



## 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](http://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](http://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](http://FranciscanAtHome.com).
- Author custom tracks and populate those tracks with collections of CI workshops on [FranciscanAtHome.com](http://FranciscanAtHome.com).
- View reports available on [FranciscanAtHome.com](http://FranciscanAtHome.com) for evaluation and assessment of training effectiveness.

### Events

Beyond the use of [FranciscanAtHome.com](http://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 online or on-site 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 on-site events.

### 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 three years ago, our online platform has drawn the interest of over 150 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 20 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 three years 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. Four Pillars of the Catechism Track
3. Youth Ministry Track
4. RCIA Track
5. Parish Catechetical Leader Track
6. Catholic Schools Track
7. Hispanic Faith & Family Track
8. Ministry of Parenting Track
9. Pastoral Accompaniment Track
10. Campus Ministry Track
11. First Proclamation Track
12. African-Amer. Faith & Family Track
13. Special Needs Track
14. Culture of Life Track
15. Diocesan Officials Track
16. Priestly Renewal Track
17. Sports Ministry Track
18. Music Ministry Track
19. Collegial Outreach Track
20. 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 kinds 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. We provide this handout upon request, personalized to the diocese.

**Focus on the momentum of a new certification element diocesan-wide:** The diocese would normally seek to have all parishes and schools on the system. 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 is very reasonable, if explained with care (especially since under normal circumstances, *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 gaining access to [www.FranciscanAtHome.com](http://www.FranciscanAtHome.com) . . .

Once partnered, a diocese would then seek to onboard all 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 and tutorials that give clear “hows” and “whys” to make onboarding efficient.

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

There are two ways for a diocese to have its parishes and schools gain access:

- The *more* expensive way for a diocese to move forward is for each parish or school to subscribe individually for \$300 annually (thereby allowing as many people as desired to gain access under that parish or school for free). 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 subscriptions.
- The *less* expensive way for a diocese to move forward is to pay a flat fee for all parishes and schools. The amount of this fee varies according to the country a diocese is in, and in almost all cases equates to less than the \$300 per institution cost. For dioceses outside the U.S. this is ordinarily substantially less. Please contact us to inquire what the flat fee is for your region. With this, all individuals in the entire diocese gain free access.

A diocese is free to pay in whatever way it desires. Some dioceses fund this via a grant, or cover the cost from various diocesan budgets among offices that will use the workshops, or share the cost with parishes or schools in whole or in part, or even have some parishioners cover the cost, since it is so low. Pricing will always be in the context of our key principles, including affordability. Payment is normally made through per location, and can be executed by credit card or by invoice followed by a mailed check.

### The value of onboarding all parishes and schools in a diocese

Onboarding all parishes and schools 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 and schools 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 schools, 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 to assist a diocese in onboarding all parishes and schools

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 this 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.

