



Handing On the Faith with Excellence
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*A ministry funded by
The Cardinal's Annual Stewardship Appeal*

Basic Leadership Training Course for Directors & Coordinators of Religious Education: 2017 – 2018

The course is required for Directors and Coordinators new to the ministry in the Archdiocese of New York. It consists in 11 sessions offered at Maryknoll Sisters' Center (Fridays), St. John-Visitation Parish Pastoral Center, NW Bronx (Saturdays) & Our Lady of Mt. Carmel, Middletown, Orange County (Saturdays). Cost for the course is \$385. The course should be completed within two years.

For entire year's program and for updated information (e.g. cancellations or place changes), go to: <http://www.nyfaithformation.org/dcrewww.nyfaithformation.org/dcre>

ORIENTATION TO CATECHETICAL MISSION AND OFFICE

Overview of Catechetical Mission:
Total Parish Catechesis

Overview of Catechetical Office

Job Descriptions of Catechetical Leaders

Presentation of Archdiocesan handbook

Sr. Joan Curtin, CND

Director: Archdiocesan Catechetical Office

Mr. Oscar Cruz, Director:

Family Catechesis, Catechumenate

Mrs. Margaret Hoblin

Regional Catechetical Director

Sr. Teresita Morse, RJM Director:

Formation for Directors/Coordinators of
Religious Education

RELATIONSHIP WITH CATECHIST

Vocation of Catechist
Direction by church and NY State Bishops

Catechist Formation Program

Personnel Management

Regular Supervision of Catechists
Formation of Faith Community

Oct. 6, 2017 (Fri.) June 9, 2018 (Sat.)

9:30 to 4:00

8:30 to 3:00

MARYKNOLL

MT. CARMEL, OR

Sr. Nancy Elizabeth Doran, SSC

Regional Catechetical Director

Liaison: Catechist Formation

Mrs. Gloria Costanza

Certified Director of Religious Education

Sept. 16, 2017 (Sat.) 9:30 to 4:00
ST. AUGUSTINE, OSSINING

Sr. Teresita Morse

PROFESSIONAL PRACTICE

Legal Responsibilities as identified in
Archdiocesan Handbook

Budget Management &
Catechetical Office files

Compensation & Personnel Guidelines
For the Director/Coordinator

Crisis Management Plan

Nov. 4, 2017 (Sat.)
2:00 to 8:00
ST. JOHN'S, BX

Apr. 14, 2018 (Sat.)
8:30 to 3:00
MT. CARMEL, OR

Sr. Teresita Morse

Mrs. Mary Rose

Certified Director of Religious Education

Mrs. JoAnn Griffin

Certified Coordinator of Religious Education

CATECHESIS AND CONTEMPORARY TECHNOLOGY

Digital Technology as a Viable Means of
Evangelization and Catechesis

Effective, Appropriate Use of Websites,
Email, Mobile Devices, Social Media
(Facebook, Twitter, LinkedIn, YouTube),
Blogs, Texting and Other Digital
Communications.

Opportunities and Challenges of Web 2.0
Technology

Nov. 18, 2017 (Sat.) 2:00 to 6:30
Plus 1.5 hours at home on line
MARYKNOLL SISTERS' CENTER

Mr. James Connell

Catechetical Office Webmaster

Mrs. Lydia vanDuynhoven

Certified Director of Religious Education

Mrs. Linda Fitzsimmons

Regional Catechetical Director

FAMILY CATECHESIS

Implementation of Archdiocesan Mandate
for Family Catechesis in Each Parish:

Models,
Content
Organization of Program

Dec. 2, 2017 (Sat.)
2:00 to 8:00
MARYKNOLL
SISTERS' CENTER

Aug. 4, 2018 (Sat.)
9:30 to 3:00
FORDHAM
DUANE LIBRARY

Mr. Oscar Cruz

Director: Catechumenate
and Family Catechesis

**CATECHETICAL PROGRAM
DEVELOPMENT 2**

Pre-School Catechesis and
Catechesis of Good Shepherd

Catechesis for Adolescents:

The Young Adolescent Learner
Teaching the Archdiocesan
Junior High Guidelines
Textbooks & Curriculum Materials
Preparation for Confirmation

EDUCATIONAL BASICS

Assisting Catechists in Managing the
Learning Environment

Assisting Catechists in Lesson Planning
and using the Catechist Manual

Assisting Catechists in Using the
Archdiocesan Guidelines for Catechesis

Student Homework, Evaluation, Record-
Keeping, and Working with Parents to
Assist Student Learning and Behavior

**SPIRITUALITY OF MISSION FOR
CATECHETICAL LEADERS**

Prayer and Sharing on the Mission of the
Catechetical Leader as expressed in the
Logo of the NY Catechetical Office

Jan. 12, 2018 (Fri.) 9:30 to 4:00
MARYKNOLL SISTERS' CENTER

Sr. Nancy Elizabeth Doran, SSC
Regional Catechetical Director
Liaison: Catechesis of Good Shepherd

Mrs. Peg Hoblin
Regional Catechetical Director

Mrs. Katherine Hamilton
Certified Director of Religious Education

Feb. 3, 2018 (Sat.) 2:00 to 8:00
ST. JOHN'S, NW BRONX

Mrs. Mary Rose
Certified Director of Religious Education

Mrs. Virginia Tannacore
Certified Coordinator of Religious Education

Ms. Janis Batewell
Certified Coordinator of Religious Education

Mar. 24, 2018 (Sat.) 2:00 to 8:00
MARYKNOLL SISTERS' CENTER

Sr. Joan Curtin, CND
Director: Archdiocesan Catechetical Office

Sr. Teresita Morse

Mr. Oscar Cruz
Director: Catechumenate
and Family Catechesis

CATECHETICAL PROGRAM DEVELOPMENT 1

Catechesis for Students with Special
Needs (Physical, Developmental,
Learning, Behavioral, Autistic):
Working with Families
Effective Teaching Methods
Sacramental Catechesis

Textbook and Curriculum Materials:
(Elementary through Sixth Grade)

Archdiocesan Guidelines for Catechesis
Six Essential Goals of Catechesis

COMMUNICATION SKILLS

Relational Skills of Director/Coordinator

Catechetical Presentations: Public
Speaking & Written Communication

Organizing and Conducting Meetings
for Catechetical Staff and for Parents

How to Prepare and Lead Prayer for
Catechists, Parents and Other Adults

CATECHESIS FOR SACRAMENTS

First Penance and First Eucharist:
Essential Elements of Programs

Texts and Curriculum Materials

Role of Parents, Pastor, Parish
Community, School Personnel

Preparation of Liturgy

Introduction to RCIA and
Participation of Children/Youth in RCIA

Confirmation: Theology and Practice

April 7, 2018 (Sat.) 2:00 to 8:00
ST. JOHN'S, NW BRONX

Ms. Virginia Layne
Teacher Trainer for Teachers of Children with
Special Needs

Sr. Anne Ryan
Consultant: Special Religious Education

Mrs. JoAnn Griffin
Certified Coordinator of Religious Education

Sr. Teresita Morse

May 4, 2018 (Fri.) 9:30 to 4:00
MARYKNOLL SISTERS' CENTER

Ms. Pam Hammond Coordinator:
Christopher Leadership Course

Mrs. Louise Pisano
Certified Coordinator of Religious Education

Mrs. Virginia Tannacore
Certified Coordinator of Religious Education

June 2, 2018 (Sat.) 2:00 to 8:00
ST. JOHN'S, NW BRONX

Mrs. JoAnn Griffin
Certified Coordinator of Religious Education

Ms. Patricia Manuli
Certified Director of Religious Education

Mr. Oscar Cruz
Director: Catechumenate
and Family Catechesis

Registration for Basic Leadership Training Course 2017-2018

Course consists in 11 sessions to be taken over period of 1 to 2 years

Name _____ Parish _____ Vicariate _____

I WILL ATTEND THE FOLLOWING SESSIONS DURING 2017 - 2018:

____ Sept. 16 (Sat.): Orientation to Catechetical Mission & Office, **St. Augustine, Ossining**, 9:30 to 4:00

____ Nov. 18 (Sat.): Catechesis and Contemporary Technology, **Maryknoll Sisters' Center**, 2:00 to 6:30

____ Dec. 2 (Sat.): Family Catechesis, **Maryknoll Sisters' Center**, 2:00 to 8:00

____ March 3 (Sat.): Spirituality of Mission for Catechetical Leaders, **Maryknoll Sisters' Center**, 2:00 to 8:00

Maryknoll Sisters' Center, Ossining, Fridays, 9:30 to 4:00

____ Oct. 6: Relationship with Catechist*

____ Jan. 12: Catechetical Program Development 2

____ May 4: Communication Skills

____ June 2: Catechesis for Sacraments

St. John's, NW Bronx, Saturdays, 2:00 to 8:00

____ Nov. 4: Professional Practices*

____ Feb. 3: Educational Basics

____ April 7: Catechetical Program Development I

____ June 2: Catechesis for Sacraments

OL of Mt. Carmel, Middletown, Saturdays, 8:30 to 3:00

____ April 14: Professional Practice (repeat *)

____ June 9: Relationship with Catechist (repeat) *

Fordham University, Duane Library, Saturday, 9:30 to 3:00

____ August 4: Family Catechesis

Basic Leadership Training Course is paid for by the Parish.

Cost of course is \$385 for 11 sessions (\$35 per session). If you must pay per session rather than for entire course the cost is \$40 a session and \$440 for the course.

Enclosed is check for: _____ please make checks payable to Catechetical Office.

Return registration by Sept. 4, 2017 to Sr. Teresita Morse, Catechetical Office, 1011 First Ave., New York, NY 10022