



communicating the
catholic message
Archdiocese of Atlanta

Catechist Certification

Updated 2014

Foreword

By Archbishop Wilton D. Gregory, S.L.D.

I am pleased to endorse this update to *Communicating the Catholic Message*, Catechist Certification, 2014. I am especially delighted that it is a work of collaboration among Archdiocesan Parish Catechetical Leaders and Archdiocesan Catholic School teachers. Combining their expertise, the Certification Document Committee has ensured the certification guidelines for the Archdiocese include references to the General and National Directories of Catechesis and offer viable paths to achieving all levels of certification while respecting the distinct ministry settings of parish and school catechists.

From our earliest times, “the name catechesis was given to the totality of the Church’s efforts to make disciples, to help [women and] 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). The catechist is essential to this ministry and to the overall mission of the Church. Whether engaging adults, adolescents, or children in formation and discipleship, the catechist is one who “echoes” the gospel – a ministry for which I am truly grateful.

I encourage all pastors, their parish catechetical leaders, and all principals to promote the certification process among their ministry leaders, teachers, and volunteer catechists as a tool with which to inspire and facilitate life-long formation in the Faith. “The missionary character of catechesis is more evident now than it has been in the past. Catechesis that awakens an initial faith and encourages conversion to Christ in an increasingly secular culture is bearing positive results” (*National Directory for Catechesis*, 10). The catechist certification process can advance an encounter with Christ, cultivate a spirit of transformation, and foster mature discipleship.

The Church has a sacred responsibility to bring the Good News of Jesus Christ to all of humanity. “To go, therefore, and make disciples” (Matthew 28:19). The ministry of catechesis is integral to this mission of evangelization. “Catechesis nurtures the seed of faith sown by the Holy Spirit through the initial proclamation of the Gospel” (NDC, 68). Catechesis makes the Good News tangible.

Thank you for your loving, patient, and faithful efforts to implement *Communicating the Catholic Message*. Together, I pray that the object of our efforts lead others to “enter the mystery of Christ, to encounter him, and discover themselves and the meaning of their lives in him” (NDC, 55). To God be the Glory in Jesus Christ!

Given this day, May 13, 2014, Feast of Our Lady of Fatima.

Fraternally yours in Christ,



✠ Wilton D. Gregory,
Archbishop of Atlanta



Preface

Updating the Certification Process

A committee of experienced parish catechetical leaders and Catholic school personnel met over a six-month period to review *Communicating the Catholic Message*, the catechist certification process for the Archdiocese of Atlanta. Their goal was to update the 2001 document in the following ways:

- Reference the current catechetical documents such as the *General Directory for Catechesis* (GDC) and the *National Directory for Catechesis* (NDC) as well as other documents from the United States Conference of Catholic Bishops (USCCB).
- Update course outlines with regard to recent publications or methods.

The committee acknowledged that the certification process was well rounded, incorporating church teaching, methods for teaching, spiritual development, and an understanding of catechesis and the learner.

The Committee

The Office of Formation and Discipleship of the Archdiocese of Atlanta is grateful to the following committee members for their input and efforts in reviewing and updating *Communicating the Catholic Message*.

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The Document

Communicating the Catholic Message, authorized by the Archbishop and the Office of Formation and Discipleship, exists to give direction to the catechetical ministry in the Archdiocese of Atlanta in assuring that the catechists are well prepared for their task. Rooted in the documents of the Second Vatican Council, *The Catechism of the Catholic Church* (CCC) and the basic teachings for catechetical ministry found in the *General Directory for Catechesis* (GDC), *The National Directory for Catechesis* (NDC) and *Sharing the Light of Faith: National Catechetical Directory for Catholics of the United States* (NCD), the certification process is both informational and formational for parish catechists and Catholic school teachers. This document gives an overview of the process and outlines the requirements in the certification process.

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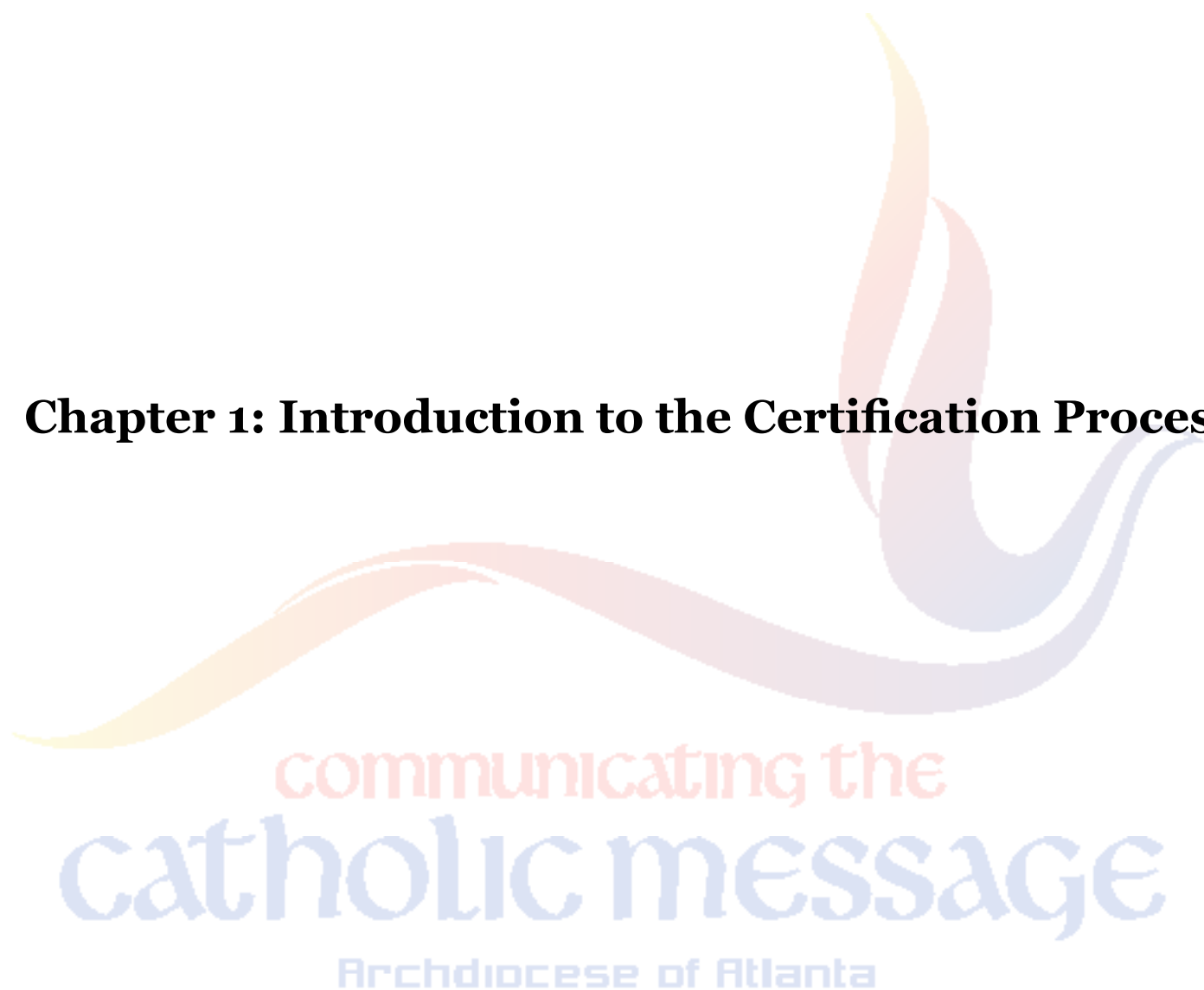
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Chapter 1: Introduction to the Certification Process



The Catechist

A catechist is any Catholic, whether a volunteer serving in a parish or a Catholic school teacher, who assists another in understanding and living the faith through intentional formation administered by appropriate pastoral leadership.

Deriving from the ancient Greek term that means, “to echo, to resound, to sound from above,” the catechist is a vital dimension in the transmission and maturation of the Gospel.

The apostolic work of the catechist springs from the Sacrament of Baptism through which all believers come to share in the prophetic ministry of Christ and the evangelizing mission of the Church. It is strengthened by the Sacrament of Confirmation. The call to the ministry of catechist is a vocation, an interior call, the voice of the Holy Spirit. Catechists need to be practicing Catholics who participate fully in the communal worship and life of the Church and who have been prepared for their apostolate by appropriate catechetical training. (*National Directory for Catechesis*, p. 228-229)

The Certification Process

The purpose of *Communicating the Catholic Message* is to establish that there are specific guidelines in place to train those involved in the ministry of faith formation as catechists. This document outlines two distinct paths to the same competencies:

- One path designed to meet the needs of volunteer parish catechists
- One path designed for Catholic school teachers

Specific certification requirements for each path are contained in the following chapters of this document:

- Parish Catechist Certification Requirements (see chapter 2)
- Catholic School teacher Certification Requirements (see chapter 6)

Each path has been prepared respecting the unique needs of the volunteer catechist as well as the education background and daily immersion in a Catholic school environment of the Catholic school teacher.

The Four Dimensions of a Catechist

There are four primary dimensions that should be holistically developed and balanced within the catechist. These interrelated areas of formation, when adequately developed, ensure a well-rounded catechist. Each dimension is understood in the following categories:

Catechist

The catechist dimension addresses the personal development of the catechist as a mature disciple. Essential to this dimension is a catechist’s spiritual formation, and an apostolic consciousness of vocation and ministry to share faith on behalf of the Church.

Theology

The theology dimension addresses a catechist’s working knowledge of the Catholic faith, tradition, and practice. Scripture, documents from the Second Vatican Council, and *The Catechism of the Catholic Church* are fundamental reference points of study.

Learner

The learner dimension addresses the person being taught and the social context in which the learner lives so that a catechist can effectively share a message.

Methods

The methods dimension addresses the necessary skills needed by the catechist for effectively delivering the content to the learner.

The Competencies

Parish catechists and Catholic school teachers occupy a particular and official role within the Church's pastoral outreach. As such, the archdiocese has certain expectations regarding their preparedness and suitability for this essential ministry. While the competence required of catechists may vary according to individual circumstance and setting, each catechist should be able to demonstrate sufficient knowledge and proficiency with respect to the following categories:

Catechist

- Vocation and roles of the catechist
- Vision and function of catechetical ministry
- Spiritual life, personal holiness, and witness of Christian living
- Gift-discernment

Theology

- Creed
- Hebrew and Christian scriptures
- Trinity
- Jesus Christ
- Mary and the saints
- Prayer and spirituality
- Liturgy and sacraments
- Church history
- Ecclesiology
- Eschatology
- Christian morality
- Catholic Social Teaching
- Stewardship

Learner

- Cognitive, affective, and moral development
- Intelligence theories
- Relational-dynamics
- Social influences (socio-economic, culture, family systems, etc.)

Methods

- Preparing the catechetical setting
- Session planning
- Using texts and resources
- Planning and leading prayer
- Faith formation session facilitation and management
- Creative teaching and utilizing media

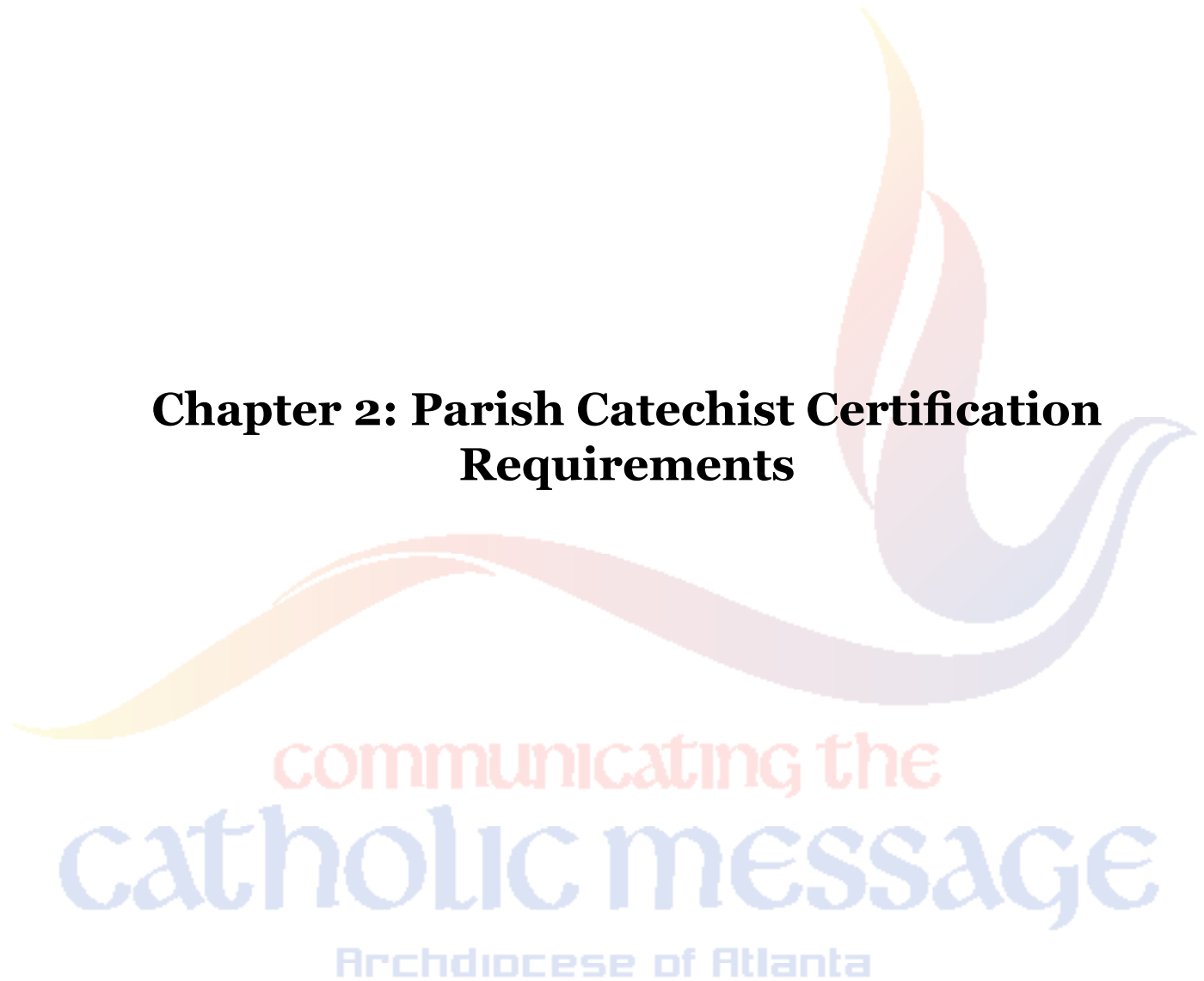
The Catechetical Leader in the Parish and School

The catechetical leader, as the designee of the pastor or principal, is responsible to ensure that all catechists, whether volunteer catechists serving in the parish or Catholic school teachers, receive formation towards certification.

The parish catechetical leader in a parish, under the respective guidance of the pastor, directs programs related to the faith formation of catechists. This encompasses a broad range of roles and responsibilities (see chapter 3). There may be more than one parish catechetical leader in a parish. Examples of parish catechetical leaders include directors/coordinators of religious education, parochial vicars, deacons, youth ministers, adult faith formation leaders, young adult ministers, and coordinators of initiation teams.

The Catholic school catechist certification leader is a school employee who directs programs related to faith formation of a school's teachers. The principal is the verifying authority and may serve as or appoint a school catechist certification leader. As the designee of the principal, the school certification leader is responsible for ensuring that all religion teachers, as catechists, receive formation toward certification. (Roles and responsibilities are outlined in chapter 7.) There may be more than one catechetical leader in a Catholic school. Some examples of catechetical leaders include assistant principals, religious education coordinators or a certified religion teacher.

Chapter 2: Parish Catechist Certification Requirements



Basic Catechist Certification Requirements

Overview and Requirements

To achieve Basic Certification, catechists must complete the Archdiocese of Atlanta's Office of Child and Youth Protection* screening and training in addition to the following courses (see chapter 4):

Catechist (5 hours total)

- BC1 Ministry of Catechesis (2 hours)
- BC2 Spirituality of the Catechist (1 hour)
- BC3 Spiritual Enrichment (2 hours)

Theology (12 hours total)

- BT1 Overview of Scripture (2 hours)
- BT2 Catholic Morality (2 hours)
- BT3 Church History (2 hours)
- BT4 What the Church Believes (2 hours)
- BT5 Liturgy and Sacraments (2 hours)
- BT6 Prayer and Spirituality (2 hours)

Learner (3 hours total)

- BL1 Faith and Moral Development (2 hours)
- BL2 Spirituality of the Child/Adolescent (1 hour)

Methods (Varies with age level)

Specific methodology hours vary according to the age level certification. Requirements for each age level are listed below:

Early Childhood/Elementary (4 hours total)

- BM1 Effective Catechesis and Session Management (1 hour)
- BM2 General Methods Elective (1 hour)
Suggested topics include: session planning, using texts and resources, using technology, engaging the learner, faith formation session management
- BM3 Session Observation (2 hours)

Adolescent Grades 6-12 in a Faith Formation Session Setting (4 hours total)

- BM1 Effective Catechesis and Session Management (1 hour)
- BM2 General Methods Elective (1 hour)
Suggested topics include: session planning, using texts and resources, using technology, engaging the learner, session management, evangelization of adolescents
- BM3 Session Observation (2 hours)

Youth Ministry Grades 6-12 in a Youth Ministry Setting (18 hours total)

- YM1 The Vision of Youth Ministry (2 hours)
- YM2 Developing Leadership in Youth and Adults (2 hours)
- YM3 Youth Ministry Planning (2 hours)
- YM4 Evangelization of Youth (2 hours)
- YM5 Adolescent Development and Pastoral Care of Youth (2 hours)

- YM6 Ministry with Diverse Populations (2 hours)
- YM7 Liturgy, Worship and Music (2 hours)
- YM8 Moving From Service to Justice (2 hours)
- YM9 The Legal Environment of Youth Ministry (2 hours)

Young Adult/Adult (6 hours total)

- AM1 The What and How of Adult Faith Formation (3 hours)
- AM2 Focusing on Adult Faith Formation (3 hours)

Timeline

The catechist is encouraged to complete Basic Certification requirements within two years of starting to teach. A catechist may be working toward all three certification levels at the same time; however, he/she must complete Basic Certification before an Intermediate or Advanced Certification will be issued.

Renewal of Basic Certification

To renew Basic Catechist Certification, a catechist should complete at least 15 hours of documented faith formation classes/activities every five years. These hours may be applied toward Intermediate and/or Advanced Certification.

***Safe Environment**

The Archdiocese is committed to providing safe environments for all participants, volunteers and staff. All must be in compliance with screening and training requirements in accordance with the Archdiocesan Office of Child and Youth Protection.

Credit for Education Degree, Teaching Certificate and Certification Experience

Catechists may receive credit for *a maximum of six hours* of Methods and Learner hours for each year of teaching or related catechetical ministry (one hour per year of experience). Credit for such exemptions is not cumulative, but rather, is awarded once in the certification process.

Transferability, Equivalency and Special Circumstances

Catechists certified in other dioceses, at the request of the appropriate catechetical authority, may be certified in the Archdiocese of Atlanta based on the equivalency of their prior status (proof of competence or evidence of previous formation required). The parish catechetical leader trained in implementation of *Communicating the Catholic Message* may grant Basic Certification and, on behalf of the catechist, apply to the Office of Formation and Discipleship for Intermediate or Advanced Certification.

Intermediate Catechist Certification Requirements

Overview and Requirements

In addition to the Basic Certification requirements, Intermediate Certification requires a **minimum** of the following topic areas:

Catechist (6 hours total)

- IAC Spiritual Enrichment (see chapter 4)

Theology (24 hours total)

Divided equally among the following six areas of theology:

- IAT1 Scripture
- IAT2 Catholic morality
- IAT3 Church doctrine and history
- IAT4 Prayer/Spirituality
- IAT5 Sacraments
- IAT6 Liturgy

IALM Methods and Learner (12 hours total)

Possible topics include:

- Curriculum development
- Psychology of the learner
- Learning styles
- Use of media and resources
- Catechesis in specialized circumstances (i.e. family, multicultural, disability, and aged)
- Liturgical catechesis
- Study of catechetical documents and resources

Timeline

The catechist is encouraged to complete Intermediate Certification requirements within three years of attaining Basic Catechist Certification.

Renewal

To maintain Intermediate Certification, a catechist should complete at least 15 hours of documented faith formation activity every five years. These hours may be applied toward Advanced Certification.

Credit for Education Degree, Teaching Certificate and Certification Experience

A catechist may receive credit for *a maximum of six hours* of Methods and Learner hours for each year of teaching or related catechetical ministry (one hour per year of experience). Credit for such exemptions is not cumulative; but rather is awarded once in the certification process.

Transferability, Equivalency and Special Circumstances

Catechists certified in other dioceses, at the request of the appropriate catechetical authority, may be certified in the Archdiocese of Atlanta based on the equivalency of their prior status (proof of competence or evidence of previous formation required). The parish catechetical leader trained in implementation of *Communicating the Catholic Message* may grant Basic Certification and, on behalf of the catechist, apply to the Office of Formation and Discipleship for Intermediate or Advanced Certification.

Advanced Catechist Certification Requirements

Overview and Requirements

In addition to Basic and Intermediate Certification, Advanced Certification requires a *minimum* of the following topic areas:

Catechist (12 hours total)

- IAC Spiritual Enrichment (see chapter 4)

Theology (24 hours total)

12 hours must be concentrated in one area of theology; the remaining hours should be accomplished in the remaining theology topics:

- IAT1 Scripture
- IAT2 Catholic morality
- IAT3 Church doctrine and history
- IAT4 Prayer/Spirituality
- IAT5 Sacraments
- IAT6 Liturgy

IALM Methods and Learner (12 hours total)

Choose from one of the following categories:

- Early childhood/elementary catechesis
- Adolescent catechesis/youth ministry
- Young adult/adult faith formation
- Leadership skills
- Catholic school religious education
- Family catechesis
- Catechesis for special needs

Timeline

The catechist is encouraged to complete Advanced Certification within three years of attaining Intermediate Certification.

Renewal

Those with Advanced Certification are encouraged to continue to pursue personal spiritual growth and faith formation opportunities. To maintain Advanced Certification, a catechist should complete at least 15 hours of documented faith formation activity every five years.

Credit for Education Degree, Teaching Certificate and Certification Experience

A catechist may receive credit for **a maximum of six hours** of Methods and Learner hours for each year of teaching or related catechetical ministry (one hour per year of experience). Credit for such exemptions is not cumulative, but rather is awarded once in the certification process.

Transferability, Equivalency and Special Circumstances

Catechists certified in other dioceses, at the request of the appropriate catechetical authority, may be certified in the Archdiocese of Atlanta based on the equivalency of their prior status (proof of competence or evidence of previous formation required). The parish catechetical leader trained in

implementation of *Communicating the Catholic Message* may grant Basic Certification and, on behalf of the catechist, apply to the Office of Formation and Discipleship for Intermediate or Advanced Certification.

Chapter 3: Implementing Catechist Certification in the Parish

A stylized graphic of a flame or flame-like shape, rendered in a gradient of colors from light yellow at the top to light blue at the bottom. It has a wavy, flowing appearance.

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Getting Started in the Parish

Designate a Parish Catechetical Leader

Identify a parish catechetical leader who will implement certification requirements for parish catechists. This individual will seek out opportunities in the following ways:

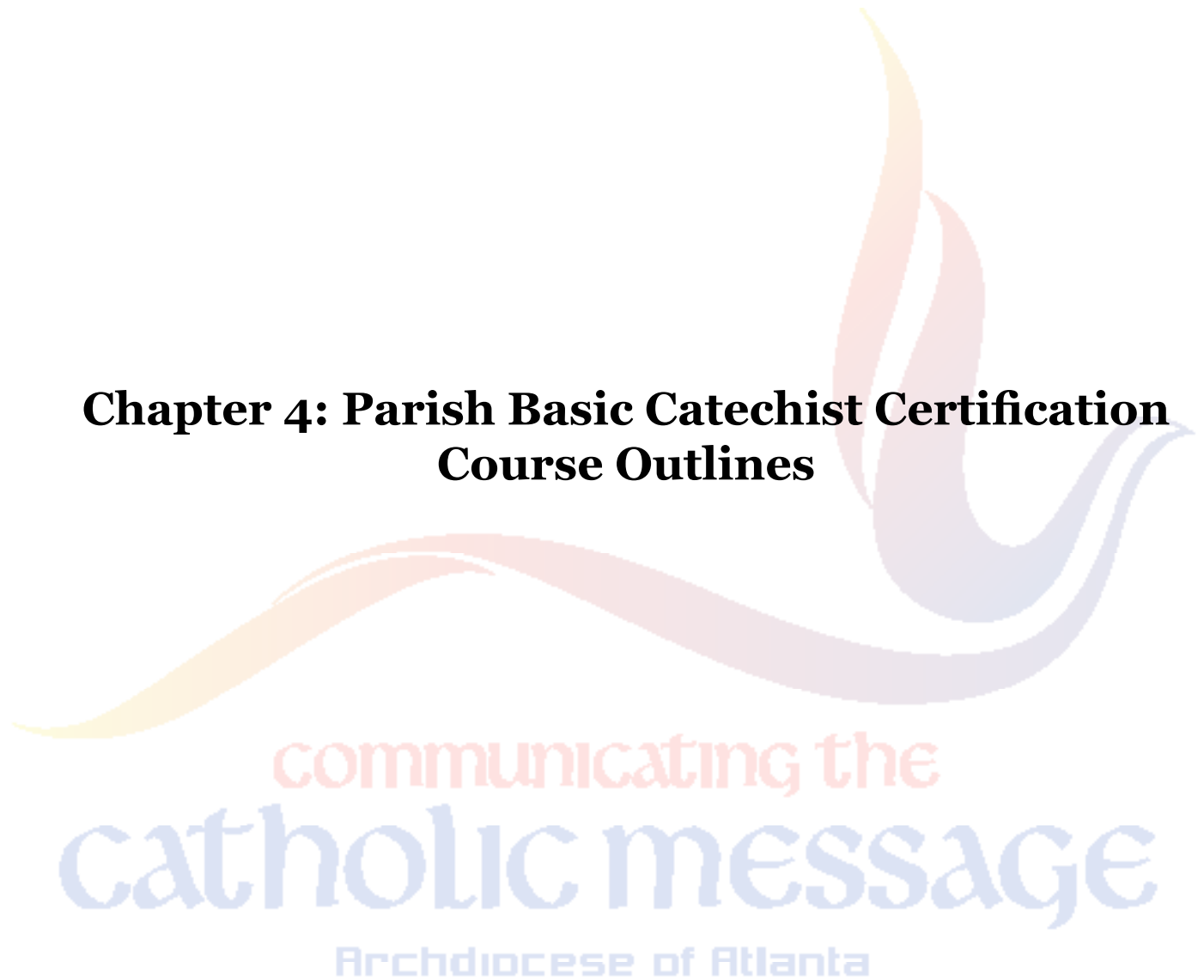
- Participate in catechist certification training offered by the Office of Formation and Discipleship.
- Stay current on updates to the certification process.
- Coordinate the catechist certification at the parish.

Coordinating Catechist Certification in the Parish

The parish catechetical leader has the following responsibilities in setting up and maintaining catechist certification.

1. Review the catechist certification requirements outlined in chapter 2 for Basic, Intermediate and Advanced levels and chapter 9 for Master Catechist Certification.
2. Schedule training sessions and advertise certification class opportunities.
 - Advise catechists about the *Echoes of Faith* (RCL/Benziger) video series. This series, paired with OFD produced webinars, follows the Basic Certification course outlines and may be used to complete Basic Certification. See Appendix C for a correlation to the course outlines.
 - Coordinate and host local certification events; identify a Master Catechist or other qualified speaker to teach sessions that contain the content included in course outlines contained in chapter 4.
 - Provide Archdiocese of Atlanta Webinar resources to catechists (see Appendix D for tips on viewing webinars).
 - Collaborate with neighboring parishes to offer catechist formation opportunities.
 - Review the Office of Formation and Discipleship calendar found on the Archdiocesan website for regional faith formation events.
3. If a course is presented at the parish, issue a course completion certificate to participants (see chapter 5 for template).
4. Provide all catechists with a method for tracking hours (see the “Parish Catechist Certification Log Form” in chapter 5).
5. Review “Record Keeping Suggestions” (see Appendix E) and establish a tracking system.
6. Provide each catechist with a yearly summary of credits earned.
7. Issue the Basic Catechist Certificate to each catechist after he/she completes all Basic Certification requirements (see certificate template provided in chapter 5).
8. Submit certification application forms and any supporting documentation to the Office of Formation and Discipleship (see chapter 5 and chapter 9 for forms).
 - Annually submit the “Parish Catechetical Leader Basic Catechist Certification Record.”
 - Annually submit the “Parish Basic Catechist Certification Renewal Application” listing catechists who have met the requirements for renewed certification.
 - Submit “Intermediate/Advanced Certification Application” for catechists who have met the requirements for Intermediate and Advanced Certification.
 - Submit “Master Catechist Application” for those who have met the requirements for Master Catechist.

Chapter 4: Parish Basic Catechist Certification Course Outlines



BC1 Ministry of Catechesis

“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 Gospel message” (GDC 235).

Goal

A catechist will develop an understanding of evangelization, catechesis and the ministry of catechesis as well as reflect on the personal call to serve.

Objectives

By the end of this class, the catechist will achieve the following objectives:

1. Define the terms *evangelization* and *catechesis*.
2. Recognize the mission of evangelization as central to catechesis.
3. Identify his/her call to ministry as a response to baptism.
4. List the six tasks of catechesis, the four sources of catechesis, and at least two models of catechesis (NDC 20).
5. Access resources foundational to the ministry of catechesis.

Content

- I. Catechesis as a moment of evangelization (GDC 63)
 - A. Evangelization (GDC 46-49)
 1. Definition of *evangelization*
 2. Church's mission
 - B. Nature and object of catechesis (GDC 77-83)
 1. Definition of *catechesis*
 2. Object of catechesis as deeper communion with Jesus
 - C. Catechesis and Church community (GDC 156, 158, 217-220)
- II. Qualities of catechists (NCD 205-211)
 - A. Response to call
 - B. Witness to the Gospel
 - C. Commitment to the Church
 - D. Share in community
 - E. Servant of the community
 - F. Knowledge, skills, abilities
- III. Fundamental tasks of catechesis (GDC 84-87)
 - A. Promote knowledge of the faith
 - B. Promote knowledge of the meaning of liturgy and the sacraments
 - C. Promote moral formation in Jesus Christ
 - D. Teach how to pray
 - E. Prepare the Christian to live in community and to participate actively in the life and mission of the Church
 - F. Promote a missionary spirit that prepares the faithful to be present as Christians in society
- IV. Sources of catechesis (NCD 41-46)
 - A. Biblical
 - B. Liturgical
 - C. Ecclesial

1. Church documents
2. Witness of Christian living
- D. Natural
- E. Comprehensive (*GDC* 114-115)
- V. Models of catechesis
 - A. Catechumenate (*GDC* 90-91)
 - B. Varied methods (*GDC* 148-155)
 1. Shared praxis
 2. Other
 3. Family as Domestic Church (*GDC* 255)
 - C. Special situations (*GDC* 189-192)
 - D. Socio-Religious context (*GDC* 193-201)
 - E. Inculturation (*GDC* 202-208)
- VI. Catechist formation
 - A. Considerations (*GDC* 233-247, *NDC* 25)
 - B. Foundational documents
 - C. National professional organizations (see Appendix B)
 - D. Continuing education
 - E. Books, journals & multimedia

BC2 Spirituality of the Catechist

“It is necessary for catechists to have a deep faith, a clear Christian and ecclesial identity, as well as a great social sensitivity” (*GDC 237*).

Goal

A catechist will understand the importance of his/her own story as it relates to spiritual development and will be able to relate his/her story to the larger story of the Catholic Church. The catechist will have a deeper understanding of vocation to the ministry of catechesis and the role this plays within each person’s spiritual journey.

Objectives

By the end of this class, the catechist will achieve the following objectives:

1. Chart his/her own spiritual journey by connecting the story of the catechist to the story of the Church.
2. Reflect on the “Qualities of the Catechist” (*NCD 205-211*) and how these qualities relate to spirituality.
3. Identify spiritual practices that nurture his/her relationship with God.

Content

- I. Spirituality of the catechist
 - A. God’s Word made flesh in the teaching mission of the Church (*GDC 231*)
 - B. God’s Word as animator of the catechist (*GDC 156*)
 - C. God’s Word directing the catechist’s personal faith journey
 - D. Catechist as a person of faith
- II. Examining one’s own faith journey
 - A. Willingness and ability to speak with conviction about his/her own experiences and convictions as a Catholic Christian (*CAC 17*)
 - B. Continuing growth in his/her personal and communal prayer life (*CAC 17*)
 - C. Ability to see God’s activity in his/her experiences, ministry, and lifestyle (*CAC 17*)
- III. Spiritual formation of the catechist
 - A. Spiritual call and vocation of the catechist
 - B. The process of continuing conversion (*GDC 56*)
 - C. The importance of prayer, sacraments, service, and justice
 - D. Daily living as a disciple of Jesus Christ

BC3 Spiritual Enrichment

“The Spirit of the Lord is upon me, because He has anointed me to bring good news to the poor. He has sent me to proclaim release to the captives, and recovery of sight to the blind, to let the oppressed go free, to proclaim the year of the Lord’s favor” (Luke 4:18-19).

Goal

A catechist will understand the importance of nurturing his/her spiritual development.

Objectives

Through participation in spiritual enrichment the catechist will call attention to the need to cultivate and nurture a life of faith.

Content

The experience of enrichment can come from a variety of sources provided by the parish, school, archdiocese, or Catholic organizations. Some spiritual formation experiences include the following opportunities:

- Bible study/prayer groups
- Cursillo weekend retreat
- Directed readings/multimedia
- Marriage Encounter
- Days of recollection/retreat
- Parish missions
- Parish renewal programs
- Conferences
- Eucharistic Congress
- Pax Christi
- Silent retreats
- Mission trips
- St. Vincent DePaul
- Food pantry service
- Habitat for Humanity
- Respect Life Ministry

BT1 Overview of Scripture

“Sacred Scripture is the speech of God as it is put down in writing under the breath of the Holy Spirit. And Tradition transmits in its entirety the Word of God which has been entrusted to the apostles by Christ the Lord and the Holy Spirit” (DV 9).

Goal

A catechist will develop a basic understanding of Sacred Scripture as God’s self-revelation and as the foundation for Catholic faith, creed, worship, and moral life.

Objectives

By the end of this class, the catechist will achieve the following objectives:

1. Articulate the meaning of the following terms: *scripture, tradition, magisterium, revelation, inspiration, exegesis, and canon*.
2. Access resources for studying scripture.
3. Delineate five steps in the formation of Sacred Scripture.
4. List how the books of the Bible are organized and how the Old and the New Testaments are connected.
5. Recognize the literary genres that comprise the scriptures.
6. Identify major themes of the Bible.

Content (CCC 74 – 141)

- I. Define and explain scriptural concepts including:
 - A. *Scripture, tradition, and magisterium (DV 10)*
 - B. *Revelation, inspiration, and canon*
 - C. Biblical interpretation (exegesis and hermeneutics)
 - D. *Inerrancy*
 - E. Differentiate Catholic contextual interpretation from literal fundamentalism
 - F. Different translations and versions of the Bible
 1. NAB translation used in *Lectionary/Book of the Gospels*
 2. Seven books of Old Testament not part of Protestant versions of the Bible
 - G. Scripture as prayer and spirituality
 1. Old Testament
 - a. People of prayer: patriarchs/holy women
 - b. Prayers of the assembly: Psalms
 2. New Testament
 - a. Prayer of Jesus
 - b. Prayers of the New Testament
 - c. Acts of Apostles
 - d. Letters
- II. Resources for scripture study
 - A. Commentaries
 - B. Concordances
 - C. Atlas
 - D. Dictionaries
- III. Timeline and formation of the scriptures (including canon and translations)
- IV. Canon of the Old Testament
 - A. Pentateuch

- B. Historical books
- C. Wisdom books
- D. Prophetic books
- E. Deutero-canonicals
- V. Canon of the New Testament
 - A. Gospels
 - 1. Synoptic
 - 2. John
 - B. Acts of the Apostles
 - C. Epistles
 - D. Revelation
- VI. Themes of scripture
 - A. Overarching themes
 - B. Salvation history
 - C. Call
 - D. Revelation
 - E. God
 - F. Covenant
 - G. Creation/humanity image and likeness/stewards of creation
 - H. Law/sin
 - I. Jesus Christ
 - J. Messiah
 - K. Incarnation
 - L. Discipleship
 - M. Kingdom of God-Jesus as initiator/embodiment of God/revealer
 - N. Paschal mystery
 - O. Holy Spirit
 - P. Conversion
 - Q. Mission
 - 1. People of God
 - 2. Prophecy/fulfillment

BT2 Catholic Morality

“The Christian faith is, above all, conversion to Jesus Christ, full and sincere adherence to his person and the decision to walk in his footsteps....This demands a permanent commitment to think like him, to judge like him and to live as he lived” (GDC 53).

Goal

A catechist will recognize that Catholic Christian morality is a response to the activity of God in his/her life. He/she will be able to incorporate appropriate moral teachings into his/her ministry and will understand the relationship between morality and Catholic social teaching.

Objectives

By the end of this class, the catechist will achieve the following objectives:

1. Define principles of Catholic Christian morality.
2. Articulate the process of conscience formation.
3. Identify sources of morality.
4. Recognize the relationship between morality and Catholic social teaching.

Content

- I. Catholic Christian morality
 - A. Definition of *morality*
 1. Covenantal relationship with God and one another
 2. Rooted in life in Christ (CCC 1691)
 - B. Foundational principles (CCC 1700-1709)
 1. Human dignity and respect
 2. Created in the image of a loving God
 3. Trinitarian model of community with an emphasis on Christ
 - C. Universal call to holiness (CCC 1716-1724)
 - D. Freedom and responsibility (CCC 1730-1742)
- II. Moral formation
 - A. Objective truth and moral values
 - B. Subjective morality
 - C. Morality of human acts (CCC 1749-1750)
 1. Act
 2. Intention
 3. Circumstances
 - D. Process of conscience formation (CCC 1776-94)
 1. Inform
 2. Form (CCC 1784-85)
 3. Judgment (CCC 1778)
 - E. Mercy and sin (CCC 1846-1848)
 1. Definition of *sin* (CCC 1849-1851)
 2. Different types of sin (CCC 1852-1869)
 3. Mercy and forgiveness
 - F. Grace (CCC 1996-2005)
 - G. Gifts and Fruits of the Holy Spirit (CCC 1831-32)
 - H. Virtues (CCC 1803-1832)
- III. Sources of morality (CCC 1949)

- A. Scriptures
 - 1. Ten Commandments (CCC 1961-1964)
 - 2. Beatitudes (CCC 1716)
 - 3. Matthew chapter 25 (CCC 1038-1041)
 - B. Church teachings (CCC 2030-2040)
 - C. Witness of saints and holy people (CCC 2012-16)
 - D. Human reason and experience (CCC 1954-1960)
- IV. Social Justice (CCC 1928)
- A. Foundational principles of Catholic Social Teaching
 - 1. Dignity of the Human Person (CCC 1934)
 - 2. Solidarity (CCC 1939-1942)
 - 3. Subsidiarity (CCC 1833)
 - 4. Universal Destination of Goods (CCC 1940)
 - 5. Common Good (CCC 1905-1912)
 - 6. Preferential Option for the Poor (CCC 1941, 2443-2446)
 - 7. Integrity of Creation
 - B. Christian service (CCC 2247)
 - 1. Spiritual works of mercy
 - 2. Corporal works of mercy

BT3 Church History

“The Church is the People that God gathers in the whole world. She exists in local communities and is made real as a liturgical, above all, a Eucharistic assembly. She draws her life from the word and the Body of Christ and so she becomes Christ’s Body” (CCC 752).

Goal

A catechist will be introduced to definitions of *church*, the development of the Church throughout history, and different models of the Church.

Objectives

By the end of this class, the catechist will achieve the following objectives:

1. Articulate the definition of *Church* according to *Lumen gentium*, and *The Catechism of the Catholic Church*.
2. Discuss the mission of the Church.
3. Recognize key moments in Church history.
4. Identify Cardinal Avery Dulles’ *Models of the Church* and articulate how the models taken together express a fuller reality of the Church.
5. Recognize key moments in Church history.
6. Identify key issues and resources for the Catholic Church in the United States and the Archdiocese of Atlanta.
7. Identify the roles, responsibilities, and influence of all baptized members of the Church.

Content

- I. Church (LG, CCC 748-962, CCC 2201-2233)
 - A. Definition (CCC 751, 752, 2204)
 1. People of God (LG 9-17)
 2. Body of Christ (LG 7)
 3. Call to holiness (LG 39-42)
 4. Temple of the Holy Spirit (LG 12)
 5. Domestic Church (LG 11)
- II. Church mission (CCC 849-856)
- III. Survey of *Models of the Church* by Cardinal Avery Dulles
 - A. Institution
 - B. Mystical Communion
 - C. Sacrament
 - D. Herald
 - E. Servant
 - F. Community of Disciples
- IV. Church history
 - A. The early church (1st century)
 - B. The domestic Church (2nd-3rd centuries)
 - C. Persecutions
 - D. The peace of Constantine
 - E. Early heresies and schisms
 - F. Germanic migrations
 - G. The Holy Roman Empire
 - H. Monasticism

- I. The Gregorian Reform
- J. The East West Schism
- K. The Protestant Reformation
- L. The Council of Trent
- M. The Biblical Movement and the Liturgical Movement
- N. Vatican I
- O. Vatican II
 - 1. Renewal of the Church
 - 2. Sixteen documents
 - 3. Role of the laity
 - 4. Ecumenism
- P. Pope John XXIII
- Q. Pope Paul VI
- R. Pope John Paul I
- S. Pope John Paul II
- T. Pope Benedict XVI
- U. Pope Francis
- V. U. S. Catholic Church
 - A. Cultural issues (*NCD 12-29*)
 - B. USCCB and Church documents
 - C. Archdiocese of Atlanta
- VI. Roles and Responsibilities of the Baptized

BT4 What the Church Believes

“Whoever says ‘I believe’ says ‘I pledge myself to what we believe.’ Communion in faith needs a common language of faith, normative for all and uniting all in the same confession of faith” (CCC 185).

Goal

A catechist will be introduced to the core beliefs of the Catholic Church based on scripture, the Creed, Vatican II documents, and *The Catechism of the Catholic Church*.

Objectives

By the end of this class, the catechist will achieve the following objectives:

1. Recognize that the basic beliefs of the Catholic Church are derived from the Creed, Sacred Scripture, Church councils, and encyclicals.
2. Locate information in *The Catechism of the Catholic Church (CCC)* by using the table of contents, paragraph numbers, cross-reference numbers, footnotes, indices (particularly scripture), and the glossary.
3. Describe key teachings as they connect to our Christian faith as believed, celebrated, lived, and prayed.
4. Recognize that Catholic dogmas and doctrines are defined beliefs that are based in scripture and Church Tradition as interpreted by the Magisterium.

Content

- I. Foundational Church documents (scripture, Creed, councils, encyclicals)
- II. Structure of the *Catechism of the Catholic Church (GDC 119-130 and CCC 1-25)*
 - A. Format and features of the text
 - B. Four Pillars
 1. Pillar I: Faith Believed - Creed
 2. Pillar II: Faith Celebrated - Liturgy and Sacraments
 3. Pillar III: Faith Lived - Morality
 4. Pillar IV: Faith Prayed - Prayer and the Our Father
- III. Faith and Revelation (CCC 26-184)
 - A. Defining *revelation*
 - B. Understanding faith and belief
- IV. Key beliefs addressed in Church teachings (CCC 185 – 1065)
 - A. Trinity
 - B. God the Father and Creation
 - C. Jesus Christ – incarnation and redemption (Paschal Mystery)
 - D. Holy Spirit and sanctification
 - E. Church
 1. Church’s origin, mission, and foundation
 2. The People of God; Body of Christ; Temple of the Holy Spirit
 3. Four Marks: One, Holy, Catholic, Apostolic
 4. Sacraments of the Church
 5. Communion of Saints
 6. Mary – Mother of Christ, Mother of Church, Model of Discipleship
 - F. Forgiveness of sin
 - G. Resurrection of the body
 - H. Life everlasting

BT5 Liturgy and Sacraments

“Catechesis both precedes the Liturgy and springs from it....Liturgy itself is inherently catechetical. As the Scriptures are proclaimed and reflected upon and the Creed is articulated, the truths of the faith shape more and more profoundly the faith of the People of God. Through the Eucharist, the People of God come to know the Paschal Mystery ever more intimately and experientially. They come not simply to the knowledge of God—they come to know the living God” (NDC 33).

Goal

A catechist will receive an overview of the liturgical and sacramental life of the Church.

Objectives

By the end of this class, the catechist will achieve the following objectives:

1. Articulate the meaning of the liturgy and explore different forms of liturgy.
2. Identify the parts of the Mass and articulate their significance.
3. Explain the liturgical year.
4. Explain the significance of the *Roman Missal*, the *Book of the Gospels*, and the *Lectionary* (including the cycle of readings).
5. Communicate the meaning of liturgical symbols and rituals.
6. Communicate the significance of music and environment in worship.
7. Articulate a sacramental theology and a basic theology for each of the seven sacraments.

Content

- I. Liturgy
 - A. Definition
 - B. “Source and Summit” (SC 10)
 - C. “Full, conscious, active participation” (SC 14)
 - D. “Real Presence” (SC 7)
- II. Foundations of liturgy
 - A. Communal context
 - B. Initiation context (SC 27)
 - C. Scriptural context
 - D. Historical context
- III. Aspects of liturgy
 - A. Symbols
 - B. Scripture
 - C. Ritual
 - D. Music
 - E. Environment and art
- IV. Liturgical Year
 - A. Development
 - B. Sunday
 - C. Seasons
 - D. Feasts and solemnities
- V. Types of liturgy
 - A. Eucharistic Liturgy
 1. Meaning of the Mass
 2. Parts of the Mass

- B. Sacramental celebrations
- C. Liturgy of the Hours
- D. Rites, blessings and prayer services
- VI. Sacraments
 - A. Definition
 - B. Jesus as sacrament
 - C. Church as sacrament
 - D. The seven sacraments
- VII. Characteristics of sacraments
 - A. Human encounters the sacred
 - B. Communal
 - C. Transformative
- VIII. Brief history of sacraments
- IX. Sacraments of Initiation
 - A. Baptism
 - B. Confirmation
 - C. Eucharist
- X. Sacraments of Vocation/Service
 - A. Holy Orders
 - B. Matrimony
- XI. Sacraments of Healing
 - A. Reconciliation
 - B. Anointing of the Sick

BT6 Prayer and Spirituality

“Whether we realize it or not, prayer is the encounter of God’s thirst with ours. God thirsts that we may thirst for him” (CCC 2560).

Goal

A catechist will study forms of public and private prayer as various expressions of our Catholic Christian spirituality. The role of theological reflection to integrate our spiritual faith heritage into our personal daily lives will also be examined.

Objectives

By the end of this class, the catechist will achieve the following objectives:

1. Define *prayer*.
2. Explore traditional prayer forms.
3. Recognize that personal prayer is always connected to the faith community.
4. Discuss the rich diversity of Catholic spirituality.
5. Articulate the process of theological reflection.

Content

- I. Prayer
 - A. Definition (CCC 2559-2561)
 - B. Central to spiritual growth
 - C. Communal/personal
- II. Forms of prayer (CCC 2626-2643)
 - A. Adoration
 - B. Petition
 - C. Intercession
 - D. Thanksgiving
 - E. Praise
- III. Expressions of prayer (CCC 2700-2719)
 - A. Vocal
 - B. Meditation
 - C. Contemplation
- IV. Types of Prayer
 - A. Formal traditional
 - B. Spontaneous prayer
- V. Models of Spiritual Expression
 - A. Our Father (CCC 2759-2776)
 - B. Mary as the model of faith (CCC 2676-77)
 - C. Communion of Saints (CCC 2683-2684)
 - D. Liturgical and personal expression (NDC 34)
- VI. Theological reflection
 - A. Connecting faith and life
 - B. Call to discipleship (NDC 40-45)

BL1 Faith and Moral Development

“Growth in faith is related to human development and passes through stages. No matter what style or rate of growth in faith, such growth always means gradually becoming more like Christ” (NDC 48).

Goal

A catechist will develop a basic understanding of faith and moral development. Theories of human development and the relationship between the learning process and the journey of faith maturation will be reviewed.

Objectives

By the end of this class, the catechist will achieve the following objectives:

1. Express a basic definition of *faith* and *morality*.
2. List four theories of developmental psychology.
3. Describe James Fowler’s stages of faith development.
4. Demonstrate an awareness of his/her own faith journey from childhood to the present.
5. Recognize the need to integrate faith and life experiences, and that the ability to do this differs by the age and life circumstance of the individual learner.

Content

- I. Definition of *faith* (CCC 142-184)
 - A. Gift (CCC 153)
 - B. Response (CCC 3, 26, 143)
 - C. Informed by reason (CCC 50, 156-159)
 - D. Difference between faith and belief (CCC 166)
- II. Definition of *morality* (CCC 1691-1715, 1730-1748)
- III. Relationship with God (CCC 1716-1724)
 - A. Response to grace (CCC 1749, 1949, 1996-2005)
 - B. Christ-centered (CCC 1701)
- IV. Brief overview of developmental psychology
 - A. Piaget’s theory of cognitive development
 - B. Erickson’s theory of psycho-social development
 - C. Gardner’s theory of multiple intelligences
 - D. Kohlberg’s stages of moral development
- V. Fowler’s stages of faith development
 - A. Undifferentiated faith
 - B. Intuitive-Projective faith
 - C. Synthetic-Conventional faith
 - D. Individuative-Reflective faith
 - E. Paradoxical-Consolidative faith
 - F. Universalizing faith
- VI. Exploring the journey of faith for ourselves and others

BL2 Spirituality of the Preschool and Elementary Child

“This age group, traditionally divided into early infancy or pre-school age and childhood, possesses, in the light of faith and reason, the grace of the beginnings of life, from which valuable possibilities exist, both for the building up of the Church and for the making of a more humane society” (*GDC 177*).

Goal

A catechist will identify the major dimensions of the Christian message for preschool and elementary-aged children. In addition to understanding the key dimensions of the Ministry of Catechesis, the catechist will be able to make these same dimensions understandable and facilitate the process of applying these dimensions to their lives as followers of Jesus.

Objectives

By the end of this class, the catechist will achieve the following objectives:

1. Identify characteristics of early childhood and elementary-age spirituality.
2. Articulate how to foster the spirituality of children.
3. Model and create prayer experiences for children.
4. Articulate how Shared Christian Praxis can nurture childhood spirituality.
5. Identify age-appropriate activities that enhance childhood spirituality.

Content

- I. Spirituality of the young and elementary-aged child
 - A. Early childhood spirituality (*GDC 178*)
 - B. Elementary-age spirituality (*GDC 179*)
- II. Catechesis and the spirituality of the child
 - A. The importance of age-appropriate catechesis as it nurtures spirituality in children (*GDC 148-154*)
 - B. Shared Christian Praxis as it nurtures the spirituality of the child
- III. Prayer with children
 - A. Teaching children to pray
 - B. Incorporating prayer into catechesis
 - C. Utilizing various forms of prayer experiences with children
- IV. Experiences and opportunities to nurture being a follower of Jesus

BL2 Spirituality of the Adolescent

“All ministry with adolescents must be directed towards presenting young people with the Good News of Jesus Christ and inviting and challenging them to become his disciples” (RV 10).

Goal

A catechist will identify the major dimensions of the Christian message for adolescents. In addition to understanding the key dimensions of the Ministry of Catechesis, the catechist will be able to make these same dimensions understandable and facilitate the process of applying these dimensions to their lives as followers of Jesus.

Objectives

By the end of this class, the catechist will achieve the following objectives:

1. Foster the spiritual development of adolescents.
2. Model roles of prayer with adolescents.
3. Empower young people to live as disciples of Jesus Christ.
4. Draw adolescents into responsible participation in the life, mission and work of the Catholic faith.
5. Analyze moral issues as they impact the lives of adolescents.

Content

- I. Fostering the spiritual development of adolescents (*GDC 181-184*)
 - A. Incorporating the total needs of the adolescent
 - B. Fostering positive adolescent development and growth in both Christian discipleship and Catholic identity
 - C. Promoting the growth of healthy, competent, caring and faith-filled Catholic adolescents
- II. Modeling prayer with adolescents
 - A. Incorporating prayer into the catechesis of adolescents
 - B. Utilizing different prayer experiences and styles
 - C. Designing and conducting a prayer service with adolescents
- III. Empowering adolescents as disciples
 - A. Connecting service to others with the Gospel message
 - B. Presenting vision and values that call adolescents to live as disciples
 - C. Providing concrete ways by which the demands, excitement, and adventure of being a disciple of Jesus Christ can be personally experienced by adolescents
- IV. Participating in the life, mission and work of the Catholic faith
 - A. Recognizing the importance of the faith community at home; family life is sacred because family relationships confirm and deepen the family members' union with God
 - B. Challenging adolescents to active participation within the Church community through faith, action and hope
 - C. Creating youth-friendly communities in which youth have conspicuous presence in parish life
- V. Analyzing moral issues as they impact adolescents
 - A. Incorporating doing the right thing with attention to why and how Catholics do what they do
 - B. Developing the assets, skills and faith of adolescents by promoting Gospel values in their lifestyles and choices
 - C. Incorporating Catholic moral principles and virtues into one's life and moral

decision-making

- D. Understanding the importance of respecting the dignity, rights and responsibilities of every human person

VI. Catechesis from call to response

- A. Age appropriate activities that encourage a living, explicit response (*OHWB* 45-63)
- B. Signs of catechesis expressed
 1. Biblical
 2. Liturgical
 3. Communal
 4. Sacramental

BM1 Effective Catechesis and Session Management: Early Childhood/Elementary

“As a child of God, in virtue of the gift of Baptism, the child is proclaimed by Christ to be a privileged member of the Kingdom of God....The child demands full respect and help in its spiritual and human growth....The catechesis of children is necessarily linked with their life situation and conditions. It is the work of various but complementary educational agents” (*GDC* 177-178).

Goal

A catechist will understand how preschool and elementary-aged children learn, discover how to implement practical teaching techniques, and learn about effective methods for planning faith formation sessions.

Objectives

By the end of this class, the catechist will achieve the following objectives:

1. Articulate the catechetical process.
2. Create long and short-term faith formation session plans using Shared Christian Praxis.
3. Explore effective techniques for teaching.
4. Develop positive faith formation session management methods.
5. Become familiar with liability issues and responsibilities in serving as a catechist.

Content

- I. The catechetical process (*GDC* 148-153)
 - A. Learning and learners - ages and stages
 - B. Overview of learning theories: behavioral, cognitive, affective
 - C. Learning and building Catholic character
 - D. The practice of writing learning objectives and expected outcomes
- II. Catechetical session planning
 - A. Incorporating the catechetical process into planning
 - B. Implementing long and short term session planning
- III. Effective teaching techniques
 - A. Creative session planning
 - B. Exploring the use of questions
 - C. Utilizing technology as a teaching tool
- IV. Session management
 - A. Effective faith formation session structures
 - B. The value of routine
 - C. Engaging learners in the process

BM1 Effective Catechesis and Session Management: Adolescent

“Christian faith is a gift of God inviting people to a living relationship with God in Jesus Christ. In the years since Vatican II, the church has reiterated its belief that faith has affective (trusting), cognitive (believing), and behavior (doing) dimensions. We must remain firmly convinced that Christian faith must be lived. Catechesis promotes all three dimensions - trusting, believing, and doing” (CAC 10).

Goal

A catechist will understand and learn practical techniques, as well as effective methods for planning faith formation sessions, teaching youth, and providing a well organized and prayerful faith formation session environment.

Objectives

By the end of this class, the catechist will achieve the following objectives:

1. Identify the four elements of the catechetical process (experience, message, discovery, and response).
2. Analyze the life situations and general influences that affect the faith development of youth.
3. Outline a process for planning faith formation sessions.
4. Observe and practice effective teaching techniques.
5. Discuss common discipline challenges and provide strategies for successful session management.
6. Become familiar with liability issues and responsibilities in serving as a catechist.

Content

- I. The catechetical process (*GDC* 148-153)
 - A. Connecting learning with experience
 - B. Presenting the message of the Catholic faith for the session
 - C. Learning and learners’ ages and stages
 - D. Learning and building Catholic character
 - E. Strategies and tools for measuring learning outcomes
- II. The faith development of youth
 - A. Learning and learners – ages and stages, focusing on adolescent development
 - B. Incorporating the culture of youth into faith development
 - C. Incorporating life situations into faith experiences
- III. Catechetical session planning
 - A. Incorporating the catechetical process into planning
 - B. Implementing long and short term session planning
 - C. Evaluating and effectively using non-textbook resources
- IV. Effective teaching techniques
 - A. Creative session planning
 - B. Different styles of teaching
 - C. Utilizing technology as a teaching tool
- V. Session management and discipline
 - A. Effective session structures
 - B. Proactive forms of session management and expectations

BM2 Methodology Electives

“The Catholic faith is like a symphony in which the unity of faith finds expressions in richly diverse formulation and manifestations. As the *General Directory for Catechesis* states, “The maturation of the Christian life requires that it be cultivated in all its dimensions: knowledge of the faith, liturgical life, moral formation, prayer, belonging to community, missionary spirit. When catechesis omits one of these elements, the Christian faith does not attain full development” (*OHWB* 89).

Goal

A catechist will increase his/her working knowledge of session facilitation techniques.

Objectives

By the end of each elective the catechist will achieve the following objectives:

1. Increase his/her skills needed to engage the learner.
2. Increase his/her skills in managing the environment and session plan.

Content

Suggestions for Methodology Electives include but are not limited to any of the following:

- Session planning
- Using texts and resources
- Effectively using technology in faith formation sessions
- Engaging students in the learning process
- Faith formation session management
- Multiple intelligences

BM3 Session Observation

“A catechist must develop the skills necessary to effectively teach the heart and mind of Christ as proclaimed in the teaching of the Church. Training in theology as well as classroom management and pedagogy are essential elements in a catechist’s preparation and formation” (CCC 906).

Goal

By observing experienced catechists, a catechist will be better prepared to lead a group of learners.

Objectives

By the end of the two-hour observations, the catechist will achieve the following objectives:

1. Identify effective teaching techniques.
2. Identify good session management and discipline.
3. Articulate the importance of planning.

Content

- I. Teaching Techniques
 - A. Observe two different catechists for one hour each.
 - B. Observe a catechist who facilitates the age level he or she expects to facilitate.
 - C. Observe how faith formation sessions may differ from traditional classroom models.
- II. Session management
 - A. Observe how to best manage a group of learners and identify a strategy for session planning.
 - B. Identify effective discipline management strategies.

YM1 The Vision of Youth Ministry

“What is needed today is a Church which knows how to respond to the expectations of young people. Jesus wants to enter into dialogue with them and, through His Body which is the Church, to propose the possibility of a choice which will require a commitment of their lives. As Jesus with the disciples of Emmaus, so the Church must become today the traveling companion of young people.” (Pope John Paul II, “Youth: Sent to Proclaim True Liberation,” World Youth Day 1995).

Goal

A catechist will be able to identify and express a vision and goals for ministry with adolescents; identify the necessary qualities of an adult in ministry with youth; evaluate his/her strengths and weaknesses in ministry; articulate a plan for continued spiritual support and growth, and ongoing professional development.

Objectives

By the end of this class, the catechist will achieve the following objectives:

1. Articulate how ministry is to, with, by and for youth (*RV*).
2. Identify and explain the three major goals and Eight Dimensions of Comprehensive Youth Ministry as set forth by the U.S. Bishops in *Renewing the Vision: A Framework for Catholic Youth Ministry* (1997).
3. Evaluate his/her own ministry programs in relation to the above goals and components.
4. Identify the skills, competencies, and personal qualities necessary for adults ministering to adolescents.
5. Formulate a plan for ongoing professional development and spiritual growth.

Content

- I. Overview *Renewing The Vision: A Framework for Catholic Youth Ministry* (1997), the U.S. Bishops’ document on youth ministry
- II. Goals of youth ministry
 - A. To empower young people to live as disciples of Jesus Christ in our world today
 - B. To draw young people to responsible participation in the life, mission, and work of the Catholic faith community
 - C. To foster the total personal and spiritual growth of each young person
- III. Eight components of comprehensive youth ministry
 - A. Ministry of advocacy
 - B. Ministry of catechesis
 - C. Ministry of community life
 - D. Ministry of evangelization
 - E. Ministry of justice and service
 - F. Ministry of leadership development
 - G. Ministry of pastoral care
 - H. Ministry of prayer and worship
- IV. Qualities and expectations of youth ministers as presented in the *NFCYM Competency-Based Standards for the Coordinator of Youth Ministry* (NFCYM 1990)
- V. Youth ministry be-attitudes
 - A. Be prepared
 - B. Be yourself
 - C. Be organized

- D. Be flexible
 - E. Be open
 - F. Be firm
 - G. Be happy
 - H. Be-lieve
- VI. Gifts discernment evaluation for ministry with adolescents

YM2 Developing Leadership in Youth and Adults

“There are different kinds of spiritual gifts but the same Spirit; there are different forms of service but the same Lord; there are different workings by the same God who produces all of them in everyone. To each individual the manifestation of the Spirit is given for some benefit” (1 Cor. 12:4-7).

Goal

The catechist will develop an understanding of the importance of developing leadership skills, and the methods of doing so, within the model of comprehensive youth ministry. He/she will be able to identify ways to call forth, affirm, and empower the diverse gifts, talents, and abilities of the adults and young people in their faith community.

Objectives

By the end of this class, the catechist will achieve the following objectives:

1. Identify varying styles of leadership and articulate the qualities/traits associated with each style.
2. Identify the necessary dimensions for developing a leadership system or program that invites, trains, supports, and nourishes adult and adolescent leaders.
3. Identify appropriate opportunities within the context of youth ministry that encourage the development of leadership skills.
4. Formulate a plan for ongoing leadership development among adults and youth in their respective programs.

Content

- I. Styles of leadership
 - A. Authoritarian
 - B. Enabling
 - C. Consultative
- II. Qualities of ‘effective leadership’ versus qualities of ‘effective Christian leadership’
- III. Youth leadership dimensions
 - A. Key principles
 - B. Fostering youth leaders
 - C. Affirming gifts
 - D. Recruiting
 - E. Providing training
 - F. Opportunities for leadership
 - G. Supervision and support

YM3 Youth Ministry Planning

“The Church assumes those methods for teaching that can rightly be placed at the service of the Gospel. There are a variety of methods, therefore, not just one... We must always remember that the communication of faith is an event of grace. Simply put, God is acting in people’s lives. With this in mind, catechesis seeks the most effective way to make this understood, to make it plain” (GDC 148 – 150).

Goal

A catechist will develop an understanding of the necessity for developing a comprehensive approach to programming. He/she will explore various formats and techniques for planning faith formation sessions, events, and activities that maximize youth learning and development.

Objectives

By the end of this class, the catechist will achieve the following objectives:

1. Identify the necessary dimensions in effective youth ministry programming.
2. Identify the steps necessary to review and analyze existing youth programming.
3. Identify the strengths and weaknesses of a particular program utilizing a “needs” analysis and assessment.
4. Determine and write objectives for implementing / adapting a youth ministry program.

Content

- I. Comprehensive approach to programming based on the Eight Dimensions of comprehensive youth ministry
- II. Effective catechesis and methods of learning for adolescents - “head” (cognitive) versus “heart” (experiential) knowledge
- III. Planning process outline
 - A. Needs assessment
 - B. Analysis of needs
 - C. Determining objectives and goals
 - D. Choosing and designing a program
 - E. Implementing the program
 - F. Evaluation
- IV. Resources
 - A. National Federation of Catholic Youth Ministers (NFCYM)
 - B. United States Catholic Conference of Bishops (USCCB)
 - C. National Initiative on Adolescent Catechesis (NIAC)
 - D. Strong Catholic Families: Strong Catholic Youth

YM4 Evangelization of Youth

“How does Jesus send you? He promises neither sword, nor money, nor any of the things which the means of social communications make attractive to people today. He gives you instead grace and truth. He sends you out with the powerful message of His paschal mystery, with the truth of the cross and the resurrection. That is all He gives you, and that is all you need” (Pope John Paul II, “A Message to the World’s Youth,” World Youth Day 1996).

Goal

The catechist will develop a greater awareness of evangelization in terms of a Catholic understanding and approach. Additionally, the catechist will be able to identify the foundations, principles, and dynamics of effective evangelization and formulate ways in which to implement outreach strategies for young people within the context of youth ministry.

Objectives

By the end of this class, the catechist will achieve the following objectives:

1. Articulate and define the foundations and principles of Catholic Youth Evangelization as presented in *Effective Youth Ministry Practices and Models* (CMD 2003) and *The Challenge of Catholic Youth Evangelization - Called to Be Witnesses and Storytellers* (NFCYM 1993).
2. Articulate and define the dynamics of effective youth evangelization.
3. Formulate goals and objectives for incorporating the learned principles into their respective ministry.

Content

- I. Overview and synopsis of *Effective Youth Ministry Practices and Models* (CMD 2003) and *The Challenge of Catholic Youth Evangelization - Called to Be Witnesses and Storytellers* (NFCYM 1993)
- II. Foundations and principles of Catholic youth evangelization:
 - A. The message and ministry of Jesus
 - B. The story of Jesus and the “hungers” of young people
 - C. Operational principles
- III. Dynamics of Catholic youth evangelization
 - A. Witness
 - B. Outreach
 - C. Proclamation
 - D. Invitation
 - E. Conversion
 - F. Call to discipleship

YM5 Adolescent Development and Pastoral Care of Youth

“The ministry of catechesis most effectively promotes the faith development of young and older adolescents when the curriculum is focused on important faith themes drawn from the teachings of the Church and on the developmental needs and life experiences of adolescents” (RV 30).

Goal

A catechist will develop an understanding of the specific nature and needs of younger and older adolescents during various stages of growth and development. He/she will be able to identify learning strategies relevant to youth in each stage of development. The catechist will develop an understanding of the importance of relational ministry and compassionate presence in the pastoral care of adolescents.

Objectives

By the end of this class, the catechist will achieve the following objectives:

1. Identify and define the stages of development for younger and older adolescents and the corresponding characteristics.
2. Identify and articulate effective methods of learning associated with particular stages of development.
3. Identify dimensions and characteristics of relational ministry.
4. Distinguish between “normal” and “abnormal - at risk” behaviors for adolescents.
5. Identify effective methods and the necessary steps for dealing with adolescents in crisis.

Content

- I. Overview and synopsis of *A Bold Design Built on a Rock: Constructing a Plan for Adolescent Catechesis* (NIAC 2009)
- II. Developmental and growth characteristics of adolescents as explained in *Forming Young Disciples – Opportunities for Adolescent Catechesis* (CMD 2007)
- III. Learning models for adolescent catechesis as explained in *Effective Youth Ministry Practices Research Summary* (CMD 2003)
- IV. Essential elements of pastoral care as outlined in *Renewing The Vision: A Framework for Catholic Youth Ministry* (USCCB 1997)
- V. Overview of at-risk behaviors (e.g., eating disorders, sexual activity, alcohol and drug use, etc.) and appropriate responses and resources for dealing with them

YM6 Ministry with Diverse Populations

“The reality of a multicultural Church and society requires that we develop creative catechetical approaches to youth of ethnic cultures and a multicultural catechesis for all youth... A multicultural catechesis brings youth of different cultures together to learn from each other, to develop respect for each other, and to experience a Christian community with each other” (CAC 7).

Goal

A catechist will develop a deeper understanding and appreciation for developing a multicultural approach to ministry for youth; he/she will develop an understanding of the various racial, ethnic, cultural, economic, social, physiological and psychological needs of various groups of adolescents.

Objectives

By the end of this class, the catechist will achieve the following objectives:

1. Identify cultural groups based on race, language, social situations, locale, and economic situations.
2. Identify various levels of acculturation for individuals and groups.
3. Identify and articulate successful approaches and models of ministry for multicultural settings (*Welcoming the Stranger Among Us*, USCCB 2000).
4. Formulate and implement specific activities/events that promote a multicultural approach to youth ministry.

Content

- I. Cultural groups include variances in race, language, social status, immigration status, locale of residence, economic situations, sexual preferences, age groups, etc.
- II. Levels of acculturation
 - A. Acculturated
 - B. Bicultural
 - C. Traditional
 - D. Marginal
- III. Building a life of community as discussed in *Renewing The Vision*, 1997
 - A. Developing
 - B. Training
 - C. Planning

YM7 Liturgy, Worship, and Music

“The ministry of prayer and worship celebrates and deepens young people’s relationship with Jesus Christ through the bestowal of grace, communal prayer and liturgical experiences; it awakens their awareness of the Spirit at work in their lives; it incorporates young people more fully into the sacramental life of the Church, especially Eucharist; it nurtures the personal prayer life of young people; and it fosters family rituals and prayer” (RV 44).

Goal

A catechist will gain a deeper understanding of the vital role that liturgy, music, and prayer plays in a comprehensive youth ministry program; he/she will be able to identify the various formats and styles that are most effective with young people.

Objectives

By the end of this class, the catechist will achieve the following objectives:

1. Articulate an overview of the history and structure of liturgical worship in the Catholic tradition.
2. Identify and articulate various forms and methods of prayer and worship for adolescents as well as applicable resources.
3. Articulate a basic understanding of the various forms of music and their appropriateness to worship, prayer, and liturgy.
4. Formulate and implement prayer and worship experiences for youth.

Content

- I. Brief overview/history of the development of liturgical worship in the Catholic Church including an explanation of the parts of the Mass, liturgical seasons, and the various signs and symbols associated with liturgy
- II. Overview of the various forms of prayer
- III. Overview of music styles and their appropriateness for youth prayer and worship experiences
- IV. Resources for developing prayer and worship experiences for youth.

YM8 Moving From Service to Justice

“Our faith calls us to work for justice; to serve those in need; to pursue peace; and to defend the life, dignity, and rights of all our sisters and brothers. This is the call of Jesus, the urging of His Spirit, the challenge of the prophets, and the living tradition of our Church... and must be accompanied by concrete efforts to address the causes of human suffering and injustice” (RV 37-38).

Goal

A catechist will gain a better understanding of the importance of nurturing a social consciousness in young people; he/she will be able to identify ways to empower adolescents to work for justice. The catechist will gain insight into the various methods of infusing the concepts of peace and justice into his/her ministry programs.

Objectives

By the end of this class, the catechist will achieve the following objectives:

1. Identify the various sources of Catholic Social Teaching and articulate a brief history (Church documents and scripture).
2. Identify and explain the eight necessary ingredients of justice and service programming.
3. Identify the distinct features of justice and service ministry with adolescents.
4. Identify appropriate activities and programs, for both younger and older adolescents, which promote Catholic social teaching, service, and outreach.

Content

- I. Brief overview of pertinent Church documents (*Pacem in terris*, *Gaudium et spes*, *Populorum progressio*) and related scripture references
- II. Eight ingredients of justice and service programs
 - A. Directing service and social change
 - B. Local and global programs
 - C. Education and ongoing reflection
 - D. Specific training
 - E. Existing programs
 - F. Voluntary service
 - G. Matching gifts and talents
 - H. Evaluation
- III. Distinct features in ministry with youth
 - A. Engages
 - B. Involves
 - C. Develops
 - D. Incorporates
 - E. Nurtures

YM9 The Legal Environment of Youth Ministry

“Lay ecclesial ministers will manifest ‘psychological health,’ marked by integrity, appropriate interpersonal boundaries, and the ability to honor and safeguard the trust that people place in them as Church ministers” (NSLM 2011).

Goal

A catechist will develop an understanding for the necessity of legal and liability issues applicable to ministry with adolescents; they will be able to identify the responsibilities and behavior expected of adults working with youth in today’s Church.

Objectives

By the end of this class, the catechist will achieve the following objectives:

1. Articulate the Archdiocese of Atlanta’s policies and guidelines for ministry with adolescents including all pertinent forms and documents and how to access them.
2. Identify unacceptable behaviors, situations, and activities for ministry with youth.
3. Identify and articulate appropriate actions to be taken in the event of a crisis or emergency involving youth.

Content

- I. Overview of the Archdiocese of Atlanta’s policies, guidelines and forms including: driver forms, consent forms, youth to chaperone ratios, sexual misconduct forms, criminal background checks, Office of Child & Youth Protection screening and training for 18 years and older, insurance coverage, vehicle trip forms, etc.
- II. Appropriate behaviors with teens
- III. Signs of child abuse (sexual, physical, emotional) and the legal requirements of those working with adolescents

AM1 The What and How of Adult Faith Formation

“Lay ecclesial ministers must engage in programs or practices of continuing ministerial formation and lifelong personal growth” (NSLM 2011).

Goal

A catechist will explore and discuss the content areas and approaches of adult faith formation.

Objectives

By the end of the class, the catechist will achieve the following objectives:

1. Recognize the different stages and needs of adults (those persons over 18 years of age).
2. Have a working knowledge of the content areas for adults discussed in the USCCB pastoral plans addressing adult formation: *Our Hearts Were Burning Within Us* and *Sons and Daughters of the Light*.
3. Become familiar with the Church documents and publications relevant to adult faith formation methods and content.
4. Identify the goals and principles of adult faith formation.
5. Explore various concrete approaches for adult faith formation.

Content

- I. Goals of Adult Faith Formation
 - A. *Our Hearts Were Burning Within Us* (64-72)
 1. Inviting and enabling ongoing conversion to Jesus in holiness of life
 2. Promoting and supporting active church membership in the Christian community
 3. Calling and preparing adults to act as disciples in mission to the world
 - B. *Sons and Daughters of the Light*
 1. The call to holiness: Connecting young adults with Jesus
 2. The call to community: Connecting young adults with a faith community and connect young adults with a peer community
 3. The call to service: Connecting young adults with a mission of the Church in the modern world
- II. Principles of adult faith formation (*OHWB* 75-87)
 - A. General principles for adult faith formation
 1. Planning adult faith formation to serve “the glory of God, the building of the Kingdom, and the good of the Church”
 2. Orienting adult Christian learning toward adult Christian living
 - B. Strengthening the role and mission of the family in church and society
 - C. Principles for planning in adult faith formation
 1. Giving adult faith formation the best of our pastoral resources and energies
 2. Making adult faith formation essential and integral to the pastoral plan of the parish
 3. Designing adult faith formation opportunities to serve the needs and interests of the entire faith community
 - D. Principles for conducting adult faith formation
 1. Using the catechumenate as an inspiring model for all catechesis
 2. Respecting the different learning styles and needs of participants, treating adults like adults, respecting their experience, and actively involving them in the learning process

- 3. Engaging adults actively in the actual life and ministry of the Christian community
- E. Principles for inculturating adult faith formation (*OHWB* 84-87)
 - 1. Bringing the power of the Gospel into the very heart of culture and cultures
 - 2. Letting the gifts of culture enrich the life of the Church
 - 3. Involving the whole people of God in inculturating the faith
 - 4. Letting adult faith formation programs be centers of service and inculturation
- III. The six dimensions of the maturation of Christian life (*OHWB* 88-96)
 - A. Knowledge of the faith
 - B. Liturgical life
 - C. Moral formation
 - D. Prayer
 - E. Communal life
 - F. Missionary spirit
- IV. Concrete approaches to adult faith formation (*OHWB* 97-112)
 - A. Liturgy
 - B. Family-or home-centered activities
 - C. Small groups
 - D. Large groups
 - E. Individual activities
 - F. Technology
- V. Hope for the future (*OHWB* 181-183)

AM2 Focusing on Adult Faith Formation

“Those who are already disciples of Jesus Christ...[need] to be constantly nourished by the word of God so that they may grow in their Christian life.’ Such lifelong formation is always needed and must be a priority in the Church’s catechetical ministry; moreover, ‘it must be considered the chief form of catechesis. All the other forms, which are indeed always necessary, are in some way oriented to it” (OHWB 12-13).

Goal

A catechist will develop a model for the primacy of adult faith formation and discipleship in the life of the parish.

Objectives

By the end of the class, the catechist will achieve the following objectives:

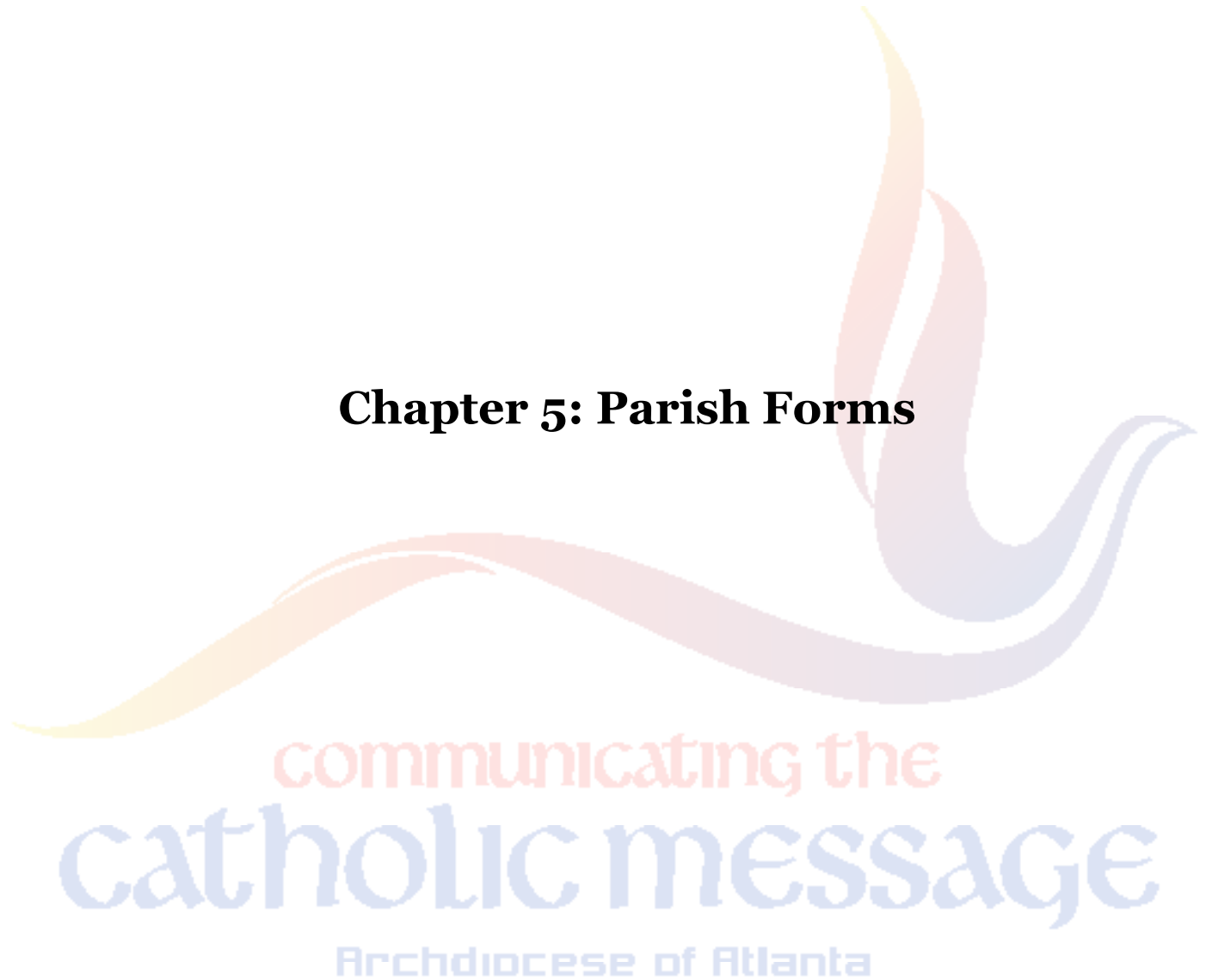
1. Have a working knowledge of the meaning, goals and principles discussed in the USCCB pastoral plans addressing adult formation: *Our Hearts Were Burning Within Us* and *Sons and Daughters of the Light*.
2. Recognize the elements of Shared Christian Praxis and be able to utilize this methodology in catechetical planning.
3. Articulate the qualities of mature faith and the nature of mature Christian discipleship as well as some specific ways that communities can foster it.

Content

- I. Distinction between *catechesis* and *evangelization* (OHWB 184-186)
- II. Emmaus walk and movements of Shared Christian Praxis
 - A. Focusing activity
 - B. Naming the present action
 - C. Critical reflection on the present action
 - D. Making accessible the Christian story and vision
 - E. Dialectical hermeneutic
 - F. Decision and response for lived Christian faith
- III. Challenges and opportunities of young adult/adult faith formation (OHWB 25-44)
- IV. Questions and concerns about life and faith in the course of adult development
 - A. Young adults (ages 18-35)
 - B. Middle-aged adults (ages 35-60)
 - C. Older adults (ages 60+)
- V. What are adults looking for in a church today?
 - A. Sense of belonging and community
 - B. Opportunities for involvement in church life
 - C. Dynamic upbeat liturgies
 - D. Spiritual growth and enrichment
 - E. Understanding of the Catholic faith
 - F. Guidance and direction
 - G. Acceptance and support
 - H. Opportunities for service
 - I. Social activities
 - J. A community of common values
 - K. Inspiration and rejuvenation

- VI. Qualities of mature adult faith (*OHWB* 45-63)
 - A. Living
 - B. Explicit
 - C. Fruitful

Chapter 5: Parish Forms





Parish Catechist Certification Log: Basic

Please use the following list to track your certification. When all requirements have been met for a level, please review this list with your parish catechetical leader. Attach copies of any certificates issued for individual courses.

Name _____

Email _____ Phone _____

| Basic Catechist Requirements | Hours | Date | Course Title | Presenter |
|---|-------|------|---|-----------|
| Safe Environment compliance | NA | | NA | NA |
| BC1 Ministry of Catechesis | 2 | | Ministry of Catechesis | |
| BC2 Spirituality of the Catechist | 1 | | Spirituality of the Catechist | |
| BC3 Spiritual Enrichment | 1 | | | |
| BC3 Spiritual Enrichment | 1 | | | |
| BT1 Overview of Scripture | 2 | | Overview of Scripture | |
| BT2 Catholic Morality | 2 | | Catholic Morality | |
| BT3 Church History | 2 | | Church History | |
| BT4 What the Church Believes | 2 | | What the Church Believes | |
| BT5 Liturgy and Sacraments | 2 | | Liturgy and Sacraments | |
| BT6 Prayer and Spirituality | 2 | | Prayer and Spirituality | |
| BL1 Faith and Moral Development | 2 | | Faith and Moral Development | |
| BL2 Spirituality of the Child/ Adolescent *** | 1 | | Spirituality of Preschool/ Elementary Child or Adolescent | |
| BM1 Effective Catechesis and Session Management *, ** | 1 | | Effective Catechesis and Session Management | |
| BM2 General Methods Elective * | 1 | | | |
| BM3 Session Observation | 1 | | | |
| BM3 Session Observation | 1 | | | |

*Not required for those pursuing Youth Ministry Methods

**Not required for those having previous or current teacher's certificate

***Not required for those pursuing Adult Methods

Most Basic Certification Courses (BC1, BC2, BT1- BT6, BM1, YM1-YM9, AM1, AM2) follow specific course content outlines. The outlines were designed to be taught in a two hour classroom session, however, alternative methods for covering course content such as self-study or online study may require more or less than the prescribed 2 hours. Provided that the content listed in the course outlines is covered, the learner may be credited as completing the requirement. Extra time taken to complete an online or independent study cannot be applied to other course requirements.

| Youth Ministry Methods | Hours | Date | Course Title | Presenter |
|---|--------------|-------------|---|------------------|
| YM1 The Vision of Youth Ministry | 2 | | The Vision of Youth Ministry | |
| YM2 Developing Leadership in Youth | 2 | | Developing Leadership in Youth | |
| YM3 Youth Ministry Planning | 2 | | Youth Ministry Planning | |
| YM4 Evangelization of Youth | 2 | | Evangelization of Youth | |
| YM5 Adolescent Development and Pastoral Care of Youth | 2 | | Adolescent Development and Pastoral Care of Youth | |
| YM6 Ministry with Diverse Populations | 2 | | Ministry with Diverse Populations | |
| YM7 Liturgy, Worship, and Music | 2 | | Liturgy, Worship, and Music | |
| YM8 Moving From Service to Justice | 2 | | Moving From Service to Justice | |
| YM9 The Legal Environment of Youth Ministry | 2 | | The Legal Environment of Youth Ministry | |

| Adult Methods | Hours | Date | Course Title | Presenter |
|---|--------------|-------------|---|------------------|
| AM1 The What and How of Adult Faith Formation | 3 | | The What and How of Adult Faith Formation | |
| AM2 Focusing on Adult Faith Formation | 3 | | Focusing on Adult Faith Formation | |

Most Basic Certification Courses (BC1, BC2, BT1- BT6, BM1, YM1-YM9, AM1, AM2) follow specific course content outlines. The outlines were designed to be taught in a two hour classroom session, however, alternative methods for covering course content such as self-study or online study may require more or less than the prescribed 2 hours. Provided that the content listed in the course outlines is covered, the learner may be credited as completing the requirement. Extra time taken to complete an online or independent study cannot be applied to other course requirements.

| Advanced Requirements | Hours | Date | Course Title | Presenter |
|------------------------------|--------------|-------------|---------------------|------------------|
| IALM Methodology | 1 | | | |
| IALM Methodology | 1 | | | |
| IALM Methodology | 1 | | | |
| IALM Methodology | 1 | | | |
| IALM Methodology | 1 | | | |
| IALM Methodology | 1 | | | |
| IALM Methodology | 1 | | | |
| IAC Spiritual Enrichment | 2 | | | |
| IAC Spiritual Enrichment | 2 | | | |
| IAC Spiritual Enrichment | 2 | | | |
| IAC Spiritual Enrichment | 2 | | | |
| IAC Spiritual Enrichment | 1 | | | |
| IAC Spiritual Enrichment | 1 | | | |
| IAC Spiritual Enrichment | 1 | | | |
| IAC Spiritual Enrichment | 1 | | | |

**Concentrated Topic (12 hours) needs to be in one area of theology.*

"Communicating the Catholic Message"

COURSE COMPLETION CERTIFICATE

Please issue one certificate per course completed. Check the box next to the Basic Certification course title.

Participant Name

- ___ BC1 Ministry of Catechesis
- ___ BC2 Spirituality of the Catechist
- ___ BC3 Spiritual Enrichment
- ___ BT1 Overview of Scripture
- ___ BT2 Catholic Morality
- ___ BT3 Church History
- ___ BT4 What the Church Believes
- ___ BT5 Liturgy and Sacraments
- ___ BT6 Prayer and Spirituality

BASIC COURSES

- ___ BL1 Faith and Moral Development
- ___ BL2 Spirituality of the Preschool/Elementary Child
- ___ BL2 Spirituality of the Adolescent
- ___ BM1 Effective Catechesis & Session Management:
 ___ Early Childhood/Elementary
- ___ BM1 Effective Catechesis & Session Management:
 ___ Adolescent
- ___ BM2 Methodology Electives
- ___ BM3 Session Observation

(list course title and hours)

Date of Course

Parish Catechetical Leader/Course Instructor Name

Please maintain a copy for your files to receive credit toward Archdiocese of Atlanta Basic Catechist Certification

"Communicating the Catholic Message"

COURSE COMPLETION CERTIFICATE

Please issue one certificate per course completed. Check the box next to the Basic Youth Ministry Certification course title.

Participant Name

BASIC YOUTH MINISTRY METHODOLOGY COURSES

- ____ YM1 The Vision of Youth Ministry
- ____ YM2 Developing Leadership in Youth and Adults
- ____ YM3 Youth Ministry Planning
- ____ YM4 Evangelization of Youth
- ____ YM5 Adolescent Development and Pastoral Care of Youth
- ____ YM6 Ministry with Diverse Populations
- ____ YM7 Liturgy, Worship, and Music
- ____ YM8 Moving from Service to Justice
- ____ YM9 The Legal Environment of Youth Ministry

Date of Course

Parish Catechetical Leader/Course Instructor Name

Please maintain a copy for your files to receive credit toward Archdiocese of Atlanta Basic Catechist Certification

"Communicating the Catholic Message"

COURSE COMPLETION CERTIFICATE

Please issue one certificate per course completed. Check the box next to the Basic Adult Certification course title.

Participant Name

BASIC ADULT METHODOLOGY COURSES

___AM1 The What and How of Adult Faith Formation

___AM2 Focusing on Adult Faith Formation

Date of Course

Parish Catechetical Leader/Course Instructor Name

Please maintain a copy for your files to receive credit toward Archdiocese of Atlanta Basic Catechist Certification

"Communicating the Catholic Message"

ARCHDIOCESE OF ATLANTA
BASIC CATECHIST CERTIFICATION

is awarded to

who has completed all requirements for Basic catechist certification with a methodology focus of

____ Early Childhood/Elementary

____ Adolescent

____ Youth Ministry

____ Adult

Basic Catechist certification demonstrates a commitment to fostering quality catechesis based on Gospel values and authentic Church teachings for the Catholic parishes of the Archdiocese of Atlanta.

Date

Parish Catechetical Leader

"Communicating the Catholic Message"

INTERMEDIATE/ADVANCED COURSE COMPLETION CERTIFICATE

Please issue one certificate per course completed.

Participant Name

Catechist _____ **Hours** _____
(list course code & title)

Theology _____ **Hours** _____
(list course code & title)

Methods / Learner _____ **Hours** _____
(list course code & title)

_____ **Parish Catechetical Leader/Course Instructor Name**

_____ **Date of Course**

Please maintain a copy for your files to receive credit toward Archdiocese of Atlanta Intermediate/Advanced Catechist Certification



Basic Catechist Certification Record

The parish catechetical leader submits this form annually, listing all catechists who have completed Basic Catechist Certification, indicating that they should be added to the database maintained by the Office of Formation and Discipleship.

Parish Information

Parish _____

Address _____

City _____ State _____ Zip _____

Phone _____

Parish Catechetical Leader Information

Name of parish catechetical leader submitting this form _____

Email _____ Phone _____

Signature _____ Date _____

The parish catechetical leader listed above affirms completion of the Archdiocese of Atlanta Basic Catechist Certification for the following catechists. Please list names of catechists and specify their methodology focus area.

| Name of Catechist | Methodology Focus Area Early Childhood/ Elementary | Methodology Focus Area Adolescent | Methodology Focus Area Youth Ministry | Methodology Focus Area Youth Adult/ Adult |
|-------------------|--|--------------------------------------|--|---|
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Please return this form to:

Office of Formation and Discipleship

Attn: Religious Education
 Archdiocese of Atlanta
 2401 Lake Park Drive, SE, Smyrna, GA 30080-8862
 Phone: 404-920-7620 | Fax: 404-920-7621 | Email: ofd@archatl.com



Intermediate or Advanced Parish Catechist Certification Application

The parish catechetical leader submits this form for a catechist who completes Intermediate or Advanced Catechist Certification. Catechists applying for Intermediate or Advanced certificates must have completed the previous level(s) of certification. Once the application is approved, a certificate will be mailed to the parish catechetical leader who submitted this form.

Parish Information

Parish _____

Address _____

City _____ State _____ Zip _____

Phone _____

Parish Catechetical Leader Information

Name of parish catechetical leader submitting this form _____

Email _____ Phone _____

Signature _____ Date _____

Catechist Information

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Certification Level Requested: _____ Intermediate _____ Advanced

Basic Certification completion date _____

Intermediate Certification completion date _____

Return this form, with a copy of the Parish Certification Log for the certification level requested, to the following address:

Office of Formation and Discipleship

Attn: Religious Education

Archdiocese of Atlanta

2401 Lake Park Drive, SE, Smyrna, GA 30080-8862

Phone: 404-920-7620 | Fax: 404-920-7621 | Email: ofd@archatl.com

For Office of Formation and Discipleship Use Only

Approved By

Date



Renewal Application Parish Catechist Certification

The parish catechetical leader submits this form, listing catechists who have completed requirements to renew their catechist certification. Once the renewals are approved, the archdiocesan database will be updated and certificates will be mailed to the parish catechetical leader who submitted this form.

Parish Information

Parish _____

Address _____

City _____ State _____ Zip _____

Phone _____

Parish Catechetical Leader Information

Name of parish catechetical leader submitting this form _____

Email _____ Phone _____

Signature _____ Date _____

The parish catechetical leader listed above affirms completion of the requirements for renewal of catechist certification for the following catechists. Please list names of catechists and specify their level of certification.

| Name of Catechist | Basic Renewal | Intermediate Renewal | Advanced Renewal |
|-------------------|---------------|----------------------|------------------|
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Please return this form to:

Office of Formation and Discipleship

Attn: Religious Education

Archdiocese of Atlanta

2401 Lake Park Drive, SE

Smyrna, GA 30080-8862

Phone: 404-920-7620 | Fax: 404-920-7621 | Email: ofd@archatl.com

Chapter 6: Catholic School Teacher Certification Requirements

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Catholic School Teacher Certification Requirements

“Programs of formation should be designed to help [catechists] acquire the knowledge and skills they need to hand on the faith to those entrusted to their care and assist them in living as disciples in Christ” (NDC, 235).

Overview and Requirements

Achieving certification is required for all religion teachers and encouraged for every Catholic school educator. For a Catholic school teacher to become a certified catechist in the Archdiocese of Atlanta, he or she will obtain one-hundred-and-fifty (150) cumulative clock hours of formation. These hours include a required minimum in each of the four dimensions of formation:

- Catechist dimension= 40 clock hours
 - Vocation and roles of the catechist
 - Vision and function of catechetical ministry
 - Spiritual life, personal holiness, and witness of Christian living
 - Gift-discernment
- Theology dimension= 50 clock hours
 - Creed
 - Hebrew and Christian scriptures
 - Trinity
 - Jesus Christ
 - Mary and the saints
 - Prayer and spirituality
 - Liturgy and sacraments
 - Church history
 - Ecclesiology
 - Eschatology
 - Christian morality
 - Catholic Social Teaching
 - Stewardship
- Learner dimension= 15 clock hours
 - Cognitive, affective, and moral development
 - Intelligence theories
 - Relational-dynamics
 - Social influences (socio-economic, culture, family systems, etc.)
- Methods dimension= 15 clock hours
 - Preparing the catechetical setting
 - Session planning
 - Using texts and resources
 - Planning and leading prayer
 - Faith formation session facilitation and management
 - Creative teaching and the media
- Electives= 30 clock hours

Upon completion of 150 hours of formation, Catholic school teachers receive a certificate as a Certified Catechist in the Catholic School. Catholic school teachers who meet the formal program requirements of Master Catechist, may apply for Master Catechist Certification independent of Catholic school certification.

Timeline

A continuous staff development focus should provide assistance to teachers and other staff for completing the certification requirements within five years of employment.

Maintaining Active Certification

A Catholic school teacher who achieves certification must continue his/her faith formation in order to maintain active certification. This is accomplished by completing an additional thirty-six (36) hours of formation every three years. This formation must include classes in each of the four dimensions of formation listed above.

If certification lapses, it may be reinstated once ongoing formation requirements are met. In cases where significant time has passed without any active formation, additional requirements may be necessary for reinstatement. Proof of previous certification and fulfillment of renewal requirements shall be sufficient to reinstate certification-status.

Renewal of Catechist Certification

Renewal requires a cumulative total of 36 clock hours divided in the following ways:

- A minimum of 6 clock hours in each of the four dimensions of formation listed above (24 hours)
- 12 additional clock hours in any or all of the four dimensions of formation (12 hours)

Renewal hours must be completed within the three years of active certification and extends certification status for three additional years.

Transferability, Equivalency, and Special Circumstances

Teachers certified in other dioceses, at the written request of the appropriate catechetical authority, may be certified based upon the equivalency of their prior status (proof of competence or evidence of previous formation required). From time to time, at the written request of the appropriate catechetical authority, extraordinary circumstance may warrant that a teacher be certified (proof of competence or evidence of previous formation not withstanding) through special consideration or dispensation. The archbishop or his delegate is the ultimate authority for determining the merits of such requests. Catholic school teachers who have completed parish certification may count the hours earned in the parish toward the 150 total hours needed to achieve catechist certification in the Catholic school.

Chapter 7: Implementing Catechist Certification in the Catholic School

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Getting Started in the Catholic School

Encouraging all Catholic school employees to view faith formation as a lifelong endeavor is an essential dimension in a Catholic school. The steps to certification are detailed below.

Role of the School Principal

The principal is the verifying authority and may serve as or appoint a school catechist certification leader. The school certification leader is responsible for ensuring that *all religion teachers, as catechists, receive formation toward certification.*

The principal and/or school certification leader will facilitate certification in the following ways:

- Review certification requirements (see chapter 6) and stay current on updates to catechist certification.
- Advise teachers about certification course opportunities.
- Provide all teachers with a “Catholic School Catechist Certification Log” (see chapter 8).
- Assist teachers in developing a personal plan of study.
- Approve course credit.
- Submit completed applications to the Office of Formation and Discipleship.

Teacher Opportunities for Faith Formation

Any media or session must fit into the four dimensions of catechist formation (catechist, learner, theology, methods). To meet certification requirements, videos or webinars must be approved by the principal or school catechist certification leader. The following opportunities are available to teachers working toward certification:

- School in-service sessions on relevant topics
- Archdiocesan in-service classes, seminars, and workshops
- Office of Formation and Discipleship webinars
- Parish adult education classes
- Sessions offered at regional catechist faith formation days

Record-keeping

- Catechist records are maintained locally in accordance with a school’s continuing education file policy.
- Copies of pending applications shall be kept at the school in case reference and/or consultation are needed.
- Each teacher shall keep a personal copy of his/her records, including any course completion certificates or attendance documentation.
- Schools should maintain adequate records of currently certified catechists.

When a Teacher Completes Requirements for Certification

- Teacher submits the “Catholic School Catechist Certification Log” to the principal or the school catechist certification leader.
- Principal or the school catechist certification leader sends the application for certification and supporting documentation including the Catholic School Catechist Certification Log to the Office of Formation and Discipleship.
- Certificate shall be issued from the Office of Formation and Discipleship to the attention of the principal.

Certificate Renewal

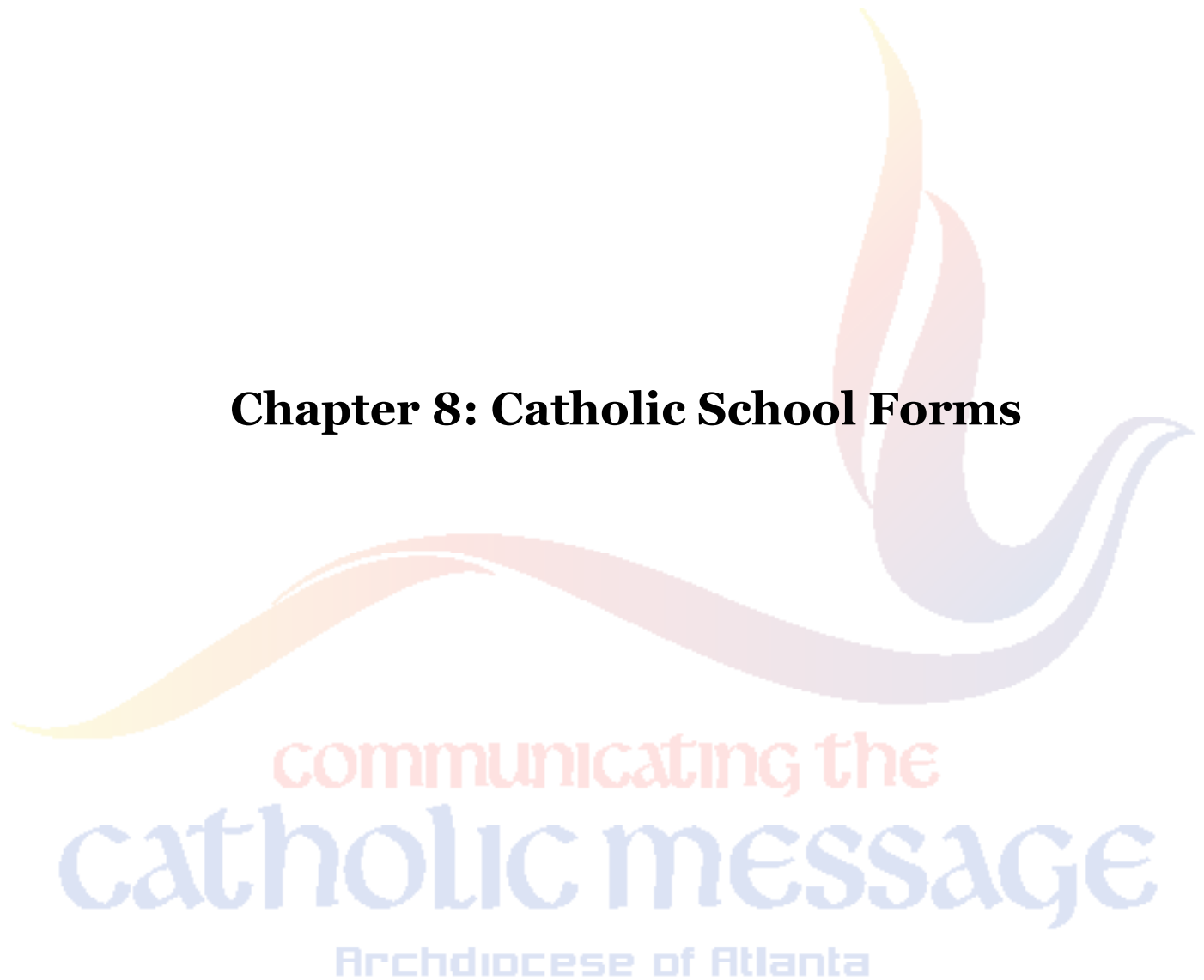
Applications for certification renewal (see chapter 8) are submitted to the Office of Formation and Discipleship. A verification of renewal letter will be sent to the attention of the principal.

Recommendations for the Principal

- Use the Annual Review meeting to address/check certification progress.
- As with PLUs, teacher should seek pre-approval for credits sought.
- Teacher maintains his/her own log and file of attendance certificates or course completion certificates.

To pose further questions, contact the Office of Formation and Discipleship (404) 920-7620.

Chapter 8: Catholic School Forms





Catholic School Catechist Certification Summary

Teacher name _____ School _____

Reviewed by: _____ Date _____

From pages 2-4 of this form, summarize the hours earned in each topic.

| Dimensions | Hours |
|---|-------|
| CATECHIST (40 clock hours) | |
| <input type="checkbox"/> Vocation and roles of the catechist | |
| <input type="checkbox"/> Vision and function of catechetical ministry | |
| <input type="checkbox"/> Spiritual life, personal holiness, and witness of Christian living | |
| <input type="checkbox"/> Gift-discernment | |
| THEOLOGY (50 clock hours) | |
| <input type="checkbox"/> Creed | |
| <input type="checkbox"/> Hebrew and Christian scriptures | |
| <input type="checkbox"/> Trinity | |
| <input type="checkbox"/> Jesus Christ | |
| <input type="checkbox"/> Mary and the saints | |
| <input type="checkbox"/> Prayer and spirituality | |
| <input type="checkbox"/> Liturgy and sacraments | |
| <input type="checkbox"/> Church history | |
| <input type="checkbox"/> Ecclesiology | |
| <input type="checkbox"/> Eschatology | |
| <input type="checkbox"/> Christian morality | |
| <input type="checkbox"/> Catholic Social Teaching | |
| <input type="checkbox"/> Stewardship | |
| LEARNER (15 clock hours) | |
| <input type="checkbox"/> Cognitive, affective, and moral development | |
| <input type="checkbox"/> Intelligence theories | |
| <input type="checkbox"/> Relational-dynamics | |
| <input type="checkbox"/> Social influences (socio-economic, culture, family systems, etc.) | |
| METHODS (15 clock hours) | |
| <input type="checkbox"/> Preparing the catechetical setting | |
| <input type="checkbox"/> Session planning | |
| <input type="checkbox"/> Using texts and resources | |
| <input type="checkbox"/> Planning and leading prayer | |
| <input type="checkbox"/> Faith formation session facilitation and management | |
| <input type="checkbox"/> Creative teaching and the media | |
| ELECTIVES (30 clock hours) | |
| <input type="checkbox"/> Catechist | |
| <input type="checkbox"/> Theology | |
| <input type="checkbox"/> Learner | |
| <input type="checkbox"/> Methods | |



Catholic School Catechist Certification Log

Please use this log sheet to track your certification. When all requirements have been met, please review this list with your school catechist certification leader. Attach copies of any certificates issued for individual courses.

Name _____

Email _____ School _____

| Date | Course Title/Event | Presenter | Catechist 40 clock hours minimum | Theology 50 clock hours minimum | Learner 15 clock hours minimum | Methods 15 clock hours minimum |
|-------------------------|--------------------|-----------|---|--|---|---|
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| Total Page 1 | | | | | | |



Certified Catechist in the Catholic School Application

The principal or school catechist certification leader submits this form **along with the Catholic School Catechist Certification Log** for a teacher who has completed requirements for catechist certification in the Catholic school.

School Information

School _____

Address _____

City _____ State _____ Zip _____

Phone _____

School Catechist Certification Leader Information

Principal or school catechist certification leader submitting this form _____

Email _____ Phone _____

Signature _____ Date _____

Teacher Information

Name of Applicant _____

Phone _____ Email _____

The principal or school catechist certification leader listed above affirms completion of the Archdiocese of Atlanta catechist certification requirements for Catholic schools, with the specified core competencies:

| Core Competency | Reviewed by | Date | Comments |
|---------------------------------------|-------------|------|----------|
| Catechist (40 clock hours minimum) | | | |
| Theology (50 clock hours minimum) | | | |
| Learner (15 clock hours minimum) | | | |
| Methods (15 clock hours minimum) | | | |
| Electives (30 clock hours minimum) | | | |

Please return this form to:

Office of Formation and Discipleship

Attn: Religious Education

Archdiocese of Atlanta

2401 Lake Park Drive, SE, Smyrna, GA 30080-8862

Phone: 404-920-7620 | Fax: 404-920-7621 | Email: ofd@archatl.com

| For Office of Formation and Discipleship Use Only | |
|---|--|
| Approved By | |
| Date | |



Certified Catechist in the Catholic School Renewal Application

The principal or school catechist certification leader submits this form **along with the Catholic School Catechist Certification Renewal Log**, listing teachers who have completed requirements to renew their catechist certification.

School information

School _____

Address _____

City _____ State _____ Zip _____

Phone _____

School catechist certification leader information

Principal or school catechist certification leader submitting this form _____

Email _____ Phone _____

Signature _____ Date _____

The principal or school catechist certification leader listed above affirms the following teachers have completed 36 clock hours of formation over a three-year period, meeting the requirements for certification renewal:

| Name of Teacher | Catechist Dimension 6 Hours | Theology Dimension 6 Hours | Learner Dimension 6 Hours | Methods Dimension 6 Hours | Electives 12 Additional Hours | Total Renewal Hours |
|-----------------|--------------------------------|-------------------------------|------------------------------|------------------------------|----------------------------------|---------------------|
| | | | | | | 36 |
| | | | | | | 36 |
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Please return this form to:

Office of Formation and Discipleship

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Archdiocese of Atlanta

2401 Lake Park Drive, SE, Smyrna, GA 30080-8862

Phone: 404-920-7620 | Fax: 404-920-7621 | Email: ofd@archatl.com

Chapter 9: Master Catechist Certification Requirements

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Master Catechist Certification Requirements

“To feel called to be a catechist and to receive this mission from the Church requires different levels of dedication... The importance of the ministry of catechesis would suggest that there should be in a diocese a certain number of religious and laity publicly recognized and permanently dedicated to catechesis who, in communion with the priests and the bishop, give to this diocesan service that ecclesial form which is proper to it” (*GDC 231*).

Overview

Master Catechists are lay people and professed religious sisters and brothers who have been recognized by the Archdiocese of Atlanta as exemplifying the ideals of catechesis. These are people who demonstrate a comprehensive understanding of our Catholic faith tradition and effectively communicate this knowledge using a variety of processing skills and methodologies.

- Master Catechists are eligible to be listed on the Archdiocesan Speaker List and to present catechist certification classes in parishes in their identified area(s) of expertise.
- Master Catechists who are also parish catechetical leaders and who have been trained to implement Basic Catechist Certification have the authority to determine the course content that qualifies for Basic Certification and may grant the credit in accordance with the Archdiocese of Atlanta guidelines.

Requirements

To become a Master Catechist, the applicant must meet the following requirements:

1. Complete the Application for Master Catechist Certification.
2. Provide supporting evidence of his/her religious education formation and coursework. It is expected that the applicant has completed a *minimum of eighteen hours of academic credit related to catechesis*, such as a graduate degree or certificate program in religious education, theology, or pastoral studies, or its equivalent.
3. Have at least three years of experience as a catechist.
4. Comply with current Safe Environment requirements.
5. Submit at least three recommendations from catechetical leaders or peers at his/her parish or school. At least one of these recommendations must be from the pastor or Catholic school principal.

Application Process

To apply as a Master Catechist, all documentation listed above must be submitted to the Office of Formation and Discipleship for review.

Renewal

To maintain certification as a Master Catechist, at least 20 hours of documented faith formation activity and/or continuing education need to be completed every five years.



Master Catechist Application

The parish catechetical leader or Catholic school principal submits this form for individuals who have met requirements for Master Catechist Certification.

Principal or parish catechetical leader information

Name of person completing this form _____

Parish/School _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Master Catechist Certification Requirements

Place an **X** beside each completed Master Catechist Certification requirement.

_____ Diploma or transcript from formal religious education formation coursework that indicates a minimum of eighteen hours of academic credit of study related to catechesis (such as a graduate degree or certificate program in Religious Education, Theology, Pastoral Studies, or the equivalent).

_____ Documented three years of experience as a catechist

_____ Current compliance with Safe Environment screening and background check

_____ Three letters of recommendation from catechetical leaders or peers (one of these recommendations must be from the pastor or Catholic school principal.)

Recommendation for Certification

Name of Parish or School _____

recommends (name of catechist) _____

be named a **Master Catechist** in the Archdiocese of Atlanta.

Pastor or School Principal _____

Title _____

Please return this form and all documentation to meet the requirements for Master Catechist to:

Office of Formation and Discipleship

Attn: Religious Education

Archdiocese of Atlanta

2401 Lake Park Drive, SE, Smyrna, GA 30080-8862

Phone: 404-920-7620 | Fax: 404-920-7621 | Email: ofd@archatl.com

For Office of Formation and Discipleship Use Only

Approved By _____

Date _____

Appendices



Appendix A: Important Documents and Common Abbreviations

- AG** *Ad gentes divinitus: The Decree on the Church's Missionary Activity* (Vatican II, December 7, 1965)
- CAC** *The Challenge of Adolescent Catechesis: Maturing in Faith* (The National Federation for Catholic Youth Ministry, 1986)
- CCC** *The Catechism of the Catholic Church, Second Edition* (USCC 2000)
- CCYE** *The Challenge of Catholic Youth Evangelization - Called to Be Witnesses and Storytellers* (NFCYM 1993)
- CIC** *Codex iuris Canonici: Code of Canon Law* (1983)
- CL** *Christifideles laici: The Vocation and the Mission of the Lay Faithful in the Church and in the World* (John Paul II, December 30, 1988)
- CT** *Catechesi tradendae: On Catechesis in Our Time* (John Paul II, October 16, 1979)
- DH** *Dignitatis humanae: The Declaration on Religious Liberty* (Vatican II, December 7, 1965)
- DV** *Dei verbum: The Dogmatic Constitution on Divine Revelation* (Vatican II, November 18, 1965)
- EJFA** *Economic Justice for All: Pastoral Letter on Catholic Social Teaching and the U.S. Economy* (NCCB 1986)
- EN** *Evangelii nuntiandi: On Evangelization in the Modern World* (Paul VI, December 8, 1975)
- GDC** *General Directory for Catechesis* (Sacred Congregation for the Clergy 1997)
- GDSCM** *Guidelines for Doctrinally Sound Catechetical Materials* (USCC 1990)
- GE** *Gravissimum educationis: The Declaration on Christian Education* (Vatican II, October 28, 1965)
- GMD** *Go and Make Disciples* (USCC 1993)
- GNLY** *General Norms for the Liturgical Year and the Calendar* (Sacred Congregation for Divine Worship, March 21, 1969)
- GS** *Gaudium et spes: The Pastoral Constitution on the Church in the Modern World* (Vatican II, December 7, 1965)

Appendix A: Important Documents and Common Abbreviations

- LG** *Lumen gentium: The Dogmatic Constitution on the Church* (Vatican II, November 21, 1964)
- NA** *Nostra aetate: The Declaration on the Church's Relations with Non-Christian Religions* (Vatican II, October 28, 1965)
- NCD** *Sharing the Light of Faith: National Catechetical Directory for Catholics of the United States* (NCCB 1978)
- NDC** *National Directory for Catechesis* (USCCB 2005)
- NSLM** *National Certification Standards for Lay Ecclesial Ministers Serving as Parish Catechetical Leaders, Youth Ministry Leaders, Pastoral Associates, Parish Life Coordinators, Directors of Music Ministries* (NALM 2011)
- OHWB** *Our Hearts Were Burning Within Us: A Pastoral Plan for Adult Faith Formation in the United States* (USCC 1999)
- RCIA** *Rite of Christian Initiation of Adults* (USCC 1988)
- RV** *Renewing the Vision: A Framework for Catholic Youth Ministry* (USCC 1997)
- SC** *Sacrosanctum concilium: The Constitution on the Sacred Liturgy* (Vatican II, December 4, 1963)
- SDL** *Sons and Daughters of the Light: A Pastoral Plan for Ministry with Young Adults* (NCCB/USCC 1997)
- TJD** *To Teach as Jesus Did: A Pastoral Message on Catholic Education* (NCCB 1972)
- TLTH** *A Time to Listen... A Time to Heal* (USCC 1999)
- UR** *Unitatis redintegratio: The Decree on Ecumenism* (Vatican II, November 21, 1964)
- VS** *Veritatis splendor: The Splendor of Truth*, Encyclical Letter (John Paul II, August 6, 1993)
- WL** *Walk in the Light: A Pastoral Response to Child Sexual Abuse* (NCCB/USCC 1995)
- WS** *Unity in Diversity: Welcoming the Stranger Among Us* (NCCB/USCC 2000)

Appendix B: National Organizations Serving Catechetical Ministries

National Association of the Catechesis of the Good Shepherd (CGS)

www.cgsusa.org

The National Association works to make the Catechesis of the Good Shepherd and the writings of Sofia Cavalletti and Gianna Gobbi accessible to all. CGS provides formation in accord with the work of Sofia Cavalletti and Gianna Gobbi, through the provision of a discernment process and training for formation leaders, offering regular retreats and conferences and the use of approved formation leader's handbooks.

National Conference of Catechetical Leadership (NCCL)

www.nccl.org

This organization's membership is comprised of Diocesan personnel in the nation. The membership uses the Bishops' Provinces as a way to regionalize efforts. The Archdiocese of Atlanta is part of the Atlanta Province, which also includes the Dioceses of Savannah, Charleston, Charlotte, and Raleigh. The Diocesan Directors participate in regional meetings, which facilitate collaborative ministry within the province. NCCL offers opportunities for continuing education on national, regional, and local levels as resourcing and promoting the ministry of catechesis throughout the nation.

National Catholic Education Association (NCEA)

www.ncea.org

NCEA membership is made up of individual Catholic schools and school personnel. It is an organization that services and resources the Catholic schools of the nation.

National Association of Parish Catechetical Directors (NPCD)

www.ncea.org/membership/npcd

This organization is made up of individual parish catechetical leaders and resources parish catechetical personnel through professional development, networking, newsletters, journals, and research initiatives.

National Association for Lay Ministry (NALM)

www.nalm.org

NALM is a professional organization that supports, educates and advocates for lay ministry in the Catholic Church. Its membership is comprised of lay leaders across the nation. It provides support and resources for pastoral ministers, pastoral associates and parish life coordinators.

Appendix B: National Organizations Serving Catechetical Ministries

National Federation of Catholic Youth Ministry (NFCYM)

www.nfcym.org

NFCYM exists to serve as an advocate for youth ministry in the Catholic Church. There is an annual membership meeting that allows members to come together and work on a national project and two national conferences. One conference is for youth and happens in the odd number years. The other conference is for adults who work with youth and occurs during the even number years. The U.S. is divided into regions; Atlanta is in Region 4, which includes Savannah and all the dioceses in Florida.

National Association of Catholic Youth Ministry Leaders (NACYML)

www.nacyml.org

NACYML is a membership driven professional organization of ordained and lay ecclesial ministers dedicated to the field of youth ministry and to strengthening and supporting its members in their ministerial practice and professional development.

National Catholic Young Adult Ministry Association (NCYAMA)

www.ncyama.org

NCYAMA is comprised of individuals who minister to young adults. They work to advocate and create resources that empower parishes to become more young-adult friendly and to minister in new ways to those in the 20- to 30-year-old age group, including those who are married and single.

National Initiative for Adolescent Catechesis (NIAC)

www.adolescentcatechesis.org

The National Initiative on Adolescent Catechesis, or NIAC, is a project stemming from the unique collaboration of three national organizations whose primary goals are the support and training of those who form others in the Roman Catholic faith. Together as the Partnership for Adolescent Catechesis (PAC), these organizations (the National Federation for Catholic Youth Ministry, the National Catholic Educational Association, and the National Conference for Catechetical Leadership) represent members in youth ministry, parish catechetical ministries, Catholic schools, seminaries, diocesan offices, and various national and local ministerial organizations and are committed to the pursuit of excellent, effective, and disciple-making adolescent catechesis.

United States Catholic Conference of Bishops (USCCB)

www.usccb.org

The USCCB is the national office for the Catholic Church of the United States. They publish resources that update dioceses/parishes on current events, statements and decisions of the U.S. Bishops and the Church on the national level.

Appendix C: *Echoes of Faith* (RCL/Benziger) Correlation for Basic Catechist Certification

This video series with companion booklets offers catechists an alternative method of completing Basic Catechist Certification. *Echoes of Faith*, however, does not offer a complete presentation of the Basic Catechist Certification. This program is to be used in a group setting so that the content can be processed with others. Books to accompany the program can be purchased through RCL/Benziger or borrowed from the Office of Formation and Discipleship.

| Basic Certification Course Title | <i>Echoes of Faith</i> Equivalent |
|--|--|
| BC1 Ministry of Catechesis and BC2 Spirituality of the Catechist (three modules complete both courses) | Getting Started as a Catechist Roles of the Catechist Person of the Catechist |
| BL1 Faith and Moral Development | Introduction to the Learner |
| BT1 Overview of Scripture..... | Introduction to the Scriptures |
| BT2 Catholic Morality | Catholic Morality |
| BT3 Church History..... | N/A (This title is not included in the <i>Echoes of Faith</i> series; the Office of Formation and Discipleship provides the webinar “Church History” to fulfill this requirement.) |
| BT4 What the Church Believes..... | I Believe/You Believe |
| BT5 Liturgy and Sacraments..... | Liturgy and Sacraments |
| BT6 Prayer and Spirituality..... | Prayer and Spirituality |
| BM2 Elementary Methodology | Grades 1-2 Grades 3-4 Grades 5-6 Grades 7-8 |

Appendix D: Viewing Webinars

Webinars are also options for certification course content. In adult formation, faith sharing is a significant and effective learning strategy and webinars should attempt to include a forum for catechists to interact. When providing catechists with a webinar option for certification credit, consider the following guidelines:

- View webinars as a group and allow time at the end of the webinar for catechists to discuss the course content.
- If catechists watch a webinar on their own schedule, schedule a brief meeting for catechists to discuss course content and share ideas for implementing what was taught in the webinar.
- If it is necessary for a catechist to view a webinar independently and a follow up meeting is not possible, ask the catechist to provide a brief summary about the webinar to include the catechist's personal reaction and ideas for using the material presented.

For webinar resources, consult with the Office of Formation and Discipleship.

Appendix E: Parish Record-Keeping Suggestions

Parish catechetical leaders should maintain records of currently certified catechists and catechists working toward achieving certification. Catechists should also be encouraged to keep a personal copy of his/her records.

There are several options for record keeping. Consider the number of catechists at your parish when choosing an option. Remember that often catechists come and go, so it is important to maintain records even for inactive catechists.

Suggestions for record keeping:

- Create and maintain a file for each catechist that includes an updated “Catechist Certification Log” (see chapter 5).
- Create a spreadsheet or use a template available on the archdiocesan website.
- Use a parish database to track catechist certification progress (check with your parish administrator).
- Provide each catechist with certification progress updates at least once each year; this practice will encourage them and show them that certification matters.
- Build a form in Google Docs, JotForm, or another similar program that will provide catechists with an easy way to enter completed courses on their own (contact the Office of Formation and Discipleship for assistance).

Appendix F: Parish Catechist Basic Certification Course Codes

Please include the following course codes on certificates issued for Basic Certification courses.

| Basic Course | Hours | Course Title | Course Code |
|---|--------------|--|--------------------|
| Safe Environment compliance | NA | NA | NA |
| Ministry of Catechesis | 2 | Ministry of Catechesis | BC1 |
| Spirituality of the Catechist | 1 | Spirituality of the Catechist | BC2 |
| Spiritual Enrichment | 2 | Various | BC3 |
| Overview of Scripture | 2 | Overview of Scripture | BT1 |
| Catholic Morality | 2 | Catholic Morality | BT2 |
| Church History | 2 | Church History | BT3 |
| What the Church Believes | 2 | What the Church Believes | BT4 |
| Liturgy and Sacraments | 2 | Liturgy and Sacraments | BT5 |
| Prayer and Spirituality | 2 | Prayer and Spirituality | BT6 |
| Faith and Moral Development | 2 | Faith and Moral Development | BL1 |
| Spirituality of the Child/Adolescent | 1 | Spirituality of Preschool/Elementary Child or Adolescent | BL2 |
| Effective Catechesis and Session Management *, ** | 1 | Effective Catechesis and Session Management | BM1 |
| Methodology Elective * | 1 | | BM2 |
| Session Observation | 2 | | BM3 |
| Youth Ministry Methodology | Hours | Course Title | Course Code |
| The Vision of Youth Ministry | 2 | The Vision of Youth Ministry | YM1 |
| Developing Leadership in Youth and Adults | 2 | Developing Leadership in Youth and Adults | YM2 |
| Youth Ministry Planning | 2 | Youth Ministry Planning | YM3 |
| Evangelization of Youth | 2 | Evangelization of Youth | YM4 |
| Adolescent Development and Pastoral Care of Youth | 2 | Adolescent Development and Pastoral Care of Youth | YM5 |
| Ministry with Diverse Populations | 2 | Ministry with Diverse Populations | YM6 |
| Liturgy, Worship, and Music | 2 | Liturgy, Worship, and Music | YM7 |
| Moving From Service to Justice | 2 | Moving From Service to Justice | YM8 |
| The Legal Environment of Youth Ministry | 2 | The Legal Environment of Youth Ministry | YM9 |
| Adult Methodology | Hours | Course Title | Course Code |
| The What and How of Adult Faith Formation | 3 | The What and How of Adult Faith Formation | AM1 |
| Focusing on Adult Faith Formation | 3 | Focusing on Adult Faith Formation | AM2 |

| Intermediate or Advanced Course Requirement | Hours | Course Code |
|--|--------------|--------------------|
| Catechist Spiritual Enrichment | 6 | IAC |
| Scripture | 4 | IAT1 |
| Catholic Morality | 4 | IAT2 |
| Church Doctrine/History | 4 | IAT3 |
| Prayer/Spirituality | 4 | IAT4 |
| Sacraments | 4 | IAT5 |
| Liturgy | 4 | IAT6 |
| Learner and Methods | 12 | IALM |



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