



Diocese of Gary

Teacher Application & Credential File Packet



Office of  
Catholic Schools

Barbara M. O'Block, Ed.D.

**DIOCESE OF GARY**

9292 Broadway  
Merrillville, IN 46410-7088

219-769-9292 ext. 233  
219-738-9034 Fax  
Email: BOBlock@dcgary.org

Dear Teacher Applicant,

Included in this packet are all the forms necessary to complete a credentialed application to teach in our diocesan catholic school system. The teacher applying to a particular school must first apply to the Diocese of Gary Schools Office in order to complete a credential file (detailed below). The application form and the forms included in the checklist below should be completed and returned to the Schools Office. Be sure to include all the essential data about yourself and your experience.

Please have official transcript(s) of your undergraduate and graduate work sent to this office by your college(s). If only a partial transcript can be submitted at this time, a complete transcript showing degree awarded must be submitted before you assume teaching duties. If you are registered with your college placement office, request that your placement file be sent to this office.

It is suggested that you use as references your critic or supervising teacher and others who know you well. The two forms should be sent directly to this office by the persons to whom they are given. When all required material has been reviewed, your application will be made available to our catholic school principals with potential staff openings.

If you accept a position with another school system, or for any other reason no longer wish to teach in the Diocese of Gary, **please** notify this office to remove your application from the list of available applicants.

Also enclosed are the diocesan policies for Safe Environment, Faith Formation, Pre-employment Drug Testing, and Fingerprint screening/Expanded Criminal History check. Please read these policies carefully since it is the expectation that all diocesan teachers comply with these policies.

We are pleased that you have expressed an interest in teaching in one of the Diocese of Gary's Catholic Schools and look forward to receiving your application. Welcome!

**CREDENTIAL FILE CHECKLIST**

**Please submit the following to the Schools Office:**

- |   |  |
|---|--|
| <input type="checkbox"/> Application & Teacher Experience Chart | <input type="checkbox"/> Pastor/Spiritual Leader Approval Form |
| <input type="checkbox"/> Résumé / Placement File                | <input type="checkbox"/> Verification of Experience Form       |
| <input type="checkbox"/> Official College Transcripts           | <input type="checkbox"/> Map of Teaching Preference Cities     |
| <input type="checkbox"/> Copy of State License Certification    | <input type="checkbox"/> Reference Forms (at least 2 required) |
| <input type="checkbox"/> Indiana Background Check Form          |  |

A teacher applying to a particular school must first apply to the Diocese of Gary Schools Office in order to complete a credential file (detailed below):

**Credential file requires:**

- |  |                                 |
|--|---------------------------------|
| 1. Application (3 pages)                 | 8. Resume                       |
| 2. Teacher Experience Chart              | 9. Official College Transcripts |
| 3. Verification of Experience Record     | 10. Copy of State License /     |
| 4. Letter of Reference (2 required)      | Certificate                     |
| 5. Pastor/Spiritual Leader Approval Form |                                 |
| 6. Map of Teaching Preference Cities     |                                 |
| 7. Indiana Background Check Form         |                                 |

The following documents are for your information:

1. Applicant Cover Letter
2. Safe Environment Policy
3. Faith Formation Policy
4. Pre-employment Drug Screen Policy
5. Fingerprint Screening / Expanded Criminal Check Policy
6. Benefits for Full Time Teachers
7. Salary Schedule
8. Diocese of Gary Schools Directory

**Schools Office Contact:**

Darlene Marchina  
Coordinator of School Visits  
Diocese of Gary Schools  
9292 Broadway  
Merrillville, IN 46410  
Phone: 219-769-9292, ext. 234  
Fax: 219-738-9034  
E-mail: dmarchin@dcgary.org

**Equal Employment Opportunity Policy**

The Diocese of Gary and all its' entities is an Equal Opportunity Employer with the guidelines established for religious organizations in Federal and State law. We are committed to providing equal employment opportunity in all employment policies and practices. Consequently, it is the constant goal of the Diocese of Gary to administer its policies without regard to race, color, religion, national origin, age, gender, marital status, veteran status, service membership, sexual orientation, amnesty or physical disabilities (not affecting one's ability to perform the essential functions of one's job with or without accommodation). This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, benefits, leaves of absence, compensation and training. There are certain positions in the Diocese of Gary for which it is necessary to be Catholic, and some positions for which preference in hiring shall be given to people who are practicing Catholics and who have a full understanding of the Catholic faith. Such preference is allowed under state and federal law as a bona fide job qualification, and does not constitute an act of discrimination. It is the goal of the Diocese of Gary to offer employment opportunities to the most qualified candidate. It is also the goal of the Diocese of Gary to offer employment opportunities to women at all levels, except those positions precluded by canon law.



APPLICATION FOR EMPLOYMENT
DIOCESE OF GARY CATHOLIC SCHOOLS

9292 Broadway
Merrillville, Indiana 46410-7088

www.dcgary.org

219-769-9292

PERSONAL INFORMATION

Full Name: Please Print! (Last) (First) (Middle)

Current Address: Apt. No.

City: State: Zip Code:

1st Telephone # ( ) 2nd Telephone # ( )

Permanent Address: Apt. No.

City: State: Zip Code:

Religious Preference: (Affiliation) (Church attended) (Location)

Date Available for Work: Social Security #: - -

Why have you chosen to apply for a Catholic school teaching position?

Email address:

INDIANA TEACHER CERTIFICATION

Indiana Teacher License Number Expiration Date / /

Subjects Certified to Teach

Have you applied for an Indiana Teaching License? Yes No Date

Semester Hours needed to receive an Indiana Teacher License?

Other license: please specify state and expiration date

Additional Information

Have you been employed by a parish/school in the Diocese of Gary in the past? YES NO

If yes: Location Parish/School, City From: Month/Year To: Month/Year

Have you lived outside the state of Indiana in the last five years? YES NO

Are you a U.S. citizen or an alien legally eligible to work in the U.S.?. YES NO

Were you ever convicted of a felony or a misdemeanor (other than a minor traffic violation)? YES NO

If yes, describe. A conviction of a crime will not automatically preclude employment.

POSITION DESIRED

Pre-School / Kindergarten

Primary Grades (1-3)

Intermediate Grades (4-6)

Junior High (7-8)

High School (9-12)

SUBJECTS or GRADES Preferred

# 1

# 2

# 3

## EDUCATIONAL BACKGROUND

- ◆ HIGH SCHOOL \_\_\_\_\_ City/State \_\_\_\_\_
- ◆ COLLEGE \_\_\_\_\_ City/State \_\_\_\_\_  
Major \_\_\_\_\_ Minor \_\_\_\_\_ Degree \_\_\_\_\_
- ◆ COLLEGE \_\_\_\_\_ City/State \_\_\_\_\_  
Major \_\_\_\_\_ Minor \_\_\_\_\_ Degree \_\_\_\_\_
- ◆ COLLEGE \_\_\_\_\_ City/State \_\_\_\_\_  
Major \_\_\_\_\_ Minor \_\_\_\_\_ Degree \_\_\_\_\_
- ◆ STUDENT TEACHING School \_\_\_\_\_ City/State \_\_\_\_\_  
Grades/Subjects \_\_\_\_\_ Supervisor \_\_\_\_\_

## REFERENCES (*Professional*)

Please list three individuals who are familiar with your professional work including your most recent employer. If you are a beginning teacher, please include college instructors, cooperating/supervising teachers, faculty advisor.

- ◆ Name \_\_\_\_\_ Position \_\_\_\_\_  
School/Firm \_\_\_\_\_ Phone No. (\_\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_
- ◆ Name \_\_\_\_\_ Position \_\_\_\_\_  
School/Firm \_\_\_\_\_ Phone No. (\_\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_
- ◆ Name \_\_\_\_\_ Position \_\_\_\_\_  
School/Firm \_\_\_\_\_ Phone No. (\_\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_

*I state and affirm that I am not currently obligated or bound under an employment contract or other agreement which would interfere with my ability to perform duties as an employee of The Diocese of Gary or any of its agencies. No person, partnership or corporation has a contractual right under any employment contract or other agreement to bring an action against me in the event that I accept employment with The Diocese of Gary or any of its agencies.*

*I understand that any employment or offer of employment is contingent on my meeting the employment eligibility requirement of the Immigration Reform and Control Act of 1986. I further understand that my employer may at its discretion, modify, amend or terminate present or future policies or practices relating to wages, hours, benefits, or other terms and conditions of employment.*

*The information contained in this application is true and correct to the best of my knowledge. I understand that any falsification or misrepresentation of the information I have provided in this application will result in my discharge should I be employed by The Diocese. I further authorize you and any interested party to verify any information I have provided in this application. This information may include present and former employers, educational and training institutions, verification and information checks with the Social Security Administration, criminal courts, state and county repositories of criminal records, Department of Motor Vehicles, credit bureaus, and employer mutual associations. I also authorize my present employer and any previous employers, present or previous fellow employees, educational and training institutions, and any other persons to furnish any information concerning my personal character, habits, or employment records to you and hereby release all such persons from any liability for furnishing such information. I understand that any employment or offer of employment is contingent on the results of a criminal history check.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

## WORK EXPERIENCE

List all employment starting with present or most recent employer. Account for all periods, including unemployment and service with U.S. Armed Forces. Also include relevant volunteer and/or part-time work experience. Use additional sheets if necessary.

1) Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Final Salary \_\_\_\_\_

Last Position Held: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Description of your Work: \_\_\_\_\_

Name/Title of Supervisor: \_\_\_\_\_

2) Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Final Salary \_\_\_\_\_

Last Position Held: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Description of your Work: \_\_\_\_\_

Name/Title of Supervisor: \_\_\_\_\_

3) Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Final Salary \_\_\_\_\_

Last Position Held: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Description of your Work: \_\_\_\_\_

Name/Title of Supervisor: \_\_\_\_\_

4) Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Final Salary \_\_\_\_\_

Last Position Held: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Description of your Work: \_\_\_\_\_

Name/Title of Supervisor: \_\_\_\_\_

**DIOCESE OF GARY CATHOLIC SCHOOLS TEACHING EXPERIENCE**  
 (Do not include Student Teaching, Substitute Teaching, College or University Teaching)

\_\_\_\_\_, \_\_\_\_\_  
 Last Name First Name

	YEAR	SCHOOL CORPORATION	SCHOOL - CITY	GRADES /SUBJECTS TAUGHT	FULL TIME	PART TIME
1st						
2nd						
3rd						
4th						
5th						
6th						
7th						
8th						
9th						
10th						
11th						
12th						
13th						
14th						
15th						
16th						
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21st						
22nd						
23rd						
24th						
25th						
26th						
27th						
28th						
29th						
30th						

**Diocese of Gary Pastoral Center  
Schools Office  
9292 Broadway  
Merrillville, IN 46410  
(219) 769-9292**

**VERIFICATION OF EXPERIENCE RECORD**

Dear Teacher,

The Indiana State Board of Education has ruled it is necessary for each teacher to have on file in the office of the Superintendent of Schools a certified copy of his/her teaching experience as described below. Do not include student or practice teaching, substitute teaching, college or university teaching. Begin with your first year of teaching. Place each year's teaching experience consecutively (do not group the years of experience). Send this to the certifying official (Superintendent of Schools) for their signature. You may make copies of this form if needed. Enclose a stamped envelope, addressed to the address above.

NAME OF TEACHER: (please print) \_\_\_\_\_ DATE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_ PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_

YEAR	EMPLOYING CORPORATION	CITY & STATE	CALENDAR YEAR	GRADES/ SUBJECTS TAUGHT	FULLTIME PART-TIME	TOTAL DAYS EMPLOYED	SIGNATURE OF SUPERINTENDENT OR DESIGNATED OFFICIAL
1			-				
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

**DIOCESE OF GARY**  
**CATHOLIC SCHOOLS OFFICE**  
**9292 BROADWAY**                      **MERRILLVILLE, IN 46410**  
*Reference Form*

(Please deliver this form to individuals who are familiar with your professional work including your most recent employer. If you are a beginning teacher, please include college instructors, cooperating/supervising teachers, faculty advisor.)

May we have your evaluation of \_\_\_\_\_ who is applying for a position with the Diocese of Gary Catholic Schools. Your reply will be appreciated and treated confidentially. Please check each of the items below in one of five columns. (Items which do not apply should be omitted).

**Please return this form to the above address.**

		<b>SUPERIOR</b>	<b>ABOVE AVERAGE</b>	<b>AVERAGE</b>	<b>BELOW AVERAGE</b>	<b>UNSATISFACTORY</b>
<b>PERSONAL QUALITIES:</b>	General Appearance					
	Health					
	Initiative					
	Self-Reliance					
	Tact					
	Voice					
<b>PROFESSIONAL TRAITS:</b>	Understanding of Students					
	Team Work					
	Professional Growth					
	Use of English					
	Regular Attendance					
	Punctual					
	Interest in School Activities					
	Rapport with Parents					
	Community Leadership					
<b>CLASSROOM MANAGEMENT:</b>	Discipline and Order					
	Personal Interest in Pupils					
	Care of Room					
	Attention to Reports					
<b>TECHNIQUE OF TEACHING:</b>	Daily Preparation					
	Motivation					
	Use of A-V Materials					
	Technology Integration					
	Attention to Students' Needs					

In what capacity have you known the applicant? \_\_\_\_\_

Has the applicant any physical, mental, or social peculiarities which could make him/her undesirable as a teacher? Explain:

Would you employ the applicant for a similar position?

**SIGNATURE & TITLE**

**SCHOOL/FIRM**

**ADDRESS**

**CITY**

**STATE**

**ZIPCODE**

**DATE** \_\_\_\_\_

**TELEPHONE #** \_\_\_\_\_

**Diocese of Gary Schools  
9292 Broadway  
Merrillville, IN 46410**

**PASTOR/SPIRITUAL LEADER APPROVAL FORM**

***To Applicant:***

This form is an important part of your application for a teaching position in a Catholic school of the Diocese of Gary, since our schools are primarily concerned with offering the best possible Catholic education. Please take this to your pastor or appropriate spiritual leader and ask them to complete this form and return it directly to the Diocesan Schools Office.

NAME OF APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE (\_\_\_\_\_) \_\_\_\_\_

Applying for a teaching position in: Elementary School \_\_\_\_\_ High School \_\_\_\_\_

***To Pastor/Spiritual Leader:***

Your signature indicates that this applicant is known to you and is a practicing member of your faith community. Any comments you care to make will be appreciated and respected in confidence. This form should be returned directly to the Diocesan Schools Office rather than sent through the applicant.

NAME OF PARISH \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE (\_\_\_\_\_) \_\_\_\_\_

PASTOR/SPIRITUAL LEADER NAME (please print) \_\_\_\_\_

PASTOR/SPIRITUAL LEADER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

REMARKS \_\_\_\_\_

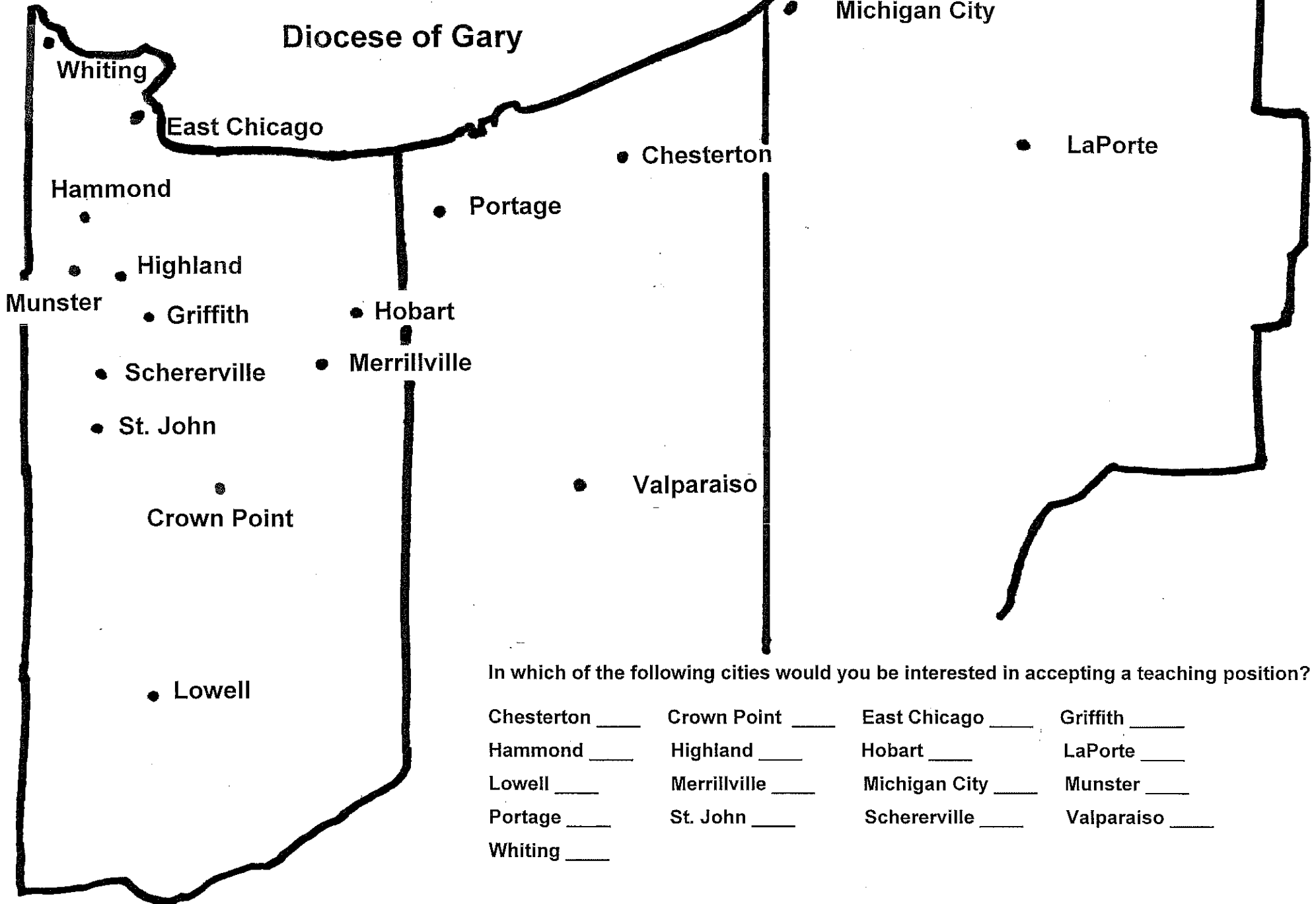
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

### Diocese of Gary



In which of the following cities would you be interested in accepting a teaching position?

Chesterton \_\_\_\_ Crown Point \_\_\_\_ East Chicago \_\_\_\_ Griffith \_\_\_\_

Hammond \_\_\_\_ Highland \_\_\_\_ Hobart \_\_\_\_ LaPorte \_\_\_\_

Lowell \_\_\_\_ Merrillville \_\_\_\_ Michigan City \_\_\_\_ Munster \_\_\_\_

Portage \_\_\_\_ St. John \_\_\_\_ Schererville \_\_\_\_ Valparaiso \_\_\_\_

Whiting \_\_\_\_





**Diocese of Gary  
Safe Environment Policy  
Effective June 13, 2003**

The Diocese of Gary established the Sexual Misconduct Toward Minors and Others at Risk Policy in July 1993. To implement this policy as revised on April 1, 2003, a Safe Environment Plan has been established in order to:

- provide a safe and secure environment for the children and youth in the faith communities within our Diocese of Gary
- assist the Diocese in evaluating a person's suitability to work with children, youth or the elderly
- satisfy the concerns of parents and staff members with a screening process
- provide a system to respond to the victims and their families, as well as the accused
- reduce the possibility of false accusations against clergy, employees, and volunteers
- reduce the risk exposure of the parishes and the Diocese of Gary

**Purpose:**

This policy applies to the programs that provide specific training in the prevention, recognition and reporting of child abuse that are developed and/or offered by the Diocese and is

- a. **Required** of all Diocesan personnel and volunteers directly involved or in contact with children
- b. **Required** of all children and youth who participate in activities, services and programs under the auspices of the Dioceses and
- c. **Recommended** of parents and other adults who participate or have children who participate in activities, services and programs under the auspices of the Diocese.

The objective of these programs is to prevent, recognize and appropriately report child abuse through educational programs, such as seminars, workshops and meetings, provided by the Diocese and completed by all Diocesan personnel who have substantial contact with children, on an annual basis.

**Procedure:**

1. All Diocesan personnel will be given the following documents to read:
  - a. "Sexual Misconduct Toward Minors and Others at Risk"
  - b. "Safe Environment Plan"
  - c. "Practical Guidelines for a Safe Environment for Our Youth"

2. All Diocesan personnel will be given a statement to sign to verify that the above documents have been given to them and have been read.
3. The following Diocesan personnel shall participate in a Virtus training session, **“Protecting God’s Children”** program, a Safe Environment awareness session about the nature and scope of the problem of child sexual abuse in our society:
  - a. All active priests, deacons and members of religious communities in the Diocese of Gary
  - b. All principals, administrative staff, teachers, guidance counselors, librarians, all volunteers and staff at all levels, including aides, janitors, food service workers, school nurses, and office personnel of all Catholic elementary, middle and high schools
  - c. All directors, catechists, staff, and volunteers of religious education programs and youth ministry programs
  - d. All Diocesan personnel providing child care services
  - e. All youth ministry coordinators, directors/coaches of children’s activities (e.g., athletics, scout troops, choir, camp counselors, etc.) and similar Diocesan personnel who provide such services.
4. This requirement must be met at the earliest possible date and no later than **sixty (60) days** following the assumption of their duties and any contact with children. A list of Virtus training sessions offered in the diocese is available from the diocesan website, [www.dcgary.org](http://www.dcgary.org).
5. Additionally, after the completion of the Virtus training session, you are required to continue online training by registering with Virtus ([www.virtusonline.org](http://www.virtusonline.org)) and reading a monthly bulletin delivered to your individual Virtus account. The Diocese of Gary requires 24 online training bulletins.
6. Pastor/parochial administrators, principals and agency directors will ensure that all personnel required to receive training do so within the requisite time period or are removed from contact with children for failure to attend appropriate training programs. Parishes, schools and agency offices will maintain lists of those who have completed the training requirement.

**Application:**

The Superintendent of Schools, the Director of Religious Education, and the Youth Director will ensure that age-appropriate abuse prevention education programs are available at both the elementary (K-8<sup>th</sup> grade) and secondary (9<sup>th</sup>-12<sup>th</sup> grade) levels. Each school, religious education program and youth program is required to submit the curriculum to the School Office.

Such programs shall be provided annually to children in all grades of every Catholic school and religious education programs as well as youth ministry programs in the Diocese.

### **Screening Procedures:**

The following screening procedures are to be used with all clergy, staff, and volunteers who work with children, youth, senior citizens or the developmentally disabled. All collected information is to be treated as confidential.

- Screening. Volunteers should have attended the parish an adequate length of time to become well known by the other adults and leaders.
- Employment application. Those applying for a paid position must complete an employment application.
- Reference check. Maintain a written record of each reference check.
- Interview. Interview each new applicant.
- Criminal Background Check. Conduct a criminal background check on clergy, staff, and volunteers who work with children, youth, senior citizens, or the developmentally disabled.  
Criminal background checks will be completed every five years on active clergy, staff, and volunteers.
- If the person hired has not lived in Indiana in the past five (5) years, the parish or applicant must pay for a national background check. Contact the Schools Office for the information.

### **Results of Criminal Background Checks:**

- When the criminal background check on a candidate is clear, the pastor will be notified that everything is fine.
- A questionable criminal background check will be reviewed by the Safe Environment Committee. The Pastor will receive the committee's decision of whether or not the individual is cleared.
- Anyone with a pending conviction or who has been convicted of sexual misconduct will not be permitted to work or volunteer in a Diocesan sponsored environment.

### **Confidentiality:**

Like all personal records, information obtained through the Screening, Application, Reference, Interview, and Criminal Background Check must be kept confidential. It is recommended that all material be kept in a locked file cabinet and access to it is restricted to administrators. These materials should be destroyed after three years of the employees' employment is terminated or the volunteer ceases his/her volunteer duties.



**Diocese of Gary Catholic Schools  
Faith Formation Policy  
Effective August 1, 2009**

The teaching of religion is a distinctive mission of the Church. To be effective in their role, the administrators, teachers, and catechists in our catholic schools and parishes need to continually grow in faith, knowledge, and catechetical skills.

The Catholic school forms part of the saving mission of the Church, especially for education in the faith. It is not simply an institution which offers academic instruction of high quality, but, even more importantly, it is an effective vehicle of total Christian formation.

**All teachers in Catholic schools share in the catechetical ministry of the Church.**

*The National Directory for Catechesis (2005), as aligned with The Catechism of the Catholic Church (1994), describes the six tasks of catechesis:*

- † To promote knowledge of the faith;
- † To teach the liturgy;
- † To teach prayer;
- † To foster moral formation;
- † To educate for community life; and
- † To encourage missionary activities.

**To be effective in their roles, catechists, administrators and teachers in Catholic schools need to continually grow in faith, knowledge, and catechetical skills.**

The Diocese of Gary Office of Catholic Schools has established a policy for continuing education and formation in the Catholic faith; **all administrators and teachers** employed twenty hours or more weekly in the Catholic school system are required to comply with this policy.

## **Requirements:**

**Each employee, as defined above, must participate in at least six (6) clock hours of religious education and/or formation each year.**

**In addition**, at least one formal class\* in theology must be taken every five (5) years. The timeline and options for fulfilling the policy allow flexibility in completing these important requirements.

**Administrators and teachers who do not comply with this policy will jeopardize their good standing in the Diocese of Gary.** Non-compliance with the policy may affect the contract offer.

**A summary of all activity to comply with the policy will be completed yearly** and submitted to the building principal. A verification of the formal class requirement is also completed and submitted.

(See form: Record of Religious Education/Faith Formation)

**Copies of all documents are forwarded to the Office of Catholic Schools.**

**Many opportunities** for fulfilling these requirements are available:

Local school days of retreat/reflection

Faculty in-service days

Parish-sponsored days of retreat/recollection

Parish sponsored "missions"

Classes established locally through the school, the religious education program,  
or the parish

Workshops, seminars, presentations, retreats both inside and outside the diocese

The Emmaus Program

The Diocese of Gary Lay Ministry Program

College credit courses in theology and/or religious studies

\* A **formal class (ex. The Emmaus Program)** is defined as one that is

- ‡ Led by a qualified instructor, i.e. someone with credentials in the subject area
- ‡ Requires at least 8 hours of instruction/interaction
- ‡ Focuses on a topic such as:

*Revelation and Faith:* Scripture, Tradition, Christology, the Church, Doctrine

*Profession of Faith:* the Creed

*Liturgy, Sacraments, and Prayer*

*Catholic Morality:* Life in Christ, Moral Development, Conscience, Human Sexuality

*Catechetics:* Catechetical Documents, Contemporary Catechetical Issues, Methods of Teaching Religion

*Introduction to the Catholic Church and Her Teachings:* An exploratory class designed for non-Catholic teachers.

Classes may be established by the principal with pre-approval by the Superintendent of Schools. A formal request for approval of courses has been established.

(See form: Application Form for Approval of Programs in Religious Education/Faith Formation)



**Diocese of Gary**  
**Pre-Employment Drug Testing Policy**  
**Effective June 1, 2009**

**Purpose:**

The Office of Catholic Schools has a vital interest in the safety and well-being of our employees and the public that we serve. It is well recognized that substance abuse could be a major problem for the school as it not only jeopardizes the user, but all employees and the public who may even remotely come into contact with the substance user.

**Application:**

It is the Office of Catholic School's intent to continue to promote a safe and secure work environment, free of the illicit use of drugs and alcohol and therefore a policy of zero tolerance is observed:

- All staff (agency temporaries, probationary period, occasional, regular full-time and regular part-time employees) is prohibited from using, being under the influence of, or possessing illegal drugs and/or alcohol while on duty.
- All staff is prohibited from using or being under the influence of legal drugs that are being used illegally.
- All staff is prohibited from using or being under the influence of alcohol, legal drugs or legal substances whose use can adversely affect the ability to work safely and think clearly unless specifically prescribed by a licensed physician in which case staff the licensed physician must release member to full duty.
- All staff is prohibited from buying, selling, soliciting to buy or sell, transporting, or possessing illegal drugs or alcohol while on company time or property.

Employees covered under Diocesan benefits may obtain confidential assistance by calling the Employee Assistance Program provided through Perspectives, Inc. at (800) 456-6327. Employees also may contact the Pastoral Center's Human Resources Office at (219) 769-9292 extension 224. Employee will not be penalized or discriminated against for seeking help. Employees are responsible for seeking assistance before an alcohol or drug problem affects work performance or results in a violation of this policy –the time to seek help is before a problem becomes apparent, not after.

Violation of any of the substance abuse policies stated above may lead to immediate termination of employment.

**Procedure:**

All newly hired teachers will be responsible for a negative Pre-employment drug test prior to beginning a teaching position within the Diocese of Gary Catholic Schools.

*Pre-Employment:* Pre-employment testing is conducted to prevent hiring individuals who illegally use drugs. A pre-employment drug screen takes place after a conditional offer of employment has been made. Applicants agree to be tested as a condition of employment and are not hired if they fail to produce a negative test. Once an offer of employment has been made, the applicant will receive a Medical Treatment Authorization form from the diocesan Schools Office that should accompany the employee to the clinic.

All tests will be performed at the St. Anthony Medical Center or its' affiliates. The Diocese of Gary / Office of Catholic Schools will pay for the test. Failure to show up for scheduled testing time will result in retraction of conditional offer.

The following procedures are required by the Diocese of Gary's guidelines to ensure accuracy and validity of the testing process:

Initial Screen: The first analysis done on a sample is called an initial screen. This one test alone is not always accurate or reliable; there is a possibility of a false positive. Thus, in the event that the initial screen is positive, a second confirmatory test should be done.

Confirmation Test: A second, confirmation test (by gas chromatography/mass spectrometry or GC/MS) is highly accurate and provides specificity to help rule out any false positives (mistakes) from the initial screen. For a test result to be reported as positive, the initial screen and confirmation test results must agree.

Split Sample: A split sample is created when an initial urine sample is split into two. One sample is used for the initial screen and, if positive, the second sample is used for the confirmation test. If there is a positive result, the individual being tested may request the confirmation test be done at a different laboratory.

In the event that the initial screen and confirmation test are both positive, MRO, a licensed medical doctor who has special training in the area of substance abuse, then reviews the results, makes sure the chain-of-custody procedures were followed, and contacts the individual to make sure there are no medical or other reasons for the result. It is only at this point that the MRO may report a positive test result to the employer. Certain medications can sometimes cause a positive result. If this is the case, and a doctor prescribed the medicine and the employee used it in the proper amount, the test is reported as negative.

The result of a drug test may be considered personal health information. Consequently, there may be restrictions on how and whether such information (as well as other information related to an employee's history of alcohol or drug use) can be shared with others. This is why employees who undergo a drug test generally must sign a consent form (usually at the time of the test) in order for their employer to receive the results.



**Diocese of Gary**  
**Fingerprint Screening/Expanded Criminal Check Policy**  
**Effective July 1, 2009**

**Purpose:**

The Diocese of Gary Office of Catholic Schools has a vital interest in the safety and well-being of our employees and the public that we serve. The Diocese of Gary believes that hiring qualified individuals to fill positions contributes to the overall strategic success of our ministry. Background checks serve as an important part of the selection process at the Diocese of Gary. This type of information is collected as a means of promoting a safe work environment for current and future employees and students. Background checks also help obtain additional applicant related information that helps determine the applicant's overall employability, ensuring the protection of the current people, property, and information of the organization.

**Application:**

It is the Office of Catholic School's intent to continue to promote a safe and secure work environment, free of employees with felony convictions under IC 20-28-5-8. A policy of zero tolerance is observed. The Diocese of Gary conducts background checks inclusive of the electronic fingerprinting (Live Scan) process on job applicants applying for positions within any school.

**Policy and Procedure:**

All applicants and newly hired teachers will be responsible for a negative expanded pre-employment criminal history background check inclusive of the electronic fingerprinting (Live Scan) process in compliance with HEA 1462 prior to beginning a teaching position within the Diocese of Gary Catholic Schools.

The Diocese of Gary Office of Catholic Schools, in accordance with the Diocese of Gary Safe Environment Policy, conducts Indiana and national (according to policy) background checks on all clergy, staff, faculty, volunteers, substitutes, and teacher applicants. This is in addition to the Indiana Dept. of Education's implementation of a requirement for an expanded criminal history check on all applicants and new hires, certified and non-certified (teacher and lunch room aides, maintenance staff, etc.), for school employment, Indiana Code 20-26-5-10, effective

July 1, 2009. The definition of “expanded criminal history check” found at IC 20-26-2-1.5, includes a search of records from all Indiana counties in which the applicant resided, all counties in other states in which the applicant resided, and the national sex offender registry or the sex offender registries of all fifty (50) states; or a national criminal history background check and a search of the national sex offender registry or the sex offender registries of all fifty (50) states.

Applicants will assume the combined cost of the L-1 enrollment, fingerprint service, and the ISP/FBI background check, which is approximately \$43.00. Applicants will be required to obtain a background check once during a five-year period. During the five year validity period of the expanded criminal check, each school employer will annually check all employees against the public sex offender and violent offender registries at no cost to employees.

The Dept. of Education is working with the Indiana State Police (ISP) and its live-scan fingerprint vendor, L-1 Identity Solutions. L-1 Enrollment Services provide an electronic fingerprint processing service. Enrollment centers are being established throughout the state to capture applicants’ fingerprints and identifying information, submitting them electronically to the Indiana State Police (ISP) for processing. Special automation has been implemented as a part of this contract to speed the processing and result issuance process. These enhancements will provide the results to transactions in a matter of hours, instead of days and weeks.

Applicants for employment can register online through L-1 to schedule a fingerprint appointment at one of 63 fingerprinting locations around the state. There are 6 locations in the Northwest Region at this time.

Applicants can register online at [www.l1enrollment.com](http://www.l1enrollment.com) or by calling the toll free number 1-877-472-6917.

At the top right of the home page is a box: “Need Fingerprinting or Background Checks for Employment?”

Click on: “Click here to schedule an appointment online”

Follow the prompts:

Choose “Indiana” as the state for which you are being fingerprinted

Click on “Online Scheduling”

Enter your First and Last Name

Agency Name: Schools – Public and Private

Applicant Type – Application Category: Certified Employee

School Corporation County: Lake

School Corporation: Diocese of Gary (from the drop down menu)

Choose the region you will be in for your identification appointment: Northwestern Region

The available schedule will appear for the various locations for the current week and the following week.

Be sure to complete the process by clicking on the button: "Pay for Ink Card Submission"

Fingerprints are run through both the Indiana State Police Automated Fingerprint Identification System (AFIS) and the FBI's Integrated Automated Fingerprint Identification System (IAFIS).

**Reporting:**

The Catholic Diocese of Gary will comply with all regulations of reporting teachers and other school employees who are convicted of one or more of the 19 felonies listed at IC 20-28-5-8.

Once the results of the fingerprint scan are received by the Schools Office, and if negative, you will be notified by your principal when you can sign your contract of employment.

**L-1 Identity Solutions Locations for Northwestern Region**

**Appointments are required at all locations.**

Call toll-free 877-472-6917

or schedule online at

[www.l1enrollment.com](http://www.l1enrollment.com)

1. **Gary, IN**  
661 Broadway, Gary  
M-F 8:30am - 4:00pm
  
2. **LaPorte, IN**  
100 East Shore Court, LaPorte  
M & W 2:00pm - 4:00pm
  
3. **Merrillville, IN**  
25 W. 80<sup>th</sup> Place, Merrillville  
M & W 10:00am - 2:00pm  
T & TH 11:00am - 3:00pm  
SAT 10:00AM - 12 Noon

**4. Portage, IN**

6353 Melton Road, Portage

**Every other M** 9:00am-4:00pm

**Every T, TH, F** 9:00am - 4:00pm

**Every W** 12:00pm-7:00pm

**Every other SAT** 9:00am-4:00pm

**5. Rensselaer, IN**

4788 Nesbit Drive, Rensselaer

**T** 11:30pm - 2:30pm

**TH** 2:00pm-5:00pm

**6. Valparaiso, IN**

19 E. Lincolnway, Valparaiso

**M-F** 9:00am - 3:00pm

## **DIOCESE OF GARY SCHOOLS**

### **BENEFITS FOR FULL TIME TEACHERS 2011-2012**

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1. Teachers are insured under a group health/life plan. The cost of the employee's plan is paid by the parish/school with the exception of a nominal fee of \$1.00 per month paid by the teacher. Premiums for dependents must be paid by the teacher.
2. Beginning January 1, 2010 a 403-B Retirement Savings Plan will go into effect in which contributions will be voluntary yet matched by the diocese to a certain percentage in accordance with the diocesan policy and the summary plan description.
3. A full-time contracted teacher is entitled to ten sick days and two personal business days per year. Part-time contracted teachers will have pro-rated sick days and pro-rated personal/business days. The Teacher's Contract provides that a teacher who used three days or less during a school year for personal illness will be allowed to accumulate two additional days yearly to a maximum of thirty additional days. Personal business days do not accumulate.
4. Years of experience for teaching in other dioceses or schools will be granted at the Superintendent's discretion. Customarily, you will receive half-credit for the years of experience teaching in a public school system, and full credit for the years of experience teaching in a Catholic diocese.
5. The 2011-2012 salary for Permanent Substitutes will be \$115.00. Other Substitute Teacher Salaries include: Degreed and Certified Teachers - \$75, Degreed and Uncertified Teachers - \$65, and Non-Degreed Teachers - \$55.  
A Certified Teacher is one who holds a current Indiana Professional, Provisional, Standard, or Reciprocal License.
6. Additional information on the above programs is given at the New Teachers Orientation Meeting held annually at the beginning of the school year. Once a contract is signed, a letter of invitation is sent to all new hires.

Office of Catholic Schools  
Diocese of Gary  
2011-2012 Salary Schedule

<b>BACHELOR'S DEGREE</b>		<b>MASTER'S DEGREE</b>
<b>2011-12</b>	<b>Step</b>	<b>2011-12</b>
\$26,500	<b>1</b>	\$29,500
\$26,951	<b>2</b>	\$29,995
\$27,412	<b>3</b>	\$30,501
\$27,876	<b>4</b>	\$31,014
\$28,351	<b>5</b>	\$31,536
\$28,835	<b>6</b>	\$32,058
\$29,327	<b>7</b>	\$32,609
\$29,827	<b>8</b>	\$33,159
\$30,338	<b>9</b>	\$33,719
\$30,855	<b>10</b>	\$34,289
\$31,381	<b>11</b>	\$34,868
\$31,918	<b>12</b>	\$35,459
\$32,464	<b>13</b>	\$36,059
\$33,019	<b>14</b>	\$36,669
\$33,584	<b>15</b>	\$37,291
\$34,159	<b>16</b>	\$37,923
\$34,743	<b>17</b>	\$38,567
\$35,340	<b>18</b>	\$39,221
\$35,945	<b>19</b>	\$39,889
\$36,561	<b>20</b>	\$40,656
\$37,187	<b>21</b>	\$41,255
\$37,825	<b>22</b>	\$41,956
\$38,476	<b>23</b>	\$42,671
\$39,135	<b>24</b>	\$43,398
\$39,807	<b>25</b>	\$44,136
\$40,491	<b>26</b>	\$44,887
\$41,187	<b>27</b>	\$45,651
\$41,895	<b>28</b>	\$46,428
\$42,615	<b>29</b>	\$47,218
\$43,347	<b>30</b>	\$48,022
	<b>31</b>	\$48,840
	<b>32</b>	\$49,672
	<b>33</b>	\$50,518
	<b>34</b>	\$51,379
	<b>35</b>	\$52,255
	<b>36</b>	\$53,146
	<b>37</b>	\$54,052
	<b>38</b>	\$54,974
	<b>39</b>	\$55,912
	<b>40</b>	\$56,866

**DIOCESE OF GARY 2011-2012****ELEMENTARY SCHOOLS****CHESTERTON**

St. Patrick School	640 N. Calumet Road	Chesterton	46304-1502	926-1707	PK-8	Ms. Lee Ann Cosh
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**CROWN POINT**

St. Mary Catholic Community School	405 E. Joliet Street	Crown Point	46307-4096	663-0676	PK-8	Mr. L. Thomas Ruiz
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**EAST CHICAGO**

St. Stanislaus School	4930 Indianapolis Boulevard	East Chicago	46312-3605	398-1316	PK-8	Mrs. Kathleen Lowry
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**GRIFFITH**

St. Mary School	525 N. Broad Street	Griffith	46319-2295	924-8633	PK-8	Mrs. Rebecca Maskovich
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**HAMMOND**

St. Casimir School	4329 Cameron Avenue	Hammond	46327-1358	932-2686	PK-8	Mr. Daniel McCabe
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St. John Bosco School	1231 - 171st Place	Hammond	46324-2316	845-6226	PK-8	Mr. Mark Kielbania
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**HIGHLAND**

Our Lady of Grace School	3025 Highway Avenue	Highland	46322-1799	838-2901	PK-8	TBA
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**HOBART**

St. Bridget School	107 Main Street	Hobart	46342-4481	942-1894	PK-8	Rev. Dominic V. Bertino
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**LA PORTE**

St. Joseph School	101 C Street	La Porte	46350-4927	362-6472	PK-5	Mrs. Fonda Mauch
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**LOWELL**

St. Edward School	210 S. Nichols Street	Lowell	46356-2330	696-9876	PK-8	Mrs. Patricia Starcevich
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**MERRILLVILLE**

Aquinas School at St. Andrew's	801 W. 73rd Avenue	Merrillville	46410-3897	769-2049	PK-8	Mr. W. Bruce Schooler
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**MICHIGAN CITY**

Notre Dame School	1000 Moore Road	Michigan City	46360-1887	872-6216	PK-8	Mr. Benjamin D. Potts
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Queen of All Saints School	1715 E. Barker Avenue	Michigan City	46360-5393	872-4420	PK-8	Mrs. Anita Peters
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St. Stanislaus Kostka School	1506 Washington Street	Michigan City	46360-4326	872-2258	PK-8	Dr. Susan M. Bryant
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**MUNSTER**

St. Thomas More School	8435 Calumet Avenue	Munster	46321-2595	836-9151	PK-8	Mr. Chet Nordyke
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**PORTAGE**

Nativity of Our Savior School	2929 Willowcreek Road	Portage	46368-3590	763-2400	PK-8	Mrs. Kemberly Markham
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**ST. JOHN**

St. John the Evangelist School	9400 Wicker Avenue	St. John	46373-9768	365-5451	PK-8	Sr. Gianna Marie, OSF
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**SCHERERVILLE**

St. Michael School	16 W. Wilhelm Street	Schererville	46375-1941	322-4531	PK-8	Mrs. Margaret Harangody
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**VALPARAISO**

St. Paul Catholic School	1755 W. Harrison Blvd.	Valparaiso	46385 -7018	462-3374	KDG-8	Mrs. Jane Scupham
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**WHITING**

St. John the Baptist School	1844 Lincoln Avenue	Whiting	46394-1594	659-3042	PK-8	Ms. Marilyn Tomko
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**SECONDARY SCHOOLS**

Andrean High School	5959 Broadway	Merrillville	46410-2681	887-5281	9-12	Rev. Paul Quanz, CSB Dev. Dir. Mr. Bill Mueller
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Bishop Noll Institute	1519 Hoffman Street	Hammond	46327-1798	932-9058	7-12	Mrs. Colleen McCoy-Cejka Asst. Prin. Mr. Michael McGrone Dev. Dir. Ms. Mary Ellen O'Neill
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Marquette Catholic High School	306 W. 10th Street	Michigan City	46360-4098	873-1325	9-12	Mr. James G. White Dev. Dir. Ms. Jennifer Quinlan
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**DIOCESE OF GARY SCHOOL'S OFFICE**

Superintendent	9292 Broadway	Merrillville	46410-7088	769-9292 x. 233	Barbara M. O'Block, Ed.D.
Coordinator of School Visits	9292 Broadway	Merrillville	46410-7088	769-9292 x. 234	Darlene Marchina
Schools Consultant	9292 Broadway	Merrillville	46410-7088		Thomas Puplava
Schools Secretary	9292 Broadway	Merrillville	46410-7088	769-9292 x. 232	Viann Wootten