



Diocesan NFP Program, Step 4

Diocesan NFP Ministry Administration

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; nfp@usccb.org.

(Arch)Diocese: _____ Date: _____

NFP Coordinator (print name and email): _____

This form examines the diocesan NFP ministry's administration. Complete this form to document compliance with the section and letter in the *Standards for Diocesan NFP Ministry* (hereafter, *Standards*). The relevant text from the *Standards* is provided in the text boxes throughout this form. Please read the text, follow the instructions, and where requested, attach the appropriate documentation. All documentation should be current (within the last 12 months).

For diocesan NFP coordinators who are formally taking part in the external review, contact your assigned NFP mentor for guidance. If further assistance is needed, contact the NFP Program (NFPP) at nfp@usccb.org; 1-202-541-3240.

Section I, Diocesan NFP ministry has . . .

C. Diocesan policies and practices that meet or exceed the USCCB *Standards for Diocesan NFP Ministry* or adoption of the *Standards* as normative for the diocesan NFP program.

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*.

Complete this statement:

The NFP staff, teachers, and volunteers have learned about the diocesan NFP program's standards through ... (*Check all that apply*)

_____ Staff meetings

_____ Individual meetings

_____ NFP gatherings

_____ Mailings (electronic and postal)

_____ The diocesan website

_____ Other (please explain below)

Section I, The diocesan NFP coordinator . . .

- D. Strives to maintain a lifestyle consistent with Catholic moral teaching, and who
1. Accepts the teaching of the Church on human sexuality (including male and female complementarity), conscience and its proper formation, the virtue of chastity, the nature of marriage, conjugal love and responsible parenthood, the value of children, and the importance of the family especially as the foundation of society and the domestic church (see Appendix A).
 2. Uses and/or philosophically accepts NFP and does not use any form of contraception, or refers couples/clients for contraception, sterilization, abortion, or reproductive techniques that separate the unitive and procreative nature of intercourse.
 3. Has basic knowledge of and demonstrates respect for all authentic NFP methods that use periodic sexual abstinence as the means to avoid pregnancy.

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 (including male and female complementarity), conscience and its proper formation, the virtue of chastity, the nature of marriage, conjugal love and responsible parenthood, the value of children, and the importance of the family especially as the foundation of society and the domestic church 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 each statement below. Check the appropriate line and complete the statement that best describes the NFP Coordinator's knowledge of NFP methods. (*Check and answer all that apply*)

_____ My spouse and I use an NFP method in our marriage.

We have received education 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 method certification is from

(*Name of NFP school*)

_____ I am neither an NFP user nor have been certified as an NFP teacher. My experience with NFP is
(*Explain below*)

Section I, The Diocesan NFP Coordinator ...

D.4 has duties and responsibilities that include:

- a) Promoting the diocesan NFP program philosophy and implementing its goals and objectives.
- b) Coordinating NFP services in the diocese.
- c) Providing a format for NFP education in marriage preparation programs.
- d) Overseeing the implementation and upholding of the *Standards for Diocesan Natural Family Planning Ministry*.
- e) Ensuring quality NFP instruction by certified teachers (in-person or virtual), including the recruitment of new teachers and welcoming teachers from different NFP methods.
- f) Providing opportunities for NFP teacher training.
- g) Providing periodic assessment of NFP teachers instructing within the diocese.
- h) Providing an annual meeting for all diocesan NFP teachers.
- i) Fostering respect and promoting cooperation among NFP teachers and organizations within the diocese.
- j) Providing continuing education, enrichment, and support for diocesan NFP teachers and couples/clients that may include information, resources (including social media and appropriate NFP support groups), and discussion of NFP science, methodology, and special topics (e.g., breastfeeding, infertility, etc.).
- k) Developing collaborative working relationships with the staff of appropriate diocesan ministries and community agencies.

D.4 Each statement below corresponds to an element of the diocesan NFP coordinator's job description listed in Section I, standard D.4 (see above). Check all the statements that best describe the current duties and responsibilities of the diocesan NFP coordinator. This list can be used as a development instrument. Your mentor can assist you in this task.

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.

- _____ 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) Provides continuing education, enrichment, and support for diocesan NFP teachers and couples/clients that may include information, resources (including social media and appropriate NFP support groups), and discussion of NFP science, methodology, and special topics (e.g., breastfeeding, infertility, etc.).
- _____ k) Develops collaborative working relationships with appropriate diocesan and community groups.

Section I, The Diocesan NFP Program has ...

F. A job description or list of specific duties for diocesan NFP teachers (see Section II below)

Please note that all details regarding the diocesan NFP teacher are treated in Section II of the Standards.

F. Attach the diocesan NFP teacher job description.

Or,

If your diocese does not have an NFP teacher job description, check the statements in the list below that best describe the NFP teacher's current responsibilities.

The diocesan NFP teacher ... (*Check all that apply*)

- _____ Integrates the principles of Catholic teaching on human sexuality (including male and female complementarity), the virtue of chastity, conscience and its proper formation, the nature of marriage, conjugal love and responsible parenthood, the value of children, and the importance of the family especially as the foundation of society and the domestic church in their NFP instruction.
- _____ Has completed a *Standards'* Approved NFP teacher training program (see *Standards*, Section IV).

Or,

- _____ For teachers who have not received their method certification from a *Standards*-approved NFP

teacher training program, meet the diocesan NFP policies and practices especially regarding the integration of Church teaching in NFP instruction.

- _____ Meets the standards of the local diocesan NFP program and works in harmony with its policies, practices, and staff.
- _____ Successfully completes the *Standards* ministry certification process when his/her diocese is Endorsed by the *Standards*.
- _____ Is proficient in teaching at least one method of NFP.
- _____ 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.
- _____ 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 God's plan for human sexuality.
- _____ Provides instruction and follow-up in accord with the policies and practices of the local diocesan NFP ministry.
- _____ Maintains confidential client records concerning personal background, instruction, and follow-up, in accordance with the local diocesan NFP program's policies and practices.
- _____ Cooperates with the local diocesan NFP program's periodic assessment of its teachers.
- _____ Provides non-identifying data to the diocesan NFP coordinator to be included in the national USCCB NFP Program's diocesan NFP survey.
- _____ Attends annually at least one NFP educational function sponsored or approved 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 agreed upon with the diocesan NFP

coordinator.

Is it made clear to the NFP teachers that being part of diocesan NFP ministry means that they are “accountable to and work in cooperation with the diocesan NFP coordinator?” (See Section II, Introduction)
(*Check one*)

_____ YES _____ NO

Are diocesan NFP teachers made aware of their responsibilities (job description) in an interview or meeting with the diocesan NFP coordinator before assuming NFP duties in the diocese? (*Check one*)

_____ YES _____ NO

If “No,” please explain below:

Section I, Diocesan NFP ministry will have ...

G. Accessible and affordable NFP services and resources appropriate to the culture and language of the diocesan population

- G. Effective NFP ministry provides educational opportunities and resources that meet the needs of the people where they live and within the context of their culture and language. Answer the questions below that best describe your diocese.

Demographics

Which of the following best describes your diocese? (*Check one*)

_____ Urban _____ Rural _____ Suburban _____ Combination

How many parishes are in your diocese? _____

What languages are commonly used in your diocese? (*Check all that apply*)

_____ English _____ Spanish _____ Vietnamese

_____ Other (list languages) _____

In what languages are NFP taught in your diocese? (*Check all that apply*)

_____ English _____ Spanish _____ Vietnamese

_____ Other (list languages) _____

Affordable NFP Classes

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

_____ 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.

_____ NFP class payment is included in the marriage preparation registration fee.

_____ No fee is charged for NFP classes.

_____ Other (*Explain*) _____

Section I, Diocesan NFP ministry will have ...

- I. Record keeping that includes information to provide non-identifying statistical data to the local bishop and the national bishops' NFP Program.
- L. Periodic self-assessment of diocesan NFP services

- I. Competent diocesan NFP programs maintain professional records that document growth or identify weaknesses in the program. Answer the following questions:

Do you maintain professional records to document the diocesan NFP ministry?
(*Check one*)

YES _____ NO _____

If "Yes,"

Which of the following statistical data do you track? (*Check all that apply*)

_____ Number of teachers who teach per year

_____ Number of annual introductions to NFP classes

_____ Number of clients/couples who attend NFP introduction classes per year

_____ Number of clients/couples attending full NFP class series per year

_____ Number of outreach educational sessions per year

_____ We do not keep records

Do you maintain a couple/client database that can be used for promoting adult formation programs on NFP, chastity, and related Church teaching? (*Check one*)

YES _____ NO _____

Do you prepare an annual NFP report for the bishop? (*Check one*)

YES _____ NO _____

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

YES_____ NO_____

If “NO,” and you are applying for USCCB Endorsement, contact your mentor who can assist you in creating a data collection system. If you are using this form for informal development, contact the USCCB’s NFP Program for assistance (nfp@usccb.org).

- L. 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*)

- _____ Periodic meetings are held where the diocesan NFP coordinator, diocesan staff, NFP teachers, and advisors review the program’s goals and objectives as well as the year’s activities and strategize for the next year.
- _____ The annual NFP report for the bishop is used to evaluate the current goals and objectives of the NFP ministry.
- _____ A survey instrument is used to evaluate the NFP classes among NFP couples/clients.