

**Diocese of Lafayette
Office of Christian Formation
Certification Process
For
Religious Education
2004**

Revised September, 2007

www.dol-louisiana.org/religiou.html

Probably the only thing worse than not having a catechist is having a catechist who does not really know the faith and how to present it. It is also problematic when youth ministers do not understand that they are also religious educators. The “Certification Process for Religious Education and Youth Ministry” is our attempt to overcome these problems. Every religion teacher in our schools and every teacher in our parish religious education programs as well as school campus ministers and parish youth ministers should be working toward this certification if they do not already possess it. Your generosity and willingness are deeply appreciated, but it should be accompanied by a certified knowledge of the faith and how to teach it. Please avail yourselves of this opportunity at your earliest chance if you do not already possess the certification.

Thank you for the remarkable work that you do with our young people.

Most Reverend Michael Jarrell
Bishop of Lafayette

GENERAL INFORMATION

1. The catechists/youth ministers are responsible for keeping a record of all workshops/courses that they attend. It is impractical and therefore not the responsibility of the Office of Christian Formation to keep records of attendance for all catechists. In the case of catholic school personnel, it is recommended that either the principal or religion administrator, along with the individual catechist, maintain the records of attendance.
2. College level theology courses and courses in the permanent diaconate program may be substituted for any certification process course with similar content.
3. Courses taken for certification in another diocese may be substituted if the written course description is similar in content and is submitted with the application for certification.
4. Certifications from other dioceses are acceptable at the discretion of the Director of the Office of Christian Formation, as long as the catechist/youth minister is committed to ongoing formation.
5. Catechists/youth ministers may take courses on different levels simultaneously. However, certificates of completion or certifications are awarded in their proper order i.e. Level I before Level II, etc. Each level in the certification process is a pre-requisite for the level that follows it. If a catechist completes several consecutive levels at the same time, those certificates may be awarded at the same ceremony.
6. Credits awarded in this certification process do not necessarily equal time hours.
7. A catechist/youth minister should complete Levels I – V in ten (10) years or less.
8. Catholic school religion teachers are required to take workshops that equal twelve (12) time hours per year. It is expected that these teachers will attend workshops that will also qualify in the certification process. The credits earned at these workshops, if applicable, may be used toward the certification process.
9. Courses are advertised in the Office of Christian Formation Calendar of Events (www.dol-louisiana.org) or through flyers mailed to parishes and schools.
10. Courses that are not sponsored by the Office of Christian Formation may be approved by submitting the Course Approval Application. The instructions and application are located on pages 35-36. Applications must be submitted by the instructor of the course at least one month prior to the scheduled course/workshop. The purpose of this process is to insure that all courses used for certification meet the required criteria as indicated by each course description. This approval process applies only to required and elective courses that have specific written course descriptions.

ABBREVIATIONS USED IN THIS WORK

- C.R.A. Certified Religion Administrator - catholic school
- C.R.E. Coordinator of Religious Education -Responsible for specific programs of religious education in a parish.
- D.R.E. Director of Religious Education – Responsible for all religious education programs in a parish. C.R.E. 's are supervised by D.R.E. 's

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ECHOES OF FAITH

Echoes of Faith is a basic-level, video assisted resource for the formation and enrichment of catechists in parishes and Catholic schools. It was developed by the National Conference of Catechetical Leadership (NCCL) and produced by RESOURCES FOR CHRISTIAN LIVING PUBLISHERS (RCL). The goal of the theological modules is to acquaint adults with the foundations of Catholic doctrine and Tradition. The goal of the methodological modules is to summarize for catechists the principles of sound catechetical theory. The Echoes of Faith modules combine videos with companion booklets. The booklet prepares you for viewing the video, invites you to record your responses to the video, provides pertinent articles to enrich your understanding, and helps you apply the material to life and to your catechetical setting.

In order to know how long each module should take to complete, the facilitator should read the preface at the beginning of the companion booklet for each module. Generally, the length of the theological modules is four hours. The length of the methodological and catechist modules is two hours.

Echoes of Faith Modules

Instructions for Facilitators

1. Courses are facilitated by Directors/Coordinators (parish), Religion Administrator (school), or other appropriate leaders in the parish/school.
2. Each course must be done using the video and accompanying workbooks. Each participant must be given a workbook.
3. Minimum number of participants allowed = 5
4. Facilitators should notify the Office of Christian Formation of their intention to schedule a course in order that it may be offered regionally.
5. Facilitators may order materials and receive instructions for facilitating a course by calling the Office of Christian Formation Audio-Visual Library at 261-5674.
6. At the end of each course, the facilitator must send to the participants' parish DRE or school CRA a copy of the Attendance Roster (page 3) and each participant's assigned work for the course. DRE's and CRA's should keep the forwarded information on file for future reference.
7. The assignments should be done on paper so that the workbooks may be reused.
8. The facilitator should return the course workbooks along with the other course materials to the Office of Christian Formation.

APPROVED VIDEO ASSISTED COURSES

Echoes of Faith

Introduction to Sacred Scripture – Level I
I Believe/We Believe – Level I
Getting Started As a Catechist – Level I
Roles of the Catechist – Level II
The Person of the Catechist – Level II
Module Courses for Grade Levels: -- Level II
 Methods for Grades 1 & 2
 Methods for Grades 3 & 4
 Methods for Grades 5 & 6
 Methods for Grades 7 & 8
 Adult Education Methods (new)
Prayer and Spirituality – Level III
Introduction to the Learner – Level III
Liturgy and Sacraments – Level IV
Catholic Morality – Level V

Other Video Courses

Facilitator, follow instructions in packet. No less than 5 participants allowed. Facilitator should follow the instructions for documentation given for the Echoes of Faith Modules. See instructions above.

History of the Sacraments – Level V
Teaching Prayer in the Classroom – Level V

PRE- CERTIFICATION

Level I: “Quik Start”

Level II: Basic Catechist

Level III: Intermediate Catechist

LEVEL I: “Quik Start”

22 credits

- A.** Earned through the “**Quik Start**” program. “**Quik Start**” is a compact four (4) course program designed to give first-time teachers and youth ministers an introduction to catechetical methods, scripture and doctrine. Catechists/youth ministers are also introduced to the Certification Process requirements of the Diocese of Lafayette. The purpose of “**Quik Start**” is to offer first-time religion teachers and youth ministers information that will enable them to begin their new ministry with confidence.
- B. Pre-requisite: Safe Environment for the Protection of Children and Young People - Initial Training -- 2 credits**
Mandated by the Bishop. Required of all adults who work with children. This training may be done in the local parish/school or region and must be completed before the catechist begins teaching.
- C. Requirements:** Completion of program as outlined below.
- 1. CERTIFICATION PROCESS REQUIREMENTS -- 2 credits**
 - 2. GETTING STARTED AS A CATECHIST - Echoes of Faith Module - 6 credits**
OR
PRINCIPLES OF YOUTH MINISTRY - 6 credits
Required text: A Vision of Youth Ministry
 - 3. INTRODUCTION TO SACRED SCRIPTURE – Echoes of Faith Module**
6 credits
 - 4. INTRODUCTION TO BASIC DOCTRINE – Echoes of Faith Module– I Believe, We Believe - 6 credits**
- D. Certificates of Completion** are awarded once a catechist/youth minister completes the entire “**Quik Start**” program.
Catechists/youth ministers should complete the “Quik Start” program during their first year of teaching religion/youth ministry.

**RELIGIOUS EDUCATION CERTIFICATION PROCESS
DIOCESE OF LAFAYETTE
LEVEL I: "Quik Start"**

**CERTIFICATE OF COMPLETION
APPLICATION
(copy form as needed)
22 credits**

Name: _____
Last
First
MI

Address: _____ City/Zip _____

Home Phone: _____ Work Phone: _____

Church Parish/School: _____ City: _____

Course	Credits Required	Credits Earned	Date	Instructor/ Facilitator	Place
Safe Environment Initial Training	2				
Getting Started as a Catechist Circle one: Echoes Workshop	6				
Introduction to Sacred Scripture Circle one: Echoes Workshop	6				
Introduction to Basic Doctrine Circle one: Echoes Workshop	6				
Certification Process Requirements Circle one: Video/DVD Workshop	2				

Total Credits earned _____ (22 required)

 Signature of Applicant Date _____

 Signature of DRE/CRE/CRA or Pastor Date _____

Mail to: Office of Christian Formation
 Diocese of Lafayette
 1408 Carmel Drive
 Lafayette, 70501

LEVEL II: BASIC CATECHIST – 24 credits

A. Pre-requisite: Completion of Level I, “Quik Start” or waiver documentation.

B. Required Safe Environment Continuing Education: 2 credits

Mandated by the Bishop. Required of all adults that work with children. This continuing Education may be offered in the local parish/school or region and must be attended annually.

C. Required Courses: 18 credits

1. Roles of the Catechist – Echoes Module - 6 credits

2. The Person of the Catechist – Echoes Module - 6 credits

Choose appropriate module/course for grade level taught by catechist/youth minister:

❖ Methods for Grades 1 & 2 – Echoes Module – 6 credits

❖ Methods for Grades 3 & 4 – Echoes Module – 6 credits

❖ Methods for Grades 5 & 6 – Echoes Module – 6 credits

❖ Methods for Grades 7 & 8 – Echoes Module – 6 credits

❖ Methods for Adolescent Catechesis – 6 credits

❖ Adult Education Methods – Echoes Module – 6 credits

D. Required Retreat: 4 credits

One Catechist Retreat **sponsored** by the Office of Christian Formation.

F. Certificates of Completion

Once all requirements are fulfilled, **Certificates of Completion** are mailed to the parish Director of Religious Education or school Religion Administrator. It is suggested that the certificates be presented at Mass by the pastor/chancellor on Catechetical Sunday in September of each year.

G. Fee: \$5.00 per course, \$10.00 for Catechist Retreat.

A. Required Safe Environment Continuing Education: 2 credits

Mandated by the Bishop. Required of all adults who work with children. This continuing education may be offered in the local parish/school or region and must be attended annually.

B. Required Courses: 12 credits

1. Prayer and Spirituality – Echoes Module - 6 credits
2. Introduction to the Learner – Echoes Module - 6 credits

OR

Fowler's Stages of Faith Development - 6 credits

C. Elective Courses: 12 credits

1. Catechists/youth ministers should choose **one (1) elective** from courses, workshops, or talks offered in their parish or neighboring parishes. (3 credits)
2. **Catechist Electives:** The other **three (3)** electives must be selected from the catechist's chosen Area of Specialization. See the list of Areas of Specialization on page 11. The courses offered in the areas of specialization are always specialized methods courses. These courses are offered as regional and diocesan workshops. The catechist's area of specialization must remain the same throughout all levels of the certification process. (3 credits each)

D. Required Retreat: 3 credits

Catechists/Youth Ministers may choose any retreat that they attended as a participant to fulfill this requirement i.e., faculty retreat, parish retreat/mission, directed retreat, etc. The retreat must be at least four (4) to six (6) hours in length.

E. Required Experience: 2 credits

Two (2) years experience teaching religion/youth ministry

F. Certificates of Completion

Once all requirements are fulfilled, **Certificates of Completion** are mailed to the parish Director of Religious Education or school Religion Administrator. It is suggested that the certificates be presented at Mass by the pastor/chancellor on Catechetical Sunday in September of each year.

G. Fees: \$5.00 for Echoes Modules B1& B2. Elective fees are determined when the courses are offered.

AREAS OF SPECIALIZATION

Levels III, IV, V

The courses offered in each area of specialization enable catechists/youth ministers to be proficient in teaching specific ages, grade levels, cultures, or groups with special needs. All of these courses are considered specialized methods. Once the Area of Specialization is chosen in Level III, the catechist should continue with the same choice in subsequent levels. A catechist may choose to specialize in another area once Levels I – V are completed.

ADULT CATECHESIS

ELEMENTARY CATECHESIS

ADOLESCENT CATECHESIS

CATECHESIS IN THE BLACK COMMUNITY

CATECHESIS IN THE CATHOLIC SCHOOLS

**RELIGIOUS EDUCATION CERTIFICATION PROCESS
DIOCESE OF LAFAYETTE
Level III: INTERMEDIATE CATECHIST**

**CERTIFICATE OF COMPLETION
APPLICATION**
(copy form as needed)
31 credits

Name: _____
Last First MI

Address: _____ City/Zip _____

Home Phone: _____ Work Phone: _____

Church Parish/School: _____ City: _____

Course	Credits Required	Credits Earned	Date	Instructor/Facilitator	Place
Safe Environment Continuing Ed	2				
Prayer & Spirituality Circle one: Echoes Workshop	6				
Circle one: Introduction to the Learner Or Stages of Faith	6				
Parish class (1 st elective) Title:	3				
A. Specialized Methods Title:	3				
B. Specialized Methods Title:	3				
C. Specialized Methods Title:	3				
Retreat: Please indicate type of retreat or title:	3				

Number of years teaching religion/youth ministry _____ (2 yrs required) Area of Specialization _____
(see page 11)

Total Credits Earned _____ (31 required – includes 2 years experience)

Signature of Applicant _____ Date _____

I certify that I have on file the attendance records (rosters) or certificate of completion for each module (from Echoes of Faith Modules) of this applicant for the above required Level III courses (1). All requirements, including electives and retreat for Level III: **Intermediate Catechist** have been met.

Signature of DRE/CRE/CRA or Pastor _____ Date _____

(attach copies of certificates of completion for Levels I (or waiver documentation) and II)

CERTIFICATION

Level IV: Catechist

A. Pre-requisite: Completion of Levels I, II, & III

B. Required Safe Environment Continuing Education: 2 credits

Mandated by the Bishop. Required of all adults who work with children. This continuing education may be offered in the local parish/school or region and must be attended annually.

C. Required Courses: 18 credits

1. New Testament Studies - 6 credits
2. Catholic Church (Ecclesiology) - 3 credits
3. Liturgy - 3 credits Echoes of Faith Module -Liturgy and Sacraments may
4. Sacraments - 3 credits substitute for # 3 Liturgy and # 4 Sacraments
5. Catholic Social Teachings - 3 credits

D. Electives: 12 credits

1. Catechists/Youth Ministers should choose one (1) elective from courses, workshops, or talks offered in their parish or neighboring parishes. - 3 credits
2. The other three (3) electives must be selected from the catechist's chosen Area of Specialization. See the list of Areas of Specialization on page 11. - 3 credits each

E. Required Teaching Experience: 3 credits

Three (3) years experience teaching religion/youth ministry **or** two (2) years teaching religion/youth ministry plus one (1) years as a coordinator/youth minister.

F. Personal/Spiritual Growth Experience: 4 credits

These experiences may include any workshop/seminar/retreat that challenges the catechist/youth minister to grow personally or spiritually. Examples include: Cursillo, Ultreya, Beginning Experience, Life in the Spirit Seminar, 30-Day Retreat, Directed Retreats, Come, Lord Jesus, Bible Groups, Prayer Groups, etc. The experience must be at least one (1) day in length or ongoing.

G. Catechist Certification Ceremony

Once all requirements are fulfilled, the Catechist and Advanced Catechist certifications are mailed to the parish Director of Religious Education or school Religion Administrator. It is suggested that the certificates be presented at Mass by the pastor/chancellor on Catechetical Sunday in September of each year.

H. Fees: Fees are determined by the Office of Christian Formation as the courses are offered. See the **Calendar of Events** at www.dol-louisiana.org

RELIGIOUS EDUCATION CERTIFICATION PROCESS

DIOCESE OF LAFAYETTE

LEVEL IV: CATECHIST

APPLICATION FOR CATECHIST

(copy form as needed)

39 credits

Name: _____
Last First MI

Address: _____ City/Zip _____

Home Phone: _____ Work Phone: _____

Church Parish/School _____ City: _____

Fill in the chart on page 16 with complete information for each required course/activity. Please remember to include the title of each workshop attended in the section under "course".

Area of Specialization: _____ (same as Level III)

Number of years teaching religion/youth ministry: _____ (3 yrs required)

Please list the parishes/schools where you have taught religion/youth ministry and the number of years for each:

Total Credits Earned _____ (39 required - includes 3 years experience)

Signature of Applicant _____ Date _____

I certify that _____ has satisfactorily completed all requirements for the Diocese of Lafayette Certification Process in Level IV: **Catechist**

Signature of DRE/CRE/CRA or Pastor: _____ Date _____

(attach copies of certificates of completion for Levels I, II, and III.)

LEVEL IV: CATECHIST

Course	Credits Required	Credits Earned	Date	Instructor	Place
Safe Environment Continuing Ed	2				
New Testament Studies	6				
Catholic Church	3				
Liturgy Circle one: Echoes Workshop	3				
Sacraments Circle one: Echoes Workshop	3				
Catholic Social Teachings	3				
Parish Course/Workshop Title:	3				
Specialized Methods Title:	3				
Specialized Methods Title:	3				
Specialized Methods Title:	3				
Personal/ Spiritual Growth Experience Title:	4				

ADVANCED CERTIFICATION

Level V: Advanced Catechist

A. Pre-requisite: Level IV, Catechist Certification

Note: Levels IV & V may be awarded simultaneously i.e., at the same ceremony.

B. Required Safe Environment Continuing Education: 2 credits

Mandated by the Bishop. Required of all adults who work with children. This continuing education may be offered in the local parish/school or region and must be attended annually.

C. Required Courses: 21 credits

1. Catholic Morality - Echoes Module - 6 credits
2. Church History - 6 credits
3. Area of Specialization – 3 courses must be selected from the catechist's/youth minister's chosen area of specialization. - 3 credits each

D. Electives: 9 credits Catechist/Youth Ministers must choose three (3) of the options listed below.

1. Apologetics - 3 credits
2. Key Figures in Old Testament/Salvation History - 3 credits
3. History of the Sacraments (5 video sessions with guide) 3 credits each
4. Epistles - 3 credits
5. Teaching Prayer in the Classroom (4 video sessions with guide) - 3 credits each
6. Prophets - 3 credits
7. Forms of Prayer (3 credits)
8. Cultural Diversity in Religious Education - 3 credits
9. Marrying Religious Education and Liturgy - 3 credits
10. The Six Tasks of Catechesis - 3 credits
11. The National Directory for Catechesis - 3 credits
12. Sacramental guidelines and recommendations for the preparation of families for the reception of 1) Baptism, 2) Confirmation, 3) First Penance and First Communion – 3 credits each

E. Required Experience: 4 credits

Four (4) years experience teaching religion/youth ministry **or** two (2) years experience teaching religion/youth ministry plus two (2) years as a coordinator of a parish program.

F. Personal/Spiritual Growth Experience: 4 credits

These experiences may include any workshop/seminar/retreat that challenges the catechist/youth minister to grow personally or spiritually. Examples include: Cursillo; Beginning Experience; Life In the Spirit Seminar; 30-Day Retreat; Directed Retreat; Come, Lord Jesus; Bible Groups; Prayer Groups; etc. The experience must be at least one (1) day in length or ongoing.

G. Catechist/Youth Minister Certification Ceremony

Once all requirements are fulfilled, the Advanced Catechist certifications are mailed to the parish Director of Religious Education or school Religion Administrator. It is suggested that the certificates be presented at Mass by the pastor/chancellor on Catechetical Sunday in September of each year.

H. Fees: Fees are determined by the Office of Christian Formation as the courses are offered. See the **Calendar of Events** at www.dol-louisiana.org

LEVEL V: ADVANCED CATECHIST

Course	Credits Required	Credits Earned	Date	Instructor	Place
Safe Environment Continuing Ed	2				
Catholic Morality	6				
Church History	6				
Specialized Methods Title:	3				
Specialized Methods Title:	3				
Specialized Methods Title:	3				
Elective Title:	3				
Elective Title:	3				
Elective Title:	3				
Personal/Spiritual Growth Experience Title:	4				

Administrator

Level VI: C.R.A., D.R.E.

C.R.A. – Certified Religion Administrator (Catholic school)

D.R.E. – Director of Religious Education (Total parish religious education programs)

Requirements for Certified Religion Administrator:**A. Pre-requisites:**

1. Catechist Certification
2. Advanced Catechist Certification

B. Required Safe Environment Continuing Education**2 credits**

Mandated by the Bishop. Required of all adults who work with children. This continuing education may be offered in the local parish/school or region and must be attended annually.

C. Required Courses:**9 credits**

1. Conflict Resolution 3 credits
2. Spirituality of the Religion Administrator/D.R.E. 3 credits
3. Preparing Liturgies for Children 3 credits

D. Electives: Choose 5 from the list below:**15 credits**

1. Apologetics - 3 credits
2. Key Figures in Old Testament/Salvation History - 3 credits
3. History of the Sacraments (5 video sessions with guide) 3 credits each
4. Epistles - 3 credits
5. Teaching Prayer in the Classroom (4 video sessions with guide) - 3 credits each
6. Prophets - 3 credits
7. Forms of Prayer - 3 credits
8. Cultural Diversity in Religious Education - 3 credits
9. Marrying Religious Education and Liturgy - 3 credits
10. The Six Tasks of Catechesis - 3 credits
11. The National Directory for Catechesis - 3 credits
12. Sacramental guidelines and recommendations for the preparation of families for the reception of 1) Baptism, 2) Confirmation, 3) First Penance and First Communion – 3 credits each

E. Day of Prayer:**6 credits**

One day of prayer for religion administrators is required. It must be sponsored by the Office of Christian Formation or the Office of Catholic Schools.

F. Required Experience:**12 credits**

Religion Administrators must attend at least two (2) Religion Administrators meetings per year for three consecutive years to fulfill this requirement. - 2 credits each

G. Required Letters of Recommendation

(please attach letters to completed application)

1. Pastor/Principal
2. Current Certified Religion Administrator

**RELIGIOUS EDUCATION CERTIFICATION PROCESS
DIOCESE OF LAFAYETTE
LEVEL VI: CERTIFIED RELIGION ADMINISTRATOR
44 credits
APPLICATION**

PERSONAL INFORMATION

Name _____

Address _____

Home Phone _____
Street _____ city _____ zip _____
Business Phone _____

School _____ City _____

EDUCATIONAL BACKGROUND

	SCHOOL/CITY	DEGREE	AREA
HIGH SCHOOL	_____	_____	_____

COLLEGE	_____	_____	_____
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GRADUATE SCHOOL	_____	_____	_____
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WORK DATA

How long have you been involved in catechesis? _____

In what capacities have you served? _____

In what capacity are you currently involved? _____

How long have you served in this current position? _____

PLEASE LIST YOUR PREVIOUS TEACHING EXPERIENCE:

SCHOOL/LOCATION _____ GRADE _____ YEAR(S) _____

RELIGION TEACHER YES _____ NO _____

SCHOOL/LOCATION _____ GRADE _____ YEAR(S) _____

RELIGION TEACHER YES _____ NO _____

SCHOOL/LOCATION _____ GRADE _____ YEAR(S) _____

RELIGION TEACHER YES _____ NO _____

SCHOOL/LOCATION _____ GRADE _____ YEAR(S) _____

RELIGION TEACHER YES _____ NO _____

PRE-REQUISITE

1) CATECHIST CERTIFICATION

DATE: _____

DIOCESE: _____

2) ADVANCED CATECHIST CERTIFICATION

DATE: _____

DIOCESE: _____

AREA: _____

LEVEL VI: CERTIFIED RELIGION ADMINISTRATOR

COURSE	CREDITS REQUIRED	CREDITS EARNED	DATE	INSTRUCTOR	PLACE
Safe Environment Continuing Ed.	2				
Conflict Resolution	3				
Spirituality of the Religion Administrator	3				
Preparing Liturgies for Children	3				
Elective Title:	3				
Elective Title:	3				
Elective Title:	3				
Elective Title:	3				
Elective Title:	3				
Day of Prayer Title:	6				
Experience Fill in chart below	12		xxxxxxx	xxxxxxxxxxxxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxxxxxxxxxxxxxx

EXPERIENCE REQUIREMENTS

1) Religion Administrator Meetings Attended (minimum 2 meetings/year)

1 st year	_____	_____
	date	date
2 nd year	_____	_____
	date	date
3 rd year	_____	_____
	date	date

2) Required Letters of Recommendation. Please attach both letters to this form.

- 1) Pastor/Principal
- 2) Current Certified Religion Administrator

LEVEL VI: D.R.E./C.R.E.

44 credits

NOTE: Coordinators of Religious Education should fulfill the same requirements as Directors of Religious Education. Coordinators who complete the requirements will be certified as D.R.E.'s. There is no certification for C.R.E.

Requirements for Director of Religious Education:

A. Pre-requisites:

1. Catechist Certification
2. Advanced Catechist Certification

B. Required Safe Environment Continuing Education

2 credits

Mandated by the Bishop. Required of all adults that work with children. This continuing education may be offered in the local parish/school or region and must be attended annually.

C. Required Courses:

24 credits

1. Training Weekend for D.R.E.'s and C.R.E.'s - 15 credits- must attend entire weekend
2. Conflict Resolution - 3 credits
3. Spirituality of the Religion Administrator/D.R.E. - 3 credits

D. Electives:

Choose three from the list below:

9 credits

1. Apologetics - 3 credits
2. Key Figures in Old Testament/Salvation History - 3 credits
3. History of the Sacraments (5 video sessions with guide) 3 credits each
4. Epistles - 3 credits
5. Teaching Prayer in the Classroom (4 video sessions with guide) - 3 credits each
6. Prophets - 3 credits
7. Forms of Prayer - 3 credits
8. Cultural Diversity in Religious Education - 3 credits
9. Marrying Religious Education and Liturgy - 3 credits
10. The Six Tasks of Catechesis - 3 credits
11. The National Directory for Catechesis - 3 credits
12. Sacramental guidelines and recommendations for the preparation of families for the reception of 1) Baptism, 2) Confirmation, 3) First Penance and First Communion – 3 credits each

E. Day of Prayer:

6 credits

One day of prayer for Directors/ Coordinators is required. It must be sponsored by the Office of Christian Formation.

F. Required Experience:

6 credits

Directors and Coordinators of Religious Education must attend, at least, **three (3)** D.R.E. Support Group Meetings, in any region, within a two year time frame to fulfill this requirement. 2 credits each

G. Required Letters of Recommendation

(please attach letters to completed application)

1. Pastor
2. Current Certified Director of Religious Education

**RELIGIOUS EDUCATION CERTIFICATION PROCESS
DIOCESE OF LAFAYETTE
LEVEL VI: DIRECTOR OF RELIGIOUS EDUCATION
APPLICATION**

PERSONAL INFORMATION

Name _____

Address _____
Street city zip

Home Phone _____ Business Phone _____

Church Parish _____ City _____

EDUCATIONAL BACKGROUND

SCHOOL/CITY	DEGREE	AREA
HIGH SCHOOL		

COLLEGE		

GRADUATE SCHOOL		

WORK DATA

How long have you been involved in catechesis? _____

In what capacities have you served? _____

In what capacity are you currently involved? _____

How long have you served in this current position? _____

PLEASE LIST YOUR PREVIOUS EXPERIENCE IN RELIGIOUS EDUCATION:

POSITION	LOCATION	DATES
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		

PRE-REQUISITE

1) CATECHIST CERTIFICATION

DATE: _____

DIOCESE: _____

2) ADVANCED CATECHIST CERTIFICATION

DATE: _____

DIOCESE: _____

AREA: _____

LEVEL VI: DIRECTOR OF RELIGIOUS EDUCATION

COURSE	CREDITS REQUIRED	CREDITS EARNED	DATE	INSTRUCTOR	PLACE
Safe Environment Continuing Ed.	2				
Training Weekend	15				
Conflict Resolution	3				
Spirituality of the DRE	3				
Elective Title:	3				
Elective Title:	3				
Elective Title:	3				
Day of Prayer Title:	6				
Support Gp. Mtg	2			Host/ess	
Support Gp Mtg	2			Host/ess	
Support Gp Mtg	2			Host/ess	

2) Required Letters of Recommendation. (Please attach both letters to this form.)

- 1) Pastor
- 2) Current Certified Director of Religious Education

“Quik Start” COURSE DESCRIPTIONS

CERTIFICATION PROCESS REQUIREMENTS - 2 credits

This course will introduce catechists/youth ministers to the Diocese of Lafayette Certification Process for Religious Education/Youth Ministry. Questions that will be addressed include: What is certification? How do I get it? Why do I need it? What are the requirements? What are the levels of certification? What courses are approved or sponsored and what is the difference? How will I know when they are offered? Who keeps track of the courses I take? What happens after I am certified? This course is available on video/DVD.

GETTING STARTED AS A CATECHIST - 6 credits

This is an Echoes of Faith Module and will be offered periodically by the Office of Christian Formation. Facilitator, see instructions on page 3.

This course addresses the first and most important responsibilities of a beginning catechist. The six skills addressed in this module are: Creating the physical environment for catechesis; Shaping a social environment in which faith can be nurtured; Using creative activities in learning; Developing successful lesson plans; Managing positive behavior in the catechetical setting; Helping learners pray together.

PRINCIPLES OF YOUTH MINISTRY - 6 credits

This course presents the foundational understandings and principles for developing an effective, comprehensive ministry with young or older adolescents. It examines the dynamics of promoting healthy adolescent development and faith growth. It presents the vision and principles for comprehensive youth ministry and a model for developing comprehensive youth ministry programming.

Required text: A Vision of Youth Ministry

INTRODUCTION TO SACRED SCRIPTURE - 6 credits

This is an Echoes of Faith Module and will be offered periodically by the Office of Christian Formation. Facilitator, see instructions on page 3.

The course content includes: What is the Bible? Why is the Bible holy? The formation of the Scriptures over time; The importance of context in reading the Bible; Some literary forms found in the Bible; The meaning of inspiration; The establishment of the canon of Scriptures; The biblical themes of covenant and freedom; 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; Is there a specific Bible that should be used in the classroom?

Required text: New American Bible

INTRODUCTION TO BASIC DOCTRINE - I BELIEVE, WE BELIEVE - 6 credits

This is an Echoes of Faith Module and will be offered periodically by the Office of Christian Formation. Facilitator, see instructions on page 3.

This course acquaints the beginning catechist/youth minister with the central creedal statements of the Catholic community. It includes: 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 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; Creeds as summary statements of the community about its core beliefs; The Nicene Creed.

LEVEL II: BASIC CATECHIST/BASIC YOUTH MINISTER COURSE DESCRIPTIONS

Elementary/Junior High Levels - 6 credits

This is an Echoes of Faith Module and will be offered periodically by the Office of Christian Formation. Facilitator, see instructions on page 3.

The methodology modules assist participants in gaining practical skills related to the grade levels they are teaching. Each of the modules begins with an overview of the lifelong faith journey of the Christian. This overview reminds participants that they, too, are growing in faith, and provides them with a context in which to place the faith needs of their particular age group. The flow of the content is similar in each module, although the strategies and activities provided vary with each age group. The specific goals and learning objectives of each module vary according to the developmental needs of that age group. Each module includes: Human developmental characteristics; Developmental faith needs; Strategies for introducing the Scriptures and Sacred Tradition; The relevance of activities to faith development; Appropriate prayer forms; Inclusion of children with special needs.

METHODS FOR ADOLESCENT CATECHESIS - 6 credits

This course introduces the document “The Challenge of Adolescent Catechesis”, and how it is used in planning catechetical programs for adolescents. The course explores how to use the Shared Christian Praxis Method. Participants are challenged to use the events of church life during the liturgical year to catechize young people. Participants are also given tools intended to enable them to use experiential learning settings in planning catechetical activities.

ADULT EDUCATION METHODS - 6 credits

This is an Echoes of Faith Module and will be offered periodically by the Office of Christian Formation. Facilitator, see instructions on page 3.

This module will help catechists to work effectively as facilitators in a number of small group settings such as Scripture study, prayer groups, small faith communities, or RCIA.

ROLES OF THE CATECHIST - 6 credits

This is an Echoes of Faith Module and will be offered periodically by the Office of Christian Formation. Facilitator, see instructions on page 3.

True catechists are symbols of the faith community. They have received and responded to a call from God to lead others toward growth in faith and an understanding of the Church and its doctrine and tradition. The catechist assumes four critical roles: that of storyteller, teacher-companion, leader of prayer, and witness for justice. The course content includes: Storytelling in religious education; The quality of the catechist as teacher-companion; The importance of leading prayer in the catechetical setting; The role of the catechist as a witness for justice with his/her learners.

THE PERSON OF THE CATECHIST - 6 credits

This is an Echoes of Faith Module and will be offered periodically by the Office of Christian Formation. Facilitator, see instructions on page 3.

Many catechists begin simply as well-intentioned volunteers. Not all will embrace the richness of the catechetical ministry. To do so, they must come to appreciate that a catechist is one who “must also receive and respond to a ministerial call that comes from the Lord and is articulated in the local church.” (National Catechetical Directory, 2006) This module invites catechists to reflect on the nature of the catechetical ministry and to explore their own level of commitment to it. The course includes: The vocation of the catechist; The role of catechesis in the Church’s ministry; The qualities of a catechist as expressed in contemporary Church documents; The importance of the catechist’s continued growth and understanding of the catechetical ministry; The role of the Spirit in the catechetical ministry of the Church.

LEVEL III: INTERMEDIATE CATECHIST INTERMEDIATE YOUTH MINISTER COURSE DESCRIPTIONS

PRAYER AND SPIRITUALITY – 6 credits

This is an Echoes of Faith Module and will be offered periodically by the Office of Christian Formation. Facilitator, see instructions on page 3.

This course explores the relationship with the living God that we call prayer. It places prayer within the context of one's spirituality, the name given to the entire life lived in response to God's call. It includes: The basic dynamic of prayer as listening and responding to God's call; The *Angelus* as an example of the dynamic of prayer; 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; Prayer, service, and asceticism as the three foundations of the spiritual life; The *Our Father* as the bedrock of Christian prayer.

INTRODUCTION TO THE LEARNER – 6 credits

This is an Echoes of Faith Module and will be offered periodically by the Office of Christian Formation. Facilitator, see instructions on page 3.

This course introduces the participants to the continuous cycle of growth and development that occurs throughout life. It provides an introduction to cognitive, psycho-social, moral, and faith growth. It includes: The nature of learning; The relationship of religion and science; Principles of developmental theory; The process of human knowing and the work of Jean Piaget; The psycho-social development of the human person and the work of Erik Erikson; Moral decision making and the work of Lawrence Kohlberg; The role of imagination in moral decision making; The relationship between moral decisions and moral actions; The relationship of human knowing, relating, and acting to religious faith; James Fowler's theory of faith development; The journey of faith through the seasons of childhood, discipleship, and stewardship.

OR

FOWLER'S STAGES OF FAITH DEVELOPMENT – 6 credits

This course provides an overview of James Fowler's Stages of Faith Development and how these stages intersect with our journey through life.

ELECTIVES

PARISH TALKS OR WORKSHOPS – 6 credits

Often pastors or deacons offer missions, workshops, or classes on subjects that are helpful to the catechetical ministry. Catechists/youth ministers are encouraged to attend any such "classes" in their own parish or neighboring parishes. However, credits earned in this category **may not be used as a substitute** for required courses or other elective requirements unless advance approval is obtained from the Office of Christian Formation. See instructions and application for advance approval on pages 35-36.

AREAS OF SPECIALIZATION – 3 credits each

The course descriptions for the Areas of Specialization are included in flyers/brochures from the Office of Christian Formation that advertise those courses. (see p.11).

TOTAL YOUTH MINISTRY ELECTIVE COURSES – 3 credits each

See page 31 for the list of courses and descriptions.

LEVEL IV: Catechist **COURSE DESCRIPTIONS**

NEW TESTAMENT STUDIES - 6 credits

This course provides participants with a basic overview of the Christian Testament. It includes brief historical, literary, and theological interpretations of the synoptic gospels; Luke's gospel and its connection to Acts of the Apostles; John's Gospel and its connection to the Book of Revelation; and a look at the Epistles as messages of instruction and encouragement.

CATHOLIC CHURCH (ECCLESIOLOGY) - 3 credits

As members of the Catholic community of faith, we share in the history and tradition of Christ's Body. This course offers participants insights into Catholic beliefs and traditions i.e., Revelation – Scripture & Tradition; Catholic understanding of One, Holy, Catholic, and Apostolic; The hierarchical structure of the Church and the magisterium; The Communion of Saints; the Parousia.

LITURGY - 3 credits

(Echoes Module may be substituted)

This course includes: 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.

SACRAMENTS - 3 credits

(Echoes Module may be substituted)

This course includes: the way in which symbolic actions express meaning and invite participation in the saving action they celebrate; the sacramental principle; 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 and Reconciliation and the Anointing of the Sick as the two sacraments that celebrate healing; the sacraments of Holy Orders and Matrimony as celebrating the two central vocations at the service of communion.

CATHOLIC SOCIAL TEACHINGS - 3 credits

Workshops offered by the Office of Justice and Peace may be used to fulfill this requirement. The workshop should be one that raises awareness of the Church's stand on a justice issue/Catholic social teaching.

PARISH TALKS OR WORKSHOPS - 3 credits

Often pastors or deacons offer missions, workshops, or classes on subjects that are helpful to the ministry of catechetics. Catechists/youth ministers are encouraged to attend any such "classes" in their own parish or neighboring parishes. However, credits earned in this category may **not** be used as a substitute for required courses or other elective requirements unless written advance approval is obtained from the Office of Christian Formation. See application and instructions for advance approval on pages 35-36.

AREAS OF SPECIALIZATION - 3 credits each

The course descriptions for the Areas of Specialization are included in flyers from the Office of Christian Formation that advertise those courses. (See page 11)

LEVEL V: ADVANCED CATECHIST/ADVANCED YOUTH MINISTER COURSE DESCRIPTIONS

CATHOLIC MORALITY – 6 credits

This is an Echoes of Faith Module and will be offered periodically by the Office of Christian Formation. Facilitator, see instructions on page 5. This course addresses how we live as followers of Jesus Christ, who described himself as “the way, and the truth, and the life.” (John 14:6) It includes: Human dignity and community as the foundations of the moral life; The meaning of virtue and its foundations in the teaching 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 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.

CHURCH HISTORY – 6 credits

This course covers the history of Christianity, beginning with an overview of Judaism, the early development and spread of the Christian Church, and major events in the church’s history to the present time.

AREAS OF SPECIALIZATION – 3 credits each

The course descriptions for the Areas of Specialization are included in flyers from the Office of Christian Formation that advertise those courses. See Areas of Specialization on page 10. The Catechist’s chosen area must be the same in Levels III, IV, and V.

ELECTIVES:

APOLOGETICS – 3 credits

This course deals with the defensive facts and proofs of Christianity, in particular, Catholicism.

KEY FIGURES IN THE OLD TESTAMENT/SALVATION HISTORY – 3 credits

This course challenges participants to examine key figures in the Old Testament such as Abraham, Isaac, Jacob, Joseph, Moses, Saul, David, Solomon and the underlying themes of covenant and freedom. This study of major characters and themes in the Hebrew Scriptures will enable participants to begin to explore the Jewish roots of Christian faith.

HISTORY OF THE SACRAMENTS – 3 credits each

The viewer is led through the development and history of Baptism, Confirmation, Eucharist, Marriage and Reconciliation. Each sacrament starts from Hebrew times to Post Vatican II. Follow Echoes of Faith requirements to earn credits: facilitator and group discussion for each video. Five (5) videos and guides. Twenty-Third Publications, Dr. Kathleen Chesto, 5 videos, 25-39 minutes each. Plan 45-60 minutes for each. (Facilitator may choose any one of the five sessions for 3 credits.)

EPISTLES – 3 credits

This course leads participants through an overview of the New Testament Epistles with a focus on the letters of St. Paul.

TEACHING PRAYER IN THE CLASSROOM – 3 credits each

This four-part video series offers a wealth of background, guidelines, techniques, and theology that can help catechists more effectively teach about prayer. Goals include: To help catechists broaden their understanding of prayer as relationship, To have a theoretical and practical guide for deepening their own prayer life, To have both a theoretical and working knowledge of ways to teach children to pray. Format, guide and handouts included. Follow Echoes of Faith requirements to earn credits: facilitator and group discussion for each video. Twenty-Third Publications, Alison Berger. Four 90-minute sessions include: What is Prayer? Jesus, Our Model for Prayer, Forms of Prayer in the Liturgy, The Lord’s Prayer: A Summary of the Gospel. (Facilitator may choose any one of the four sessions for 3 credits)

PROPHETS – 3 credits

This course introduces the Old Testament prophets. It explores the message and style of the pre-exilic, exilic, and post-exilic prophets. Some discussion on connecting Old Testament prophets to prophets of today is included.

FORMS OF PRAYER – 3 credits

This course explores traditional and non-traditional forms of prayer. Participants are challenged to experience each form and search for the style that fits their unique personality. The course concludes with an examination of the Our Father as the foundation of our faith.

CULTURAL DIVERSITY IN RELIGIOUS EDUCATION – 3 credits

This course is designed to introduce catechists/youth ministers to the basic concepts of culture and cultural diversity. Participants are challenged to consider ways to develop and design class time/youth programs that respond to the call of the gospel in a culturally diverse society.

MARRYING RELIGIOUS EDUCATION AND LITURGY – 3 credits

How is it that many Catholic high school teens, baptized as infants and immersed in eleven years of religious education which included First Eucharist and culminated in Confirmation, do not participate “fully, actively and consciously” *even in their own Confirmation Eucharist*? Even worse, how is it that some of these doctrinally *catechized* but liturgically *non-participating* confirmed teens almost immediately divorce themselves from the Church by becoming *non-practicing* Catholics? Has the Holy Spirit’s *fire*, set ablaze *over 40 years ago* by the Second Vatican Council, been extinguished so soon? This workshop reviews conciliar and post-conciliar documents looking for indications that “marrying” catechesis and liturgy is crucial for “marrying” teenagers and the Church.

THE SIX TASKS OF CATECHESIS – 3 credits

This course focuses on the six tasks of catechesis as outlined by the bishops of the United States in the National Directory for Catechesis, May 2005.

THE NATIONAL DIRECTORY FOR CATECHESIS – 3 credits

This course offers an introduction and overview of the National Directory for Catechesis published by the United States Conference of Catholic Bishops.

SACRAMENTAL GUIDELINES – 3 credits each

Sacramental guidelines and recommendations for the preparation of families for the reception of 1) Baptism, 2) Confirmation, 3) First Penance and First Communion - 3 credits each

Level VI: Certified Religion Administrator (Catholic School) & Director of Religious Education Course Descriptions

CONFLICT RESOLUTION – 3 credits

Through lecture and discussion, participants will identify sources of conflict, especially as related to dysfunction within family systems; how these behavior patterns are displayed in the classroom; how compassion and understanding are the basis for establishing relationships without which discipline is void of effect.

SPIRITUALITY OF THE RELIGION ADMINISTRATOR/D.R.E. – 3 credits

The course content will focus on deepening the spirituality of the Religion Administrator/D.R.E. in order to better guide and instruct others. Main areas of concentration will focus on...

- *Spiritual readings as a source of meditation*
- *Importance of the Eucharist (daily Mass)*
- *Personal retreats (at least once a year)*
- *Understanding personal devotions, i.e. Mary, saints, etc.*
- *Making use of availability of missions, workshops, classes, etc. offered by the local parish*

PREPARING LITURGIES FOR CHILDREN – 3 credits

This workshop gives assistance on preparing children for liturgy and also on preparing liturgy for children. The Liturgy Documents are explored, paying close attention to those areas that affect liturgies in which the majority present are children. Participants are made aware of the services offered by the Office of Worship.

TRAINING WEEKEND FOR D.R.E.'S AND C.R.E.'S – 15 credits – must attend entire weekend

This is an intense overnight training for new D.R.E.'s. Topics addressed include: Job descriptions, record keeping, planning, goal setting, recruiting volunteers, budgeting, sacramental programs, planning good liturgies, personal time management, selecting textbooks, lesson planning, discipline, certification process, resources, religious ed and the law, and Safe Environment. Participants must attend the entire weekend (Friday evening through Saturday afternoon) to earn required credits.

Diocese of Lafayette
Office of Christian Formation
Catechist/Youth Minister Certification Process
COURSE APPROVAL INSTRUCTIONS

The Office of Christian Formation recognizes that many priests, deacons, and lay persons with appropriate credentials commit their time and energy to offering workshops for catechists in their local parish or school. We believe that these local workshops fulfill a need and are necessary to the success of the certification process. We recognize, also, that catechists benefit not only from the knowledge shared at these local workshops but also from the convenience of attending a course near their homes. We encourage and applaud the efforts of those who choose to offer these opportunities.

These local workshops may be applied to the certification process in two ways: either as an elective under the title of Parish Talks or Workshops (see course description: Levels III and IV) **or**, after approval, as a required course or elective.

Although the elective: Parish Talks or Workshops, **allows catechists to use a variety of “classes” that have no course description within the certification process**, it is practical that some “classes” offered in parishes may appropriately be used as a required course or elective. In an effort to best utilize these local “classes” and identify them as meeting the requirements of the process, the Office of Christian Formation wishes to establish a network of instructors across the diocese who would commit to teaching required courses or electives. Each instructor should apply to teach specific courses (required by the certification process) periodically in their local parish or school. The instructor determines the date, time, and location of the course. The courses shall be approved by the Office of Christian Formation and, with the consent of the instructor, sponsored (advertised) and included on the yearly calendar of workshops.

In order to insure the integrity of the certification process, it is requested that instructors submit an application for course approval. **Applications should be submitted by the instructor of the course before the end of August each year.** This will allow the course to be added to the calendar that is distributed in early September. If the instructor chooses to schedule a course without adding it to the calendar, it is requested that the application be submitted at least six weeks prior to the scheduled date of the course. **This approval process applies only to required and elective courses that have specific written course descriptions. This approval process does not apply to Parish Talks or Workshops listed in Levels III and IV.**

The purpose of course approval is to insure that all required and elective courses used for certification meet the criteria as indicated by each course description. Since there has been **significant confusion on the part of catechists**, this approval process is an **effort to clarify** the courses that may be applied toward certification. An instructor may choose to teach more than the course description requires. However, the requirements of the designated course description must be met.

Once a course is approved, it will be sponsored by the Office of Christian Formation if the instructor agrees that the course may be advertised throughout the diocese as a sponsored course.

**Diocese of Lafayette
Office of Christian Formation
Catechist/Youth Minister Certification Process
COURSE APPROVAL APPLICATION**

Title of Course _____ **Length in hours** _____

Instructor _____

Dates and Times of Course _____

Location _____

Course Description

I am submitting the above course for approval in the catechist/youth minister certification process. I recommend that it be used in Level _____ in place of _____
(name of course)

I agree that, if approved, this course may be advertised by the Office of Christian Formation as a sponsored course in the catechist/youth minister certification process. Circle one: yes no

Signature of Instructor _____ Date _____

For Office Use Only	
Approved _____ Yes No	Date _____
Signature of Director _____	
Level: _____ Course: _____ Credits: _____	
Advertise as a sponsored course _____ Yes no	
Fee _____	