



Diocesan NFP Program Endorsement Self-Study

Form A

NFP Program, Secretariat for Laity, Marriage, Family Life and Youth, United States Conference of Catholic Bishops; 3211 4th St., NE, Washington, DC 20017; 202-541-3240; 202-541-3176 FAX; nfp@usccb.org.

Standards for Diocesan NFP Ministry, Section I

(Arch)Diocese: _____ Date: _____

Each section and letter in this form corresponds to the same section and letter in Section I of the Standards for Diocesan NFP Ministry. Please use the Standards to complete this form. Read each item carefully, follow its instructions and where requested, submit the appropriate documentation.

In order to ensure that the review progresses smoothly, please be clear in each response. If assistance is needed, contact the NFP Program (NFPP) at nfp@usccb.org; 1-202-541-3240.

- A. Read Section I, A. Attach a copy of the diocesan NFP program's statement of philosophy. (This is the "mission statement." It is a brief paragraph that presents the vision of the diocesan NFP ministry.)
- A.1. Strong NFP ministry has a strategy to accomplish specific goals. Attach a copy of the diocesan NFP program's current goals and objectives.
- B.1-5. Read Section I, B.1-5. Complete this statement:
The diocesan NFP program provides opportunities for education in basic concepts of Catholic teaching on human sexuality, marriage and family life, conjugal love and responsible parenthood to teachers and couples/clients through (check all that apply and attach samples of promotional flyers, announcements, etc.)
- _____ periodic lectures, seminars, workshops and conferences.
 - _____ a lending library of books, DVDs, and CDs.
 - _____ a newsletter (e-copy or hard-copy).
 - _____ published articles in the diocesan newspaper.
 - _____ informational mailings (e-mails or U.S. postal mailings).
 - _____ a diocesan NFP website.
 - _____ social media (e.g., Facebook, etc.)
 - _____ Other (please explain).

C. Read Section I. C. Submit a copy of your diocesan NFP standards which meet or exceed the *Standards for Diocesan NFP Ministry*.

Or

_____ Check here if your diocese has adopted the *Standards for Diocesan NFP Ministry*.

D.1-2 This item must be completed by the diocesan NFP coordinator. Read and sign the following statement.

“I (*print name*) _____, diocesan NFP coordinator, accept and promote Catholic teaching on human sexuality, marriage and family life, conjugal love and responsible parenthood as articulated in the magisterial documents of the Catholic Church. I do not accept or promote any beliefs or actions that are contrary to these Catholic teachings.”

(*NFP Coordinator's signature*)

(*Date*)

D. 3 Read Section I. D.3. Read each statement below. Check the appropriate line(s) and complete the statement(s) that best describe the NFP Coordinator's knowledge of NFP methods. (*Check and answer all that apply.*)

_____ My spouse and I use NFP in our marriage.

We have been educated in the NFP method of (*e.g., BOMA, Couple to Couple League, Creighton Model FertilityCare™, Marquette Model, etc.*)

(*Print name of NFP method*)

_____ I am an NFP teacher.

My NFP certification is from

(*Print name of NFP school*)

_____ I am neither an NFP user nor have been certified as an NFP teacher, but my experience with NFP is
(*Please explain*)

D.4 Each statement below corresponds to an element of standard D.4 in Section I. Check all the statements that best describe the current duties and responsibilities of the (arch)diocesan NFP coordinator. Where a statement is not checked, attach an explanation about how the element of the standard will be met.

The diocesan NFP coordinator

- a) promotes the diocesan NFP program philosophy, and implements its goals and objectives.
- b) coordinates NFP services in the diocese.
- c) provides a format for NFP education in marriage preparation programs (*attach either the diocesan program plan or a description of how NFP is integrated into marriage preparation*).
- d) oversees the implementation process of the *Standards for Diocesan NFP Ministry*.
- e) recruits and selects potential NFP teachers.
- f) provides opportunities for diocesan NFP teacher training.
- g) provides periodic assessment and continuing education for diocesan NFP teachers.
- h) provides an annual meeting for all diocesan NFP teachers.
- i) fosters respect and promotes cooperation among NFP teachers and organizations.
- j) develops collaborative working relationships with appropriate diocesan and community groups.

E. Diocesan NFP ministry provides teaching formats, curricula, and materials for couple/client education that conform to Section III of the *Standards for Diocesan NFP Ministry*. Please read Section III of the *Standards* and follow the directions below.

NFP Couple/Client Curricula

In order to complete this section, first check which NFP client/couple teaching curriculum(a) has been approved for use in your diocesan NFP ministry (*check all that apply*)

Billings Ovulation Method Association-USA

Couple to Couple League

Creighton Model FertilityCare™

Family of the Americas

Marquette Model

Northwest Family Services

Diocesan or other NFP method _____
(*Print name of diocesan or other NFP method here*)

Next, complete and attach a separate Form B (*Couple/Client Education Assessment*) for only the curriculum used within the diocesan program that has *not* been reviewed and endorsed by the USCCB's NFP Program. (*Contact the NFPP for a list of Approved programs; nfp@usccb.org. Please note, a copy of the NFP curriculum must be submitted with the completed Form B.*)

Teaching Formats

Complete this statement: The format for couple/client education used in the diocesan NFP program is (*check all that apply*)

_____ on-site, classroom instruction.

_____ on-site private instruction.

_____ a combination of classroom and private instruction.

_____ distance learning (*e.g., internet NFP courses, social media, home study via U.S. postal system, etc.*).

Please check type of distance learning:

_____ Internet education _____ Paper/CD/DVD home study via U.S. postal system

_____ Combination Internet education and paper/CD/DVD via U.S. postal system

F. Read Section I. F and Section II. Strong diocesan NFP ministry has clear directives for the NFP teacher (whether the teacher is paid or a volunteer). Submit the (arch)diocesan NFP teacher job description and note where it conforms with each standard of Section II. If a standard is missing, attach an explanation describing how the standard will be met;

Or,

if your (arch)diocese does not have an NFP teacher job description, check the statements in the list below that best describe the current responsibilities which are expected of the (arch)diocesan NFP teacher. If a standard is not checked, attach an explanation describing how the standard will be met.

The diocesan NFP teacher (*check all that apply*)

_____ integrates the principles of Catholic teaching on human sexuality, marriage and family life, conjugal love, and responsible parenthood in his/her teaching.

_____ has completed a *Standards'* Approved NFP teacher training program.

_____ meets the standards of the local diocesan NFP program and works in harmony with its policies and staff.

_____ teaches NFP as it pertains to all phases of the reproductive life cycle.

_____ uses a diocesan-approved teaching format, curriculum, and materials.

_____ uses effective teaching and communication techniques.

_____ is proficient in teaching at least one method of NFP.

- demonstrates respect for other NFP methods and is willing to refer couples/clients to them when appropriate.
- maintains client confidentiality and demonstrates respect for couples/clients.
- does not recommend or refer couples/clients for contraception, sterilization, abortion, or reproductive techniques that separate the unitive and procreative nature of intercourse.
- has basic knowledge of couple communication skills as they relate to living NFP.
- understands the physical, emotional, and spiritual aspects of human sexuality.
- provides instruction and follow-up in accordance with the standards of the local diocesan program.
- maintains confidential client records concerning personal background, instruction, and follow-up, in accordance with the local diocesan NFP program.
- cooperates with the local diocesan NFP program's periodic assessment of its teachers.
- provides data for the periodic diocesan report to the diocesan NFP coordinator for the NFPP annual survey.
- attends annually at least one NFP educational function sponsored by the local diocesan NFP program.
- participates in appropriate continuing education and ongoing self-evaluation.
- commits to an initial service period with subsequent offers to teach and provide follow-up for a minimum number of couples/clients or classes per year as determined by the diocesan NFP coordinator.

Is the diocesan NFP teacher made aware of his/her responsibilities in an interview or meeting with the diocesan NFP coordinator before he/she assumes NFP duties in the diocese? (*Check one*)

YES NO

If "No," please explain:

- G. Read Section I. G. Effective NFP ministry provides educational opportunities that meet the needs of the people where they live and within the context of their culture. Complete the statements below that best describe your diocese and how your NFP ministry provides accessible and affordable NFP services appropriate to the culture and language of the diocesan population.

Accessible Teaching Sites

The diocese is geographically (*check all that apply*)

_____ **Large** (it takes several hours to drive from one end to the opposite end).

_____ We offer NFP classes throughout the diocese in locations that enable couples/clients to access the classes within a few hours' drive.

_____ We offer NFP distance education.

_____ Other (*please explain*)

_____ **Medium** (it takes a couple of hours to drive from one end to the opposite end)

_____ We offer NFP classes throughout the diocese in locations that enable couples/clients to access the classes within an hour's drive.

_____ We offer NFP distance education.

_____ Other (*please explain*)

_____ **Small** (it takes very little time to drive from one end to the opposite end)

_____ We offer NFP classes throughout the diocese in locations that enable couples/clients to easily access the classes.

_____ We offer NFP distance education.

_____ Other (*please explain*)

Languages

Which language(s) other than English, is(are) spoken by significant numbers of people in the dioceses?

Are NFP classes taught in the language(s) listed above? (*Check one*)

YES NO

If "NO," is there a strategy in place to provide NFP classes in the language(s) other than English? (*Check one*)

YES NO

If "NO," please explain:

Affordable NFP Classes

Check the statement that best describes the diocesan fee policy for NFP classes. (*Check one*)

A fee is charged for NFP classes. No couple/client is turned away when unable to pay the class fee.

NFP class fees are determined by individual NFP providers. No couple/client is turned away when unable to pay the provider's fee.

No fee is charged for NFP classes.

Other (*please explain*)

H. Read Section I. H. NFP, chastity and fertility appreciation are promoted throughout the diocese in
(*check all that apply and follow additional instructions where requested*)

- programs of marriage preparation (*attach a copy of the section in the diocesan guidelines for marriage preparation where NFP is discussed or attach a brief description of how NFP is promoted in marriage preparation*)
- articles in the diocesan newspaper
- a newsletter (*hard copy or e-newsletter*) to subscribers
- lectures offered for adults
- lectures geared for young adults
- age-appropriate assemblies in the schools (*elementary and secondary*)
- fertility appreciation/chastity education in Catholic schools and parishes (*attach a description of how this education is provided*)
- seminars offered for health care professionals
- workshops offered for clergy
- education programs for seminarians
- parish bulletin inserts (*attach samples*)
- public service television adds (*provide a description or website address where they can be viewed*)
- NFP section on the diocesan website (*provide web address*)
- radio
- a lending library
- brochures (*provide a few samples*)
- (arch)diocesan website
- social media (*e.g., Facebook, etc.*)
- Other (*please explain*)

I. Read Section I. I. Check the statement(s) below that best describes how the diocesan NFP program provides medical, psychological, moral, spiritual, and educational resources to the teachers and couples/clients. (Check all that apply and where appropriate, attach a sample of promotional announcements, publications, etc.)

- _____ Special Masses, retreats and/or prayer services for NFP teachers and couples/clients are provided
- _____ A lending library of books, DVDs, and CDs which feature topics on relevant medical, psychological, moral and spiritual topics is available.
- _____ A referral list of medical professionals is maintained.
- _____ A list of priests knowledgeable in NFP and available for spiritual counseling is maintained.
- _____ Articles treating relevant medical, psychological and spiritual topics are featured periodically in the diocesan newspaper.
- _____ Informational mailings (electronic or hard) are periodically sent to all diocesan NFP teachers which includes topics on relevant medical, psychological, moral and spiritual issues.
- _____ Appropriate informational mailings (electronic or hard) are periodically sent to all NFP couples/clients.
- _____ Other (*please explain*)

J. Read I. J. Does the diocesan NFP coordinator provide non-identifying statistical data to the NFPP for the annual Diocesan NFP Profile? (*Check one*)

YES _____ NO _____

If "NO," please explain the strategy to meet this standard:

K. Read Section I. K. Ongoing assessment of diocesan NFP services is necessary for the health and life of NFP ministry. Check the statement(s) that best describes how the diocesan NFP ministry is assessed. (*Check all that apply*)

_____ The diocesan NFP coordinator prepares an annual report for the bishop where the goals and objectives of the NFP ministry are evaluated and discussed (*attach a copy of the current report*).

_____ An annual staff meeting is held where diocesan staff and NFP teachers review the year's activities and strategize for the next year (*if minutes are kept, attach a current copy*).

_____ Periodic meetings (e.g., biannually, quarterly, or monthly) are held where diocesan staff and NFP teachers assess the program's current goals and objectives.

_____ An annual meeting with diocesan NFP advisory board (*if minutes are kept, attach the most current*).

_____ A survey instrument is used to evaluate the NFP classes among NFP couples/clients (*attach a copy of the survey instrument*).

_____ A survey instrument is used to evaluate the activities of the diocesan NFP program (*attach a copy of the instrument*).

The survey instrument is sent to (*check all that apply*):

_____ NFP teachers

_____ parish priests

_____ parish deacons

_____ marriage preparation ministers

_____ NFP couples who have attended diocesan classes and activities

_____ Other (*please explain*)

L. Read Section I. L. Check the statement(s) that best describe how NFP education, information and resources are provided for diocesan seminarians, religious, permanent deacons, and priests so that they may better support NFP couples. (*Check all that apply and where appropriate, attach samples of promotional announcements, publications, etc.*)

_____ Lectures, seminars, workshops and conferences are periodically offered for clergy.

_____ A library of books, DVDs, and CDs are available for loan.

_____ A free newsletter (*e-copy or hard-copy*) is available.

_____ Articles are published in the diocesan newspaper.

_____ Informational mailings (*electronic or hard*) are sent.

_____ (Arch)diocesan NFP website provides a variety of useful information.

_____ Social media (*e.g., Facebook, etc.*) provides current NFP and Church teaching related information.

_____ Other (*please explain*)

M. Read Section I. M. Complete the statement:
Continuing education and enrichment is provided for diocesan NFP teachers and couples/clients on Catholic teaching on human sexuality, marriage and family life, and NFP through (*check all that apply and attach samples of announcements, publications, etc. where appropriate*)

- _____ lectures, seminars, workshops and conferences.
- _____ in-service sessions for NFP teachers.
- _____ NFP teacher retreats.
- _____ NFP couples retreats.
- _____ a library of books, DVDs, and CDs.
- _____ a newsletter (*electronic or hard copy*).
- _____ publication of articles in the diocesan newspaper.
- _____ informational mailings (*electronic or hard copy*).
- _____ (arch)diocesan NFP website.
- _____ social media (*e.g., Facebook, etc.*).
- _____ subsidizing NFP teachers' attendance at national NFP conferences.
- _____ Other (*please explain*).