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.
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
Chapter 1

1. Bishop’s Introductory Letter

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 preach 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 by 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 catechists” (Catechetical Traditions). 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 theological knowledge of the laws of psychology and of educational method” (“National Directory for Catechesis” #4).

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 catechists grow into mature Catholic adults who understand their faith and are skilled in their vocation.

This is a 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 catechists come to an understanding of Church, they gain a realization that their faith is alive in the present and that it continues 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.” 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 teaching 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

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. 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

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

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.”

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.”

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

*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 Ministry 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.”

*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

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2 NDC, no.54A, no. 59A.
3 NDC, no.59C.
4 NDC, no.20.
5 NDC, no.54B8
6 NDC, no.22.
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 2nd 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.

*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.

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 Catechetical 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...
Diocese of Dallas
September 17, 2010
Department of Catechetical Services

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.”

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.

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

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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:
  o Communicating the message of our faith
  o Leading Participants to a deeper understanding and active participation in liturgy and worship
  o Promoting moral formation
  o Teaching prayer
  o 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

<table>
<thead>
<tr>
<th>Level</th>
<th>Required Credit</th>
<th>Courses Required</th>
<th>Expected Completion Time</th>
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<tr>
<td>Beginner</td>
<td>30</td>
<td>Pre-requisites</td>
<td>End of 1st year</td>
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<tr>
<td>Intermediate</td>
<td>60</td>
<td>Core</td>
<td>End of 3rd year</td>
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<tr>
<td>Advanced (Master Catechist)</td>
<td>60</td>
<td>Electives</td>
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<tr>
<td></td>
<td></td>
<td>• 15 hrs: Theology</td>
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<tr>
<td></td>
<td></td>
<td>• 20 hrs: Scripture</td>
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<tr>
<td></td>
<td></td>
<td>• 10 hrs: Methodology and Skills/Ministerial Specialization</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• 15 hrs: Personal and Spiritual Maturity</td>
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</table>

Continuing Education Requirements after achieving Master Catechist Certificate: Vari/See Course Listing N/A Annually
# 6.2 Course Listing

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>101</td>
<td>Introduction to the Learner</td>
<td>5</td>
<td>Core</td>
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<tr>
<td>102</td>
<td>Grade Level Methods or Ministry Methods Used in the Parish</td>
<td>5</td>
<td>Pre-requisite</td>
</tr>
<tr>
<td>201</td>
<td>Role of the Catechist or Catechetical Materials Used in the Parish</td>
<td>5</td>
<td>Pre-requisite</td>
</tr>
<tr>
<td>202</td>
<td>Getting Started as a Catechist or Introduction to Specialized Ministry</td>
<td>5</td>
<td>Pre-requisite</td>
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<tr>
<td>203</td>
<td>Person of the Catechist</td>
<td>5</td>
<td>Core</td>
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<tr>
<td>301</td>
<td>Ecclesiology</td>
<td>5</td>
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<tr>
<td>302</td>
<td>Creed</td>
<td>10</td>
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</tr>
<tr>
<td>303</td>
<td>Old Testament</td>
<td>10</td>
<td>Core</td>
</tr>
<tr>
<td>304</td>
<td>New Testament</td>
<td>10</td>
<td>Core</td>
</tr>
<tr>
<td>305</td>
<td>Liturgy and Sacraments</td>
<td>10</td>
<td>Core</td>
</tr>
<tr>
<td>306</td>
<td>Christian Morality</td>
<td>10</td>
<td>Core</td>
</tr>
<tr>
<td>307</td>
<td>Prayer and Spirituality</td>
<td>10</td>
<td>Core</td>
</tr>
<tr>
<td>501</td>
<td>Church History</td>
<td>10</td>
<td>Theology Elective</td>
</tr>
<tr>
<td>502</td>
<td>Mary and the Saints</td>
<td>5</td>
<td>Theology Elective</td>
</tr>
<tr>
<td>503</td>
<td>Christology</td>
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<td>504</td>
<td>Social Doctrine of the Church</td>
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<td>Principles of Catholic Social Teaching</td>
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<td>506</td>
<td>Ecumenism</td>
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<td>507</td>
<td>Church Documents</td>
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<td>601</td>
<td>Pentateuch</td>
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<td>Scripture Elective</td>
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<td>602</td>
<td>Historical Books</td>
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<td>Prophets</td>
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<td>Wisdom Books</td>
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<td>Psalms</td>
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<td>Synoptic Gospels</td>
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<td>Book of John</td>
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<td>Letters of Paul</td>
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<td>609</td>
<td>Acts</td>
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<td>Apocalyptic Writing</td>
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<td>701</td>
<td>Sacramental Preparation</td>
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<tr>
<td>702</td>
<td>Introduction to the Ministry of Catechesis</td>
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<td>Media</td>
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<td>704</td>
<td>Adult Ministry</td>
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<td>705</td>
<td>Multiculturalism</td>
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<td>706</td>
<td>RCIA</td>
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<td>Special Needs</td>
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<td>Quinceños</td>
<td>5</td>
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<td>711</td>
<td>Chaste Living</td>
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<td>712</td>
<td>Youth Ministry</td>
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<td>801</td>
<td>Art of Discernment</td>
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<td>Personal and Spiritual Maturity Elective</td>
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<td>Theological Reflection</td>
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<td>804</td>
<td>Small Faith Sharing Groups</td>
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<td>805</td>
<td>Prayer Groups</td>
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<td>806</td>
<td>Days of Reflection</td>
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<td>806</td>
<td>Retreats</td>
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<td>First Yearly Retreat</td>
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<td>Yearly Retreat</td>
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<tr>
<td>1101</td>
<td>Local, Regional or National Conferences</td>
<td>5 hrs credit per day attended</td>
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<tr>
<td>2000</td>
<td>Bachelor's Level College Credit in Theology or Ministry Specialization</td>
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<tr>
<td>3000</td>
<td>Master's Level College Credit in Theology or Ministry Specialization</td>
<td>5 hrs credit per day attended</td>
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</table>

**Maturity Elective**

**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, 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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting Started as a Catechist</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Ecclesiology</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Grade Level Methods (select one according to the age group you are teaching)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Introduction to the Learner (Catechetical Materials used at the parish may be introduced at this time)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Creed</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

8.2 Intermediate – Year One

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Testament</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>New Testament</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Liturgy and Sacraments</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

8.3 Intermediate – Year Two

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christian Morality</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Prayer and Spirituality</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Introduction to the Ministry of Catechesis</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>The Person of the Catechist</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

8.4 Continuing Education

<table>
<thead>
<tr>
<th>Yearly Activities</th>
<th>Hours</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retreat</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>National, Regional, or Local Conference</td>
<td>5 per day</td>
<td></td>
</tr>
<tr>
<td>After completing CCF Certificate 90 hrs : Continue to Advanced Level (Master Catechist)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8.5 Advanced – Years Four and Five

<table>
<thead>
<tr>
<th>Areas of Study</th>
<th>Total Hours</th>
<th>Elective Courses</th>
<th>Course Hours**</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theology</td>
<td>15</td>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Approved: Church History, Mary and the Saints, Christology, Church Documents, Ecumenism</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scripture</td>
<td>20</td>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methodology/ Skills/Area of Specialization</td>
<td>10</td>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal and Spiritual Maturity</td>
<td>15</td>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved: Art of Discernment, Spiritual Direction, Small Faith Sharing Groups, Prayer Groups, Days of Reflection, Retreats</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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

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

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. For Spanish, please call Maria Beltran 214-379-2852 or e-mail at mbeltran@cathdal.org. We will confirm with you date, time, room, language needs, and will arrange for an instructor.

#### 9.2 Parish Initial Request

**Initial Request: Information Provided**

- **Parish Course Request**
- **Contact Diocese**
- **Identify Parish Coordinator**
- **Order Texts**
- **Arrange for Pick up from Pastoral Center**

**Target Cluster Location**

- **English**
- **Spanish**

**Parish Location**

- **Date**
- **Time**
- **Room**

**Marketing/ Advertising**

- **Within the Cluster of parishes**
  - Diocesan Website
  - PCL Newsletter
  - Calling
  - Faxing
  - E-mailing
  - Flyers
  - Various In-house Ministries

- **Within Parish**
  - Bulletin
  - Parish Website

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9.3 Parish Coordinator Duties

Parish Coordinator Duties

Parish Preparation Tasks

- Take Registration and Submit to PCL
- Ensure Evaluations are Available
- Provide Ordered Texts

Tasks of Coordinator to Assure Credit

- Contact Instructor
- Room Comfort
- Hospitality

- Turn in Completed Roster
- Turn in Completed Evaluations
- Turn in Parish Check to Cover Fees

9.4 Parish Physical Needs

Parish Physical Needs

Logistics

- Signage on Parish Campus

Room

- Tables and Chairs
- Hospitality and Room Comfort (Air Conditioning/ Heating)
- Technology (TV, VCR, LCD, DVD Player)
- Extension Cords

Supplies

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

1. ____________________________________________ Category ____________________________
2. ____________________________________________ Category ____________________________
3. ____________________________________________ Category ____________________________
4. ____________________________________________ Category ____________________________
5. ____________________________________________ Category ____________________________
6. ____________________________________________ Category ____________________________

Category

- Christian Identity
- Sacred Scripture
- Theology
- Personal/Spiritual Growth
- Methodology/ Skills
- 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
Chapter 2
Parish Catechetical Leader (PCL)

I have seen the Lord.
In 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 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. To register, please contact Maricarmen Corona at (214) 379-2847 or mcorona@cathdal.org.

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### 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) __________________________

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

#### 2.2 Planning Sheet 2. Theological Studies

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

*Offered through the University of Dayton

Diocesan CLFP Certificate ____________
Diocese of __________________________
Intention to begin Training (describe) __________________________

#### 2.3 Planning Sheet 3. Continuing Education

<table>
<thead>
<tr>
<th>Formational Function</th>
<th>Hours</th>
<th>Continuing Education Venue (Online, Diocesan, Other)</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retreat</td>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.” 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

---

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 sociopsychological 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

Address

City/State/Zip

Phone: work________ home________ cell________ e-mail________

Date of Birth ___________ Gender  □ Male  □ Female

Last Four Digits of your SSNo □ □ □ □

Parish

Ministry Position

4.2 Academic Background

Previous Education

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<th>Major</th>
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Experience in Ministry

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Catechist Certificate

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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 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.”

Sincerely,

______________________________

Title (Pastor or Parish Administrator)

---

14 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 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
    - We Believe: The Creed
    - Christian Morality
    - Sacraments
    - Prayer
  - **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).
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

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Educational Background

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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 1/2 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 jakubow@cathdal.org or Maria Beltran 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 jakubow@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 jakubow@cathdal.org or Maria Beltran 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 jakubow@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.

5. Suggested Catechetical Lesson Plan

5.1 Lesson Plan

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

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

V. Evaluation/Alterations for next time…

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

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Chapter 4
Courses and Objectives

THEOLOGY
SCRIPTURE
PERSONAL AND SPIRITUAL MATURITY
METHODS AND MINISTERIAL SKILLS
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 the message of the Church as the Body of Christ
- Explain the development of Doctrine
- Identify the four signs of the Catholic Message of Faith: Biblical, Ecclesial, Liturgical, and Natural
- 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 of 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 of 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 catechist, 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*
BIBLIOGRAPHY


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*
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 Bellarmine, 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

Diocese of Dallas

Office of the Bishop

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 662). 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 pastoral and theoretical knowledge of the laws of psychology and educational method” (National Directory for Catechesis 54).

And so, it is in this role as Chief Catechet 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 a great and generous work that you do for the Diocese of Dallas. As a catechist, you communicate to children and adults by word and example. They come to know the Father, as their Creator, the love of Jesus, as “Wee” 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. 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.”

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.

2.5 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

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 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

<table>
<thead>
<tr>
<th>Level</th>
<th>Required Credit Hours</th>
<th>Courses Required</th>
<th>Expected Completion Time</th>
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</thead>
<tbody>
<tr>
<td>Beginner</td>
<td>30</td>
<td>Pre-requisites</td>
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<tr>
<td>Intermediate</td>
<td>60</td>
<td>Core</td>
<td>End of 3rd year</td>
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<tr>
<td>Advanced (Master Catechist)</td>
<td>60</td>
<td>Electives</td>
<td>End of 5th year</td>
</tr>
</tbody>
</table>

- 15 hrs: Theology
- 20 hrs: Scripture
- 10 hrs: Methodology and Skills/ Ministerial Specialization
- 15 hrs: Personal and Spiritual Maturity

Continuing Education Requirements after achieving Master Catechist Certificate:

- Retreats, Conferences, additional Elective Courses: Varies/See Course Listing
- N/A | Annually

4
### 4.2 Course Listing

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>101</td>
<td>Introduction to the Learner</td>
<td>5</td>
<td>Core</td>
</tr>
<tr>
<td>102</td>
<td>Grade Level Methods or Ministry Methods</td>
<td>5</td>
<td>Pre-requisite</td>
</tr>
<tr>
<td>201</td>
<td>Role of the Catechist or Catechetical Materials used in the Parish</td>
<td>5</td>
<td>Pre-requisite</td>
</tr>
<tr>
<td>202</td>
<td>Getting Started as a Catechist or Introduction to Specialized Ministry</td>
<td>5</td>
<td>Pre-requisite</td>
</tr>
<tr>
<td>203</td>
<td>Person of the Catechist</td>
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<td>Core</td>
</tr>
<tr>
<td>301</td>
<td>Ecclesiology</td>
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<td>302</td>
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<td>304</td>
<td>New Testament</td>
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<td>Core</td>
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<tr>
<td>305</td>
<td>Liturgy and Sacraments</td>
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<td>Core</td>
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<td>306</td>
<td>Christian Morality</td>
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<td>307</td>
<td>Prayer and Spirituality</td>
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<td>Core</td>
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<td>501</td>
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<td>Social Doctrine of the Church</td>
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<td>Theology Elective</td>
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<td>Pentateuch</td>
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<td>Prophets</td>
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<td>605</td>
<td>Psalms</td>
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<td>606</td>
<td>Synoptic Gospels</td>
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<td>607</td>
<td>Book of John</td>
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<td>608</td>
<td>Letters of Paul</td>
<td>5</td>
<td>Scripture Elective</td>
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<td>609</td>
<td>Acts</td>
<td>5</td>
<td>Scripture Elective</td>
</tr>
<tr>
<td>610</td>
<td>Apocalyptic Writing</td>
<td>5</td>
<td>Scripture Elective</td>
</tr>
<tr>
<td>701</td>
<td>Sacramental Preparation</td>
<td>5</td>
<td>Methodology and Skills Elective</td>
</tr>
<tr>
<td>702</td>
<td>Introduction to the Ministry of Catechesis</td>
<td>5</td>
<td>Methodology and Skills Elective</td>
</tr>
<tr>
<td>703</td>
<td>Media</td>
<td>5</td>
<td>Methodology and Skills Elective</td>
</tr>
<tr>
<td>704</td>
<td>Adult Ministry</td>
<td>5</td>
<td>Methodology and Skills Elective</td>
</tr>
<tr>
<td>705</td>
<td>Multiculturalism</td>
<td>5</td>
<td>Methodology and Skills Elective</td>
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<td>706</td>
<td>RCIA</td>
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<td>707</td>
<td>Special Needs</td>
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<td>708</td>
<td>Leadership Skills</td>
<td>5</td>
<td>Methodology and Skills Elective</td>
</tr>
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<td>709</td>
<td>Young Adult Ministry</td>
<td>5</td>
<td>Methodology and Skills Elective</td>
</tr>
<tr>
<td>710</td>
<td>Quinceños</td>
<td>5</td>
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<td>711</td>
<td>Chaste Living</td>
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<td>Methodology and Skills Elective</td>
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<td>712</td>
<td>Youth Ministry</td>
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<td>Methodology and Skills Elective</td>
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<tr>
<td>801</td>
<td>Art of Discernment</td>
<td>5</td>
<td>Personal and Spiritual</td>
</tr>
</tbody>
</table>
### 4.3 Suggested Catechist Development Plan

#### Beginner Level: Year One

<table>
<thead>
<tr>
<th>Pre-requisite Courses</th>
<th>20 hrs</th>
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</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td>10 hrs</td>
</tr>
<tr>
<td>Total</td>
<td>30 hrs</td>
</tr>
</tbody>
</table>

#### 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

---

I planted, Apollos watered, but God caused the growth. Therefore, neither the one who plants nor the one who waters is anything, but only God, who causes the growth.

*1 Cor 3: 6-7*
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 recommended progression.
- Catechists may take courses out of sequence or at another level.
- To receive a CCF Certificate, 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, credit or College 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://vle.udayton.edu.

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’s Degree in 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. Keeping a Record of Catechist Course Hours

Catechist Name ________________________________________________________________

<table>
<thead>
<tr>
<th>Last 4 digits of Social Security#</th>
</tr>
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<tbody>
<tr>
<td>________ ___________ ___________</td>
</tr>
</tbody>
</table>

DOB (mm/dd/yyyy) ___________

<table>
<thead>
<tr>
<th>Daytime Phone</th>
<th>Cell</th>
<th>E-mail Address</th>
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Home Address ________________________________________________

<table>
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<tr>
<th>Zip Code</th>
<th>Parish, City</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________</td>
<td>______________</td>
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</table>

7.1 Beginner – Year One

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

7.2 Intermediate – Year Two

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Old Testament</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>New Testament</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Liturgy and Sacraments</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

7.3 Intermediate – Year Three

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Date Completed</th>
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</thead>
<tbody>
<tr>
<td>Christian Morality</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Prayer and Spirituality</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Introduction to the Ministry of Cateches</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>The Person of the Catechist</td>
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7.4 Continuing Education

7.5 Advanced – Years Four and Five

<table>
<thead>
<tr>
<th>Areas of Study</th>
<th>Total Hours</th>
<th>Elective Courses</th>
<th>Course Hours**</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theology</td>
<td>15</td>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Approved: Church History, Mary and the Saints, Christology, Church Documents, Ecumenism</td>
<td></td>
<td>2.</td>
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<tr>
<td></td>
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<td>3.</td>
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<tr>
<td>Scripture</td>
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<td>1.</td>
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<td></td>
<td></td>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methodology/ Skills/Area of Specialization</td>
<td>10</td>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved: Introduction to Ministry of Cateches, Adult Ministry, Young Adult Ministry, Youath Ministry, Quince Años, Sacramental Preparation, Multiculturalism, Chaste Living, Media, Special Needs, Social Justice, Leadership Skills</td>
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<td>2.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal and Spiritual Maturity</td>
<td>15</td>
<td>1.</td>
<td></td>
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<td></td>
<td></td>
<td>3.</td>
<td></td>
<td></td>
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<tr>
<td>Yearly Activities</td>
<td>Hours</td>
<td>Date Completed</td>
<td></td>
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<tr>
<td>-----------------------------------------------------</td>
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<td></td>
</tr>
<tr>
<td>Retreat</td>
<td>5</td>
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<td></td>
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<tr>
<td>National, Regional, or Local Conference</td>
<td>5 per day</td>
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</table>

*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
### Continuing and Professional Education

<table>
<thead>
<tr>
<th>Areas of Study</th>
<th>Total Hours</th>
<th>Elective Courses</th>
<th>Course Hours</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Continuing Education</strong></td>
<td>10</td>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Includes: Courses, Retreats, Conferences (5-10 hrs)</td>
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<td>2.</td>
<td></td>
<td></td>
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<tr>
<td><strong>Advanced Education</strong></td>
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<td></td>
</tr>
<tr>
<td>Encouraged at any time during the Learning process</td>
<td>Report any Undergraduate or Graduate Course Credit Earned</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>2.</td>
<td></td>
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<td></td>
<td></td>
<td>3.</td>
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<td></td>
<td></td>
<td>4.</td>
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</tbody>
</table>

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: 

---

**Acts 2:42**

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

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### 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) ______________________________ City ______________________________

Phone ______________________________ E-Mail ______________________________

Event/Course Title ______________________________ Time(s) ______________________________ Location ______________________________

Date(s) ______________________________ Time(s) ______________________________ Clock Hours ______________________________

Learning Objectives/Expected Outcomes: ______________________________ Category: ______________________________

1. ______________________________ Category: ______________________________
2. ______________________________ Category: ______________________________
3. ______________________________ Category: ______________________________
4. ______________________________ Category: ______________________________
5. ______________________________ Category: ______________________________
6. ______________________________ Category: ______________________________

Category: ______________________________

**Resources/Books and Documents Used:**

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

Physician’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
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:
- Identify Jesus Christ as the Lord of the future in interreligious dialogue
- Recognize Jesus Christ as the fullness of true humanity
- Understand the Incarnation and its purpose for our salvation
- 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:
- 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
Objectives
At the end of this course, participants will be able to:

- 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 Christian 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
- Understand 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 spite 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 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 catechist, 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

(Grades 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 90 hours of formation in the areas of Theology, Personal and Spiritual Maturity, Sacred Scripture, Methodology and Skills, Catholic Ministerial Identity
   - Intermediate 60 hours of formation in the above areas
   - Advanced 150 hours
   - Total 90 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 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 to 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?
   - 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://vle.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?
   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**

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/Ben zigier 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 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 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 Christology 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 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