



EVANGELIZATION OFFICE

**YOUTH FAITH FORMATION PARENT
HANDBOOK**

2023 - 2024

Pastor: Fr. David Schalk

Parochial Vicars: Fr. Elias Udeh

Fr. David Arroyo, Fr. Victor Cano,

Fr. Salvador Cisneros

10700 Liberty Road South

Powell, OH 43065

614-761-0903

yff@stjoanofarcpowell.org



A Parent's Prayer

Loving God,

*You are the giver of all we possess,
the source of all of our blessings.*

We thank and praise you.

Thank you for the gift of our children.

*Help us to set boundaries for them,
and yet encourage them to explore.*

*Give us the strength and courage to treat
each day as a fresh start.*

*May our children come to know you, the
one true God,*

and Jesus Christ, whom you have sent.

May your Holy Spirit help them to grow

in faith, hope, and love,

*so they may know peace, truth, and
goodness.*

May their ears hear your voice.

*May their eyes see your presence in all
things.*

May their lips proclaim your word.

May their hearts be your dwelling place.

May their hands do works of charity.

*May their feet walk in the way of Jesus
Christ,*

your Son and our Lord. Amen.

St. Joan of Arc Catholic Church

“The definitive aim of catechesis is to put people
in communion and intimacy with Jesus Christ”

(General Directory for Catechesis, #80)

Thank you for sharing the responsibility of the religious education of your family with us. We strive to provide age-appropriate, meaningful religious experiences while teaching the truths of the Catholic faith. We accomplish this through weekly catechesis, informal and formal prayer services both in classrooms and in Church, Christian witness and discipleship opportunities (Gifts of Warmth Hat & Mitten Collection, Food Collection for local pantries) and various service projects as opportunities present themselves).

We believe that parents, by their example and guidance, are the primary religious educators of their children. This is made present during the Order of Baptism when parents are instructed to “strive to bring him/her up in the faith, so that this divine life may be preserved from the contagion of sin, and may grow in him/her day by day.” Religious Education classes support the parents by providing a formal learning experience and offering opportunities for peer group and community expressions of faith. Our classes emphasize love of God and love of neighbor and self. Your children are very special and our goal is to help them relate to their Catholic faith in a safe and comfortable environment. We want St. Joan of Arc to be a place where they feel loved and nurtured in the faith.

This handbook will help you become more familiar with the objectives of St. Joan of Arc’s Catholic Church’s Youth Faith Formation program. It provides the policies and practices used to keep our weekly catechetical classes running smoothly while providing sound religious education for everyone in our parish.

St. Joan of Arc Youth Faith Formation Staff:

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614-761-0903

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Evangelization Coordinator (5th-8th grade):

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COMMUNICATION

FLOCKNOTE

We will communicate upcoming events and reminders weekly on Wednesdays through Flocknote, an email/cell phone communication program. All families should join Flocknote, choosing the groups of Youth Faith Formation (YFF/PSR) as well as their children's grades. Please be sure to keep your primary email address up to date at registration time and keep us apprised of email address and cell phone updates.

To join: www.flocknote.com/SJOAPowell or text [SJOAPowell to 84576](tel:84576)

PARISH BULLETIN

Please make a habit of picking up a Parish Bulletin each week after Mass. It often includes information pertinent to Youth Faith Formation/PSR. It is also available online at www.stjoanofarcpowell.org

DIOCESAN GRADED COURSE OF STUDY

The Diocese of Columbus has a Graded Course of Study that is implemented throughout the diocese in both the Religious Education Classes held outside of school time and in the Catholic Schools. The National Directory for Catechesis (p54) states "Catechesis aims to bring about in the believer an ever more mature faith in Jesus Christ, a deeper knowledge and love of His person and message, and a firm commitment to follow Him." To that end, the Diocesan Office of Religious Education and Catechesis, in conjunction with teachers, principals, catechists and catechetical leaders from the diocese, created the current Religion Graded Course of Study Preschool – Grade 12, "A systematic and age-appropriate way to present the mysteries of Sacred Scripture and Sacred Tradition of the Catholic Church, e.g., its prayer, liturgy and sacraments, and its moral and social teachings, beneficial to their lives now and in the future." St. Joan of Arc's program adheres to the Diocesan Graded Course of Study for each grade level. Therefore, attendance during every grade level is crucial to the religious educational development of each student. Our goal is to provide the foundation for a lifetime of learning and growing in the Catholic faith.

YOUTH FAITH FORMATION CLASS TIMES:

Sunday 3:00 - 4:15 (Age 3 - Grade 4)

Sunday 5:00 - 6:30 (Grades 5 - 8)

Sunday 6:45 - 8:00 (Grades 6 - 8)

Monday 4:30 - 5:45 (Grades 1 - 6)

Monday 6:30 - 7:45 (Grades 1 - 6)

Tuesday 4:30 - 5:45 (Grades 1 - 4)

Youth Faith Formation Calendar

2023—2024 ST. JOAN OF ARC PARISH YOUTH FAITH FORMATION
FIRST SEMESTER CALENDAR

WEEK 2023 Sunday –Tuesday	CLASS #	FIRST SEMESTER SCHEDULED EVENTS
		Sunday: 3:00-4:15 p.m.; 5:00-6:15 p.m.; 6:45-8 p.m. Monday: 4:30-5:45 p.m.; 6:30-7:45 p.m. Tuesday: 4:30-5:45 p.m.
Sept. 18	Monday	8th grade Parent/Student Meeting—7 p.m. in the Social Hall
Sept. 19	Tuesday	2nd grade Parent Meeting—7 p.m. in the Social Hall
Sept.24-26	1	FIRST WEEK OF CLASS: Grades YD-8
Oct.1-3	2	Class: Grades YD-7 All 8th GRADERS will attend Youth Ministry Class, Sunday 6-8 p.m. NO Monday makeup class for 8th grade.
Oct.8-10	3	Class: Grades YD-8
Oct.15-17	4	Class: Grades YD-7 All 8th GRADERS will attend Youth Ministry Class, Sunday 6-8 p.m. NO Monday makeup class for 8th grade.
Oct.22-24	5	NO CLASS— Home Lesson for Grades 1-8
Oct.29-30	6	Class: Sunday and Monday only, Grades YD, 1-6, 8. Home Lesson for Tuesday class due to Halloween. All 7th GRADERS will attend Youth Ministry Class, Sunday 6-8 p.m. NO Monday makeup class for 7th grade.
Nov. 4	Saturday	First Reconciliation Retreat for 2nd graders and Parents
Nov.5-7	7	Class: Grades YD-8
Nov.12-14	8	Class: Grades YD—7: “Gifts of Warmth” Collection All 8th GRADERS will attend Youth Ministry Class, Sunday 6-8 p.m. NO Monday makeup class for 8th grade.
Nov. 18	Saturday	2nd grade—First Reconciliation
Nov.19-21	9	Class: Grades YD—8
Nov.26-28		NO CLASS—Thanksgiving
Dec. 3-5	10	Class: Grades YD-8
Dec. 10-12	11	Class: Grades YD –7 All 8th GRADERS will attend Youth Ministry Class, Sunday 6-8 p.m. NO Monday makeup class for 8th grade.
Dec.17-Jan.6, 2024		NO CLASS—Christmas Break

2023—2024 ST. JOAN OF ARC PARISH YOUTH FAITH FORMATION

SECOND SEMESTER CALENDAR

WEEK Sunday –Tuesday	CLASS #	2ND SEMESTER SCHEDULED EVENTS
Jan. 7-9	12	CLASSES RESUME: Grades YD-8
Jan. 13	Saturday	8th grade Confirmation Retreat Option 1
Jan. 14-16		NO CLASS - Home Lesson for <u>8th grade only</u>
Jan. 21-23	13	Class: Grades YD-7 All 8th GRADERS will attend Youth Ministry Class, Sunday 6-8 p.m. NO Monday makeup class for 8th grade.
Jan. 28-30	14	Class: Grades YD-8
Feb. 3	Saturday	8th grade Confirmation Retreat Option 2
Feb. 4-6	15	Class: Grades YD-7 All 8th GRADERS will attend Youth Ministry Class, Sunday 6-8 p.m. NO Monday makeup class for 8th grade.
Feb. 10	Saturday	First Communion Retreat for 2nd graders and Parents
Feb.11-13	16	NO CLASS—Home Lesson for Grades 1-8
Feb. 14	Wednesday	Ash Wednesday
Feb.18-20		NO CLASS - Presidents' Day
Feb. 25-27	17	Class: Grades YD-7 All 8th GRADERS will attend Youth Ministry Class, Sunday 6-8 p.m. NO Monday makeup class for 8th grade.
March 3-5	18	Class: Grades YD, 2-8 1st Grade Rosary Service, 2 p.m. No regular 1st grade class this week
March 10-12	19	Class: Grades YD-7 All 8th GRADERS will attend Youth Ministry Class, Sunday 6-8 p.m. NO Monday makeup class for 8th grade.
March 17-19	20	Class: Grades YD-8
March 24-26		NO CLASS - Spring Break
March 31-April 2		NO CLASS - Easter
April 7-9	21	Class: Grades YD-8 Sunday and Tuesday only. Home lesson for Monday classes.
April 14-16	22	Class: Grades YD-8
April 21-23	23	Class: Grades YD, 1-6, 8 All 7th GRADERS will attend Youth Ministry Class, Sunday 6-8 p.m. NO Monday makeup class for 7th grade.
April 28-30	24	LAST WEEK OF CLASS: Grades YD-8

REGISTRATION POLICY

All students should remain in the habit of forming a faith life and a relationship with Jesus Christ.

According to Diocesan policy, all 1st, 2nd, 7th and 8th grade students must register for PSR and participate weekly to remain in good standing to receive the Sacraments at the normal time.

All 3rd through 6th grade students should also register for PSR and participate weekly to keep up with their classmates and continue to grow in discipleship.

A Young Disciples program is offered for children ages 3 to kindergarten on Sunday at 3:00 pm and Tuesday at 4:30 pm.

PARTICIPATION POLICY

As with any activity (e.g., education, music, sports, drama), students experience greater benefit with consistent participation. In order to provide consistent content and the critical faith formation we value, **all students are expected to participate in weekly assignments either through attendance at class or completing work assigned for weeks missed.**

All students should not miss more than 2 classes per semester. Students in grades 1, 2, 7, and 8 will receive a makeup lesson for the missed class which needs to be completed prior to the next class.

Sacramental Preparation for Grades 1, 2 and 7, 8

Expectations:

- 1) Regular completion of assignments
- 2) Parental involvement including attendance at informational meetings
- 3) Group formation activities including retreats, guest speakers, and discipleship opportunities.

Reminder:

Reception of the Sacraments of Reconciliation and First Communion in 2nd grade requires a student to complete a religious education program in 1st and 2nd grades. If both years are not completed, the student will be delayed in receiving the sacraments. Completion of these 2 years includes completing all assignments for those grades.

Reception of the Sacrament of Confirmation in 8th grade requires a student to complete a religious education program in 7th and 8th grades. If both years are not completed, the student will be delayed in receiving the sacrament. Completion of these 2 years includes completing all assignments, retreat, speakers, and discipleship opportunities for those grades.

We also offer a **SACRAMENTAL FOUNDATIONS** program for those students beyond second grade who have not yet received their First Reconciliation and/or First Holy Communion. Students will attend grade level classes with additional formation provided by the FORMED online program and our Director of Evangelization. This program will begin in October. Call 614-761-0903 for more information. Contact the main Church office about Baptism information (614-761-0905)

YOUTH FAITH FORMATION PROGRAMS/PARISH SCHOOL OF RELIGION (PSR)

YOUNG DISCIPLES

YOUNG DISCIPLES PROGRAM FOR AGES 3 - KINDERGARTEN

Our goal is to introduce our youngest disciples to Jesus Christ and His Church, through weekly lesson plans, activities and prayer experiences. This year we are using the ALLELU program and have divided the group into 2 groups - ages 3 and 4; Kindergarten - ages 5 and 6.

ELEMENTARY

GRADES 1 AND 2:

St. Joan of Arc Parish School of Religion seeks to be a continuation of the family's lived faith in the home and experience of communal worship and celebration of the Mass. Classes in grades 1 and 2 help provide the foundation for our children to learn and grow intentionally with the parish community and in the sacramental life of the Church, specifically in preparation for First Reconciliation and First Eucharist. Currently, our diocese requires attendance in first and second grade classes as a means of preparation for reception of these sacraments. Students beginning religious education for the first time as a second grader will be placed in a first grade class, so that they can have a full two years of preparation.

Our classes utilize a variety of educational methods to prepare students for a life of faith and discipleship of Jesus Christ. Weekly classes offer prayer, and both textbook and interactive learning methods to incorporate a variety of educational styles.

Parents should teach their children the basic prayers of our faith, including the Sign of the Cross, the Guardian Angel prayer, the Our Father, the Hail Mary, the Glory Be, Grace at Meal time, the Act of Contrition.

GRADES 3, 4 AND 5

The Elementary program incorporates prayer, experiential learning, and doctrine to provide the best foundation possible for our students to grow in the Catholic faith and develop a loving relationship with Christ. All children have a great capacity for faith and an innate openness to God — we seek to nurture this relationship with prayer and the sacraments, and by living in loving relationships with our neighbors and the community at large. The elementary curriculum relies on a variety of educational tools, fellowship experiences, and materials to suit the needs of students' diverse learning styles. We use the Our Sunday Visitor *Alive in Christ* textbooks in 3rd and 4th grades, St. Mary's Press *Discover!* in 5th grade.

MIDDLE SCHOOL

GRADES 6, 7 AND 8

The main focus of the Middle School PSR program is to equip our youth for a deep, lifelong relationship with God and His Church, while preparing our students to receive the sacrament of Confirmation. Our program is enhanced with dynamic speakers, various youth ministry opportunities, and participation in discipleship projects. Students are encouraged to participate in the Youth Ministry High School Program after Confirmation.

6th grade: Focus is on the Old Testament: Ascension Press - Encounter Video Series

7th grade: Focus is on the New Testament and begin preparation of the sacrament of Confirmation: Ascension Press - Altaration and Chosen Video Series

8th grade: Focus is on the preparation for Sacrament of Confirmation: Ascension Press - Chosen Video Series

Discipleship Opportunities: 6,7,8th graders are required to participate in **discipleship opportunities** and complete a reflection on one of their discipleship opportunities in preparation for Confirmation.

6th Grade: 5 hours minimum along with Reflection Questions

7th Grade: 5 hours minimum along with Reflection Questions

8th Grade: 10 hours minimum along with Reflection Questions

WHAT IS A DISCIPLESHIP OPPORTUNITY? It is a chance to learn more about those we serve inside and outside of St. Joan of Arc. These opportunities will increase your encounters with Jesus Christ through your family and our church community. Discipleship experiences are to be opportunities which teach and affirm the corporal and spiritual works of mercy and engage young people in serving others. Reflection on one discipleship activity is also part of our curriculum. Students who take the time to reflect on their discipleship experiences will get more from those encounters. Reflection helps students critically assess and understand what they are seeing and doing. It allows students to be the hands and feet of Jesus.

7th and 8th Grade Monday Night Make-Up classes

Make up classes are filled on a first come-first served basis and cannot be scheduled more than a week ahead of the class make-up date. Please contact the office (614-761-0903) for make-up availability.

7th Grade Youth Ministry Nights

As part of our 7th grade curriculum this year, we are partnering with the Damascus Middle School Youth Ministry Program for 2 sessions on class meeting nights. Attendance at these events is required, it is

considered a class. There will be no 7th grade make-up classes on the weeks there is a Damascus Youth Ministry event.

8th Grade Youth Ministry Nights

As part of our 8th grade curriculum this year, we are partnering with the Damascus Middle School Youth Ministry Program for 8 sessions on class meeting nights. Attendance at these events is required, it is considered a class. There will be no 8th grade make-up classes on the weeks there is a Damascus Youth Ministry event.

SPECIAL NEEDS

We strive to offer appropriate catechesis for all children and youth regardless of their abilities or needs. We work with families to place all students in our classes. Please contact the Religious Education Office and we can discuss options with you to best meet the needs of your family

BASIC POLICIES

STUDENT CINCH BAGS AND FOLDERS

At the beginning of the academic year, the students will receive a CINCH BAG to be used to carry their individual folder, textbook (and Bible - Grades 6-8) to class each week. They will also receive a pocket folder with their name on the front. We ask that you look through the folder after each lesson as all class work and notices are placed in it. **IMPORTANT: THE CINCH BAG WITH FOLDER, TEXTBOOK (AND BIBLES IN GR 6-8) SHOULD BE BROUGHT TO CLASS EACH WEEK.**

DRESS CODE: All **STUDENTS AND VOLUNTEERS** are expected to dress in an appropriate manner for class and large group meetings. Appropriate dress is a sign of respect for one's self, one's peers, and one's teachers. The following clothing items are unacceptable to wear to class:

- *Clothing with alcoholic advertising
- *Clothing with vulgar or suggestive language or images
- *Slippers or pajamas
- *Clothing that is excessively tight, low cut, too short or suggestive
- *No hats to be worn in classrooms or church

WELLNESS

For the consideration of all, please do not send your children to class if they are feeling ill. If they have had a fever, they must be fever free for 24 hours (less than 100) before they return to PSR. If they did not attend school on the day of class, please keep them at home.

CANCELLATIONS,

If Olentangy Schools are closed because of weather, ALL YFF activities will be canceled even if conditions have improved.

- A notification message will be sent by flocknote to all families
- A status message will be posted on the YFF answering machine

If Olentangy Schools release early due to weather conditions, PSR will be canceled.

A notification message will be sent by flocknote to all families
A status message will be posted on the YFF answering machine

If we need to close YFF on a Sunday because of weather conditions (Level 2 or 3 in Delaware or Franklin County), classes will be canceled.

*A notification message will be sent by flocknote to all families
*A status message will be posted on the YFF answering machine

If Damascus cancels a Youth Ministry Night class due to weather, only 8th grade is canceled. All other grades will attend class, weather permitting.

ARRIVAL / DISMISSAL PROCEDURES

We appreciate your efforts to bring and pick-up your children on time. If an emergency arises, please notify the office as soon as possible. Students are to remain in the classroom for the full class period. We discourage students leaving class early. It disrupts the flow of the class and is distracting for the other students. If unavoidable, **please get written approval prior to class time** from the Evangelization Secretary in the PSR office. The **signed form** should then be taken to your child's teacher.

ARRIVAL PROCEDURE

When arriving for class, please enter through the main PSR entrance or the **SOCIAL HALL doors**. **THE MAIN CHURCH DOORS WILL NOT BE OPEN.** The main PSR and Social Hall doors will be locked 15 minutes after class begins and unlocked 15 minutes before the end of class. Late arrivals/early pickups must enter through the **SOCIAL HALL doors** and sign in.

Students in grades 4 and above, who are familiar with their classroom location and have met their teachers, may be dropped off no earlier than 10 minutes before class begins at the PSR "drop-off" entrance (refer to parking map). *All children in Young Disciples through Grade 3 must be escorted to their classroom by a parent or designated adult.*

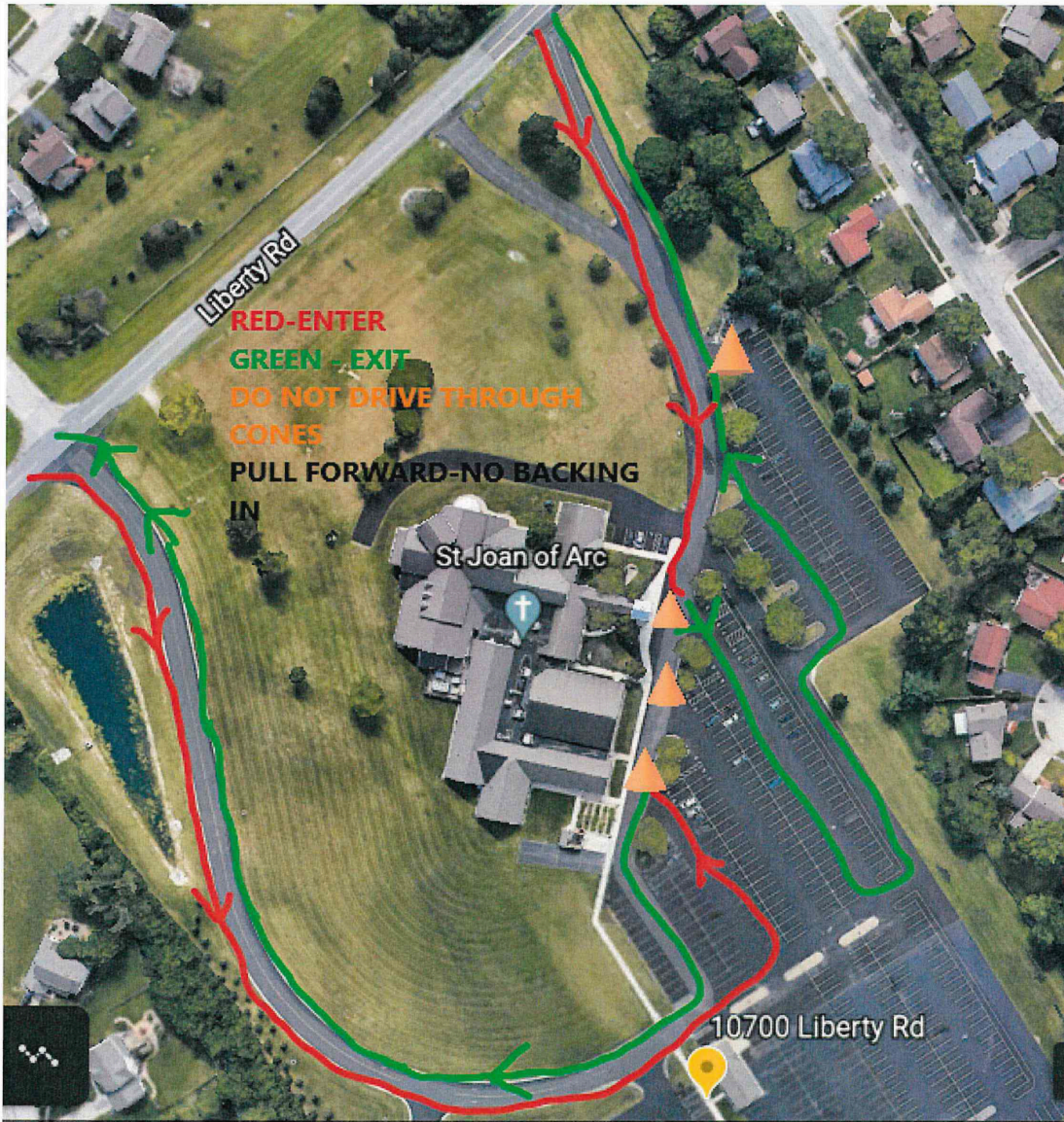
DISMISSAL PROCEDURE *Parents with children in Young Disciples through Grade 3 need to come in and pick up their children at the classroom door.* If someone other than a parent will be picking your child up, please complete and return the permission form in the FORMS PACKET (found in the student's folder at the beginning of the school year.) **An older sibling in grades 6 through 8, with a signed permission form from parents (found in FORMS PACKET in student's folder)** may pick up a sibling in YD through 5th grade.

4th and 5th graders are permitted to exit the building alone with a signed permission form by parents (found in FORMS PACKET in the student's folder). Due to the high volume of traffic, we do not encourage this. Our main concern is safety.

6th–8th graders may meet their parents in the parking lot pick up lane. *Please do not ask your child to meet you in the grotto parking area, or down the driveway before the designated drop off/pick up area.* It is not worth the risk of a child's life to try to pick up your child in those areas, especially on dark nights.

DISMISSAL PROCEDURE: LATE PICK UP

If you are going to be late picking up your children, please call the office at 614-761-0903. **We will stay with your child in the PSR office until you arrive - you must come into the building to pick them up. Please do not ask your children IN ANY GRADE to wait outside for you or meet you at the car.** They will not be permitted to do so, which may cause them anxiety, wanting to please you and still follow our rules. Remember, the rules are made for the safety of all of our children.



RESTROOM

Please make sure your child uses the restroom just prior to class. This will help alleviate a chain reaction during class time!

The restroom with multiple stalls is reserved for our students during PSR class time (or any student related event including Youth Ministry events). This helps maintain the Diocesan Safe Environment regulations and ensures the safety of all students. Should an adult need to use the restroom during this time, please use the Family restroom across from the social hall.

FIRE DRILLS

There may be a Fire Drill during class time within the first few weeks of class.

TORNADO WARNING

If a Tornado Warning coincides with PSR class time, consider classes canceled. In this case, teachers may not have time to make cancellation phone calls. If time permits, a message will be sent through Flocknote. If a Tornado Warning is issued while classes are in session, standard precautions will be taken.

EVACUATION

An evacuation would take place under extreme circumstances such as an active terrorist situation. If this should ever occur, all occupants in the building will go to the “safe zone” which is Tyler Run Elementary School at 580 Salisbury Drive, Powell. Parents will be able to pick up their children at the “safe zone”.

DIOCESE OF COLUMBUS HARASSMENT POLICY

Please note the Diocesan Policy concerning harassment contained on pages 17-19 of this handbook. In compliance with diocesan policy, all parents should sign and date the Harassment Policy Verification Form (included in your child’s folder). Please read, sign and return it to the PSR office. We must have this signed form on file.



ST JOAN OF ARC CATHOLIC CHURCH

YOUTH FAITH FORMATION

YOUTH FAITH FORMATION HARASSMENT POLICY

*****PLEASE READ, SIGN AND RETURN ATTACHED SIGNATURE PAGE ONLY**

5140.05

CHILDREN AND YOUTH HARASSMENT POLICY

1. Harassment can take many forms. Harassment can occur at any parish activity, and/or can take place in classrooms, halls, cafeterias, gymnasiums, or even at programs sponsored by the parish at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other protected characteristics.
2. It is the policy of the Diocese of Columbus to maintain a spiritually enriching environment in all programs and activities, free of all forms of harassment and intimidation. No participant, volunteer adult leader, or parish staff member - male or female - should be subject to unlawful harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.
3. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following:
 - > Offensive sexual flirtations, advances, propositions;
 - > Continued or repeated verbal abuse of a sexual or gender-based nature;
 - > Explicit or degrading sexual or gender-based comments about another individual or his or her appearance
 - > The display or circulation of sexually explicit or suggestive writing, pictures or objects;
 - > Any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;
 - > Graffiti of a sexual nature;
 - > Fondling oneself sexually or talking about one's sexual activity in front of others;
 - > Spreading rumors about or categorizing others as to sexual activity.

Sex harassment is not limited to conduct that is sexual in nature - it also includes harassment that is based on **gender**. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or behaviors which are based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and volunteers must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel or other action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, program evaluation, participation in parish programs or activities, or any other condition of employment or achievement.

(continued on next page)

CHILDREN AND YOUTH HARASSMENT POLICY (cont'd.)

Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a youth minister consoling an adolescent with an injury or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment is a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a parish employee, volunteer, youth participant, or visitor to the parish activity.
5. Any person who believes that he/she is subject to unlawful harassment or intimidation must contact the (a) program administrator, (b) pastor, or (c) diocesan director of religious education. A complaint must be filed in writing. In the event that an individual alleges harassment by a program administrator or a pastor, the individual may file the complaint with the diocesan director of religious education. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation.
6. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any program administrator, volunteer, or staff engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of services.
7. No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

PARISH RESPONSIBILITIES

1. As a best practice, each parish shall give staff and volunteers a copy of the Harassment Policy annually. The staff and volunteers are to sign and return the Harassment Policy Verification Form.
2. Each parish program shall follow diocesan procedures for timely investigation and response to complaints.
3. Each parish shall periodically train program administrators, staff and volunteers to ensure that they understand which types of behavior constitute harassment, the prevention of harassment, and how they should respond in the event of experiencing such behavior. Records are to be kept of training dates and names of those in attendance.
4. Each parish program shall include the Harassment Policy in materials distributed to the program's staff/volunteers.

**Office of Religious Education and Catechesis
Catholic Diocese of Columbus
Adopted 08/04 Reviewed 08/10 Revised 7/17**

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