

§1600 RELIGIOUS EDUCATION HANDBOOK

"At all levels it is essential that overall plans make provision for communication and accountability." (NCD, # 221)

1601.1. Policy The Parish shall have a parish handbook of guidelines and policies of religious education. The handbook shall be in accord with Archdiocesan policies. The Parish shall make the handbook available to parents, catechists, and all interested parishioners.

Procedures

- a) The handbook includes such information as:
- ✓ -the parish statement of catechetical purpose;
 - ✓ -schedules of religious education offerings;
 - ✓ -procedures for registration, cancellation of classes, emergencies;
 - ✓ -policies regarding fees, attendance at classes and disciplinary procedures;
 - ✓ -information on parish policies regarding preparation for sacraments;
 - ✓ -policies regarding the health, safety and welfare of children;
 - ✓ -a statement of the parish's non-discrimination policy;
 - ✓ -information on programs for persons with special needs; and
 - ✓ -pertinent Archdiocesan policies.
- b) The Director of Religious Education consults with representative parents, catechists, participants in adult religious education programs, the parish pastoral council education commission or other appropriate body in the preparation or review of parish guidelines and policies for religious education.
- c) The handbook is translated into languages appropriate for the major ethnic groups in the parish. The parish may wish to enlist the assistance of competent parishioners or the various Archdiocesan ethnic offices to provide accurate translation.
- d) Guidelines for preparing a parish religious education handbook can be found in *Developing a Handbook for a Parish Religious Education Program*, available from the Office for Catechesis.