

# 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. Consult with the Archdiocesan Director of Religious Education regarding policies and procedures of the catechetical ministry, and implement directives of the Archbishop.
- E. Maintain a collaborative relationship with the Secretariats of the Archdiocese.

### Article 3 – Criteria for Membership

A parish catechetical leader who serves as:

1. *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.
2. *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.
3. *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 five times a year. Virtual meetings are acceptable, but may not exceed two of the five meetings.
- B. Plan and facilitate general meetings of the Association. 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 members to participate 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, is assumed by the sitting Vice-President after the completion of one vice-presidential term and is a two year term.
- 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 County and Specifically Related Ministry Representatives**

These representatives are the communication link between the county or specifically related ministries as designated by the Archbishop, and to 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 county representative shall schedule at least four county meetings per year. Virtual meetings are acceptable but may not exceed two meetings. Representatives of specifically related ministries shall encourage their members to participate in county meetings.

## **Article 7 – Elections**

Criteria for eligibility for nomination to any position shall be:

- A. Active membership of the Association for at least one year.  
Active membership is defined as participation in at least 50% of county and specifically related ministries meetings and attendance at one professional development meeting and one retreat experience per year.
- B. Consent of the nominee.
- C. Candidates for the offices of President and Vice-President must hold a Master's degree in Theology, Religious Education or an approved equivalent.
  - (1) 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.
  - (2) The Review Committee shall make its determination and the Executive Board Secretary shall notify the candidate.

## ***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) County 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.
- (5) If a nominee for the Executive Committee runs unopposed, the Secretary asks the voting members present at the Spring Professional Development Day to acclaim the nominee by voice vote.

#### ***Election of County Representatives***

- A. Two months before the scheduled election the county establishes a nomination committee.
- B. Names of consenting nominees are disseminated to the county 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 county 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. With the approval of the Deputy Secretary, the Secretary and Treasurer may succeed themselves for one

successive term of two years. At the completion of their second term, the Secretary and Treasurer may not immediately serve another term. After a period of three years, executive board members may accept another nomination for the Executive Board.

- 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.
- G. The term for County Representatives is two years and may succeed him/herself for successive term of two years.

## **Article 9 – 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

### CATECHETICAL AWARDS FOR PARISH RELIGIOUS EDUCATION CATECHISTS OR ADMINISTRATIVE ASSISTANTS

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. This award is distributed by the parish. Please contact the Office for Catechetical Formation for an electronic or hard copy.

This award is distributed at the Mass for 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.

This award is distributed at the Mass for 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.

This award is distributed at the Mass for 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.

This award is distributed at the Mass for Religious Education.

5. **ST. CHARLES BORROMEIO 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.

This award is distributed at the Mass for Religious Education.

6. **ST. 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.

This award is distributed at the Mass for Religious Education.

7. **ST. CATHERINE OF SIENA**

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

This award is distributed at the Mass for Religious Education.

8. **ST. TERESA OF AVILA**

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

This award is distributed at the Mass for Religious Education.

**9. ST. TERESA OF CALCUTTA**

An Archdiocesan catechetical award presented to those who fulfill the criteria and who have given FORTY-FIVE YEARS of service to Parish Religious Education. This award is distributed at the Mass for Religious Education

**10. ST. AUGUSTINE**

An Archdiocesan catechetical award presented to those who fulfill the criteria and who have given FIFTY YEARS of service to Parish Religious Education. This award is distributed at the Mass for Religious Education.

**CRITERIA FOR AWARD**

- a. Nominee must be a practicing Catholic of good reputation who has volunteered his or her services.
- b. Nominee must be currently active in the Parish Religious Education Program and has served in an administrative or instructional capacity during the years of service required by each award
- c. Pastor approves the nomination of this person for the catechetical award.

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

**DIRECTORS/COORDINATORS/ADMINISTRATOR 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, or 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, or 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.

## **3. QUEEN OF THE FAMILY 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-five years of active service as a Director, Coordinator, or 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.

## **4. ST. JOHN XXIII 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 thirty years of active service as a Director, Coordinator, or 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.

#### **5. ST. OSCAR ROMERO 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 thirty-five years of active service as a Director, Coordinator, or 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.