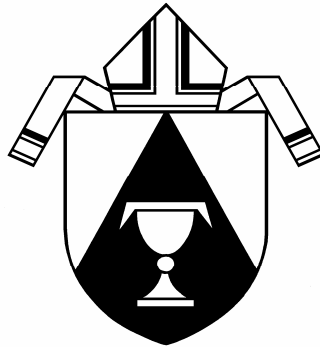


Catholic Diocese of Sacramento

2009 – 2010



Requirements for Formation & Certification of Catechists

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&
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Diocese of Sacramento

BASIC FORMATION FOR CATECHISTS GUIDELINES 2008 - 2009

The Church exists in order to evangelize, that is the carrying forth of the Good News to every sector of the human race so that by its strength it may enter into the hearts of all and renew the human race. (Evangelii Nuntiandi 14, 18)

Faith is a personal encounter with Jesus Christ, making of oneself a disciple of him. This demands a permanent commitment to think like him, to judge like him and to live as he lived. In this way the believer unites himself to the community of disciples and appropriates the faith of the Church. (General Directory of Catechesis, 53)

Those who have been called to the ministry of teaching and proclamation share intimately in the work of the Gospel. To help others to come "not only in touch, but also in communion and intimacy with Jesus Christ" is a work of incalculable value. To be faithful to the ministry of evangelization and catechesis, the catechist must be rooted in prayer, knowledgeable of the faith which is the treasure of Catholic belief, fed through the worship and communal life of the church, and skilled in the techniques appropriate to the task. Such ministry demands a sound formation of all those engaged in it, whether they nurture the faith of children or assist adults to deepen their faith.

Recognizing the importance of education and formation for persons actively participating in the catechetical ministry of the Church, the bishops of California have called catechists to participate in a basic level of formation to prepare them adequately for beginning their ministry. In addition, the bishops call those who are serving in this ministry to continue this formation throughout their years of service. To help persons identify what is necessary, the bishops of California have set guidelines for basic catechist certification and renewal of certification.

The Diocese of Sacramento is committed to providing quality education and formation leading to the certification of catechists in accordance with the Guidelines for Obtaining the California Catechist Certificate (1996) and the 2008 updated Guidelines which reflect new catechetical documents published since 1996. These requirements are outlined below with the approved programs through which catechists and Catholic School Teachers can obtain Basic Certification.

There are many paths leading to certification as a catechist. Potential catechists may be enrolled in the Lay Formation Institute, university courses, *Echoes of Faith* or other approved programs approved by the Diocese. The heart of each path however is a living, conscious and active personal faith and a deep love for the Church and sacred Tradition taught by the Magisterium.

Catechesis, distinct from the primary proclamation of the Gospel promotes and matures initial conversion, educates the convert in the faith and incorporates the person into the Christian community. (General Directory for Catechesis, 61)

Diocese of Sacramento

Department of Evangelization and Catechesis and Department of Catholic Schools Requirements for Formation and Certification of Catechists

In April 1996, the Bishops of the California Catholic Conference agreed upon revised Guidelines for the Formation and Certification of Catechists and Master Catechists.

Requirements for certification in the Diocese of Sacramento are:

A. The Selection and Formation of Catechists

Pastors and catechetical leadership in parishes and schools have the duty to:

- A. Screen candidates and evaluate their potential to become faith-filled and dynamic catechists;
- B. Require candidates to complete the formation program for Catechist Certification as sponsored/developed by the diocese as soon as possible, in a timely manner;
- C. Select, orient, commission, supervise and annually evaluate catechists;
- D. Provide catechists with opportunities for continued personal, spiritual and professional development.

B. Course of Studies to Obtain a Basic Catechist Certificate

The course of studies is consistent with the *General Directory for Catechesis, National Catechetical Directory* and carefully follows the *Catechism of the Catholic Church*.

Doctrinal Development

Profession of Faith - *at least eight hours of study to include each of the following:*

Revelation in Scripture and Tradition/Faith Response
Trinity and the Image of God
Christology and Redemption
Church/Mary and the Saints

Celebration of the Christian Mystery - *at least eight hours of study to include each of the following:*

Paschal Mystery/Liturgy
Sacramental Theology
Sacraments of Initiation
Sacraments of Healing/Sacraments at the Service of Communion

Life in Christ - *at least eight hours of study to include each of the following:*

Dignity of the Human Person-Virtues, Sin, Grace, Redemption
Ten Commandments and Beatitudes
Catholic Social Teaching
Conscience Formation/Moral Decision Making

Christian Prayer - *at least eight hours of study to include each of the following:*

Call to Prayer/Prayer/Worship
The Lord's Prayer
Forms of Prayer/Prayer Styles/Leading Prayer
Introduction to Scripture
Community Life

The Nature of Catechesis/Catechetical Development - *at least eight hours of study to include each of the following:*

Faith and Human Development
Evangelization and the Nature of Catechesis
The need for a New Evangelization of our culture in a “post-Christian” context
Catechetical Process/Family and Culture as Context for Catechesis
Learning and Teaching Styles/Use of Media/Resources

Spiritual Development of the Catechist - *at least ten hours to include the following:*

Prayer experiences
Retreats
Spiritual Direction

C. A catechist will receive a California Catechist Certification upon:

1. Satisfactory completion of the course of studies (See page 6)
2. One year of catechetical experience
3. Evaluation of performance (This includes the formal observation and evaluation of at least one catechetical session. See form on page 32.)

D. Equivalency

Basic catechist certification may be obtained through petitioning under the following conditions:

1. If the person has received a degree in religious education, theology, spirituality, liturgical studies and has evidence of on-going enrichment in the field within the last five years and
2. If the person has evidence of training in the catechetical skills and processes (as judged by the School Principal or parish DRE/CRE, see form on page 32) and
3. Has a minimum of two supervised catechetical sessions observed by a Master Catechist or supervisor who recommends the person for catechist certification.

A second alternative for petitioning is:

1. Five years of successful catechetical experience plus evidence of on-going enrichment in the field and
2. Evidence of knowledge in the areas required for basic catechist certification (a written examination from the Diocese of Sacramento will be administered to determine whether such knowledge has been attained) and
3. Has a minimum of two supervised catechetical sessions observed by a Master Catechist or supervisor who recommends the person for catechist certification. (Please use the form on page 32 in this booklet).

E. Expiration and Renewal of Catechist Certification

Certification expires at the end of four (4) years from the date of issue. The bishops' guidelines call for the following criteria for renewal:

1. Completion of at least ten (10) hours annually in the above mentioned content areas. It is *strongly desired* that Church History, Scripture and Spirituality be included in renewal hours and required that at least five hours be devoted to each of these three areas (for a total of fifteen hours) at the end of four years.
2. The choice of courses must have the *prior approval* of the Department of Evangelization and Catechesis and Catholic School Department.
3. Application for renewal. (Please use the form on page 28 of this booklet.)

Ways to Fulfill Requirements for Basic Certification

Lay Formation Institute – Diocese of Sacramento

A series of seven classes are offered once a month at different locations in the Diocese. These classes closely follow the *Catechism of the Catholic Church*, the *General Directory of Catechesis* and the guidelines prepared by the Bishops of California for the formation and certification of catechists. The presenters seek to make each session both relevant and rich in the content of Catholic faith and tradition.

Echoes of Faith (Plus)

A video/DVD assisted program for catechist formation, accompanied by reflection and *group discussion* in the workbook, which covers all of the requirements for Basic Catechist Certification. Videos are available for use from the Department of Evangelization and Catechesis. It is highly recommended that the DRE or a trained facilitator lead all sessions.

School of Faith

The School of Faith is a series of six courses taught in parishes or at Our Lady of Guadalupe parish in Sacramento. The School of faith was formally approved for Catechist formation by Bishop Weigand in 2005. Each course is completed with a written examination. For more information, call Fr. Octavio Ventura L.C. at **916-949-8847**.

University of Sacramento

Catechist Certification for Parish Catechists and Catholic School Teachers. The University offers a 14 week course on their Sacramento campus which fulfills the Diocesan certification requirements. For more information about the University of Sacramento see www.universityofsacramento.org, or call (916) 443.4760.

“Into the Fields”

Into the Fields is a new program which is structured as a small faith-sharing group with ten meetings per year for a 3 year period. The content discussed in the monthly meetings fulfills the required topics for Basic Certification, *with faithful attendance* for all 3 years. This program is available from 23rd Publications, New London, CT. Call **800-321-0411**.

Catholic Distance University

The Catholic Distance University offers classes and seminars that can be taken for credit toward a degree, for certification and ongoing enrichment. See www.cdu.edu for details.

University of Dayton Catechist Formation Program

Seven group sessions of at least one and a half hours are based on articles published in *Catechist* magazine. A group should consist of at least three people and have an appointed leader. The leader will receive a comprehensive guide with everything needed to facilitate the process. Eleven courses available. Call **1-800-558-2292 x140**.

STEP (Satellite Theological Education Program) University of Notre Dame

Two styles of online certificate courses, graduate courses, and e-Seminars are offered. Twelve 50-minute video lectures are available from the diocese. Courses, fees and the video lecture series are outlined at <http://step.nd.edu>.

Local Workshops

Parish DRE's or other catechetical leaders who are sponsoring a parish workshop or other event for which credit toward Basic Certification or Renewal of Certification is desired, should fill out and submit the form at the end of this booklet (also available on-line) and send it to the Department of Evangelization and Catechist at least one month prior to the event and *before any promotional material is printed*. Within a few days of receiving this formal request, the Diocesan Director of Catechesis will evaluate whether and how much credit should be awarded toward Basic certification or Renewal of certification.

Please keep in mind when presenting this request that to receive a corresponding number of hours toward Basic certification, the workshop must cover all of the required topics. For example, if a parish invites a speaker to come and present an eight hour workshop on Catholic Liturgy and Worship on four successive Tuesday evenings, in order for attendance at these classes to satisfy the requirement for Basic certification, the classes should devote two hours to each of the four topics listed under "Celebration of the Christian Mystery." These topics are found on page 9 below.

Pre-approval from the Department of Evangelization and Catechesis is required for catechist certification credit. Forms are available on-line. Once again, we ask that you submit the certification request at least one month prior to the event if at all possible.

Conclusion and Reminder

While we recognize that this more deliberate focus on a thorough familiarity with each of the five areas of Catechesis, *i.e.* 1) Profession of Faith, 2) Liturgy and Sacraments, 3) Life in Christ, 4) Christian Prayer and 5) The Nature of Catechesis and Catechetical Development; with at least 8 hours of careful study systematically devoted to each area, may be perceived as a change or new direction, this is exactly what BASIC Certification is meant to ensure. Therefore it is essential that the foundational content of the faith in each of these areas is understood and assimilated by all who will be *handing on the faith* in the *ministry of catechesis*. BASIC Certification is an established means as mandated by the California Bishops to ensure understanding of the content of the Catholic faith and the ability to hand it on to others in a given context, through sound doctrine.

We gain a great deal of insight from Saint Paul about the nature of Catechesis as a faithful transmission of what is first entrusted to us, namely the saving knowledge of the LORD Jesus Christ, "the Way, the Truth and the Life," the One who leads us into the Father's eternal embrace (*cf.* John 14:6). Twice in his first Letter to the Corinthians, the Apostle to the Gentiles states, "I handed on to you what I myself first received..." (*cf.* I Cor. 11:23 and 15: 3). Good Catechesis is always a *faithful handing on of what we ourselves have been given*, without distortion or innovation on our part. The content of the message is always the same: "at the heart of catechesis we find, in essence, **a Person, the Person of Jesus of Nazareth**, 'the only Son from the Father... full of grace and truth', who suffered and died for us and who now, after rising, is living with us forever. It is Jesus who is "the way, and the truth, and the life", and **Christian living consists in following Christ, the *sequela Christi***" (Pope John Paul II, *Catechesi Tradendae* 5).

Goals and Learning Outcomes for Basic Certification

Profession of Faith

Goal: To help catechists to understand more clearly the truths we believe so that they can share the faith more effectively with others.

Session 1: Revelation in Scripture and Tradition/Faith Response

Goal: To understand more fully the Church's understanding of Revelation and to identify faith as the gifted response to God's call to relationship.

At the end of the session, catechists will be able to:

1. Identify how sacred Scripture and Tradition reveal God.
2. Summarize the gradual unfolding of the history of salvation.
3. Give examples of ways God's invitation to relationship occur in one's life.

Session 2: Trinity and the Image of God

Goal: To appreciate the mystery of the Holy Trinity.

At the end of the session, catechists will be able to:

1. Describe the early Church's attempts to understand the relationship of Father, Son, and Holy Spirit.
2. Identify ways Jesus reveals the Father and the Holy Spirit.
3. Provide examples of ways the Holy Spirit transforms life.

Session 3: Christology and Redemption

Goal: To understand that Jesus is the fullness of God's revelation.

At the end of the session, catechists will be able to:

1. Articulate the meaning of the Incarnation.
2. Explain the meaning of the paschal mystery.
3. Define the resurrection of Jesus.

Session 4: Church/Mary and the Saints

Goal: To understand the Church's role in continuing Christ's presence on earth.

At the end of the session, catechists will be able to:

1. Appreciate the indwelling of the Holy Spirit in the Church.
2. Describe what it means to say that the Church is one, holy, catholic and apostolic.
3. Explain the Church's belief in the communion of saints.
4. Describe the Church's key teachings about Mary.

Celebration of the Christian Mystery

Goal: To explore the meaning of liturgy and sacrament. To demonstrate why the sacramental life of the faith community is central to our Catholic identity.

Session 1: Paschal Mystery/Liturgy

Goal: To deepen understanding of the importance of liturgical worship in our lives as Catholics.

At the end of the session, catechists will be able to:

1. Reflect on the reality that liturgy celebrates: the paschal mystery of Jesus.
2. Describe how the liturgy expresses our relationship with God.
3. Identify who celebrates the Church's liturgy, how it is celebrated, when and where liturgy is celebrated.

Session 2: Sacramental Theology

Goal: To develop an understanding of and appreciation for the place of Sacraments in the worship and life of the Church.

At the end of the session, catechists will be able to:

1. Identify from personal experience the sacramentality of the world and life.
2. Express a foundational understanding of the basics in sacramental theology.
3. Describe how sacraments provide ways to celebrate significant moments of life in God.

Session 3: Sacraments of Initiation

Goal: To lead catechists to a familiarity with and appreciation for the Sacraments of Initiation.

At the end of the session, catechists will be able to:

1. Trace the history of initiation in the Christian Church.
2. Identify the stages and rites of the Rite of Christian Initiation of Adults.
3. Share experiences and growth in understanding the mystery of the Eucharist.

Session 4: Sacraments of Healing/Sacraments at the Service of Communion

Goal: To deepen catechists' understanding of Sacraments of Healing and Sacraments at the Service of Communion.

At the end of the session, catechists will be able to:

1. Define reconciliation and explain the ways to celebrate it, especially in the various rites of Penance.
2. Identify the purpose of Anointing of the Sick and the ways the sacrament is celebrated.
3. Describe the sacramentality of Matrimony and Orders.

Life in Christ

Goal: To explore the foundations of Catholic moral teaching.

Session 1: Dignity of the Human Person-Virtues, Sin, Grace and Redemption

Goal: To deepen catechists' understanding that human life is founded on the desire for happiness; that the risen Christ continues to call each person to healing and wholeness; that the refusal of God's invitation to ongoing repentance and conversion causes sin and separation.

At the end of the session, catechists will be able to:

1. Identify from Scripture and tradition the dignity of the human person.
2. Identify from Scripture and tradition the nature of sin.
3. Define virtue and give examples of virtues needed in everyday life.
4. Define grace and describe its relationship to the paschal mystery.

Session 2: Ten Commandments and Beatitudes

Goal: To develop an understanding of Christian behavior that comes out of exploring these questions: Who is a Christian? What kind of person is a Christian called to be? How does one live as a Christian?

At the end of the session, catechists will be able to:

1. Identify from Scripture God's concern for the poor and the oppressed
2. Understand the relationship between law and happiness in the moral life

Session 3: Catholic Social Teaching

Goal: To lead catechists to a familiarity with the Church's social teaching and the human conditions that give rise to Catholic Social Teaching.

At the end of the session, catechists will be able to:

1. Identify from their own experience the obstacles that prevent people from becoming fully conscious and sensitive to social justice in contemporary society.
2. Map the development of Church teachings as expressed in the modern encyclicals beginning with "*Rerum Novarum*" through "*Deus Caritas Est*."

Session 4: Conscience Formation/Decision Making

Goal: To bring catechists to an understanding of how conscience and the ability to make moral decisions develop.

At the end of the session, catechists will be able to:

1. Describe the formation and development of conscience.
2. Explain how a Catholic Christian deals with conflicting opinions pertaining to theological and ethical issues.
3. Discuss how to use a dilemma and how to apply the process in addressing current issues.

Christian Prayer

Goal: To give catechists a basic understanding of the nature of prayer and its various forms, its source in the word of God and its movement from communion with God interiorly toward communion with others in and through community life.

Session 1: Call to Prayer/Prayer and Worship

Goal: To understand the basic dynamic of prayer as listening and responding to God's call.

At the end of the session, catechists will be able to:

1. Define prayer as listening and responding to God's call.
2. Explain the relationship between personal prayer and the community of faith.
3. Describe the importance of praying throughout the day.

Session 2: The Lord's Prayer

Goal: To illuminate the great themes of the Lord's Prayer.

At the end of the session, catechists will be able to:

1. Explain why the Our Father is the central Christian prayer.
2. Describe the seven petitions of the Our Father.
3. Reflect on the ways the Our Father expresses our relationship with God.

Session 3: Forms of Prayer/Prayer Styles/Leading Prayer

Goal: To explore the various prayer forms through which we respond to God.

At the end of the session, catechists will be able to:

1. Identify some of the traditional kinds of prayer.
2. Examine some distractions to prayer.
3. Identify essential principles to leading prayer.

Session 4: Introduction to Scripture

Goal: To teach catechists what the Bible is and why it is considered the sacred book of the Christian community.

At the end of the session, catechists will be able to:

1. Understand the importance of the original context of the biblical writing.
2. Describe several types of literary forms found in the Bible.
3. Trace the process of the formation of sacred Scripture.

Session 5: Communal Life

Goal: To ponder the communal character of life in Christ through households of faith to the larger parish community.

At the end of the session, catechists will be able to:

1. Articulate the importance of community relationships in the Christian life
2. Recognize the responsibility to create a safe & inclusive faith environment

Nature of Catechesis and Catechetical Development

Goal: To assist catechists to be more at ease and self-confident in the catechetical setting through gaining basic knowledge of: faith and human development, evangelization, nature of catechesis, the catechetical process, teaching styles and ways of learning.

Session 1: Faith and Human Development

Goal: To provide catechists with an understanding of faith and deepen their understanding of how faith develops as human persons grow as individuals and in communities.

At the end of the session, catechists will be able to:

1. Name the ways in which the understanding of faith as a journey is applied to all catechetical efforts.
2. List a variety of ways in which faith is nurtured in the family, parish and school.
3. Discuss the challenges to faith that human beings typically face today.

Session 2: Evangelization and the Nature of Catechesis

Goal: To equip participants with a clear understanding of evangelization and how catechesis is a “moment” in the process of ongoing evangelization.

At the end of the session, catechists will be able to:

1. Describe the relationship of catechesis to the evangelizing mission of the church.
2. Explain the nature, object and duties of catechesis.
3. Describe the tasks of catechesis (GDC #85) and the “new evangelization”
4. Demonstrate knowledge of *the General Directory for Catechesis, Catechism of the Catholic Church, “Evangelii Nuntiandi”*, and other catechetical documents.

Session 3: Catechetical Process/Family and Culture as Context for Catechesis

Goal: To equip catechists with an understanding of the catechetical process and the effect of family and culture on the process of catechesis.

At the end of the session, catechists will be able to:

1. Identify the scriptural and historical basis for catechesis.
2. Articulate how the baptismal catechumenate is the inspiration for all catechesis (GCD # 90)
3. Explain the components, structure and progression of the catechumenate.
4. Explain the influences of family and culture on the outcome of catechesis.

Session 4: Learning and Teaching Styles/Resources Use of Media

Goal: To provide catechists with an understanding of the different styles of learning and of teaching; the importance of creating an environment and using quality resources, media, and technology in catechetical sessions.

At the end of the session, catechists will be able to:

1. Identify different ways in which people learn and how to assist learning.
2. Identify different teaching styles and one’s own preferred style(s).
3. Demonstrate ways to use resources, media and technology to enhance the learning process.

ECHOES OF FAITH (Plus)
Catechist Formation Opportunities
Correlation to CA Catechist Certification Requirements

THEOLOGICAL MODULES

I Believe, We Believe

God the Father
God the Son
God the Holy Spirit
The Christian Creed

Liturgy and the Sacraments

What is Liturgy
Liturgy and Christian Identity
Sacraments of Initiation
Sacraments of Healing & Sacraments of Service

Catholic Morality

Foundations of the Moral Life
Objective & Subjective Morality
The Morality of Human Actions
Conscience and God's Law

Prayer and spirituality

What is prayer?
How do we pray?
The Prayerful Life
The Our Father

Introduction to the Scriptures

What is the Bible?
Why is the Bible Holy?
What's in the Bible?
Jesus: The Alpha and the Omega

DOCTRINAL DEVELOPMENT

Profession of Faith

Celebration of Christian Mystery

Life in Christ

Christian Prayer

Introduction to Scripture
(Overview of OT & NT)

CATECHETICAL MODULES

Getting Started as a Catechist

- Creating the Physical Environment
- Nurturing the Social Environment
- Using Creative Activities for Learning
- Planning for Success

Roles of the Catechist

- Catechist as Storyteller
- Catechist as Teacher – Companion
- Catechist as Leader of Prayer
- Catechist as Witness for Justice

The Person of the Catechist

- The Vocation of the Catechist
- The Qualities of the Catechist
- Growing as a Catechist
- Trusting the Spirit

METHODOLOGICAL MODULES

Methods

- The Faith Journey
- Sharing Sacred Scripture
- Sharing Catholic Tradition
- Growing as a Catechist

(There are four methods videos: Grades 1-2, 3-4, 5-6, 7-8. Catechists should study the video appropriate to the grade level that they are teaching.)

Introduction to the Learner

- Building Knowledge
- Relating to Others
- Learning to Love
- Growing in Faith

DOCTRINAL DEVELOPMENT

Nature of Catechesis & Catechetical Development *(Catechetical Process 2)*

Nature of Catechesis & Catechetical Development *(Catechetical Process 2)*

Spiritual Development of the Catechist *(A Retreat Experience)*

DOCTRINAL DEVELOPMENT

Nature of Catechesis & Catechetical Development *(Catechetical Process 1)*

Nature of Catechesis & Catechetical Development *(Catechetical Process 2)*

Into the Fields

Small “Faith Sharing” Group Monthly Meetings 3 Year Cycle OR 30 two-hour sessions

Year I

Content

- | | |
|-----------------------------------|---|
| 1. Hunger for God | To know the hunger of my soul |
| 2. God’s Ever-Faithful Love | To deepen awareness of God’s faithfulness |
| 3. Responding to God’s Love | To grow in generosity of my response to God |
| 4. Beauty and Harmony of Creation | To embrace the beauty of creation |
| 5. Disorder in My Life | To acknowledge the sin and evil that surrounds me |
| 6. Freedom to Receive God’s Word | To grow in freedom to receive God’s love |
| 7. Walking in God’s Presence | To become aware of God’s presence |
| 8. Prepare the Way of the Lord | To seek the grace of waiting in hope |
| 9. The Incarnation | To understand the mystery of God’s Incarnation |
| 10. Companions of Jesus | To grow in our desire to share Christ’s mission |

Year II

- | | |
|-------------------------------|---|
| 11. Walking with Jesus | To deepen my trust and faith |
| 12. Temptations in the Desert | To understand how temptations play in my life |
| 13. Sharing Christ’s Mission | To hear the invitation of Jesus to follow him |
| 14. We Want to See Jesus | To know more deeply the person of Jesus |
| 15. Healing of Memories | To experience & become a source of God’s healing |
| 16. Preaching the Word | To understand & embrace the Good News we preach |
| 17. Called to Mercy | To grow in compassion and mercy |
| 18. The Communion of Saints | To understand that we are part of a great communion |
| 19. Discernment of Spirits | To find God’s hand in darkness and in light |
| 20. Love One Another | To know that our work is one of serve, not status |

Year III

- | | |
|------------------------------|--|
| 21. Mary of Nazareth | To see Mary as a model for our response to God |
| 22. Two Standards | To understand how I make choices for/against God |
| 23. Living in Hope | To desire hope in the face of despair |
| 24. Being Faithful | To deepen our faithfulness to God |
| 25. The Eucharist | To live and share the grace of the Eucharist |
| 26. Jesus’ Passion and Death | To lovingly embrace the Cross in my life |
| 27. Jesus’ Resurrection | To deepen in my heart the joy of Christ’s resurrection |
| 28. Profession of Faith | To offer to God my response of faith |
| 29. Living in the Spirit | To trust the working of the Holy Spirit in the Church |
| 30. Contemplation on Love | To desire to offer myself completely to the God who loves me and gave Himself up for me. |

It is not possible to find an exact correlation between each of these sessions and the six content areas required for Basic Certification. Therefore it is recommended that “Into the Fields” be undertaken as a complete program and not as a means of filling-in or making up missing credits which are lacking. To order, Call 23rd Publications in New London, CT: 1-800-572-0788.

Correlation of *Into the Fields* with California Catechist Certification

Area of Doctrinal Development	<u>Into the Fields Session Numbers</u>
1. Profession of Faith	
Revelation	2, 5, 6, 8
Scripture and Tradition	8
Faith Response	9, 25
Trinity and the Image of God	6, 7, 8
Christology	16, 17, 21
Redemption	16
The Church	6, 7, 11, 18
Blessed Virgin Mary, Communion of Saints	3, 21
2. Celebration of the Christian Mystery	
Paschal Mystery	21
Sacramental Theology	4, 19, 20
Liturgy	4
Sacraments of Initiation / Healing	19, 22, 27
Sacraments at the Service of Communion	20
3. Life in Christ	
Dignity of the Human Person, the Virtues	9, 27, 28
Sin, Grace, Redemption	15
Ten Commandments & Beatitudes	9, 12, 26, 28
Catholic Social Teaching	29
Conscience Formation / Prudence	3, 9, 23, 30
4. Christian Prayer	
Call to Prayer	12
The Lord's Prayer	10
Prayer and Worship	15
Types of Prayer	13
Leading Others in Prayer	14, 15
5. The Nature of Catechesis & Catechetical Development	
Faith & Human Development	5
Nature of Catechesis	1
Catechetical Process	2, 3, 6
Culture as a Context for Catechesis & Religion	7, 12, 21
Family as Context for Catechesis	12
Evangelization & Initiation	9, 18, 9
Learning Styles and Teaching Styles	5, 16
Use of Media & Technology	17
Resources	16, 17

Spiritual Development of the Catechist: Each of the 30 sessions of *Into the Fields* has a spiritual formation component. Participants are also encouraged to spend more time in prayer in their daily lives as a result of coming to each of the sessions.

The “School of Faith”

Equivalency of courses with Diocesan Requirements

Course 1: “Spirituality” - 15 weeks, 2 hours weekly.

Profession of Faith
Life in Christ
Christian Prayer

Course 2: “Bible” - 30 weeks, 2 hours weekly.

Profession of Faith
Christian Prayer
(Renewal Requirement: “Biblical History / Salvation History)

Course 3: “Fundamentals of the Faith” - 15 weeks, 2 hours weekly

Profession of Faith
Life in Christ

Course 4: “Teachings of the Faith” – 15 weeks, 2 hours weekly

The Nature of Catechesis / Catechetical Development

Course 5: “Human Formation” – 15 weeks, 2 hours weekly

The Nature of Catechesis / Catechetical Development
Life in Christ

Note: Request for Catechist certification comes directly from the School of Faith using the transcript template that has been prepared specifically for their use.

University of Dayton Distance Learning

CATECHIST FORMATION OPPORTUNITIES

Correlation to CA Catechist Certification Requirements

Contact 1-800-558-2292 for current list of offerings or www.vlc.udayton.edu/calendar/#cycle-1

Title	Program	Doctrinal Area	Basic Renewal Hours		
"Discipleship and the Moral Life	Dayton	Life in Christ Conscience Formation Catholic Social Teaching	X	X	10
"Enriched by Diversity: Inculturation and Catechesis"	Dayton	The Nature of Catechesis	X	X	10
"Liturgy and Life"	Dayton	Celebration of the Christian Mystery Liturgy Sacramental Theology	X	X	10
"Wind, Fire, Spirit"	Dayton	Profession of Faith Trinity and the Image Of God	X	X	10
"Images of Jesus: A Study In Christology"	Dayton	Profession of Faith Christology and Redemption	X	X	10
"Abba: Communicating Through Prayer"	Dayton	Christian Prayer Call to Prayer Forms of Prayer Prayer Styles	X	X	10
"St. Paul: Lessons on Being Church"	Dayton	Scripture/Church History		X	10
"Introduction to Hebrew Scripture"	Dayton	Christian Prayer Introduction to Scripture Hebrew Scripture	X	X	10
"A Journey through the New Testament"	Dayton	Christian Prayer Introduction to Scripture Church History	X	X	10
"United States Catholic History"	Dayton	Church History		X	10
"Our Catholic Heritage"	Dayton	Church History		X	10
"New Testament Worlds: Faith And Culture at the Crossroads"	Dayton	Scripture The Nature of Catechesis Culture as Context Catechetical Process	X	X	10
"Jesus Today"	Dayton	Profession of Faith Christology	X	X	10

University of Notre Dame Distance Learning

CATECHIST FORMATION OPPORTUNITIES

Correlation to CA Catechist Certification Requirements

Contact <http://step.nd.edu> for current list of offerings

Title	Program	Doctrinal Area	Basic	Renewal	Hrs.
"Praying with Scripture"	STEP/CD-ROM	Christian Prayer Forms of Prayer/Prayer Styles	X		1
"The Catholic Reading of Holy Scripture"	STEP/CD-ROM	Christian Prayer Introduction to Scripture	X		1
"Christian Spirituality: A Framework"	STEP/CD-ROM	Profession of Faith Christology and Redemption	X		1
"The Church and the Contemporary World"	STEP/CD-ROM	Church History	X		1
"Discipleship and Ministry as Empowered by Baptism"	STEP/CD-ROM	The Nature of Catechesis Evangelization & Catechesis	X		1
"Discipleship for the Transformation of the World of Today"	STEP/CD-ROM	Spiritual Development of the Catechist	X		1
"The Gathered Eucharistic Assembly"	STEP/CD-ROM	Celebration of the Christian Mystery Liturgy	X		1
"Integration of Faith & Everyday Life"	STEP/CD-ROM	Spiritual Development of the Catechist	X		1
"The New Evangelization"	STEP/CD-ROM	The Nature of Catechesis Evangelization	X		1
"Pastoral Collaboration: How Do We Do All This Together?"	STEP/CD-ROM	The Nature of Catechesis Faith & Human Development	X		1
"Praying with Scripture"	STEP/CD-ROM	Christian Prayer Forms of Prayer/Prayer Styles	X		1
"Scripture as the Foundation of Christian Ethics"	STEP/CD-ROM	Life in Christ Ten Commandments & Beatitudes	X		1
		Introduction to Scripture	X		1

Title	Program	Doctrinal Area	Basic	Renewal	CEU HRS
"The American Catholic Experience	<u>STEP</u>	Church History		X	5.0
"American Catholicism Since	<u>STEP</u>	Church History		X	5.0
"An Introduction to the Letters of Paul"	<u>STEP</u>	Scripture		X	5.0
"An Introduction to Sacraments"	<u>STEP</u>	Celebration of the Christian Mystery Sacramental Theology	X	X	5.0
"The Christian Conscience and Ethical Dilemmas: Guidance from the Catholic Tradition"	<u>STEP</u>	Life in Christ All Areas	X	X	5.0
"From Proclamation to Scripture: An Introduction to Biblical Literacy Forms In the Gospels"	<u>STEP</u>	Christian Prayer	X	X	5.0
		Introduction to Scripture Scripture	X	X	5.0
"Eucharist: Source and Summit of The Christian Life"	<u>STEP</u>	Celebration of the Christian Mystery Liturgy	X	X	5.0
"On Prayer"	<u>STEP</u>	Christian Prayer Call to Prayer Forms of Prayer/Prayer Styles	X	X	5.0
"Introduction to the New Testament"	<u>STEP</u>	Christian Prayer Introduction to Scripture	X	X	2.5
"Christian Doctrine for Catechists: Creation"	<u>STEP</u>	Profession of Faith	X	X	2.5
		Revelation in Scripture		X	2.5
"The Creed We Believe..."	<u>STEP</u>	Profession of Faith	X	X	2.5
		All Areas		X	2.5
"Images of Christ through the Ages"	<u>STEP</u>	Profession of Faith Christology	X	X	2.5
"Liturgy: Guide for the Perplexed"	<u>STEP</u>	Celebration of the Christian Mystery Liturgy	X	X	2.5

BASIC CATECHIST CERTIFICATION APPLICATION DIOCESE OF SACRAMENTO, CALIFORNIA

Record of Courses Completed for:

Name _____

Address _____

City _____ State _____ Zip Code _____ Phone _____

School _____ City _____

Parish _____ City _____

E-Mail Address (please print) _____

DOCTRINAL DEVELOPMENT

Profession of Faith 8 hours

Date **Instructor** **Hours**

Revelation in Scripture and Tradition/Faith Response	_____
Trinity and the Image of God	_____
Christology and Redemption	_____
Church/Mary and the Saints	_____

Celebration of the Christian Mystery 8 hours

Paschal Mystery	_____
Sacramental Theology/Liturgy	_____
Sacraments of Initiation	_____
Sacraments of Healing/Service of Communion	_____

Life in Christ 8 hours

Dignity of Human Person/Redemption	_____
Ten Commandments and Beatitudes	_____
Catholic Social Teaching	_____
Conscience Formation/Decision Making	_____

Christian Prayer 8 hours

Call to Prayer/Lord's Prayer	_____
Prayer/Worship	_____
Prayer Styles/Leading Prayer	_____
Introduction to Scripture	_____
Communal Life	_____

THE NATURE OF CATECHESIS & CATECHETICAL DEVELOPMENT 8 hours

Faith and Human Development
Evangelization and Nature of Catechesis
Catechetical Process/Family & Culture as Context for Catechesis
Learning & Teaching Styles/Resources, Use of Media

<u>Date</u>	<u>Instructor</u>	<u>Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

SPIRITUAL DEVELOPMENT OF THE CATECHIST 10 hours total
Combination of:

Prayer Experiences
Retreats
Spiritual Direction

BASIC CATECHIST CERTIFICATION:

Date: _____ **Catechist Signature** _____

Date: _____ **Approved By** _____
School Principal, DRE or CRE

PRINCIPAL or DRE: Please attach the Catechist Observation Form which you have completed for one session which has been reviewed for evaluation. (See page 31 of Certification booklet)

FOR EQUIVALENCY APPLICATION ONLY:

Date: _____ **Approved By** _____
School Principal, DRE or CRE

Examination administered by: _____

Date of Examination: _____ **Score:** _____

PRINCIPAL or DRE: Please attach the Catechist Observation Form which you have completed for one session which has been reviewed for evaluation. (See page 31 of Certification booklet.)

CERTIFICATION GRANTED:

Date: _____ **Approved By** _____
Director of Catechesis or Assistant Superintendent

Completion of this form is the responsibility of the catechist. The School Principal or the Parish Director of Religious Education should verify the accuracy of the records and send this completed form to the **Department of Evangelization and Catechesis**, 2110 Broadway, Sacramento, CA 95818. A certificate will be issued and sent to the Principal or the Director of Religious Education to be given to the catechist.

ECHOES OF FAITH

BASIC CATECHIST FORMATION

DIOCESE OF SACRAMENTO

Record of courses completed for:

Name:			
Address:		City:	
ST:	Zip:	Area Code/Phone (___ ___) ___ ___ - ___ ___	
School:		City:	
Parish:		City:	
E-Mail Address (please print) _____			

Module	Date	Instructor	Hours
Theological Modules			
	I Believe, We Believe		
	Liturgy & Sacraments		
	Catholic Morality		
	Prayer & Spirituality		
	Introduction to the Scriptures		
Catechetical Modules			
	Getting Started as a Catechist		
	Role of the Catechist		
	The Person of the Catechist		
Methodological Modules			
	Methods Grades 1 - 2 or		
	Methods Grades 3 - 4 or		
	Methods Grades 5 - 6 or		
	Methods Grades 7 - 8		
	Introduction to the Learner		

ECHOES OF FAITH

Basic Catechist Formation - Diocese of Sacramento (continued)

BASIC CATECHIST CERTIFICATION:

Date: _____ Catechist Signature: _____

Date: _____ Approved By: _____
School Principal, DRE or CRE

PRINCIPAL or DRE: Please attach the Catechist Observation Form which you have completed for one session which has been reviewed for evaluation. (See page 32)

CERTIFICATION GRANTED:

Date: _____ Approved By: _____
Diocesan Director of Catechesis or Assistant Superintendent

Completion of this form is the responsibility of the catechist. The School Principal or the Parish Director of Religious Education should verify the accuracy of the records and send this completed form to the **Department of Evangelization and Catechesis**, 2110 Broadway, Sacramento, CA 95818. A certificate will be issued and sent to the Principal or the Director of Religious Education to be given to the catechist.

BASIC RCIA CATECHIST FORMATION

DIOCESE OF SACRAMENTO

Record of Courses Completed for:

Name: _____		
Address: _____		City: _____
ST: _____	Zip: _____	Area Code/Phone (_____) _____ - _____
School: _____		City: _____
Parish: _____		City: _____
E-Mail: _____		

Requirements for Certification in the Diocese of Sacramento are:

DOCTRINAL DEVELOPMENT

	Date	Instructor	Hours
<u>Profession of Faith: (8 hours total)</u>			
Revelation in Scripture and Tradition/Faith Response _____			
Trinity and the Image of God _____			
Christology and Redemption _____			
Church/Mary and the Saints _____			
<u>Celebration of the Christian Mystery: (8 hours total)</u>			
Paschal Mystery _____			
Sacramental Theology/Liturgy _____			
Sacraments of Initiation _____			
Sacraments of Healing/Service of Communion _____			
<u>Life in Christ: (8 hours total)</u>			
Dignity of Human Person/Redemption _____			
Ten Commandments and Beatitudes _____			
Catholic Social Teaching _____			
Conscience Formation/Decision Making _____			
<u>Christian Prayer: (8 hours total)</u>			
Call to Prayer/Prayer Worship _____			
Lord's Prayer _____			
Forms of Prayer/Prayer Styles/Leading Prayer _____			
Introduction to Scripture _____			
Communal Life _____			

Date Instructor Hours

Catechesis & Development in RCIA: (8 hours total)

The Four Periods of Formation _____
Nature and Styles of Catechesis in Four Periods
 of Formation _____
On-going Discernment _____
Children _____

Spiritual Development of the Catechist: 10 hours total

Prayer Experiences _____
Retreats _____
Spiritual Direction _____

Basic Catechist Certification

Date _____ Signature of Catechist _____

Date: _____ Approved By _____
DRE, CRE or RCIA Team Leader

Please attach summary report for the catechetical session which you have observed. You may use the form on p. 33 or write your own report regarding the content, delivery & effectiveness.

For Equivalency Application Only:

DATE _____ **APPROVED BY** _____

Examination administered by: _____

Date of Examination: _____ **Score:** _____

PRINCIPAL or DRE: Please attach the Catechist Observation Form which you have completed for one session which has been reviewed for evaluation. (See page 32; modify as needed.)

CERTIFICATION GRANTED:

Date: _____ **Approved By:** _____
Diocesan Director of Catechesis

Completion of this form is the responsibility of the catechist. The School Principal or the Parish Director of Religious Education should verify the accuracy of the records and send this completed form to the **Department of Evangelization and Catechesis**, 2110 Broadway, Sacramento, CA 95818. A certificate will be issued and sent to the Principal or the Director of Religious Education to be given to the catechist.

Into the Fields

BASIC CATECHIST FORMATION DIOCESE OF SACRAMENTO

Record of courses completed for:

Name: _____	
Address: _____	City: _____
ST: _____	Zip: _____ Area Code/Phone (____) _____ - _____
School: _____	City: _____
Parish: _____	City: _____
E-Mail Address (please print) _____	

Module	Dates	Attendance (list number of times present)	FACILITATOR	Total Hours
Year I				
Year II				
Year III				

BASIC CATECHIST CERTIFICATION:

Date: _____ Catechist Signature: _____

Date: _____ Approved By: _____
Principal, DRE or CRE

PRINCIPAL or DRE: Please the Catechist Observation Form which you have completed for one session which has been reviewed for evaluation. (See page 32)

CERTIFICATION GRANTED:

Date: _____ Approved By: _____
Diocesan Director of Catechesis or Assistant Superintendent

Completion of this form is the responsibility of the catechist. The School Principal or the Parish Director of Religious Education should verify the accuracy of the records and send this completed form to the **Department of Evangelization and Catechesis**, 2110 Broadway, Sacramento, CA 95818. A certificate will be issued and sent to the Principal or the Director of Religious Education to be given to the catechist.

REQUEST FOR RENEWAL OF CATECHIST CERTIFICATE

DIOCESE OF SACRAMENTO

Please Print

Name:		
Address		City:
ST:	Zip:	Area Code/Phone:
E-Mail : _____		
School:		City:
Parish:		City:

40 CLOCK HOURS IN 4 YEARS ARE REQUIRED FOR RENEWAL. Five hours each are required in Church History, Scripture, and spirituality. A complete list of content areas is provided on the reverse side.

	Workshop Title	Date	Presenter	Hours
Church History				
Scripture				
Spirituality / Retreat				
Other				
Other	See Attachment			

We verify that the above record is an accurate representation of the workshop that the catechist has attended. We request that a Catechist Certificate be issued for the above named individual.

Type of certificate being renewed:	<input type="checkbox"/> Basic (Or)	<input type="checkbox"/> Master Catechist
Date original certificate was issued:	Certificate expires:	
Date request submitted to DEC/CSD:	Date certificate issued:	
Catechist Signature:		
DRE/Principal signature:		
Signature of Diocesan Director or Assistant Superintendent:		

Completion of this form is the responsibility of the catechist. The School Principal or the Parish Director of Religious Education should verify the accuracy of the records and send this completed form to the **Department of Evangelization and Catechesis**, 2110 Broadway, Sacramento, CA 95818. A certificate will be issued and sent to the Principal or the Director of Religious Education to be given to the catechist.

COURSE TOPICS for LAY FORMATION INSTITUTE

Year I

DIOCESE OF SACRAMENTO

Profession of Faith

Revelation in Scripture and Tradition/Faith Response

Trinity and the Image of God

Christology and Redemption

Church/Mary and the Saints

Celebration of the Christian Mystery

Paschal Mystery

Sacramental Theology/Liturgy

Sacraments of Initiation

Sacraments of Healing/Service of Communion

The Nature of Catechesis/Catechetical Development

Faith and Human Development

Evangelization and Nature of Catechesis

Catechetical Process/Family & Culture as Context for Catechesis

Learning & Teaching Styles/Resources Use of Media

Scripture: Foundations for the Testaments

Introduction to Biblical Exegesis

The Catholic Understanding of Scripture

The Hebrew Scriptures (The Old Testament)

The Gospels and the New Testament

Life in Christ

Dignity of Human Person/Redemption

Ten Commandments and Beatitudes

Catholic Social Teaching

Conscience Formation/Decision Making

Christian Prayer

Call to Prayer/prayer Worship

Lord's Prayer

Forms of Prayer/Prayer Styles Leading Prayer

Introduction to Scripture / Communal Life

Spiritual Development of the Catechist

A Combination of the following:

Prayer Experiences

Retreats: [Culminating Retreat Focuses on our Participation in the 3-fold Mission of Christ]

Spiritual Direction

COURSE TOPICS: LAY FORMATION INSTITUTE YEAR II & SCRIPTURE INSTITUTE for RENEWAL of Certification

DIOCESE OF SACRAMENTO

Church History: Catholic Theological Tradition I

The Apostolic Fathers & Age of the Martyrs
Teaching of First Seven Ecumenical Councils
Rule of Saint Benedict & Monasticism in the West
Evangelization & Conversion of Barbarian Tribes
Church in the East & West: Schism of 1054

Ethics Challenges & Contemporary Culture

Making sense of Ethical Issues & Arguments in Contemporary Culture: Framing a Proper Response
Ethics & Biotechnology
Ethics & Human Production
Theology of the Body (Revisited)
Ethics & the Healthcare Industry

Christian Spirituality / Spiritual Direction

The Nature of Christian Spirituality?
Spiritual Growth and the Lay Vocation
Classical Stages of the Spiritual Life
Contemplative Prayer & Union with God
The Writings and Lives of the Saints

Scripture: In Depth Understanding of the O.T.

The Pentateuch
The Historical Books
Wisdom Writings
The Prophetic Books: Major & Minor Prophets

Church History: Catholic Theological Tradition II

Medieval Europe & Rise of the Universities
The Mendicant Orders & Lateran Councils
Aristotle's Philosophy & Scholastic Theology
The Protestant Reformation & Catholic Reform
Teaching of the Councils of Trent, Vatican I & II

Catholic Social Teaching

Introduction to the *Compendium of the Social Doctrine of the Catholic Church*
Main Principles of Catholic Social Teaching
The Family as the Vital Cell of Society
Work, Economic Life & the Environment
Political & International Community & Peace

Spiritual Development of the Catechist

Personal Spiritual Direction
Preparation for Directing Others
Retreats
Prayer Experiences

Scripture: In Depth Understanding of the N.T.

The Synoptic Gospels & Acts of the Apostles
The Gospel and Letters of John
The Epistles of Saint Paul and other Epistles
The Book of Revelation

WORKSHOP FOR CERTIFICATION APPROVAL REQUEST

Please Print

Parish/School:

City:

Title of Workshop:

Certification Area:

Is this workshop for **Basic Certification** (see guidelines) **or** **Renewal**

Date & Brief Description of Workshop: (To receive BASIC credit, a workshop must cover all required topics.)

Name of Presenter:

Qualifications of Presenter:

(Not necessary for priests and religious serving in the Diocese of Sacramento)

Date & Location of Workshop:

Administrator responsible for Workshop:

Signature of Administrator:

Date of Application:

Is workshop open to everyone?

Can we publish its availability?

Pastor's approval of the workshop offering:

Send this application to the Department of Evangelization and Catechesis at least one month prior to the workshop, before beginning any publicity for the event.

(For use by Diocesan Director of Catechesis only) Approval Granted?

Basic / Renewal Credit for: _____ Hours in:

Reason for non-approval:

Date:

Signature:

Catechist Observation Form

To be used in making a Formal Observation of a Catechist who is seeking
Basic Certification

Name of Catechist: _____ Date: _____

Name of Lesson: _____ Grade: _____

Your Name: _____ Title: _____

Please indicate your observations of the Catechist in each area, with 5 indicating excellence:

Catechist knows content well and is prepared for class	1	2	3	4	5
Catechist creates a positive Christ-centered atmosphere	1	2	3	4	5
Catechist gathers students & enables them to pray	1	2	3	4	5
The Catechist is aware of the needs of each student and makes a good effort to involve all of the students	1	2	3	4	5
The main topic of the lesson is clearly communicated	1	2	3	4	5
Catechist makes connections between life and faith	1	2	3	4	5
Students have the opportunity to ask questions & explore	1	2	3	4	5
Catechist affirms the attention & participation of students	1	2	3	4	5
Doctrinal content of the lesson is explained well & in depth	1	2	3	4	5
Students are attentive & interested in learning the faith	1	2	3	4	5
Connections are made with Liturgy & the Liturgical Year	1	2	3	4	5
Lesson makes good use of Scripture and Bible passages	1	2	3	4	5
The Catechist is in communication with parents of students	1	2	3	4	5

Additional comments & suggestions for further development of skills in the catechetical ministry:

Please send a copy of this form along with the BASIC CATECHIST CERTIFICATION APPLICATION.

Youth & Adult Catechist Observation Form

To be used in making a Formal Observation for Basic Catechist Certification

Name of Catechist: _____ Date: _____

Session Topic: _____

Describe Ministry Setting: _____

Age Group: Early Adolescents (Junior High) Older Adolescents (High School)
 Young Adults (age 18-29) Adults (eg. RCIA Setting)

Your Name: _____ Title: _____

Indicate your observations of the Catechist in each area, with 5 indicating excellence:

Catechist knows content well and is prepared for gathering	1	2	3	4	5
Catechist creates a positive, Christ-centered atmosphere	1	2	3	4	5
Catechist gathers students & enables them to pray	1	2	3	4	5
The Catechist is aware of the needs of each student and makes a good effort to involve all of the students	1	2	3	4	5
The main topic of the session is clearly communicated	1	2	3	4	5
Catechist makes connections between life and faith	1	2	3	4	5
Students have the opportunity to ask questions & explore	1	2	3	4	5
Doctrinal content of the session is explained well & in depth	1	2	3	4	5
Students are engaged and material is developmentally appropriate.	1	2	3	4	5
Catechist communicated the message in various ways to accommodate different learning styles.	1	2	3	4	5
Connections are made with Liturgy & the Liturgical Year	1	2	3	4	5
Session makes good use of Scripture and Bible passages	1	2	3	4	5

Additional comments & suggestions for further development of skills in the catechetical ministry:

Please send a copy of this form along with the BASIC CATECHIST CERTIFICATION APPLICATION.

Information for the Catholic School Principal and Parish Director / Coordinator of Religious Education

Record Keeping:

It is the responsibility of the Catholic School Teacher or Catechist to work on and document progress on Basic Certification and Renewal of Certification. Principals and Directors/Coordinators of Rel. Education are asked to photocopy and hand out the appropriate forms in this book to all new or uncertified Catechists (pages 20-27 – depending on which program the Catechist is enrolled in). Once these forms are received, Catechists should record classes, workshops and retreats that they have attended by indicating the Date, the Instructor and the specified # of clock hours that were approved for the workshop. If it is the *Lay Formation Institute* or *Echoes of Faith*, it is very easy to record these. It becomes more challenging when Catechists are “piecing together” their formation from a variety of different workshops, conferences and events.

When the Catechists have completed all areas on the Application Form, they should return it to the DRE or Principal along with the small “certificates” they have received for the workshops they attended, or a syllabus / outline for a class or event, which will be needed to verify content if it is not one of the seven classes/programs listed on page 6. **Principals and Directors/Coordinators of Religious Education are asked to carefully verify that the Catechist has received instruction in each area listed before signing the forms.** Once the Principal or Director has verified accuracy in reporting, It is not necessary to send in all of the supporting materials. In order to establish consistency and ensure a systematic formation, workshops and classes attended within the past five years from the date on which the application is being made, will be counted toward certification.

Filing for Certification:

When the Certification Application form has been completed by the Catechist, carefully reviewed and signed by the Principal or Director / Coordinator of Religious Education, it should be mailed to the Pastoral Center to be recorded. **Always keep a copy for your own records.** Upon review, a “Basic Catechist Certificate” will then be sent to the Principal or DRE to be given to the Catechist.

Renewal of Certification:

Renewal of Certification should be done every four years by all certified Catechists. The purpose of Renewal of Certification is to encourage Catechists to avail themselves of the opportunity for *continuing adult education in the faith*, especially in the areas of *Scripture, Church History, Ethics and Morality, and Christian Spirituality*. Since these are areas which are not fully developed in the Basic Certification, and because there is always a great deal more to learn in each of these areas, it is important that Catechists recognize their need for ongoing education as an adult learner.

Upon completion of Renewal of Certification and submission of the appropriate form (page 27), a “Renewal of Catechist Certification” will then be sent to the School Principal, DRE or CRE.

Please call the Department of Catholic Schools or Evangelization and Catechesis at the Pastoral Center if you have any further questions or concerns that are not addressed here in this booklet.