



## Procedures to host catechetical modules at your parish or Catholic School:

Thank you for accepting the commitment to host catechetical modules at your parish. This document will outline all procedures to follow:

### STEP 1: participants register and pay at CAPERNAUM ONLINE.

- The **organizing catechetical leader** has the right to accept people that did not register on Capernaum to the sessions organized at his/her parish, up to a total of 40 people per session.
- Non-registered participants accepted by the **organizing catechetical leader** will receive an “**ATTENDANCE RECEIPT**” signed and dated by the **instructor** with directions as to how rectify his/her registration status.
- The **organizing catechetical leader** should be advised that any participants that are not registered for the session may be given credit without paying the registration fee.

### STEP 2: The assigned instructors make contact with the organizing catechetical leader.

- To ensure that the **instructor** is confirmed for the correct session, date, time, and place.
- To exchange contact information, including potential last-minute communication.
- To coordinate with the **instructor** the projection equipment and other materials necessary for the session, as well as who will oversee providing them.
- The handouts for the participants will be provided to the **organizing catechetical leader** digitally by e-mail to photocopy them and have a set ready for each participant.
- **The handouts should be printed in color**, however if the parish is not able to make color copies, the **instructor** will coordinate with O.E.C. to print and pick up the participant handouts.

### STEP 3: The instructor will request the list of registered participants from O.E.C.

- The day of each session the instructor will e-mail Erika Cruz ([ecruz@archgh.org](mailto:ecruz@archgh.org)) requesting the list of registered participants, including Miguel A. Vences ([mvences@archgh.org](mailto:mvences@archgh.org)), Annette Medellin ([amedellin@archgh.org](mailto:amedellin@archgh.org)) and the **organizing catechetical leader** on this e-mail.
- Once this list is emailed, registrations will close for that session.
- In rare situations in which OEC is unable to send the list of registered participants on time, the **instructor** and **organizing catechetical leader** should coordinate how to take attendance. *It is very important to remember to collect the name of the participant as well as his/her CAPERNAUM user number or user ID.*
- The **instructor** is responsibility for submitting the official attendance record to OEC. The instructor’s responsibility includes enforcing a 15-minute punctuality tolerance, which is the requirement to receive credit towards the catechetical certificate for this session. This limited



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punctuality tolerance applies to all participants, including members of the organizing team, and it assumes that the participant has engaged in the learning experience from beginning to end.

- The **instructor** should close attendance 15 minutes after the session has begun. However, all people admitted to the session by the **organizing catechetical leader** can remain and participate in the learning experience even if he/she arrived after the 15-minute tolerance. Those admitted after 15 minutes will not receive credit for attendance.

#### STEP 5: Participants evaluate the overall session and the instructor's performance.

- Before ending the session, the **instructor** must offer participants the opportunity to complete an evaluation of the learning experience.
- The evaluation will be available digitally and participants will be able to access it through a QR code that the **instructor** will provide.

#### STEP 6: The instructor will submit attendance records to O.E.C.

- As soon as it is possible once the session has ended, the **instructor** will submit the official attendance records (scanned or a picture) to **Erika Cruz** ([ecruz@archgh.org](mailto:ecruz@archgh.org)) including on that email Miguel A. Vences ([mvinces@archgh.org](mailto:mvinces@archgh.org)), Annette Medellin ([amedellin@archgh.org](mailto:amedellin@archgh.org)) and the **organizing catechetical leader**.
- Once the official records of attendance have been received by **O.E.C. Registrar**, Erika Cruz, she will assign the proper credits to all participants and Annette Medellin ([amedellin@archgh.org](mailto:amedellin@archgh.org)) and will request our accounting department to issue a payment off \$100 (\$120.00 starting on July 1<sup>st</sup>, 2024) as a stipend for the **instructor**. This process typically takes between three and four weeks to be completed.
- In cases in which the distance between an instructor's residence and the center where the catechetical session took place is between 50 and 74 miles, an extra payment of \$10 will be added.

#### STEP 7: O.E.C. Will reimburse the balance (minus stipend, printing costs, and transaction charges) to the organizing parish.

- For every transaction on Capernaum there is a processing fee. This fee is typically less than \$0.90 per transaction, but it varies depending to the total amount transacted.
- From the total amount collected, O.E.C. will pay the stipend to the assigned instructor in the amount of \$100.00 (\$120.00 starting on July 1<sup>st</sup> of 2024) per session.
- When all catechetical modules scheduled for your parish have been completed, OEC will reimburse the balance (after stipend and transaction fees have been deducted) of the total amount collected as registration fees to the organizing parish.
- This process typically takes between three and four weeks.