

**The
Institute
for
Catechesis
and
Formation**

Faculty Handbook
Faculty Handbook

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DIOCESE OF ALLENTOWN
Secretariat for Catholic Life and Evangelization

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Office of Adult Formation

Dear Faculty,

Thank you for teaching courses for the Institute for Catechesis and Formation (ICF). The gift you make of yourself by sharing your time, talent and faith is so necessary in these times when we face, what Pope Benedict XVI calls a “spiritual desert.” The Pope goes on to say, *“In our time we need a renewed education in the faith. Certainly this must include a knowledge of its truths and of the events of salvation, but above all it must arise from an authentic encounter with God in Jesus Christ.”* (Wednesday Audience, 24 October 2012)

As an instructor for the ICF, you are in a unique position to “make space” for the encounter with Christ to happen by sharing your knowledge of particular areas of the Faith, and through your example to the students you encounter. Men and women of all ages and walks of life take courses through the ICF: catechists and Catholic school teachers, parish volunteers, youth ministers, and those involved in Liturgical ministries. Some students take courses simply for their own personal faith enrichment. Regardless of *why they come*, it is our hope that *when they leave* our classes and workshops they have not only learned something of the Faith, but have encountered Christ in a way that leads them to deepen their relationship with Him.

In the pages that follow you will find the ICF Faculty Information Packet, a brief guideline for you as an instructor as to course procedures, and some helpful information on adult learning patterns. If you have additional questions about the ICF, procedures, or a particular course, please don’t hesitate to contact the Office by email or phone.

We are grateful for your service to the Church, and look forward to working together with you as we seek to build a *Culture of Life*, and a *Civilization of Love*.

Sincerely in Christ,

Office of Adult Formation
Secretariat for Catholic Life and Evangelization



FACULTY INFORMATION

THE INSTITUTE FOR CATECHESIS AND FORMATION

Curriculum Vitae

All faculty members are asked to submit their curriculum vitae to the Office of Adult Formation prior to teaching in the program. The curriculum vitae will be kept in the faculty member's file.

Course Materials

Course materials will be provided to faculty members before the start of their course. This includes the text book(s), course syllabus and related materials.

Facility Clean-Up

Since we are guests in the facilities that we use, please be certain that any windows opened are closed; trash disposed of properly; any furniture moved is returned to the original position.

Attendance

Faculty members can access the class list at any time via <https://icf.gosignmeup.com> at any time using the credentials provided to you. Attendance should be taken every week and recorded on the website. ***Faculty should email the Office after the first night of the course with attendance, noting absent students, as well as any students not listed on the website.** At the end of the course, the attendance is to be entered and finalized on the website. Refer to the *Instructors Dashboard* document for specific instructions regarding this process.

Course Evaluation

All students providing an email address will be emailed a course evaluation through Survey Monkey. Faculty are asked to remind students about the evaluation and encourage them to complete it.

Faculty Agreement Form

Prior to the beginning of each course taught, ICF faculty members will receive a Faculty Agreement. This form will include: course name, location, course dates and time, and stipend amount. The form should be signed by the faculty member and returned to Office of Adult Formation.

Stipend

Faculty members will receive a stipend of one hundred dollars (\$100.00) per course night taught. Diocesan employees will receive the stipend in their paycheck. All non-diocesan employees will receive their stipend via U.S. mail. **Stipend will be issued when final attendance sheet has been submitted to the Office.** Faculty should contact the Office of Adult Formation if the stipend is not received within two weeks of the completion of the course.

Class Cancellation

The Office of Adult Formation will contact faculty members in the case of a cancellation. If the site location is closed on the day of class, the class is cancelled.

In the event that a faculty member cannot teach on any given night of a course, he/she should contact the Office of Adult Formation as soon as possible. Arrangements will be made for a substitute if possible. If the faculty member prefers to re-schedule class to another night, **all participants** must be in agreement and the Office must be notified. If participants are not in agreement, the Office of Adult Formation has sole discretion in procuring a substitute for that class night. Faculty members may not change the site location without informing the Office prior to the class night.

Adult Learning

Adult learning is a key component to the learning process. Instructors are listeners and co-learners as well as teachers. Students are learners and sharers of their own experience and expertise. Individuals' experiences and differences are honored and respected.

Instructors should be open to questions and discussions, while being sure to stay on topic and cover the material for the evening. Any conversations or questions that are taking too much time away from the class should be addressed at another time.

Adherence to Church teaching

As representatives of the Bishop, the Diocese of Allentown and the Catholic Church, it is incumbent upon instructors to ensure that participants in ICF courses are exposed to authentic Catholic thought and teaching. Faculty members should be mindful of making distinctions in class between Church teaching and their own opinions.



Institute for Catechesis and Formation

FACULTY AGREEMENT

2016-2017

Instructor: _____

Address: _____

Telephone Number: _____

Email Address: _____

Course:

Location:

Dates:

Sample

Stipend:

Note: Your stipend will be paid upon receipt of the attendance sheet.

In the event of low course enrollment, course may be cancelled. Faculty will be notified.

As an Instructor for the Institute for Catechesis and Formation in the Diocese of Allentown, I am committed to teach authentic Catholic doctrine and to refrain from putting forth as Catholic teaching anything contrary to the Church's magisterium.

Faculty Signature

Date

GENERAL PRINCIPLES OF ADULT LEARNING

Honor the experience of adults- they come to each new learning opportunity with a wealth of experience, a lifetime of knowledge, and a worldview. Connecting the instruction to their life experiences and knowledge is important. The instructor should share his/her experiences and encourage the participants to do the same. Storytelling and examples from life can make connections and lead to appropriation of insights.

Adults need to be involved in the direction their learning experience will take. They are goal oriented- the instructor should always try to determine the goals they have for the learning experience.

Adults seek out learning experiences only when they have a need for new skills or some new knowledge. They may have a desire to improve their lives or their responses to life events or to people. They may desire to improve their job marketability or to acquire a skill for promotion. The instructor should try to discover the “need” which brings each adult to the session and keep this principle in mind when planning learning sessions.

Adults often learn best from one another- It is important to stop in the midst of a presentation and ask participants to discuss with one another what they are “getting” out of this learning experience. When adults have the opportunity to express what they are learning with others they tend to make the connections and seek out the solutions, which lead to the appropriation of what they are learning. Relationship building is very important. Use one-to-one interaction and small groups.

Adults learn differently- a variety of approaches are necessary. An instructor of adults needs to include visual aids, focus questions, discussion opportunities, problem solving, implications reflection/analysis, etc. This is a particular difficulty for natural lecturers. A variety of models should be used to convey information and to integrate learning experiences.

Attention to the process of the learning experience is as important as any of the content.

Learning must be practical, i.e. it must be able to be applied to their life or their work.

Adults need to be respected as adults- they are equals as adults. Their opinions count and their questions are important.

Adults tend to learn best with a problem centered or solution centered approach. Spend time on the questions you will ask to direct the learning. Ask them leading questions. Ask them reflection questions. Ask them application questions – So what? What difference does this make? Give them real life situations and ask them to apply what you have discussed.

PRACTICAL SUGGESTIONS FOR ADULT LEARNING

Prayer – Model a variety of prayer experiences. Utilize Scripture and common Catholic prayers. You may also choose to invite a student to lead prayer at the beginning and end of each class meeting.

Presentation – The presentation of class material should include opportunities for student questions: questions posed by the instructor to the students and questions from the students to the instructor. Time for dialogue and sharing are important for adult learners for integrating the material; but it is also necessary so that the class does not become strictly a “lecture.” An exchange of questions, answers and experiences can add to the learning atmosphere. At the same time, instructors must also keep the class on task. Sometimes going on a “tangent” takes the class in an important and helpful direction, but the instructor must be able to steer the conversation back to the topic at hand. Be attentive to the students – their questions, comments, and how they are integrating the material – but don’t fall into “traps” that lead the discussion off course for an extended period of time.

Be sure to take time mid-way through the class for a break. At least fifteen minutes should be given for students to get up and stretch and prepare for the second half of the class. Taking a break is very important – for both student and instructor, so don’t skip it!

Interaction – Build in opportunities, where possible, for students to discuss a focus question on some aspect of the class and share with the larger group.

Integration – Ask students to reflect on the material from class and how it has some practical application in their lives: personal, professional, faith/prayer, etc.

INCLEMENT WEATHER/CANCELLATIONS

Information concerning cancellations because of inclement weather can be found at:

Channel 69

SECTV Channel 20

RCN Channel 12

Blue Ridge Channel 226

WAEB Radio...(790 AM)...(ALLENTOWN)

WEEU Radio...(830 AM)...(READING)

WEST Radio...(1400 AM)...(EASTON)

WPPA Radio...(1360 AM)...(POTTSVILLE)

We will also have the cancellation recorded as a message on 610-289-8900, extension 2021. If the site location is closed, class for that evening is automatically cancelled.

In the event of a cancellation due to inclement weather, the instructor, either at the next class or via email, will poll the class on when to make up the missed material. The options for making up the material are:

- Adding a class session
- Extending class times to cover the material.


The Office of Adult Formation should be notified of the decision as soon as possible.

FACILITY FACT SHEET

FACILITY	Bethlehem Catholic High School 2133 MADISON AVENUE BETHLEHEM PA 18017
ROOM	Media Room which is located to the left of the Auditorium entrance and down the hall. Please note that no food or drinks are allowed in this room.
TECH. INFO.	The room has a TV with an HDMI cable available for slide show presentations.
PARKING	There is ample parking in the lot on the side of the school.
CLASS TIME	Evening classes are typically held 7:00 PM to 9:00 PM Saturday classes are typically held 8:30AM to 12:30 PM Exceptions will be noted. If for some reason class time or date held needs to change, please advise the Adult Formation office in advance.
CLOSING INFORMATION	Turn off the lights. Turn off any computers or LCD projectors used. Close any windows that you opened. If furniture was moved, return it to the original position. Dispose of all trash. Close door upon leaving.
CONTACT	All questions should be addressed to: Office of Adult Formation 610-289-8900 x 2027 or x 2021



FACILITY FACT SHEET

FACILITY	<p>Berks Catholic High School 955 EAST WYOMISSING BOULEVARD READING, PA 19055-1799</p>
ROOM	<p>ICF Classes in various classrooms – three levels of classroom space. Basement 001 and 002, Main level 100’s, 2nd floor 200’s</p> <ul style="list-style-type: none"> • Enter main entrance front of building to access classroom hallways • Stairwells are to the left and right of the entrance hallway. • Instructor can advise on easier access
TECH. INFO.	<p>Microsoft Office and Mac Compatible You will need access code to the internet prior to arriving – Contact Rick Lanciano at rlanciano@berkscatholic.org Smartboards and Whiteboards</p>
PARKING	<p>Plenty of Parking in the front of the building and there is also a lot in the rear. Parking can get congested as the building is used for many events.</p>
CLASS TIME	<p>Evening classes are typically held 7:00 PM to 9:00 PM Saturday classes are typically held 8:30AM to 12:30 PM Exceptions will be noted. If for some reason class time or date held needs to change, please advise the Adult Formation office in advance.</p>
CLOSING INFORMATION	<p>Turn of Lights. Turn off Computer and LCD Projectors. The Building is air-conditioned – windows should remain closed. If furniture was moved, return it to the original position. Dispose of all trash.</p>
CONTACT	<p>All questions should be addressed to: Office of Adult Formation 610-289-8900 x 2027 or x 2021</p> <div style="text-align: right;">  </div>

FACILITY FACT SHEET

FACILITY	Marian Catholic High School 166 MARIAN AVE. TAMAQUA PA 18252
ROOM	Room 101 Enter the school from the Main Entrance and room 101 will be located to your right.
TECH. INFO.	Please let us know if you require any technology equipment.
PARKING	There is a parking lot available
CLASS TIME	Evening classes are typically held 7:00 PM to 9:00 PM Saturday classes are typically held 8:30AM to 12:30 PM Exceptions will be noted. If for some reason class time or date held needs to change, please advise the Adult Formation office in advance.
CLOSING INFORMATION	Turn off the lights. Turn off any computers or LCD projectors used. Close any windows that you opened. If furniture was moved, return it to the original position. Dispose of all trash. Close door upon leaving.
CONTACT	All questions should be addressed to: Office of Adult Formation 610-289-8900 x 2027 or x 2021




FACILITY FACT SHEET


FACILITY	Nativity High School ONE LAWTONS HILL POTTSVILLE PA 17901
ROOM	Campus Ministry Room #107 Enter the school through the main entrance and the Campus Ministry Room will be on the first floor.
TECH. INFO.	There is a screen for power point presentation. A DVD player Large Screen T.V.
PARKING	There is ample parking in the lot
CLASS TIME	Evening classes are typically held 7:00 PM to 9:00 PM Saturday classes are typically held 8:30 AM to 12:30 PM Exceptions will be noted. If for some reason class time or date held needs to change, please advise the Adult Formation office in advance.
CLOSING INFORMATION	Turn off the lights. Turn off any computers or LCD projectors used. Close any windows that you opened. If furniture was moved, return it to the original position. Dispose of all trash. Close door upon leaving.
CONTACT	All questions should be addressed to: Office of Adult Formation 610-289-8900 x 2027 or x 2021



FACILITY FACT SHEET

FACILITY	<p>St. Ambrose Church 201 RANDEL ST. SCHUYLKILL HAVEN, PA 17972</p>
ROOM	<p>Rectory Meeting Room Take steps to the right of the rectory and follow the walkway to the rear entrance.</p>
TECH. INFO.	<p>TV/DVD Projector upon request based on availability</p>
PARKING	<p>Parking lot located directly in front of rectory</p>
CLASS TIME	<p>Saturday classes are typically held 8:30AM to 12:30 PM Exceptions will be noted. If for some reason class time or date held needs to change, please advise the Adult Formation office in advance.</p>
CLOSING INFORMATION	<p>Turn off lights Return thermostat to 66 degrees Shut down and unplug projector, Unplug TV/DVD If furniture was moved, return it to the original position. Dispose of all trash. Close door upon leaving.</p>
CONTACT	<p>All questions should be addressed to: Office of Adult Formation 610-289-8900 x 2027 or x 2021</p> <div style="text-align: right;">  </div>

FACILITY FACT SHEET

FACILITY	<p>St. Ignatius School 2700 ST. ALBANS DRIVE READING PA 19609</p>
ROOM	<p>We will meet in the meeting rooms of the school, A, B, C:</p> <ul style="list-style-type: none"> ▪ Park in the large parking lot between the church and school ▪ Enter the school through the LEFT double doors ▪ When you enter there will be a stage in front of you, bear right
TECH. INFO.	<p>There is technology available. Please contact us with what you would require.</p>
PARKING	<p>There is plenty of parking between the school and the church.</p>
CLASS TIME	<p>Saturday classes are typically held 8:30AM to 12:30 PM Exceptions will be noted. If for some reason class time or date held needs to change, please advise the Adult Formation office in advance.</p>
CLOSING INFORMATION	<p>Turn off the lights. Turn off any computers or LCD projectors used. Close any windows that you opened. If furniture was moved, return it to the original position. Dispose of all trash. Close door upon leaving.</p>
CONTACT	<p>All questions should be addressed to: Office of Adult Formation 610-289-8900 x 2027 or x 2021</p> <div style="text-align: right;">  </div>