



## For our partnering dioceses . . .

The Catechetical Institute of Franciscan University of Steubenville (CI) will provide access to all institutions (parishes or schools) that are associated with the partnering diocese to Franciscan University's learning management system at: [www.FranciscanAtHome.com](http://www.FranciscanAtHome.com). This site hosts an expanding collection of ministry formation workshops designed to meet the needs of learners in the diocese in all ministry areas. This partnership agreement is for access to the workshops currently posted and available, as well as those added to FranciscanAtHome.com during the course of the diocese's ongoing partnership.

### FranciscanAtHome.com access includes the diocese's ability to

- Allow an unlimited number of people from subscribing parishes and schools to become learners on the system
- Recruit, onboard onto FranciscanAtHome.com, and train using this site any mentors that a diocese engages
- Create and manage relationships between mentors and learners for the diocese
- Create and maintain a diocese-specific landing page on FranciscanAtHome.com
- Author custom tracks and populate those tracks with collections of CI workshops on FranciscanAtHome.com
- View reports available on FranciscanAtHome.com for evaluation and assessment of training effectiveness

### Events

Beyond the use of FranciscanAtHome.com itself, a partner diocese can request the Catechetical Institute to provide mentor training, strategic planning advisement, and other types of in-diocese or regional formation events. The events are costed on case-by-case basis, with the general expectation that Institute personnel would be remunerated or reimbursed for travel, lodging, meals, and other normal expenses incurred during such events. Any stipends or speaking fees would be determined on a case-by-case basis.

### Advice, questions, and consultation at distance and in follow-up visits

Personnel from partner dioceses are welcome to contact CI for assistance during normal business hours as needed. The Catechetical Institute also desires to schedule some form of annual in-diocese contact to stay aware of and able to assist in diocesan needs. CI leadership and other subject matter experts at the University regularly visit dioceses to do formation events as a matter of course. Within the context of a diocesan partnership, such events would also be adapted to include a more intentional servicing and developing of the goals laid out by the bishop for the partnership.

### Filming of workshops

Subject to CI's production schedule and approval by CI leadership, partner dioceses are welcome to request that specific workshops titles be created or that certain presenters be considered for needed topics. The Catechetical Institute desires to collaborate with in-diocese subject-matter experts and skilled presenters to produce new online workshops.

### Other benefits to partnership

To be detailed in other documents and in further discussions between the partner diocese and Franciscan University, partnership with the Catechetical Institute may also include discount streams into all of the University's online Masters programs, and other formative entities being developed by the University to benefit lay, diaconal, and priestly formation, spiritual direction training, and missionary preparation.

## Our plan to grow

Launched two years ago, our online platform has drawn the interest of over 130 dioceses. Tracks visible online now are those that have enough workshops posted to be "open" (many more are then added over time after we open a track with its first few workshops).

## A great variety of formation

We currently we have 19 ministry tracks being designed, with over 800 formation workshops in total to be filmed, and over 300 filmed thus far. Our whole online platform is only a year old, and the post-production on those workshops involves much time and care to make them *beautifully engaging and effective formation tools*. We appreciate your patience as we build this wonderful work to form those who form others.

## Tracks in development

1. Catechist Track
2. Youth Ministry Track
3. RCIA Track
4. Parish Catechetical Leader Track
5. Catholic Schools Track
6. Hispanic Faith & Family Track
7. Ministry of Parenting Track
8. Pastoral Accompaniment Track
9. Campus Ministry Track
10. First Proclamation Track
11. African-Amer. Faith & Family Track
12. Special Needs Track
13. Culture of Life Track
14. Diocesan Officials Track
15. Priestly Renewal Track
16. Sports Ministry Track
17. Music Ministry Track
18. Collegial Outreach Track
19. Franciscan Spirituality Track



## How we serve a diocese . . .

The preliminary action needed for the initial partnership step is for a diocesan ordinary to send a letter to the Catechetical Institute requesting a partnership. This then leads to the articulation of this Partnership Agreement, which can be arranged with the diocesan vicar general or curial moderator. Beyond this, there are four steps which can be done in any order, or all together, but preferably in the order indicated here:

1. **Build a diocesan page on [www.FranciscanAtHome.com](http://www.FranciscanAtHome.com)**

The Catechetical Institute has staff to create and post whatever elements a diocese desires on its landing page. We work with diocesan officials to make them aware of design possibilities and examples of other dioceses in this regard. This step is helpful to have underway, at least to a minimally viewable degree, prior to major events (such as a clergy or catechetical leader in-service is held), so that a clear vision can be communicate in regard to the diocese's intentions to use the workshops.

2. **Schedule in-diocese formative events appropriate to supporting the bishop's intentions for the partnership**

Although there is no minimum number of parishes or schools that a diocese needs to onboard, for people to use the formation workshops, parishes and schools need to be subscribed to reach those a diocese desires to train. Based on our current experience with many different dioceses, we'd suggest the following path to effectively bring this formation to those in ministry in a given diocese:

**Focus on pastors directly:** The most impactful step forward a diocese can take is to schedule a clergy in-service day at which the Catechetical Institute's leadership can unfold the formative vision. If instead an in-diocese pilot is to be run first, a diocese would select key pastors who are likely already amenable, and CI will assist the diocese in getting those locations onboarded.

**Dovetail a lay leadership in-service event with the clergy in-service:** In doing these kind of events in many dioceses to date, CI has a clear and field-tested way in which to build strong momentum among lay leaders (from parishes or schools). Franciscan University recommends that a clergy in-service precede a lay leadership in-service, but encourages dioceses to make the two events close in time. If the two events were scheduled near enough that they could both be done in the same visit by Catechetical Institute leadership, this scenario maximizes momentum for the diocese and is the lowest cost option in terms of travel and lodging expenses.

**Provide a clear reason and means to onboard parishes and schools:** Provide a simple attractive handout for pastors, parish catechetical leaders, youth ministers, principals, etc. This handout gives a clear and succinct explanation of the partnership, and serves as documentation for the parish business manager to make a \$300 disbursement. We provide this handout upon request, personalized to the diocese.

**Focus on the momentum of a new certification element diocesan-wide:** The diocese may elect to mandate parishes and schools to subscribe. As soon as CI workshops become a part of a diocese's certification or ongoing formation processes, this become a very helpful step. In light of the need for dioceses to prioritize stronger and more diversified formation, this may seem very reasonable, if explained with care (especially since for \$300, *all* of a parish's or school's members can use the workshops for free).

3. **Onboard those to be considered mentors in the diocese**

This would ordinarily follow on the momentum of the in-service events. CI provides a special diocese-specific link to diocesan officials to onboard those individuals (preferably this would be the great majority of the core of existing lay catechetical leadership within a diocese, as well as perhaps deacons and some priests). We assist diocesan officials in following best practices to recruit mentors within a diocese, and assist in every step in training them. This normally includes: **1)** an initial motivational and vision-oriented in-diocese training event as noted above (usually done in the form of a larger-scale in-service for the targeted groups – clergy, parish catechetical leaders, principals, etc.); **2)** online workshops on [FranciscanAtHome.com](http://FranciscanAtHome.com) earmarked to form mentors; **3)** follow-up in helping dioceses learn to effectively manage mentor assignments and evaluate their ministry work with learners.

4. **Onboard parishes and schools following events (see below)**

The Catechetical Institute will assist this process with clear guidance and handouts provided to diocesan officials, designed to build on the momentum gained by in-diocese training events.



## Best practices for parish and school annual subscriptions . . .

Once partnered, a diocese would then seek to onboard parishes and schools to allow those individuals and groups to be served, as well as any others in those institutions who desire to benefit from the access enabled by a subscription. The Catechetical Institute provides a diocese with simple and attractive PDFs that give clear “hows” and “whys” to parishes and schools to make onboarding efficient.

### Costs to institutions (parishes and schools) within a diocese

Each parish is counted as needing to subscribe for \$300 annually, but missions are not (they would participate under the fee for their mother parish). Schools directly and solely operated by a single parish are included under that parish’s annual subscription. Regional schools (elementary or high school) would gain access to FranciscanAtHome.com with their own \$300 annual subscription. If desired, other types of institutions associated with the diocese (hospitals, colleges, social service entities, etc.) would also gain access with their own \$300 annual subscription.

It is the normative expectation of the Catechetical Institute that diocesan budgets are not used to fund the per-parish and per-school subscriptions (though a diocese is free to pay in whatever way it desires). The cost is normally paid by the individual parishes and schools. Please note that the \$300 subscription cost may be adjusted over time to keep pace with the Catechetical Institute’s creative efforts and production of new tracks. Pricing will always be in the context of our key principles, including affordability.

Payment is normally made through FranciscanAtHome.com per location, and can be executed by credit card or by invoice followed by a mailed check. Some dioceses elect to collect these fees from parishes directly and then send a lump check to CI. Others make use of grant money in part. Other dioceses increase the cathedraticum (or parish assessment or annual appeal) for each parish by the subscription amount, and send a single check.

### Incentive for concurrent onboarding of parishes in a diocese

The Catechetical Institute is authorized by Franciscan University to offer a specific \$3,000 discount to diocesan partners if they opt to onboard all of their parishes at the same time (over the course of a single month or less). **This discount would accrue to the equivalent of 10 parish subscriptions (\$3,000) subtracted from the total cost of the parishes onboarding for \$300 each.** This discount can be applied as a diocese chooses.

Onboarding all parishes at one time has substantial benefits to both members of the partnership:

- For a diocese, it allows unified action at one point in time to onboard any people needing to participate in a certification process or ongoing formation requirements, as well as any others desiring to benefit from the formation. If CI’s workshops are integrated into diocesan certification and ongoing formation structures, this implies the need for all parishes to be onboarded if training is to be available diocese-wide.
- For a diocese, it allows diocesan officials charged with ministerial training and formation to focus on that work rather than spending time persuading (with various degrees of effectiveness) parishes and schools to onboard or renew their subscriptions.
- For Franciscan University, it avoids the need to administratively track many subscriptions made throughout the year within the same diocese, and to contact individual parishes and schools for renewal reminders.
- For both parties, the annual resubscription effort is greatly simplified if centrally orchestrated through the diocese, rather than left to individual parishes, and subject to all the complicating shifts in local leadership that will delay resubscriptions and cause loss of continuity for those using FranciscanAtHome.com.



### Creating a context, desire, and vision that assists a diocese in onboarding all parishes at the same time

Once CI workshops are integrated into diocesan certification and ongoing formation structures, it then become necessary to have as seamless as possible of a renewal action. For that reason, it is in Franciscan University’s interest to discuss with diocesan leadership the best strategy to make all-at-once onboarding possible. This strategy may involve a clergy in-service, catechetical leader in-serve, and/or principal in-service days, with which the Catechetical Institute’s leadership has substantial experience in using such events to create significant positive momentum. Developing this strategy should take place early in the partnership, so that diocesan officials can develop meaningful timelines of when access to Catechetical Institute workshops will actually be available to those under their authority.