



## CATECHESIS OF THE GOOD SHEPHERD ASSOCIATION OF CANADA

### POLICY 08.2: SPECIFIC TERMS OF REFERENCE FOR FORMATION COMMITTEE

#### A. PURPOSE:

To support and advise the CGSAC Board in facilitating the direction, content and delivery of CGS formation throughout Canada, ensuring conformity with the standards of the International Council of the Catechesis of the Good Shepherd (Consiglio).

#### B. DUTIES AND RESPONSIBILITIES:

##### 1. CHAIR

- 1.1. Liaise with the designated persons in host communities, diocesan catechetical offices and school(s) or school districts with regards to CGSAC formation.
- 1.2. [Oversee the assigning of CGSAC/ CGSUSA approved formation facilitators to courses, and mentors and album readers to apprentices.](#)
- 1.3. [Administer the Process for Recognition of Formation Facilitators.](#)
- 1.4. [Share course data annually with the CGSUSA Formation Director re: U.S. residents registered for courses with CGSAC and U.S. Formation Leaders facilitating courses in Canada. Likewise the CGSUSA Formation Director will share course data on Canadian residents registered for CGSUSA courses and as per CGSAC privacy policy requirements.](#)
- 1.5. Promote scheduled formation courses in collaboration with the host community and formation team, ensuring the procedures outlined in the *CGSAC Guide to Hosting Formation Courses* are understood and followed.
- 1.6. Update the CGSAC website as courses are confirmed.
- 1.7. Prepare and send CGSAC certificates for CGSAC Level 1, 2 or 3 courses, workshops or seminars.
- 1.8. Issue CGSAC certificates to newly-recognized formation facilitators.
- 1.9. Administer the database of all formation facilitators for the purpose of maintaining their “active status” and in the case of apprentices and applicants to the formation process, for the purpose of achieving recognition as a formation facilitator.
- 1.10. Report to the CGSAC Board on the work of the committee.
- 1.11. Provide an annual formation budget to the CGSAC Treasurer by August 15<sup>th</sup>.

##### 2. SECRETARY

Record, circulate, edit and post meeting minutes in a timely manner.

##### 3. DATABASE MANAGER

Maintain the CGSAC formation database for all courses registered with CGSAC [as per CGSAC privacy policies](#).

##### 4. ALL COMMITTEE MEMBERS

- 4.1. Respond to comments, queries and complaints regarding CGSAC formation.
- 4.2. Collaboratively support formation and formation resources at all levels, upholding the CGS standards using the *CGSUSA Formation Leaders' Handbook and Materials Manual* as a guide.
- 4.3. Identify and advise on areas of ongoing catechist and formation facilitator formation.
- 4.4. Provide input to CGSAC promotional material.



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- 4.5. Share, when appropriate, communications, clarifications and guidelines from the CGS International Council and CGSUSA to our members.
- 4.6. Communicate updates to the CGSUSA materials manual and identify needed updates.
- 4.7. Review and recommend changes to formation-related policies, procedures and terms of reference as circumstances warrant.
- 4.8. Ascertain interest in future CGSAC courses within various communities and advise these communities on particular courses that may be appropriate for their area.
- 4.9. Identify potential catechists and other resource persons for CGS-related initiatives, including seed plantings and conferences.

### 5. MEMBERSHIP:

- 5.1. The Board seeks members from amongst formation facilitators, apprentice formation facilitators and others with specific skill sets needed by the committee. There is a preference for those with collaboration, organizational, data management, recording and human resources skills as well as representation from various denominations and different areas of the country.
  - 5.1.1. Committee Chair - CGSAC Director of Formation
  - 5.1.2. Secretary
  - 5.1.3. Database Manager
  - 5.1.4. Three to five members at large

### 6. FREQUENCY OF MEETINGS:

Six times per year or as needed.

### 7. ROLE OF REGIONAL GROUPS:

- 7.1. In regions where there are sufficient formation facilitators to do so, many of the duties and responsibilities of the CGSAC Formation Committee listed above may be carried out by either a diocesan office or a regional group within their diocese or jurisdiction, while maintaining mutually affirming communication and collaboration with the CGSAC Formation Committee.\*
- 7.2. In the Archdiocese of Toronto, the Office for the Catechesis of the Good Shepherd coordinates formation courses and assigns formation facilitators. The Office coordinates ongoing formation opportunities for its catechists and promotes CGS in the Archdiocese. The Office also acts as a liaison and collaborator with other Archdiocese of Toronto offices and Roman Catholic institutions namely the University of St. Michael's College, with whom it administers a Continuing Education Certificate Program in CGS<sub>2</sub> and also with Roman Catholic schools and school boards, and Roman Catholic seminaries within their jurisdiction and for the foreseeable future the Roman Catholic Diocese of Hamilton.<sup>1</sup>

\*Exceptions to this would be issuing CGSAC certificates, administering the formation facilitator database and maintenance of the CGSAC course database.

<sup>1</sup>Recognizing a longstanding and mutual agreement between the Archdiocese of Toronto and the Diocese of Hamilton.