

September 2011

Dear Co-Ministers of the Word,

Enclosed you will find the CURRENT CATECHIST CERTIFICATION PROCESS for the Diocese of Reno, Nevada. This document is a combination of the 2004-revised edition with a few updated additions. It was created with deliberate forethought and hopefulness. How blessed we are to be sent as beloved laborers into the fields ripe for harvest. The mission entrusted to us is Christ's own mission, to be heralds of life—life in abundance!

For this document, this certification process, to be successful, it requires a zealous spirit and the pastoral leadership of the parish. May the ideal, "It takes the entire faith community to catechize the children and youth of a parish" permeate all our endeavors and communications.

Your insight as director of the faith formation program of your parish community, are critical and invaluable. Selecting qualified catechists will be a primary agenda each year. Qualifications, based first and foremost, upon a visible, positive spirituality, a personality that easily communicates faith at the appropriate age level and updated biblical, theological, liturgical and methodological knowledge acquired throughout the teaching term.

Those Certification procedures can be enacted best at the parish level, with support from our Diocesan team.

Recommendation:

1. Selection of qualified catechists as primary agenda.
2. Support your catechists-in-training. Provide them with:
 - a. The Catechism of the Catholic Church
 - b. Regular in-service formation meetings
 - c. Current information about larger Church activities
3. Provide funding and encourage attendance to the annual Diocesan Conference and regional training programs for the completion of the Catechist Certification Process.

We, the Office of Faith Formation and Parish Pastoral Services, firmly renew our enthusiastic commitment of service to all parishes and pastoral leadership.

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The Ministry of Catechesis

By Baptism all members of the Catholic Christian Community are called to be living witness to the faith they profess by gathering as a faith community, proclaiming and living the Good News of Jesus and serving those in need.

Some members of the community are called to a more specific role of proclaiming, teaching and sharing God's word. This is to say that they are called to be catechists, those who "echo the faith" in a deliberate, conscious manner.

The Process of "echoing the faith" is called *catechesis*. The purpose of catechesis is to enable the faith of others to become living, conscious and active so that they will be led to worship God and serve others through the works of justice, mercy and love.

The talents, gifts and natural inclinations of catechists determine the area of the life cycle in which they will be most effective in "echoing their faith," e.g. with pre-school children, young children, with teenagers, older youth, with young adults, older adults, seasoned adults.

Life experience and training also plays an important role in determining the areas of catechetical ministry, e.g. pre-baptismal catechesis for expecting parents, assisting parents in their role as the primary catechist of their children, sacramental preparation, family catechesis, ongoing catechesis for children, youth adults, RCIA.

To be an effective catechist a person must be learning, growing and developing in his/her own faith life. Obtaining CATECHIST CERTIFICATION, and then maintaining the certification, is the means by which a person who is called to the ministry of catechesis prepares himself/herself to continually proclaim and "echo" the faith which they have received from God through others.

The following pages describe the levels of CATECHIST CERTIFICATION and the way to maintain certification in the Diocese of Reno. Adults who have received CATECHIST CERTIFICATION in other dioceses can obtain certification in the Diocese of Reno through equivalency. Contact the Office of Faith Formation for additional information.

Personal Qualities of a Catechist

Persons who desire to become catechists should have:

- a. Strong awareness of the working of God's grace in their lives and a growing faith-life in response to that grace
- b. Personal commitment to Jesus Christ, who is the center of the message
- c. Respect, appreciation and love for the Church evidenced by a personal commitment to:
 - Catechize within the Roman Catholic tradition, in light of Vatican II and post-conciliar documents and according to the Catechism of the Catholic Church
 - Participate actively and regularly in the Church's liturgical and sacramental life
 - Dedicated service
- d. Ability to appreciate different types and stages of individual growth and development
- e. Ability to communicate effectively with the persons to be catechized
- f. Sensitivity to the various socio-cultural dimensions of the students
- g. Willingness to continue in their own religious education and formation

"The work of catechists involves their whole being. Before they preach the word, they must make it their own and live by it. The world need evangelizers who speak of a God that they know and who is familiar to them, as if they saw the Invisible."

Pope Paul VI, Evangelization in the Modern World

The Value of Certification

Purpose of certification:

1. To establish and maintain a personal contact with each leadership person active in the catechetical ministry.
2. To determine whether the required educational and experiential background is present in those applying for positions in catechetics/religious education.
3. To ensure that there is both a common understanding and a willingness to accomplish the diocesan goals direction, vision and policies regarding catechetics/religious education.

Benefits of certification:

1. Establishes relationships among leadership personnel working in catechetical ministry at all levels.
2. Builds a stronger support system for;
 - a. The catechetical leader
 - b. The profession and the ministry itself
 - c. The pastors and parishes who have the benefit of qualified catechetical and religious education personnel.
3. Assures shared vision in accomplishing the catechetical mission in the Diocese of Reno.
4. Qualifies a person for certain parish positions in catechetics/religious education.

Goals for certification:

1. To provide local and national recognition for the standards and procedures of the Diocese of Reno for certifying persons for ministry.
2. To ensure appropriate formation for those persons engaged in catechetical ministry.
3. To be certified as a Catechetical Leader is to be committed to ongoing formation in the knowledge and skills of religious education.

Diocesan Certification Guidelines

“Those who hear you, hear me.”

Luke 10:16

Diocese of Reno Guidelines for Obtaining The Basic Catechist Certificate Or The Master Catechist Certificate

PURPOSE OF THESE GUIDELINES

The Bishop of the Diocese of Reno, after consultation with the Diocesan Presbyteral Council, the Diocesan Director of Catechetical/Youth Ministry and the Parish Directors of Catechetical Ministry, in order to promote effective catechesis and standardize the quality of the formation of catechists under his jurisdiction, promulgates these **Guidelines for the Formation and Certification of Catechists and Master Catechists**. These Guidelines outline the process and standards where by a catechist can gain or renew the **Diocesan Basic Certificate** or an experienced catechist can gain or renew the **Diocesan Master Catechist Certificate**.

CATECHETICAL MINISTRY AND THE MISSION OF THE CHURCH

“The church has always considered catechesis one of her primary tasks, for before Christ ascended to his father after His Resurrection, He gave the apostles a final command—to make disciples of all nations and to teach them to observe all that He had commanded. He thus entrusted them with the mission and the power to explain with authority what He had taught them, His words and actions, His signs and commandments. And He gave them the spirit to fulfill this mission.” (*Catechesi Tradendae*, #1)

In our time, the mission to teach as Jesus did is carried out through a variety of programs: Catholic elementary and secondary schools, parish catechetical programs for preschoolers through adults, programs for those with special needs, family programs, programs specifically for youth, young adults and RCIA groups. There is a myriad of opportunities and means “for teaching the Catholic doctrine and “initiating the hearers into the fullness of the Christian life.”(*Catechesi Tradendae*, 18) These different approaches to ministry all share one message, the redemptive love of our God. Catechists are people called and formed to work within a variety of these ministries but with a focused concern for those searching for the meaning of life. This variety of approaches is meant to be complementary; there is, indeed, a variety of gifts, but only one Lord.

“Total Catholic education is an ecclesial term used to identify the perspective of lifelong-formational ministries directed toward building up the Christian community, proclaiming the message, gathering in worship, and reaching out in service. Total Catholic education integrates the many diverse forms of parish and school catechetical and educational ministries into a united vision. Total Catholic education is a concept which recognizes that the potential of each ministry can be fully realized only when these ministries share a common vision and act upon this vision together with the other ministries. It is a powerful and dynamic concept.” “Those Who Hear You, Hear Me” (U.S.C.C.)

IMPORTANCE OF CERTIFICATION

The priority that the Church’s catechetical mission continues as an important concern has been affirmed by the promulgation of the Catechism of the Catholic Church. As the twentieth century draws to a close, the church is challenged to renew her trust “in catechetical activity as a prime aspect of her mission.” (*Catechesi Tradendae*)

DIOCESAN RESPONSIBILITY

Every diocese, recognizing its individual needs and resources, has the responsibility to establish its own process to prepare and form catechists. Under the direction of the Diocesan Catechetical Ministry Office, Parish Directors of Religious Education are urged to follow the standards outlined in this document so that the catechists in their charge will be eligible to receive the **Basic Catechist Certificate or the Master Catechist Certificate of the Diocese**.

THE MISSION OF CATECHISTS IN THE LIFE OF THE FAMILY, PARISH, AND SCHOOL

“Education in the faith by the parents should begin in the child’s earliest years. This already happens when family members help one another to grow in faith by the witness of the Christian life in keeping with the Gospel. Family Catechesis precedes, accompanies and enriches other forms of instruction in the faith. Parents have the mission of teaching their children to pray and to discover their vocation as children of God. The parish is the Eucharistic community and the heart of the liturgical life of Christian families; it is a privileged place for the catechesis of children and parents.” (*Catechism of the Catholic Church*, #2226)

Catechists are selected and commissioned “to proclaim Christ’s message, to participate in efforts to develop community, to lead people to worship and prayer, and to motivate them to serve others.” (NCD # 213) When commissioned, the Catechist recognizes the faith community’s call and his/her dedicated response.

While catechists must realize “the faith is a gift and it is not ultimately their efforts...which lead people to accept faith and respond to it,” catechists should acquire the particular knowledge and skills that they need to assist adults, young people, and children, including those with special needs, to grow in faith. The training of catechist should equip them to effectively use available resources and to adapt these resources to the age, capacity, and culture of those they seek to reach. (NCD #213)

PERSONAL QUALITIES OF A CATECHIST

Persons who desire to become catechists should have:

- A. A Strong awareness of the working of God's grace in their lives and a growing faith-life in response to that grace;
- B. A personal commitment to Jesus Christ, who is the center of the message;
- C. A strong understanding of and love for the Church evidenced by a personal commitment to:
 - a. Catechize within the Roman Catholic tradition, in light of Vatican II and post-conciliar documents;
 - b. Participate actively and regularly in the Church's liturgical and sacramental life;
 - c. Deepen an active prayer life;
 - d. Respect the diversity of culture
 - e. Serve with dedication.
- D. An ability to appreciate different types and stages of individual growth and development;
- E. An ability to communicate effectively with the persons to be catechized;
- F. A willingness to continue their own religious education and formation.

THE SELECTION AND FORMATION OF CATECHISTS

The Pastors and catechetical leadership in parishes and schools have the duty to:

- A. Screen candidates and evaluate their potential to become faith-filled and dynamic catechists;
- B. Require candidates to complete the formation program for Catechist Certification as sponsored/developed by the diocese within the time period specified by the diocese;
- C. Select, orient, commission, supervise and annually evaluate catechists—both those who hold certification and those in the process of obtaining certification;
- D. Provide catechists with opportunities for continued personal, spiritual and professional development.

STANDARDS FOR THE DIOCESAN CATECHIST CERTIFICATION CATECHIST FORMATION COURSE

Content

A. Course of Studies to Obtain Diocesan Certification

The course of studies is consistent with the *Catechism of the Catholic Church*, *The General Catechetical Directory* and the *National Catechetical Directory*.

1. Doctrinal Development

a) Profession of Faith

Revelation
Scripture/Tradition
Faith Response
Trinity and the image of God
Christology
Redemption
Church
Mary and Saints

b) Celebration of the Christian Mystery

Paschal Mystery
Sacrament Theology
Liturgy
Sacraments of Initiation/Sacraments of Healing
Sacraments at the Service of Communion

c) Life in Christ

Dignity of Human Person (Virtues)
Sin, Grace, Redemption
Ten Commandments & Beatitudes
Catholic Social Teaching
Conscience Formation/Decision Making

d) Christian Prayer

Call to Prayer
Lord's Prayer
Prayer/Worship
Prayer Styles
Leading Prayer

2. The Nature of Catechesis and Catechetical Development

Faith and Human Development
Nature of Catechesis
Catechetical Process
Nature of Culture as a context for catechesis and religion
Evangelization and initiation
Learning styles & Teaching styles
Use of media and technology
Resources

Specialization: Certification for specialized areas (pre-school, elementary, youth ministry, young adults, RCIA, adults, those with special needs, specific cultural groups, etc.) should include formation pertinent to that particular specialty. Certificates should indicate special areas of competence. A comprehensive course of formation and instruction should cover the above-mentioned content areas.

3. **Spiritual Development of the Catechist**
The course of study should include opportunities and directions in personal spiritual development.

Process

B. Diocesan Catechist Certification

A Catechist will receive a Diocesan Catechist Certification from their diocese upon:

1. Satisfactory completion of the Diocesan Catechist program of formation and study identified above (see Section A, above);
2. One year of catechetical experience;
3. Evaluation of performance. This includes and observation and evaluation of at least one catechetical session;
4. Attendance at Diocesan-sponsored retreat for Catechist.

C. Expiration and Renewal

This certificate expires in three (3) years after the date of issue. To renew this certificate, the Catechist shall complete at least five (5) hours annually in the above-mentioned content areas during the life of the certificate. The choice of courses and plan must have the prior approval of the appropriate diocesan office (see Appendix page 33_. The Catechist must demonstrate on-going religious education and formation in accordance with the above content areas and diocesan requirements.

D. Alternative Methods to Obtain a Basic Certificate

Each diocese may establish alternative methods to obtain an initial certificate.

There are three basic alternatives for eligibility in the Diocese of Reno:

1. Recent completion of a degree program or college-level course work in religious education from a Catholic college, evidence of on-going professional development, and proven experience in catechetical ministry;
or
2. Proven catechetical experience of at least four (4) years, evidence of on-going professional development, and demonstrable knowledge of the content areas.
3. Successful completion of the Diocesan Genesis program.

THE MISSION OF MASTER CATECHISTS IN THE LIFE OF THE DIOCESE

Master Catechist, as extensions of the teaching office of the Bishop, are selected and commissioned by the Bishop to:

- A. Provide the specific formation and courses of studies required by the diocese for catechists to obtain or renew a Basic Catechist Certificate;
- B. Provide workshops and in-services for the continued growth and formation of Catechists;
- C. Build a core group of adults in each diocese who will exercise catechetical leadership.

QUALIFICATIONS OF A MASTER CATECHIST

In addition to the “Personal Qualities of a Catechist”, the Master Catechist should have:

- A. A Current Basic Catechist Certificate;
- B. Proven expertise and recent experience in catechetical ministry at various age levels;
- C. An ability to communicate and work effectively with adult learners in a formation setting;
- D. The personal recommendation of the candidate’s pastor or other qualified person;
- E. Evidence of on-going education in Theology, Catechesis and Spiritual Development in light of Vatican II and post-Conciliar documents;
- F. Evidence of the ability to work in multi-cultural situations;
- G. An understanding of the purpose of the Master Catechist and a willingness to serve as such when certified;
- H. An ability to study at an advanced level.

THE SELECTION AND FORMATION OF MASTER CATECHISTS

The Bishop and/or his catechetical staff have the duty to:

- A. Screen candidates and evaluate their potential to become Master Catechists;
- B. Certify candidates upon completion of the entire formation program of the Master Catechist;
- C. Select, orient, commission, supervise and evaluate Master Catechists;
- D. Provide Master Catechists with opportunities for continued personal, spiritual and professional development.

STANDARDS FOR DIOCESE OF RENO MASTER CATECHIST CERTIFICATION

Content

A. Course of Studies to Obtain Diocesan Master Certificate

The course of studies is consistent with the *Catechism of the Catholic Church*, *The General Catechetical Directory* and the *National Catechetical Directory*.

1. Doctrinal Development

a) Profession of Faith

Revelation
Scripture/Tradition
Faith Response
Trinity and the image of God
Christology
Redemption
Church
Mary and Saints

b) Celebration of the Christian Mystery

Paschal Mystery
Sacrament Theology
Liturgy
Sacraments of Initiation/Sacraments of Healing
Sacraments at the Service of Communion

d) Life in Christ

Dignity of Human Person (Virtues)
Sin, Grace, Redemption
Ten Commandments & Beatitudes
Catholic Social Teaching
Conscience Formation/Decision Making

d) Christian Prayer

Call to Prayer
Lord's Prayer
Prayer/Worship
Prayer Styles
Leading Prayer

2. The Nature of Catechesis and Catechetical Development

Faith and Human Development
Nature of Catechesis
Catechetical Process
Nature of Culture as a context for catechesis and religion
Evangelization and initiation
Learning styles & Teaching styles
Use of media and technology
Resources

In addition to the formation and course of studies required to obtain a Diocese of Reno Master's Certificate, this course of study should include but is not limited to the following:

- a) The teaching-learning process
 - a. Effective teaching methods and skills
 - b. How to recognize those with special needs
 - c. Communication and public speaking skills
 - d. Behavior management skills
 - e. How to evaluate textbooks and resources
 - f. Goal-setting and supervision of skills
 - g. Knowledge and use of the Catechism of the Catholic Church
 - h. Curriculum development and adaptation
- b) Adult, youth, and child psychological and moral development
- c) Conflict-resolution skills
- d) The psychology of religious development
- e) Multi-cultural and ethnic realities

3. Spiritual Development of the Catechist

The course of study should include opportunities and directions in personal spiritual development.

Process

B. Diocesan Master Catechist Certification

While there is no specific length of study required to obtain a Master Catechist Certificate, the Bishop and/or his catechetical staff shall develop specific, professional criteria and time lines for awarding a Master Catechist Certificate. Completion of this criteria will be determined by means of:

- A review of the candidate's application for the Master Catechist Certification,
- An interview of the candidate,
- A review of the candidate's continuing education and formation,
- A self-evaluation conducted by the candidate, and
- The evaluation of the candidate's supervised performance.

C. Expiration and Renewal

To renew this certificate, the Master catechist must complete at least five (5) hours in the above mentioned categories each year within a three year period, demonstrate on-going professional growth based upon his/her previous and current evaluations and serve as an instructor in the basic Catechist formation program.

Requirements for Basic Catechist Certification

- Completion of course work using Echoes of Faith video series, What Makes Us Catholic? or Into the Fields, and reflection paper.
 - Workshops can apply but these series' have valuable insights for even long-time catechists and are highly suggested for all catechists.
- The Catechetical Leader of the parish keeps records of classes and reflection papers completed.
 - It is the responsibility of the catechist to share with the Catechetical Leader any workshops or classes taken outside of those offered by the Religious Education office of the parish.
 - The Catechetical Leader and pastor will determine where and if a workshop will apply to certification.
- The catechist is required to complete a yearly retreat/reflection experience either at the parish, regional or diocesan level. Outside retreats are appropriate as well as the spirituality module of Echoes of Faith when it is **not** used for the required module for certification.
 - This will be recorded in the Parish Religious Education office.
- All Catechists who are in the process of obtaining their certification are to be observed in the classroom by the Catechetical Leader once each year.
 - Forms to complete this element can be found in the Diocese of Reno Catechist Certification manual appendix section.
- Upon completion of all elements of certification process the parish Catechetical Leader will submit a list of those catechists who have met all the requirements to the Diocesan Office of Faith Formation, with a copy of their record of coursework, and Certificates will be issued and returned for distribution at the parish.
- Maintaining certification requires that catechists continue their education in order to become better equipped to proclaim the Good News.
 - Within a **THREE** year period a catechist needs to accumulate
 - 3 clock hours in Catholic Doctrine.
 - 3 clock hours in Catholic Morality.
 - 3 clock hours in Scripture.
 - 3 clock hours in Sacraments and/or Liturgy.
 - 3 clock hours in Prayer and Spirituality.
 - A yearly retreat is also required.
 - The parish will maintain records of this ongoing work and send the list of re-certified catechist and a copy of the additional coursework toward recertification to the Diocesan Office in, as necessary.

A certificate for maintenance of certification is conferred every three years when the requirements have been met.

The Process of Catechist Certification

STEP 1 Application Form

Complete the Catechist Certification Application Form.
The form is found in Appendix A or can be obtained from the Parish Religious Education Office or Faith Formation Office of the Diocese.

Schedule an appointment with the Parish Director of Religious Education and bring the completed form with you. Be prepared to discuss the reasons for the selection of the grade level for which you desire to be trained.

STEP 2 Levels of Certification

There are two levels of CATECHIST CERTIFICATION:
CATECHIST (Level One)
MASTER CATECHIST (Level Two)

The descriptions of the class modules in each level are contained in this book. The class modules in CATECHIST level must be completed before modules are taken in the MASTER CATECHIST level.

STEP 3 Completion of Class Modules and Reflection Paper

Upon completion of a class module the instructor assigns a question pertaining to the class material for the catechist's further reflection. The catechist responds to the question in writing (1-2 pages) and forwards the reflection paper to the Parish Office of Religious Education or in some circumstances to the Faith Formation Office of the Diocese.

When the reflection paper is received and reviewed by the Parish Director of Religious Education, credit will be given for the completed module on the Certification Record File in the Parish Office.

STEP 4 Retreat/Reflection Experience

Each year the Faith Formation Office of the Diocese as well as many of the parishes offer opportunities for days or evenings of reflection. Each catechist is required to participate in one retreat/reflection experience each year either on the diocesan or parish level. Classes offered in the area of spirituality (when it is not the require module for certification) would suffice for the retreat/reflection time.

STEP 5 Supervision of Catechetical Classes

Catechists working toward certification are supervised once each year by the Parish Director of Religious Education. The evaluation process is initiated by the Director of Religious Education. The Parish Director of Religious Education retain a copy of the evaluation in the Certification File.

STEP 6 Certification as CATECHIST

When a catechist completes the requirements for certification as a CATECHIST, he/she receives a CATECHIST CERTIFICATE. The same applies for MASTER CERTIFICATION.

STEP 7 Maintaining Certification

To maintain CATECHIST/MASTER CERTIFICATION a catechist continues to take classes/workshops offered by the Diocese of Reno and/or local parishes, and workshops connected with a conference sponsored by the Diocese of Reno or other dioceses/archdioceses.

Within a three year period a catechist needs to accumulate a total of 18 clock hours as follows:

- 3 clock hours in Catholic Doctrine.
- 3 clock hours in Catholic Morality.
- 3 clock hours in Scripture.
- 3 clock hours in Sacraments and/or Liturgy.
- 3 clock hours in Prayer and Spirituality.
- 3 clock hours in Methodology
- A yearly retreat is also required.

A completed verification form for classes/workshops sponsored by parishes or diocese other than the Diocese of Reno, needs to be given to the Parish Religious Education Office so that a request can be made of the diocesan office for a “Recertification” certificate can be issued and the three-year cycle of maintaining certification may begin again.

Catechist Certification Catechist (Level One)

First modules to be taken, if possible, for immediate help in development as a catechist:

ALL GRADE LEVELS: Catechetics 1 & 2

<u>GRADE LEVEL</u>	<u>MAIN CONTENT</u>
K-1	Scripture-Hebrew 1 & Christian Christology
2	Sacraments of Initiation Sacraments of Healing
3	Christology 1 & 2 Doctrine 1 & 2
4	Morality 1 & 2
5	Sacraments-General Sacraments-Initiation Sacraments-Healing
6	Scripture-Hebrew 1 & Christian 1 Spirituality 1
7	Morality 1 & 2 Christology 1 Scripture-Hebrew 1 & Christian 1
8	Doctrine 1 & 2 Scripture-Hebrew 1 & Christian 1 Spirituality 1
9-12	Sacraments-Initiation Sacraments-Healing

Equivalency for the modules of catechetics may be earned by those catechists who have taught for at least 3 years by the completion of an oral questionnaire. The oral questionnaire (see page 19) would be conducted through the Faith Formation Office of the Diocese.

Catechist Certification

Description of Module

Catechist (Level One)

CATECHETICS

In Baptism each Christian is gifted with the potential for fullness of life in Jesus, risen and glorified. This life is rooted in faith in the God who also gifts and offers each person a living, growing relationship of love. The goal of catechesis is to help people grow and mature in this loving relationship with God.

CHRISTOLOGY

The fundamental question for each and every Christian is the one Jesus posed to the apostles, “Who do you say that I am?” This module of classes will examine the message of Jesus as it was understood and taught in the early Christian communities, and the names by which Jesus was proclaimed and worshiped.

DOCTRINE

To live lives that witness to God we must know and understand the basic truths of our Catholic belief. This module presents the fundamental truths of the Catholic Church from the historical perspective which required the Church to formulate the “Credo” statements and teach them. A basic understanding of who we are as Catholic and what we as a faith community profess and practice sustains us in faithful response.

CATHOLIC MORALITY

The ultimate measure and mirror of living as a Christian is the gospel of Jesus. These classes will present and discuss the aspects of growing in the ability to live as a committed Christian: proper formation of conscience, law and freedom, making conscience decisions and responding/failing to respond to God’s invitation to growth in covenant relationship with God, self, and others.

LITURGY AND SACRAMENTS

One of the results of Second Vatican Council was a renewal of the understanding of the rituals of the sacramental life of the Church. This module of classes will examine the sacraments from historical perspective to assist in understanding the implication for everyday life and illustrate how our celebration of the Liturgy becomes the source of all we have and do.

SACRED SCRIPTURE

This class invites participants to experience the beginnings of the Church through the writings contained in Scripture. The understanding of who Jesus is, the meaning of his passion, death and resurrection for himself and for us is the focal point for the beginnings of the Church and for the continued life of the Church in every age.

PRAYER AND SPIRITUALITY

This class addresses the personal faith journey of adults by considering the basic understanding of God's invitation to relationship as found in scripture. How a person recognizes God's invitation in his/her own life is then reflected in the response of prayer.

METHODOLOGY

This module of classes provides a catechist with an understanding of the ministry of catechesis; the personal preparation needed as well as the concrete aspects of catechetical sessions.

EQUIVALENCY

For Modules of Catechetics: May be earned by those catechists who have taught for at least 3 years by the completion of an oral questionnaire. The oral questionnaire would be conducted through the Faith Formation Office of the Diocese. A sample of which can be found on page nineteen.

For Genesis Program Graduates: May be earned by submitting a certificate of completion of the program, or topics and hours completed, if not entire program, to the Faith Formation Office of the Diocese.

For Lay Ministry Formation Graduates: May be earned by submitting a certificate of completion of the program, or topics and hours completed, if not entire program, to the Faith Formation Office of the Diocese.

For further questions on equivalency, please contact the Faith Formation Office.

Equivalency Sample Questionnaire For Catechesis Module

1. How would you use the catechetical process to present a lesson on one of the following topics:
 - a. Creation
 - b. Reconciliation
 - c. Marks of the Church
 - d. Commandments
 - e. Eucharist

Be specific and give examples, techniques, sources, etc...

2. How do you define the ministry of catechetics as it applies to your life?

What does it involve?

What do you like the most? Least?

3. What must you know about the person you catechize as you prepare and present a session?

The Mission of Master Catechists in the Life of the Diocese

Master Catechists, as extensions of the teaching office of the Bishop, are selected and commissioned by the Bishop to:

- Provide the specific formation and courses of studies required by the Diocese for catechists to obtain or renew their Catechist (Level One) certification
- Provide workshops and in-services for the continued growth and formation of catechists
- Build a core group of trained catechists to serve as resource personnel to parishes

Qualifications of a Master Catechist

- Current Catechist certification (level One)
- Proven expertise and recent experience in the catechetical ministry at various age levels
- Personal recommendation of the candidate's pastor or other qualified person
- Evidence of on-going education in: theology, catechesis, the teaching of the Church, spiritual development in light of Vatican II and post-Conciliar documents
- Evidence of ability to work in multi-cultural situations
- Understanding of the purpose of the Master Catechist and a willingness to serve as such when certified
- Ability to study at an advance level
- Excellent group facilitation skills

Standards for Certification

For certification as a Master Catechist 45 credit hours of theological, liturgical, scriptural, and educational methodology are required.

Catechist Certification
Master Catechist (Level Two)

<u>REQUIRED MODULE</u>	<u>NUMBER OF CLASSES</u>	<u>CLOCK HOURS</u>
Catechetics 3 & 4	2	6
Christology 2	1	3
Church (Ecclesiology)	1	3
Liturgy 1 & 2	2	6
Morality 3	1	3
Sacraments-Service	1	3
Scripture-Hebrew 2 & 3	2	6
Scripture-Christian 2 & 3	2	6
Social Teaching 1 & 2	2	6
Spirituality 2	1	3
TOTAL:	15 classes	45 credits

Catechist Certification

Master Catechist (Level Two)

Description of Modules

Catechetics 3 & 4

Being a catechist means echoing one's faith. Echoing one's faith can be accomplished in various way through differing techniques. The goal of these classes will be to demonstrate concrete tools for the ministry of catechesis.

Christology 2

The name by which Jesus had been proclaimed and worshipped since the beginning of Christianity expresses our faith in Jesus as Catholic Christians. This module examines the names and titles attributed to Jesus in the Gospels. A further understanding of who Jesus is will be taken from the proclamations of the early Church Councils, Vatican Council II and the New Catechism of the Catholic Church.

Liturgy 1 & 2

Humans seek to symbolize and ritualize what is non-tangible and not concrete. Worshiping God who is spirit, proclaiming and celebrating the core truths about God and ourselves has always been the "work of the people"-liturgy. These classes will focus on the meaning and purpose of liturgy as celebrated in the Catholic Church, centering on the Paschal Mystery, source of all liturgical celebrations.

Morality 3

Living as a committed Catholic Christian in today's complex society is a challenge to our baptismal covenant in Christ. This module will examine some of the complex issues which face us a people, nation, and a world community. The Church's teaching on these current issues will be presented.

Sacraments-General

One of the results of the Second Vatican Council was a renewal of the understanding of the rituals of the sacramental life of the Church. This series of classes will examine the sacraments from an historical perspective to assist in understanding the implication for living everyday life the commitment of the sacraments.

Sacraments-Service

The Church is the People of God and exists to render service to God's people. Commitment to a life of service is expressed sacramentally in the Sacraments of Holy Orders and Matrimony. This class will present the scriptural background of these two sacraments and the meaning of the service which they render to the Church.

Hebrew Scriptures 2 & 3

These classes will address the way that the Catholic Church interprets the Scriptures, finding the message which God intended to communicate through the human authors.

Christian Scriptures 2 & 3

These classes will address one of the Synoptic Gospels and the Gospel According to St. John, noting the similarities and differences.

Social Teaching 1 & 2

This module of classes will examine the fundamental themes of Catholic social teaching as it has been developed in recent centuries in official Church pronouncements.

Spirituality 2

Once a person believes that he/she is invited into a loving relationship with God, the journey of developing the relationship is begun. This class will address the ways of growing in a lived life of faith through recognizing and responding to God's presence in everyday living.

Appendix

A. CATECHIST CERTIFICATION FORMS

(All certification forms are listed on website as separate individual links)

Application Form

Reflection Sheet

Retreat Verification Form

Workshop or Class Verification Form

Supervision of Catechist

Achievement Record

Certification Maintenance Record

B. CATECHETICAL RESOURCES

Diocese of Reno
Office of Faith Formation
Catechist Certification
Application Form

Name: _____ Phone: _____

Address: _____ Zip: _____

Parish/School: _____

I desire to begin the process of catechist formation and work toward formal recognition as a catechetical minister.

I am interested in working as a catechist in:

_____ Pre-school religious formation

_____ Elementary religious formation (grades 1-3)

_____ Intermediate religious formation (grades 4-6)

_____ Junior high religious formation (grades 7-8)

_____ High school religious formation (grades 9-12)

_____ Other (Specify)

Signature of Catechist

Date

BRING THE COMPLETED FORM TO:
 Meeting with Director of Religious Education Program
Diocese of Reno
Catechist Certification
Reflection Paper

The purpose of this reflection is, to assist the participants in this learning experience integrate the session with their personal experiences and their spiritual and catechetical development to promote growth as an adult leader in the Catholic Church.

I. Identify the catechetical learning experience? (Topic, instructor, date, length of session)

II. What Belief, opinion, and feelings did you have about this topic prior to the learning experience?

III. What new insights did you receive from this catechetical learning experience?

IV. This is how I will integrate this new insights into my teaching.

This reflection paper was submitted to the Parish Catechetical Leader at _____
Parish

For critique and recording, on _____ by _____
Date Name

Retreat Verification Form

Name: _____ Phone: _____

Address: _____ Zip: _____

Parish/School: _____

Retreat/Reflection:

Date(s): _____ Time: _____

Place: _____

Retreat Master: _____

Sponsored By: _____

Catechist Observation Form

Please return a copy of this form with a copy of the Basic Certification Achievement Record to the Diocesan Office upon completion of certification process.

Catechist: _____ Date: _____

Observer: _____ Parish: _____

Grade Observed: _____ Lesson Theme: _____

Text Used: _____ Length of Session: _____

COMPETENCY AREA RATING (1=Low/5=High)

1. Catechist Preparation 1 2 3 4 5

Catechist shows knowledge in area being taught. Approach is orderly, relaxed; movement from one segment to another is smooth. Catechist does not need frequent reference to the text.

Comments:

2. Variety of Learning Activities 1 2 3 4 5

Catechist uses a variety of learning activities related to the aim of the session and appropriate to the level of faith development of students.

Comments:

3. Use of Materials to Supplement Text 1 2 3 4 5

Catechist does not rely solely on textbook; uses supplementary material such as books, media, displays, etc. with creativity and care.

Comments:

4. Student Participation and Interest 1 2 3 4 5

Students are attentive, motivated and participatory. They interact with their peers and with the catechist. Their participation is encouraged in a variety of ways. There are opportunities for all students to succeed.

Comments:

5. Physical Environment 1 2 3 4 5

As much as possible environment is conducive to group learning, is attractive, welcoming, and comfortable. Arrangement is creative and prayerful.

Comments:

6. Integration of Message into Life Experience 1 2 3 4 5

Catechist makes a strong tie between scripture, doctrine and students' life experiences. Relates materials and activities to current issues.

Comments:

7. Social Climate 1 2 3 4 5

Students show respect for one another each other's needs. They work cooperatively: community is being built. Time is used effectively. An atmosphere of trust exists.

Comments:

8. Classroom Management 1 2 3 4 5

Students work well in small groups without continuous catechist supervision. Catechist does not need to impose control frequently to maintain order; self-discipline is being developed.

Comments:

9. Interaction

1 2 3 4 5

Catechist provides an atmosphere that fosters respect and cooperation among students. Has good knowledge of students, their likes, habits, and stages of faith, out of which has grown a positive rapport.

Comments:

General Evaluation and Recommendations:

At this time, would you recommend this person for certification as a catechist?

Yes _____ No _____

Together we have shared and discussed this evaluation.

Observer

Catechist

Appendix B

Catechetical Resources

Adult Catechesis for the Christian Community, U.S.C.C., 1992

Catechesi Tradendae (On Catechesis in Our Time), Pope John Paul II, 1979

Catechism of the Catholic Church, 1992

Christifideles Laici, Apostolic Exhortation on Vocation and the Mission of the Lay Faithful in the Church and in the World, Pope John Paul II, 1988

Collaborators in Catechesis, N.C.E.A., 1990

Competency-Based Standards for the Coordinators of Youth Ministry, National Federation for Catholic Youth Ministry, 1990

A Concise Guide to Catholic Social Teaching, Kevin E. McKenna, 2002

Connecting Young Adults to Catholic Parishes, U.S.C.C.B., 2010

Dei Verbum (On Divine Revelation), Vatican II, 1965

Evangelii Nuntiandi (Evangelization in the Modern World), Pope John Paul II, 1975

Familiaris Consortio (Apostolic Exhortation on the Christian Family in the Modern World) Pope John Paul II, 1982

Gaudium et Spes (Pastoral Constitution on the Church in the Modern World) Pope John Paul II, 1982

The General Directory for Catechesis, Congregation for the Clergy, 1997

The General Directory for Catechesis: In Plain English, Bill Huebsh, 2001

Guidelines for Doctrinally Sound Catechetical Materials, U.S.C.C.B., 1993

Heritage of Faith: A Framework for Whole Community Catechesis, Jo McClure Rotunno, 2004

How To Be a Great Catechist, Judene Leon Coon, 2003

Lay Catholics in Schools: Witnesses to the Faith, 1982

Maturing in Faith: The Challenge of Adolescent Catechesis, National Federation for Catholic Youth Ministry, 1982

National Directory for Catechesis, U.S.C.C.B., 2005

Principles for Inculturation of the Catechism of the Catholic Church, U.S.C.C.B., 1994

Redemptoris Missio (On the Permanent Validity of the Church's Missionary Mandate), Pope John Paul II, 1991

Religious Education, Parish and Youth Ministry: Legal Issues for Catechetical & Youth Leaders, Mary Angela Shaughnessy, SCN, NCEA, 2006

Santo Domingo Conclusions (The Fourth General Conference of the Latin American Episcopate) CELAM, 1993

Sometimes We Dance, Sometimes We Wrestle: Embracing the Spiritual Growth of Adolescents, Mike Carotta, 2002

Sons and Daughters of the Light, A Pastoral Plan for Ministry with Young Adults U.S.C.C.B. 1996

Sin Fronteras (Without Borders) Comite Episcopal de Baja y Alta California, Sonora y Arizona, 1994

The Communication of Faith and Its Content, N.C.E.A., 1985

Those Who Hear You Hear Me, U.S.C.C., 1995

To Teach as Jesus Did, U.S.C.C., 1973

United States Catholic Catechism for Adults, U.S.C.C.B., 2006

Ut Unum Sint (That All May Be One), Pope John Paul II, 1995

Veritatis Splendor (The Splendor of Truth), Pope John Paul II, 1993

What Every Catholic Needs to Know About the Mass: A Parish Guide to Liturgy, Kevin McGloin, 2001

Whole Community Catechesis: In Plain English, Bill Huebshe, 2003