
Diocese of Springfield in Illinois

Request for Distribution of the Funds from the Religious Education and Catechist Formation Endowment Catechetical Leadership Grant

Catechetical Leadership Personnel (Directors or Coordinators of Religious Education) of our diocese assist parents in their role as the primary educators of their children. DREs and CREs do this by coordinating and directing various religious education programs in the parishes of the diocese. These programs assist parents and all adult parishioners in their own faith development as well as the faith development of youth. Also, these DREs/CREs are responsible for the training of the catechists – those who actually teach and share their faith with the participants of parish catechetical programs – by providing catechists formation opportunities.

It is essential that our parishes have qualified personnel to achieve all the responsibilities of the administrative position of Director or Coordinator of Religious Education. It is also equally essential that the catechists of our parishes be qualified to share their faith and the teachings of the Catholic Church with conviction and accuracy.

Harvest of Thanks, Springtime of Hope Capital Campaign:

To assist in the formation of catechetical leaders and catechists for their respective roles, an endowment for Catechist Formation and Religious Education was created through the *Harvest of Thanks, Springtime of Hope* capital campaign. Money from this endowment is available to:

- ◆ Assist in the professional training of the Catechetical Leadership Personnel of the diocese;
- ◆ Support catechists in attaining or advancing their certification in the Diocesan Catechist Formation Process;
- ◆ Supply media and catechetical/adult enrichment materials; and
- ◆ Enrich programs for adult faith formation

Rationale:

Two of the areas that the Diocese of Springfield in Illinois named in the case statement of the *Harvest of Thanks, Springtime of Hope* campaign as worthy of endowment monies are **catechist formation** and **adult faith formation**. The Office for Catholic Education is responsible for administering monies for projects that advance formation opportunities in either of these categories. The Catechetical Leadership Grant has been created to help distribute these monies.

The intention of this grant is to help fund professional development for **program administrators** (e.g. Director or Coordinator of Religious Education) of parish catechetical programs as part of the larger catechetical mission of the parish and diocese. Grant money could be used for tuition and materials reimbursement for approved academic or continuing education programs where the administrator's progress and overall understanding of the course content can be measured. Grants will not be awarded for salaries, travel, lodging, meals, previously purchased coursework, personal items used to assist with training (e.g. laptops or computers) or expenses that are non-catechetical in nature.

Eligibility:

- The catechetical leader being funded must be an administrator or administrator in training of faith formation programs for a parish in the Diocese of Springfield in Illinois who demonstrates a positive, Christian lifestyle consistent with the teachings of the Catholic Church.
- Grants may be awarded for enrollment in academic programs such as undergraduate or graduate degrees in theology or religious education, certificate programs for continuing education related to the administration of parish catechetical programs or other similar programs of formation including course materials (e.g. textbooks) for programs designed to give administrators the training needed to be successful in ministry.
- Programs must be approved in advance by the Office for Catholic Education.
- Programs may be a series of courses taken over time, with reimbursements made after completion of each segment of the larger program.
- Expenses that are non-catechetical in nature are not eligible – e.g. salary, lodging, meals, travel.
- Other ineligible expenses include previously purchased coursework and personal items used to assist with training (e.g. laptops or computers) as well as conferences that do not award credit or otherwise measure competency in the event content.

Procedure:

- Announcement of and application forms for the Catechetical Leadership Grant will be mailed annually to pastors in November.
- The application procedure involves a two-step process where, first, the training program is approved for funding and, second, funding is awarded as the candidate progresses through the formation.
- Applications for reimbursement must be submitted within 45 days of each course completion.
- The Office for Catholic Education will review approved applications annually and document the final outcome of the project, including an audit of how grant money was used.
- There is no deadline for submitting applications for the Catechetical Leadership Grant program.

Regulations:

- All requests for grants must be submitted on the application form provided.
- All applications should be type written or clearly printed in ink.
- Grant money is dispersed to the individual named in the application after satisfactorily completing the approved program, or segments thereof, as documented through proof of participation and final evaluation.

Other Information:

- Only one person from a parish may be funded through this grant program at a time.
- Applications from other programs of the Religious Education and Catechist Formation Endowment are permitted.
- Awards are based on funds available from the Catechist Formation and Religious Education endowment created from the Harvest of Thanks, Springtime of Hope capital campaign.
- Grants may not exceed \$2,500 in a given calendar year; therefore, partial grants may be awarded.
- Grants remain open until the candidate completes the program, withdraws from the program, or becomes ineligible for further funding.
- Step 1 is only submitted once to initiate the grant. The reimbursement form is submitted after completion of any segment of a formation program that can be documented with a completion certificate or other progress report (e.g. finishing one class in a series of classes to complete a program.)
- Proof of successful course completion (e.g. completion certificate, grade report, or similar documentation) must be submitted within 45 days of completion along with the application for reimbursement.
- Grant money will not be disbursed for unsatisfactory progress, generally considered as grades below a "C" average, or for withdrawal from a course.
- The Office for Catholic Education must be informed in writing immediately if program requirements change once in progress or information/eligibility about the candidate being funded changes.
- Monies not used must be returned.



Religious Education and Catechist Formation Endowment

Catechetical Leadership Grant Application

Please Type or Print:

Parish _____

Pastor _____

Catechetical Leader seeking funding _____

Catechetical Leader Title/Position in Parish _____

Address _____

City _____ ZIP _____

Email _____ Phone _____

Position is: Full Time Part Time Volunteer

Please enclose a copy of the Catechetical Leader's résumé and any credentials relevant to the role of administrator for a parish catechetical program.

I request that the person named in this application receive reimbursements from the Catechist Formation and Religious Education endowment for their qualified expenses for professional development for the academic program noted in Step 1 of this application.

_____ Date _____
Pastor's Signature

Send to:

Catechetical Leader Grant Committee
c/o Office for Catholic Education
Diocese of Springfield in Illinois
1615 W. Washington Street
Springfield, IL 62702-4757
catechesis@dio.org

Religious Education and Catechist Formation Endowment

Catechetical Leadership Grant

Step 2: Request for Reimbursement

Submit this form as needed with supporting documentation within 45 days of each course completion.

Catechetical Leader _____

Parish _____

Program/Session Dates _____

Itemized Expenses

Tuition	\$
Books	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

Please attach any supporting invoices as well as a course completion certificate.

I certify that the information above is correct and request that I be reimbursed for this formation program.

_____ Date _____

Catechetical Leader's Signature

Office Use

Date Received:	
Expenses Verified:	
Satisfactory Progress:	
Reimbursement Sent:	

Revised: 10/2020