

# Catholic Diocese of Dallas Catechetical Plan

## Continuing Catechetical Formation

### *Handbook for Parish Catechetical Leaders, Catechists, and Instructors*

In an effort to create a tool by which Pastors, Parish Clergy, Catechetical Leaders, Catechists, and Instructors could best use and understand the Continuing Faith Formation Plan, the Department of Catechetical Services is pleased to present to you the *Continuing Faith Formation Plan Handbook for Catechetical Leaders, Catechists and Instructors*.

This plan outlines the process of earning a Certificate in Catechesis, based on the standards developed by the TCC-RE. Furthermore, a Certificate for Parish Catechetical Leaders, based on the National Standards for Lay Ecclesial Ministers is also required for those not already credentialed.

This is the first phase of a multi-faceted plan in which all ministries served by offices in the Pastoral Center will be asking that those in leadership and those volunteer ministers who evangelize and catechize in the name of the Bishop in parishes, to be formed in the areas of Christian Identity/Ministry, Sacred Scripture, Theology, Personal and Spiritual Maturity, and Catechetical Methodology/Skills. The Office of Youth and Young Adult Ministries will be the first Ministry Office to join with The Department of Catechetical Services in requiring their professional and volunteer ministers to receive a Certificate in Catechesis.

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**Catechesis aims to bring about in the believer an ever more mature faith in Jesus Christ, a deeper knowledge and love of his person and message, and a firm commitment to follow him. In many situations, however, catechesis must also be concerned with arousing initial faith and sustaining this gradual conversion to Jesus Christ.**

*National Directory for Catechesis no. 19A*

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2010  
Diocese of  
Dallas

# Chapter 1 Catechist Formation Certificate CCF Plan Description



## Chapter 1 1. Bishop's Introductory Letter

1Thes 5:16-18



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,

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

## 2. Catechetical Roles

### 2.1 Bishop and Pastor

The Bishop of a diocese is “beyond all others the one primarily responsible for catechesis, the catechist par excellence. [Since] all believers have a right to catechesis; the pastor, as his closest collaborator, has the duty to provide it.”<sup>1</sup>

According to the [National Directory for Catechesis](#), the Bishop

- Has a unique and authoritative role in teaching the faith to the Church entrusted to his care
- Transmits the teachings of Christ in his own preaching and teaching
- Is responsible for and supervises the total catechetical mission of the local Church
- Supports catechetical ministry in the diocese with competent personnel, and adequate financial resources
- Sees that textbooks transmit the Catholic faith completely and adequately
- Issues norms, goals, and priorities for catechesis
- Ensures that catechists are adequately prepared to proclaim the authentic Gospel and hand on the faith completely and accurately
- Integrates a plan for catechesis into the overall diocesan pastoral plan<sup>2</sup>

### 2.2 Diocesan Department of Catechetical Services

#### Mission Statement

The mission of the Diocese of Dallas, Department of Catechetical Services is to promote the evangelizing mission of the Church: to form disciples of Jesus Christ by assisting the Bishop, as head of the community and teacher of doctrine, to direct and moderate all the Catechetical activities of the diocese.<sup>3</sup>

The Department assists parishes in fulfilling *The Six Tasks of Catechesis*:

1. Promotes knowledge of the Faith
2. Promotes knowledge of Liturgy and the Sacraments
3. Promotes moral formation in Jesus Christ
4. Teaches the Christian how to pray
5. Prepares the Christian to live in community and to participate in the life and mission of the Church
6. Promotes a missionary spirit<sup>4</sup>

#### Department Goals

The Department of Catechetical Services has as its goals:

- To provide systematic, consistent and continual formation for Parish Catechetical Leaders (PCLs)
- To assist parishes in the formation of competent, knowledgeable and skilled catechists, so that they may instruct others in the Catholic Faith
- To serve as a resource for parish communities in the faith formation of their members, including adults, youth, and children

<sup>1</sup> USCCB, *National Directory for Catechesis* (NDC). (Washington, D.C.: USCCB, 2005), no.54A&B.

<sup>2</sup> NDC, no.54A; no.59A.

<sup>3</sup> NDC, no.59C.

<sup>4</sup> NDC, no.20.

### Evangelization

Evangelization is truly the seed of faith planted by God into the heart of man. “The Church evangelizes when she seeks to convert, solely through the divine power of the message she proclaims, both the personal and collective consciences of people, the activities in which they engage, and the lives and concrete milieu which are theirs.”<sup>5</sup>

Catechesis and evangelization work hand in hand in symbiotic relationship. “Catechesis is so central to the Church’s mission of evangelization that, if evangelization were to fail to integrate catechesis, initial faith aroused by the original proclamation of the Gospel would not mature, education in the faith through a deeper knowledge of the person and message of Jesus Christ would not transpire and discipleship in Christ through genuine apostolic witness would not be fostered.”<sup>6</sup>

### 2.3 Parish Catechetical Leader

The Parish Catechetical Leader is the person who organizes and directs the program of lifelong faith formation for all parishioners under the direction of the pastor and in collaboration with the pastoral staff.

PCLs areas of responsibility include:

- Program Development
- Recruitment and Training of Volunteer Personnel
- Administration
- Communication
- Continuing Personal Education and Professional Development<sup>7</sup>

\*Note: The reality in many of our parishes is-

- This job is often divided between several leaders with titles such as Director of Religious Education or Faith Formation, Children’s Ministry Director, Lay Pastoral Associate, Adult Faith Director, Youth Minister or Youth Faith Formation Catechist, Family Life Minister, RCIA Director, etc.
- The PCL is not always equipped to carry out *all* the areas of responsibility including the training of volunteers

### 2.4 Catechist

“The apostolic work of the catechist springs from their...Baptism through which all believers come to share in the prophetic ministry of Christ and the evangelizing mission of the Church...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. They are commissioned by the Church to participate in the Divine calling to teach as Jesus did.”<sup>8</sup>

\*Note: The reality in many of our parishes is-

- Despite many diocesan efforts, few of our Catechists are appropriately trained to catechize
- Many catechists have the desire to serve but might not have sufficient formation

<sup>5</sup> Paul VI, *On Evangelization in the Modern World* (Evangelii Nuntiandi) (EN) (Washington, D.C.: USCCB, 1975), no.18.

<sup>6</sup> NDC, no.22.

<sup>7</sup> USCCB, *National Certification Standards for Lay Ecclesial Ministers* (NCSLEM) (Washington, D.C.: USCCB,2006), 18-20

<sup>8</sup> NDC, no.54B8

## 2.5 Catechist Assistant or Classroom Aide

The Catechist Assistant or Classroom Aid is a support person who is paired with the Catechist to help him/her perform the duties as catechist. At the request of the Catechist, this person may help with activities, supplies, class management, attendance records, set-up and clean-up, etc.

\*Note: The reality in many of our parishes is-

- Little or no training, besides Safe Environment Training, is required before these volunteers are put into the classrooms. We would suggest Methodology and Classroom Management
- Teens and Young Adults are used as teachers or aides (under 21)
  - These young adults under age 21 and teens need Safe Environment Training
  - They cannot be used as a 2<sup>nd</sup> adult in the classroom
  - Although they can be used in the role of “Catechist in Training” with an adult mentor, they should never be the main catechist or bear the responsibility of leadership in a classroom
  - The above policy on Teens and Young Adults has been crafted with the collaboration of the Safe Environment Office of the Diocese of Dallas

## 2.6 Administrative Staff

The Administrative Assistant or Catechetical Office Staff worker is another part of the support team for the Parish Catechetical Leader. These workers are either paid or volunteer staff who perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. By the very nature of this job, the office staff often presents the first contact between Parish Catechetical Staff and the Parishioners, and as such, should be pastoral in their approach whether in person, on the telephone or through correspondence.<sup>9</sup>

\*Note: The reality in many of our parishes is-

- There is no formal training offered to the administrative staff in the pastoral care of parishioners
- There is no sacramental training offered in an effort to understand the many problems that arise for families in this area
- Although tools are being developed for speaking with families with members who have disabilities, there is no training required

We would suggest training in all these areas to create an effective Catechetical Staff.

<sup>9</sup> Syndicate PayScale Data. *PayScale-School*.(2000-2010).  
[http://www.payscale.com/research/US/Job=School\\_Secretary/Salary](http://www.payscale.com/research/US/Job=School_Secretary/Salary) (accessed on July 30, 2009).

## 3. Catechist Formation and Certificate in Catechesis

### 3.1 Background

The Diocese of Dallas has always been responsible for providing formation of Parish Catechetical Leaders and Catechists, so that they may obtain their certificate in catechesis. Presently, there are over 7,000 Catechists serving in our parishes. In recent years, more parishes are conducting classes for adults, children, and youth in English and in Spanish. The increase of Spanish classes is due to the rapid growth of the Hispanic Catholic population in our geographic area. All of the recent documents from our bishops: Renewing the Vision - 1997, Our Hearts Were Burning Within Us - 1999, National Directory for Catechesis - 2003, National Certification Standards for Lay Ecclesial Ministers - 2003, and Co-Workers in the Vineyard of the Lord - 2005; require that parishes and dioceses make systematic faith formation of adults and parish ministers a priority and provide the personnel and resources necessary for this endeavor.

In 1997, the Bishops of Texas, upon the recommendation of the Texas Catholic Conference – Religious Education Department, approved the Guidelines for Catechist Formation / Certification in the State of Texas. All the dioceses of Texas have been working toward a minimum of 130 clock hours of formation covering five specific areas: Christian Identity/Ministry, Sacred Scripture, Theology, Personal and Spiritual Maturity, and Catechetical Methodology/Skills.

At one time, the Diocese of Dallas was implementing these guidelines through Christ the Servant Institute and Diocesan Courses, the Annual Ministry Formation Day, In-services, and Workshops. In 1999, the National Conference for Catechetical Leadership in collaboration with Resources for Christian Living Publishers developed and produced the video-assisted series Echoes of Faith in English and in Spanish with courses in Theology, Sacred Scripture, and Methodology for basic catechist formation (75 clock hours). Soon after, The Catholic Foundation provided a grant for the purchase of the entire series for each parish. The Parish Catechetical Leaders were responsible for making these courses available to the catechists for basic formation/Diocesan Certificate in Catechesis.

Because parish catechists are volunteers in ministry, it takes a long time for them to fulfill the requirements needed to obtain their certificate. Very few catechists have a Certificate in Catechesis although many are active. Many have some basic formation and are participating in parish and diocesan workshops and other adult faith formation opportunities. Some have participated in other non diocesan Adult Faith Formation courses offered by the School of Ministry of the University of Dallas. Every year, new Parish Catechetical Leaders and Catechists respond to the call to serve in catechetical ministry in their parishes, which makes the need for orientation and formation a continuing challenge for the parishes and for our department.

### 3.2 Diocesan Initiatives

As a diocesan department, we are committed to helping parishes fulfill the requirements for the formation and Diocesan Catechist certificate. In 2007, the department began partnering with parishes, offering Scripture and Theology courses in English and in Spanish, with the help of instructors who have a Master’s degree in Theology, Religious Education, or Religious Studies. Many of them are graduates from the University of Dallas. For these courses, we are using RCL Benziger Echoes of Faith Program as well as the Catholic Basic Series published by Loyola Press and other resource documents.

Parish Catechetical Leaders are encouraged to receive training from the Department of Catechetical Services, so that they may be approved to teach Methodology and Skills courses.

Parish Catechetical Leaders offer their parish, whenever possible, as a host parish and welcome

participants from parishes in their geographic area. The diocese provides the approved instructors as well as stipends and materials for instructors. In 2007-2008, twelve parishes hosted courses. Between 2008 and 2010, the number of host parishes increased considerably.

Our goal is to make formation opportunities available and accessible to as many catechists as possible.

In January 2009, the Diocese of Dallas became a partner in the Virtual Learning Community for Faith Formation Program provided by the University of Dayton for catechist and adult formation. This program provides on-line courses throughout the year.

Department of Catechetical Services

## 4. The Essential Attributes of a Catechist

### 4.1 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.

### 4.2 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.”<sup>10</sup>

### 4.3 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.

### 4.4 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.<sup>11</sup>

### 4.5 New or Transferring Catechist Agreement

Every Catechist must agree to:

- Read and sign a statement of intent and commitment
- 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

<sup>10</sup>USCCB, *General Directory for Catechesis* (GDC). (Washington, D.C.: USCCB, 2001), no.231

<sup>11</sup>Office for Catechesis and Youth Ministry. *Archdiocese of Chicago*. (2009). <http://www.catechesis-chicago.org/> (accessed on July 30, 2009).

## 5. Catechist Statement of Intent

### 5.1 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

### 5.2 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 \_\_\_\_\_

## 6. Catechetical Plan

### 6.1 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 <sup>st</sup> year
Intermediate	60	Core	End of 3 <sup>rd</sup> year
Advanced (Master Catechist)	60	Electives <ul style="list-style-type: none"> <li>• 15 hrs: Theology</li> <li>• 20 hrs: Scripture</li> <li>• 10 hrs: Methodology and Skills/Ministerial Specialization</li> <li>• 15 hrs: Personal and Spiritual Maturity</li> </ul>	End of 5 <sup>rd</sup> year
Continuing Education Requirements after achieving Master Catechist Certificate: Retreats, Conferences, additional Elective Courses	Varies/ See Course Listing	N/A	Annually

**6.2 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 hrs credit 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		

**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

**6.3 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

## 7. CCF Certificate (Master Catechist)

### 7.1 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

### 7.2 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

### 7.3 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

### 7.4 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.** Proof of attendance to be presented to the Director for approval

### 7.5 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>

### 7.6 Local Optional Programs Master College Credit

- **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

## 8. 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 \_\_\_\_\_

### 8.1 Beginner – Year One

Course	Hours	Date Completed
Getting Started as a Catechist	5	
Ecclesiology	5	
Grade Level Methods (select <b>one</b> 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	10	

### 8.2 Intermediate – Year One

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

### 8.3 Intermediate – Year Two

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

### 8.4 Continuing Education

Yearly Activities	Hours	Date Completed
Retreat	5	
National, Regional, or Local Conference	5 per day	
After completing CCF Certificate 90 hrs : Continue to Advanced Level ( Master Catechist)		

## 8.5 Advanced – Years Four and Five

Areas of Study	Total Hours	Elective Courses	Course Hours**	Date Completed
<b>Theology</b> *Approved: Church History, Mary and the Saints, Christology, Church Documents, Ecumenism	15	1.		
		2.		
		3.		
<b>Scripture</b> Approved: Pentateuch, History Books, Prophets, Wisdom Books, Psalms, Synoptic Gospels, Book of John, Acts, Pauline Letters	20			
<b>Methodology/ Skills/Area of Specialization</b> 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.		
<b>Personal and Spiritual Maturity</b> 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

**8.6 Continuing and Professional Education**

Areas of Study	Total Hours	Elective Courses	Course Hours	Date Completed
<b>Continuing Education</b> Includes: Courses, Retreats, Conferences (5-10 hrs)	10	1.		
		2.		
<b>Advanced Education</b> 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 \_\_\_\_\_

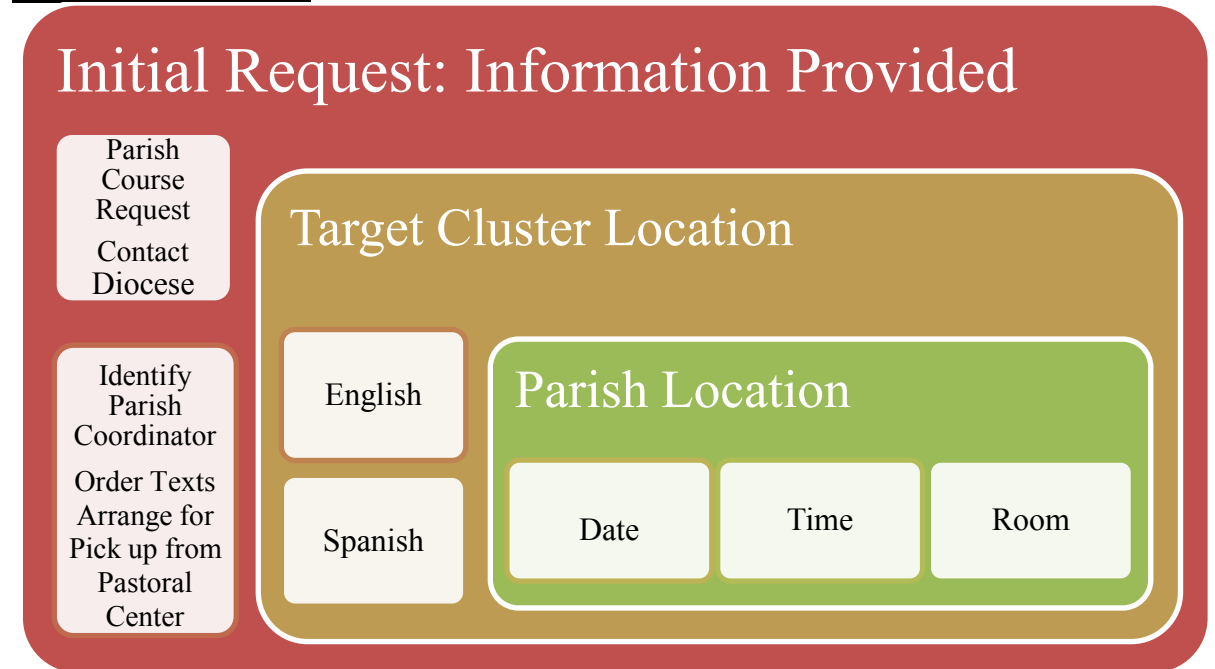
PCL Signature: \_\_\_\_\_

**9. Process for Scheduling a Diocesan Course in a Parish**

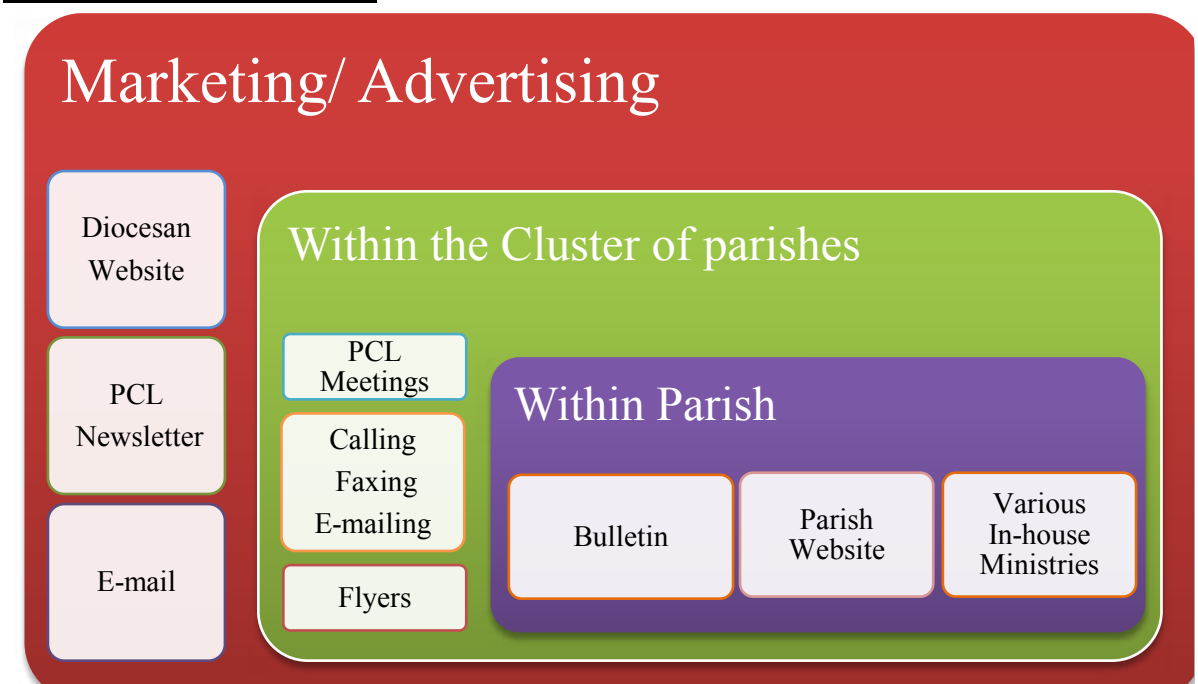
**9.1 Application for a Diocesan Course**

To schedule a course at your parish, please call Jeanne Jakubowski at 214-379-2850 or e-mail at [jjakubowski@cathdal.org](mailto:jjakubowski@cathdal.org). For Spanish, please call Maria Beltran 214-379-2852 or e-mail at [mbeltran@cathdal.org](mailto:mbeltran@cathdal.org). We will confirm with you date, time, room, language needs, and will arrange for an instructor.

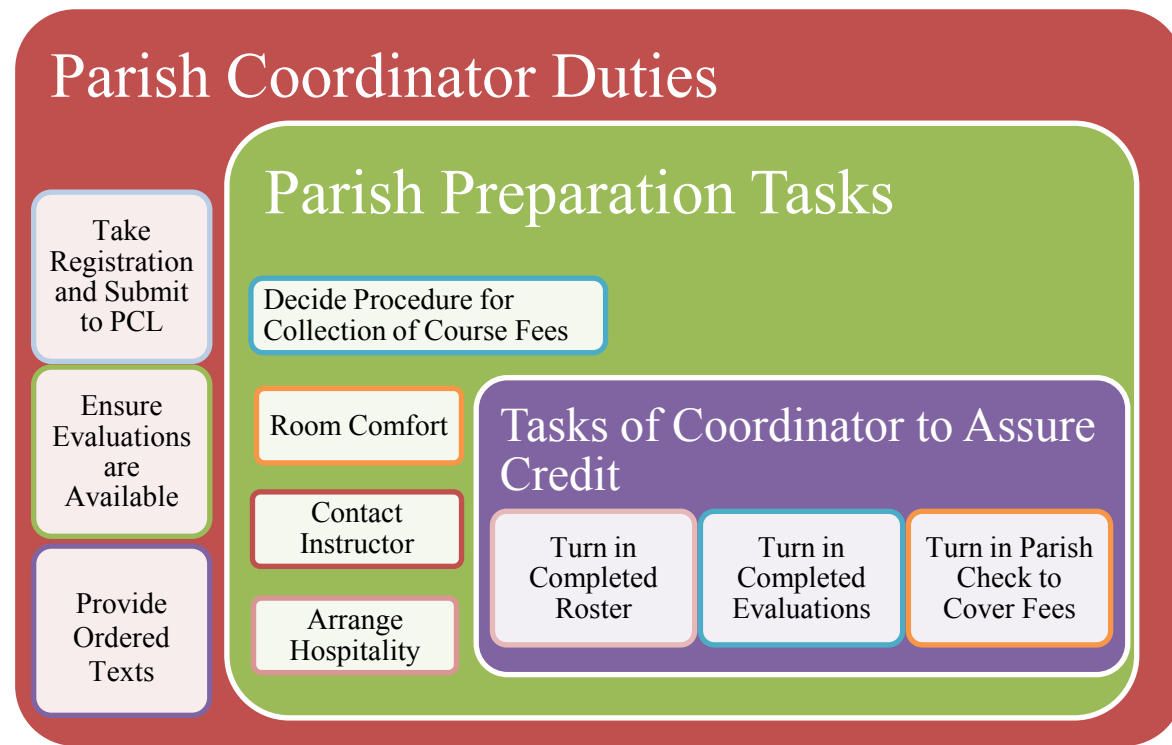
**9.2 Parish Initial Request**



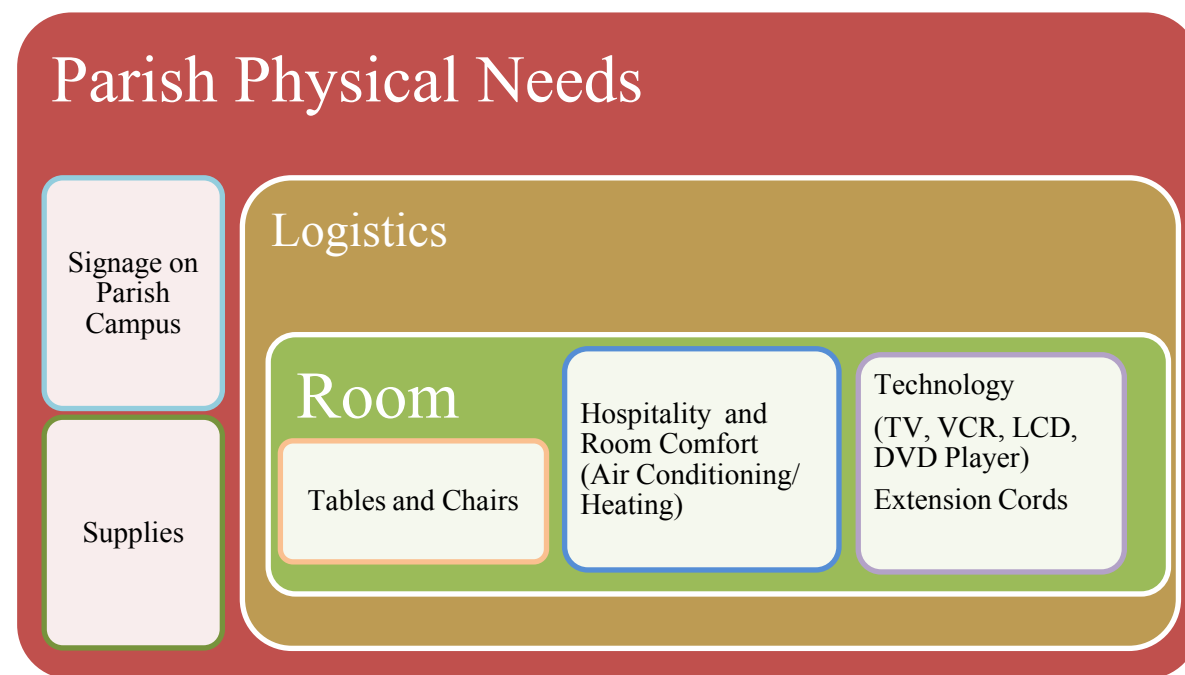
**9.3 Marketing and Advertising**



**9.3 Parish Coordinator Duties**



**9.4 Parish Physical Needs**



**10. Equivalency Application**

**10.1 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  No

If no, reason \_\_\_\_\_

Amount of credit approved \_\_\_\_\_ Hrs Area of Credit \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Diocese of Dallas, Department of Catechetical Services, 2010



2010  
*Diocese of  
Dallas*

## Chapter 2 Parish Catechetical Leader (PCL)



**I have seen the Lord.**

*Jn 21:18*

## Chapter 2

### 1. Catechetical Leadership Formation Program (CLFP)

#### 1.1 Audience

- Those who are just getting started as Catechetical Leaders
- Professional Level (Degreed) Catechetical Leaders who need competency in Methodology are encouraged to complete Year 1 Ministerial Skills coursework
- Experienced Catechetical Leaders who want ongoing theological formational opportunities are encouraged to take Year 2 Theological Studies

#### 1.2 Goals

- To provide formation and ministerial skills for the Parish Catechetical Leaders
- To lead participants towards a basic knowledge and understanding of the Catholic faith
- To establish a network between Parish Catechetical Leadership
- To provide an opportunity for personal and spiritual growth

#### 1.3 Criteria for Entrance

- Presently involved in catechesis
- Willing to complete all sessions within 3 years
- Committed to Continuing Formation

#### 1.4 Requirements for Completion

- A total of **100 Clock Hours** in Ministerial skills
- A total of **155 Clock Hours** in Theology
- A written paper at the end of each semester to be determined by director

#### 1.5 Costs for 2010-2011 (Subject to Change)

- **Cost for Year 1 Ministerial Skills**
  - \$25 per Diocesan course x 10 = \$250 (including books, paid to Diocese of Dallas, Department of Catechetical Services)
  - \$40 per U Dayton VLCFF Courses (not including books) x 2 = \$80 (course fee paid directly to University of Dayton, books purchased through Amazon.com)
- **Cost for Year 2 Theological Studies:**
  - \$25 per Diocesan course x 5 = \$125 (including books, paid to the Diocese of Dallas, Department of Catechetical Services)
  - \$40 per University of Dayton VLCFF course (not including books) x 5 = \$200 (paid directly to the University of Dayton; books purchased through Amazon.com)
  - All classes are scheduled Wednesdays, 9:30 a.m. – 4:00 p.m.

#### 1.6 Location

Department of Catechetical Services  
Pastoral Center (First Floor Conference Room)  
3725 Blackburn Street  
Dallas, Texas 75219

VLCFF University of Dayton online courses

Please go to [vlc.udayton.edu](http://vlc.udayton.edu) to register for required course work. The student will schedule courses according to their personal needs.

**Contact Information:** For further information please contact Jeanne Jakubowski at (214) 379-2850 or e-mail at [jjakubowski@cathdal.org](mailto:jjakubowski@cathdal.org) . To register, please contact Maricarmen Corona at (214) 379-2847 or [mcorona@cathdal.org](mailto:mcorona@cathdal.org).

## 2. CLFP List of Courses / Personal Planning Sheet

### 2.1 Planning Sheet 1. Ministry Skills

Name \_\_\_\_\_ Parish \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Business E-mail Address \_\_\_\_\_

BA in Theology or Related Field  
 University \_\_\_\_\_ Degree Field \_\_\_\_\_

MA in Theology or Related Field  
 University \_\_\_\_\_ Degree Field \_\_\_\_\_

Ministry or Basic Catechist Certificate (describe) \_\_\_\_\_

Ministry Skills Year Courses	Hours	Venue (Online, Diocesan, Other)	Date Completed
Introduction to Catechesis*	25		
Pastoral Leadership for Effective Ministry	5		
Developing Good Leadership Skills	5		
Models of Catechesis for Parish Programs	5		
Parish Catechesis for All Ages	5		
Caring for Catechists, Volunteers	5		
Developing a Budget	5		
Building and Maintaining Good Ministerial Relationships	5		
Fostering Diversity and Inclusion in Parish Communities	5		
Maintaining a Professional Balance	5		
Catechesis for a Just World*	25		
Vocation, Spirituality and Discipleship of Catechists*	25		
Spirituality and Inclusive Faith Communities*	25		
Designing a Parish Catechetical Plan*	25		
Overview of the GDC & NDC (Seminar)*	15		
Retreat	5		

<b>TOTAL</b>			
--------------	--	--	--

Diocesan CLFP Certificate \_\_\_\_\_ Diocese of \_\_\_\_\_

Intention to begin Training (describe) \_\_\_\_\_

### 2.2 Planning Sheet 2. Theological Studies

Theological Studies Year Courses	Hours	Venue (Online, Diocesan, Other)	Date Completed
Ecclesiology	5		
Mary and the Saints	5		
Ecumenism	5		
Christology	5		
Church History	5		
Introduction to Scripture*	25		
We Believe: The Creed*	25		
Prayer*	25		
Christian Morality*	25		
Sacraments*	25		
Retreat	5		
<b>TOTAL</b>			

\*Offered through the University of Dayton

### 2.3 Planning Sheet 3. Continuing Education

Formational Function	Hours	Continuing Education Venue (Online, Diocesan, Other)	Date Completed

Date Program Completed \_\_\_\_\_

Date Certificate Issued \_\_\_\_\_

After Certificate of completion, Parish Catechetical Leaders are expected to maintain a Program of Continuing Education Hours keeping themselves up to date on New Documents, Trends, Skill Sets, etc. with at least 20 hours of Continuing Education hours per year.

### 3. CLFP Course Descriptions

#### 3.1 Theological Year

St. Augustine describes the study of Theology as “Faith seeking understanding.” It is with this in mind that we, as adults, may begin to realize that the doctrine we learned by rote or simple explanation as a child, needs to be revisited as we grow and mature into adulthood and seek mature answers to more complicated questions.

With this in mind, our Bishop has asked that we not only form the children and the Catechists we serve, but call ourselves to be life-long learners in the faith.

Our CLFP program uses the partnering that has been set up between the Diocese of Dallas and the University of Dayton *Virtual Learning Community for Faith Formation (VLCFF)* to aid us in accomplishing the formation of our Parish Catechetical Leaders.

VLCFF

“*The Virtual Learning Community for Faith Formation* is an initiative which offers adult religious education and faith formation anytime and anywhere via the internet. The goal is to support the Church’s professional ministry of religious education and faith formation in cyberspace.”<sup>13</sup> By offering courses in Theology and Basic Skills to leaders in ministry, the Diocese of Dallas in partnership with U Dayton, prepares its students with college style coursework and a potential international student body of course-mates.

#### 3.2 Ministerial Skills Year

##### **Building Community**

According to the *National Certification Standards for Lay Ecclesial Ministers*, the PCL has a definite responsibility to build community in parish programs. But on a larger scale, he/she has a special responsibility to integrate faith formation into the larger faith community of the parish.

Objectives

- To examine the nature, purpose and importance of community from the sociological, theological, and catechetical perspective
- To review the principles and looking at the research for the formation and functions of a community
- To apply principles in Catechetical Programs for children and youth
- To apply the principles to adults, including those catechized, parents, catechists and other volunteers

##### **Catechizing for a Just World**

The *National Certification Standards for Lay Ecclesial Ministers* gives us a code of ethics for those in ministry to the parish. This code of ethics for the PCL incorporates the Church’s teachings on Catholic

<sup>13</sup> Virtual Learning Community for Faith Formation. *University of Dayton, Institute for Pastoral Initiatives Webpage*. 2009. <http://vlc.udayton.edu/about/> (accessed May 16, 2009)

Social Teaching. It is the job of the PCL to connect the Scripture and Church documents that provides a “framing perspective” of the Catholic teachings on Social Justice.

#### Objectives

- To come to an awareness of “our call to justice”
- To teach the basic principles of the Church’s Social Teaching
- To explore the difference between social justice and charity
- To reflect on Catholic tradition of peacemaking
- To identify possible action ideas to help implement the call to justice in the parish
- To act according to a personal “code of ethics” to which we are called to adhere according to Church teaching.

### Communicating Effectively

Communication is a skill that is listed under the “specific responsibilities” of a PCL in the *National Certification Standards for Lay Ecclesial Ministers*. The Parish Catechetical Leader has responsibility to know how to advocate for catechesis and evangelization. They must also develop speaking and listening skills to enable themselves to keep others informed, (including the pastor and parish staff, parishioners and diocesan offices with which they interact) and, in turn, to keep themselves informed.

#### Objectives

- Learning what communication skills are
  - Verbal skills
  - Non-verbal communication
  - Listening skills
- Learning about Small Group Dynamics
- Learning Conflict Resolution
- Learning to master the Art of Public Speaking
- Learning to master the written word and interpersonal relationships

### Developing a Parish Program

Developing a Parish Program requires more than one skill. It requires theological as well as socio-psychological understanding about the faith learner as well as familiarity about methodological skills of teaching in the faith formation classroom. The PCL must know the principles of family life and the family life cycle and be sensitive to multiculturalism in his/her programs and in his/her larger parish community

#### Objectives

- Understanding the need for ongoing faith formation for the all ages and stages, “a vision of comprehensive Catechesis”
  - Forming a Mission Statement
  - Looking at the best model for your parish
- Learning components of a “comprehensive model”
- Building a program to suit the needs of the parish
- Learning the Developmental Stages of the students served and various Catechetical Structures to best serve their needs

- Identifying basic principles and programming strategies for Adult Formation

### Forming Ministerial Relationships

“In their person and relationships, PCLs must reflect the good news of being in relationship with Jesus Christ.” The vocation of PCL calls for a person who can build relationships with the children, teens, and/or adults to whom they minister. They must also work as collaborators with pastors, co-workers, and parents to help the parish function in the best way possible.

#### Objectives

This course will explore:

- The Institutional and Structural requirements in Parish Leadership
- Intra-Parish Relationships
- Relationships with Families
- And Effective Programming and how this makes for good relationships and collaboration

### Keeping Records and Budgets

Being a good steward, in a ministerial sense, means not only caring for how money is spent and collected but also how we budget our time and how we treat those under our direct management and those in our care. Stewardship also includes caring for the resources we have been given and the facilities which we use. It means spending wisely to help the parish to do the most efficient and effective ministry with what they are able to give.

#### Objectives

- In a Church setting, sacramental and attendance record-keeping are very important and we must be accurate and attentive to those we serve
- Hiring staff and bringing in volunteers who have the skills to accomplish the job is a responsible use of resources
- Keeping accurate records and accounting for staff and volunteer personnel is also important
- Budgeting, and all the facets which it entails, helps the ministry to function at its highest capacity and assures that we are practicing good stewardship in managing the business area of our ministry

### Maintaining Professional Balance

Professional Balance means keeping oneself well-balanced in all areas of life, whether it is professional, personal, spiritual or emotional. Often, like a juggler, we are called to balance many plates in the air at once. We are called on to be teacher, liturgist, theologian, Scripture scholar, parent, business manager, and referee, all on the same Sunday morning or Wednesday afternoon.

#### Objectives

- To cultivate the gifts we will need to face this task
- To build the friendships and relationships we will need to help us
- To lead a life that has time for job, family and God
- To enrich and deepen one’s spiritual life
- To understand our place in the Church

### Recruiting and Training Volunteers

A Parish Catechetical Leader is, by the nature of the task at hand, one who recruits volunteers. Who is the volunteer? How can we maintain and keep good volunteers and turn them into better ones? This training session will help the PCL to recognize potential volunteers and know how to care for them, teach them and help them to grow in their faith.

Objectives

- Knowing what to look for when recruiting volunteers
- Helping them to understand their job
- Give them the tools they need to do their job
- Supervising and building a team
- Learning management skills
- Learning conflict management
- Working under stress
- Showing hospitality and appreciation

*\*Description and objectives of courses taken from Loyola Press, THE EFFECTIVE DRE: A Skills Development Series*

## 4. Catechetical Leadership Formation Program Application

### 4.1 Personal Information

Legal Name \_\_\_\_\_  
Prefix Last First Middle Suffix

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone: work \_\_\_\_\_ home \_\_\_\_\_  
 cell \_\_\_\_\_ e-mail \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender  Male  Female  
Month Day Year

Last Four Digits of your SSN#

Parish \_\_\_\_\_

Ministry Position \_\_\_\_\_ Parish/School \_\_\_\_\_

### 4.2 Academic Background

#### Previous Education

Institution	City, State	Major	Degree	Year Degree Earned
High School				
Undergraduate				
Graduate				
Other				

**Experience in Ministry**

Ministry	City, State	Title	Years of Service

**Catechist Certificate**

Level	Location of Training: City, State	Year of Completion

**4.3 Pastor’s Letter of Recommendation**

As part of the registration for the Catechetical Leadership Formation Program, the Catechetical Leader must send a letter of recommendation from his/her Pastor to the Department of Catechetical Services. Here is a sample:

Date \_\_\_\_\_

To the Department of Catechetical Services:

I, \_\_\_\_\_ recommend \_\_\_\_\_ for admission  
Pastor/Supervisor Name of Applicant

into the Diocese of Dallas Department of Catechetical Services two year Catechetical Leadership Formation Program which provides training in developing Ministerial Skills as well as basic Theology. I understand that this two year commitment requires the participant’s time to attend classes and to complete any reading and written assignments. This preparation which should be a part of an ongoing process of formation, meets the directives of the United States Bishops Conference as expressed in the National Directory for Catechesis: “the single most critical factor in an effective parish catechetical program is the leadership of a professionally Parish Catechetical Leader.”<sup>14</sup>

Sincerely,

\_\_\_\_\_  
 Title (Pastor or Parish Administrator)

<sup>14</sup> NDC, no.54B5

#### 4.4 Written Assignment

- **Written 3-5 page paper** (one inch margin, double spaced, 12 font using Ariel or Times Roman) in English or Spanish on topics assigned by Department of Catechetical Services Associate Director of Programs and Projects
- The paper should have a **Cover Sheet** listing *Title, Name of Student, Parish of Student, Student e-mail address or home address and date.*
- Include Title Page
- Footnote (**or include a page with texts cited**) when you use another's words or ideas from a text or a document
- Please e-mail or mail your paper by specified date to Jeanne Jakubowski at [jjakubow@cathdal.org](mailto:jjakubow@cathdal.org) or Department of Catechetical Services 3725 Blackburn, Dallas, 75219
- **Evaluation will be made based on:**
  - Substantial content
  - Use of supporting materials
  - Success in putting forth an objective analysis
  - Correct usage of language, e.g. punctuation, spelling, sentence structure

## 5. Online Educational Opportunities

Catechetical Leadership Formation Program uses the University of Dayton Online Courses as part of its formation program.

### 5.1 University of Dayton

The University of Dayton offers courses and seminars online through its *Virtual Learning Community of Faith Formation (VCLFF)*. The Diocese of Dallas has partnered with this educational institution to offer online learning formation opportunities based on the “evolving lifestyles of her members today.”

- Those in the Catechetical Ministries are encouraged to use these courses as another alternative to gaining the needed hours towards the certificate in Catechetical Leadership
- Those in our Catechetical Leadership Formation Program will be receiving formation in seven course areas of VCLFF beginning coursework:

#### **Year 1**

- *Introduction to Catechesis*
- *Survey of Catholic Social Teaching*

#### **Year 2**

- *Introduction to Scripture*
- *We Believe: The Creed*
- *Christian Morality*
- *Sacraments*
- *Prayer*

### 5.2 University of Dallas

The University of Dallas, School of Ministry has online coursework in both its Master's Program and its Biblical School. These Master's Level Courses may be used in the Professional Level Certificate process of the Diocese.

Courses taken through the Biblical School may count in the area of *Sacred Scripture*. PCLs are responsible for providing the Department of Catechetical Services with proof of courses completed.

### 5.3 Alternative Online Opportunities

- Online Undergraduate and Master's Programs are offered by many Catholic Universities
- To find more information on online Catholic degree programs go to:  
<http://www.usccb.org/laity/laysurvey/schools.shtml>

## 6. Continuing Formation for Professional Level Parish Catechetical Leaders

### 6.1 After Completion of CLFP Program

For those completing the Catechetical Leadership Formation Program (CLFP) or those Parish Catechetical Leaders (PCLs) who have a Bachelor's or Master's Degree in Theology or related fields it is recommended that they complete a minimum of 20 hours of continuing education each year. These hours may include Catechetical Workshops, Retreats, and Seminars; Local, Regional, or National Catechetical Conferences; and Coursework in Theology or Methodology.

To record and receive credit with the Department of Catechetical Services, see Equivalency Application Form.

### 6.2 Higher Education

The Department of Catechetical Services highly encourages Parish Catechetical Leaders to afford themselves, when possible, the opportunity of earning a Bachelor's and/or a Master's degree in Theology or a related field. After reaching one's personal goal of an undergraduate or graduate degree, 20 hours of continuing education each year is recommended.

#### CEUs or Continuing Education Units

These may be earned through the School of Ministry, Adult Faith Formation courses, or Catholic Biblical School of the University of Dallas. Online continuing education credit may be earned through the School of Ministry's Online Biblical School of the University of Dallas or the University of Dayton Virtual Learning Community Of Faith Formation (VLCFF).

#### Undergraduate Credits in Theology or a Related Field

These may be earned through our local Catholic University, The University of Dallas, online through the Diocesan partnership with the University of Dayton VLCFF program, or with a number of other reputable Catholic Universities throughout the country.

#### Master's Credits in Theology

These may be earned through the Braniff Graduate School of the University of Dallas, (M.A. in Theology, or a Master of Theology (MT), or through its School of Ministry which offers a Master's in Theological Studies ( MTS), Master's in Religious Education (MRE) or a Master's in Pastoral Ministry (MPM).



2010  
*Diocese of  
Dallas*

## Chapter 3 Instructors



## Chapter 3

### 1. Instructor Qualifications and Requirements

#### 1.1 Theology Instructors

- All instructors **must** have earned a **Master's Degree in Theology** or closely related field.
  - Exceptions may be made for someone with general equivalencies at the Masters level, at the discretion of the Diocesan Director of Catechetical Services
  - Exceptions may be made if an individual has outstanding credentials in a particular field. That individual would be allowed to teach only in that field at the discretion of the Diocesan Director of Catechetical Services
- Be willing to teach at parishes within the Diocese of Dallas
- Fill out *Instructor Application*
- Provide a resume
- Be willing to teach from materials provided by the diocese and fulfilling the goals and objectives set forth by the Department of Catechetical Services under the auspices of the Bishop
- Submit application along with proof of a current Safe Environment Clearance through a Parish, Catholic School or the Diocese of Dallas, or request a clearance to be processed through the director of the Department of Catechetical Services at 214-379-2851.
- Provide the Department of Catechetical Services with two recommendation letters, including one from the pastor
- If an instructor has taught through the Diocese before, we ask that information be kept current by sending updates of any information which has changed to the Department of Catechetical Services
- After completing the application process, the candidate will be interviewed by the Associate Director of Programs and Projects
- After fulfilling all the requirements, the candidate will be notified of his/her acceptance or refusal

#### 1.2 Methodology and Ministerial Skills Instructors

##### **Instructor's Requirements**

Those who wish to be Ministerial Skills Instructors must fulfill the following requirements:

- Be a Certified Parish Catechetical Leader (having completed CLFP or with degree in Theology) with Classroom Experience
- Catholic School Religion Teachers
- Certified Catechist with at least 5 years classroom experience
- Certified Grade Level Coordinator (CLFP or degree in Theology)

And must fulfill the following requirements:

- Must have attended an *Echoes of Faith* orientation class
- Must have observed another instructor
- Must be willing to have diocesan personnel monitor a "course in progress" as the person presents
- Must be approved by the Diocesan Department of Catechetical Services

**Preach the Gospel at all times --- If necessary, use words.**

*St. Francis of Assisi*

## 2. Instructor Application Form

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Parish \_\_\_\_\_

Phone work \_\_\_\_\_ home \_\_\_\_\_

cell \_\_\_\_\_ e-mail \_\_\_\_\_

SSN # -- (for stipend purposes)

Mailing Address (if different from above) \_\_\_\_\_

Current Ministry Position \_\_\_\_\_ Parish/School \_\_\_\_\_

Are you a US citizen or alien legally authorized to work in the United States? Yes  No

Certificate Programs		
Granting Agency	Date Granted	Area of Certification

Educational Background						
College/University	Date Attended		Date of Graduation	Degree	Major	Minor/ Area of Concentration
	From	To				

Ministry Work Experience			
Parish/School	Field of Ministry	Date	
		From	To

Additional Training/ Workshops/ Coursework			
Type of Education Experience	Host	Area of Knowledge/ Skill	Date

Provisional Approval Granted \_\_\_\_\_ Expiration Date \_\_\_\_\_

May teach only the following coursework \_\_\_\_\_

May teach only with Mentor \_\_\_\_\_

**Availability**

Days of the week available \_\_\_\_\_

Times of day \_\_\_\_\_

Geographical Preference \_\_\_\_\_

(Area of Diocese, Parish, etc.)

Courses/Topics that you prefer \_\_\_\_\_

Language Preference \_\_\_\_\_

**Please return to the Pastoral Center with the following**

- 2 letters of recommendation (one of these should be from the Pastor, Catholic School Principal or Parish Supervisor)
- Proof of current Safe Environment Clearance (or ask for screening forms)
- Resume

### 3. Instructional Preparation

- We ask that instructors **send an outline of the course prior to the first class**, or if he/she have taught this class before and wish to change the outline, we ask that an updated outline be sent to the Department of Catechetical Services
- **The Department of Catechetical Services will act as a liaison between the parish and the instructor**
  - This office will secure the name and cell phone number of a person who will act as the parish contacts (usually the PCL or Adult Faith Formation Director) in case the instructor needs to contact them for classroom location, equipment request, or other additional needs.
- Please **arrive at least ½ hour before your class** begins to be able to prepare for the class
- If the instructor is not able to teach because of an unforeseen emergency, please call 214-379-2850 or call the parish contact
- For special equipment needs for the class, please inform the Jeanne Jakubowski [jjakubow@cathdal.org](mailto:jjakubow@cathdal.org) or Maria Beltran [mbeltran@cathdal.org](mailto:mbeltran@cathdal.org) for Spanish courses at least one week prior to the class
- The instructor must consult with parish coordinator to find out if the books need to be picked up from the Department of Catechetical Services. Call Jeanne Jakubowski @ 214-379-2850 or e-mail [jjakubow@cathdal.org](mailto:jjakubow@cathdal.org)
- Evaluations and complete rosters will be turned in by Parish Coordinator/PCL with any unused books as soon as possible to the Department of Catechetical Services along with any unused books as soon as possible
- Feel free to use supplementary printed resources. Call Jeanne at 214-379-2850 at the Diocesan Catechetical Services Department to ask about available resources
- Instructors are teaching for the Church in the name of the Bishop. Personal opinions and personal devotions should be just that
- If the instructor needs handouts to be copied by the Department of Catechetical Services, they should be sent at least **one week in advance**. They should be mailed or e-mailed to Jeanne at [jjakubow@cathdal.org](mailto:jjakubow@cathdal.org) or Maria Beltran [mbeltran@cathdal.org](mailto:mbeltran@cathdal.org). Handouts will be printed according to registered number of students (unless otherwise specified)
- PowerPoint Presentations are available for some of the courses. Please contact Catechetical Services Department for these ancillary materials

#### 3.1 Equipment

Here is a list of the equipment available if needed on a first come first serve basis:

- PowerPoint projector and Laptop
- Markers and Flip Charts
- Extension cords

We will check with the parish contact first, if they do not have the needed equipment, then we will see if the Department of Catechetical Services can lend the equipment to the instructor on a first come first serve basis at 214-379-2850 or [jjakubow@cathdal.org](mailto:jjakubow@cathdal.org).

#### 3.2 Stipend

The stipend for a five hour course is \$200 and \$400.0000 for a ten hour course. If a course is cancelled the day before or the day of the course, a small remuneration (\$50.00) will be provided in recognition of the work already done to prepare for the course.

#### 3.3 Evaluation and Student Attendance Rosters

Please allow 10-15 minutes at the end of last session of the course for the students to fill out evaluations. Attendees will not receive credit if they do not turn in an evaluation. The Department of Catechetical Services will request your stipend only after receiving evaluations and the attendance roster. Be aware that it may take up to two weeks, after the course finishes, to receive stipend.

#### 3.4 Safe Environment Clearance

For as long as an instructor teaches for the Department of Catechetical Services, current proof of Safe Environment Clearance must be maintained.

For assistance or questions, please feel free to call Jeanne at 214-379-2850.

## 4. How Adults Learn: Principles of Adult Learning

The following ten principles are essential for the development and presentation of effective programming for adults. They provide presenters and facilitators with basic guidelines to consider in their preparations.

*Adults learn best when...*

- **Participants feel their time is well spent.** Most important of all, the learning experience must be well planned and executed. It must also be pertinent and practical. Adults are seldom motivated by the theoretical or learning that will “some day be valuable”. If adults do not consider their faith as integral to their overall lifestyle, the application of this principle is especially challenging in contexts of religious and moral formation.
- **They are treated with respect as mature and intelligent adults.** Adults will not participate if they feel they are being talked down to, ridiculed or ignored, or perceive they have been given simplistic explanations.
- **They are with their peers whom they perceive to have similar experiences and needs, and the format allows them to interact with other participants.** Adults learn by sharing their experiences. When adults are in small groups of six to eight, they tend to feel freer to react, discuss, question, share and comment.
- **The learning environment is suited to their physical and emotional needs.** The program schedule and room layout must take into consideration hearing, vision, seating comfort, groupings, socialization, refreshments and restroom breaks. Adults are at ease when they know the time format and where restrooms and other facilities are located.
- **The learning situation is related to their experience,** a rich resource which should be tapped and related to in the learning process. The learning experience needs to enhance their present interests or help them on an immediate practical or personal level. In faith formation, experience can also be a block or challenge if adults are resistant to new ideas or understandings.
- **They can set their own goals and be involved in the planning of the learning activity.** When the goals of each presentation are explained clearly, participants can commit more fully to the process. Early in the experience, adults should be asked their expectations.
- **There are a variety of learning activities** (audiovisuals, discussions, exercises, reflections and prayer experiences) provided to accommodate a diversity of learning preferences and styles.
- **They participate in problem-centered situations** such as reflection questionnaires, simulated problems and case studies, and questions for reaction and comment.
- **Opportunities to write their responses are provided to help them clarify and share their ideas.** It is helpful when participants can write their individual responses or record their responses as a small group, and when responses shared in large group are recorded for all to see on a whiteboard or large tablet.

*Taken from Do's and Don'ts: Facilitating a Small Group by Sr. Donna L. Ciangio, O.P. Pamphlet from National Pastoral Life Center.*

## 5. Suggested Catechetical Lesson Plan

### 5.1 Lesson Plan

*The Catechetical Lesson Plan According to the Ecclesial Method provided below is from <http://www.catecheticsonline.com/OTHER/CatecheticalLesson.doc>*

Topic of Catechesis \_\_\_\_\_ Date \_\_\_\_\_

Audience \_\_\_\_\_

I. Learning Objectives (the participant will...)

Objectives for deeper understanding

Objectives for inviting learners to a change of heart

II. Materials/Resources Needed (textbooks, media/technology, supplies, handouts, etc.)

III. Catechetical Foundations

A. **Christocentricity:** What does this topic have to do with Jesus and the “love that never ends?”

B. **Scriptural Driving Force:** Which foundational scriptures will be used so the teaching relies on God’s Word?

C. **Primary Catechism Sections:** Which texts from the *Catechism of the Catholic Church* are central to understanding this topic?

D. **Other Important Resources:** What other creative resources will be helpful in this catechesis? (textbook pages, websites, other books, maps, movie clips, music, art, stories, newspaper articles, etc.)

IV. Procedure

A. Preparation (calculated disengagement/prayer)

B. Proclamation (short, poignant statement of heart/core truth of teaching)

C. Explanation (content and method of delivery)

D. Application (of doctrinal topic to personal life and to culture/real world)

E. Celebration (ending in a place of gratitude and praise) and assignment

V. Evaluation/Alterations for next time...

### 6. Sample Course Outline

Instructor \_\_\_\_\_  
Last First Middle

Course Title \_\_\_\_\_

Date (s) \_\_\_\_\_ Time (s) \_\_\_\_\_

Location \_\_\_\_\_

Course Description \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Learning Objective \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

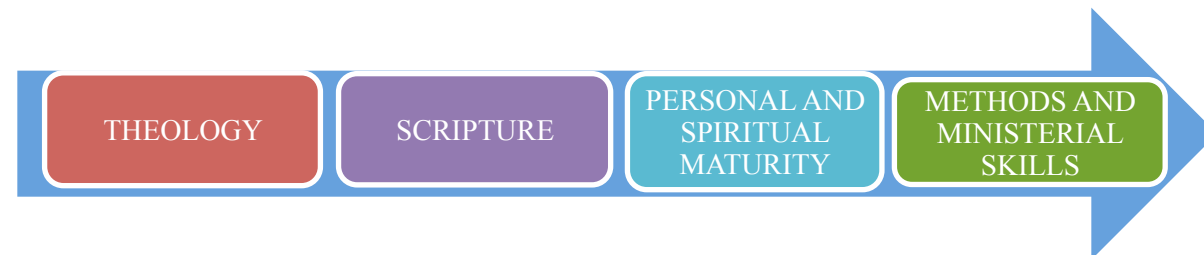
Related Concepts \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



2010  
*Diocese of  
Dallas*

## Chapter 4 Courses and Objectives



## Chapter 4

### 1. Core Curriculum

#### 1.1 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.

**Thou hast made us for thyself, O Lord, and our hearts are restless  
until they find their rest in thee."**

*St Augustine*

## 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

## 1.2 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

## 1.3 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*

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