



**In Service
to the Master:
Gatechist
Certification
in the
Diocese of
Joliet**

**RELIGIOUS EDUCATION OFFICE
430 N. CENTER STREET
JOLIET, IL 60435
PHONE 815-727-6411
FAX 815-722-7361
www.dioceseofjoliet.org/reo**

Dear Catechetical Leader,

Catholic faith is like a banquet that our God has placed before us. What a joy and a privilege it is to be Catholic and to share in this abundance of grace, goodness and truth! Even more so to be in ministry as a catechetical leader, charged with overseeing the formation of people in the “Good News” of Jesus Christ!

I thank you for having heard and responded to God’s call to catechetical leadership in our diocese. And I welcome you to *In Service To The Master: Catechist Certification in the Diocese of Joliet*, a process that has been crafted in the light of the most important faith formation document of our time, the *General Directory for Catechesis*.

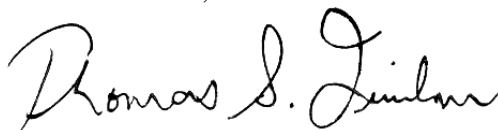
In its introduction, the *General Directory for Catechesis* urges us, as catechetical leaders, to embrace as our “primary task the preparation and formation of catechists in the deep riches of the faith.” (GDC, 33) Later, the *GDC* devotes an entire chapter to the subject of catechist formation. Among other things, it calls for an approach to formation that is holistic and balanced, attending to the “being”, the “knowing”, and the “savoir-faire”, or the effective doing of catechesis. (GDC, 238)

In Service To The Master: Catechist Certification in the Diocese of Joliet articulates the covenant relationship between this local church and its catechists. I hope that you will find this process to be affirming of the partnership that exists among catechists, parishes and diocese. Together we are called, by no less than Jesus himself, to proclaim his truth and build the “Reign of God”.

Let us continue, with all diligence, to attend to our essential responsibility to form catechists in Christ. May we help those in our care to joyfully feast on the rich fare that is Catholic faith, so that they, in turn, will be worthy of their esteemed role and have much to share with the people of God!

May God bless you and your ministry, which is so essential to God’s saving plan for our world!

Yours in Christ,

A handwritten signature in cursive script that reads "Thomas S. Quinlan". The signature is written in dark ink and is positioned below the text "Yours in Christ,".

Thomas S. Quinlan
Diocesan Director

**IN SERVICE TO THE MASTER:
CATECHIST CERTIFICATION GUIDELINES**

Catechesis is...

Catechesis is much more than a “function” that needs to be carried out in the parish. “The definitive aim of catechesis is to put people not only in touch, but also in communion and intimacy, with Jesus Christ” (General Directory for Catechesis # 80). To know this Jesus and to know how to follow him is the very heart of catechesis. Through Baptism one is configured to Christ and in catechesis that relationship with Jesus is guided and nurtured. Fundamentally, catechesis helps one to know, to celebrate and to contemplate the mystery of Christ.

Who has encountered Christ desires to know him as much as possible, as well as to know the plan of the Father, which Jesus revealed. Knowledge of the faith is foundational.

Communion with Jesus leads to the celebration of his presence in the sacraments, especially in the Eucharist. Catechesis not only shares the meaning and knowledge of liturgy and sacraments but desires that all the faithful be brought to full, conscious and active participation in the liturgical life of the church.

Conversion to Jesus Christ implies walking in his footsteps. Catechesis must transmit the core values and attitudes of Jesus. This moral testimony, which catechesis addresses, always demonstrates the social consequences of the Gospel.

When catechesis is permeated by a climate of prayer, the assimilation of the entire Christian life reaches its summit. To learn to pray with Jesus is to pray with the same sentiments with which Jesus prayed to the Father—adoration, praise, thanksgiving, confidence, supplication and awe.

Finally, catechesis prepares the Christian to live in community and to participate actively in the life and mission of the Church.

The Fundamental tasks of catechesis:

- Knowledge of the faith**
- Liturgical understanding & celebration**
 - Moral formation**
 - Prayer**
 - Community Life**

THE IMPORTANCE OF FORMATION FOR CATECHISTS

Go, therefore make disciples of all nations; baptizing them in the name of the Father, and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you." Matthew 28:19-20

For God's grace and truth to be shared, formation of the catechist continues to be valued as a key factor. Catechists, the women and men, who share our Catholic faith with children, youth and adults, those who keep the Gospel alive in the hearts of the members of our faith communities, deserve no less than quality formational experiences.

Adequate preparation & formation are indispensable for the catechist. Goodwill alone does not ensure success. A living active faith does not automatically include the basic skills necessary for effective catechesis. When people respond to the "call" to be catechists, they are looking for assistance and guidance so that they may confidently fulfill their catechetical responsibilities. Catechist Certification in the Diocese of Joliet will address these needs.

**OVERVIEW OF
Catechist Certification
In the
Diocese of Joliet**

FOUNDATIONAL CERTIFICATION 36 hours

- 8 hours in BEING
- 20 hours in KNOWING
- 8 hours in DOING

ADVANCED CERTIFICATION 24 hours

- 6 hours in BEING
- 12 hours in KNOWING
- 6 hours in DOING

**ONGOING RECOGNITION 18 hours
over 3 years**

- 6 hours in BEING
- 6 hours in KNOWING
- 6 hours in DOING

Curriculum

Based on the three areas of formation identified in the General Directory for Catechesis (GDC), the following components for catechist formation should be followed.

BEING...The Faithful Disciple

The catechist's - spiritual life and human experience is critically important. Many catechists begin simply as well-intentioned volunteers. Not all will embrace the richness of catechetical ministry. To do so, one needs to appreciate that a catechist is one who receives and responds to a ministerial call that comes from the Lord and is articulated in the local church. Catechists need to explore the depth of their "call" on a regular basis. Such topics to be explored are:

- The personal faith journey of the catechist
- The vocation of the catechist
- The role of the catechist in the Church's ministry
- The qualities of a catechist as expressed in contemporary Church documents
- The role of the Spirit in catechetical ministry
- The qualities of the catechist as:
 - Storyteller
 - Teacher/companion
 - Leader of prayer
 - Witness for justice

KNOWING...The Catholic Faith Well

The GDC emphasizes the importance of the catechist having "sufficient knowledge of the message." Based on the four pillars of the Catechism of the Catholic Church, and the fifth area identified in the GDC, Scripture, the following areas need to be addressed:

The Creed – core beliefs of the community

- God, the Creator of all that exists
- God's revelation in human history
- The call to relationship that God offers to each human being
- Faith as a response to God's call
- Scripture and Sacred Tradition as the primary modes of God's revelation
- Jesus Christ as the fullness of God's revelation
- God as a Trinity of persons-God, the Father, God, the Son, and God, the Holy Spirit
- The Incarnation
- The Holy Spirit as animator of the community of faith
- The Church as the Body of Christ, the community of believers

KNOWING...The Catholic Faith Well (continued)

Liturgy and Sacraments – signs and symbols

- The meaning of ritual
- The nature of liturgy
- The relationship of liturgy to the Paschal mystery
- The celebration of liturgy in a cycle of time
- The role of space, music and cultural expression in liturgy
- The importance of the assembly in liturgical celebration
- The way in which symbolic actions express meaning and invite participation
- The relationship of the seven sacraments to the fundamental experience of human life
- The centrality of the Eucharist in the Church
- Baptism, Confirmation, and Eucharist as the sacraments of initiation
- Penance/Reconciliation and the Anointing of the Sick as the sacraments of healing
- The sacraments of Holy Orders and Matrimony as celebrating the two central vocations at the service of the community

Morality – how we live as followers of Jesus Christ, who described himself as, “the way, the truth and the life.” (John 14:6)

- Human dignity and community as the foundations of the moral life
- The meaning of virtue and its foundations in the teachings of Jesus
- The implications of the Beatitudes for daily life
- The meaning and validity of objective morality; the sources for arriving at objective moral truth
- The delicate relationship between objective moral truth and subjective or personal responsibility
- Moral actions as the responses one makes to the grace offered by a loving God
- Moral actions as a combination of act, intention, and circumstance
- The nature, origin, and degrees of sin
- The effects of sin on the individual and the community
- The nature of conscience and the process of informing one’s conscience
- The timeless quality and universal validity of the Commandments
- The relationship of the Commandments to the new law of Jesus Christ

Prayer and Spirituality – our relationship with God. Prayer is placed within the context of one’s spirituality; the name given to the entire life lived in response to God’s call.

- The basic dynamic of prayer as listening and responding to God’s call
- Mary as the perfect model of acceptance and response to God’s call
- The relationship between personal prayer and the community of faith
- The various prayer forms through which we make our response to God
- Obstacles to the life of prayer
- The Holy Spirit as source of our prayer response
- The Our Father as the bedrock of Christian prayer

KNOWING...The Catholic Faith Well (continued)

Scripture – the “soul of all theological study”

- A general overview of the Old Testament and the New Testament and central themes
- The formation of the Scriptures over time
- The importance of context when reading the Bible
- Literary forms found in the Bible
- The meaning of inspiration the establishment of the canon of the Scriptures
- The biblical themes of covenant and freedom
- The source of the Bible’s holiness
- The root story of the Exodus
- The relationship of Jesus’ saving action to the Exodus event
- The basic message of Jesus in the gospels
- The role of Paul in spreading the good news of Jesus Christ

DOING...Catechesis Effectively

The challenge before every catechist is to create a dynamic, interactive & creative experience each time his/her group gathers. The catechist is like a symphony conductor who interprets the musical score as all the different instruments are brought together into a unique expression. In order to accomplish this In a faith formation setting, a catechist will need to know:

- How to shape a social environment in which faith can be nurtured
- How to create a good and safe physical environment
- How to use creative activities in learning
- How to develop successful session plans
- How to help learners to pray together
- Practical skills related to the specific age level of their learners
- Characteristics of human developmental
- Characteristics of the developmental faith stages
- Appropriate prayer forms that will lead to the inclusion of all children
- Characteristics of cognitive, psychosocial, moral and faith growth; catechists will come to understand how learners build knowledge, construct meaning & relate to others

SUGGESTIONS FOR IMPLEMENTING THE CERTIFICATION PROCESS

The following steps will help to ensure the effectiveness of the catechist certification process:

Step One-Value of Formation

Catechists, especially new catechists, need to be informed about the process and its purpose. If the catechists understand the process as a support to their personal faith and to their ministry, they are more likely to appropriate its value. Formation should be seen as an integral dimension of their catechetical ministry and therefore needs to be addressed as an expectation from the time of the initial interview with the catechist. **Duplicate the brochure (2 sided trifold) in the Catechist Resource Section of this book and give to each catechist.**

Step Two-Adult Learning

Since catechist formation is adult education it should employ adult learning models. It must be based on the needs of the participants. Informal needs assessment can take place in interviews or through observations. Planning and goal setting are valuable times for assessing catechist formational needs. **Give each catechist a copy of the materials in the Catechist Certification Users Guide section, so they may keep a copy for their record.**

Step Three-Formational Opportunities

Communication, given well in advance, hopefully increases attendance. The parish catechetical leader can help catechists choose formation events that are offered both inside and outside of the parish. Catechists may need assistance in selecting workshops, books, AV tapes, which will address their individual needs, enhance their particular roles and provide a balanced theological foundation. **Remind the catechist to complete the CATECHIST RECORD OF FORMATION and to return the form to you .**

Step Four-Follow Up

Catechists need opportunities to share what they have learned, to exchange insights and to integrate the new knowledge into their catechetical ministry. **When the catechist returns the CATECHIST RECORD OF FORMATION (see attached Form A) , the parish catechetical leader should discuss with the catechist the formation experience. This exchange could be affirming and helpful to the integration process. This would be an appropriate time to update the catechist permanent file as well. Be sure the parish file and the catechist file agree.**

Step Five—Submission

The Parish Catechetical Leader prepares the catechist materials for submission. Use the appropriate forms for the level of certification being requested.(Form B,C, or D) Note: All supporting **documentation** should be kept in the catechist's permanent file.

The catechist record and the request form should be forwarded to:

**Religious Education Office
430 N Center St
Joliet, IL 60435
Attention:
Catechist Certification**

Step Six--Recognition

Public recognition for catechists' participation in the formation/certification process can provide motivation to all catechists and witness to the entire parish community. Catechetical Sunday is a great time to acknowledge all catechists and in a special way those who have attained a certification level.

ADULT LEARNING METHODOLOGIES

Adults learn best when they are directly involved in the educational process.

Adult methodology is based on an attitude of respect and reverence for catechists. It affirms catechists as adult learners by acknowledging their ability to assimilate the material with their own life experience. Some suggestions:

- **The session content and process takes into consideration the formational needs of the participants. Catechists have the opportunity to add input about their own expectations.**
- **The scheduling of formation sessions takes into consideration the time constraints and obligations of the catechist. The program is publicized well in advance.**
- **The environment for the formation session is comfortable, conducive to learning, and encourages interaction among the participants.**
- **Catechists are seen as peers of the presenter. The relationship is one of equality and mutuality whereby all are learners.**
- **The agenda for the gathering is presented at the outset and the purpose, goals, expectations and requirements are made clear.**
- **The process used in the formation sessions encourage the catechists to reflect on their own experiences and acknowledges these experiences as a valid source of learning. The process both affirms and challenges the catechist.**
- **Small group discussion and other interactive or reflective techniques for engaging participants and encouraging the catechist participation are utilized.**
- **The process allows time and space for catechists to assimilate and integrate what has been learned.**
- **Evaluation is always part of the process. The catechists are given the opportunity to comment on the value of what is being learned and the teaching techniques used. This information will guide future planning.**

Formational opportunities

Parish-based formation

Many parishes provide formation for their catechists right in the parish. In scheduling parish-based opportunities, the parish catechetical leader often presents the material and engages the catechists in the adult learning process during regular catechist meetings or on special occasions. Other parish staff members can be invited to lead a formation session. Catechists are encouraged to take part in other parish adult education programs, which will help them fulfill the certification requirements.

Some parishes provide speakers from outside the parish as well. Neighboring catechetical leaders invite one another to be presenters. It is important that the people selected as presenters have a sensitivity to the cultural heritage of the catechists, sufficient background in the subject area, an understanding of contemporary catechesis and an ability to engage participants in an appropriate adult learning process.

Parish-based formation offers the opportunity to bring catechists from various ministry areas together for common formation (i.e. school teachers, RE, Youth Ministry, etc.)

Echoes of faith

This is a video-assisted training program produced by Resources for Christian Living. It is the recommended video-assisted program for FOUNDATIONAL CERTIFICATION. A special price is offered to all parishes of the Joliet Diocese. You can contact Kathy Wolf, our sales representative at (toll free:) 1-877-275-4725 ext. 3502 or by email at kwolf@rcl-enterprises.com

Echoes of Faith is not the only source for certification. Other programs can be utilized at the discretion of the parish catechetical leader.

Cluster/region and diocesan formation

Providing catechist formation is a challenging endeavor, which requires a commitment of time and resources. Many parish catechetical leaders have found it helpful to work together with their peers. Pooling talent and parish resources often enhances the formation opportunities. Area events usually draw larger number of catechists, which allows for targeted topics to be offered. For example, one workshop can address working with primary grade children while another may focus on working with parents in a sacramental preparation program.

Diocesan Offices those both within our diocese and those from neighboring dioceses offer a wide spectrum of opportunities throughout the year. The Quest Series offers many possibilities. Also, please refer to the program calendar from the Joliet Diocesan Ministry Formation Office. Participation in the “New Wine” program will help fulfill certification requirements.

Catholic schoolteachers can earn credit toward catechist certification by their participation in Catholic school in-services offered either by the region or the diocese.

As a by-product, joint formation sessions also provide catechists an opportunity to learn about catechetical situations in other parishes, which enriches their perspective of the catechetical mission of the church.

ACADEMIC COURSES (credit & non-credit)

Catechists who participate in undergraduate or graduate studies should be given credit if the topics studied meet certification requirements. See the CEU conversion chart attachment A . The Virtual Learning Community for Faith Formation. University of Dayton an internet based distance learning initiative which supports adult faith, lay ecclesial ministry and catechetical formation of the Church. Parish catechetical leaders should help catechists integrate the learning experience into their particular catechetical setting.

Please go to our website www.dioceseofjoliet.org/reo and click on University of Dayton Online for more information.

INDEPENDENT STUDY

Such options as videotapes, audiotapes, printed materials can be offered to the catechist for individual study. These can be based on the catechists' interests and needs. However, some process for sharing should be included – a discussion with or written report to the parish catechetical leader, a gathering with other catechists, or a presentation to some of the catechist's colleagues. Use the Catechist Formation Report Form A

CONCLUSION

All these formats can help catechists on their journey toward certification. These are only suggestions and you should not feel limited to only these ideas. If you have any questions, please contact the Joliet Diocesan Religious Education Office (815-727-6411).

CREDITS AND TRANSFERS

Credit for past formation

If the catechist completed the previous diocesan initial certification program the following credits can be made - (4) hours in KNOWING and (2) hours in DOING. Records are available at the REO.

Credit may be granted at the discretion of the parish catechetical leader, for formation work completed during the previous three academic years (2000-2003). Hours of credit may be granted for all previously documented formation work in these years, as well as any work based on recollection for these years.

Additionally, credit may be granted for any specific documented formation work (possessed either by the parish or the catechist) dating back as far as July, 1991. Only documentation that was generated on or near the time of the formation work may receive credit. Only documentation that **contains specific information on the work of an individual catechist may receive such credit.**

Credit for protecting God's children

As catechists complete this program, up to 50% of the 3 hour workshop (1.5 hours) can be applied to catechist formation according to the discretion of the parish catechetical leader. This credit should be recorded in the DOING category.

Certification/formation from other dioceses

Catechist certification achieved in another (arch) diocese that is equivalent to or greater than our own will be accepted. Catechists should submit a written request to their former parish catechetical leader for their formation records. A new certificate will not be issued to these individuals. These catechists are encouraged to participate in whatever would be their next level of certification.

Formation from other dioceses should be appropriately credited and transferred into our certification program.

Catechists Who Join A New Parish

When catechists move within the Diocese, they should make a written request to the former parish to have a copy of their Catechist Certification Record sent to the new parish. The new parish should accept all previous credit.

Forms



(duplicate as needed)

CATECHIST RECORD OF FORMATION

Name _____

- A. For formal presentations please complete the following:

Workshop Title: _____

Presenter(s): _____

Location: _____

Date of Event: _____
(mm/dd/yr)

- B. For independent study please complete the following:

Topic Title: _____

Materials: _____
(book, article, video, etc)

Author: _____

- C. Number of Hours: Being _____ Knowing _____ Doing _____

Please reflect on the following questions below. You may use both sides of this sheet or attach additional sheets, if necessary. **Return this form to your parish Catechetical Leader.**

1. What value did this formational opportunity provide for you personally?

2. How will you integrate this knowledge into your catechetical ministry?

Catechist Signature

Date

FOUNDATIONAL LEVEL (36 hours)

CATECHIST NAME _____

SCHOOL/PARISH _____ CITY _____

KNOWING.. the Catholic Faith Well – 20 hours divided among 5 areas		
Program Title	Hours	Mo/yr
Creed (recommended 3-5 hours)		
1.		
2.		
3.		
4.		
Liturgy/Sacraments (recommended 3-5 hours)		
1.		
2.		
3.		
4.		
Morality (recommended 3-5hours)		
1.		
2.		
3.		
4.		
Prayer/Spirituality (recommended 3=5 hours)		
1.		
2.		
3.		
4.		
Scripture (recommended 3-5 hours)		
1.		
2.		
3.		
4.		
BEING...the Faithful Disciple – 8 hours		
Program Title	Hours	Mo/yr
1.		
2.		
3.		
4.		
DOING ...Catechesis Effectively – 8 hours		
Program Title	Hours	Mo/yr
1.		
2.		
3.		
4.		

Catechetical Leader Signature/Title

Date Completed

SUBMIT THIS FORM ONLY TO THE REO WHEN 36 HOURS HAVE BEEN COMPLETED

Forms



**REQUEST FOR:
FOUNDATIONAL LEVEL
CERTIFICATION**

This is to verify that

_____ (Please print or type the name)
from the parish of

_____ Name _____ City

has completed the (36) hours of formation in the areas specified by the *FOUNDATIONAL LEVEL* curriculum. Attached is a copy of the catechist record.

Signature of Catechetical Leader Date

**To Be Submitted To:
Religious Education Office
430 N. Center St.
Joliet, IL 60435**

ATTENTION: CATECHIST CERTIFICATION

For Office Use:

Date Approved _____ *Catechetical Associate*

ADVANCED LEVEL (24 hours)

CATECHIST NAME _____

SCHOOL/PARISH _____ CITY _____

KNOWING...the Catholic Faith Well – 12 hours divided among 5 areas		
Program Title	Hours	Mo/yr
Creed (2-3 hours)		
1.		
2.		
3.		
4.		
Liturgy/Sacraments (2-3 hours)		
1.		
2.		
3.		
4.		
Morality (2-3 hours)		
1.		
2.		
3.		
4.		
Prayer/Spirituality (2-3 hours)		
1.		
2.		
3.		
Scripture (2-3 hours)		
1.		
2.		
3.		
4.		
BEING...the Faithful Disciple – 6 hours		
Program Title	Hours	Mo/yr
1.		
2.		
3.		
4.		
DOING ...Catechesis Effectively– 6 hours		
Program Title	Hours	Mo/yr
1.		
2.		
3.		
4.		

Catechetical Leader Signature

Date Completed

SUBMIT THIS FORM ONLY TO THE REO WHEN 24 HOURS HAVE BEEN COMPLETED



REQUEST FOR: ADVANCED LEVEL CERTIFICATION

This is to verify that _____
(Please print or type the name)

from the parish of _____
Name City

has completed (24) hours of formation in the areas specified by the *ADVANCED LEVEL*

curriculum. Attached is a copy of the catechist record.

Signature of Catechetical Leader

Date

**To Be Submitted To:
Religious Education Office
430 N. Center St.
Joliet, IL 60435**

ATTENTION: CATECHIST CERTIFICATION

For Office Use:

Date Approved

Catechetical Associate

ONGOING LEVEL (18 hours)

CATECHIST NAME _____

SCHOOL/PARISH _____ CITY _____

KNOWING..the Catholic Faith Well – 6 hours		
Program Title	Hours	Mo/yr
Creed)		
1.		
2.		
3.		
4.		
Liturgy/Sacraments		
1.		
2.		
3.		
4.		
Morality		
1.		
2.		
3.		
4.		
Prayer/Spirituality		
1.		
2.		
3.		
4.		
Scripture		
1.		
2.		
3.		
4.		
BEING...the Faithful Disciple – 6 hours		Mo/yr
Program Title	Hours	
1.		
2.		
3.		
4.		
DOING ...Catechesis Effectively –6 hours		Mo/yr
Program Title	Hours	
1.		
2.		
3.		
4.		

Catechetical Leader Signature/Title _____

Date Completed _____

SUBMIT THIS FORM ONLY TO THE REO WHEN 18 HOURS HAVE BEEN COMPLETED



REQUEST FOR: ONGOING RECOGNITION

This is to verify that _____
(Please print or type the name)

from the parish of _____
Name City

has completed (18) hours in (3) years of formation in the areas specified by the *ONGOING*

LEVEL curriculum. Attached is a copy of the catechist record.

Signature of Catechetical Leader Date

**To Be Submitted To:
Religious Education Office
430 N. Center St.
Joliet, IL 60435**

ATTENTION: CATECHIST CERTIFICATION

.....
For Office Use:

Date Approved

Catechetical Associate

IN SERVICE TO THE MASTER: CATECHIST CERTIFICATION PROGRAM USERS GUIDE



CATECHIST NAME

A guide to the Catechist Certification Program for the women and men who teach, guide and support, individuals on the journey of Catholic faith formation. Catechists are those teachers / leaders / facilitators in the following ministries: Catholic School Ministry, Children's Ministry, Junior High Ministry, High School Ministry, Young Adult Ministry and Adult Ministries including RCIA, Small Christian Communities, etc.

Dear Catechist,

Greetings in our Lord, Jesus Christ from the Diocese of Joliet!

Thank you so much for being a catechist! As a catechist, you are engaging in public ministry of our Church, a ministry to which you have been called by God and by your parish. Your openness to sharing our Catholic faith shows your commitment as a baptized member of the Body of Christ. Saying yes to this beautiful and important ministry reveals a desire to live out your Christian discipleship in a generous and life-giving way.

No one serves in catechetical (faith formation) ministry alone. You are a representative of the parish community in which you live and worship. I encourage you to avail yourself of the resources and support of this faith community in which you serve. You are also participating in this ministry along with many thousands of fellow catechists throughout the diocese, and indeed, many millions worldwide! And ultimately, as a catechist, you stand with all holy women and men who have echoed the “Good News” of Christ down through every previous generation of the Church!

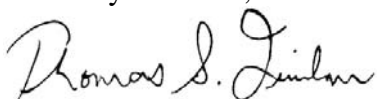
The saying, “You can’t give what you don’t have,” may be trite, but it is certainly also true. Every catechist must not only have an open heart for service, but also a hunger to grow in the understanding of Catholic faith. It is not enough to teach the faith, but it is essential that the catechist also becomes a living example of one who desires spiritual growth and continually strives to become more Christ-like. In short, while being a catechist means showing others the way, it first means traveling the journey of faith one’s self.

Your parish has an important responsibility to direct and assist you in your personal and ministerial formation. You have a right to expect this help, just as the parish has a right to challenge you to grow in your faith and teaching skills. Those being served in your parish deserve the best you can offer them. In partnership with your parish, you should find joy in your own, ongoing formation and satisfaction in your impact on young lives as an effective catechist.

To help affirm you in your development as a person of faith and as a catechist, your diocesan Religious Education Office has established *In Service to the Master: Catechist Certification in the Diocese of Joliet*. Its guidelines call for each catechist to grow in three essential areas, as described in your certification brochure.

I hope that you will embrace the concept of diocesan catechist certification as a way to focus your formational efforts and to be recognized for the generous investment that you are making in yourself. I look forward to having the privilege of signing your certificate in the not-too-distant future. And again, thank you! May God bless you for who you are and all you do in the name of our Lord!

Sincerely in Christ,

A handwritten signature in cursive script that reads "Thomas S. Quinlan".

Thomas S. Quinlan
Diocesan Director

OVERVIEW

The General Directory for Catechesis identifies three dimensions for catechist formation [article 238]. They are:

- 1. BEING 2. KNOWING 3. DOING**

BEING - the spiritual formation of the catechist. The GDC points out that this formation of the catechist's own spiritual and human life is critically important and therefore opportunities should be incorporated to sustain this area of formation

KNOWING – the transmission of the theological content of Catholic faith. The *Catechism of the Catholic Church* offers a sound structural model of the primary areas for study of Catholic theology and a starting point for the “development of a process that fosters cognitive and personal appropriation of Catholic faith. The four pillars of the Catechism are:

1. Creed
2. Liturgy/ Sacraments
3. Morality
4. Prayer & Spirituality
5. *Scripture*

The GDC adds a fifth area, which is Scripture, as it is the “soul of all theological study.”

DOING - the ability to communicate the Gospel message with natural ease. Facilitating a group creatively and dynamically is an art that needs to be learned and practiced. Understanding specific age-appropriate methods and activities, and the unique characteristics and special gifts of a particular age group are necessary for effective catechetical ministry.

The levels of catechist certification in the Diocese of Joliet are:

Foundational Certification	Advanced Certification	Ongoing Recognition
<ul style="list-style-type: none"> • A total of (36) hours will be needed for Foundational Certification. From the three areas identified in the General Directory for Catechesis, the following balance is necessary: <ul style="list-style-type: none"> ✓ BEING – (8) hours ✓ KNOWING – (20) hours ✓ DOING – (8) hours • <i>The parish catechetical leader in conjunction with the catechist will develop a plan for attaining this certification.</i> 	<ul style="list-style-type: none"> • After attaining Foundational Certification, (24) hours of additional formation is needed. The catechist continues work in each of the three areas identified in the GDC as follows: <ul style="list-style-type: none"> ✓ BEING – (6) hours ✓ KNOWING – (12) hours ✓ DOING – (6) hours • <i>The parish catechetical leader in conjunction with the catechist will develop a plan for attaining this certification</i> 	<ul style="list-style-type: none"> • As catechists continue serving in catechetical ministry, they need to participate in ongoing formation. Faith Formation in the Diocese of Joliet calls for a minimum of (6) hours annually, even when Foundational and Advanced Certification have been attained. • Ongoing Recognition will be granted to the catechist who completes (18) hours of formation in (3) years. The following balance is necessary: <ul style="list-style-type: none"> ✓ BEING – (6) hours ✓ KNOWING – (6) hours ✓ DOING – (6) hours • <i>The parish catechetical leader in conjunction with the catechist will develop a plan for attaining this certification</i>

CURRICULUM

Based on the three (3) areas of formation identified in the General Directory for Catechesis (GDC), the following aspects for catechist formation should be followed:

<p>BEING... the Faithful Disciple</p>	<p>The catechist's own spiritual life and human experience is critically important. Many catechists begin simply as well intentioned volunteers. Not all will embrace the richness of catechetical ministry. To do so, one must come to appreciate that a catechist is one who "must receive and respond to a ministerial call that comes from the Lord and is articulated in the local church." (NCD, 206) Catechists need to explore the depth of their "call" on a regular basis. Such topics to be explored are:</p> <ol style="list-style-type: none"> a. The vocation of the catechist b. The role of the catechist in the Church's ministry c. The qualities of a catechist as expressed in contemporary Church documents d. The role of the Spirit in catechetical ministry e. The qualities of the catechist as: <ul style="list-style-type: none"> ▪ Storyteller ▪ Teacher/companion ▪ Leader of prayer ▪ Witness for justice f. The personal faith journey of the catechist
<p>KNOWING... the Catholic Faith Well</p>	<p>The GDC emphasizes the importance of the catechist having "sufficient knowledge of the message." Based on the four pillars of the Catechism of the Catholic Church, and the fifth area identified in the <u>GDC</u>, Scripture, the following areas need to be addressed:</p> <ol style="list-style-type: none"> 1. The Creed – core beliefs of the community, <ol style="list-style-type: none"> a. God, the Creator of all that exists b. God's revelation in human history c. The call to relationship that God offers to each human being d. Faith as a response to God's call e. Scripture and Sacred Tradition as the primary modes of God's revelation f. Jesus Christ as the fullness of God's revelation g. God as a Trinity of persons-God the Father, God the Son, and God, the Holy Spirit h. The Incarnation i. The Holy Spirit as animator of the community of faith j. The Church as the Body of Christ, the community of believers 2. Liturgy and Sacraments – signs and symbols <ol style="list-style-type: none"> a. The meaning of ritual b. The nature of liturgy c. The relationship of liturgy to the Paschal mystery d. The celebration of liturgy in a cycle of time e. The role of space, music and cultural expression in liturgy f. The importance of the assembly in liturgical celebration g. The way in which symbolic actions express meaning and invite participation h. The relationship of the seven sacraments to the fundamental experience of human life i. The centrality of the Eucharist in the Church j. Baptism, Confirmation, and Eucharist as the sacraments of initiation k. Penance/Reconciliation and the Anointing of the Sick as the sacraments of healing l. The sacraments of Holy Orders and Matrimony as celebrating the two central vocations at the service of the community 3. Morality – how we live as followers of Jesus Christ, who described himself as, "the way, the truth and the life." (John 14:6) <ol style="list-style-type: none"> a. Human dignity and community as the foundations of Catholic Social Justice b. The meaning of virtue and its foundations in the teachings of Jesus c. The implications of the Beatitudes for daily life d. The meaning and validity of objective morality; the sources for arriving at objective moral truth e. The delicate relationship between objective moral truth and subjective or personal responsibility f. Moral actions as the responses one makes to the grace offered by a loving God g. Moral actions as a combination of act, intention, and circumstance h. The nature, origin, and degrees of sin

	<ul style="list-style-type: none"> i. The effects of sin on the individual and the community j. The nature of conscience and the process of informing one's conscience k. The timeless quality and universal validity of the Commandments l. The relationship of the Commandments to the new law of Jesus Christ <p>4. Prayer and Spirituality – our relationship with God. Prayer is placed within the context of one's spirituality; the name given to the entire life lived in response to God's call.</p> <ul style="list-style-type: none"> a. The basic dynamic of prayer as listening and responding to God's call b. Mary as the perfect model of acceptance and response to God's call c. The relationship between personal prayer and the community of faith d. The various prayer forms through which we make our response to God e. Obstacles to the life of prayer f. The Holy Spirit as source of our prayer response g. The Our Father as the bedrock of Christian prayer. <p>5. Scripture – the “soul of all theological study”</p> <ul style="list-style-type: none"> a. A general overview of the Old Testament and the New Testament and central themes b. The formation of the Scriptures over time c. The importance of context when reading the Bible d. Literary forms found in the Bible e. The meaning of inspiration the establishment of the canon of the Scriptures f. The biblical themes of covenant and freedom g. The source of the Bible's holiness h. The root story of the Exodus i. The relationship of Jesus' saving action to the Exodus event j. The basic message of Jesus in the gospels k. The role of Paul in spreading the good news of Jesus Christ.
<p>DOING ...Catechesis Effectively</p>	<p>The challenge, before every catechist, is to create a dynamic, interactive and creative experience each time his/her group gathers. The catechist is like a symphony conductor who interprets the score as all the different instruments are brought together into a unique expression. In order to accomplish this in a faith formation setting, a catechist will need to know:</p> <ul style="list-style-type: none"> a. How to shape a social environment in which faith can be nurtured b. How to create a good and safe physical environment c. How to use creative activities in learning d. How to develop successful session plans e. How to help learners to pray together f. Practical skills related to the specific age level of their learners g. Characteristics of human developmental h. Characteristics of the developmental faith stages i. Appropriate prayer forms that will lead to the inclusion of all children j. Characteristics of cognitive, psychosocial, moral and faith growth; catechists will come to understand how learners build knowledge, construct meaning and relate to others.



(duplicate as needed)



CATECHIST RECORD OF FORMATION

Name _____

A. For formal presentations please complete the following:

Workshop Title: _____
Presenter(s): _____
Location: _____
Date of Event: _____

B. For independent study please complete the following:

Topic Title: _____
Materials: _____
(Approved book, article, video, etc)
Author: _____

C. Number of Hours: Being _____ Knowing _____ Doing _____

Please reflect on the following questions below. You may use both sides of this sheet or attach additional sheets, if necessary. **Then return this form to your parish Catechetical Leader.**

1. What value did this formational opportunity provide for you personally?

2. How will you integrate this knowledge into your catechetical ministry?

Catechist Signature

Date

FOUNDATIONAL LEVEL (36 hours)

CATECHIST NAME _____

SCHOOL/PARISH _____ CITY _____

KNOWING.. the Catholic Faith Well – 20 hours divided among 5 areas		
Program Title	Hours	Date
Creed (recommended 3-5 hours)		
1.		
2.		
3.		
4.		
Liturgy/Sacraments (recommended 3-5 hours)		
1.		
2.		
3.		
4.		
Morality (recommended 3-5hours)		
1.		
2.		
3.		
4.		
Prayer/Spirituality (recommended 3-5 hours)		
1.		
2.		
3.		
4.		
Scripture (recommended 3-5 hours)		
1.		
2.		
3.		
4.		
BEING...the Faithful Disciple – 8 hours		
Program Title	Hours	Date
1.		
2.		
3.		
4.		
DOING ...Catechesis Effectively – 8 hours		
Program Title	Hours	Date
1.		
2.		
3.		
4.		

Catechetical Leader Signature/Title _____

Date Completed _____

SUBMIT THIS FORM ONLY TO THE REO WHEN 36 HOURS HAVE BEEN COMPLETED

ADVANCED LEVEL (24 hours)

CATECHIST NAME _____

SCHOOL/PARISH _____ CITY _____

KNOWING...the Catholic Faith Well – 12 hours divided among 5 areas			
	Hours	Date	
Program Title			
Creed (2-3 hours)			
1.			
2.			
3.			
4.			
Liturgy/Sacraments (2-3 hours)			
1.			
2.			
3.			
4.			
Morality (2-3 hours)			
1.			
2.			
3.			
4.			
Prayer/Spirituality (2-3 hours)			
1.			
2.			
3.			
Scripture (2-3 hours)			
1.			
2.			
3.			
4.			
BEING...the Faithful Disciple – 6 hours			
	Hours	Date	
Program Title			
1.			
2.			
3.			
4.			
DOING ...Catechesis Effectively– 6 hours			
	Hours	Date	
Program Title			
1.			
2.			
3.			
4.			

Catechetical Leader Signature

Date

SUBMIT THIS FORM ONLY TO THE REO WHEN 24 HOURS HAVE BEEN COMPLETED

ONGOING LEVEL (18 hours)

CATECHIST NAME _____

SCHOOL/PARISH _____ CITY _____

KNOWING..the Catholic Faith Well – 6 hours		
Program Title	Hours	Date
Creed)		
1.		
2.		
3.		
4.		
Liturgy/Sacraments		
1.		
2.		
3.		
4.		
Morality		
1.		
2.		
3.		
4.		
Prayer/Spirituality		
1.		
2.		
3.		
4.		
Scripture		
1.		
2.		
3.		
4.		
BEING...the Faithful Disciple – 6 hours		
Program Title	Hours	Date
1.		
2.		
3.		
4.		
DOING ...Catechesis Effectively –6 hours		
Program Title	Hours	Date
1.		
2.		
3.		
4.		

Catechetical Leader Signature/Title _____

Date Completed _____

SUBMIT THIS FORM ONLY TO THE REO WHEN 18 HOURS HAVE BEEN COMPLETED