

Diocese of Gary Parish Faith Formation Profile

2010– 2011 Year

Directions: *Please complete all sections that apply to your parish*

Parish I.D. _____

Parish Information

Parish Name: _____ City: _____

Parish Membership (Approximate number of registered families): _____

Number of families registered in parish religious education programs: _____

Ethnic Population: (*check all that apply*) _____ African American _____ Hispanic _____ Asian
 _____ Caucasian _____ Native American _____ Other _____

Enrollment Statistics

English Speaking Spanish Speaking

Level	Males	Females	Muchachos	Muchachas	Total
<i>Pre – K Catechists</i>					
Pre – K Students					
<i>Elementary Catechists</i>					
Elementary Students					
Grade One					
Grade Two					
Grade Three					
Grade Four					
Grade Five					
<i>Middle School Catechists</i>					
Middle School Students					
Grade Six					
Grade Seven					
Grade Eight					
<i>Senior High Catechists</i>					
Senior High Students (Include Youth Ministry)					
Grade Nine					
Grade Ten					
Grade Eleven					
Grade Twelve					
Grand Total (Students only)					

Sacramental Statistics

Sacrament	<i>English Speaking</i>			<i>Spanish Speaking</i>		Total
	Grade	Male	Female	Muchachos	Muchachas	
<i>1st Reconciliation Catechists</i>						
1st Reconciliation Students						
<i>1st Communion Catechists</i>						
1st Communion Students						
<i>Confirmation Catechists</i>						
Confirmation Students						
Grand Total (Students only)						
RCIA Candidates						
RCIA Catechumens						

Have you provided VIRTUS training for your catechists: Yes, No Date: _____

Have you performed State Police background checks on your personnel? Yes, No

Have you conducted a safe environment program for children this year? Yes, No

Is your program using textbooks in Conformity with the Catechism of the Catholic Church? (see attached list) Yes No Textbook Title: _____

Does your parish stipend/pay your catechist? Yes No

If "yes" how much per class? _____, or per semester? _____ or per year? _____

Additional Formation Programs

(Check all that Apply)

- | | | |
|--|----------|---------|
| Vacation Bible School | ____ Yes | ____ No |
| Adult Bible Study | ____ Yes | ____ No |
| Faith Sharing Groups | ____ Yes | ____ No |
| Adult Enrichment Sessions | ____ Yes | ____ No |
| Parent Sacramental Sessions | ____ Yes | ____ No |
| Mentally or Physically Challenged Sessions | ____ Yes | ____ No |
| Retreats (youth or adult) | ____ Yes | ____ No |
| Parish Youth Ministry Program | ____ Yes | ____ No |
| Lectionary Based Programs | ____ Yes | ____ No |
| Family Based Programs | ____ Yes | ____ No |
| Home Schooling | ____ Yes | ____ No |
| Intergenerational Programs | ____ Yes | ____ No |

Other: *(please specify)* _____

Name: _____ Date: _____

Form Description and Procedures

Title Parish Profile: Gary Diocese Faith Formation

Purpose To provide parish information: basic demographics, program statistics, and types of programs in the parish.

When to Use In the Fall of the year.

When to complete Deadline: December 30.

Where to send Keep a copy for your parish record. Send the original to the religious education office.

Directions: Please complete only the sections that apply to your parish or ministry. (If you must estimate a number please try to be as accurate as possible)

Parish Information Section: Identify basic parish information.

Parish Demographics and Statistics: Identify the approximate number of registered families in the parish and the number of families who are registered in the faith formation program. Identify the ethnic population of your parish.

Enrollment statistics: Identify the number of students and catechists by grade in your program. Indicate the number of English speaking or Spanish speaking individuals. **“Spanish Speaking”** means only those classes and students who are actually taught in the Spanish language. **Include parish youth ministry or youth group students to Senior High, grades 9 – 12 section.**

Sacramental statistics: Identify the number of catechists and students in each category.

Additional Formation Programs: Identify the types of programs that are operational in your parish. Please add any non-traditional sacramental programs under “other”. Any parish youth ministry programs should also be included as faith formation.

Standards of Excellence Addendum

Religious Education – Faith Formation Programs

Parish: _____ ID # _____

Financial Accountability

“A parish should create and maintain financial reports on a timely basis that accurately reflect the financial activity of the organization. Internal financial statements should be prepared no less frequently than quarterly, should be provided to the pastor and parish finance council, and should identify and explain any material variation between actual and budgeted revenues and expenses.” # 30

Openness

“Parishes (and all Catholic organizations) should prepare, and make available annually to the faithful and the public, information about the organization’s mission, ministry program activities, and basic financial data. The report should also identify the names of the parish corporate board (where one exists), finance council members, pastoral council members, and management staff.” # 37

1. Is there a written budget designated for the religious education/faith formation program?
 Yes No Not sure In process

2. Is there a budget process that includes consultation with the parish DRE and or Education Commission regarding the program’s needs and priorities?
 Yes No Not sure In process

3. Does the parish religious education/faith formation budget reflect the needs and priorities of the parish community?
 Yes No Not sure In process

3. How is religious education/faith formation income accounted for and deposited?
 Under a parish account with oversight by the pastor or other staff member such as the parish secretary or business manager.
 Under a separate Religious Education/faith formation account with oversight and control by the DRE.
 Other method (explain)

4. How are religious education/faith formation expenses paid and accounted for?
- ____By a check request to the pastor and or business manager
- ____By the DRE with a separate checking account
- ____Other method (explain)
- _____
- _____
- _____
5. Who keeps track of the religious education/faith formation budget? (income and expenses)
- ____DRE ____Pastor ____Secretary/business manager/book keeper
6. Does the DRE provide a written report to the parish education commission or pastoral council on the status (basic data, progress or concerns) of the education/faith formation program?
- ____Yes (if so, ____annually, ____semi annually ____quarterly)
- ____No
7. Does the parish religious education/faith formation program have a published program handbook providing basic information about the parish program?
- ____Yes (____Printed, ____Parish web site) ____No ____In process

Human Resources

"A parish should have written personnel policies and procedures, based on policies established by the diocese and after consultation with the parish pastoral council, governing the work and actions of all clergy, employees and volunteers of the parish. In addition to covering the basic elements of the employment relationship (e.g. working conditions, employee compensation and benefits, vacation and sick leave), the policies should address employee evaluation, supervision, hiring and firing, non discrimination, succession planning, grievance procedures, harassment, employee growth and development, confidentiality of employee (lay and clergy), parishioner and organization records and information. The policies should be reviewed for civil and canon law implications for priests as distinct from lay employees." # 23

"A parish should have written job descriptions for each employee that clearly identify roles and responsibilities." # 26

"Parishes should have a system in place for regular written evaluation of employees by their respective supervisors, which should take place at least annually." # 27

1. Does the parish DRE have a written job description?
- ____Yes ____No ____In Process

2. Is there a formal (written) evaluation process in place for the parish DRE?

Yes (annually semi-annually other)

No

In process

Parish

DRE: _____ Date: _____

(Signature)