



ARCHDIOCESE OF PHILADELPHIA

SECRETARIAT FOR CATHOLIC EDUCATION

222 North Seventeenth Street, Philadelphia, PA 19103-1299

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OFFICE FOR CATECHETICAL FORMATION

TO: Parish Directors, Coordinators and Administrators of Religious Education

FROM: Ann M. Menna
Deputy Secretary

DATE: August 26, 2021

RE: **Mass for Parish Religious Education and Presentation of Anniversary Awards
Cathedral Basilica of Saints Peter and Paul
Sunday, January 9, 2022 (2:00PM)
CATECHISTS AWARDS**

Most Reverend Nelson J. Pérez, Archbishop of Philadelphia, is the celebrant of this annual Mass. Immediately following Mass, the Archbishop will present the catechetical anniversary awards individually to catechists who serve in parish religious education program as well as for Directors/Coordinators of Religious Education who are celebrating an anniversary year. *Due to the 2021 Mass cancellation, award recipients for 2021 and 2022 will be recognized at the 2022 Mass.*

Attached please find:

- Criteria/eligibility for Catechist Anniversary Awards- a D/CRE is **not** eligible for these awards unless he/she volunteers as a catechist in a parish outside the parish of employment.
- St. John Neumann Award for Catechists who have served for 5 years – The official award is a fillable PDF and posted at: <http://phillyocf.org/mass-for-religious-education/>
- List of Anniversary Awards and prices. N.B.: the St. John Neumann recipients are recognized and given a medal with a relic of St. John Neumann only at the Cathedral Mass.
- Information to be duplicated and distributed to catechists:
 - + Letter of Invitation from Archbishop Pérez.
 - + Letter of Recognition from the PDCARE Board President and Vice-President
 - + Save the Date flyer.

Catechist award orders are submitted electronically for both presentation at the Cathedral or at the parish. The instructions for placing orders follow on page 2. Please use the proper form. The deadline for orders is **November 5, 2021**.

If you have questions, please do not hesitate to contact Wanda Nouel at phillyocf@archphila.org

Instructions for Registration for Mass for Religious Education Cathedral and Parish Awards with JotForm

1. Please only use Google Chrome, Firefox or Safari as a browser.
2. Award orders:
 - For the Cathedral: If your catechists plan to come to the Mass for Religious Education at the Cathedral for their award, please use the link below.
<https://form.jotform.com/92263351059153>
 - Parish Award Orders and Distribution:
 - + Orders: If awards will be distributed at the parish, please use the link below.
<https://form.jotform.com/92273853033153>
 - + Distribution Parish awards can be picked up at:
 - ✓ Awards can be picked up at county meetings or the Office for Catechetical Formation
 - ✓ Awards can be sent via USPS for the cost of the postage.
3. You will receive an email confirmation with the information you submitted. Please use it as an invoice.

4. After you completed the registration form, please send a check payable to the **Office for Catechetical Formation** for the total amount, which is indicated at the bottom of the registration form to:

Office for Catechetical Formation
222 N. 17th Street Room 525
Philadelphia, PA 19103

For questions or concerns: Call Wanda or Kathy at the Office for Catechetical Formation at 215-587-3720.

****Please be attentive to spelling and capitalizations for the Cathedral recipients.** The names will appear in the ceremony booklet as they are entered in JotForm.

Thank you!