

The Ministry of the Catechist

*“Go therefore and make disciples of all nations,
baptizing them in the name of the Father, the Son and the Holy Spirit,
teaching them to observe all that I have commanded you.
And behold, I am with you always, until the end of all time.”*

Matthew 28:19-20

Continuing Christian Education

Diocese of Galveston-Houston

2403 Holcombe Blvd.

Houston, Texas 77021

Revised 2000

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MISSION STATEMENT

WE ARE:

The **OFFICE OF CONTINUING CHRISTIAN EDUCATION** guided by the mission statement of the Diocese of Galveston-Houston and the catechetical documents of the Church. We assist catechetical leaders in parishes and schools in furthering the evangelizing catechetical mission of a family-oriented, multi-cultural church of adults, adolescents and children. We provide services to promote lifelong formation so that each person's faith becomes living, conscious and active.

WE BELIEVE THAT SOUND CATECHESIS:

reflects gospel values and Church teachings to encourage discipleship,

enables the spiritual growth and giftedness of all people,

is a lifelong, on-going process of evangelization, education, formation and conversion,

reflects sensitivity to the multiple expressions of the family and supports their enrichment,

is inclusive and responds to the multi-cultural reality of our diocese,

invites and empowers communities to assume responsibility and ownership of their faith formation.

WE SERVE THROUGH:

witnessing to gospel values,

offering opportunities for spiritual development,

providing ministry formation programs and processes,

offering guidelines and resources,

planning and program development,

providing placement services,

networking and collaboration,

providing consultation

and prayerful support, availability and presence.

July 31, 2000

Dear Catechetical Colleague,

Being called to the catechetical ministry requires an answer to the Lord, to our students, and to our faith community. The answer must be whole-hearted and there are certain expectations that accompany our “yes” to being a catechist. In addition to a commitment of time to be spent in catechetical formation of our students whether they are adults, young people or children, we must tend to our own formation.

In 1997 new guidelines for certification of catechists were adopted by the Religious Education component of the Texas Catholic Conference. These guidelines have been approved by the Bishops of Texas and it is now the expectation that every catechist in our diocese is certified, or is working toward certification, under the new guidelines. The General Directory for Catechesis states that, “the quality of any form of pastoral activity is placed at risk if it does not rely on truly competent and trained personnel.” In order to fulfill the mandate given to us as diocesan personnel by the General Directory for Catechesis, “diocesan pastoral programs must give absolute priority to the *formation of lay catechists*” (#234), we have constructed the guidelines published by the Diocese of Galveston-Houston. We offer courses in theological and scriptural content as well as catechetics modules which provide catechetical methodology.

It is our hope that The Ministry of the Catechist publication will be a valuable tool for you to use to keep track of your progress in the catechetical ministry. Your acceptance of the ministry of catechist is the beginning of a wonderful journey. May we journey together as we echo the message of Jesus to all in our parishes, our diocese and our world.

Sincerely in Christ,

Anne Comeaux, Director

THE CALL

The catechist is a person who will “receive and respond to a ministerial call which comes from the Lord and is articulated by the local church by the bishop.” The response to this call includes willingness to give time and talent, not only to catechizing others, but also to one’s own continued Christian formation.

THE COMMITMENT

In answering the call, a catechist becomes a “witness to the faith by sharing his/her faith commitment through word, experience, prayer, and liturgy.”

In making a commitment, the catechist becomes responsible for:

- continuing their spiritual development through taking time to nourish their own personal relationship with the Lord*
- becoming aware of and faithfully attempting to witness and teach only authentic Church teachings*
- continuing their own personal and educational development through attendance at courses and workshops*
- attending all class sessions and any other in-services required by the parish*
- preparing lessons and organizing age-appropriate materials needed for class activities*
- providing a positive classroom atmosphere*
- evaluating regularly their own teaching techniques being sensitive to cultural differences and special needs of students*
- collaborating with and affirming parents as primary educators of their children’s faith formation.*

THE CONFIRMATION

The call to the catechetical ministry must be affirmed by the faith community. Therefore, the local faith community has a responsibility to the catechist to provide:

- opportunities for prayer, both with and for the catechist*
- personal and professional support*
- opportunities for continuing Christian formation*
- educational resources*

The Diocese supports the local faith community in providing opportunities for continuing Christian formation for all catechists by offering and strongly encouraging participation in a certification process. All catechists of the Diocese of Galveston-Houston are expected to be actively pursuing full Diocesan catechist certification.

TEACHINGS OF THE CHURCH

Quite early on, the name *catechesis* was given to the totality of the Church's efforts to make disciples, to help men believe that Jesus is the Son of God so that believing they might have life in his name, and to educate and instruct them in this life, thus building up the body of Christ. (**Catechism of the Catholic Church, #4**)

“Catechesis is an *education in the faith* of children, young people, and adults which includes especially the teaching of Christian doctrine imparted, generally speaking, in an organic and systematic way, with a view to initiating the hearers into the fullness of Christian life.” (**Catechism of the Catholic Church, #5**)

Lay people who are capable and trained may also collaborate in catechetical formation, in teaching the sacred sciences, and in use of the communications media. (**Catechism of the Catholic Church, #906**)

All of these tasks are born of the conviction that the quality of any form of pastoral activity is placed at risk if it does not rely on truly competent and trained personnel. The instruments provided for catechesis cannot be truly effective unless well used by trained catechists. Thus the adequate *formation of catechists* cannot be overlooked. Consequently, diocesan pastoral programs must give absolute priority to the *formation of lay catechists*. (**General Directory for Catechesis, #234**)

Formation seeks to enable catechists to transmit the Gospel to those who desire to entrust themselves to Jesus Christ. The purpose of formation, therefore, is to make the catechist capable of communicating: “The summit and center of catechetical formation lies in an aptitude and ability to communicate the Gospel message.” (**General Directory for Catechesis, #235**)

An adequate conception of the formation of catechists must always take prior note of some of the criteria which inspire and configure with varying emphasis relevant to the formation of catechists: Firstly, it is a question of forming catechists for the need to evangelize in the present historical context, with its values, challenges and disappointments. To accomplish this task, it is necessary for catechists to have a deep faith, a clear Christian and ecclesial identity; as well as a great social sensitivity. In formation, account must also be taken of the *concept of catechesis*, proposed by the Church today. It is a question of forming catechists so as to be able to transmit not only a teaching but also an integral Christian formation, by developing “tasks of initiation, of education, and of teaching.” Catechists must be able to be, at one and the same time, teachers, educators and witnesses of the faith. (**General Directory for Catechesis, #237**)

“There is a primary need for catechists who know how to work with families, persons or groups with particular needs, such as the disabled, the poor, the marginated, and those in irregular situations.” (**Adult Catechesis in the Christian Community, #74**)

“Their training should equip them to make effective use of the resources available for catechesis and to adapt materials to the age, capacity, and culture of those they seek to reach.” (**Sharing the Light of Faith, #71**)

CATECHIST FORMATION PROCESS DIOCESE OF GALVESTON-HOUSTON

I. REQUIREMENTS FOR INITIAL CATECHIST CERTIFICATE

Content Courses	51 hours (minimum)
<i>(See list of content courses)</i>	
Catechetics Modules	10 hours (minimum)
<i>(See list of catechetics modules)</i>	
Electives	18 hours (maximum)
<i>(See list of elective courses)</i>	
Day of Prayer	6 hours
<i>(Six-hour prayer experience, day of reflection, or retreat)</i>	
Total Number of Hours	85 hours
Teaching Experience	1 year
<i>(One year of teaching experience)</i>	

II. REQUIREMENTS FOR FULL CATECHIST CERTIFICATE

Initial Certificate and remaining hours of:

Content Courses	102 hours (total)
<i>(See list of content courses)</i>	
Catechetics Modules	20 hours (total)
<i>(See list of catechetics modules)</i>	
Electives	36 hours (total)
<i>(See list of elective courses)</i>	
Day of Prayer	12 hours (total)
<i>(2 six-hour prayer experiences, days of reflection, or retreats)</i>	
Total Number of Hours	170 hours (total)
Teaching Experience	3 years (total)
<i>(Two <u>additional</u> years of teaching experience)</i>	

Total Clock Hours for Full Catechist Certificate is 170 Hours

III. REQUIREMENTS FOR RENEWAL OF CATECHIST CERTIFICATE

For Catechist Certificate Renewal, you must complete a total of 30 hours which includes (hours) in theology, methodology and spiritual formation experiences within three (3) years of receiving a full catechist certificate and every (3) years thereafter.

CONTENT COURSES (102 hours)

The following courses are those which fulfill the content requirements for initial and full certification. Each course will count only once towards either initial or full certification. Courses may be taken in any order; however, they are listed in a suggested order to best benefit catechist formation. To obtain catechist credit, summary papers for content courses must be submitted within two years of completion of a course.

The instructor must use approved lesson plans. The lesson plans and a listing of instructors approved to teach particular content courses are on file in the Office of Continuing Christian Education.

Ministry (6 hours)
To present an overview of Christian ministry as a call from God to the Christian person through the Sacrament of Baptism.

Old Testament (12 hours)
To present the historical and literary development, structure and major themes of the Old Testament; grasp insights from scriptural scholarship, and utilize these insights to study the Scriptures.

New Testament (12 hours)
To present the historical and literary development, structure and major themes of the New Testament; grasp insights from scriptural scholarship, and utilize these insights to study the Scriptures.

Christology (6 hours)
To build on the participant's awareness of Jesus, the person of history and the Christ of faith.

Church Doctrine (8 hours)
To explore the basic doctrines of the Catholic faith through the Creed, study of Scripture, the traditions of the Church and teaching of the Magisterium.

Prayer & Spirituality (6 hours)
To deepen the person's understanding and need for prayer in their spiritual life.

Church History (10 hours)
To study the development of the Church from the early community experience through Vatican II to the present age.

Sacraments & Liturgy (12 hours)
To present an overview of the sacramental and liturgical life of the Church and to enhance the experience of communal prayer.

Moral Teachings of the Church (12 hours)
To present an overview of morality and to apply key moral teachings of the Church to one's life experience. To reflect upon the role of conscience in moral decision making.

Mission & Discipleship (6 hours)
To identify the mission of the Church as one's own mission to discipleship living.

Human Sexuality (12 hours)
To explore the importance of God's gift of human sexuality in light of the teachings of the Catholic Church.

CATECHETICS MODULES (20 hours)

The following modules are those which fulfill the catechetics requirements for initial and full certification. Each module will count only once towards either initial or full certification. Courses may be taken in any order, however, they are listed in a suggested order to best benefit catechist formation. The 10 (two-hour) modules are designed to include instruction regarding persons with disabilities, sensitivity to families, cultural diversity and justice issues. Instructors must use approved lesson plans and be inserviced to teach a particular module.

The Person of the Catechist (2 hours) – *This module invites a deeper understanding of the call and the vocation of the catechist and explores the history of the Church’s catechetical ministry.*

Getting Started as a Catechist (2 hours) – *This module introduces the essentials needed to be a good catechist, demonstrates positive classroom management and discipline techniques*

Basic Lesson Planning (2 hours) – *This module will help the catechist understand and put into practice the components for a basic catechetical learning process.*

Teaching Different Learning Styles (2 hours) – *This module identifies a variety of ways people learn, which when used in the catechetical setting, can help all students learn.*

Age Specific Lesson Planning (2 hours) – *Choose one of these: Pre-Kindergarten/Kindergarten, Elementary, Middle School, Senior High, Adult Education, Persons with Disabilities. These modules continue to develop and expand basic lesson planning.*

Spirituality of the Catechist (2 hours) – *This module challenges the catechist to be a person of prayer, one who frequently reflects on the Scriptures and whose Christ-like living testifies to a deep faith.*

Human Development: Faith & Moral Dimensions (2 hours) – *This module presents an overview of developmental theories and their relationship to discipleship living.*

Role of the Family in Catechesis (2 hours) – *This module presents the role of family as central and primary to all faith development.*

Cultural Perspectives in Catechesis (2 hours) – *This module will increase the catechist’s awareness of cultural diversity within the Church in order to become a spiritual leader who will minister to all the people of God.*

Catechesis and Liturgy (2 hours) – *This module presents an overview of the relationship between catechesis and liturgy.*

ELECTIVES (36 hours)

The following are examples of hours which satisfy the elective component for initial and full certification. These credits can be obtained in the parish, university or diocesan setting:

1. *Inservices and Workshops*

- Catechist Days, Deanery workshops, Catholic School and Parish Catechetical Inservices, etc.

2. *Adult Education Courses*

- Scripture, catechist formation courses, theology, teaching methods, human development, Skills for Ministry/Habilidades, Family Advocacy Program, Echoes of Faith, video-assisted catechist formation, etc.

3. *Conferences*

- National, State, Diocesan, Deanery presentations in religious education, ministry, leadership or spiritual development, etc.

Please submit all requests for elective credits to the Office of Continuing Christian Education when applying for certificates.

DIOCESE OF GALVESTON-HOUSTON FORMATION AND CERTIFICATION OF PARISH AND SCHOOL CATECHISTS

CERTIFICATION	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
WORKSHOP COURSES	<u>Initial Catechist Certificate</u> (85 clock hours) 51 hrs. Content Courses (min.) Christology (6 hrs.) Church History (10 hrs.) Old Testament (12 hrs.) New Testament (12 hrs.) Church Doctrine (8 hrs.) Moral Teachings (12 hrs.) Prayer & Spirituality (6 hrs.) Ministry (6 hrs.) Mission & Discipleship (6 hrs.) Sacraments & Liturgy (12 hrs.) Human Sexuality (12 hrs.) 10 hrs. Catechetics Modules (minimum) 18 hrs. Electives (maximum)	<u>Full Catechist Certificate</u> (85 additional clock hours) Initial Certificate & remaining hours of: Content Courses (102 hrs. total) <i>See courses under Level 1</i> Catechetics Modules (20 hrs. total) Electives (36 hrs. total) Total clock hours required for Full Catechist Certification - 170 hrs.	<u>Bachelor Level</u> Bachelor's Degree in one of these areas: Theology Pastoral Theology Religious Education Religious Studies Minor in Theology	<u>Master Level</u> Master's Degree in one of these areas: Pastoral Theology Theological Studies Religious Education Religious Studies
EXPERIENCE	1 year teaching experience	2 additional years teaching experience	Degree Teaching credentials	Degree Teaching credentials
ADDITIONAL REQUIREMENTS	Day of prayer (6 hrs.)	Day of prayer (6 hrs.)		
EQUIVALENCY	Credit for individual college courses Other options	Minor in Theology Other options		
VALID		3 years		
RENEWAL	Working toward full certification	30 clock hours	Continuing education	Continuing education
FOR FURTHER INFORMATION CONTACT	Office of Continuing Christian Education (713/741-8730) Diocese of Galveston-Houston 2403 Holcombe Blvd., Houston, Texas 77021-2098			

MODELS AVAILABLE TO ATTAIN A CATECHIST CERTIFICATE

There are numerous programs in place in our diocese to help catechists attain catechist certification from the Diocesan Office of Continuing Christian Education. A brief outline of each method is as follows:

1. **Formation Toward Christian Ministry/Formacion para el Ministerio Cristiano**
FTCM/FPMC which are offered in English and Spanish are a diocesan process of formation which includes spiritual, academic and interpersonal skills development basic to all ecclesial ministries. This three semester program is held in various centers throughout the diocese and courses taken may be applied toward catechist certification upon completion of summary papers for all courses.
2. **Within the FTCM and FPMC**
You may sign up for individual content courses at any center you choose and receive credit for that course upon completion of a required summary paper.
3. Individual catechist formation courses can be offered in your parish or Catholic school. Please contact the Diocesan C.C.E. Office to obtain information on how to set up a catechist formation course in your parish or school.
4. Each summer in June the C.C.E. Office offers a **Summer Intensive** which makes available all catechist formation content courses. Look in your April/May Resoundings for registration information.
5. The **C.C.E. Office offers** catechetics modules each year at the Chancery at St. Dominic.
6. The **University of Dayton Catechist Formation Program** utilizes the Catechist magazine to offer several catechist formation courses which are to be taken in a small group setting. Call the C.C.E. Office for details.
7. A **Video Process** for catechist certification is available through the C.C.E. Office. This process requires that a facilitator be inserviced by the C.C.E. Office. The process must be offered in the context of a small group and a summary paper is required.
8. A letter stating a catechist has satisfied requirements for Diocesan Catechist Certification will be granted for a Bachelor's or Master's Degree in Theology, Religious Education or Pastoral Theology. Individual credit can also be given for individual courses taken in college.
9. The **"Echoes of Faith"** video-assisted catechist formation program published by Resources for Christian Living can be applied toward 36 hours of electives or can be credited toward catechetics modules. After viewing the video and completing the companion booklet, the catechist can receive credit for the following catechetics modules:

<u>Echoes of Faith Video & Booklet</u>	<u>Catechetics Module</u>
1. <i>Getting Started as a Catechist</i>	1. <i>Getting Started as a Catechist</i>
2. <i>Roles of the Catechist</i>	2. <i>Spirituality of the Catechist</i>
3. <i>Person of the Catechist</i>	3. <i>Person of the Catechist (Part 1 only). You must also complete Part II – History of Catechesis</i>
4. <i>Methods: (Grades 1-2) (Grades 3-4).....</i>	4. <i>Age Specific Lesson Planning: Elementary</i>
<i>(Grades 5-6) (Grades 7-8)</i>	<i>Middle School</i>
5. <i>Introduction to the Learner</i>	5. <i>Human Development: Faith & Moral Dimensions</i>
10. To renew your Catechist Certificate, you must complete a total of 30 clock hours within a three-year period. Parish, diocesan and college courses and workshops in theology, scripture, morality and teaching skills will be accepted towards renewal of your catechist certificate.

Please call the Diocesan Office of Continuing Christian Education for more information: 713/741-8730.

NOTES FOR THE CATECHIST

Summary Paper

In order to receive credit for a catechist formation content course, the participant must complete a **Summary Paper** which must be received by the C.C.E. Office within two years of the completion of the course. No credit will be given until the paper is received and reviewed by the C.C.E. Office. *(Please note—a summary paper is not required for catechetics modules, electives or the days of prayer.)*

Attendance Policy

The participant is expected to attend all sessions. One absence only will be allowed; make-up work for session missed must be completed. It is the responsibility of the participants to contact the instructor about make-up work.

Completion Card

A **Completion Card** for content courses and catechetics modules will be mailed to the catechetical leader of the home parish. If the participant does not receive a completion card within six weeks after the **Summary Paper** has been mailed to the C.C.E. Office, he/she should call the catechetical leader or the C.C.E. Office.

Record Keeping

Each catechist should keep a record of his/her course work. This can be done by using the form on **pages 14 and 15** of this booklet.

Catechists should inform the catechetical leader of their home parish/school of courses taken so that he/she can update the catechetical records.

Initial, Full and Renewal Diocesan Catechist Certificates will be awarded by the bishop at a commissioning service held each year at Catechist Days. Course requirements must be completed by **JULY 1** of the year in which the certificate will be awarded, and application forms (**see pages 16-18**) must be received by the C.C.E. Office by **JULY 15** of that year.

Catechetical Ministry Service Award

Catechists who have 20,25,30,35,40 or more years (in 5-year increments) of service in catechetical ministry can apply for a **Service Award (see page 19)**. Applications must be sent by the DRE by **JULY 1**. Applications will be presented through the Diocesan Board of Education at Catechist Days.

SAMPLE COVENANT AGREEMENT BETWEEN PARISH COMMUNITY AND CATECHIST

We, the Catholic Community of _____
call you to be a witness to our faith in the catechetical ministry of our community during the year
of _____.

As a community we promise to support your ministry:

- through our prayers
- through our support of you—both personally and professionally
- through providing you with opportunities for continuing formation
- through providing the educational resources needed for your ministry

Our prayers are with you as you proclaim the Good News of Jesus Christ.

(Signature of Pastor or Catechetical Leader)

* * * * *

In answering the call of God, affirmed by my community, to the catechetical ministry,

I, _____, promise

- to continue my spiritual development through my prayer life and participation in the faith life of the community
- to continue my personal and educational development through attendance at courses and workshops
- to be aware of and support parish policies in the catechetical area
- to attend all class sessions and any other in-services required by the parish
- to prayerfully and carefully prepare all lessons
- to provide a positive classroom atmosphere

I pray to the Lord to be with me as I share my faith in His name.

Catechist

Date

CATECHIST SELF-ASSESSMENT

Rate yourself as High Performer (4) if you do these things routinely. Low Performer (1) if you never do what is described. (Circle appropriate number.)

I. Personal Spiritual Growth

Because the person of the catechist is key to sharing faith, please rate yourself on the attention that you pay to growth in these areas:

- | | | | | |
|---|---|---|---|---|
| A. I pray for and about my ministry | 4 | 3 | 2 | 1 |
| B. I nurture my spirituality through spiritual reading, retreats, spiritual companions, etc. | 4 | 3 | 2 | 1 |
| C. I actively work towards meeting the requirements of certification as a catechist | 4 | 3 | 2 | 1 |
| D. I develop my classroom management skills by regular inservices, professional reading | 4 | 3 | 2 | 1 |
| E. I make it a point to meet regularly with other catechists, formally and informally | 4 | 3 | 2 | 1 |
| F. I continue my catechetical education by regular participation in ongoing catechist education | 4 | 3 | 2 | 1 |

II. Develop Lesson Plans

An effective catechetical lesson for any topic or age group is dependent on an effective plan. A plan is like a road map to a specific outcome or goal.

- | | | | | |
|---|---|---|---|---|
| A. I have established reasonable catechetical goals for my group; I know what I want to accomplish long term and short term | 4 | 3 | 2 | 1 |
| B. I do outside research on the major topics of my curriculum | 4 | 3 | 2 | 1 |
| C. I prepare my lesson plan carefully | 4 | 3 | 2 | 1 |
| D. I organize all materials needed for each lesson and unit I teach | 4 | 3 | 2 | 1 |
| E. I have a specific plan for evaluating each lesson I teach | 4 | 3 | 2 | 1 |

III. Develop Relationships with Learners

The ministry of catechesis is dependent on developing a relationship between catechists and learners. This relationship is reciprocal, in that all participants have faith to share with each other.

- | | | | | |
|--|---|---|---|---|
| A. I communicate with parents/families of my learners | 4 | 3 | 2 | 1 |
| B. I know something about my learners' backgrounds | 4 | 3 | 2 | 1 |
| C. I share some of my faith history and background with my learners | 4 | 3 | 2 | 1 |
| D. I put my management skills to use in my classes | 4 | 3 | 2 | 1 |
| E. I share my life experiences | 4 | 3 | 2 | 1 |
| F. I ask them to share their life experiences | 4 | 3 | 2 | 1 |
| G. I make it a point to provide community building experiences | 4 | 3 | 2 | 1 |
| H. I actively assist my learners in increasing their prayer life | 4 | 3 | 2 | 1 |
| I. I make myself available to serve my learners and their families as needed | 4 | 3 | 2 | 1 |

IV. Teaching the Lesson

Because this is the most obvious portion of a catechist's job description, it often can be glossed over as unimportant. Yet, it is the heart of sharing the message.

- | | | | | |
|--|---|---|---|---|
| A. I make sure the room environment is appropriate for the day's lesson | 4 | 3 | 2 | 1 |
| B. I plan how each class will begin | 4 | 3 | 2 | 1 |
| C. My presentations are clear and appropriate for the learner | 4 | 3 | 2 | 1 |
| D. My learners are actively involved throughout the lesson, according to their age and ability | 4 | 3 | 2 | 1 |
| E. I plan how each class will close | 4 | 3 | 2 | 1 |
| F. I evaluate my learner's performance during the lesson | 4 | 3 | 2 | 1 |
| G. I critique my own performance after each lesson | 4 | 3 | 2 | 1 |

V. Support the CCE Program: Parish Mission and Catechesis

The heart of any catechetical program is the catechist. The catechetical program can never be separated from the overall mission of the parish community, and it is the community that forms the link between universal church and the individual.

A. I help recruit others to the ministry of catechesis	4	3	2	1
B. I am involved in registration for catechesis	4	3	2	1
C. I take part in service work and community worship	4	3	2	1
D. I contribute both self and financial support to parish activities	4	3	2	1
E. I know my parish's mission statement and goals and actively work to promote them	4	3	2	1

Totals _____

How Do You Rate?

- Count the number of circles in each column
- Multiply the sum of circles by the number at the column top (if you have 12 circles in the 4 column, you have 48 points)
- Do the same for each column
- Total the sums

120-128 points -- You are an expert catechist. Where are you? The DREs of the diocese want you!

90-119 points -- Excellence in catechesis is yours. Think about sharing your expertise with others.

65-89 points -- There is always room for improvement. Which way to the nearest certification course?

31-64 points -- The spirit is willing but the skills are weak. Explore with your DRE on beginning a program of improvement.

Below 31 points -- Enthusiasm only goes so far. It's time for serious evaluation of matching your gifts with available ministries.

[This catechist self-assessment was first published in Network, the newsletter of ACPM (Association of Catechetical and Pastoral Ministers) and was contributed by Sylvia Marotta.]

PARISH CATECHIST CERTIFICATION RECORD

NAME: _____ PHONE: (H) _____ (W) _____

ADDRESS: _____ CITY: _____ ZIP: _____

PARISH: _____ GRADE: _____

NUMBER OF YEARS TEACHING EXPERIENCE: _____ OCCUPATION: _____

Educational Background

	ELEMENTARY	HIGH SCHOOL	COLLEGE	POST GRADUATE
CATHOLIC SCHOOL	1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	_____ (Hours)
PUBLIC SCHOOL	1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	_____ (Hours)

DEGREE(S): _____

DIOCESAN CERTIFICATE(S): _____

To receive an Initial Certificate you must attend content courses (minimum 51 hrs.) and submit a summary paper* for each course. In addition, you must complete catechetics modules (minimum 10 hrs.), and a day of prayer (6 hrs.). The remaining hours may be satisfied by attending content courses, catechetics modules or electives for a total of 85 hrs. Maximum elective hours for initial certification is 18 hrs. One year teaching experience is required.

To receive a Full Certificate you must complete the requirements for an Initial Certificate, attend the remaining required content courses, and submit a summary paper* for each course for a total of 102 hours. In addition, you must complete the catechetics modules, an additional day of prayer (6 hrs.) and the remaining elective hours for a total of 170 hours. An additional two years teaching experience is required.

Total Clock Hours for Full Certificate is 170 hours.

Requirements for Certification

<u>Content Courses</u> (102 hours)	<u>Location</u>	<u>Date</u>
Ministry (6 hrs.)	_____	_____
Old Testament (12 hrs.)	_____	_____
New Testament (12 hrs.)	_____	_____
Christology (6 hrs.)	_____	_____
Church Doctrine (8 hrs.)	_____	_____
Prayer & Spirituality (6 hrs.)	_____	_____
Church History (10 hrs.)	_____	_____
Sacraments & Liturgy (12 hrs.)	_____	_____
Moral Teachings (12 hrs.)	_____	_____
Mission & Discipleship (6 hrs.)	_____	_____
Human Sexuality (12 hrs.)	_____	_____

* To obtain catechist credit, summary papers for content courses must be submitted within two years upon completion of a course.

Catechetics Modules (10 two-hour modules)

		<u>Location</u>	<u>Date</u>
The Person of the Catechist	(2 hrs.)	_____	_____
Getting Started as a Catechist	(2 hrs.)	_____	_____
Basic Lesson Planning	(2 hrs.)	_____	_____
Teaching Different Learning Styles	(2 hrs.)	_____	_____
Age Specific Lesson Planning	(2 hrs.)	_____	_____
Spirituality of the Catechist	(2 hrs.)	_____	_____
Human Development	(2 hrs.)	_____	_____
Role of the Family in Catechesis	(2 hrs.)	_____	_____
Cultural Perspectives in Catechesis	(2 hrs.)	_____	_____
Catechesis and Liturgy	(2 hrs.)	_____	_____

Electives (36 hours)

<u>Hours</u>	<u>Location</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Days of Prayer/Reflection

<u>Hours</u>	<u>Location</u>	<u>Date</u>
(Total of 12 hours)	1. _____	_____
_____	2. _____	_____

(Requirement may be satisfied through attendance at: FTCM/FPMC Day of Reflection, Catechist Day of Prayer, Parish Mission, Personal Retreat, etc.)

Teaching Experience (3 years)

<u>Parish/School</u>	<u>Grade/Age Level</u>	<u>Year Taught</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

RENEWAL CREDIT

For catechist certificate renewal, you must complete a total of 30 hours which includes hours in theology, methodology and spiritual formation experiences within three (3) years.

<u>Workshop/Course</u>	<u>Hours</u>	<u>Location</u>	<u>Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

APPLICATION: INITIAL CATECHIST CERTIFICATE *(Parish Catechist)*

This form must be received in the CCE Office by July 15. Certificates will be awarded by the Bishop at Catechist Days.

NAME: _____ PHONE: (H) _____ (W) _____

ADDRESS: _____ CITY: _____ ZIP: _____

PARISH: _____

*To receive an **Initial Certificate** you must attend content courses (minimum 51 hrs.) and submit a Summary Paper* for each course. In addition, you must complete catechetics modules (minimum 10 hrs.), and a Day of Prayer (6 hrs). The remaining hours may be satisfied by attending content courses, catechetics modules or electives for a total of 85 hrs. Maximum elective hours for initial certification is 18 hrs. One year teaching experience is required.*

<u>Content Courses (minimum 51 hours)</u>	<u>Location</u>	<u>Date</u>
Ministry (6 hrs.)	_____	_____
Old Testament (12 hrs.)	_____	_____
New Testament (12 hrs.)	_____	_____
Christology (6 hrs.)	_____	_____
Church Doctrine (8 hrs.)	_____	_____
Prayer & Spirituality (6 hrs.)	_____	_____
Church History (10 hrs.)	_____	_____
Sacraments & Liturgy (12 hrs.)	_____	_____
Moral Teachings (12 hrs.)	_____	_____
Mission & Discipleship (6 hrs.)	_____	_____
Human Sexuality (12 hrs.)	_____	_____

**To obtain catechist credit, summary papers for content courses must be submitted within two years of course completion.*

<u>Catechetics Modules (minimum 10 hours)</u>	<u>Location</u>	<u>Date</u>
The Person of the Catechist (2 hrs.)	_____	_____
Getting Started as a Catechist (2 hrs.)	_____	_____
Basic Lesson Planning (2 hrs.)	_____	_____
Teaching Different Learning Styles (2 hrs.)	_____	_____
Age Specific Lesson Planning (2 hrs.)	_____	_____
Spirituality of the Catechist (2 hrs.)	_____	_____
Human Development (2 hrs.)	_____	_____
Role of the Family in Catechesis (2 hrs.)	_____	_____
Cultural Perspectives in Catechesis (2 hrs.)	_____	_____
Catechesis and Liturgy (2 hrs.)	_____	_____

<u>Electives (maximum 18 hours)</u>	<u>Hours</u>	<u>Location</u>	<u>Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

<u>Days of Prayer/Reflection (6 hours)</u>	<u>Hours</u>	<u>Location</u>	<u>Date</u>
_____	_____	_____	_____

(Requirement may be satisfied through attendance at: FTCM/FPMC Day of Reflection, Catechist Day of Prayer, Parish Mission, Personal Retreat, etc.)

<u>Teaching Experience (1 year)</u>	<u>Parish/School</u>	<u>Grade/Age Level</u>	<u>Year Taught</u>
_____	_____	_____	_____

APPLICATION: FULL CATECHIST CERTIFICATE (Parish/School Catechist)

This form must be received in the CCE Office by July 15. Certificates will be awarded by the Bishop at Catechist Days.

NAME: _____ PHONE: (H) _____ (W) _____

ADDRESS: _____ CITY: _____ ZIP: _____

PARISH/SCHOOL: _____

*To receive a **Full Certificate** you must complete the requirements for an Initial Certificate, attend the remaining required content courses, and submit a summary paper for each course for a total of 102 hours. In addition, you must complete the catechetics modules, an additional day of prayer (6 hrs.) and the remaining elective hours for a total of 170 hours. An additional two years teaching experience is required. **TOTAL CLOCK HOURS FOR FULL CERTIFICATE IS 170 HOURS.***

<u>Content Courses (102 hours)</u>	<u>Location</u>	<u>Date</u>
Ministry (6 hrs.)	_____	_____
Old Testament (12 hrs.)	_____	_____
New Testament (12 hrs.)	_____	_____
Christology (6 hrs.)	_____	_____
Church Doctrine (8 hrs.)	_____	_____
Prayer & Spirituality (6 hrs.)	_____	_____
Church History (10 hrs.)	_____	_____
Sacraments & Liturgy (12 hrs.)	_____	_____
Moral Teachings (12 hrs.)	_____	_____
Mission & Discipleship (6 hrs.)	_____	_____
Human Sexuality (12 hrs.)	_____	_____

**To obtain catechist credit, summary papers for content courses must be submitted within two years of course completion.*

<u>Catechetics Modules (10 two-hour modules)</u>	<u>Location</u>	<u>Date</u>
The Person of the Catechist (2 hrs.)	_____	_____
Getting Started as a Catechist* (2 hrs.)	_____	_____
Basic Lesson Planning* (2 hrs.)	_____	_____
Teaching Different Learning Styles* (2 hrs.)	_____	_____
Age Specific Lesson Planning (Parish Catechists Only) (2 hrs.)	_____	_____
Catholic Identity (School Catechists Only) (2 hrs.)	_____	_____
Spirituality of the Catechist (2 hrs.)	_____	_____
Human Development* (2 hrs.)	_____	_____
Role of the Family in Catechesis (2 hrs.)	_____	_____
Cultural Perspectives in Catechesis* (2 hrs.)	_____	_____
Catechesis and Liturgy (2 hrs.)	_____	_____

**Equivalency Credit can be granted for college Education course hours on these modules*

<u>Electives (36 hours)</u>	<u>Hours</u>	<u>Location</u>	<u>Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

<u>Days of Prayer/Reflection (Total of 12 hours)</u>	<u>Hours</u>	<u>Location</u>	<u>Date</u>
_____	_____	_____	_____
_____	_____	_____	_____

(Requirement may be satisfied through attendance at: FTCM/FPMC Day of Reflection, Catechist Day of Prayer, Parish Mission, Personal Retreat, etc.)

Teaching Experience
(3 years)

Parish/School

Grade/Age Level

Year Taught

APPLICATION: RENEWAL OF CATECHIST CERTIFICATE
(Parish or School Catechist)

This form must be received in the CCE Office by July 15 . Certificates will be awarded by the Bishop at Catechist Days.

NAME: _____ PHONE: (H) _____ W) _____

ADDRESS: _____ CITY: _____ ZIP: _____

PARISH: _____

I WAS CERTIFIED IN _____ (YEAR)

I have completed my renewal by attendance at thirty (30) hours of theology, methodology and spiritual formation experiences within the past three (3) years.

CONTINUING CHRISTIAN EDUCATION

<u>Workshop/Course</u>	<u>Location</u>	<u>Date</u>	<u>Hours</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SPIRITUAL FORMATION

<u>Retreat/Workshop/Course</u>	<u>Location</u>	<u>Date</u>	<u>Hours</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CATECHETICAL TEACHING EXPERIENCE

<u>Parish/School</u>	<u>Grade/Age Level</u>	<u>Year Taught</u>
_____	_____	_____
_____	_____	_____

APPLICATION: CATECHETICAL MINISTRY SERVICE AWARD

Each year the Diocesan Board of Education presents service awards to catechists who have completed their 20th, 25th, 30th, 35th, 40th or more year of service to the catechetical ministry. Please fill out a form for each catechist who is eligible for this award and return this form by **July 15**.

Awards will be presented by the President of the Diocesan Board of Education at the Central Catechist Day. Awards will also be presented by a diocesan representative at the Northern, Southern and Bluebonnet Catechist Days.

Recipients will receive a letter of invitation and be allowed to choose which service they will attend.

NAME: _____ PHONE: (h) _____ (w) _____

ADDRESS: _____ CITY: _____ ZIP: _____

PARISH: _____ SCHOOL: _____

Total number of years as a catechist: _____

Number of years served within the diocese: _____

Number of years served outside the diocese: _____

SIGNATURE OF CATECHETICAL LEADER: _____

TITLE: _____

Please return by **JULY 15** to:

**CONTINUING CHRISTIAN EDUCATION
2403 Holcombe Blvd.
Houston, Texas 77021**