

## ADMINISTRATIVE PROCEDURES

### ADULT FAITH FORMATION (Policy Statement: Adult Faith Formation)

#### Purpose

Recognizing that “Catholic education must remain committed to the essential work of forming leaders in our faith tradition for the future.” (Renewing the Promise, ICE 2018), the Algonquin and Lakeshore Catholic District School Board invites the participation of all its adult members in an ongoing process of faith formation. Pivotal to the enhancement of this initiative would be the identification within all workplaces of a person to serve as a Faith Life Liaison.

#### References

*Mission Statement of the Algonquin and Lakeshore Catholic District School Board*  
*Renewing the Promise: A Pastoral Letter on Catholic Education, Institute for Catholic Education, 2018*  
*General Directory for Catechesis, Congregation for the Clergy, Vatican, 1997*  
*Gaudete et Exsultate: Apostolic Exhortation of the Holy Father Francis on the Call to Holiness in Today’s World, Vatican, 2018*  
*Ontario Catholic School Graduate Expectations, ICE, 2011*  
*Vatican Letter on Catholic Education, 2009*  
*Catholic Education: Enriching the Conversation, ALCDSB, 2009*  
*Character Development and the Virtuous Life: A Position Paper, Education Commission of the OCCB [now ACBO], 2008*  
*Our Catholic Schools, OCSTA, 2007*  
*Renewing the Vision, ALCDSB, 2007*  
*Catholic Education: Ensuring a Future, Rev. James Mulligan, 2005*  
*Build Bethlehem Everywhere, CCSTA, 2002*  
*Ongoing Adult Faith Formation, ICE, 2000*  
*The Catholic School on the Threshold of the Third Millennium, Congregation for Catholic Educations, Vatican, 1997*  
*Fulfilling the Promise, OCCB, 1993*  
*This Moment of Promise, OCCB, 1989*  
*The Religious Dimension of Education in a Catholic School, Congregation for Catholic Education, Vatican, 1988*  
*Lay Catholics in Schools: Witnesses to Faith, Congregation for Catholic Education, Vatican, 1982*

## Procedures

1. Principals of each school site will:
  - submit to their Department of Religious and Family Life Education, the name(s) of (a) staff member(s), teaching or non-teaching, who welcome(s) the role of serving in their community as Faith Life Liaison before the end of September (should no staff volunteer come forward, the Principal or Supervisor shall assume the role of Faith Life Liaison);
  - incorporate into their annual School Improvement Plan for Student Achievement and Well-Being goals and strategies that support adult faith formation throughout the year and as informed by the Board Theme, the Ontario Catholic School Graduate Expectations and the Gospel values;
  - provide support to the Faith Life Liaison, in particular, and, in general, to all staff, as appropriate, toward the realization of any faith formation goal(s) which have been incorporated into the School Improvement Plan for Student Achievement and Well-Being and individual Annual Learning Plans.
  
2. The Faith Life Liaison, in conjunction with the Principal, will:
  - share faith formation resources for staff and students (newsletters, Advent/Lent, FORMED)
  - assume a leadership role in terms of staff involvement in adult faith formation activities at the school level over the course of the school year;
  - assume a leadership role in supporting administrators with the annual Board Faith Day;
  - attend the annual Faith Life Liaison workshop and additional meetings for ongoing adult faith formation, as required.
  
3. The Office of Religious and Family Life Education will support the Board's ongoing adult faith formation initiatives through:
  - the provision to schools, on a regular basis, of information, resources and opportunities for ongoing faith formation (e.g. web sites, newsletter, speakers, books) and as informed by the Board Theme;
  - serve as a liaison between the board and the local Church with regard to faith formation opportunities;
  - serve as a liaison between the Board and other relevant organizations with regard to faith formation opportunities [e.g. Catholic Association of Religious and Family Life Educators of Ontario (CARFLEO), Institute of Catholic Education (ICE), Eastern Ontario Catholic Curriculum Corporation (EOCCC), Providence Spirituality Centre, post-secondary institutions);
  - annually convene a system wide workshop for Faith Life Liaisons;

- convene other faith formation opportunities as applicable (e.g. AQ courses in religious education, liturgical workshops, Board Office liturgies, retreats);
  - report to the Superintendent with responsibilities for Religious and Family Life Education regarding the ongoing adult faith formation in our Board.
4. Board teaching and administrative staff who serve in a capacity at the system level will:
- participate, as appropriate, in faith formation opportunities, as are made available;
  - promote the participation of teaching and administrative personnel, as appropriate, in the Additional Qualifications Courses in Religious Education as recognized by the Ontario College of Teachers;
  - promote and support the participation of staff in other relevant adult faith formation opportunities through, for example, the Office of Religious and Family Life Education, the EOCCC, and other organizations as appropriate;
  - promote amongst staff the use of relevant Professional Growth Funds to support ongoing faith formation.

**Appendices**

**Forms**

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