



DIOCESE OF FALL RIVER

DRE GUIDELINES FOR VIRTUAL MINISTRY

FAITH FORMATION

- All interactions whether in-person or virtual must adhere to the Diocesan Code of Conduct
- Parental consent must be obtained with clear communication about the way Catechists and students will engage in ministry (i.e. Zoom classes, recorded lessons etc.). As stated in the parent guidelines, you may choose to record a live session for security purposes or for students to access later. The recording must be managed by faith formation staff and not publicly posted.
- The Rule of Two is still the “best practices” approach when engaged in virtual ministry.
 - It may be helpful to combine same grade-level groups into one virtual class so that two catechists can work together.
 - If two safe-environment trained adults are not available, using pre-recorded lessons is another option.
- Access to online sessions/classes must be controlled and not open to anyone not specifically registered or invited by the catechist. Links to join the sessions should not be publically posted, but rather sent to individuals. It is important that each catechist and student have their full name appear on the virtual lesson. This will assist in verifying identification and confirmation of attendance in that class.
- For live sessions, security features offered by the platform should be utilized. For example, using the password and waiting room features offered by Zoom.
- Catechists should review virtual meeting etiquette with all students prior to each class. Examples of important points to cover are:
 - If a session is being recorded, catechists must inform students at the beginning of the meeting.
 - Students and catechists should be dressed as they would when attending in-person classroom settings; (i.e. not in pajamas)
 - Students and catechists should be aware of their background when on video (i.e. sitting at a desk or table)
 - Chat feature may be used to ask questions but must be visible to all. Meeting host should disable the private chat feature.
 - Students should stay on mute when not speaking.
 - Keeping the camera stable reduces distraction for all.
 - No screenshots or videos of classes or participants may be taken or shared during virtual classes.
 - All participants should be respectful and attentive to the lesson.