



CONTINUING CATECHETICAL FORMATION

Growing in the grace and knowledge of God

Guide for the Catechist



Roman Catholic Diocese of Dallas

Every disciple of the Lord Jesus shares in His mission to proclaim the Good News. To do their part, adult Catholics must be mature in faith and well equipped to share the Gospel, promoting it in every family circle, in every church gathering, in every place of work, and in every public forum. They must be women and men of prayer whose faith is alive and vital, grounded in a deep commitment to the person and message of Jesus.

Our Hearts Were Burning Within Us



2010
*Diocese of
Dallas*

Catechist's Guide



In the History of the Church, Catechesis has had many champions. **St. Robert Bellarmine, whose feast day is September 17th**. Doctor of the Church, noted Jesuit scholar, and apologist of the faith, is one of the patron Saints of Catechesis. Cardinal Robert Bellarmine (1542 -1621), along with other Bishops and theologians, worked diligently to systematize the truths of doctrine which aided the process of Catechesis and laid the groundwork for the publication of the Roman Catechism or Catechism of the Council of Trent, published in 1566. The Roman Catechism has been the basis for all catechisms including the Baltimore Catechism, and the 1992 publication of the Catechism of the Catholic Church.

Prayer for Catechists and Leaders

God, our Father,
 You send your only Son, Jesus Christ,
 To show us your everlasting love;
 Help us to grow in your grace and knowledge.
 Help us to mature in our understanding of your Word
 And be with us as we serve as coworkers in your vineyard.
 Help us, as you did with your servant, Robert Bellarmine,
 To be humble and yet a champion of the truths
 Your Son commanded us to share
 With our brothers and sisters.
 Through Christ Jesus our Lord, Amen.

Holy Robert Bellermine, champion of the faith, we ask that you intercede for us today as we meet, in an effort to become better servant leaders and catechists, the instrument of God’s work in the kingdom

*Jeanne Jakubowski,
 Associate Director of Programs and Project
 Department of Catechetical Services*



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1. Bishop's Introductory Letter



Office of the Bishop

DIOCESE OF DALLAS

September 17, 2010

Dear Catechists and Catechetical Leaders,

The Church considers Catechesis one of its most important tasks. Catechesis is the fulfillment of Christ's command to "Go into the whole world and proclaim the gospel to every creature" (Mark 16:15). By Baptism, we are "incorporated into the Church and made sharers in her mission." (CCC#1213) Catechesis is a critical way in which we put our faith into action and answer our call as a member of the Body of Christ.

It is in my capacity as Bishop, that I accept the primary responsibility for Catechesis in the Diocese of Dallas. As "herald of the faith," I am called "to foster active and effective catechesis" (*Catechesi Tradendae* #63). It is also in my role as Bishop that I am asked to "supervise the catechetical mission in the diocese...ensuring that Catechists are well prepared for their task, being well instructed in the doctrine of the Church and possessing both a practical and theoretical knowledge of the laws of psychology and of educational method." (*National Directory for Catechesis* #54).

And so, it is in this role as Chief Catechist that I present to you the Diocese of Dallas *Continuing Catechetical Formation Plan*. The goal of this plan is to provide sufficient formation and education for all catechists in the Diocese of Dallas that will enable them to provide effective catechesis. It is my hope that this program will help our catechist grow into Mature Catholic Adults who understand their faith and are skilled in their vocation.

This is great and generous work that you do for the Diocese of Dallas. As a catechist, you communicate to children and adults by your word and example. They come to know the Father, as their Creator, the love of Jesus, as "Word" and Redeemer, and the Holy Spirit who sanctifies them throughout their lives. As the catechized come to an understanding of Church, they gain a realization that their faith is alive in the present and that it will continue to sustain them on the journey as they grow in the grace and knowledge of God.

Let us then, continue to grow in grace and the knowledge of God!

Faithfully in Christ,

A handwritten signature in blue ink, appearing to read "Kevin J. Farrell".

Most Reverend Kevin J Farrell, D.D.
Bishop of Dallas

2. The Essential Attributes of a Catechist

2.1 Definition of a Catechist

Catechists are called to share their faith, give witness, pray, model service, and build community. Catechists minister to adults, youth, and children in a variety of locations and programs such as Sacramental Preparation, RCIA, Family Programs, Scripture Study, and more. Through Word and example, catechists hand on the Catholic faith and proclaim the Gospel of Jesus Christ.

2.2 Vocation of the Catechist

The General Directory for Catechesis tells us that catechists have a vocation...a calling from the Lord rooted in Baptism to carry out His mandate to proclaim the Gospel. And furthermore, it states that "The Church awakens and discerns this divine vocation and confers the mission to catechize. The Lord Jesus invites men and women, in a special way, to follow him, teacher and formator of disciples."¹

2.3 The Call to be a Catechist

The call and response to become a catechist is recognized in the local Church by the Bishop. The response to this call includes willingness to give one's time and talent, not only to catechizing others, but to one's own growth and understanding of the faith. The call to this ministry often comes through the pastor, catechetical leader, youth minister, pastoral associate, or another catechist.

2.4 Qualities of a Catechist

Catechists must possess and exhibit qualities or characteristics necessary to give credible witness to the Gospel. A catechist must: be a model of Catholic Christian faith and lifestyle; participate in the spiritual, theological, and methodological training and formation... know and abide by the parish and/or diocesan guidelines and policies promoting effective catechesis; and give sufficient preparation time for the catechetical task.²

2.5 The New or Transferring Catechist Agreement

Every Catechist must agree to:

- Read and sign a statement of intent
- Begin formation requirements for a certificate in catechesis
- Continue to deepen and develop his/her Personal Spirituality
- Commit to continuing formation
- Learn the Methodology and Ministerial Skills necessary to be an effective catechist
- Learn how to provide a Safe Environment for all students

¹USCCB, *General Directory for Catechesis* (GDC). (Washington, D.C.: USCCB, 2001), no.231

²Office for Catechesis and Youth Ministry, *Archdiocese of Chicago*. (2009). <http://www.catechesis-chicago.org/> (accessed on July 30, 2009).

3. Catechist Statement of Intent

3.1 Catechist Information

Any person answering the call to serve as a Catechist in the Diocese of Dallas is asked to fill out this Statement of Intent. A copy should be kept in their file at the Parish.

Name _____

Address _____

City _____ State _____ Zip Code _____

Daytime Phone _____ Cell Phone _____ E-mail _____

Parish, City _____

For identification purposes in the Diocesan Database:

Last 4 digits of SSN# DOB (mm/dd/yyyy) --

Previous Experience in Church Ministry (Volunteer or Paid)

Ministry _____ Location _____ No. of Years _____

Ministry _____ Location _____ No. of Years _____

Faith Formation Classes _____ hours Other (CEUs, College Credit) _____ hours

3.2 Catechist Commitment

- I intend to serve my parish as a catechist beginning in (Fall/ Spring) of the year _____
- I commit to serve those in my charge to the best of my abilities, learning and growing in my faith as I serve others
- I commit to be active and fully participate in the sacramental life of the Church
- I commit to integrating the tasks of Catechesis into my ministry with those I serve:
 - Communicating the message of our faith
 - Leading Participants to a deeper understanding and active participation in liturgy and worship
 - Promoting moral formation
 - Teaching prayer
 - Building Christian Community and motivating participants to mission and service
- I intend to love, respect and pray for those in my care
- I understand that I must follow the diocesan and parish Safe Environment requirements for working with children and vulnerable adults
- I intend to advance my knowledge and skills by participating in courses, workshops, conferences and retreats as stated in the *Continuing Catechetical Formation Plan*, so that I may receive my Certificate in Catechesis (Master Catechist)

Signature _____ Date _____

4. Catechetical Plan

4.1 Overview of Courses and Continuing Education

Level	Required Credit Hours	Courses Required	Expected Completion Time (starting date or date of program inception, 9/1/2010, whichever is latest)
Beginner	30	Pre-requisites Creed: Core	End of 1 st year
Intermediate	60	Core	End of 3 rd year
Advanced (Master Catechist)	60	Electives • 15 hrs: Theology • 20 hrs: Scripture • 10 hrs: Methodology and Skills/ Ministerial Specialization • 15 hrs: Personal and Spiritual Maturity	End of 5 rd year
Continuing Education Requirements after achieving Master Catechist Certificate: Retreats, Conferences, additional Elective Courses	Varies/ See Course Listing	N/A	Annually

4.2 Course Listing

Course Number	Course Title	Credit Hours	Category
101	Introduction to the Learner	5	Core
102	Grade Level Methods or Ministry Methods	5	Pre-requisite
201	Role of the Catechist or Catechetical Materials used in the Parish	5	Pre-requisite
202	Getting Started as a Catechist or Introduction to Specialized Ministry	5	Pre-requisite
203	Person of the Catechist	5	Core
301	Ecclesiology	5	Pre-requisite
302	Creed	10	Pre-requisite
303	Old Testament	10	Core
304	New Testament	10	Core
305	Liturgy and Sacraments	10	Core
306	Christian Morality	10	Core
307	Prayer and Spirituality	10	Core
501	Church History	10	Theology Elective
502	Mary and the Saints	5	Theology Elective
503	Christology	5	Theology Elective
504	Social Doctrine of the Church	5	Theology Elective
505	Principles of Catholic Social Teaching	5	Theology Elective
506	Ecumenism	5	Theology Elective
507	Church Documents	5	Theology Elective

601	Pentateuch	5	Scripture Elective
602	Historical Books	5	Scripture Elective
603	Prophets	5	Scripture Elective
604	Wisdom Books	5	Scripture Elective
605	Psalms	5	Scripture Elective
606	Synoptic Gospels	5	Scripture Elective
607	Book of John	5	Scripture Elective
608	Letters of Paul	5	Scripture Elective
609	Acts	5	Scripture Elective
610	Apocalyptic Writing	5	Scripture Elective
701	Sacramental Preparation	5	Methodology and Skills Elective
702	Introduction to the Ministry of Catechesis	5	Methodology and Skills Elective
703	Media	5	Methodology and Skills Elective
704	Adult Ministry	5	Methodology and Skills Elective
705	Multiculturalism	5	Methodology and Skills Elective
706	RCIA	5	Methodology and Skills Elective
707	Special Needs	5	Methodology and Skills Elective
708	Leadership Skills	5	Methodology and Skills Elective
709	Young Adult Ministry	5	Methodology and Skills Elective
710	Quince Años	5	Methodology and Skills Elective
711	Chaste Living	5	Methodology and Skills Elective
712	Youth Ministry	5	Methodology and Skills Elective
801	Art of Discernment	5	Personal and Spiritual

			Maturity Elective
802	Theological Reflection	5	Personal and Spiritual Maturity Elective
803	Spiritual Direction	5	Personal and Spiritual Maturity Elective
804	Small Faith Sharing Groups	5	Personal and Spiritual Maturity Elective
805	Prayer Groups	5	Personal and Spiritual Maturity Elective
806	Days of Reflection	5	Personal and Spiritual Maturity Elective
806	Retreats	5	Personal and Spiritual Maturity Elective
1001	First Yearly Retreat	5	Personal and Spiritual Maturity Elective
1002	Yearly Retreat	5	Elective
1101	Local, Regional or National Conferences	5 credit hrs per day attended	Use First Year towards Elective Credit After First Year Use as Continuing Education
2000	Bachelor's Level College Credit in Theology or Ministry Specialization		
3000	Master's Level College Credit in Theology or Ministry Specialization		

4.3 Suggested Catechist Development Plan

Beginner Level: Year One

Pre-requisite Courses	20 hrs
Core Courses	10 hrs
Total	30 hrs

The twenty hours of pre-requisite courses are designed for Catechist to complete before they even enter the classroom, or as soon as possible after they begin their ministry as catechists.

Intermediate Level: Years Two and Three

All Beginner Level courses in year one, plus

Year Two

Core Courses 30 hrs

Year Three

Core Courses 30 hrs

Those with a short term commitment to the vocation of catechist should have as their goal the completion of **CCF Certificate (90 hours)**.

Those who feel called to a longer commitment should be encouraged to complete the entire **150 hours**.

Advanced Level: Master Catechist

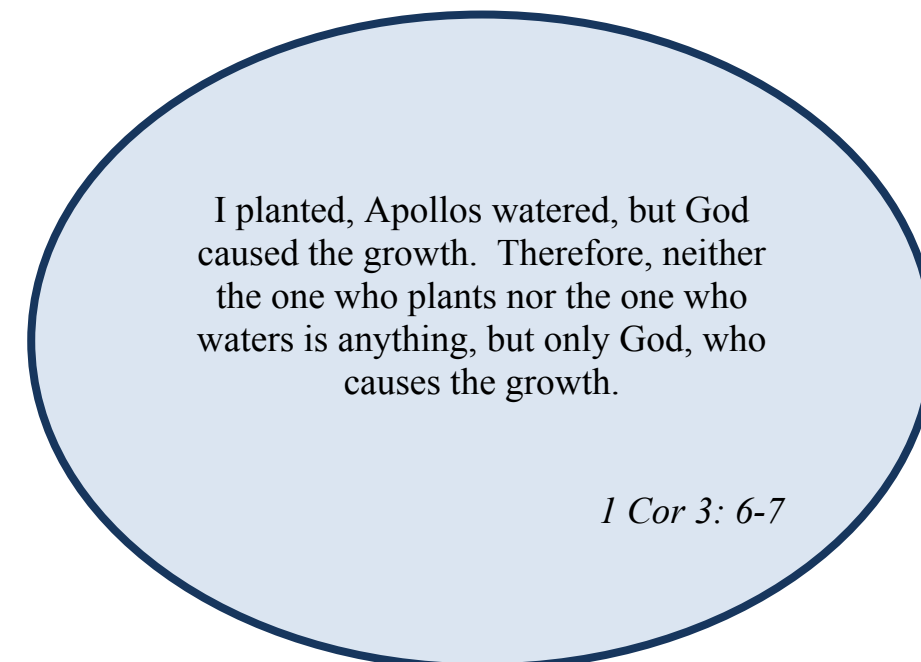
All Intermediate Level courses in years one, two and three, plus

Year Four

Elective Courses 30 hrs

Year Five

Elective Courses 30 hrs

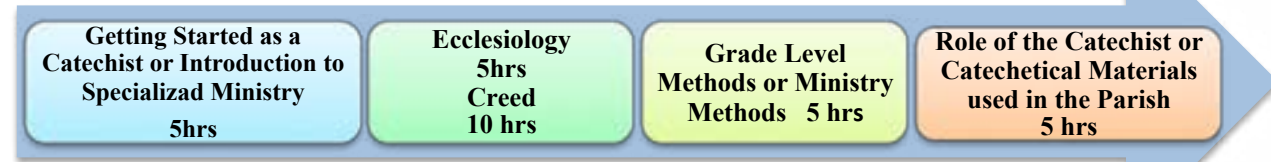


5. Catechetical Plan for Master Catechist Certificate

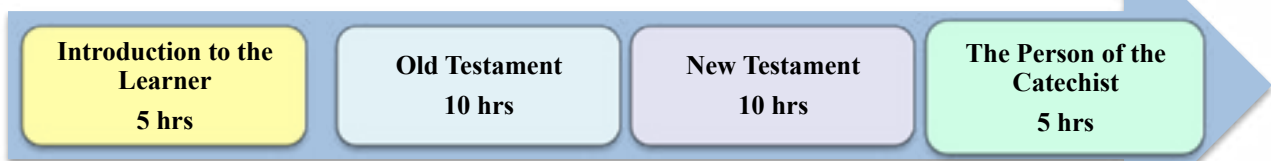
5.1 Basic Catechetical Plan

This is a recommended plan for completion of the Diocese of Dallas Certificate in Catechesis. It has been created to help develop a Catechetical Plan for your parish.

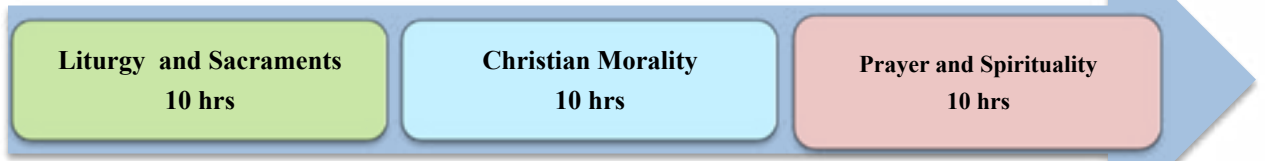
Beginner Level: Pre-requisites/ Year One – 30 hours



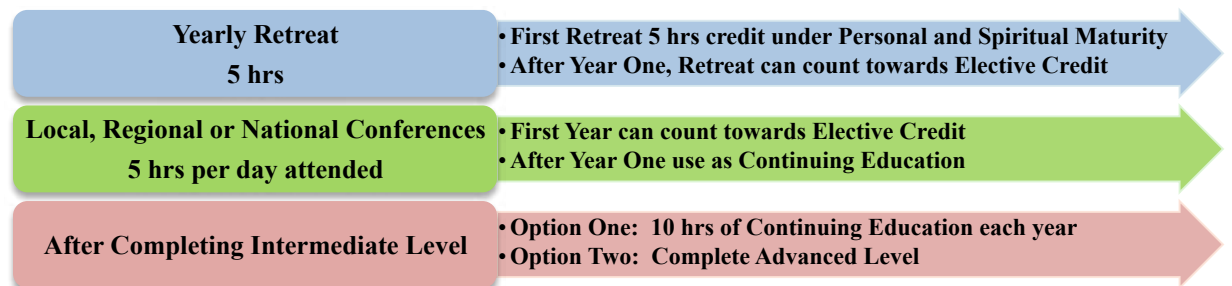
Intermediate Level: Year Two – 30 hours



Intermediate Level: Year Three – 30 hours

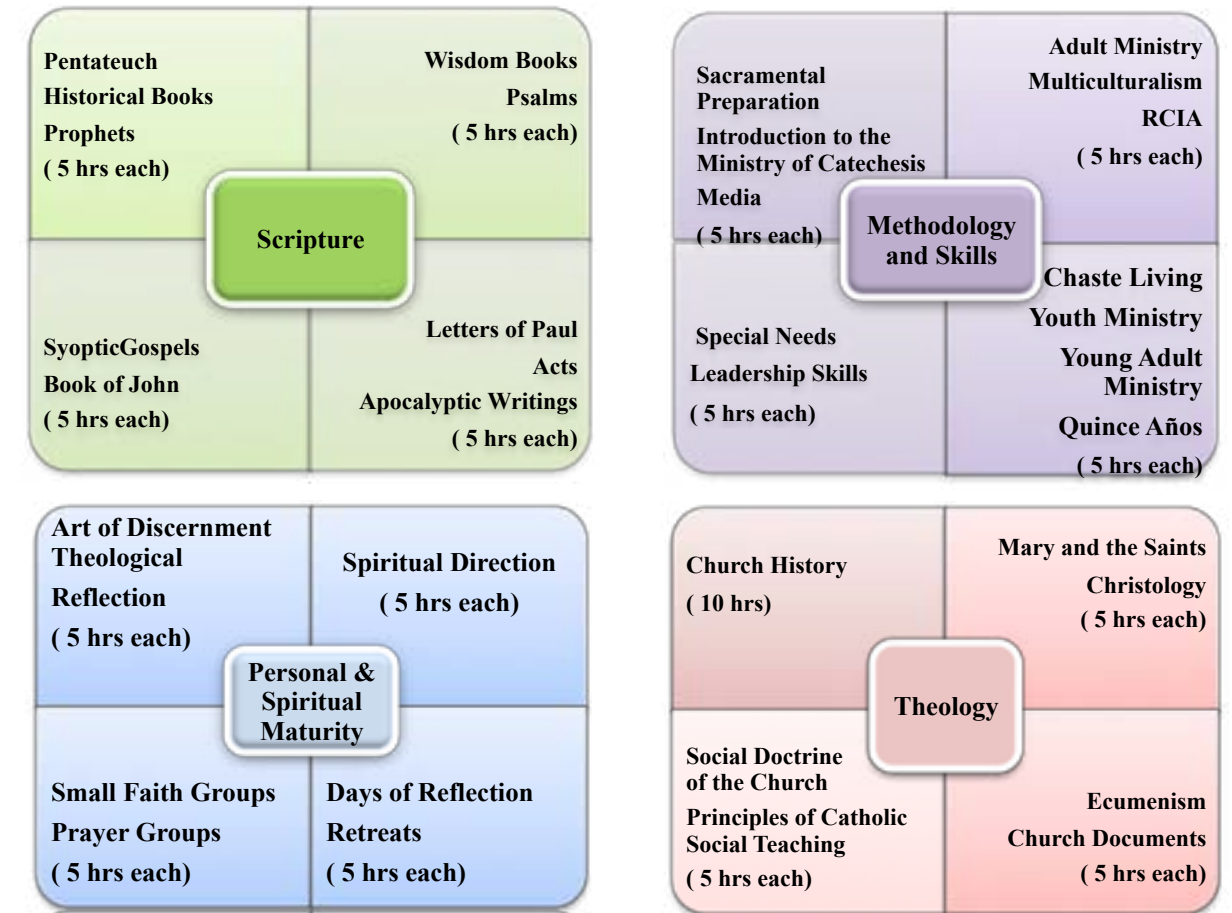
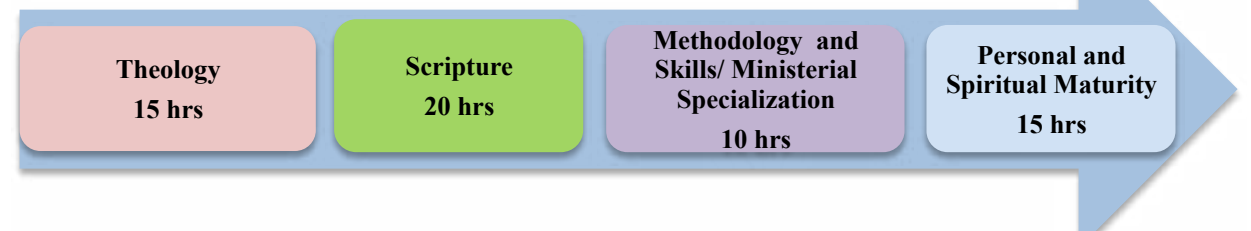


Additional Training Requirements

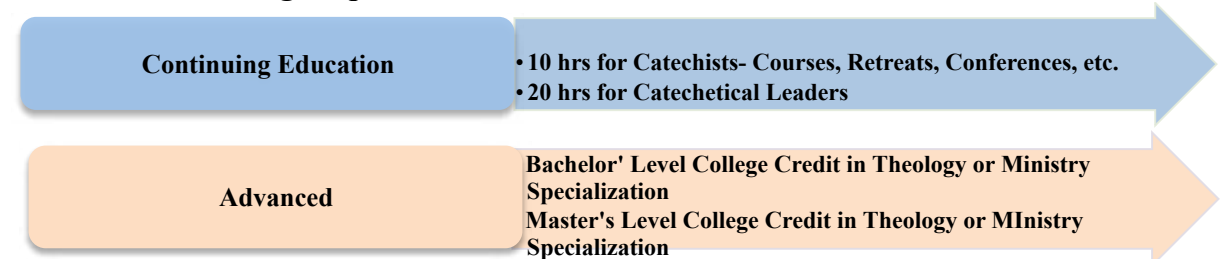


5.2 Catechetical Plan for Advanced Certificate: Years Four and Five

Advanced certificate level requires selection of theology, methodology and skills courses that will enhance the catechist's knowledge and understanding of the Catholic Faith and areas of specialization in which he/she is teaching (e.g. catechesis of children, special needs, Youth and Young Adults, adults, R.C.I.A., etc.).



Additional Training Requirements



6.1 Obtaining a CCF Certificate

- Course registration should be done through the Parish Catechetical Leader
- The sequence of courses is a recommended progression
- Catechists may take courses out of sequence or at another level
- To receive a CCF Certificate, Master Catechist, the Catechist must finish all the required courses for 150 hrs
- After completing the 150 hrs certificate requirement, the Catechist must complete 10 hours continuing education each year
- To renew or keep certificate after 10 years, Catechist must take refresher courses in Liturgy and Sacraments, Christian Morality, and Church Documents
- A Catechist may pursue professional development for College Credit in Theology, Religious Education, Youth Ministry or related degree fields on the undergraduate or graduate level at anytime in his/her formation

6.2 Record Keeping

- It is important that the Parish Catechetical Leader help the catechist create for themselves a personal plan of action for the purpose of completing coursework for the CCF Certificate in Catechesis and discuss yearly the progress made
- It is recommended that both Catechist and PCL, both, keep a record of the classes (see section 8)
- When the Catechist completes one level, the records of the classes taken at that level and the dates of completion, should be signed by both Catechist and PCL and sent by the PCL to the Department of Catechetical Services for final review and approval

6.3 Continuing Formation for Catechists

- Continuing Education Hours may be fulfilled by attending courses taught by a Master's level instructor in Theology, or related field, and by attending Retreats, Missions, Days of Reflection or Recollection, Diocesan, Regional and National Conferences, audited College Theology Courses, Biblical Courses etc.
- All Coursework is subject to the approval and evaluation of the Director of the Department of Catechetical Services

6.4 Optional Programs Offering Certification Hours or CEUs

All coursework is subject to approval and evaluation by the Director or designated staff of the Department of Catechetical Services:

- **Diocesan Coursework** taught by Instructors holding a Master's in Theology or related Field or Specialists: Offered by the Department of Catechetical Services in the Parishes upon request 214-379-2850
- **Echoes of Faith:** Methodology Coursework
- **Into the Fields:** Catechist Formation Program when the instructor has a Master's Degree in Theology
- **University of Dayton Virtual Learning Community of Faith Formation:** Offers CEUs, Certificates or Undergraduate Credit. For information on Course schedules and/or registration go to <http://vlc.udayton.edu>
- **University of Dallas, School of Ministry, Adult Faith Program:** Offers CEUs or Undergraduate Credit. For more information go to the University website <http://www.udallas.edu/ministry/index.cfm/> or call UD School of Ministry 972-721-4118
- **University of Dallas, School of Ministry Biblical School:** Offers CEUs or Undergraduate Credit

For more information go to the University website <http://www.udallas.edu/ministry/index.cfm/> or call UD School of Ministry 972-721-4118

- **University of Dallas School of Ministry Pastoral Theology:** Offers CEUs or Undergraduate Credit For more information go to the University website <http://www.udallas.edu/ministry/index.cfm/> or call UD School of Ministry 972-721-4118
- **Personal Portfolio of Seminars, Audits, Conferences, Classes etc.**

6.5 Optional Programs for Undergraduate College Credit

- **Undergraduate Degree** from the University of Dallas or any reputable Catholic University in Theology, Religious Education, or Related Field
- **Virtual Learning Courses taken for Undergraduate Credit** from the University of Dayton. For information on Course schedules and/or registration go to <http://vlc.udayton.edu>
- **Online Catholic College Credit.** Visit the United States Conference of Catholic Bishops Website at <http://www.nccbuscc.org/laity/laysurvey/schools.shtml>

6.6 Local Optional Programs Master College Credit for Catechetical Leaders

- **University of Dallas, School of Ministry** Master's Degree in Theology Studies, Pastoral Ministry, Religious Education, Youth Ministry, Family Ministry, etc.
- **University of Dallas, Braniff Graduate School** Master of Theology
- **Any reputable Catholic University** Master's Degree in Theology, Religious Education, Youth Ministry, Family Life, or Related Field



The Holy Spirit will come and we shall know him; he will be with us forever; he will remain with us. The Spirit will teach us everything, remind us of all that Christ said to us and bear witness to him. The Holy Spirit will lead us into all truth and will glorify Christ

CCC, no. 729

7.4 Continuing Education

7.5 Advanced – Years Four and Five

Areas of Study	Total Hours	Elective Courses	Course Hours**	Date Completed
Theology *Approved: Church History, Mary and the Saints, Christology, Church Documents, Ecumenism	15	1.		
		2.		
		3.		
Scripture Approved: Pentateuch, History Books, Prophets, Wisdom Books, Psalms, Synoptic Gospels, Book of John, Acts, Pauline Letters	20	1.		
		2.		
		3.		
		4.		
Methodology/ Skills/Area of Specialization Approved: Introduction to Ministry of Catechesis, Adult Ministry, Young Adult Ministry, Youth Ministry, Quince Años, Sacramental Preparation, Multiculturalism, Chaste Living, Media, Special Needs, Social Justice, Leadership Skills	10	1.		
		2.		
Personal and Spiritual Maturity Approved: Art of Discernment, Spiritual Direction, Small Faith Sharing Groups, Prayer Groups, Days of Reflection, Retreats	15	1.		
		2.		
		3.		

*These courses are approved by the Department of Catechetical Services to be elective courses used toward CCF Certificate in Catechesis
 ** May be 5 or 10 hour courses

7. Keeping a Record of Catechist Course Hours

Catechist Name _____

Last 4 digits of Social Security# DOB (mm/dd/yyyy) - -

Daytime Phone _____ Cell _____ E-mail Address _____

Home Address _____ City _____

Zip Code _____ Parish, City _____

7.1 Beginner – Year One

Course	Hours	Date Completed
Getting Started as a Catechist	5	
Ecclesiology	5	
Grade Level Methods (select <u>one</u> according to the age group you are teaching)	5	
Introduction to the Learner (Catechetical Materials used at the parish may be introduced at this time)	5	
Creed from Core 200 series	10	

7.2 Intermediate – Year Two

Course	Hours	Date Completed
Old Testament	10	
New Testament	10	
Liturgy and Sacraments	10	

7.3 Intermediate – Year Three

Course	Hours	Date Completed
Christian Morality	10	
Prayer and Spirituality	10	
Introduction to the Ministry of Catechesis	5	
The Person of the Catechist	5	

Yearly Activities	Hours	Date Completed
Retreat	5	
National, Regional, or Local Conference	5 per day	

7.6 Continuing and Professional Education

Areas of Study	Total Hours	Elective Courses	Course Hours	Date Completed
Continuing Education Includes: Courses, Retreats, Conferences (5-10 hrs)	10	1.		
		2.		
Advanced Education Encouraged at any time during the Learning process	Report any Undergraduate or Graduate Course Credit Earned	1.		
		2.		
		3.		
		4.		

Certificate of Completion: current for 10 years. During these 10 years continuing education expected. After 10 years refresher courses in Liturgy and Sacraments, Christian Morality, and Church Documents required to keep Certification current.

Catechist Signature _____

PCL Signature: _____

They devoted themselves to the teaching of the apostles and to the communal life, to the breaking of the bread and to the prayers.



Acts 2:42

8. Equivalency Application

8.1 Credit for Coursework outside Diocesan Classes

If you wish to obtain credit for a presentation in your parish, please consult with the Department of Catechetical Services about equivalency credit **before** you bring in the guest speaker. If this is a course given at your parish, please include: **Catechist Formation Attendance List** (via e-mail), **Evaluation**, **Presenter's Outline**, and any **Handouts** and/or **PowerPoint Presentations**. Send all supporting documentation by fax, email or mail to the Department of Catechetical Services to ensure that credit for coursework is granted.

Person Requesting _____ Ministry Position _____

Parish Catechetical Leader (if other than person requesting) _____

Parish _____ City _____

Phone _____ E-Mail _____

Event/Course Title _____ Location _____

Date (s) _____ Time (s) _____ Clock Hours _____

Learning Objectives/Expected Outcomes	Category
1. _____	_____ Christian Identity
2. _____	_____ Sacred Scripture
3. _____	_____ Theology
4. _____	_____ Personal/Spiritual Growth
5. _____	_____ Methodology/ Skills
6. _____	_____ Continuing Formation

Resources/Books and Documents Used:

Presenter's Name _____ Ministry _____

Address _____ City _____ State _____ Zip _____

Phone _____ E-Mail _____

Education _____

Experience in Ministry _____

For Diocesan Department of Catechetical Services use only:	
Approved	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, reason _____	
Amount of credit approved _____ Hrs	Area of Credit _____
Signature _____	Date _____
Diocese of Dallas, Department of Catechetical Services, 2010	

9. Core Curriculum

9.1 Theological Modules Course Descriptions and Objectives

Christian Morality

Moral life is not reduced to a series of prohibitive principles regarding certain kind of life style. It is an ongoing discovering of how the Spirit lives within us and how the life of the Church nourishes human will to make the right choice regarding our behavior, way of living, administration of goods, human care, promotion of life and well being of all God's children. Although these issues seem to be a personal matter, the decisions we make about them have social implications that we need to be aware of.

Objectives

At the end of this course, participants will be able to:

- Articulate an understanding of Morality as the human person's response to the call to discipleship
- Understand Morality as a matter of discipleship and ongoing conversion to values of the Kingdom of God
- Understand Theology of sin and grace
- Understand the formation of conscience
- Identify the foundational sources of Christian Morality: Natural Law, Scripture, and Church Teaching
- Understand Morality's social dimension

Christology

Who do you say I am? This is a fundamental question not only because its context in the gospel, but for the very fact that the Church has been answering this question right from the beginning, defending and teaching Jesus' humanity and divinity; expressing its truth through Ecumenical councils, Tradition, the teachings of the Church, images and faith truths around Jesus' life, passion, death and resurrection. A fascinating course that presents the origins and developments of the Theology about Jesus Christ, true God and true Man.

Objectives

At the end of this course, participants will be able to:

- Understand Jesus of Nazareth's human and historic reality
- Recognize Jesus' resurrection
- Understand the Incarnation and its purpose for our salvation
- Recognize Jesus Christ as the fullness of true humanity
- Identify Jesus' presence among us
- Identify Jesus Christ as the Lord of the future in interreligious dialogue

Church History

Reading Church History goes beyond a series of facts that happened certain time in human history. On the contrary, we read our own history and how the spirited community saw herself immersed in human history. These events and actions are filled with joy and sorrow that remember an essential truth for us: We are the Mystical Body of Christ in human history, in the struggle to remain faithful to the Gospel, and to see ourselves as the mustard seed that should grow and bear fruit.

Objectives

At the end of this course, participants will be able to:

- Understand a faith in formation; the Early Church
- Identify the Christian Faith; the Christian Ideal
- Explain the divisions in Church History
- Identify Afro-American and Hispanic Presence
- Understand the Faith in a Revolutionary Age
- Articulate an understanding of the Legacy for the Third Millennium

The Creed

This course addresses the major elements of the Catholic Profession of Faith: the Trinitarian images of God the Father, God the Son, and God the Holy Spirit, as well as the Church as the Body of Christ. In addition, it presents a better understanding in the development of its key creedal statements and basic truths of our faith, so we feel more confident in sharing them with others.

Objectives

At the end of this course, participants will be able to:

- Identify and begin to integrate the four signs of the Catholic Message of Faith: Biblical, Ecclesial, Liturgical, and Natural
- Understand Scripture and Tradition
- Understand the development of Doctrine
- Identify the fundamental elements of the message of Salvation:
 - God
 - Creation
 - Jesus Christ
 - Holy Spirit
 - Church
 - Sacraments
 - Grace
 - The Moral Life
 - Mary and the Saints
 - Death, Judgment, and Eternity

Ecclesiology

This course develops a theological study about the Church. As believers, we must take a closer look to its liturgical life and its historical development and how the church sees herself through the centuries as the manifestation of the Holy Spirit. This developing is the work of the Holy Spirit expressed not only in the history or the marks of the Church, but also in the communion and mission that has been entrusted the community of believers lead by the shepherds. This course will lead the students to extend their vision with respect to the nature and ministry of the Church.

Objectives

At the end of this course, participants will be able to:

- Develop an appreciation of the fact that the call to ministry comes from God
- Understand that ministry demands a vibrant, growing relationship with God and others, and it is out of such relationship that genuine ministry flows

- Identify Jesus' model of ministry
- Understand the place of the Holy Spirit inspiring ministry
- Understand the place of prayer in the minister's life
- Understand the apostolic activity of those who minister in Christ's name

Ecumenism

This course introduces the learner to an “understanding of the Catholic faith tradition in relation to other Christian traditions; the religious beliefs, gifts, values, and traditions commonly shared by the different Catholic churches and other Christian communities; and the significant ecclesiological renewal conformed by Vatican II.” (NCS #520.06, #520.15, #520.17)

Objectives

At the end of this course, participants will be able to:

- Note the context of catechetical work in light of the Church's teaching and American culture
- Focus on the methods and content of Catholic formation on the ecumenical horizon
- Look briefly at the churches which we relate, and note the level of relationship
- Introduce the implications of the dialogues for catechesis in various areas
- Survey the concerns important for sacramental preparation
- Provide suggestions for developing experiences of ecumenical mission
- Enumerate resources that can be helpful for unity

Liturgy and Sacraments

This course constitutes a fabulous introduction to the history, theology and practice of the sacraments and its celebration in the Catholic Church. As believers, we need to be aware of the historical development and pastoral practice of these the ritual celebrations. At the same time, we need to know what the Church teaches and celebrates around these channels of grace or God's self-revelation to us.

Objectives

At the end of this course, participants will be able to:

- Identify the Seven Sacraments
- Identify sacraments of Initiation, Service, and Healing
- Understand the Sacraments as encounters with God and others
- Understand Jesus as the living sacrament of God, and the Church as a sacrament in the world
- Describe the four major movements of the Eucharistic Liturgy: Gathering Rite, Liturgy of the Word, Liturgy of the Eucharist, Concluding Rite
- Identify Scriptures as basic to Liturgy
- Understand the Liturgy of the Hours, the Liturgical Year, and Sacred Art

Mary and the Saints

The essence of this course is often the hottest topic when talking with non-Catholics. The author explains to us how the veneration of Saints was born within the Roman Catholic Tradition and the development within the history. Mary, as model of sainthood is there as well, in the middle of the controversy but also, as the leading figure in veneration. The author takes the reader into history and pastoral practices concerning veneration of saints, canonization process and the criteria to declare that Mary, indeed, had appeared in a certain place, according to the Church.

Objectives

At the end of this course, participants will be able to:

- Recognize the presence of Mary in the New Testament
- Identify the significance of Mary through the centuries
- Recognize the theological importance of Marian apparitions
- Identify the importance of Mary and the Saints in the modern world
- Understand the process of Canonization

New Testament

This course will journey through the History of Salvation in which humanity is saved once and for all through the sacrifice of Jesus Christ, the Son of God. It will introduce the student to Jesus' constant message of love and forgiveness; his confrontation with the religious authorities of his time; and the understanding of his message after his passion, death, and resurrection; and finally the spread of his message to all the confines of the earth.

Objectives

At the end of this course, participants will be able to:

- Understand Jesus' Role in the History of Salvation
- Recognize the Central message of Jesus' preaching
- Recognize the difference between Synoptic Gospels and the Gospel of John
- Identify the Acts of the Apostles; Role of scripture in the life of the early Church
- Understand the Pauline Letters; Jesus' message is spread
- Understand the place of Scripture in the believer's life of study, prayer and liturgy

Old Testament

This course contains fundamental information that all Catholics need in order to understand Sacred Scriptures correctly. It explores how the Jewish people experienced the presence God, choosing them as His elect and walking with them in despite of their unfaithfulness. This course will also explore how the writings of Scripture were formed over time, as the protagonists reflected theologically the historical successes of their life, and were able to see God's presence in their midst.

Objectives

At the end of this course, participants will be able to:

- Articulate the understanding that God reveals self through Word which is living and active in the life of God's people.
- Recognize the original context and literary forms of Biblical Writings
- Identify the process of formation of Scriptures
- Understand the sacredness of Scripture
- Understand biblical themes of Covenant and freedom
- Understand what is meant by Divine Revelation
- Identify major persons and events in Hebrew Scriptures
- Interpret Scripture in the modern world

Prayer and Spirituality

This course explores our relationship with the living God, which we call prayer. God calls, we respond. Our Christian Spirituality is centered in Jesus Christ and guided by the Holy Spirit. It is also modeled by the acceptance of Mary to the call of God, the Our Father and its seven petitions revealing the heart of the Gospel, and the Eucharist as the prayer of the community.

Objectives

At the end of this course, participants will be able to:

- Articulate an understanding of Christian Spirituality
- Understand Spirituality as a Theological field of study
- Understand the place of relationship in the Christian spiritual life
- Understand the place of prayer in the spiritual life
- Recognize the tradition of discernment within the Catholic Christian spiritual tradition

Theological Reflection

The discernment between our desires and God's will is a constant in our lives. This reflection should take place in a prayerful context in the light of the written Word and the factual word. Combining prayer, Tradition, and the wisdom of the Church, this course leads us into what Theological Reflection is about and how this experience shapes our personal lives and the life of the Church itself.

Objectives

At the end of this course, participants will be able to:

- Understand what Theological Reflection is
- Understand the importance of Theological Reflection
- Understand the role of Experience, Tradition, and Culture in Theological Reflection
- Understand the method of Theological Reflection
- Understand the ministerial nature of Theological Reflection

9.2 Catechetical Modules Course Descriptions and Objectives

Getting Started as a Catechist

Getting Started as a Catechist introduces new catechists to some basics that will help them take their first steps as catechists. They will learn how to set up their classroom space, how to create an appropriate social climate for catechesis, appropriate ways to use creative activities, and the basics of session planning.

Objectives

At the end of this course, participants will be able to:

- Create the physical environment for catechesis
- Shape a social environment in which faith can be nurtured
- Use creative activities in learning
- Develop successful session plans
- Develop good management and discipline techniques
- Help learners pray together

The Role of the Catechist

The Role of the Catechist invites catechists to explore four aspects of their ministry in greater depth: skills for telling the story of faith, ways to walk with learners on their faith journey as teacher companions, strategies for leading prayer, and the importance of being a witness for justice and of inviting learners to do the same.

Objectives

At the end of this course, participants will be able to:

- Be a storyteller in religious education
- Understand the quality of the catechist as teacher/companion
- Understand the importance of leading prayer in the catechetical setting
- Understand the role of the catechist as a witness for justice

The Person of the Catechist

The Person of the Catechist addresses the spirituality of the catechist. It includes segments that explore the vocational call of the catechist, the qualities of a committed catechists, the importance of continuing formation, and the necessity for catechists to trust in the activity of the Holy Spirit as they continue in their ministry.

Objectives

At the end of this course, participants will be able to:

- Identify the vocation of the catechist
- Understand the role of the catechist in the Church's ministry
- Understand the qualities of a catechist as expressed in contemporary documents
- Understand the importance of the catechist's continued growth and understanding of the catechetical ministry
- Understand the role of the Spirit in the catechetical ministry of the Church

9.3 Methodological Modules Course Descriptions and Objectives

Introduction to the Learner

The Introduction to the Learner introduces the catechists to the process of growth and development of their learners, giving them a better understanding of the methodology used in modern catechetical materials. The catechist will have the opportunity to explore this growth and development in three areas: how we build knowledge and construct meaning; how we grow psychologically and in our ability to relate to others; how we grow in our ability to think and act morally; and how all these areas of development affect how we perceive our faith.

Objectives

At the end of this course, participants will be able to:

- Understand the nature of learning
- Understand the relationship of religion and science
- Understand the process of human knowing
- Identify the psycho-social development of the human person
- Understand moral decision making and the role of imagination in moral decision making
- Understand the relationship between moral decisions and moral actions
- Understand the relationship of human knowing, relating, and acting to religious faith
- Identify the stages of faith development
- Identify the journey of faith through the seasons of childhood, discipleship, and stewardship

Methods for Grades (Grade 1-2; 3-4; 5-6; 7-8)

Methods for Grades begins with a reflection on the life journey of faith. The three segments that follow explore strategies for helping students grow in their understanding of faith concepts, respond to the message of Jesus in age-appropriate ways, and respond to the demands of the justice dimensions of the Gospel.

Objectives

At the end of this course, participants will be able to:

- Identify human development characteristics
- Identify developmental faith needs
- Develop strategies for introducing the scripture and Sacred Tradition
- Understand the relevance of activities to faith development
- Identify appropriate prayer forms
- Develop ways to be inclusive of children with special needs

**Description and objectives taken from Loyola Press, Catholic Basics: A Pastoral Ministry Series; and RCL Benziger, Echoes of Faith*

10. FAQs about the Catechetical Continuing Formation Plan (CCF)

Need for Formation

1. Why do I need training?

In responding to our vocation as Catechists, we are called to continue to grow into a mature understanding of our faith so that we, in turn, are able to faithfully pass on the message of the Gospel. The General Directory for Catechesis states: “The summit and center of catechetical formation lies in an attitude and ability to communicate the gospel message.” (GDC, #235)

2. If I choose not to continue my catechetical formation, does that mean that I can’t be a Catechist?

On a yearly basis, the director will evaluate progress. If a Catechist chooses not to live up to the commitment for personal formation, the Catechist will be encouraged to pursue other forms of service that will not require the Diocesan Certificate in Catechesis.

3. Is this just Dallas that requires formation?

Throughout the United States, the US Conference of Catholic Bishops encourages all Catechists to be formed.

4. Who provides the formation?

The Department of Catechetical Services approves and provides curriculum and instructors in collaboration with the Parish Catechetical Leader (PCL), who will schedule courses.

Diocesan Program

5. What is the program called?

The *Continuing Catechetical Formation Plan: Growing in the Grace and Knowledge of God*. The plan for Catechist formation calls for:

- Beginning and Intermediate 90 hours of formation in the areas of Theology, Personal and Spiritual Maturity, Sacred Scripture, Methodology and Skills, Catholic Ministerial Identity
- Advanced 60 hours of formation in the above areas
- Total 150 hours
- Continuing formation 10 hours annually
- Renewal of certificate After 10 years contingent on 10 hours annual coursework in prescribed areas by the Department of Catechetical Services

6. Will I get a brochure that explains the plan? Is it available in Spanish? Will it be on the internet?

Each Catechist will receive a form (English or Spanish) from their PCL. The PCL will explain the *Continuing Catechetical Formation Plan*. The form will be available on the internet.

7. Where on our Diocesan Website can I find out about course scheduling and about canceled courses?

- Go the Diocesan Website at www.cathdal.org
- On the blue ribbon, select the **Educational Services** pull-down tab
- Click on **Catechetical Services**
- On the left grey side bar, click on **Catechetical Services** once more
- Click on **Catechetical Calendar**

8. Who is responsible for printing out the Catechetical Plan Booklet? Will the parishes have to pay for them, or do they have to design their own?

The Department of Catechetical Services will provide each PCL and Pastor with a *CCFP Handbook*.

9. Will there be any additional changes to the Catechetical Plan once it is in place?

The Department of Catechetical Services will inform the PCL if any new additional courses will be added to the *CCF Plan*.

10. How long will it take me to complete the courses and complete the entire certificate process?

If a Catechist completes at least 30 hours of prescribed coursework per year, it will take him/her no more than 5 years for the CCF Advanced Certificate.

Non Diocesan Formation Programs

11. Which are the non diocesan venues offering Catechist formation?

Some of the venues to seek formation are:

- U Dallas Adult Formation
- U Dallas Biblical School
- U Dayton VLCFF
- For questions on other coursework, contact your Parish Catechetical Leader or the Department of Catechetical Services before enrolling in a course

12. What is the University of Dayton Program Virtual Learning Community? How do I register for the U Dayton courses and where is the schedule?

The Diocese of Dallas has committed to offering quality continuing educational opportunities to its members. As part of this effort, the Diocese has partnered with the **University of Dayton VLCFF** to give Catechists, Catholic School Teachers of Religion and adults interested in furthering their formation; the opportunity to participate in Adult Faith coursework online. The partnership allows all students in the Diocese to take courses at a discounted fee. Students can use their home computers to take courses at their convenience and share the on-line fellowship of an international community of potential classmates. Catechists may take individual courses that fulfill the goals and objectives of their Diocesan Certificate or may complete their entire certificate on-line. For more information go to <http://vlc.udayton.edu/>

13. What other options do I have online? I cannot attend night courses.

Besides U Dayton VLCFF Courses, U Dallas Biblical School Program (which fulfills the 40 hours of required Scripture coursework), as well as any Catholic College online coursework that fulfills the areas stipulated in the Certificate program Please consult with your PCL before registering.

14. I do not have a computer at home to take online courses, is there a Catholic school where I can use the computer lab?

Consult your Parish Catechetical Leader to see whether your parish provides such options.

15. Are there any day courses? I am a stay at home mom and would like to attend during the day. What are my options?

Your PCL may schedule courses for Catechists available during the day.

16. How does a student inform the Department of Catechetical Services about non diocesan courses taken?

The provider of courses must provide the Parish Catechetical Leader with complete student data, course credit, and instructor information. The PCL will make notations on Catechist record and

determine credit to be issued. The PCL will forward the Department of Catechetical Services for accreditation.

Instructors

17. Can my parish priest teach courses?

Yes, he must notify the Department of Catechetical Services.

18. Can deacons teach courses?

Only Deacons who have their Master's Degree in Theology or a closely related field can be considered as instructors. Then, the deacon must apply to the Department of Catechetical Services and complete an interview to be considered as an instructor.

19. Can seminarians or nuns with credentials such as Licentiate or Doctorate in Sacred Theology (STL or STD) teach courses? Who qualifies them?

Yes, they have valid credentials. They must apply with the Diocesan Office that approves instructor and materials.

20. Who can teach the Methodology courses? Is there training?

PCLs, Certified Experienced Catechists, and School Teachers with experience in Religious Education. The training consists of:

- Attending a diocesan facilitator in-service for Methodology courses
- Attending a course as an observer
- Teaching the course while a diocesan designated person observes and evaluates course delivery

Registering for a Course

21. Who will inform me of upcoming events and courses?

It is the responsibility of the Parish Catechetical Leader to provide Catechists with required coursework and schedule of courses.

22. Where do I go for courses? Who schedules the courses? Are they available in English only?

For courses in English and Spanish check the website www.cathdal.org and follow instructions on **Question #7**. For other language courses, please check with your local parish.

23. How do I register for a course?

To register for a course, notify your PCL, so he/she can send in a complete registration roster to the Diocesan Administrative Registrar. Please register two weeks in advance.

24. I can never get in touch with my PCL to sign up for a course. Where can I call to sign up?

E-mail your PCL. All PCLs should provide you with their work telephone number and e-mail address.

25. Whom do I contact when I go to a course and the instructor shows up late or is not there?

Definitely, let your PCL know. The PCL will notify the Department of Catechetical Services.

Paying for a Course

26. Who pays for my formation? What if I cannot afford to pay for the courses/books? What does my parish pay? Can I get reimbursement after I finish my certificate?

The parish will decide how formation will be funded. Consult your Parish Catechetical Leader to learn about the options in your parish. The parish will decide if reimbursement will be provided for courses taken by volunteer Catechists.

27. If I attend a course at another parish, what amount should I pay when I sign in?

You should always consult with your Parish Catechetical Leader, so that he/she may explain payment arrangements.

28. I teach at two parishes. What parish should I designate as home parish?

The parish where you celebrate the Eucharist and to which you contribute should be your home parish.

29. Which books are used for the courses? Do the instructors select their own books or does the diocese select them? Why?

The Diocese currently uses: **RCL/Benziger *Echoes of Faith*** (with supplementary materials), **Loyola Press *Catholic Basics Series***, and The Liturgical Press ***Collegeville Bible Commentary Series***. The Department of Catechetical Services will continue to update the list of approved texts as they become available. These books are selected because they have been recommended by NCCL (National Conference for Catechetical Leadership) for teaching Catechists.

Course Equivalency

30. What courses from previous institutes will be accepted?

The Diocesan Department of Catechetical Services will determine which courses will be accepted. Courses taken from 1999 forward will be accepted. However, some updating in Christian Morality, Liturgy and Sacraments, and Church Documents may be needed.

31. I have my certificates from Christ the Servant Institute and John Paul II. Can I bring those to the Department of Catechetical Services to have them reviewed for credit? I invested time and money in taking these courses to not get credit.

The Department of Catechetical Services will honor credit from 1999 to the present. Ask your PCL to verify and report any prior courses that satisfy the Certificate requirements.

32. Are any credit hours granted for attending the University of Dallas Ministry Conference?

Yes, provided the Department of Catechetical Services receives documentation about attendance from the Conference registrar or from the Parish Catechetical Leader. The first year can count towards 5 Elective Credit hours. After the first year, it can be applied as 5 Continuing Education hours.

33. Will the Department of Catechetical Services honor all coursework taken through *Formación Pastoral* at the Cathedral Shrine of the Virgin of Guadalupe? Which courses will be accepted? What process should be followed by participants who received certificate of completion?

Originally, this program was intended for Adult Faith Formation. However, the program director of *Formación Pastoral* will have to contact the Department of Catechetical Services and provide all records of certificates issued with complete student data and instructor information electronically.

Process to follow:

- Consult your Parish Catechetical Leader; inform him/her that you attended this formation
- Provide the PCL your certificates if you have them
- Parish Catechetical Leader (PCL) will be in communication with the *Formación Pastoral* Program Director or the Department Catechetical Services.

34. I took a year long course on the Catechism of the Catholic Church in my parish taught by a person with MTS. Can I count that credit?

Your PCL must request approval for the instructor. The course must fit into the goals and objectives of the Certificate course (s) which it is meant to fulfill. Preferably this should be done before the course is

offered. The instructor should have consulted with the Department of Catechetical Services before the course, so that credit could be predetermined.

35. I am involved in Church Ministry (e.g. Marriage Ministry Disabilities, Pastoral Care). Will my current training count and if so, for what? Will there be special courses required of other ministries?

Core Theology, Methodology and Catechetical courses are required for all ministries. Each ministry will also have specific Ministerial Skills requirements. The Diocesan Department for a specific ministry will design their own plan. Consult with the office which oversees your particular Ministry to see which courses you will be asked to take.

36. I am a school teacher and can't understand why I need to take Methodology courses? What is different about Methodology courses?

Methodology courses are focused on the faith development of the student. Although teachers are introduced to well known learning development theories (Piaget, Gardner, Bloom); Methodology courses will also include Kohlberg (Moral Development), Fowler (Stages of Development), and Erik Erickson (Psych-social development).

37. Will credit be given for attending Faith Sharing Programs?

A onetime total of 5 Elective credit hours will be granted under the Personal and Spiritual Maturity standard, under the stipulation that the participant attends all sessions and the group leader verifies attendance. These include:

- *Why Catholic*
- *Renew*
- *Growing in Faith*
- *Longing for the Holy*

38. Will parish missions count for credit?

Only as part of the Retreat credit and if verification of attendance is submitted by the PCL.

39. What do you mean by Retreat?

5 credit hours will be granted for Retreat, Liturgical Events, Days of Reflection, or Parish Mission.

40. My parish likes to schedule events for the whole parish (e.g. Advent Speaker). Who will determine whether or not this courses count? What is the process or steps for the leader?

Before scheduling any event, your PCL will review the course description and objectives. He/she will e-mail the Department of Catechetical Services with a complete proposal of how the objectives will be met through a specific presentation. Then, the Department of Catechetical Services will approve or reject course credit for this substitute course.

Recording Progress

41. Who will help me plan what I should take?

The PCL will meet with Catechists, so that together they may plan on a yearly basis for the Catechist's personal formation plan.

42. How do I find out what courses I have taken?

Periodically, the Department of Catechetical Services will provide your PCL with a complete report of courses completed by Catechists in the parish.

43. Who is responsible for recording my attendance at courses (database)? How do I request progress? When can I ask for my report? Can I just call the Diocesan Office at any time?

All attendance rosters along with evaluations will be submitted to the Diocesan Administrative Registrar by the PCL. Progress reports will be sent to the PCL at the beginning of each fiscal year or as close to that date as possible. Catechists should consult with their Parish Catechetical Leader about their progress.

44. Who keeps track of my course completion to obtain my certificate?

For the purpose of accuracy, we ask that you and your PCL keep track of your progress. Then, after consultation with you, your PCL will notify the Diocesan Office when you are eligible for Beginning, Intermediate, and Advanced Certificates of Completion.

45. I was a Certified Catechist in another diocese. Who will review my transcript?

There is no need to be re-certified immediately. The PCL will review your certificate and /or transcript. After the review, he/she will consult with the Diocesan Catechetical Service Department for approval.

Continuing Education

46. Once I complete the CCF Certificate in Catechesis (150 hrs), will I have to continue taking courses and if so in what areas?

Your certificate will be good for 10 years. After 10 years, renewal of the certificate is contingent on 10 hours annual coursework in prescribed areas by the Department of Catechetical Services. Some of those areas may include Liturgy and Sacraments, Christian Morality, and Church Documents.

47. If I get the Certificate in Catechesis from U Dayton, will the length of certificate of renewal be extended since the program requires more work?

No, the length will be 10 years.



Mary, Mother of Hope

**Mary, Mother of hope,
accompany us on our journey!
Teach us to proclaim the living God;
help us to bear witness to Jesus,
the one Savior.
Make us kindly towards our neighbors,
welcoming to the needy,
concerned for justice,
impassioned builders of a more just world.
Intercede for us
as we carry out our work in history,
certain that the Father's plan
will be fulfilled.**

John Paul II