



# Office for Catechetical Formation

Archdiocese of Philadelphia

**TO:** Parish Directors, Coordinators, and Administrators of Religious Education

**FROM:** Colleen Lindsey  
Director

**DATE:** October 9, 2023

**RE:** **Mass for Parish Religious Education and Presentation of Anniversary Awards**  
**Cathedral Basilica of Saints Peter and Paul**  
**Saturday, January 13, 2024 (11:00 AM)**  
**CATECHISTS AWARDS**

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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 programs as well as for Directors/Coordinators of Religious Education who are celebrating an anniversary year.

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
  - + Registration flyer.

Catechist award orders are submitted electronically for presentation at the Cathedral. The instructions for placing orders follow on page 2. The deadline for orders is **Monday, November 20, 2023**.

**Registrations for catechists who are going to receive their catechetical awards at the parish level will be sent separately.**

If you have questions, please do not hesitate to contact Wanda Nouel at [phillyocf@archphila.org](mailto:phillyocf@archphila.org)



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### Instructions for Registration for Mass for Religious Education

#### Cathedral Awards with Acceptiva

1. Please only use Google Chrome, Firefox or Safari as a browser.
2. Award orders for those who will attend the Mass at the Cathedral Basilica:
  - If your catechists plan to come to the Mass for Religious Education at the Cathedral for their award, please use the link below.  
<https://secure.acceptiva.com/?cst=KwoXEF>
3. You are going to submit as many registrations as you have catechist awardees. It should be auto filled, so you will type most of the information only once. Please choose only one-award criteria per registration.
4. After submitting your awardee, there will be an option to add another catechist. Click on where it says click here. It will take you to a new registration for the next catechist. You will repeat the process with each additional catechist.
5. You will receive an email confirmation with the information you submitted. Please print and use it as an invoice.

For questions or concerns: Email Wanda Nouel at the Office for Catechetical Formation at [PhillyOCF@archphila.org](mailto:PhillyOCF@archphila.org)

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

**Thank you!**