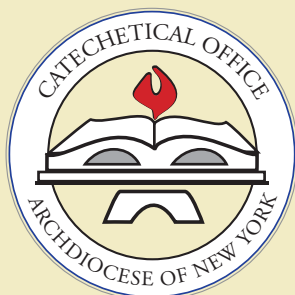


**FORMATION
FOR
PARISH CATECHETICAL
LEADERS AND CATECHISTS**

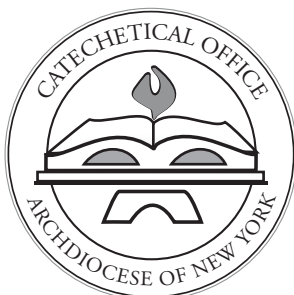


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PREFACE

The New York State Bishops' charter, *The Catechetical Leader in the Third Millennium*, published this past fall, underscores the crucial need for a quality, evangelizing catechesis at the parish level for persons of all ages. As Timothy Cardinal Dolan, Archbishop of New York, has stated in an interview, catechesis is "not just about forming children. It's about forming entire families, entire parishes – enabling them to form lifelong relationships with Jesus Christ in his Church. Everything flows from that."*

It was Cardinal Dolan himself who called for this charter because of his concern that at the parish level, while there are many superb programs, others are limited to sacramental preparation and do not provide lifelong faith formation leading to a relationship with Jesus that is crucial to a faith-filled life.

"The most worrisome thing," the Cardinal stated in the same interview, "is in finding, training and justly compensating the lay women and men who lead the parish religious education programs. We wouldn't put an unprepared principal in a Catholic school or fail to compensate him or her. If we did, we'd destroy the school. The same standards of professionalism and justice should apply to parish directors and coordinators of religious education."

Here in the Archdiocese of New York, the means of preparing catechetical leaders who meet these standards are readily available. The Archdiocesan Catechetical Office offers a *full spectrum of theological, spiritual and methodological formation leading to archdiocesan certification* for catechetical leaders as well as for catechists of religious education programs for children, youth, adults and Catholics of all ages with disabilities.

This formation is offered to parishes at minimal cost for leadership training and, in the case of catechists, at no cost to the parish. The formation faculty is comprised of professional religious educators and administrators in the ministry of catechesis.

The Catechetical Office offers this compendium of our archdiocesan formation and certification process to pastors and to parish catechetical leaders. As always, my door is open to pastors and catechetical leaders. Our catechetical staff, both in the regions and in our main office, are happy to assist in any way.

As the Catholic Church embarks on "the New Evangelization," we in the Catechetical Office hope that this compendium will be a guide to fulfilling New York State Bishops' charter, *The Catechetical Leader in the Third Millennium*, which challenges us "to spare no effort to bring the Gospel to all and every aspect of our culture to reclaim the imaginations of our people."

Sr. Joan Curtin, CND

Director

Archdiocesan Catechetical Office

September 2014

*Catechist, November/December 2012, publ. by Peter Li, Inc., Dayton, Ohio

PART ONE
INTRODUCTION

CHURCH DOCUMENTS

“At the heart of catechesis we find, in essence, a Person, the Person of Jesus of Nazareth, the only Son from the Father... who suffered and died for us and who now, after rising, is living, with us forever.’ To catechize is to reveal in the Person of Christ the whole of God’s eternal design reaching fulfillment in that Person. It is to seek to understand the meaning of Christ’s actions and words and of the signs worked by him.”

— # 426, *Catechism of the Catholic Church*, 1994

“Whoever is called ‘to teach Christ’ must first seek ‘the surpassing worth of knowing Christ Jesus’, ...from this loving knowledge of Christ springs the desire to proclaim him, to “evangelize”, and to lead others to the “yes” of faith in Jesus Christ.”

— # 428, 429, *Catechism of the Catholic Church*, 1994

“As our understanding of the scope of catechesis has expanded over the past several years, and as the need for the formation of adults and families has become more apparent, parish catechetical programs have continued to grow in importance.... The catechetical enterprise is critical to the mission of the Church and to the health and vitality of a parish and its people. Pastors and pastoral administrators know that parishes should allocate their resources so they are able to acquire the services of competent and qualified catechetical leaders. Today’s catechetical leader must be first and foremost a disciple of Christ and also needs particular competencies to face the challenges of the contemporary church.”

— Page Two; *The Catechetical Leader in the Third Millennium*,
New York State Bishops, Nov. 2011

“Formation programs for effective catechetical leaders should be based on the USCCB’s National Certification Standards for Lay Ecclesial Ministers. In addition, formation ...should include competencies and skills specific to evangelization, the changing parish landscape, the family, cultural realities and the rapid development of technology.”

— Page Two; *Comprehensive Plan for the Formation of Catechetical Leader in the Third Millennium*, New York State Bishops, Nov. 2011

“...we call for a dedication to and renewal of the formation of catechists in the State of New York. The catechist is called to witness to the Word in all areas of life. If the message of faith is to be heard and lived, the catechist must be given ongoing formation in the faith in order to understand it more fully and to speak it clearly, skillfully, and faithfully.”

— Page Two: *The Catechists in the Third Millennium*,
New York State Bishops, 1998

OVERVIEW OF FORMATION PROGRAMS

The Church directs that ongoing formation is necessary for all who serve in Church ministry.

In response, the Catechetical Office of the Archdiocese of New York offers formation and training for those who serve as parish catechists and as parish directors / coordinators of Religious Education, Catholic Youth Ministry, Adult Faith Formation or the Catechumenate (RCIA). This formation and training is accomplished through three programs:

- Catechetical Leadership Program
- Catechist Formation Program
- Catechesis of the Good Shepherd Catechist Formation Program

In addition to covering the topics specified by the bishops, the formation and training programs cover the development of leadership qualities and management skills including initiating and leading change, building unity, discerning and using gifts, and monitoring accountability -- all within the Catholic catechetical vision.

HISTORICAL BACKGROUND

In the first half of the 20th century, Catholic immigrants flooded into the country, and parishes doubled and tripled in size. Increasingly, pastors turned to the religious sisters, who were teaching in Catholic schools, to run the programs known as Confraternity of Christian Doctrine, grades 1 to 8 and sometimes high school. For 50 years the sisters administered and taught in these multicultural CCD programs. Out of their experience, the conviction grew that a religious education director/coordinator is essential for every parish -- a person qualified in education, administration and catechesis.

In 1971, the New York Archdiocese appointed Religious Education staff to launch this new vision. They offered, for the first time, archdiocesan – wide training for parish directors / coordinators of Religious Education.

In 1983, the Catechetical Office was established as a separate entity within the Department of Education, thus recognizing parish catechetical programs as a sister to the catholic school system in the ministry of catechesis for children, youth, families, adults and for people with disabilities.

In the 30 years since its establishment, the Catechetical Office has continued to develop and professionalize its education, training and certification programs. The expertise and practical experience of the Catechetical Office staff and the parish directors and coordinators have given these programs their vitality and practicality. Directives from the Vatican, U.S. Bishops, New York State Bishops,

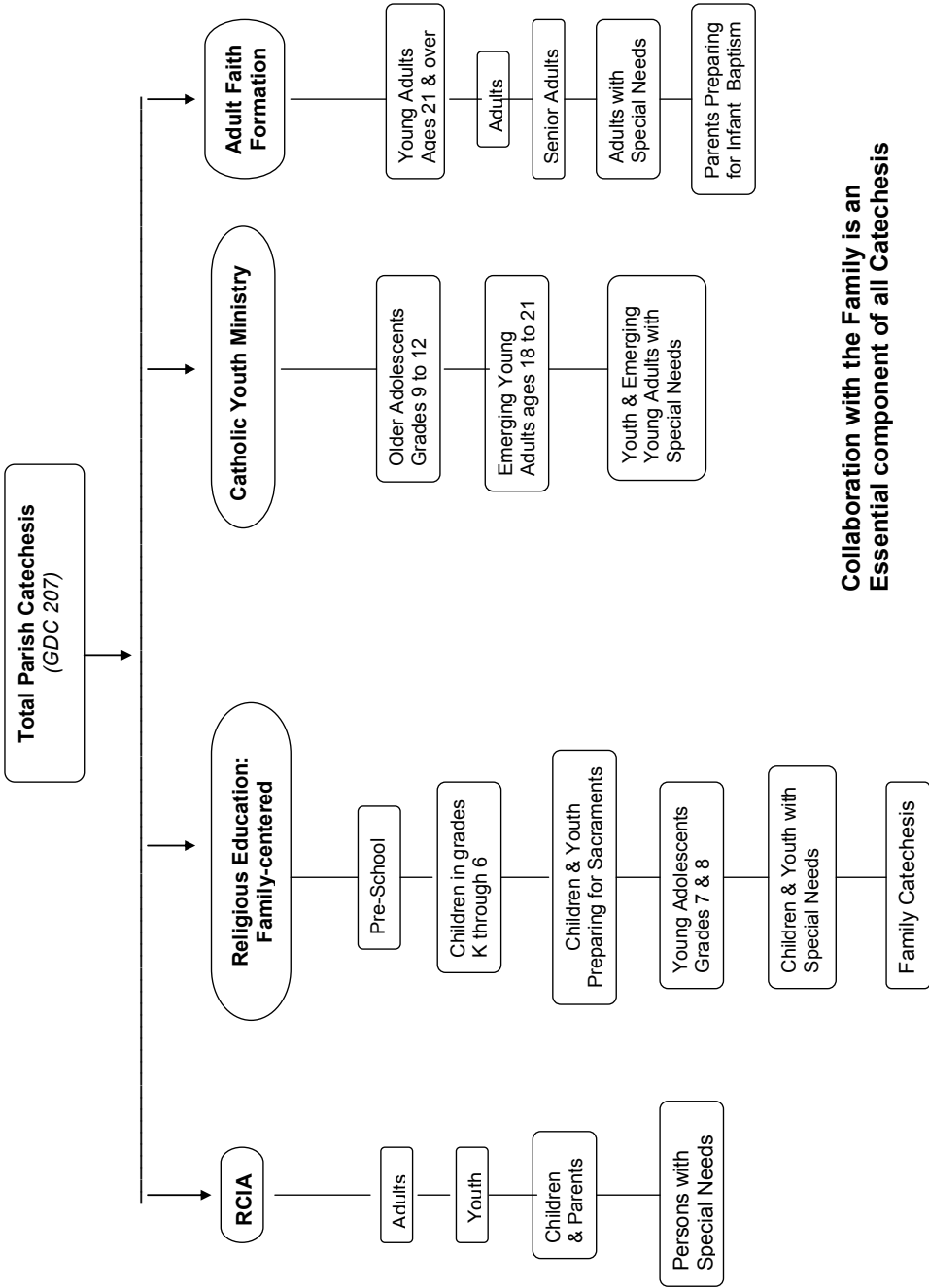
and the Cardinal Archbishop of New York have grounded these programs in the catechesis of the universal Church. The insights, studies and publications from national catechetical organizations and the NY State Diocesan Directors have helped to make these programs a model for catechesis in the 21st century. Through technology, the programs are increasingly available to all those people who are called by the Lord to the catechetical ministry.

From the introduction of the Confraternity of Christian Doctrine in New York in 1902 to the 1950's, the number of children and youth in CCD tended to be small. Then in the 1950's and 1960's, the numbers of families moving out of catholic schools into public schools began to increase dramatically, especially in the burgeoning suburbs. Today there are approximately 100,000 children in religious education programs taught by nearly 10,000 catechists.

We see today a growing appreciation for the call of the Second Vatican Council to form a parish catechetical ministry that is oriented toward the catechesis of adults. In answer to this call the Catechetical Office provides comprehensive formation and training for total parish catechetical leadership: parish directors / coordinators and parish catechists for the RCIA, youth ministry and adult faith formation, as well as for elementary religious education.

At the present, the laity, predominantly women, constitute the vast majority of parish catechists and catechetical leaders. They span all ages, cultures, educational backgrounds and economic classes. However, a person coming into the catechetical ministry with the necessary education and formation is increasingly rare. Thus there is a growing need for comprehensive and effective catechetical ministry formation and training.

Today, the Catechetical Office of the Archdiocese of New York, in response to the mandate of the Church, offers comprehensive formation and training for total parish catechetical ministry. This book introduces the scope of the ministry (see flow chart) and gives a synopsis of the formation and training available for all its parish catechetical leaders and catechists.



**Collaboration with the Family is an
Essential component of all Catechesis**

PART TWO
CATECHETICAL LEADERSHIP
PROGRAM

TITLE OF DIRECTOR / COORDINATOR

The Parish Catechetical Leader is either a Director or a Coordinator:

- The Director has a master's degree in an appropriate field such as religious education, religious studies, theology or a master's degree in any field plus 24 graduate credits in religious education or a related field.
- The Coordinator does not have the aforementioned masters but should hold a bachelor's degree.

PRE-REQUISITES FOR ENROLLMENT

The pre-requisites for the enrollment to the Catechetical Leadership Program are:

- Appointment by a pastor to a parish catechetical leadership position;
- Interview with the Archdiocesan Catechetical Director appropriate to the area of ministry;
- Completion of the Catechist Formation Program - Levels One and Two (Directors take the level one methodology course appropriate to their ministry).

STRUCTURE OF PROGRAM

The *Catechetical Leadership Program* provides ministry training and formation for those who have been appointed by their pastors as a Catechetical Leader:*

- Director / Coordinator of Religious Education (K -8) or (K – 12)
- Director / Coordinator of Catholic Youth Ministry
- Director / Coordinator of Adult Faith Formation
- Director / Coordinator of the Catechumenate (RCIA)

**Person who has been appointed to the leadership of all the four catechetical ministries will have the title of Director / Coordinator of Total Parish Catechesis.*

The Catechetical Leadership Program consists of two steps:

The **Basic Leadership Training** course is the first required step in completing the *Catechetical Leadership Program*. This course consists of 11 six-hour sessions. There are four general sessions for all parish catechetical leaders and seven specific sessions designed for the particular catechetical responsibilities

The **Advanced Leadership Formation** is the second step for completing the *Catechetical Leadership Program*. There are a total of nine courses; each consists of 8 three-hour sessions. They provide in-depth preparation in theology, catechesis and catechetical administration. Coordinators are required to take all eight courses. Directors only take the three catechetical administration courses.

The nine courses are:

- **Christology**
- **The Church: Its History to the Present**
- **Church Documents**
- **Catechetical Administration**
- **The Catechetical Leader and Evangelizing Catechesis**
- **Morality**
- **History of the Sacraments**
- **Development of the Christian Person**
- **Communication Skills**

CERTIFICATION AS A DIRECTOR / COORDINATOR OF RELIGIOUS EDUCATION

Certification means:

The Archdiocesan Catechetical Office affirms that, to the best of its knowledge, the Director / Coordinator has met the standards expressed in the *Archdiocesan Handbook for Parish Catechetical Leaders*.

The Director / Coordinator, by participating in the certification process, demonstrates the capacity and the willingness to meet these standards.

The Archdiocesan Catechetical Office identifies the Director / Coordinator as a significant member of the Archdiocesan catechetical leadership community. These are those who put their competencies and skills at the service of the catechetical mission of the wider Church.

The Director / Coordinator affirms that he / she intends to be an active member of the catechetical leadership community through service that extends beyond the parish to the wider Archdiocesan church.

The Archdiocesan requirements for certification are:

- completion of the pre-requisites for the Catechetical Leadership Program
- completion of the Catechetical Leadership Program
- personal invitation into the supervision process by the Archdiocesan Catechetical Office
- completion of the supervision process
- recommendation for certification by one of the following:
 - Director, Formation of Religious Education Leaders
 - Regional Catechetical Director

Approval for Certification is given by the Director of the Archdiocesan Catechetical Office.

The supervision process is the final step for certification. The Director/Coordinator does a self-assessment based on the competencies and skills presented in the Catechetical Leadership Program. The Regional Catechetical Director or the appropriate appointed person also assesses the person's competencies and skills. Based on these assessments, an area of personal professional growth is chosen as the focus for a two-year, mentored growth process. In order to begin the supervision process a person must have worked as a Director / Coordinator for three years in the area of the ministry for which they are seeking certification.

Certification is for five years, at which time it must be renewed.

The Requirements for Renewal of Certification are:

- 30 class hours in catechesis or theology over 5 years
- Yearly attendance at a spiritual renewal opportunity offered by the Archdiocesan Catechetical Office or a Regional Catechetical Office
- Yearly attendance at a professional formation opportunity offered by the Archdiocesan Catechetical Office
- Regular attendance each year at the regional / network meetings of catechetical leaders
- Exercising catechetical leadership beyond the parish for the sake of the Vicariate or Archdiocese (e.g. serving in a committee, teaching, mentoring)
- Recommendation for Certification by one of the following – depending on the Catechetical ministry they serve in:
 - + Director, Formation of Religious Education Leaders
 - + Regional Catechetical Director
- Final approval by the Director of the Archdiocesan Catechetical Office

CERTIFICATION AS A DIRECTOR / COORDINATOR OF THE CATECHUMENATE (RCIA)

Certification means:

The Archdiocesan Catechetical Office affirms that, to the best of its knowledge, the Director / Coordinator has met the standards expressed in the *Archdiocesan Handbook for Parish Catechetical Leaders* and the Archdiocesan RCIA Guidelines.

The Director / Coordinator, by participating in the certification process, demonstrates the capacity and the willingness to meet these standards.

The Archdiocesan Catechetical Office identifies the Director / Coordinator as a significant member of the Archdiocesan catechetical leadership community. These are those who put their competencies and skills at the service of the catechetical mission of the wider church.

The Director / Coordinator affirms that he / she intends to be an active member of the catechetical leadership community through service that extends beyond the parish to the wider Archdiocesan church.

The Archdiocesan requirements for certification as a Director / Coordinator are:

- completion of the pre-requisites for the Catechetical Leadership Program
- completion of the Catechetical Leadership Program
- personal invitation into the supervision process by the Archdiocesan Catechetical Office
- completion of the supervision process
- recommendation for certification by the Director of Catechumenate

Approval for Certification is given by the Director of the Archdiocesan Catechetical Office.

The supervision process is the final step for certification. The Director/Coordinator does a self-assessment based on the competencies and skills presented in the Catechetical Leadership Program. The Director of the Catechumenate or the appropriate appointed person also assesses the person's competencies and skills. Based on these assessments, an area of personal professional growth is chosen as the focus for a two-year, mentored growth process. In order to begin the supervision process a person must have worked as a Director / Coordinator for three years in the area of the ministry for which they are seeking certification.

Certification is for five years, at which time it must be renewed.

The Requirements for Renewal of Certification are:

- 30 class hours in catechesis or theology over 5 years
- Yearly attendance at a spiritual renewal opportunity offered by the Archdiocesan Catechetical Office
- Yearly attendance at a professional formation opportunity offered by the Archdiocesan Catechetical Office
- Regular attendance each year at the regional / network meetings of catechetical leaders
- Exercising catechetical leadership beyond the parish for the sake of the Vicariate or Archdiocese (e.g. serving in a committee, teaching, mentoring)
- Recommendation for Certification by the Director of the Catechumenate
- Final approval by the Director of the Archdiocesan Catechetical Office

CERTIFICATION AS A DIRECTOR / COORDINATOR OF CATHOLIC YOUTH MINISTRY

Certification means:

The Archdiocesan Office of Youth Ministry affirms that, to the best of its knowledge, the

Director / Coordinator has met the standards expressed in the *Archdiocesan Handbook for Parish Catechetical Leaders*.

The Director / Coordinator, by participating in the certification process, demonstrates the capacity and the willingness to meet these standards.

The Archdiocesan Office of Youth Ministry identifies the Director / Coordinator as a significant member of the Archdiocesan catechetical leadership community. These are those who put their competencies and skills at the service of the catechetical mission of the wider church.

The Director / Coordinator affirms that he / she intends to be an active member of the catechetical leadership community through service that extends beyond the parish to the wider Archdiocesan church.

The Archdiocesan requirements for certification as a Director / Coordinator are:

- completion of the pre-requisites for the Catechetical Leadership Program
- completion of the Catechetical Leadership Program
- personal invitation into the supervision process by the Archdiocesan Office of Youth Ministry.
- completion of the supervision process
- recommendation for certification by the Archdiocesan Director of Youth Ministry.

Approval for Certification is given by the Director of the Archdiocesan Office of Youth Ministry.

The supervision process is the final step for certification. The Director/Coordinator does a self-assessment based on the competencies and skills presented in the Catechetical Leadership Program. The Director of the Office of Youth Ministry or the appropriate appointed person also assesses the person's competencies and skills. Based on these assessments, an area of personal professional growth is chosen as the focus for a two-year, mentored growth process. In order to begin the supervision process a person must have worked as a Director / Coordinator for three years in the area of the ministry for which they are seeking certification.

Certification is for five years, at which time it must be renewed.

The Requirements for Renewal of Certification are:

- 30 class hours in catechesis or theology over 5 years
- Yearly attendance at a spiritual renewal opportunity offered by the Archdiocesan Office of Youth Ministry
- Yearly attendance at a professional formation opportunity offered by the Archdiocesan Office of Youth Ministry
- Regular attendance each year at the regional / network meetings of catechetical leaders / youth ministers
- Exercising catechetical leadership beyond the parish for the sake of the Vicariate or Archdiocese (e.g. serving in a committee, teaching, mentoring)
- Recommendation for Certification by the Director of the Office of Youth Ministry
- Final approval by the Director of the Archdiocesan Office of Youth Ministry

CERTIFICATION AS A DIRECTOR / COORDINATOR OF ADULT FAITH FORMATION

Certification means:

The Archdiocesan Office of Adult Faith Formation affirms that, to the best of its knowledge, the Director / Coordinator has met the standards expressed in the *Archdiocesan Handbook for Parish Catechetical Leaders*.

The Director / Coordinator, by participating in the certification process, demonstrates the capacity and the willingness to meet these standards.

The Archdiocesan Office of Adult Faith Formation identifies the Director / Coordinator as a significant member of the Archdiocesan catechetical leadership community. These are those who put their competencies and skills at the service of the catechetical mission of the wider church.

The Director / Coordinator affirms that he / she intends to be an active member of the catechetical leadership community through service that extends beyond the parish to the wider Archdiocesan church.

The Archdiocesan requirements for certification as a Director / Coordinator are:

- completion of the Pre-requisites for the Catechetical Leadership Program
- completion of the Catechetical Leadership Program
- personal invitation into the supervision process by the Archdiocesan Office of Adult Faith Formation
- completion of the supervision process
- recommendation for certification by the Archdiocesan Director of Adult Faith Formation

Approval for Certification is given by the Director of the Archdiocesan Office of Adult Faith Formation.

The supervision process is the final step for certification. The Director/Coordinator does a self-assessment based on the competencies and skills presented in the Catechetical Leadership Program. The Director of the Office of Adult Faith Formation or the appropriate appointed person also assesses the person's competencies and skills. Based on these assessments, an area of personal professional growth is chosen as the focus for a two-year, mentored growth process. In order to begin the supervision process a person must have worked as a Director / Coordinator for three years in the area of the ministry for which they are seeking certification.

Certification is for five years, at which time it must be renewed.

The Requirements for Renewal of Certification are:

- 30 class hours in catechesis or theology over 5 years
- Yearly attendance at a spiritual renewal opportunity offered by the Archdiocesan Office of Adult Faith Formation
- Yearly attendance at a professional formation opportunity offered by the Archdiocesan Office of Adult Faith Formation
- Regular attendance each year at the regional / network meetings of catechetical leaders
- Exercising catechetical leadership beyond the parish for the sake of the Vicariate or Archdiocese (e.g. serving in a committee, teaching, mentoring)
- Recommendation for Certification by the Director of the Office of Adult Faith Formation
- Final approval by the Director of the Archdiocesan Office of Adult Faith Formation

PART THREE
CATECHIST FORMATION
PROGRAM

STRUCTURE OF PROGRAM

The *Catechist Formation Program* provides the basic theological understandings, spiritual formation and catechetical methodology necessary for those who are appointed by their pastors and commissioned by their parishes to hand on the faith to adults, youth or children. Training of the catechist is necessary to ensure that the faith is handed on in its integrity and in a manner that responds to the needs, learning styles, cultures and other special characteristics of those in their care.

There are two levels in the *Catechist Formation Program*, both consisting of five courses. Level one courses present the basic essentials of each topic while Level Two courses expand and deepen the content presented in Level One. All catechist formation courses are available in English and Spanish, on site or online.

LEVEL ONE

There are five required Level One courses:

- *Prayer and Spirituality*
- *Profession of Faith*
- *Celebration of the Christian Mysteries*
- *Life in Christ*
- *Methodology*

The catechist is required to choose the one methodology course specific to his/her area of catechetical ministry:

- *Methodology for Elementary Catechesis*
- *Methodology for Adolescent Catechesis*
- *Methodology for High School Catechesis*
- *Methodology for Adult Catechesis*
- *Methodology for the Catechumenate (RCIA)*
- *Methodology for Special Religious Education*

LEVEL TWO

There are five required Level Two courses:

- *Introduction to the Old Testament*
- *Introduction to the New Testament*

The catechist is to choose the other three courses from any of these nine electives:

- *Catholic Moral Principles and Contemporary Issues*
- *The Church in the World*
- *Prayer and Worship*
- *Christology*
- *Understanding the Apostle's Creed*
- *Multi-Cultural Catechesis*
- *Special Religious Education*
- *The Social Mission of the Church*
- *Pastoral Issues with the Catechumenate (RCIA)*

Certification as a Catechist

After completing the required Level One courses, the catechist achieves Level One certification by participating in a self-assessment process and an observation / evaluation while teaching a catechetical session. The catechist must serve in the parish catechetical ministry for one year before being eligible for certification.

By completing the Level Two courses, the catechist achieves Level Two certification.

PART FOUR
CATECHESIS OF THE
GOOD SHEPHERD CATECHIST
FORMATION PROGRAM

STRUCTURE OF PROGRAM

Catechesis of the Good Shepherd is a Montessori-based approach to faith formation for children ages 3 to 12. It is theologically sound, systematic, and rich in Scripture, liturgy, and sacred history. The Catechesis of the Good Shepherd takes place in an atrium, a sacred, hands-on space in which both children and catechists can hear, ponder, and celebrate the essential mysteries of the Catholic faith as revealed in scripture and the liturgy. The catechesis was developed in Rome over a fifty-year period by Dr. Sofia Cavalletti and Gianna Gobbi and has spread throughout the world.

The Archdiocesan Catechetical Office has established the Catechesis of the Good Shepherd Level One, ages 3-6, as its preferred pre-school program. With the approval of the Archdiocesan Catechetical Office, parishes may choose to offer the other two levels of Catechesis of the Good Shepherd; Level Two, ages 6-9, and Level Three, ages 9-12. The catechist must receive the required formation appropriate to each level before beginning the Catechesis of the Good Shepherd.

Formation is provided in the Archdiocese of New York for all three levels of catechesis. This formation covers basic biblical, theological and liturgical themes of the Catholic faith as well as the developmental and religious characteristics of the particular age group. It always includes a practicum in order to help the Catechist develop the knowledge and skills necessary to create and facilitate the 'atrium'. The catechist learns how to be a co-listener with children to the Word of God because the Christian message is received in listening together to the Master Teacher. The formation courses are presented in a variety of formats: lectures, discussion, prayer and scripture reflection. Throughout each course, the catechist prepares a curriculum binder called an 'album', and makes materials that will be used by the child in the atrium environment.

The **Level One Formation** course consists of 90 hours of study. It prepares the catechist to work with children, ages 3 to 6. The catechist will become grounded in both theory and praxis in order to create a level one atrium in a parish setting. The foundation of the course is the parable of the Good Shepherd and the Covenant Relationship.

The **Level Two Formation** course consists of 120 hours of study. It prepares the catechist to work with children, ages 6 to 9. The catechist will become grounded in both theory and praxis in order to create and facilitate a level two atrium in a parish setting. The foundation of the course is the parable of the Vine and Branches, in preparation for First Penance and First Holy Communion.

The **Level Three Formation** course consists of 160 hours of study. It prepares the catechist to work with children, ages 9 to 12. The catechist will become grounded in both theory and praxis in order to create and facilitate a level three atrium in a parish setting. The foundation of the course is the extensive study of the Old Testament, exploring more deeply the "plan of God".

Certification for the Catechesis of the Good Shepherd

Upon completion of the course for each level the participants are eligible to receive Level One, Two or Three Certification from the National Association of the Catechesis of the Good Shepherd and the Archdiocesan Catechetical Office.

To receive their level certification, participants must:

- attend all sessions
- read assigned texts
- complete an Album
- spend a significant period of time observing in an atrium or a Montessori environment
- be observed in an atrium setting by an approved Formation Leader

PART FIVE
OUTLINE OF
FORMATION COURSES

CATECHETICAL LEADERSHIP PROGRAM

BASIC LEADERSHIP TRAINING

1. The **Basic Leadership Training** course is the first required step in completing the *Catechetical Leadership Program*. This course consists of 11 six-hour sessions. There are four general sessions for all parish catechetical leaders and seven specific sessions designed for the particular catechetical responsibilities.

A) Sessions for all Parish Catechetical Leaders:

- *Introduction to Catechetical Mission / Office* session outlines the purpose and goal of the Church's catechetical mission / vision, offers an introduction to the Archdiocesan Catechetical Office and reviews the job descriptions particular to each parish catechetical leaders.
- *Family Catechesis* session presents the various methods and models approved for parish family catechesis ministry including the development of a parish family catechesis team, and the explanation of their various responsibilities.
- *The Spirituality of Mission for Catechetical Leaders* session offers ongoing spiritual formation with an opportunity for reflection, prayer, witness and sharing with other Catechetical leaders.
- *Catechesis and Contemporary Technology* session presents the value and challenge of digital catechesis and its effective use in parish catechetical ministry.

B-1) Sessions for Directors / Coordinators of Religious Education:

- *Professional Practice* session presents the legal responsibilities of the catechetical program, personnel issues, compensation, budget management, catechetical office files, and the development and management of the Crisis Management Plan required for parish religious education programs.
- *Relationship with Catechist* session presents the vocation to ministry of the catechist, the mandate of the Church and the New York state Bishops, the selection, management and regular supervision of parish catechetical personnel, and an orientation to the Catechist Formation Program.
- *Catechesis for Sacraments* session presents the essential elements of First Penance and First Communion preparation programs including texts and curriculum materials, involvement of parents and clergy, and preparation for the liturgical celebrations. An introduction to the Children's Catechumenate is also given.

- ***Catechetical Program Development One*** session explains catechesis for students with special needs (physical, developmental, learning, behavioral and autistic-related), including family participation and methods for sacramental catechesis. The other topics presented are policies to prevent child abuse and the textbooks and archdiocesan *Catechetical Guidelines for Catechesis, Kindergarten through Grade Six*.
- ***Catechetical Program Development Two*** session gives an overview of pre-school catechesis especially the Catechesis of the Good Shepherd, and an overview of catechesis for adolescence and youth ministry including preparation for Confirmation and archdiocesan *Catechetical Guidelines for Catechesis, Grades Seven and Eight*.
- ***Communication Skills*** session teaches the relational skills of the parish Director / Coordinator as well as skills in public speaking, written / on-line communication, social media, organizing and conducting staff and parent meetings and leading prayer with catechists and parents.
- ***Educational Basics*** session teaches how to assist catechists in managing the learning environment, lesson planning, the use of the Catechist manual, the use of the archdiocesan Guidelines for Catechesis, and methods for evaluation of student progress.

B- 2) Sessions for Directors / Coordinators of Catholic Youth Ministry:

Foundations in Catholic Youth Ministry One session presents the current vision for Catholic parish youth ministry and examines the situation of adolescents today in society and the Church.

- ***Foundations in Catholic Youth Ministry Two*** session explores the role of the catholic youth minister as a person of faith and as a parish catechist, presenting the various approaches to catechetical methodology in Catholic parish youth ministry.
- ***Best Practices in Catholic Youth Ministry One*** session presents the best pastoral practices in Catholic parish youth ministry including proper supervision, documentation and program development.
- ***Best Practices in Catholic Youth Ministry Two*** session presents the theology and pastoral foundation of parish leadership and the art of delegation, situational leadership and team development.
- ***Fostering Catholic Identity and Community with Youth One*** session examines the importance of creating a strong sense of Catholic identity and community with youth, as well as the various ways of developing moral formation among adolescents.

- *Fostering Catholic Identity and Community with Youth Two* session presents the programs and techniques that would foster a strong sense of prayer, social justice, community and service among the youth in the parish.
- *Catholic Youth Ministry Forum* session exposes participants to a variety of current thinking, strategies, and resources for the further development of Catholic youth ministry in the local parish.

B-3) Sessions for Directors / Coordinators of Adult Faith Formation:

- *Foundations of Adult Faith Formation* session examines the Catholic vision, principles and practices for adult faith formation ministry today as well as the cultural, social, developmental, religious and spiritual perspectives of young, mid-life and older adults of today. The US bishops' pastoral plan for adult faith formation will be reviewed.
- *Developing a Parish Plan for Adult Faith Formation* session offers a guided process for the development of a parish plan for adult faith formation that addresses the religious and spiritual needs of people in their parish today.
- *Implementing a Parish Plan for Adult Faith Formation* session offers the opportunity for a critical review of the first draft of the parish plan for adult faith formation with the director / coordinator, identifying additional resources and various opportunities for the implementing, promoting and marketing of the adult faith formation parish plan.
- *Adult Faith Formation Team Coaching, Part One* session offers direction at the parish site to the adult faith formation leadership team in the development of a parish profile of current adult faith formation opportunities and in conducting a research study of the adults in their community.
- *Adult Faith Formation Team Coaching, Part Two* session offers direction at the parish site to the adult faith formation leadership team in the further development of their parish plan for adult faith formation.
- *Practicing Leadership in Adult Faith Formation* session presents the theology and pastoral foundation of parish leadership and the art of delegation, situational leadership and team development.
- *Adult Faith Formation Forum* session exposes participants to a variety of current thinking, strategies, and resources for the further development of ongoing adult faith formation and evangelization in the local parish.

B-4) Sessions for Directors / Coordinators of the Catechumenate (RCIA):

- *Liturgical and Canonical Statutes of the Catechumenate* session provides an overview of the Rite of Christian Initiation of Adults, including the Order of the Catechumenate, and the various ministries necessary for the full implementation of the Rite of Christian Initiation of Adults.
- *Pastoral Formation for the Precatechumenate* session presents the principles for the period of the Precatechumenate including a checklist for the initiating community as well as guidance for the discernment process in this period. An adapted combined Rite of Acceptance/Welcome is experienced and reflected upon.
- *Pastoral Formation for the Catechumenate* session presents the principles for the period of the Catechumenate including catechetical directives, guidance for the discernment process and preparation for the Rite of Election and the Call to Continuing Conversion. The minor rites and an adapted Rite of Sending are experienced and reflected upon.
- *Pastoral Formation for Lent and Easter* session presents the principles for the period of Purification and Enlightenment including a synopsis of the liturgical rites and themes for spiritual reflection. Direction is given for the preparation, celebration and reflection of the three Scrutinies. This session will also presents the principles for the period of Mystagogy. Direction is given for the preparation, celebration and reflection of the sacraments of Christian Initiation at the Easter Vigil. A review of the National Statutes on the Catechumenate is given.
- *Marriages, Annulments and Convalidations* session examines the rules concerning the marriage of catechumens, divorced and remarried persons, types of annulment cases, and convalidation of marriages. Direction will be given for the proper pastoral care of those in the RCIA who have marriage issues.
- *Adult Faith Formation Forum* session exposes participants to a variety of current thinking, strategies, and resources for the further development of ongoing adult faith formation and evangelization in the local parish.
- *Pastoral Issues with the Catechumenate* session provides guidance for the implementation of the children's Catechumenate including the role of the family, Catholic peers, and the celebration of the rites for children in the RCIA as well as other important pastoral issues with the full implementation of the Catechumenate.

ADVANCED LEADERSHIP FORMATION

2. Advanced Leadership Formation is the second step for completing the Catechetical Leadership Program. There are a total of nine courses; each consists of 8-10 three-hour sessions. They provide in-depth preparation in theology, catechesis and catechetical administration. Coordinators are required to take all eight courses. Directors only take the three catechetical administration courses.

The nine courses are:

- *Christology* course provides an overview of the Church's understanding of the person and mission of Jesus Christ as revealed in the Scriptures and the development of Christology in the history and Tradition of the Church.
- *Morality* course presents Catholic morality and explores the criteria for moral decision-making.
- *The Church: Its History to the Present* course provides an exploration of the development of the Church as affected by sociological, political and historical factors.
- *History of the Sacraments* course presents the theological and historical development of the seven Catholic sacraments.
- *Church Documents* course presents the rich tradition of Church documents from the period of the early Church to the present with a special emphasis on the Second Vatican Council.
- *Development of the Christian Person* course explores the development of the Christian person according to Catholic spirituality and human psychology and provides a practicum in leadership styles.
- *Catechetical Administration (Administration Course)* course teaches the nature and history of evangelization and catechesis, its multi-cultural context, collaborative ministry, methods of evaluation and an orientation to promotion of parish catechetical programs within the parish community.
- *Communication Skills (Administration Course)* course teaches the communication skills necessary for effective parish catechetical ministry, focusing on listening skills, interviewing, group management, effective oral and written and online (digital) communication, public speaking and conflict management.
- *The Catechetical Leader and Evangelizing Catechesis (Administration Course)* course presents an overview of the Church's understanding of evangelizing catechesis and the competencies and skills essential for its implementation.

CATECHIST FORMATION PROGRAM

LEVEL ONE

Level One courses are for all parish catechists of Religious Education, Catholic Youth Ministry, Adult Faith Formation, and the Catechumenate (RCIA).

- *Prayer and Spirituality* course presents the mission and vocation of the parish catechist, the norms and history of catechesis, an understanding of prayer and the ways of Catholic Christian prayer, the meaning and practice of faith, the stages of faith growth and the distinction between faith, belief, doctrine and theology.
- *Profession of Faith* course presents various Catholic images of God, ways of knowing God, the meaning of Divine Revelation, the meaning and understanding of Sacred Scripture, an examination of the life of Jesus Christ, and the meaning of the Church and its mission.
- *Celebration of the Christian Mysteries* course presents the definition, history, and effects of the sacraments of Christian Initiation, Sacraments of Healing and Sacraments at the Service of Communion.
- *Life in Christ* course presents the sources and principles of Catholic Christian morality, stressing the Ten Commandments, the beatitudes, and the Church's understanding of grace.
- *Methodology for Elementary Catechesis* course presents the archdiocesan *Guidelines for Catechesis, Grades Kindergarten to Six*, the effects of culture on catechesis, the creation of an effective teaching environment, methods for positive discipline, effective lesson planning, stages of moral, intellectual, social and faith development, ways of meeting the needs of the special child, the effects of media on catechesis and the use of media in teaching.
- *Methodology for Adolescent Catechesis* course presents the characteristics of the adolescent learner; prayer for adolescents; the archdiocesan *Guidelines for Catechesis, Grades Seven and Eight*, creative approaches for adolescent catechesis, the role of parents in adolescent catechesis, sacramental catechesis for adolescents, and effective approaches in teaching human sexuality.
- *Methodology for High School Catechesis* course presents the characteristics of the older adolescent learner, prayer for older adolescents, the components for comprehensive Catholic youth ministry, creative approaches for older adolescent catechesis; the role of parents in older adolescent catechesis, and effective approaches in teaching human sexuality.

- *Methodology for Adult Catechesis* course presents the characteristics of the adult learner, the stages of adult faith development, the principles for effective learning with adults, and procedures for facilitating adult group learning, giving an orientation to print media and online resources for adult catechesis.
- *Methodology for the Catechumenate (RCIA)* course presents the goals and history of the Rite of Christian Initiation of Adults (the Catechumenate), the order and the ministries needed for the Catechumenate, methods for evangelizing, and liturgical catechesis. An experience of an adapted combined *Rite of Acceptance and Welcome, Rite of Sending, Breaking Open of the Word* session, and Scrutiny will be offered.
- *Methodology for Special Religious Education* course provides the parish catechist with the tools necessary to work with children with disabilities including autism. The areas covered include an overview of disabilities, an introduction to several models of inclusion in the parish religious education program, practical implications, sacramental considerations, and a review of available resources.

LEVEL TWO

Level Two courses are for all parish catechists of Religious Education, Catholic Youth Ministry, Adult Faith Formation, and the Catechumenate (RCIA).

- *Introduction to the Old Testament* course presents the Catholic understanding of Divine Revelation history of the Jewish people, the Pentateuch and its sources, the composition and purpose of the Historical Books, the Literary books, the Prophets, the Wisdom Literature, the Psalms and biblical literary genres.
- *Introduction to the New Testament* course presents a review of the books of the New Testament, the development of the Canon, an introduction to the Four Gospels, the content, interpretation and liturgical use of the Gospel accounts, the composition and purpose of the Acts of the Apostles, Epistles and the Book of Revelation
- *Catholic Moral Principles and Contemporary Issues* course presents a review of basic Catholic moral principles, Catholic teaching on the nature of human sexuality, bioethics and life issues.
- *The Church in the World* course presents an overview of the nature, mission, and history of the Catholic Church, the Dogmatic Constitution on the Church (Lumen Gentium), and the Pastoral Constitution on the Church in the Modern World (Gaudium et Spes).

- *Prayer and Worship* course presents the nature, source, and expressions of Catholic Christian prayer, the liturgical celebration of the Eucharist and the other sacraments, sacramentals, devotions, liturgical ministries and liturgical planning.
- *Christology* course presents the Church's understanding of the person and nature of Jesus Christ based on the New Testament, the early Church Fathers and Councils
- *Understanding the Apostles' Creed* course examines the Apostle's creed as presented in the new Catechism of the Catholic Church.
- *Multi-Cultural Catechesis* course presents the relationship between culture, society and Church, the history of the relationship of Christianity to culture, the introduction of the Gospel into culture, and the importance of adapting catechesis to the diverse ethnicities in the parish community
- *Special Religious Education* course presents the rationale and need for Special Religious Education, the skills of the effective special religious education catechist, an overview of emotional, behavioral, developmental and physical challenges requiring special education.
- *The Social Mission of the Church* course presents the history, biblical roots, and seven main principles of Catholic social teaching.
- *Pastoral Issues with the Catechumenate (RCIA)* course presents the various common pastoral issues that may arise in a Catholic parish with the full implementation of the Catechumenate.

CATECHESIS OF THE GOOD SHEPHERD CATECHIST FORMATION PROGRAM

The Level One Formation course consists of 90 hours of study and prepares the catechist to work with child (ages 3 to 6). The catechist will become grounded in both theory and praxis, in order to create and facilitate a Level I atrium in a parish setting. The following topics are covered:

- **The Developmental and Religious Characteristics of the Three to Six Years Old Child:** Catechists will study the important aspects of the child's development, focusing particularly on their relationship with God
- **The Trinitarian God:** Catechists will study the relationship between the Father, Son and Holy Spirit, so as to understand how the child comes to know a God who is deeply relational. Traditional prayer language of the Church in which God is addressed as Father, Son and Holy Spirit is considered.
- **The Economy of Salvation/Salvation History:** Catechists will explore the theme of Incarnation and how the person of Jesus Christ is presented to the 3-6 year old as the greatest gift of God – which is shared by Christ throughout the world with the coming of the Spirit. God prepared humanity for this gift through the prophets, which are also studied.
- **The Life of Jesus Christ (Incarnation and Pascal Mystery):** Catechists will enter into mystery of who Jesus, the greatest gift of God, is. In Jesus, is found the clearest revelation of how God works in history so the land in which he lived and the core events surrounding his birth, death, and resurrection will be studied.
- **The Teachings of Jesus:** Catechists will study the particular Gospels, which reveal that the primary, overarching theme in Jesus' preaching and teaching was the Kingdom of God. Several "Kingdom parables" will be studied in an attempt to grasp the true nature of this Kingdom. In addition, the image of Jesus as the "Good Shepherd" – who calls by name and invites all into an intimate personal and communal relationship to him for the "fullness of life" will be studied.
- **The Church:** Catechists will study multiple images from scripture in which humans are invited to share in both a personal and a communal relationship with God, thereby laying a foundation for a rich theology of Church, particularly in Baptism & Eucharist where the images of liturgical life reveal what it means to be Church.
- **The Liturgical and Sacramental life of the Church:** Catechists will study the articles of the Mass, the Church's rich language of liturgical signs, the rhythm of the liturgical year, key gestures and prayers in Liturgy and in the Rite of Baptism

- **Prayer:** Catechists will become familiar with different forms of how the young child prays. Prayer phrases from the larger Christian Tradition, Psalms and the Gospel are lifted up for reflection.
- **Christian Morality:** Catechists will learn to develop a learning space that is conducive for listening, in a most particular way for the voice of the Holy Spirit, who will guide the child consistently toward that which will bring him/her the 'fullness of life' the Good Shepherd promises. Such disciplined listening lays the foundation for the formation of conscience.
- **Education for Community Life:** Catechists will learn the foundations necessary for the children to learn how to relate to each other and live with each other in a healthy, Christian manner, through a series of exercises showing how to prepare the child to care for the environment, care of self, and care of the community around them.

The Level Two Formation course consist of 120 hours of study and prepares the catechist to work with Level II child (ages 6 to 9). The catechist will become grounded in both theory and praxis, in order to create and facilitate a Level II atrium in a parish setting. The following topics are covered:

- **The developmental and religious characteristics of the 6-9 yr. old child:** Catechists will learn the important aspects of the child's development, focusing particularly on the rich scriptural & liturgical heritage of our sacramental tradition.
- **The Trinitarian God:** Catechists will study the Traditional Trinitarian prayer language of the Church, especially in the sacraments of Baptism and Eucharist along with a study of several Johannine parables and narratives in Jesus' life that speak of the relationship of the Father, Son, and Spirit.
- **The Economy of Salvation/Salvation History:** Catechists, focusing on the three key moments of Creation, Redemption, and Parousia, come to understand how the 6-9 year old child is introduced to God's Reign as it has unfolded in time.
- **The Life of Jesus Christ (Incarnation and Pascal Mystery):** Catechists will continue a deeper study of the mystery of Christ through the geography and core events surrounding his Birth, Death, and Resurrection and Ascension. Common themes or threads that permeate these stories e.g. the presence of the Spirit, the juxtaposition of great and small, etc. will be covered.
- **The Teachings of Jesus Christ:** Catechists will study the image of the True Vine and Christ's unique role in this Kingdom and to begin to explore its social implications. 'Moral' parables are introduced as the child increases in her/his desire to understand what it means to live in this Kingdom.
- **The Church:** Catechists, through presentations on Baptism, Eucharist and images of Christ from Scripture, will explore what it means to be Church.
- **The Liturgical and Sacramental Life of the Church:** Catechists will study key moments of the Rites of Baptism, Eucharist, Reconciliation and their accompanying prayer.
- **Christian Morality and Catholic Social Justice** teaching Catechists will discover how the firm foundation of love and listening established in the 3-6 atrium experience prepares the 6-9 year old child to hear key moral parables and maxims in the teaching of Jesus.

- **Prayer:** Catechists will study more structured forms of communal prayer, especially through the practice of the Liturgy of the Hours. The Our Father is studied as a particularly treasured prayer in the Church.
- **Education to Community Life:** Catechists will learn guidelines and practices for harmonious communal living, directly addressing and discussing — in context of the atrium community, the relation to the larger world we live in.

The Level Three Formation course consists of 160 hours of study and prepares the catechist to work with Level III child (ages 9 to 12). The catechist will become grounded in both theory and praxis, in order to create and facilitate a Level III atrium in a parish setting. The following topics are covered:

- **Developmental and Religious Characteristics of the 9-12 year old child:** Catechists will learn the important aspects of the child's development, particularly the child's growing desire and capacity to wrestle with the mystery of time and their own role in history.
- **Trinitarian God:** Catechists will continue to study the Traditional Trinitarian prayer language of the Church – especially in the sacraments of Baptism and Eucharist along with a study of several Johannine parables and narratives in Jesus' life that speak of the relationship of the Father, Son, and Spirit.
- **The Economy of Salvation/Salvation History:** Catechists will study the "Plan of God" in great detail through extensive study of the Old Testament, archeological and historical material. Key moments and figures in the history of Israel and common threads that run throughout this history to aid the child to reflect more substantially on his/her own role in God's plan. The prophets continue to be lifted up as those who have a special call in listening for and discerning God's Plan and announcing it to the world.
- **The Life of Jesus Christ/Incarnation and Salvation History:** Catechists will study events surrounding childhood, ministry, death, resurrection and ascension of Jesus Christ, noting common themes that permeate these stories.
- **The Teaching of Jesus Christ:** Catechists will deepen their study of Jesus' 'Kingdom parables' so as to help the children grasp the true nature of this Kingdom and to wrestle with its social implications.
- **The Church:** Catechists will study the sacraments in light of the universality of the Church across nations, cultures, and history including the fractures that have taken place in the Church over the past 2000 years in this context of God's larger plan that 'all will be one'.
- **The Liturgical and Sacramental Life of the Church:** Catechists will study the rites of the sacraments and the Roman Missal.
- **Christian Morality:** Catechists will study the moral parables and maxims in the teaching of Jesus. The moral life is presented as a joy-filled path leading to ever more abundant life.

- **Prayer:** Catechists will explore how to help the 9-12 year old child link their prayer to the prayer life of the larger Church – especially through the practice of the Liturgy of the Hours and the planning of prayer rituals for themselves that include readings from scripture, praying the psalms, petition, praise, and song. Traditional scriptural prayers of the Church are introduced formally.
- **Education to Community Life:** Catechists will study the teaching of Jesus, the guidelines and practices of harmonious communal living– in context of the atrium community and in relation to the larger world.

