUAL CONTRACTS**

### **BK3§110.5.1 Policy**

The Diocese of Springfield in Illinois does not have a policy of tenure for personnel in the youth ministry mission. All personnel contracts are annual contracts and do not imply automatic renewal.

## **BK3§110.6 COORDINATOR OF YOUTH MINISTRY – DISMISSAL**

### **BK3§110.6.1 Policy**

Grounds for dismissal or not offering a new contract must be in accord with established policies and current contract obligations after appropriate evaluations.

Before making a decision regarding dismissal or not offering a contract to the coordinator of youth ministry for the subsequent year, the pastor must contact the diocesan director of the Office for Human Resources, legal counsel and the director of the Office for Youth and Young Adult Ministry. The established parish procedure for grievance shall be followed.

### *Commentary*

*Please see BK3§302.9 Failure to Fulfill Contract for important information.*

*Reasons for dismissal or not offering a new contract for a subsequent year, include, but are not to be limited to:*

- *Violation of accepted professional standards of conduct as defined in the **National Certification Standards for Lay Ecclesial Ministers***
- *Failure to perform duties in a satisfactory manner*
- *Lack of continuing professional growth and performance*
- *Non-observance of diocesan and/or parish policies*
- *Violation of other provisions of the coordinator of youth ministry contract*
- *Failure to act in accordance with or advocating positions contrary to the doctrinal and moral teachings of the Catholic Church.*

## **Procedures**

1. There is a distinction between not offering a subsequent contract and a dismissal during the period of the contract. The legal ramifications between the two are very different. Dismissal during the contract period must follow the provisions of the contract. Except in extreme cases, employment should be ended by not offering a contract for the subsequent year rather than by a dismissal for cause during the year.
2. Allowing the coordinator of youth ministry to resign voluntarily is often the most advantageous action for all concerned. In all cases, when ending any person's employment, matters of justice for both the employee and the parish are the foremost considerations. Therefore, decisions regarding a person's employment cannot be made lightly or without planning and preparation.
3. The key to proper resolution of problems with any employee is communication and one of the best ways of doing this is by accurate evaluations and careful documentation.

## **OTHER CATECHETICAL PERSONNEL**

**Bk3§111**

### **Bk3§111.1 ADDITIONAL PERSONNEL**

#### **Bk3§111.1.1 Policy**

A parish may engage other personnel, both paid and volunteer, for the implementation of the catechetical mission.

### **Bk3§111.2 RESPONSIBILITIES**

#### **Bk3§111.2.1 Policy**

Other positions, both paid and volunteer, shall be provided with a comprehensive role description which defines individual responsibilities, functions, and accountability.

### **Bk3§111.3 EMPLOYMENT CONTRACTS**

#### **Bk3§111.3.1 Policy**

Employment contracts shall only be reserved for use in hiring academic teaching positions or parish/school administration positions (principal, assistant principal, director of religious education). These contracts shall be for a fixed term of no more than one (1) year.

### **Bk3§111.4 EMPLOYMENT AT-WILL**

#### **Bk3§111.4.1 Policy**

At-will employment relationship shall be applied to all other positions at the school or parish, (e.g., secretaries, business managers, accounting managers, pastoral associates, maintenance managers, maintenance positions, housekeepers, cooks, teacher aides, school secretaries, bookkeepers, coaches, etc.).

#### *Commentary*

*Definition - Employment at-will: The employer does not offer tenure or any other form of guaranteed employment. Either the employer or the employee can terminate the employment relationship at any time with or without cause, with or without notice. Only the pastor has the authority to alter the employment-at-will relationship.*

### **Bk3§111.5 EVALUATIONS**

#### **Bk3§111.5.1 Policy**

All personnel, both paid and volunteer, and their positions shall be evaluated annually.

## **OTHER EDUCATIONAL AGENCIES AND ASSOCIATIONS**

**Bk3§112**

### **Bk3§112.1 HOME AND SCHOOL ASSOCIATION**

#### **Bk3§112.1.1 Policy**

The purpose of a Home and School Association shall be to develop a mutual understanding between parents and teachers. It should aim to assist parents in achieving their mission as educators of their children. It should give parents and teachers an opportunity to discuss and to explore aspects of child development essential in the formation of the whole child. A Home and School Association may also be the fundraising organization for the school and must adhere to the financial criteria outlined in **Book 5**.

### **Bk3§112.2 OTHER EDUCATIONAL AGENCIES**

#### **Bk3§112.2.1 Policy**

With administrative approval, other groups, such as sports booster clubs, music clubs, etc., may be formed. They may also be the fundraising organization for the particular group and must adhere to the financial criteria outlined in **Book 5**.