

APPENDIX E:

CATECHIST CERTIFICATION FORMS

- 1) **School Catechist Level I Certification Record (Theological Content)** - to be kept in the teacher's personnel file [Double-sided page]
- 2) **School Catechist Level II Certification Record (Theological Content)** - to be kept in the teacher's personnel file [Single-sided page]
- 3) **Parish Catechist Level I Certification Record (Theological Content)** - to be kept by the Pastor or his designee – DRE, ASD Coordinator, RCIA Team Leader, Youth Minister, etc. and a photocopy to be mailed to the Office of Evangelization, Catechesis, and Initiation by May 1 of each year [Double-sided page]
- 4) **Parish Catechist Level II Certification Record (Theological Content)** - to be kept by the Pastor or his designee – DRE, ASD Coordinator, RCIA Team Leader, Youth Minister, etc. and a photocopy to be mailed to the Office of Evangelization, Catechesis, and Initiation by May 1 of each year [Single-sided page]
- 5) **Parish Catechist Level I Certification Record (Methodology)** - to be kept by the Pastor or his designee – DRE, ASD Coordinator, RCIA Team Leader, Youth Minister, etc. and a photocopy to be mailed to the Office of Evangelization, Catechesis, and Initiation by May 1 of each year [Single-sided page]
- 6) **Parish Catechist Level II Certification Record (Methodology)** - to be kept by the Pastor or his designee – DRE, ASD Coordinator, RCIA Team Leader, Youth Minister, etc. and a photocopy to be mailed to the Office of Evangelization, Catechesis, and Initiation by May 1 of each year [Double-sided page]
- 7) **School/Parish Level Approval Form for “Content-Rich” Events/Offerings/Classes in Theological Content** (to be mailed to the Office of Evangelization, Catechesis, and Initiation) [Double-sided page]
- 8) **Diocesan Level Approval Form for “Content-Rich” Events/Offerings/Classes in Theological Content** (to be mailed to the Office of Evangelization, Catechesis, and Initiation) [Double-sided page]
- 9) **School/Parish Request for the Office of Evangelization, Catechesis, and Initiation to offer a regional session in “Theological Content”** - (to be mailed to the Office of Evangelization, Catechesis, and Initiation) [Double-sided page]

School Catechist Level II Certification Record (Theological Content)

Name: _____

Diocesan Requirements for Level II Certification

Complete the "Discipleship Formation" Program

Parish: _____

8 Classes, 4 Formation Days, 4 Retreats

Videos		
Date(s)	Title	Location/Facilitator
	<u>Classes: Year A</u>	
	DSHP 100 - "Introduction to Discipleship"	
	BIBL 200 - "Introduction to the Old Testament"	
	BIBL 250 - "Introduction to the New Testament"	
	HIST 400 - "Church History"	
	<u>Classes: Year B</u>	
	THEO 301 - "Creed"	
	THEO 302 - "Liturgy and Sacraments"	
	THEO 303 - "Morality"	
	THEO 304 - "Prayer"	
	<u>Formation Days</u>	
	Topic - "Evangelization"	
	Topic - "Apologetics"	
	Topic - "Scripture"	
	Topic - "Theology"	
	<u>Retreats</u>	
	Topic - "Discipleship"	
	Topic - "Prayer"	
	Topic - "Mary"	
	Topic - "Jesus"	

Parish Catechist Level II Certification Record (Theological Content)

Name: _____

Diocesan Requirements for Level II Certification

Complete the "Discipleship Formation" Program

Parish: _____

8 Classes, 4 Formation Days, 4 Retreats

Videos		
Date(s)	Title	Location/Facilitator
	<u>Classes: Year A</u>	
	DSHP 100 - "Introduction to Discipleship"	
	BIBL 200 - "Introduction to the Old Testament"	
	BIBL 250 - "Introduction to the New Testament"	
	HIST 400 - "Church History"	
	<u>Classes: Year B</u>	
	THEO 301 - "Creed"	
	THEO 302 - "Liturgy and Sacraments"	
	THEO 303 - "Morality"	
	THEO 304 - "Prayer"	
	<u>Formation Days</u>	
	Topic - "Evangelization"	
	Topic - "Apologetics"	
	Topic - "Scripture"	
	Topic - "Theology"	
	<u>Retreats</u>	
	Topic - "Discipleship"	
	Topic - "Prayer"	
	Topic - "Mary"	
	Topic - "Jesus"	

Parish Catechist Level I Certification Record (Methodology)

Diocesan Requirements for Level I Certification

Name: _____

Within the first three years:

Parish: _____

4 "Echoes of Faith" Videos (3 on "The Catechist" and 1 on "The Learner")

and 1 additional video on age-appropriate methodology

(from Echoes of Faith or another approved video/series)

Videos		
Date(s)	Title	Location/Facilitator
	<u>The Catechist</u>	
	Getting Started as a Catechist - Echoes of Faith	
	Roles of the Catechist - Echoes of Faith	
	The Person of the Catechist - Echoes of Faith	
	<u>The Learner</u>	
	Introduction to the Learner - Echoes of Faith	
	<u>Age-Appropriate Methodology</u>	
	Methods for Grades 1 and 2 - Echoes of Faith	
	Methods for Grades 3 and 4 - Echoes of Faith	
	Methods for Grades 5 and 6 - Echoes of Faith	
	Methods for Grades 7 and 8 - Echoes of Faith	

School/Parish Level Approval Form for “Content-Rich” Events/Offerings/Classes in Theological Content

Events/Offerings/Classes that count for catechist certification in the area of theological content must be “content-rich.” This means that the primary purpose of the time together:

- must be designed with specific goals and objectives to pass on knowledge and understanding about the truths of the Catholic faith; and
- should be within the broadly stated areas listed under “Standard Three: Catholic Theology” of the National Certification Standards for Lay Ecclesial Ministers, and
- must be in complete conformity with the teachings of the Catholic Church as expressed in the Catechism of the Catholic Church and Magisterial documents.

This theological content may be delivered by catechetical methods which best suit the audience. Prayer time and a short break may be included, but together these should account for no more than 15 of the 60 minutes for each hour presented.

Generally speaking, time spent listening to homilies or reflections, in Bible sharing (as opposed to Bible study) groups, spiritual direction, prayer experiences, retreats, devotional activities, or “Breaking the Word” sessions are **not** considered to meet these requirements since they normally have a different primary purpose than that listed above.

Name of School/Parish: _____

Event/Offering/Class
Title and Description: _____

Event/Offering/Class
Date(s)/Time(s): _____

Event/Offering/Class
Location:
(Room/area name) _____

Primary Contact Person: _____

Title: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Other important Information: _____

At the school/parish level, the Pastor has the authority to approve an event/offering/class as meeting the requirements for "theological content" in catechist certification based upon the requirements listed at the beginning of this form.

Pastor's signature: _____

When completed and signed, please return this form by mail or fax to

Catechist Certification
Office of Evangelization, Catechesis, and Initiation
215 North Westnedge Avenue
Kalamazoo, MI 49007-3760

Fax: 269-349-6440

Following the event, a list of all attendees seeking to use this offering/event/class to meet their certification requirements must be forwarded to the ECI Office.

In order for any event (school, diocesan, or parish) to be published on the Diocesan website and/or included in Diocesan published lists of Catechist Certification opportunities, this form must be submitted to the ECI Office at least one month in advance of the event.



Office use only

_____ Confirmed

_____ Calendar

_____ File

Diocesan Level Approval Form for “Content-Rich” Events/Offerings/Classes in Theological Content

Events/Offerings/Classes that count for catechist certification in the area of theological content must be “content-rich.” This means that the primary purpose of the time together:

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Diocesan Office:

Event/Offering/Class
Title and Description:

Event/Offering/Class
Date(s)/Time(s):

Event/Offering/Class
Location:
(Room/area name)

Primary Contact Person: _____

Title: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Other important Information: _____

At the diocesan level, the Office of Evangelization, Catechesis, and Initiation has the authority to approve an event/offering/class as meeting the requirements for "theological content" in catechist certification based upon the requirements listed at the beginning of this form.

When completed, please return this form by mail or fax for approval to

Catechist Certification
Office of Evangelization, Catechesis, and Initiation
215 North Westnedge Avenue
Kalamazoo, MI 49007-3760

Fax: 269-349-6440

ECI Approval signature: _____

Following the event, a list of all attendees seeking to use this offering/event/class to meet their certification requirements must be forwarded to the ECI Office.

In order for any event (school, diocesan, or parish) to be published on the Diocesan website and/or included in Diocesan published lists of Catechist Certification opportunities, this form must be submitted to the ECI Office at least one month in advance of the event.



Office use only

_____ Approved

_____ Confirmed

_____ Calendar

_____ File

School/Parish Request for the Office of Evangelization, Catechesis, and Initiation to offer a regional session in “Theological Content”

Name of School/Parish: _____

Primary Contact Person: _____

Title: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Session Requested: _____

Requested Date/Time: _____

First Choice: _____

Second Choice: _____

Third Choice: _____

On-site location
for session:
(Room/area name) _____

On-site contact: _____

Specific location
where on-site contact
will meet the presenter: _____

On-site equipment
which the presenter
may use (if necessary):

_____ TV _____ VCR _____ DVD Player
_____ CD Player _____ Podium _____ Projection Screen
_____ Sound System _____ Overhead Projector

Total number of
people the room can
seat comfortably: _____

Total number of
people expected from
the school/parish: _____

Special Requests
or Needs:

Other important
Information:

Notes:

**The presenter will plan to arrive about 45 minutes prior to the session.
Simple refreshments are expected at each session. Please provide coffee, tea, cookies, etc.
Stipends for the presenters are not expected and will not be accepted.**

Return this form by mail or fax to

Certification Session Request
Office of Evangelization, Catechesis, and Initiation
215 North Westnedge Avenue
Kalamazoo, MI 49007-3760

Fax: 269-349-6440

**We will contact you regarding the date/time chosen and the
specific setup and session needs of the presenter.**

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Office use only

_____ Presenter _____ School/Parish _____ Calendar
_____ Publicity _____ Confirmation _____ File