

# ARCHDIOCESE OF PHILADELPHIA ASSOCIATION OF DIRECTORS, COORDINATORS AND ADMINISTRATORS OF RELIGIOUS EDUCATION

## BY-LAWS

### Article 1 – Name

This Association shall refer to itself as PD/CARE.

### Article 2 – Goals

This Association exists to:

- A. Foster spiritual growth, mutual support and on-going professional development of its members.
- B. Empower its members to accept leadership in Parish and Association endeavors.
- C. Promote total parish religious education in the parishes served by its members.
- D. Sustain on-going communication with the regional vicars.
- E. Consult with the Archdiocesan Director of Religious Education regarding policies and procedures of the catechetical ministry, and implement directives of the Archbishop.
- F. Maintain a collaborative relationship with the Secretariats of the Archdiocese.

### Article 3 – Criteria for Designation as Parish Catechetical Leader

The parish catechetical leader is one who serves as:

- A. *Director of Religious Education*: one who holds a Master's Degree in theology, religious education, or an approved equivalent; has at least three years of administrative or teaching experience; who has demonstrated skills in organization; and who is a professional, full-time member of the parish staff.
- B. *Coordinator of Religious Education*: one who holds a Bachelor's Degree in theology, religious education or an approved equivalent; who has at least three years of administrative or teaching experience; and has demonstrated skills in organization. She / he is a professional member of the parish staff who is hired by the pastor to administer the parish religious education program.

- C. Administrator of Religious Education: one who is a non-degreed person, who has attained Archdiocesan Religion Certification and has been hired by the pastor to administer one area of religious education in the parish.

#### **Article 4 – Duties of the Executive Board**

The Executive Board is the decision-making body for the Association. Its members are responsible for the accomplishment of the goals and purposes of the Association. Therefore, it shall:

- A. Meet at least six times a year.
- B. Plan and facilitate all general meetings of the Association  
These general meetings shall consist of at least two annual meetings for professional development and at least two opportunities for spiritual enrichment for its membership.
- C. Be a catalyst for the memberships' participation in Archdiocesan, Regional, and National enrichment programs.
- D. Establish and facilitate Ad-Hoc Committees composed of volunteers from the general membership to address particular needs.

#### **Article 5 – Duties of the Executive Committee**

- A. The President shall facilitate the general meetings of the Association and chair the meetings of the Executive Board. The President shall represent the Association on any occasion where such representation is required.

The office of president is not an elected position and is assumed by the sitting Vice-President after the completion of one vice-presidential term.  
The term of the president is for two years.

- B. The Vice-President shall assist the President in the duties and responsibilities of the Association and shall represent the President in her/his absence. Upon completion of one term, the Vice-President assumes the position of President of the Association. In the event of a vacancy in the office of President, the Vice-President shall complete the term of the vacating President as well as fulfill her / his own term as president.

In the event that the Vice-President completes the term of a vacating president, a special election will be held to fill the position of Vice-President.

- C. The Secretary shall attend to all official correspondence of the Association. S/he shall record the minutes of the Executive Board meetings and distribute them to its members for approval. S/he shall also prepare for the general election of the Executive committee members by chairing the Ad Hoc Election Committee.
- D. The Treasurer shall collect membership fees, pay bills, and keep a careful record of income and expenses. The Treasurer shall give a financial report to the executive board at each of its meetings, as well as a yearly report to the general membership at the spring professional development meeting. At this meeting the Treasurer shall also present for approval by the membership the proposed membership fee for the coming year.

### **Article 6 – Duties of the Vicariate and Specifically Related Ministry Representatives**

These representatives are the communication link between the vicariate or specifically related ministries as designated by the Archbishop, and the Executive Board, presenting the needs and concerns of their members, and reporting the outcome of the Executive Board's decisions at their membership's meetings. The vicariate representative shall schedule at least four vicariate meetings per year.

Representatives of specifically related ministries shall encourage their members to participate in their vicariate's meetings. In addition, these representatives shall schedule at least two meetings per year for their ministries which do not conflict with the vicariate calendars. All meetings are scheduled with the approval of the Archdiocesan Office for Catechetical Formation.

### **Article 7 – Elections**

Criteria for eligibility for nomination to any position shall be:

- Full, active membership of the Association for at least one year.
  - Full Active membership is defined as participation in at least 50% of vicariate and specifically related ministries meetings and attendance at one professional development meeting and one retreat experience per year.
- Consent of the nominee
- *Candidates for the offices of President and Vice-President must hold a Master's degree in Theology, Religious Education or an approved equivalent.*

- Approved equivalency shall be determined by a Review Committee consisting of the Deputy Secretary of the Office for Catechetical Formation, the Director of Parish Religious Education from the same office, and the Association Secretary.
- The Review Committee shall make its determination, and the Executive Board Secretary shall notify the candidate.

## **1. Election of Executive Committee**

The elected members of the executive committee are the Vice-President, Secretary and Treasurer.

### **A. Nomination Process**

- (1) An *ad-hoc* committee composed of the secretary and two other members of the executive board shall be formed at least three months prior to the election date.
- (2) Vicariate representatives shall offer names of nominees of the committee at least two months prior to the election.
- (3) Members of the election committee shall verify acceptance of nominees six weeks prior to the election and request consenting nominees forward a resume to the Secretary by a date established by the committee.

### **B. Voting Procedure**

- (1) Each Executive Officer shall be elected individually by secret ballot.
- (2) Any member wishing to vote *in absentia* is to submit the election ballot to the Secretary no later than forty-eight hours prior to the election.
- (3) Ballots, including absentee ballots, are counted and recorded by the *ad hoc* election committee.
- (4) The outcome is determined by an absolute majority vote (one half plus one) of those members of the Association voting. If an absolute majority is not obtained on the first ballot, a second ballot will be required. A simple majority of the voting members present shall suffice on this ballot.

## **2. Election of Vicariate Representatives**

- A. Two months before the scheduled election the vicariate establishes a nomination committee.
- B. Names of consenting nominees are disseminated to the vicariate membership.
- C. Election by secret ballot takes place at the local spring meeting. A simple majority of the members voting suffices for election.
- D. When the above process cannot be followed, members of the vicariate shall determine a mutually acceptable alternate procedure.
- E. Special nominations and elections may be held to complete an unexpired term in the event that a representative becomes incapable of completing her/his term.

## **Article 8 – Term of Office**

- A. The term for all executive board members is two years. The Secretary and Treasurer may be eligible to serve two consecutive terms. They may not immediately serve another term but may accept another nomination for the Executive Board after a period of three years.
- B. The Vice-President and the Treasurer are elected in the same year. The Secretary is elected in alternate years.
- C. In the event of a vacancy in the Office of President, the Vice-President shall complete the unexpired term. A special election for Vice-President will be held according to the criteria as defined in Article 7 of the by-laws. The new Vice-President will complete the term and be eligible for re-election.

In the event of a vacancy in one of the other offices of the Executive Committee, the remaining members of the Executive Committee shall appoint an active member of the Association to complete the unexpired term of office.

- D. A member of the Executive Board completing an unexpired term shall be eligible to then serve the stipulated two consecutive terms.
- E. The Secretary and Treasurer of the Executive Board completing an unexpired term shall be eligible, if elected, to then serve the stipulated two consecutive terms.
- F. No member of the Executive Board shall hold more than one office on the Board at the same time.

## **Article 9 – The Association Newsletter**

The Association's newsletter is called the ***FOCUS***. This newsletter shall be published three times a year: Winter, Spring, Summer, under the leadership of an Editor-in-Chief, chosen from the Executive Board, and a committee formed from the general membership of the Association. The purpose of the newsletter is to highlight events of the Association, to inform the membership of special resources available for their work, and to review archdiocesan, regional and national catechetical opportunities.

## **Article 10 – Amendment or Revision of the By-Laws**

Procedure for amending:

- A. Proposed revisions or amendments to the By-Laws may be submitted to the Executive Board by any member of the Association.
- B. Upon approval by the executive board the proposed change shall be distributed to the membership at least two months prior to the Spring Professional Development Meeting.
- C. The revision will become effective upon a simple majority vote of the membership voting.

## **APPENDIX A**

### **MISSION STATEMENT**

In conjunction with the Archdiocese of Philadelphia, we as catechetical leaders, form the association of Parish Directors (DRE), Coordinators (CRE), and Administrators (ARE) of Religious Education.

We are fully committed to Jesus and faithful to the teachings of the Catholic Church and the directives of the Archbishop of Philadelphia. In adherence to the Archdiocesan Mission Statement, we employ the variety of our gifts, services and ministries for the building of the Kingdom of God.

- Worship God in spirit and truth through “prayer without ceasing,” and particularly through the celebration of the Eucharist and other sacraments;
- Create and nourish Christian community in the domestic church of the family, in the life of every parish, and in society as a whole;
- Proclaim in word and deed the Good News of Jesus Christ to all persons, inviting each of our sisters and brothers in the human community to share our faith and our mission;
- Teach the saving message of Christ so that all believers may come to a deeper understanding, conversion and personal witness to Christ;
- Serve all our sisters and brothers, particularly the poor and needy, by generous acts of charity and by working together with all people of good will for justice and peace.

Adapted from the Mission Statement of the Roman Catholic Archdiocese of Philadelphia, April 28, 1992.

## **APPENDIX B CATECHETICAL AWARDS**

**1. St. John Neumann Award**

An archdiocesan catechetical award presented to those who fulfill the criteria and who have given FIVE YEARS of service to Parish Religious Education.

**2. St. Pius X Award**

A national catechetical award presented to those who fulfill the criteria and who have given TEN YEARS of service to Parish Religious Education.

**3. Our Lady of Guadalupe Award**

An archdiocesan catechetical award presented to those who fulfill the criteria and who have given FIFTEEN YEARS of service to Parish Religious Education.

**4. St. Martin de Porres Award**

An archdiocesan catechetical award presented to those who fulfill the criteria and who have given TWENTY YEARS of service to Parish Religious Education.

**5. St. Charles Borromeo Award**

An archdiocesan catechetical award presented to those who fulfill the criteria and who have given TWENTY-FIVE YEARS of service to Parish Religious Education.

**6. Pope John Paul II Award**

An archdiocesan catechetical award presented to those who fulfill the criteria and who have given THIRTY YEARS of service to parish Religious Education.

### **Criteria for Award**

- a. Nominee must be a practicing Catholic of good reputation.
- b. Nominee must have been actively involved in Parish Religious Education in an administrative or instructional capacity.
- c. Nominee must fulfill the delineated years of service per award.
- d. Nominee must complete the *Nominee Application Form* provided by the office of Catechetical Formation, which must have the signature of the pastor affixed to it.

Additional awards as deemed appropriate by the association and approved by the Executive Board may be added.

## **PARISH CATECHETICAL LEADER AWARDS**

### **1. St. Katharine Drexel Award**

The Association of Philadelphia Parish Directors/Coordinators and Administrators of Religious Education seek to recognize the Parish Director/Coordinator and Administrator of Religious Education who:

- a. has a minimum of ten years of active service as a Director/coordinator/administrator (minimum of five years in the Archdiocese of Philadelphia)
- b. has made a significant contribution to religious education in the life of the parish
- c. is highly regarded by pastor and parish staff, professional peers and parishioners
- d. is an active member of the Archdiocesan Association of Parish Directors/Coordinators and Administrators of Religious Education

### **2. St. Elizabeth Ann Seton Award**

The Association of Philadelphia Parish Directors/Coordinators and Administrators of Religious Education seek to recognize the Parish Director/Coordinator and Administrator of Religious Education who:

- a. has a minimum of twenty years of active service as a Director/coordinator/administrator (minimum of five years in the Archdiocese of Philadelphia)
- b. has made a significant contribution to religious education in the life of the parish
- c. is highly regarded by pastor and parish staff, professional peers and parishioners
- d. is an active member of the Archdiocesan Association of Parish Directors/Coordinators and Administrators of Religious Education

Additional awards as deemed appropriate by the association and approved by the Executive Board may be added.