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PARISH RELIGIOUS EDUCATION
SELF-STUDY AND ASSESSMENT PROGRAM
W E
PROCEDURES MANUAL
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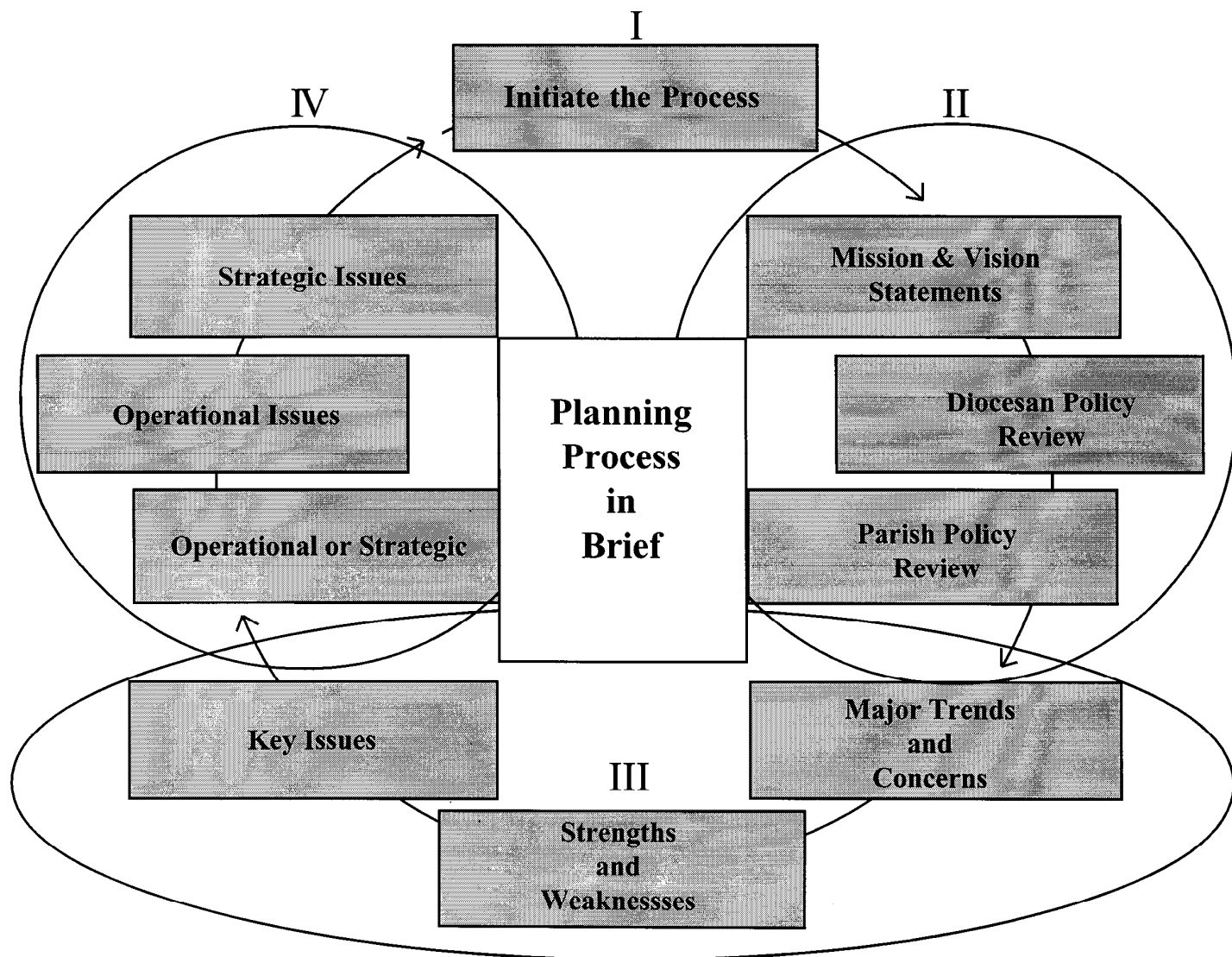
DEPARTMENT OF RELIGIOUS EDUCATION

DIOCESE OF ERIE

2001

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PARISH RELIGIOUS EDUCATION SELF-STUDY AND ASSESSMENT PROGRAM



PHILOSOPHY AND GOALS

PROGRAM PHILOSOPHY

“It is important that we know why we choose certain objectives, and why we use certain procedures. If we don’t know why, then we are teaching from a position of blind obedience or of flat indifference. Neither of these is good.”

The Assembly Guide, The Middle States Association, p. 25

PROGRAM THEME

A PILGRIM PEOPLE

The theme of pilgrimage is the central characteristic of our philosophy for this parish religious education self-study and assessment. This theme reflects and reminds us of our unique relationship with God and the community we call Church. Pilgrimage is a key image throughout Scripture, the *Documents of Vatican Council II*, and the *National Catechetical Directory*. Those participating in the self-study & assessment program, like pilgrims, are stopping along the way to take bearing and prepare for the next leg of the journey. Our final destination is the Reign of God and our responsibility is to recognize and cultivate the seeds of the Reign of God all along the way. The self-study and assessment program is intended to help parishes foster the growth of the Reign of God here, in this place, and in this time.

PROGRAM GOAL

Our goal is that through this process the religious education community of the Diocese of Erie continues to make a significant contribution to the formation in faith of all those entrusted to our care so that the Gospel is proclaimed, the Sacraments are celebrated and the poor are served by a joyous and energetic community committed to the Reign of God through the person of Jesus the Christ. The end product of this process will be a plan enabling your program to accomplish these goals. However, the particular plan that you devise is not as important as the **process** that you will use to formulate the plan. If two weeks after you begin implementing your new plan the largest employer in your town goes bankrupt and lays off its entire workforce, your new plan is now an old plan and the planning process begins all over again. **Strategic thinking** is more important than the plan it generates because there will always be new issues to be faced with creative and innovative solutions to make Christ known and loved.

PART 1 - INITIATING THE PROCESS

PROGRAM CHECKLIST

Use this checklist to get the process under way. Once all of the items are checked you will know that all of your preliminary work is completed and you can begin the Religious Education Self-Study and Assessment Program.

CHECKLIST

- The Diocese will publish a schedule to determine when each parish is to begin the self-study process. Parishes are free to begin the process immediately if it is convenient.
- In the Fall (see the proposed time-line in this section), before you are scheduled to begin, identify a “possible” steering committee (see suggested membership p. 6).
- See your *Handbook of Religious Education* for a copy of the *Religious Education Self-Study and Assessment Procedure Manual* and *Religious Education Self Study and Assessment Forms Manual* so that everyone on the steering committee has a copy.
- See your *Handbook of Religious Education* for a copy of the *Religious Education Self-Study and Assessment Reporting Manual* to record your progress and the results of your work.
- Contact the Department of Religious Education to indicate that you are beginning the process so that a site-visit team can be put together. A member of the Department staff would be happy to come to your initial Steering Committee meeting to answer questions about the process.
- Contact an outside facilitator to work with the Steering Committee if one is desired.
- Finalize your Steering Committee by obtaining their agreement to serve.
- Establish the first meeting date for the Steering Committee (see the agenda for the first meeting in this section p. 7).

PART I - INITIATING THE PROCESS

A - SUGGESTED TIME-LINE

YEAR I

- FALL
1. Identify “possible” Steering Committee members.
 2. Obtain Self Study and Assessment Process manuals from the Diocesan Department of Religious Education

- SPRING
3. Contact the Department of Religious Education for a meeting with a staff member concerning the Self-Study & Assessment Process.
 4. Selection of Steering Committee for the Self Study and Assessment Process

- SUMMER
5. Collection of data for writing “General Background” for Self Study and Assessment Process (pgs. 2-8 in the Reporting Manual).
 6. Create a mission and vision statement (if necessary).
 7. Complete Part 2-Sections A,B and C (Reviewing Mandates).

YEAR II

- FALL
8. Complete Part 3 (Survey the Situation) and Part 4 Sections A & B (Operational plans).
 9. Distribution of parent questionnaires.

WINTER

10. Complete Part 4 Section 4 (Strategic Plan)
11. Collating of questionnaires.
12. Copy your Self Study and Assessment Process documentation.

SPRING

13. Team visit and Self Study and Assessment Process review.
14. Team report is read at the parish.

PART 1 - INITIATING THE PROCESS

B - STEERING COMMITTEE MEMBERSHIP

1. Steering Committee members could include priests of parish, parish religious education leader(s), youth minister, catechists, support staff, parents, interested parishioners, etc. (Seven to ten people total)
2. The Chairperson of the Steering Committee should normally be a member of the parish staff other than the parish religious education leader(s). The head of the Pastoral Council committee on Religious Education or the head of the Religious Education Board would also be a good choice.
3. The Steering Committee members coordinate the various sections of the Self-Study and see to their proper completion within the allotted time.



PART I - INITIATING THE PROCESS

B - STEERING COMMITTEE, CONT'D

AGENDA FOR INITIAL MEETING

Date:

Time:

Place:

Steering Committee

(list the steering committee members in this space—alphabetical order)

- I. Opening Prayer
- II. Introductions
- III. Review the Procedures Manual
 - A. Philosophy
 - B. Theme
 - C. Goal
 - D. Time Line
 - 1) two year comittment
 - E. Steering Committee Membership and Roles
 - F. Role of the Visitation Teams
- IV. Review the Planning Booklet
- V. Select a Steering Committee Chairperson
- VI. Assign various parts of the Self-Study to committee members
- VII. Set next meeting date