



REOPENING TEAMS

In preparation for the implementation of the Framework, parish catechetical leaders should work with their pastor, school principal, parish youth minister, and the Parish and School Reopening Teams. The purpose of the team is to assist the pastor, parish catechetical leader, and parish youth minister in understanding, planning for, and implementing the requirements of the Archdiocesan Reopening Plan.

- Parishes must create a **Health and Safety Reopening (HSR) Team** to be certified for modified in-person programming. If the parish will resume programming virtually but incorporate and in-person kickoff, an HSR Team should be created to plan and manage the kickoff events.
- Parishes should also form a **Faith Formation and Programming (FFP) Team**. The purpose of this team is to assist the parish catechetical leader and/or youth minister in planning a flexible and adaptable faith formation program for the 2020/2021 pastoral year.

Guidelines for forming and operating each of these teams are included below.

The Health and Safety Reopening (HSR) Team

Parish catechetical leaders, with the support of the pastor, should form a Health and Safety Reopening (HSR) Team with staff and volunteers from the parish community. The HSR team ensures adherence to the *Health and Safety Policies and Response Protocols* detailed in the reopening Framework. The broader Parish Reopening Team should play a central role in the guidance and execution of reopening on-site components of parish religious education programs.

TEAM MEMBERS

Assists with the *Health/Safety Requirements and Response Protocol* outlined in this Framework.

- **Recommended Participants:** Parish Catechetical Leader, Parish Youth Minister, Pastor, Business Manager/Operations Director, Facilities Director/Head Custodian, Parish Reopening Team members, other members as deemed appropriate
- **Mandatory Consultant:** School principal (when school space will be utilized)

HSR TEAM ROLES

- Parish catechetical leader = HSR Team Lead
- Parish youth minister (if applicable) = HSR Team Co-Lead
- Pastor = HSR oversight and final decision-making
- Team Members = advise, support and assist the parish catechetical leader as needed
- School Principal = maintain regular communication with the parish catechetical leader and youth minister in all areas of the health and safety protocols related to space-sharing

OVERVIEW OF HSR TEAM TASKS:

- Review Health and Safety Requirements for a thorough understanding of the health and safety requirements that need to be followed for on-site programming.
- Ensure that all aspects of the Health & Safety Requirements are implemented.
- Determine the logistics of sharing spaces with school and among ministries, and how the logistics affect the frequency/type of on-site gatherings.
- Confirm the items on the Pre-opening Checklist or In-Person Kickoff have been attended to and sign the Reopening Certification Form (found at the end of this document).

Parish catechetical leaders and youth ministers should share this document with the Health & Safety Reopening Team and meet with them to define the religious education program's specific plan. Particular attention should be given to continuous communication with team members and ongoing training in procedures.

Faith Formation and Programming (FFP) Team

Parish catechetical leaders, with the support of the pastor, should form Faith Formation and Programming (FFP) Team with staff and volunteers from the parish community. The FFP Team ensures the delivery of quality faith formation adapted to the physical and/or virtual programming options being utilized by the parish.

TEAM MEMBERS

Assists with the *Faith Formation Programming* elements of this Framework and implementation of *Health and Safety Requirements* as needed from HSR.

- **Recommended Participants (3-5 minimum):** Parish Catechetical Leader, Religious Education Program Board Members, a select number of catechists (at the discretion of the parish catechetical leader)
- **Youth Ministry:** Depending on the parish reality, the youth minister may join the FFP team or form separate programming team consisting of volunteer, parents and select youth leaders.

FFP TEAM ROLES

- Parish catechetical leader and/or Youth Minister = FFP Team Lead
- REP Board members = advise, support and assist the parish catechetical leader in program planning and implementation (additional information in following section)
- Select catechists/parents/volunteers/youth leaders = advise, support and assist the parish catechetical leader in program planning, implementation and communication to families (additional information in following section)

OVERVIEW OF FFP TEAM TASKS

- Review the Framework programming documents and map out action steps to be taken in each of the programming areas.
- Review Health and Safety Requirements and coordinate with HSR Team for any on-site programming
- Review updated Virtual Safe Environment guidelines and implement for any virtual programming

- Assist the parish catechetical leader and/or youth minister in ensuring the tasks within the programming checklist have been attended to and completed.
- Advise and support the parish catechetical leader and/or youth minister in any of the areas of this document where he/she solicits advice and support.

Parish catechetical leaders and youth ministers should share this document with members of the Faith Formation and Programming Team and meet with them to define the religious education program's specific plan. Particular attention should be given to continuous communication with team members and ongoing assessment of programming to discern times when program adaptations are necessary. *Please consult the Faith Formation and Programming Checklist in the Faith Formation Programming document.*

Questions? Please contact ReopenREYM@archchicago.org.