

2011-2012

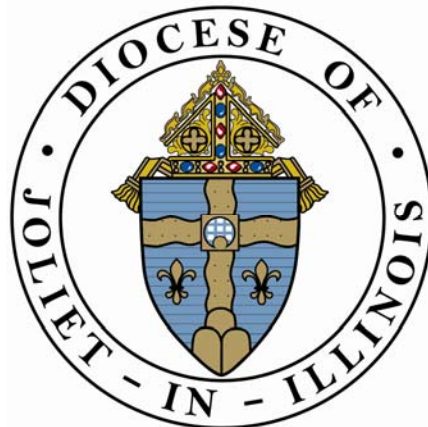
CONTRACT RENEWAL MATERIALS

for

**Director/Coordinator of
ADULT FAITH FORMATION**

or

**Parish Director of
LIFELONG FAITH FORMATION**



**DIOCESE OF JOLIET
RELIGIOUS EDUCATION OFFICE
101 W. Airport Rd.
Romeoville, IL 60446
PHONE: (815) 838-6475 FAX: (815) 588-6003
www.dioceseofjoliet.org/reo**



Diocese of Joliet

Religious Education Office

101 W. Airport Rd
Romeoville, IL 60446

815-838-6475
Fax 815-588-6003

February, 2011

Dear Pastors,

I am pleased to provide you with **Contract Renewal Materials for Catechetical Leaders** for use with your parish catechetical leaders! We are transmitting these materials electronically for easier completion and return.

Contract Renewal Materials are designed to help you, as primary catechetical leader and chief administrator, to engage in a helpful and collaborative process with your catechetical staff as you look to the coming year in ministry. Job performance review and goal planning, if done well, are proven means to greater job satisfaction and effectiveness. I am confident that your investment in this process will pay dividends for your parish throughout the year.

The diocesan Religious Education Office also can be a resource to pastors looking to hire a new person for a catechetical leadership position. Please let me know if you will be looking to hire in the coming year. Along with providing consultation, our office can have your position posted on the diocesan website.

Visionary and effective catechetical ministry is a critical element to the vitality of any parish community, as it serves the Church's mission to re-evangelize its people and reach out with the good news of the Gospel to others. Your ongoing commitment to provide the resources for professional catechetical leadership in your parish ensures that the current and future generations will share a vibrant Catholic faith. Your support of and care for your catechetical leaders embodies the Church's call to act justly and love tenderly. Thank you for all you do to teach the faith and empower others to do so with courage and joy!

Please send a set of completed forms for catechetical staff members to the diocesan Religious Education Office as called for in the renewal process. This may be done electronically, via mail or fax. Questions related to contracts, salaries and benefits should be directed to the diocesan Human Resources Department.

May God continue to abundantly bless you and your parish communities in this Year of the Eucharist!

Yours in Christ,

Thomas S. Quinlan
Diocesan Director

DIRECTIONS FOR THE CONTRACT RENEWAL PROCESS

In order to provide you with helpful guidance and assistance through the catechetical leader **Contract Renewal Process**, the following directions have been developed. The following materials are enclosed in this booklet:

- **Qualities & Skills for Effective Ministry as a Parish Catechetical Leader**
- **Performance Review**
- **Guidelines for Developing a Job Description**
- **Job Description Form**
- **Program Goals Form**
- **Personal Formation & Professional Growth Plan Form**
- **Contract for Lay and Religious Employees**

THE PARISH SHALL OFFER A RENEWAL OF CONTRACT BY THE LAST DAY OF MARCH. IF THE PARISH WISHES AN EXTENSION, THE CATECHETICAL LEADER WILL RECEIVE WRITTEN NOTICE THAT THE DETERMINATION OF RENEWAL WILL BE DELAYED. THE PARISH SHALL, NO LATER THAN APRIL 15TH, ADVISE THE CATECHETICAL LEADER OF THE STATUS OF THE CONTRACT'S RENEWAL.

THE FOLLOWING STEPS TO THE CONTRACT RENEWAL PROCESS SHOULD BEGIN ON OR ABOUT MARCH 15TH:

- _____ 1. Pastor provides a copy of the **Performance Review** to the Catechetical Leader.
- _____ 2. Pastor and Catechetical Leader individually complete the **Performance Review**.
- _____ 3. Pastor and Catechetical Leader meet to compare and discuss the **Performance Review**.
- _____ 4. Pastor and Catechetical Leader review and if necessary revise **Job Description**.
- _____ 5. Pastor and Catechetical Leader develop clear and measurable **Program Goals**.
- _____ 6. **Personal Formation and Professional Growth Plan** for the Catechetical Leader is discussed and agreed upon by the Pastor and Catechetical Leader.
- _____ 7. The **Contract** is prepared, offered and signed.
- _____ 8. Place a copy of the following in the Catechetical Leader's parish personnel file:
 - **Performance Review**
 - **Job Description**
 - **Program Goals**
 - **Personal Formation and Professional Growth Plan**
 - **Contract**

_____ 9. Pastor gives the Catechetical Leader a copy of the following:

- **Performance Review**
- **Job Description**
- **Program Goals**
- **Personal Formation and Professional Growth Plan**
- **Contract**

**BY April 30th SEND TO THE RELIGIOUS EDUCATION OFFICE
A COPY OF THE FOLLOWING:**

- 1. Job Description**
- 2. Program Goals**
- 3. Personal Formation and Professional Growth Plan**

**QUALITIES AND SKILLS
FOR EFFECTIVE MINISTRY AS A PARISH CATECHETICAL LEADER
(All ministry areas – children, youth, adult & family)**

1. CATECHETICAL LEADER AS A PERSON OF FAITH

- Is an integrated person who communicates gospel values through daily living.
- Is a believing Christian, a person of prayer, and a practicing Catholic.
- Pursues continued growth in faith and spiritual direction.

2. CATECHETICAL LEADER AS CATECHIST

- Has a solid background in theological studies and/or religious education, and continually seeks updating through courses, seminars, workshops, books and periodicals.
- Has a broad understanding of Church in both its divine and human elements and characteristics, and helps others to grow in their understanding.
- Is able to provide formation in faith, knowledge and growth in catechetical skills for catechists.
- Is an enabler who can help others to realize and fulfill their baptismal call.
- Has self knowledge of strengths and weaknesses, and gives evidence and example of continuing personal growth.
- Has the skills required to select appropriate materials for use in catechetical programs.

3. CATECHETICAL LEADER AS COMMUNITY BUILDER

- Demonstrates ease in interpersonal relationships with pastoral and catechetical staffs, parents and other parish groups.
- Has the capacity to work with various age levels; adult, youth and children.
- Possesses qualities including openness, empathy, pastoral discernment and the ability to empower others.
- Is able to handle conflict effectively, in the best interests of all concerned.

4. CATECHETICAL LEADER AS ADMINISTRATOR

- Possesses personal characteristics of leadership, creativity and vision. Is a self-starter.
- Has good communication skills; oral and written.
- Is able to empower others and delegate authority where needed.
- Demonstrates organizational skills of planning, record keeping and budgeting.
- Has the ability to work toward implementation and periodic evaluation of goals and objectives.
- Is committed to implementing all policies and guidelines of the parish and diocese.



To be completed separately by the catechetical leader & the pastor

PERFORMANCE REVIEW

TITLE _____

PARISH _____

Signature of Catechetical Leader

Date

Signature of Pastor

Date

Indicate your overall rating of the performance rendered by this professional using the following scale:
4 = EXCELLENT; 3 = VERY GOOD; 2 = GOOD; 1 = NEEDS IMPROVEMENT
If a number (1) was selected, please explain in the comments section.

Pastor CL Program Development

- ____ ____ Develops and maintains adult programs and resources.
- ____ ____ Reviews, selects and acquires suitable resources/presenters for adult faith formation.
- ____ ____ Develops programs in keeping with the guidelines of the diocese, the National Directory for Catechesis and "Our Hearts Were Burning Within Us" (USCCB).
- ____ ____ Works collaboratively with other parish ministries to ensure an integrated approach to the parish's catechetical efforts.
- ____ ____ Works with adult segments in the parish to ensure their support and involvement.
- ____ ____ Develops and works with Adult Faith Formation team (representative of parish adult population).

COMMENTS:

Pastor CL Recruitment and Training of Volunteer Personnel

- ____ ____ Recruits sufficient volunteers and aides to provide publicity and hospitality for adult faith formation programs.
- ____ ____ Provides in-services to train leaders in basic skills and basic methods of adult faith formation.
- ____ ____ Provides periodic spiritual enrichment and community building experiences (evenings of reflection, appreciation dinner, etc.)
- ____ ____ Evaluates adult efforts annually and offers constructive suggestions for improvement as needed.

COMMENTS:

Pastor CL Administration

- ____ Supervises adult faith formation staff and volunteers.
- ____ Develops a comprehensive calendar of all aspects of the adult program and coordinates this with the parish's master calendar.
- ____ Prepares an annual budget and oversees expenditures after its approval.
- ____ Arranges for use of the facilities needed to conduct the programs and oversees the proper use and maintenance of these facilities.
- ____ Maintains accurate records related to registration, attendance and evaluations, as well as any required documentation related to sacramental preparation and celebration (RCIA).

COMMENTS:

Pastor CL Communication

- ____ Attends parish staff meetings; updates members regularly on matters pertaining to the catechetical program.
- ____ Informs members of parish community in a timely manner of program events
- ____ Serves as staff representative to the parish enrichment opportunities; submits reports as requested.
- ____ Maintains regular contact with diocesan agencies and Association of Directors of Adult Faith Formation programs.
- ____ Demonstrates pastoral attitudes when working with adult learners, catechists and other parish ministers.

COMMENTS:

Pastor CL Continuing Education and Professional Development

- ____ Continues with personal and spiritual formation through retreats, days of reflection, reading, small-faith-sharing groups, Scripture study, workshops, and prayer, among other experiences.
- ____ Continues with professional growth and formation through reading, peer associations and networks, institutes and workshops, classes, study days, and diocesan meetings and programs, among other learning opportunities.

COMMENTS:

GUIDELINES FOR DEVELOPING A JOB DESCRIPTION

This information can be used by the pastor or hiring committee/board in developing a job description for a catechetical leader. Involving the person or people who may ultimately hold a position in the development of a job description for a particular position may help maximize that person's effectiveness in the position.

The focus of a job description should be on the desired results. Thus, the focus of a record keeping responsibility can be addressed in a statement such as, "Maintain adequate records for those enrolled in the program," rather than focusing on the activity itself, "Make records for those enrolled in the program."

It can be helpful to list the responsibilities of the position in order of their importance, or in the order in which they will command time of the professional. Here are some questions to consider:

- What are the key responsibilities of the position?
- What are the goals/targets expected for the tasks of these responsibilities?
- What individuals/resources/space will be required to accomplish these tasks?
- Will the position require the professional to recruit individuals or acquire and maintain the resources and space needed for the tasks?
- Will the position require training of volunteers? How many? Is there a minimum standard for time, content, etc.?

A position may require collaboration with other parish professionals, or the supervision of other staff members. Here are some questions to consider:

- What are the general areas of collaboration that can be foreseen at the time of writing the job description?
- Who is responsible for initiating the collaborative efforts? Who will be responsible for the results of the collaboration?
- How many staff members are to be supervised? What interaction will be required of the supervisor?

Each parish catechetical leader is inevitably responsible to the pastor. Here are some questions to consider:

- How often will the professional be required to update the pastor?
- Is there specific information the professional will be required to provide the pastor with on a regular basis?
- In what areas might the professional be asked to serve as a resource to the pastor?

A catechetical leader, regardless of their personal educational and professional background, needs continual updating in the theory and practice of church ministry and networking with other professionals in other parishes and in the Diocese, in order to serve in the most effective manner. Here are some questions to consider:

- Are there groups of professionals in the Diocese within which the professional may find professional support?
- Are there professional associations to which the professional should have membership at the expense of the parish?

A professional will work within Diocesan and Parish structures of leadership.

- Are there parish committees that require the membership of the professional?
- Are there parish meetings that the professional should attend? If so, in what capacity should that person attend? How often would they be required to attend?

A job description should be realistic. It should not be developed as an ideal in mind to which a professional can work towards, but rather something possible within the time contracted by parish and professional.

Job descriptions should be reviewed annually during the time of the Contract Renewal Process.

2011-2012 JOB DESCRIPTION

TITLE _____ PARISH _____

Signature of Catechetical Leader

Date

Signature of Pastor

Date

Supervisor:

Professional Staff Member General Responsibilities:

Ministry Area Responsibilities:

Other Responsibilities as assigned:

2011-2012 PROGRAM GOALS

TITLE _____

PARISH _____

Signature of Catechetical Leader

Date

Signature of Pastor

Date

GOAL	DATE COMPLETED

2011-2012 PERSONAL FORMATION & PROFESSIONAL GROWTH PLAN

TITLE _____ PARISH _____

Signature of Catechetical Leader

Date

Signature of Pastor

Date

Please identify and describe how you will work toward at least one goal in each of the following two sections: Personal Formation (Section A) and Professional Growth (Section B). As you design your plan, refer to the **National Certification Standards for Lay Ecclesial Ministers Serving As Parish Catechetical Leaders**, which are located on the REO website – (www.dioceseofjoliet.org/reocatecheticalLeadership.asp).

Section A. Personal Formation: [faith and spirituality]

Goal # 1

Method of Achievement

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Goal # 2

Method of Achievement

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Section B. Professional Growth: [knowledge and leadership skills]

Goal # 1

Method of Achievement

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Goal # 2

Method of Achievement

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(Parish)

***EMPLOYMENT CONTRACT
(FOR BENEFITED EMPLOYEES)***

This AGREEMENT entered into this ____ day of _____, _____, by and between the
(hereafter referred to as the “Parish”) and _____ (hereafter referred to as the “Employee”)
whose position will be that of _____.

A. DURATION OF CONTRACT

The term of service under this Agreement shall commence on the 1st day of July, _____ and shall terminate on
the 30th day of June, _____.

B. DUTIES

A job description and all other related duties pertinent to the position shall be set forth by the Pastor or designee, but
may not exceed nor violate any provisions of the Parish Personnel Policies and Procedures
Handbook or in its absence the Joliet Diocesan Personnel Policies and Procedures Handbook. The Parish reserves the
right to transfer duties from one position to another, as well as to transfer employees to other positions, to preserve the
effectiveness of the parish.

C. ADDITIONAL TERMS

It is further agreed that all of the provisions of the Parish Personnel Policies and Procedures Handbook or in its
absence the Joliet Diocesan Personnel Policy and Procedures Handbook and all subsequent amendments thereto are
hereby incorporated into this Agreement and made a part hereof.

D. SALARY

The Parish agrees to pay said Employee the annual salary of \$ _____, to be paid in _____ equal
installments.

E. FRINGE BENEFITS

During the period that this Agreement is in full force and effect, the Parish agrees to provide benefits to the full-time
or part-time benefited Employee as follows:

Diocesan Comprehensive Health, Dental, Optical and Professional Liability Coverage

Long Term Disability Coverage

Life Insurance (one times annual salary)

Diocesan Employee's Retirement Plan

Social Security

Unemployment Compensation

Worker's Compensation Coverage

Sick Leave, vacation, and other absence from duties shall be in accordance with the Parish Personnel
Policies and Procedures Handbook or in its absence the Joliet Diocesan Policy and Procedures Handbook.

F. ADDITIONAL PROVISIONS AND/OR CONDITIONS

G. TERMINATION AND RENEWAL

This Agreement is to be terminated or renewed in accordance with the procedures set forth in the Parish Personnel Policies and Procedures Handbook or in its absence the Joliet Diocesan Policies and Procedures Handbook.

IN WITNESS WHEREOF, the parties have signed this Agreement on the dates set forth below.

BY: _____ DATE ____/____/____
Pastor or Delegated Agent

BY: _____ DATE ____/____/____
Principal or Delegated Agent

BY: _____ DATE ____/____/____
Employee

(Parish)

***SERVICE AGREEMENT WITH RELIGIOUS INSTITUTIONS
(FOR BENEFITED RELIGIOUS)***

This AGREEMENT entered into this ____ day of _____, _____, by and between the _____ (hereafter referred to as the “Parish”) and the _____ (hereafter referred to as the “Religious Institute”) for the services only of the following individual _____ (hereafter referred to as the “Religious”) whose position will be that of _____.

A. DURATION OF CONTRACT

The term of service under this Agreement shall commence on the 1st day of July _____ and shall terminate on the 30th day of June _____.

B. DUTIES

A job description and all other related duties pertinent to the position shall be set forth by the Parish’s primary administrator, but may not exceed nor violate any provisions of the Parish Personnel Policy and Procedures Handbook or in its absence the Joliet Diocesan Personnel Policies and Procedures Handbook. The Parish reserves the right to transfer duties from one position to another, as well as to transfer employees to other positions, to preserve the effectiveness of the organization.

C. ADDITIONAL TERMS

It is further agreed that all of the provisions of the Parish Personnel Policy and Procedures Handbook or in its absence the Joliet Diocesan Personnel Policies and Procedures Handbook and all subsequent amendments thereto are hereby incorporated into this Agreement and made a part hereof.

D. COMPENSATION

The Parish agrees to pay the Religious Institute for the services of the above-named Religious the annual compensation of \$<<Salary>>, to be paid in 24 equal installments.

E. FRINGE BENEFITS

In addition to the above, the Parish agrees to provide benefits for the Religious as follows:

Car Usage and Maintenance or Car Allowance (payment to be made in equal monthly installments)	Provided
Retirement Contribution (payment to be made in May)	\$
Social Security Contribution (7.65% of total compensation)	\$
Insurance: Health, Dental, Optical, Long Term Disability And Professional Liability (Insurance Cost)	\$
Worker’s Compensation Coverage (Compensation Cost)	\$

Sick/Personal Leave days, Vacation, Spiritual Retreat and other absence from duties shall be in accordance with the Parish Personnel Policy and Procedures Handbook or in its absence the Joliet Diocesan Personnel Policies and Procedures Handbook.

F. ADDITIONAL PROVISIONS AND/OR CONDITIONS

G. TERMINATION AND RENEWAL

This agreement is to be terminated or renewed in accordance with the procedures set forth in the Parish Personnel Policy and Procedures Handbook or in its absence the Joliet Diocesan Personnel Policies and Procedures Handbook.

IN WITNESS WHEREOF, the parties have signed this Agreement on the dates set forth below.

NAME OF PARISH

RELIGIOUS INSTITUTE

Name of Religious Institute

BY: _____
Delegated Agent

BY: _____
Delegated Agent

DATE ____/____/____

DATE ____/____/____

*****Rct kj +

EMPLOYMENT CONTRACT
(FOR UN-BENEFITED EMPLOYEES)

This AGREEMENT entered into this ____ day of _____, _____, by and between the
(hereafter referred to as the "Parish") and _____ (hereafter referred to as the "Employee")
whose position will be that of _____.

A. DURATION OF CONTRACT

The term of service under this Agreement shall commence on the 1st day of July, _____ and shall terminate on
the 30th day of June, _____.

B. DUTIES

A job description and all other related duties pertinent to the position shall be set forth by the Pastor or designee, but
may not exceed nor violate any provisions of the Parish Personnel Policy and Procedures Handbook or in its absence
the Joliet Diocesan Personnel Policies and Procedures Handbook. The Parish reserves the right to transfer duties from
one position to another, as well as to transfer employees to other positions, to preserve the effectiveness of the parish.

C. ADDITIONAL TERMS

It is further agreed that all of the provisions of the Parish Personnel Policy and Procedures Handbook or in its absence
the Joliet Diocesan Personnel Policies and Procedures Handbook and all subsequent amendments thereto are hereby
incorporated into this Agreement and made a part hereof.

D. SALARY

The Parish agrees to pay said Employee the annual salary of \$_____, to be paid in _____ equal
installments.

E. FRINGE BENEFITS

During the period that this Agreement is in full force and effect, the Parish agrees to provide the following to the
above named employee classified as part-time un-benefited as follows:

- Social Security
- Unemployment Compensation
- Worker's Compensation Coverage

F. ADDITIONAL PROVISIONS AND/OR CONDITIONS

G. TERMINATION AND RENEWAL

This Agreement is to be terminated or renewed in accordance with the procedures set forth in the Parish Personnel Policy and Procedures Handbook or in its absence the Joliet Diocesan Personnel Policies and Procedures Handbook.

IN WITNESS WHEREOF, the parties have signed this Agreement on the dates set forth below.

BY: _____ DATE ____ / ____ / ____
Pastor or Delegated Agent

BY: _____ DATE ____ / ____ / ____
Principal or Delegated Agent

BY: _____ DATE ____ / ____ / ____
Employee

+
SERVICE AGREEMENT WITH RELIGIOUS INSTITUTIONS
(FOR UN-BENEFITED RELIGIOUS)

This AGREEMENT entered into this ____ day of _____, _____, by and between the
(hereafter referred to as the "Parish") and the _____ (hereafter referred to as the "Religious Institute")
for the services only of the following individual (hereafter referred to as the "Religious") whose position will be that of

A. DURATION OF CONTRACT

The term of service under this Agreement shall commence on the 1st day of July _____ and shall
terminate on the 30th day of June _____.

B. DUTIES

A job description and all other related duties pertinent to the position shall be set forth by the Parish's primary
administrator, but may not exceed nor violate any provisions of the Parish Personnel Policy and Procedures Handbook
or in its absence the Joliet Diocesan Personnel Policies and Procedures Handbook. The Parish reserves the right to
transfer duties from one position to another, as well as to transfer employees to other positions, to preserve the
effectiveness of the organization.

C. ADDITIONAL TERMS

It is further agreed that all of the provisions of the Parish Personnel Policy and Procedures Handbook or in its absence
the Joliet Diocesan Personnel Policies and Procedures Handbook and all subsequent amendments thereto are hereby
incorporated into this Agreement and made a part hereof.

D. COMPENSATION

The Parish agrees to pay the Religious Institute for the services of the above-named Religious the annual
compensation of \$ _____, to be paid in 24 equal installments.

E. FRINGE BENEFITS

In addition to the above, the Parish agrees to provide the following to the Religious classified as part-time
un-benefited as follows:

Social Security Contribution (7.65% of total compensation)	\$
Worker's Compensation Coverage (Compensation Cost)	\$

F. ADDITIONAL PROVISIONS AND/OR CONDITIONS

G. TERMINATION AND RENEWAL

This agreement is to be terminated or renewed in accordance with the procedures set forth in the Parish Personnel Policy and Procedures Handbook or in its absence the Joliet Diocesan Personnel Policies and Procedures Handbook.

IN WITNESS WHEREOF, the parties have signed this Agreement on the dates set forth below.

NAME OF PARISH

RELIGIOUS INSTITUTE

BY: _____
Delegated Agent

BY: _____
Delegated Agent

DATE ____/____/____

DATE ____/____/____