

Diocese of Kalamazoo School and Parish Catechist Certification Standards



Certification, both initial and ongoing, is based on the standards and timelines outlined in this document and is required of all School and Parish Catechists as of September 1, 2005

Then Jesus approached and said to them, "All power in heaven and on earth has been given to me. Go, therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, until the end of the age."

The Gospel According to St. Matthew 28:18-20, New American Bible

At the heart of catechesis we find, in essence, a Person, the Person of Jesus of Nazareth . . .

The primary and essential object of catechesis is, to use an expression dear to St. Paul and also to contemporary theology, "the mystery of Christ." . . . It is therefore to reveal in the Person of Christ the whole of God's eternal design reaching fulfillment in that Person. It is to seek to understand the meaning of Christ's actions and words and of the signs worked by Him, for they simultaneously hide and reveal His mystery. Accordingly, the definitive aim of catechesis is to put people not only in touch but in communion, in intimacy, with Jesus Christ: only He can lead us to the love of the Father in the Spirit and make us share in the life of the Holy Trinity.

We must therefore say that in catechesis it is Christ, the Incarnate Word and Son of God, who is taught - everything else is taught with reference to Him - and it is Christ alone who teaches - anyone else teaches to the extent that he is Christ's spokesman, enabling Christ to teach with his lips. Whatever be the level of his responsibility in the Church, every catechist must constantly endeavor to transmit by his teaching and behavior the teaching and life of Jesus. He will not seek to keep directed towards himself and his personal opinions and attitudes the attention and the consent of the mind and heart of the person he is catechizing. Above all, he will not try to inculcate his personal opinions and options as if they expressed Christ's teaching and the lessons of His life. Every catechist should be able to apply to himself the mysterious words of Jesus: "My teaching is not mine, but his who sent me."

**On Catechesis in Our Time (*Catechesi tradendae*),
Apostolic Exhortation of Pope John Paul II, October 16, 1979, #5-6**

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Approved May 1, 2005**

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Table of Contents

Standards for School Catechists (Teachers)	1
Standards for Parish Catechists	4
Appendix A: Approval Standards	9
Appendix B: Theological Content/Diocesan Level	10
Appendix C: Age-Appropriate Methodology Videos	12
Appendix D: National Certification Standards	13
Appendix E: Catechist Certification Forms	15

STANDARDS FOR SCHOOL CATECHISTS (TEACHERS)

We recognize that teachers need planned, regular, on-going, and focused development in order to increase their knowledge and skills. This is the purpose behind the 30 clock hours of professional development required for teachers by the State of Michigan.

But since the Catholic Church sees School Catechists as those who “encourage a living, explicit, and fruitful profession of faith,”¹ we also recognize that whether they specifically teach religion or not, all teachers in Catholic schools share the responsibility of the faith formation of their students. Therefore, the following standards have been developed in order to aid all teachers in distinguishing, cherishing, and accomplishing this incredible responsibility.

LEVEL I:

1. All teachers employed by the diocesan schools will complete 10 clock hours in Theological Content each year in content-rich offerings/events/classes during the next 3 years or, for newly hired teachers, within the first 3 years of their employment. Content standards and approval criteria are provided in Appendix A.
2. Apart from the four exceptions outlined below, only hours earned after September 1, 2004 will be counted toward completion of these 30 necessary hours in Theological Content (10 hours per year for three years), unless otherwise approved by the Office of Schools.
 - a. Graduates of the Ministry Formation/Discipleship Formation program are considered to have already completed these 30 necessary hours in Theological Content. Proof of graduation must be furnished.
 - b. Graduates of the Certificate in Youth Ministry Program are considered to have already completed these 30 necessary hours in Theological Content. Proof of graduation must be furnished.
 - c. Teachers who have a Bachelor’s or Master’s Degree in Catholic theology, pastoral studies, theological studies, scripture, religious education, liturgical studies, etc., are considered to have already completed the 30 necessary hours in Theological Content. Proof of an earned degree must be furnished.
 - d. Teachers who have previously achieved Basic/Level I Catechist Certification in this or another diocese are considered to have already completed the 30 necessary hours in Theological Content. Proof of achievement must be furnished.
3. All teachers (K-12) employed by the diocesan schools who are responsible for teaching religion on a daily basis will demonstrate effective teaching of religion according to the following rubric:
 - They will be able to locate and use various religious resources, including The Catechism of the Catholic Church, 2nd Edition, and
 - They will employ appropriate grade-level methodology and content in the teaching of religion as noted through regular classroom observations.

¹ General Directory of Catechesis, #66

4. Of these 30 necessary hours in Theological Content (10 hours per year for three years), 5 hours per year will also count toward the 30 clock hours of professional development required each year for teachers by the State of Michigan.
5. In addition to these 30 necessary hours in Theological Content (10 hours per year for three years), all teachers new to diocesan schools (K - 12) will be required to participate in an introductory teacher orientation program offered by the Office of Schools within the first year of employment. This program will focus on an overview of the Church and Diocese, the significance of the Catholic identity of our schools, location of religious materials and resources, and thoughts on teaching religion and methods of incorporating religious values into all areas of the school curriculum.
6. Documentation of the above requirements is to be recorded on a log provided by the Office of Schools. This log is to be kept in the teacher's personnel file.

LEVEL II:

1. Within the next 5 years, or for newly hired teachers, within the first 5 years of employment, all high school religion/theology teachers who do not have a Bachelor's or Master's degree in Catholic theology, pastoral studies, theological studies, scripture, religious education, liturgical studies, or some related area, must complete the Discipleship Formation Program offered by the Office of Evangelization, Catechesis, and Initiation. As fees for the Discipleship Formation Program are a shared responsibility between the individual and the sponsoring institution, high schools will need to account for this expense in their annual budget.
2. Exceptions to this requirement, based upon extreme and extenuating circumstances, can only be made by the Office of Schools.
3. All other teachers within the diocese who seek a fuller faith development program are encouraged to enroll in the Discipleship Formation Program. All schools are encouraged to commit a portion of their professional development budget to this program. Teachers who complete this program will receive Level II certification.
4. Documentation of the above requirements is to be recorded on a log provided by the Office of Schools. This log is to be kept in the teacher's personnel file.

ONGOING CERTIFICATION:

1. After completion of the Level I and/or Level II School Catechist Certification Program, all teachers (K-12) will be required to complete 5 clock hours of religious study each year in Theological Content in approved content-rich offerings/events/classes provided by the school, parish, or diocese.
2. These 5 hours will also count toward the 30 clock hours of professional development required for teachers by the State of Michigan.
3. If these hours are taken in the Discipleship Formation Program, they can also count toward achieving Level II certification.

4. Documentation of the above requirements is to be recorded on a log provided by the Office of Schools. This log is to be kept in the teacher's personnel file.

ADDITIONAL EXPECTATIONS:

1. All teachers are expected to participate in diocesan, local, and regional events that would foster their ongoing spiritual and/or faith development even if they do not count for certification hours. Staff retreats, designated times at faculty meetings or diocesan events will be provided for teachers to learn new ideas and share creative ways to teach religion.
2. All teachers of religion/theology should gather two or three times a year at their local site to discuss, plan, and evaluate the religion curriculum, methodology, prayer experiences, service programs, etc.
3. Pastors, in working with the school principal and/or DRE, are encouraged to ensure that an opportunity is provided for all faculty to partake in at least one spiritual and/or faith development opportunity each year.
4. Teachers are strongly encouraged to make use of the NCEA's *Information for Growth*, a self-assessment survey. This instrument will help individual catechists in assessing their own level of religious knowledge, their knowledge of the process of catechesis, and their attitude toward catechetical ministry. Based on these results, teachers would be able to develop a personal plan for study and growth.

LISTING OF OFFERINGS:

In order to ensure that catechists have the opportunity to meet certification requirements, the diocesan Office of Schools and the Office of Evangelization, Catechesis, Initiation will jointly publish a list of approved events/offerings/classes three times a year. A listing of these events/offerings/classes will also be available on the diocesan website.

STANDARDS FOR PARISH CATECHISTS

In the past, it may have been considered satisfactory for Parish Catechists, like all parishioners, to participate in parish life and to attend to their own progress in the areas of faith knowledge and spirituality. While both of these are vitally important, as Catholic leaders we have come to recognize that they are not sufficient for growth and development as Parish Catechists. All Parish Catechists need planned, regular, on-going, and focused training and assistance in both content and methodology. Therefore, the following program has been developed to aid all Parish Catechists in this important process.

The Office of Evangelization, Catechesis, and Initiation will assist the parish in determining which positions qualify as "Parish Catechists," but generally speaking, a Parish Catechist is a person who is called to teach the Catholic faith in a formal setting to adults, children, and/or youth in a variety of programs and locations: adult catechetical programs, religious education programs, youth ministry programs, sacramental preparation programs, Christian Initiation programs, family catechetical programs¹, and all other programs "that encourage a living, explicit, and fruitful profession of faith."²

LEVEL I:

Level I Certification for Parish Catechists includes two components:

- theological content, and
- teaching methodology

Theological Content Requirements:

1. All Parish Catechists shall complete 30 hours from approved content-rich offerings within the next 3 years, or for new catechists, within their first 3 years of serving as a Parish Catechist. Content standards and approval criteria are provided in Appendix A.
2. Apart from the three exceptions outlined below, only hours earned after September 1, 2004 will be counted toward completion of these 30 necessary hours in Theological Content (10 hours per year for three years), unless otherwise approved by the Office of Evangelization, Catechesis, and Initiation.
 - a. Parish Catechists who are graduates of the Ministry Formation/Discipleship Formation program are considered to have already completed these 30 necessary hours in Theological Content. Proof of graduation must be furnished.
 - b. Parish Catechists who are graduates of the Certificate in Youth Ministry Program are considered to have already completed these 30 necessary hours in Theological Content. Proof of graduation must be furnished.
 - c. Parish Catechists who have a Bachelor's or Master's Degree in Catholic theology, pastoral studies, theological studies, scripture, religious education, liturgical studies, etc., are considered to have already completed these 30 necessary hours in Theological Content. Proof of an earned degree must be furnished.

¹ Regarding family catechetical programs, significant and continuing orientation, training, and assistance is expected; but the standards in this document only apply to those who are determined to be "Parish Catechists"

² General Directory for Catechesis, #66.

3. The Pastor or his designee (DRE, ASD Coordinator, RCIA Team Leader, Youth Minister, etc.) must keep the ongoing records for all Parish Catechists. A form will be provided by the Office of Evangelization, Catechesis, and Initiation for this purpose.

Teaching Methodology Requirements:

1. All Parish Catechists shall complete the four video-based methods modules from *Echoes of Faith* ("Getting Started as a Catechist;" "Roles of the Catechist;" "The Person of the Catechist;" and "Introduction to the Learner"). In addition:
 - a. Parish Catechists shall complete at least one additional video from *Echoes of Faith* or another approved series on age-appropriate catechetical methodology. A listing of approved videos for various age levels is available in Appendix C;

or

 - b. Parish Catechists shall complete an approved offering in age-appropriate catechesis and catechetical methods from the Office of Schools or the Office of Evangelization, Catechesis, and Initiation.
2. These must be completed within the next 3 years, or for new parish catechists, within the first 3 years of serving as an active Parish Catechist.
3. Apart from the four exceptions outlined below, only modules completed and hours earned after September 1, 2004 will be counted toward completion of these requirements in Teaching Methodology, unless otherwise approved by the Office of Evangelization, Catechesis, and Initiation.
 - a. Parish Catechists who have a valid teaching certificate from any state are considered to have already completed these Teaching Methodology requirements as they apply to school-age learners. Proof must be furnished.
 - b. Parish Catechists who are graduates of the Certificate in Youth Ministry Program are considered to have already completed these Teaching Methodology requirements as they apply to adolescent and young adult learners. Proof of graduation must be furnished.
 - c. Parish Catechists who are currently employed as full-time post-secondary faculty are considered to have already completed these Teaching Methodology requirements as they apply to adult learners. Proof must be furnished.
 - d. Parish Catechists who have completed the "Beginnings and Beyond" Institute from the North American Forum are considered to have already completed these Teaching Methodology requirements as they apply to adult learners in the RCIA. Proof of completion must be furnished.
4. The Pastor or his designee (DRE, ASD Coordinator, RCIA Team Leader, Youth Minister, etc.) must keep the ongoing records for all Parish Catechists. A form will be provided by the Office of Evangelization, Catechesis, and Initiation for this purpose.

General Exceptions to Level I Requirements for Parish Catechists:

1. An individual who achieves Level I Certification for School Catechists from the Diocese of Kalamazoo is considered to have achieved Level I Certification for Parish Catechists as well. Proof of certification must be furnished.
2. Catechists who have previously achieved Basic/Level I Catechist Certification in this or another diocese will be recognized as having achieved the Level I Certification for Catechists. Proof of achievement must be furnished.
3. Catechists who have previously achieved certification in an alternative Catechist certification program (parish-based, internet, third party, etc.) may be recognized as having achieved the Level I Certification for Catechists. Proof of achievement must be furnished and will be evaluated to determine possible equivalency to these standards.
4. Currently existing parish-based catechist certification programs are to be commended and individually evaluated to determine if they are equivalent or nearly equivalent to Level I certification. However, over the next five years, all parish-based certification programs should be gradually aligned to these diocesan standards.
5. Regarding teaching methodology for Level I Certification for Parish Catechists, other materials, whether video-based or not, may be approved by the Office of Evangelization, Catechesis, and Initiation.
6. Other exceptions may be granted only by the Office of Evangelization, Catechesis, and Initiation.

LEVEL II:

After achieving Level I Certification for Parish Catechists, individuals may choose to seek Level II Certification for Parish Catechists.

Level II Certification for Parish Catechists includes two components:

- theological content, and
- teaching methodology

Theological Content Requirements:

1. Parish Catechists who seek Level II Certification for Parish Catechists must complete the Discipleship Formation Program offered by the Diocese of Kalamazoo.
2. Apart from the three exceptions outlined below, only hours earned in the Discipleship Formation Program will be counted, unless otherwise approved by the Office of Evangelization, Catechesis, and Initiation.
 - a. Parish Catechists who are graduates of a similar program offered by another diocese are considered to have already completed this requirement in Theological Content. Proof of graduation must be furnished.
 - b. Parish Catechists who are graduates of the Certificate in Youth Ministry Program are considered to have already completed this requirement in Theological Content. Proof of graduation must be furnished.

- c. Parish Catechists who have a Bachelor's or Master's Degree in Catholic theology, pastoral studies, theological studies, scripture, religious education, liturgical studies, etc., are considered to have already completed the 30 necessary hours in Theological Content. Proof of an earned degree must be furnished.
3. The Pastor or his designee (DRE, ASD Coordinator, RCIA Team Leader, Youth Minister, etc.) must keep the ongoing records for all Parish Catechists. A form will be provided by the Office of Evangelization, Catechesis, and Initiation for this purpose.

Teaching Methodology Requirements:

1. Parish Catechists who seek Level II Certification for Parish Catechists must complete an additional 20 hours of non-video based training in Age-appropriate catechesis and catechetical methods provided by or approved by the Office of Schools or the Office of Evangelization, Catechesis, and Initiation.
 - a. Parish Catechists who have a valid teaching certificate from any state are considered to have already completed these Teaching Methodology requirements as they apply to school-age learners. Proof must be furnished.
 - b. Parish Catechists who are graduates of the Certificate in Youth Ministry Program are considered to have already completed these Teaching Methodology requirements as they apply to adolescent and young adult learners. Proof of graduation must be furnished.
 - c. Parish Catechists who are currently employed as full-time post-secondary faculty are considered to have already completed these Teaching Methodology requirements as they apply to adult learners. Proof must be furnished.
 - d. Parish Catechists who have completed the "Beginnings and Beyond" Institute from the North American Forum are considered to have already completed these Teaching Methodology requirements as they apply to adult learners in the RCIA. Proof of completion must be furnished.
2. The Pastor or his designee (DRE, ASD Coordinator, RCIA Team Leader, Youth Minister, etc.) must keep the ongoing records for all Parish Catechists. A form will be provided by the Office of Evangelization, Catechesis, and Initiation for this purpose.

General Exceptions to Level II Requirements for Parish Catechists:

1. An individual who achieves Level II Certification for School Catechists from the Diocese of Kalamazoo is considered to have achieved Level II Certification for Parish Catechists as well. Proof of certification must be furnished.
2. Catechists who have previously achieved Advanced/Level II Catechist Certification in this or another diocese will be recognized as having achieved the Level II Certification for Catechists. Proof of achievement must be furnished.
3. Catechists who have previously achieved advanced certification in an alternative Catechist certification program (parish-based, internet, third party, etc.) may be recognized as having achieved the Level II Certification for Catechists. Proof of achievement must be furnished and will be evaluated to determine possible equivalency to these standards.

4. Other exceptions may be granted only by the Office of Evangelization, Catechesis, and Initiation.

ONGOING CERTIFICATION:

1. After achieving either Level I Certification or Level II Certification, active Parish Catechists are expected to maintain their knowledge base by completing 5 hours annually in either "Theological Content" or "Teaching Methodology" from the offerings of the Office of Evangelization, Catechesis, and Initiation and/or the Office of Schools.
2. For those who have completed Level I Certification, the hours used for ongoing certification may be used toward meeting the requirements for Level II Certification.
3. The Pastor or his designee (DRE, ASD Coordinator, RCIA Team Leader, Youth Minister, etc.) must keep the ongoing records for all Parish Catechists. A form will be provided by the Office of Evangelization, Catechesis, and Initiation for this purpose.

ADDITIONAL EXPECTATIONS:

By May 1st of each year, the Pastor or his designee must send a photocopy of the form for all active catechists to the Office of Evangelization, Catechesis, and Initiation for input into the catechetical certification database.

Those catechists who have achieved either Level I or Level II Certification for Parish Catechists will be invited to and publicly recognized at our banquet each June and issued a certificate.

LISTING OF OFFERINGS:

In order to ensure that catechists have the opportunity to meet certification requirements, the diocesan Office of Schools and the Office of Evangelization, Catechesis, Initiation will jointly publish a list of approved events/offerings/classes three times a year. A listing of these events/offerings/classes will also be available on the diocesan website.

Some of the requirements and wording above were adapted from the "Catechist Certification Process" of the Diocese of Saginaw, Michigan
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APPENDIX A: **EVENT/OFFERING/CLASS APPROVAL STANDARDS**

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 (See Appendix D) 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.

Evaluation and approval of events:

At the parish level, a written description of a proposed event/offering/class must be submitted to the Pastor who has the authority to approve it as meeting the School and Parish Catechist Certification requirements listed above.

1. This written description and authorization must be completed on the form provided by the ECI Office.
2. A copy of this form must be forwarded to the ECI Office.
3. 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.

At the diocesan level, a written description of a proposed event/offering/class must be submitted to the ECI Office which has the authority to approve it as meeting the School and Parish Catechist Certification requirements listed above.

1. This written description and authorization must be done on the form provided by the ECI Office.
2. A copy of this form will be kept by the ECI Office and a copy returned to the group/office making the request.
3. 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, the form must be submitted to the ECI Office at least one month in advance of the event.

**APPENDIX B:
REGULARLY OCCURRING DIOCESAN LEVEL
APPROVED OFFERINGS FOR THEOLOGICAL CONTENT**

Component	Hours	Locations/Times	Topics	Cost
Discipleship Formation Modules	15 hours each	6 week modules; Weekdays; Evenings; Sept. – May; Regional sites	<u>Year A:</u> Intro to Discipleship; Intro to Old Testament; Intro to New Testament; Church History; <u>Year B:</u> Creed; Sacraments; Morality; and Prayer [NOTE: Only one module from Year A and one module from Year B may be taken prior to enrolling in the entire program]	\$50 per module plus books Free to all Ministry Formation and Discipleship Formation graduates (apart from the cost of books)
Discipleship Formation Formation Days	5 hours each	Saturdays; Daytime; Fall and Spring; Kalamazoo area	Evangelization; Scripture; Apologetics; Theology	\$25-30 per event; lunch included Free to all Ministry Formation and Discipleship Formation graduates
ECI Formation Days	5 hours each	Saturdays; Daytime; Sept. – May; Regional sites	Any of the above plus additional topics	\$25-30 per event; lunch included
ECI Catechist Training Sessions	2-5 hours each	Weekdays; Evenings; Year-round; Regional sites	See next page for “Five Year Cycle of Sessions” to be offered regionally though the ECI Office	Cost of handouts or materials
ECI Fall Conference	5 hours	Saturday, Daytime, September, Kalamazoo area	Theme and keynote speaker change each year	\$30, lunch included

**Five Year Cycle of Sessions in “Theological Content”
to be offered regionally for Catholic School and Parish Catechists
by the Office of Evangelization, Catechesis, and Initiation**

Year I

Roles and Responsibilities of Teachers in Catholic Schools (School Catechists option)	2 hours	Fr. John Fleckenstein	Fall 2005
Roles and Responsibilities of Parish Catechists (Parish Catechists option)	2 hours	D.J. Florian	Fall 2005
So Why Do We Do This? Understanding the Why and the How of the Mass	3 hours	Lisa Irwin	Fall 2005
Introduction to the <u>Catechism</u> and the <u>National Catechetical Directory</u>	2 hours	Kurt Lucas	Spring 2006
Created and Redeemed: An Introduction to the Theology of the Body	3 hours	D.J. Florian	Spring 2006

Year II

Prayer in the Christian Life	2 hours	TBA	Fall 2006
The Light and the Lens: Understanding Scripture and Tradition	3 hours	TBA	Fall 2006
Sacraments: Healing and Sanctifying Powers Coming Forth from the Body of Christ	2 hours	TBA	Spring 2007
An Overview of the Bible: Jewish and Christian Salvation History	3 hours	TBA	Spring 2007

Year III

Jesus Christ: His Person, His Life, His Teachings, His Mission, and His Church	2 hours	TBA	Fall 2007
The Church: One, Holy, Catholic, and Apostolic	3 hours	TBA	Fall 2007
The History of the One, Holy, Catholic, and Apostolic Church	3 hours	TBA	Spring 2008
Mary, the Saints, and Eternal Life	2 hours	TBA	Spring 2008

Year IV

Liturgy and Worship	2 hours	TBA	Fall 2008
Today’s Disciples: The Essential Role of the Laity in the Church	3 hours	TBA	Fall 2008
The Seven Themes of Catholic Social Teaching	2 hours	TBA	Spring 2009
Catholic Morality and the Dignity of Each Human Person	3 hours	TBA	Spring 2009

Year V

Devotional and Liturgical Prayer: Developing and Practicing a Spirituality of Gospel Living	2 hours	TBA	Fall 2009
Living the Catholic Moral Life	3 hours	TBA	Fall 2009
Practices and Traditions in the Catholic Faith	2 hours	TBA	Spring 2010
Answering Common Objections to the Catholic Faith from Non-Catholic Christians	3 hours	TBA	Spring 2010

APPENDIX C:
APPROVED VIDEOS FOR LEVEL I
AGE-APPROPRIATE METHODOLOGY REQUIREMENT
FOR PARISH CATECHISTS

Preschool & Kindergarten Learners:

Child & Early Adolescent Learners:

Echoes of Faith Methodology Videos. Resources for Christian Living, 1997.

Methods for Grades 1 and 2

Methods for Grades 3 and 4

Methods for Grades 5 and 6

Methods for Grades 7 and 8

Later Adolescent Learners:

YMTV - Youth Ministry Training Videos. The Center for Ministry Development, 1996

(4) Understanding Youth

(8) Facilitating Learning with Youth

Young Adult Learners:

Adult Learners:

RCIA:

**“APPENDIX C” IS INCOMPLETE:
PLEASE INFORM THE OFFICE OF
EVANGELIZATION, CATECHESIS, AND
INITIATION ABOUT AGE-APPROPRIATE
METHODOLOGY TRAININGS AVAILABLE ON
VHS OR DVD SO WE CAN EVALUATE AND
PURCHASE THEM FOR THE DIOCESAN VIDEO
LIBRARY**

APPENDIX D:

NATIONAL CERTIFICATION STANDARDS FOR LAY ECCLESIAL MINISTERS

These standards were developed by the NALM, NCCL, and NFCYM and approved by the United States Conference of Catholic Bishops Commission on Certification and Accreditation in April 2003.

The entire document is available in a bi-lingual edition from any of these groups. The ISBN is 0-9712975-6-8.

STANDARD ONE - PERSONAL AND SPIRITUAL MATURITY

A lay ecclesial minister demonstrates personal and spiritual maturity in ministry with the people of God.

Vision Statement: A lay ecclesial minister exhibits personal maturity through a balanced lifestyle, a positive self-image, and appropriate relationships. The minister develops a spiritual maturity formed in theological reflection, based on Gospel values, and nurtured in private, communal and liturgical prayer. The minister views God, church, and the world in a holistic manner and engages in communal worship and social justice.

STANDARD TWO – LAY ECCLESIAL MINISTRY IDENTITY

A lay ecclesial minister identifies the call to formal and public ministry as a vocation rooted in baptism.

Vision Statement: A lay ecclesial minister accepts ministerial vocation as a baptismal call from Christ mediated through the people of God. The minister acknowledges this call as affirmed, recognized and nurtured by the church and the local community, as well as in ministerial and personal relationships.

STANDARD THREE – CATHOLIC THEOLOGY

A lay ecclesial minister integrates knowledge of Catholic faith within ministry.

Vision Statement: A lay ecclesial minister's faith is formed in the Catholic theological tradition. Theological formation includes ongoing foundational education in revelation and sacred Scripture, Christology, Christian anthropology, sacramental theology, ecclesiology, pastoral theology and inculturation, moral theology, Catholic social teaching, spirituality, ecumenism, liturgy and worship. A minister articulates and interprets a Catholic understanding of Scripture, tradition, and doctrine, and uses this knowledge to form a community of disciples engaged in the mission of the church.

STANDARD FOUR – PASTORAL PRACTICE

A lay ecclesial minister engages in pastoral activity that promotes evangelization, faith formation, community, and pastoral care with sensitivity to diverse situations.

Vision Statement: A lay ecclesial minister applies the process of pastoral praxis in building community of disciples engaged in the transformation of society. The minister incorporates the dimensions of evangelization, faith formation, worship, inculturation, community, justice and service within pastoral activities. The minister is an effective listener who fosters respect and compassionate care within diverse family, community and cultural settings in the spirit of Gospel values.

STANDARD FIVE – PROFESSIONAL PRACTICE

A lay ecclesial minister provides effective leadership, administration and service, in the spirit of collaboration.

Vision Statement: A lay ecclesial minister understands leadership theory and applies it in a ministerial setting. The minister demonstrates a knowledge of and ability to work with pariah and (arch) diocesan systems and structures. The minister recognizes the importance of administration of parish programs and uses appropriate resources. The minister lives by the code of ethics applicable to ministry and abides by civil and church law.

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:

- 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.

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.**

.....
Office use only

_____ Presenter

_____ School/Parish

_____ Calendar

_____ Publicity

_____ Confirmation

_____ File