



Faith Formation Leader Personnel File Contents

Documents required by Faith Formation Policy		
✓	Policy #	
	221.00	Title Designation Form – Diocese of Erie (This form can be requested from the Office of Faith Formation)
	232.00	Faith Formation Leader Professional Agreement
	233.00	Annual Performance Review documents (where applicable)
	241.00	Continuing Education Record (where applicable)
	253.00	Certificate of training in Diocesan Blood Borne Pathogens Policy

Documents required by Child Protection Policy		
✓	Policy #	
	205.00	All required documentation for employees can be accessed at https://www.eriecd.org/childprotection/documentation.html

Best Practices Personnel Documents		
✓	Policy #	
	205.00	Emergency Contact Information Sheet
	321.00	Diocese of Erie – Catechist Certification Record (where applicable)