

LIVING AND LEADING BY FAITH

PROGRAM MANUAL

FOURTH EDITION – JULY 2015



School of Evangelization
ROMAN CATHOLIC DIOCESE OF BROOKLYN

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WELCOME

Sponsored by the School of Evangelization of the Diocese of Brooklyn, The Living and Leading by Faith Catechist and Catechetical Leader Faith Formation Program (LLF) is intended to provide Catholic faith formation for those who teach or administer in parish programs of religious education or Catholic schools and academies. Generally speaking, a catechist or catechetical leader should complete at least ten hours of faith formation each year. There are particular requirements for those who are just beginning formation. Details can be found in this Program Manual. The intention of the LLF Program is to help each catechist and catechetical leader grow in faith. The old saying reminds us that we can never give what we ourselves do not have.

Thanks to our collaborators at My Catholic Faith Delivered, keeping track of the courses and events that have been completed is easily done by creating and maintaining an online transcript. The website www.bqonlineformation.org provides the opportunity to register online for courses and events offered locally as well as online. All approved diocesan courses may be taken at a diocesan or parish/school/academy site or online from My Catholic Faith Delivered, Catholic Distance University, Notre Dame STEP Program, or the United States Conference of Catholic Bishops. Annually, Certificates of Completion are presented to those who meet the requirements of the LLF Program.

In addition, these courses and events provide excellent opportunities for adult faith formation for those not serving as catechists or catechetical leaders.

The official diocesan evangelization and renewal website www.meetmein.church provides all current event and initiative information and will seamlessly link to the registration and transcript portions of the www.bqonlineformation.org site.

Theodore J. Musco

EXECUTIVE DIRECTOR, SCHOOL OF EVANGELIZATION

DIOCESAN POLICY

All who administer or teach in parish programs of religious education or in a Catholic School/Academy must be theologically prepared, spiritually mature, and skilled in the methods of religious education/formation.

Every Principal, Assistant Principal, and Teacher in a Catholic Elementary School/Academy and every Director/Coordinator/Administrator of Religious Education/Formation programs and Diocesan or Parish Catechist is expected to fulfill the requirements of Catholic Faith Formation according to the approved *Living and Leading by Faith Catechist and Catechetical Leader Faith Formation Program of the Roman Catholic Diocese of Brooklyn*.



COMPONENTS OF THE LIVING AND LEADING BY FAITH PROGRAM

There are three basic components to the *Living and Leading by Faith (LLF) Program*:

- **Initial Faith Formation Component**

(50 hours during the first four years, exception may be granted) * indicates required course

Five required courses:

Creed *	10 hours
Sacraments *	10 hours
Morality *	10 hours
Prayer *	10 hours
Introduction to Catechesis *	5 hours
Electives	5 hours

- **Ongoing Faith Formation Component**

(50 hours over five years) * indicated requires course

Two required courses:

Catholic Spirituality *	10 hours
The Revelation of God *	10 hours

30 hours in any elective course not previously taken

- **Enrichment Faith Formation Component**

(10 hours every year, ongoing— Certificate of Completion granted after each 50 hours completed)

50 hours in any elective course not previously taken

The following guidelines apply for initial placement in the *LLF Program*:

- If a catechist is just beginning his/her catechetical ministry in either a school/academy or parish program or has not participated in any diocesan catechist formation program in the past, he/she is to begin with the courses that are part of the Initial Faith Formation component. (See above)
- After consultation with his/her administrator, the catechist will begin participation in the Ongoing Faith Formation component if he/she has successfully completed Basic/Initial Faith Formation.
- If the previous Intermediate/Ongoing or Advanced/enrichment Courses were successfully completed and a Certificate of Completion was awarded, then the catechist enters the Enrichment Faith Formation component of the LLF Program.
- Exemptions to the Initial Faith Formation component are limited to the following:
 - An approved Bachelors Degree or Masters Degree or equivalent in Theology or Religious Studies received within the last ten years
 - Successful completion of the Lay Ministry program of the Pastoral Institute within the last ten years.
 - Certificate of Completion, from an approved (Arch) Diocesan Catechist Formation Program, within the last ten years.

The catechist must apply to the Executive Director of the School of Evangelization for exemption status immediately following The Catechist Interview. Any and all previously approved catechist formation courses and catechist formation certificates prior to 2010 remain valid, meaning that the catechist does not have to take courses that have already been completed successfully. A catechist in the Ongoing Faith Formation component may take some courses from the Initial Faith Formation component as needed. A catechist in the Enrichment Faith Formation component may participate in some courses in the Initial and Ongoing Faith Formation components as well.



CATECHETICAL LEADER PROFESSIONAL DEVELOPMENT (CLPD)

A SEGMENT OF THE LIVING AND LEADING BY FAITH CATECHIST AND CATECHETICAL LEADER
FORMATION PROGRAM OF THE ROMAN CATHOLIC DIOCESE OF BROOKLYN

Introduction

The Bishops of the United States in the *National Directory for Catechesis* maintain that, “The single most critical factor in an effective parish catechetical program is the leadership of a professionally trained parish catechetical leader.” They go on to say that a catechetical leader’s need for systematic training and study should not be minimized and that catechetical leaders “should continue their personal, spiritual, and professional development and participate in diocesan programs of in-service training and formation, catechetical institutes, conventions, retreats, and accredited programs. (NDC, 54.5)

Ongoing training and formation of catechetical leaders is a priority of the Diocesan School of Evangelization, Office of Faith Formation. The *Catechetical Leader Professional Development* (CLPD) program outlined here provides the catechetical leader with a map for personal, spiritual, and professional development.

Goal and Scope

The two-fold goal of the *Catechetical Leader Professional Development* program is to provide avenues of ongoing formation and support for catechetical leaders, and to engage the participation of each catechetical leader in professional development. A catechetical leader is one who provides for the teaching of the faith in an organic and systematic way in order to lead others to Christ and form them in a Catholic Christian way of knowing and acting. Among the various and intertwined avenues of formation for this task are advanced studies in theology, Scripture, liturgy, catechesis and catechetical methodology, educational psychology and theory, and administration as well as practical catechetical experience with adults, youth and children. (NDC 1, 54.5)

Program Specifics

WHO IS INCLUDED?

Catechetical Leaders in the Diocese of Brooklyn include the following:

- Directors of Faith Formation (DFF)
- School/Academy Principals
- Coordinators of Religious Education (CRE)
- Coordinators of Adult Faith Formation (CAFF)
- Coordinators of Rite of Christian Initiation of Adults (CRCIA)
- Coordinators of Rite of Christian Initiation of Adults Adapted for Children (CRCIAAC)
- Leaders in Marriage Ministry (LMM)
- Coordinators of Youth Ministry (CYM)
- Coordinators of Young Adult Ministry (CYAM)

WHAT ARE THE OPTIONS?

Every catechist and catechetical leader in the Roman Catholic Diocese of Brooklyn is required by diocesan policy to participate in **at least** ten hours of faith formation each year. This includes, but is not limited to, all



Catechetical Leaders who have a Master's degree or above in Theology, Religious Studies, or a related field from an accredited Catholic College.

The *Catechetical Leader Convocations* and the *Catechetical Leader Retreat* are required of all and provide ongoing professional development.

Other professional development opportunities are promoted by the School of Evangelization, Office of Faith Formation and other offices of the Diocese. These are listed in Appendix A. Academic course work and online programs approved by the Diocesan Director of Faith Formation are also recommended. *The specific programs you select will depend on your ministry and previous professional development.*

The following is an outline of prerequisites and possible points of entry into the *Catechetical Leader Professional Development* program.

1. A **Special Cohort** for *all catechetical leaders who are new or fairly new to their position* will be offered each catechetical year.
2. The **Initial Formation** component of the *Living and Leading by Faith Catechist Formation Program* (50 hours) is a **pre-requisite** to receiving the Catechetical Leader Professional Development Certificate of Completion. *The Initial Formation component may be completed simultaneously with the requirements for the Catechetical Leader Professional Development Certificate of Completion outlined in Appendix A. A professional certificate, BA, MA, or other advanced degree in Theology, Religious Studies, or a related field fulfills this pre-requisite.*
3. **Professional Certificates**
 - An Academic Certificate in Theology, Religious Studies, or a related field from an accredited Catholic College
 - *Living and Leading by Faith* Ongoing or Enrichment Certificate of Completion (50 hours) *Those who have one of these certificates may select from the programs in Appendix A to complete the required 10 hours of inservice each year. Your work toward an advanced degree in Theology, Religious Studies, or a related field also fulfills the annual 10 hour requirement. Please consult with the Director of the Office of Faith Formation.*
4. **Bachelor of Arts degree with a Major in Theology, Religious Studies, or a related field.** *Those who have one of these degrees may select from the programs in Appendix A to complete the required 10 hours of in-service each year. Your work toward an advanced degree in Theology, Religious Studies, or a related field also fulfills the 10 hour requirement.*
5. **Master of Arts Degree with a Major in Theology, Religious Studies, or a related field.** *Those who have one of these degrees may select from the programs in Appendix A to complete the required 10 hours of in-service each year. Your work toward an advanced degree in Theology, Religious Studies, or a related field also fulfills the 10 hour requirement.*
6. **Ph.D. or other terminal degree in Theology, Religious Studies, or a related field.** *Those who have one of these degrees may select from the programs in Appendix A to complete the required 10 hours of in-service each year. Your work toward an advanced degree in Theology, Religious Studies, or a related field also fulfills the 10 hour requirement.*
7. No matter where you are along the line of professional development as described in numbers 3-6 above, a **Catechetical Leader Professional Development Certificate of Completion** will be awarded to you after successful completion of fifty hours of professional development in your area of ministry within a four year period. See Appendix A for courses leading to a Certificate of Completion.



APPENDIX A

COURSE OFFERINGS LEADING TO THE CATECHETICAL LEADER PROFESSIONAL DEVELOPMENT CERTIFICATE OF COMPLETION

- Register for the following courses at www.bqonlineformation.org
 - *Italicized programs* are required annually of all Catechetical Leaders.
 - Programs marked with an * in each area of ministry are required for the **Catechetical Leader Professional Development Certificate of Completion**. Other programs may be selected from the list to achieve the required 50 hours within a four year period.
 - The listing of courses and workshops below may be revised as necessary.
1. **For Directors of Faith Formation and School/Academy Principals:**
 - *Catechetical Leader Convocations**
 - *Catechetical Leader Retreat (annually)**
 - Days of Renewal (Advent and Lent)
 - Leadership Qualities and Management Skills in an Age of Technology*
 - Forming a Vision of Catechesis through the Lens of Evangelization*
 - Appreciating Culture and Diversity in Families and in Parish Life*
 - Self Care of the Pastoral Minister*
 - Leadership as Service
 - Creating Prayer and Ritual*
 - Communication Skills
 - The Organizational Leader*
 - Multi-Cultural Catechesis
 - “Religion” in Religious Education
 - Liturgy
 - Catholic Spirituality
 - Revelation of God
 - Pastoral Apologetics I
 - Pastoral Apologetics II
 2. **For Coordinators of Religious Education:**
 - *Catechetical Leader Convocations**
 - *Catechetical Leader Retreat (annually)**
 - Days of Renewal (Advent and Lent)
 - Leadership Qualities and Management Skills in an Age of Technology*
 - Forming a Vision of Catechesis through the Lens of Evangelization*
 - Appreciating Culture and Diversity in Families and in Parish Life*
 - Self Care of the Pastoral Minister*
 - Leadership as Service
 3. **For Coordinators of Adult Faith Formation:**
 - *Catechetical Leader Convocations**
 - *Catechetical Leader Retreat (annually)**
 - Days of Renewal (Advent and Lent)
 - Leadership Qualities and Management Skills in an Age of Technology*
 - Forming a Vision of Catechesis through the Lens of Evangelization*
 - Appreciating Culture and Diversity in Families and in Parish Life*
 - Self Care of the Pastoral Minister*
 - Leadership as Service
 - Creating Prayer and Ritual*
 - Communication Skills
 - The Organizational Leader*
 - Pastoral Institute Adult Faith Formation Seminar*
 - Pastoral Apologetics I
 - Pastoral Apologetics II
 4. **For Coordinators of the Rite of Christian Initiation of Adults (and R.C.I.A. Adapted for Children)**
 - *Catechetical Leader Convocations**



- *Catechetical Leader Retreat (annually)**
 - Days of Renewal (Advent and Lent)
 - Leadership Qualities and Management Skills in an Age of Technology*
 - Forming a Vision of Catechesis through the Lens of Evangelization*
 - Appreciating Culture and Diversity in Families and in Parish Life*
 - Self Care of the Pastoral Minister*
 - Leadership as Service
 - Creating Prayer and Ritual*
 - Communication Skills
 - The Organizational Leader*
 - RCIA Convocation*
 - RCIA Retreat (8 hours)
 - Pastoral Apologetics I
 - Pastoral Apologetics II
 - Encountering Christ RCIA
5. **For Leaders in Marriage Ministry:**
- *Catechetical Leader Convocations**
 - *Catechetical Leader Retreat (annually)**
 - Days of Renewal (Advent and Lent)
 - Forming a Vision of Catechesis through the Lens of Evangelization*
 - Appreciating Culture and Diversity in Families and in Parish Life*
 - Self Care of the Pastoral Minister*
 - Leadership as Service
 - Creating Prayer and Ritual
 - Communication Skills
 - The Organizational Leader*
 - Professional Development Day*
 - The Call to Holiness
 - Theology of the Body
 - Pastoral Apologetics I
 - Pastoral Apologetics II
 - Specialized Courses:
 - Marriage Ministry Overview*
 - Introduction to Natural Family Planning
 - Introduction to Infant Baptismal Preparation
 - Sexuality in Marriage and Natural Family Planning-
 - Spirituality of the married couple
6. **For Coordinators of Young Adult Ministry:**
- *Catechetical Leader Convocations**
 - *Catechetical Leader Retreat (annually)**
 - Days of Renewal (Advent and Lent)
 - Leadership Qualities and Management Skills in an Age of Technology*
 - Forming a Vision of Catechesis through the Lens of Evangelization*
 - Appreciating Culture and Diversity in Families and in Parish Life*
 - Self Care of the Pastoral Minister*
 - Leadership as Service
 - Creating Prayer and Ritual*
 - Communication Skills
 - The Organizational Leader*
 - Pastoral Apologetics I
 - Pastoral Apologetics II
 - Catholic Spirituality
 - Revelation of God
 - Ecumenical Councils and Vatican II
7. **For Coordinators of Youth Ministry:**
- *Catechetical Leader Convocations**
 - *Catechetical Leader Retreat (annually)**
 - Day of Renewal (Advent and Lent)
 - Leadership Qualities and Management Skills in an Age of Technology*
 - Forming a Vision of Catechesis through the Lens of Evangelization*
 - Appreciating Culture and Diversity in Families and in Parish Life*
 - Self Care of the Pastoral Minister*
 - Leadership as Service
 - Creating Prayer and Ritual*
 - Communication Skills
 - The Organizational Leader*
 - Initial Youth Ministry Course*
 - Theology of the Body for Teens
 - Using the Bible in Youth Ministry
 - Intro to Adolescent Psychology
 - Using Film and Media in Youth Ministry
 - Youth Ministry Retreat Planning and Preparation
 - Diocesan Youth Ministry Overview*
 - Pastoral Institute Youth Ministry Seminar
 - Best Practices in Youth Ministry



THE CATECHIST INTERVIEW AND PLAN OF ACTION

The Catechist Interview is the first step in the *Living and Leading by Faith* Catechist Formation Program. Each catechist will meet with his/her administrator (for example, Pastor, Member, Principal, Director of Faith Formation/Coordinator of Religious Education, etc.) at least annually throughout his/her ministry. The Catechist Interview gives both the catechist and the administrator an opportunity to share expectations and set goals. This interview should be structured in such a way that it truly benefits both parties. The goal of this time together is to complete the Catechist's Plan of Action for faith formation.

Leading up to the completion of the Catechist's Plan of Action, a series of questions may be proposed to assist with the discussion.

Some sample questions for a new catechist are:

(These questions may be adapted for experienced catechists.)

- What do you imagine your experience as a catechist will be like?
- What age group are you most comfortable with?
- How do you imagine your students will accept you as a catechist?
- How do you understand your role as catechist?
- Are you comfortable speaking about God? The Church?
- Do you have any difficulties speaking about your faith?
- What have you done as an adult to grow in your faith?
- Can you make a decision to make Faith Formation a priority in your life?

The administrator, in collaboration with the Pastor/Administrator and/or School/Academy Principal, must ultimately decide whether or not the individual is able to adequately serve as a catechist.

Ongoing meetings and appropriate feedback are essential to one's development as a catechist.

A Catechist Plan of Action should be drawn up and retained by both the catechist and his/her parish/school/academy administrator.



LIST OF COURSES BY COMPONENT

LLF Initial Formation Courses

Introduction for Catechists *	5 hrs	Introduction to the Bible	5 hrs
Creed*	10 hrs	Multi-Cultural Catechesis	5 hrs
Morality*	10 hrs	Catechetical Methods I	5 hrs
Prayer*	10 hrs	“Religion” In Religious Education	5 hrs
Sacraments*	10 hrs	Vocation Awareness	5 hrs
Our Catholic Tradition	5 hrs		

* Required courses for Initial Formation

LLF Ongoing Formation Courses

Catholic Spirituality*	10 hrs	Marriage Ministry Overview	2 hrs
The Revelation of God*	10 hrs	Introduction to Natural Family Planning	2 hrs
Old Testament Studies	10 hrs	Sexuality in Marriage and Natural Family Planning	2 hrs
New Testament Studies	10 hrs	Spirituality of the Married Couple	2 hrs
The Three Great Monotheisms	10 hrs	The Gospel of Life	5 hrs
Lives of the Saints	10 hrs	Introduction to Baptism	2 hrs
Mariology	5 hrs	Encountering Christ	3 hrs
Catechetical Methods II	5 hrs	Communication and Listening Skills for Pastoral Leaders	6 hrs
Liturgy	5 hrs	Leadership as a Service	6 hrs
Pastoral Apologetics I	5 hrs	Preparing and Leading Prayer and Ritual in the Parish Setting	6 hrs
Ecumenism	5 hrs	Self-Care of the Pastoral Minister	6 hrs
Church History	5 hrs	The Organizational Leader	6 hrs
Catholic Identity	5 hrs	Adult Faith Formation	10 hrs
Basic Youth Ministry	10 hrs	Ministry of Consolation	10 hrs
Film and Media in Youth Ministry	2 hrs	Liturgical Planning	10 hrs
Liturgy Preparation in Youth Ministry	2 hrs	Pastoral Care Ministry	10 hrs
Retreats for Youth Ministry	2 hrs	Social Justice Ministry	10 hrs
Praise and Worship in Youth Ministry	2 hrs	Leadership Qualities and Management Skills in an Age of Technology	5 hrs
Best Practices in Youth Ministry	2 hrs	Forming a Vision of Catechesis Through the Lens of Evangelization	5 hrs
Introduction to Adolescent Psychology	2 hrs	Appreciating Culture and Diversity in Families and in Parish Life	5 hrs
Using the Bible in Youth Ministry	2 hrs		
Preparing Teens for Confirmation	2 hrs		
Adolescent Development & Culture	2 hrs		
Theology of the Body for Teens	2 hrs		

* Required courses for Ongoing Formation



LLF Enrichment Formation Courses

Theology of the Body	10 hrs	Spirituality of the Married Couple	2 hrs
Saint John Paul II	10 hrs	The Gospel of Life	5 hrs
The Call to Holiness	10 hrs	Introduction to Baptism	2 hrs
The Gospels	5 hrs	Encountering Christ	3 hrs
Pastoral Apologetics II	5 hrs	Communication and Listening Skills for Pastoral Leaders	6 hrs
St. Paul: Defender of the Faith	5 hrs	Leadership as a Service	6 hrs
Marian Spirituality	5 hrs	Preparing and Leading Prayer and Ritual in the Parish Setting	6 hrs
Ecumenical Councils and Vatican II	5 hrs	Self-Care of the Pastoral Minister	6 hrs
The Church and Social Justice	5 hrs	The Organizational Leader	6 hrs
Film and Media in Youth Ministry	2 hrs	Adult Faith Formation	10 hrs
Liturgy Preparation in Youth Ministry	2 hrs	Ministry of Consolation	10 hrs
Retreats for Youth Ministry	2 hrs	Liturgical Planning	10 hrs
Praise and Worship in Youth Ministry	2 hrs	Pastoral Care Ministry	10 hrs
Best Practices in Youth Ministry	2 hrs	Social Justice Ministry	10 hrs
Introduction to Adolescent Psychology	2 hrs	Leadership Qualities and Management Skills in an Age of Technology	5 hrs
Using the Bible in Youth Ministry	2 hrs	Forming a Vision of Catechesis Through the Lens of Evangelization	5 hrs
Preparing Teens for Confirmation	2 hrs	Appreciating Culture and Diversity in Families and in Parish Life	5 hrs
Adolescent Development & Culture	2 hrs		
Theology of the Body for Teens	2 hrs		
Marriage Ministry Overview	2 hrs		
Introduction to Natural Family Planning	2 hrs		
Sexuality in Marriage and Natural Family Planning	2 hrs		

COURSE DESCRIPTIONS

Most courses are offered locally and online. Go to www.bqonlineformation.org for schedule and location. Course fees are subject to change.

Initial Formation Courses

INTRODUCTION FOR CATECHISTS *

5 HOURS No FEE

Catechists who are new to parish/school/academy programs will begin their catechist formation program with their parish/school/academy catechetical leader by participating in a five module program that includes the following:

1. About the Catechist
2. About the Learner
3. The Bible and the Catechist
4. Spirituality of the Catechist
5. The Ministry of Catechesis

**CREED*** **10 HOURS** **\$25.00**

From the Early Church onwards, there has always been a need to clarify and affirm what the Catholic Church truly believes as a united whole. The Apostle's Creed and the Nicene Creed both were developed in order to affirm the unity of Christ's people and bring others to God in truth. This course is important because it reminds catechists to not only of the core teachings of the faith, but also why specific teachings are maintained in the One, Holy, Catholic, and Apostolic Church.

MORALITY* **10 HOURS** **\$25.00**

In this ten hour course, learners will explore some of the important principles and themes of Catholic morality such as constant conversion, the call to holiness, free will, grace, stewardship, and the formation of conscience. Attention will also be given to what is sometimes called "morality in action" or social morality, "option for the poor," the dignity of work, the rights of workers, sexuality, health care, and end of life issues.

PRAYER * **10 HOURS** **\$25.00**

All catechesis must lead to and flow from liturgy and prayer. This ten hour course begins with a review of various forms and types of prayer. There will be an extensive treatment of the historical development of the liturgy and on the various feasts and seasons celebrated by the Church. The significance of each and the connection between prayer and liturgy will be explored as a means to help both teachers and students come to know and be closer to God.

SACRAMENTS* **10 HOURS** **\$25.00**

This ten hour course will present an overview of the life and the mission of the Church (the Body of Christ) in the modern world. Special attention will be given to the principle of sacramentality and to understanding and celebrating each of the seven graced encounters with Christ which we call the sacraments.

OUR CATHOLIC TRADITION **5 HOURS** **\$10.00**

This course is designed to aide participants in understanding the significant role that Tradition plays within the Catholic faith and how both Scripture and Tradition, as the deposit of faith, are meant to bring the faithful into an ever deepening relationship with the Trinity through Christ. As the Catechism of the Catholic Church clearly states, "This living transmission, accomplished in the Holy Spirit, is called Tradition, since it is distinct from Sacred Scripture, though closely connected to it. Through Tradition, 'the Church, in her doctrine, life, and worship perpetuates and transmits to every generation all that she herself is, all that she believes.' 'The sayings of the holy Fathers are a witness to the life- giving presence of this Tradition, showing how its riches are poured out in the practice and life of the Church, in her belief and her prayer.'" (CCC: #78)

**INTRODUCTION TO THE BIBLE****5 HOURS \$10.00**

This course is designed to bring learners into a deeper appreciation for the word of God. Important ideas will be discussed such as why certain books of the bible are approved while others are not, as well as how and why the bible is organized the way it is. This course should not only bring learners to appreciate the bible but also give them a deeper inclination to read and seek God through both the old and new testaments.

MULTI-CULTURAL CATECHESIS**5 HOURS \$10.00**

Just as all races, ethnicities, and cultures in the world are represented in the population of the United States, so too do they find a home within the Catholic Church. Each group brings its own language, history, customs, rituals, and traditions “for building up the body of Christ” (Eph 4:12). Since persons can only achieve their full humanity by means of culture, the Catholic Church in the United States embraces the rich cultural pluralism of all the faithful, encourages the distinctive identity of each cultural group, and urges mutual enrichment. At the same time, the Catholic Church promotes unity of faith within the multicultural diversity of the people. (NDC 11C 1) Excerpt taken from *Embracing the Multicultural Face of God: Cultural Diversity and Catholic Identity*, Secretariat of Cultural Diversity in the Church, USCCB: Washington, D.C., 2010.

CATECHETICAL METHODS I**5 HOURS \$10.00**

Teaching and learning are part of the same process. The one who teaches inevitably learns and the one who learns, in turn teaches. The process of religious education involves the same elements as that of secular education; added to this process, however, is the dimension of evangelization. Religious educators have a unique opportunity and a special gift to transmit the faith to others. As catechists, the way in which you communicate matters of faith to others will often be as important as the content you communicate. Respect for culture, experience, and sensitivities of each student are of special importance in catechesis.

"RELIGION" IN RELIGIOUS EDUCATION**5 HOURS \$5.00**

This course is designed to aid catechists in understanding core principles of “religion” both as a term in general as well as how to present and teach religion within different courseroom levels in light of the Catholic Faith with sufficient understanding of other religious’ stances. The goal of this course is to aide catechists in being able to properly present religion to others as well as establish guidelines for comparison of different religions so that catechists may be better fit to answer students whole-heartedly and within the faith.

VOCATION AWARENESS I**5 HOURS \$10.00**

This course is designed to bring learners into a deeper appreciation for their own and others vocations. God calls everyone to service in one form or another and it is up to the children of God to properly discern their calling and to help others fulfill theirs as well. Whether a person is called to the priesthood, a brotherhood, a sisterhood, marriage, or even as a lay consecrated each person is called to love God and others with the gifts and talents that they have been given. Vocations are different ways of answering the call to God and others by participating in a process that is a life long dedication of service and love.



Ongoing Formation Courses

* indicates required courses for this component

CATHOLIC SPIRITUALITY* **10 HOURS** **\$25.00**

The main idea for this course is to expose catechists to the historical, theological, and philosophical depth and beauty of Catholic spirituality. As the conversion of others is obtained by the personal practice and joy of the faith this course has two main objectives: 1. To aide catechists in understanding and becoming more spiritual and closer to God by teaching them different spiritual traditions and concepts, and 2. To aide catechists with the means necessary to teach proper Catholic spiritual practices to students eager to discover and express their love for God and from God properly.

THE REVELATION OF GOD* **10 HOURS** **\$25.00**

This course is designed for learners to be able to take the more important concepts and ideas that are presented in the initial formation Creed course and develop them to a more profound level. During these ten hours, the catechist will develop a deeper understanding of the theology of God, building upon previous knowledge and personal faith in light of the idea of God's revelation. The problem of good and evil, as well as the Mystery of the Trinity, will be addressed to not only bring learners closer to God and the good but also to discuss different pedagogical methods for conveyance.

OLD TESTAMENT STUDIES **10 HOURS** **\$25.00**

The main idea for this course is to provide learners with a chance to deepen their overall knowledge and passion for the Old Testament with emphasis upon the main teachings of Catholicism and how it incorporates Sacred Scripture as an essential aspect of the faith. This course will focus on how the Old Testament is broken up into different books and sections and what the main aspects are for each section both historically and theologically. Learners will be given an opportunity to read and discuss different texts after each section is explained in order to provide a deeper faith and understanding of the Old Testament.

NEW TESTAMENT STUDIES **10 HOURS** **\$25.00**

The main idea for this course is to provide learners with a chance to deepen their overall knowledge and passion for the New Testament with emphasis upon the main teachings of Catholicism and how it incorporates Sacred Scripture as an essential aspect of the faith. This course will focus on how the New Testament is broken up into different books and sections and what the main aspects are for each section both historically and theologically. Learners will be given an opportunity to read and discuss different texts after each section is explained in order to provide a deeper faith and understanding of the New Testament.

THE THREE GREAT MONOTHEISMS **10 HOURS** **\$25.00**

The main idea for this course is to expose catechists to the historical, theological, and philosophical differences and similarities between Judaism, Christianity, and Islam. This course will review the main differences and similarities between the three religions so as to clarify the



Catholic faith and the faith of others. This course reveals the historical and scriptural continuity between these great religions in light of the theological and philosophical basis for the belief in one God.

LIVES OF THE SAINTS

10 HOURS \$25.00

The main idea for this course is to expose catechists to the historical, theological, and philosophical depth and beauty of the lives of the Saints. Throughout the Church's 2000 year history many men and women have gone above and beyond the call to love, holiness, and God. This course is geared to expose the great heroes and heroines of the Church and reveal them as great models towards living our own paths towards love of man and God. This ten hour course permits students to be both exposed to the basics of understanding why Catholics pray with the saints, amongst other basic topics, as well as delve deeper into the lives of particular saints in an attempt to see their similarities and differences to aide us on our individual paths within the Church.

MARIOLOGY

5 HOURS \$10.00

The main idea for this course is to expose catechists to the beauty of the theology and tradition within the Catholic Church behind Mary, the Mother of God. Particular emphasis is given to Marian theologians, such as Pope John Paul II, in order to expose the role, significance, and importance of Mary in light of the fundamental idea of "Ad Jesum Per Mariam," or "To Jesus through Mary." This course is designed to cover the main theological concepts that surround the Blessed Mother in order to instill in others a proper devotion and respect for the "Theotokos" or "God-Carrier."

CATECHETICAL METHODS II

5 HOURS \$10.00

Catechetical Methods II is an extension course for Catechetical Methods I. Whereas the first course covered the very basics of teaching catechesis, both in light of teacher and student relationship and material, as well as the practical aspects of teaching (such as lesson plans and evaluations), this second part goes more deeply into the Catholic documents that specifically deal with teaching the faith. Such documents as *The General Directory for Catechesis*, *The National Directory for Catechesis*, *The Catechism of the Catholic Church*, and relevant encyclicals and other works such as *Evangelii Nuntiandi*, the works of Saint John Paul II, and the Second Vatican Council will be presented.

LITURGY

5 HOURS \$10.00

"The word 'liturgy' originally meant a 'public work' or a 'service in the name of/on behalf of the people.' In Christian tradition it means the participation of the People of God in "the work of God." Through the liturgy Christ, our Redeemer and High Priest, continues the work of our redemption in, with, and through his Church. In the New Testament, the word 'Liturgy' refers not only to the celebration of divine worship but also to the proclamation of the Gospel and to active charity. In all of these situations it is a question of the service of God and neighbor. In a liturgical celebration the Church is servant in the image of her Lord, [...] she shares in Christ's priesthood (worship), which is both prophetic (proclamation) and kingly (service of charity)." (CCC: 1069-70)

**PASTORAL APOLOGETICS I****5 HOURS \$10.00**

“On January 24, 1999, Pope John Paul II issued a “call to arms” for Catholics to aggressively confront the challenge of Protestant evangelism. Addressing more than a million people in Mexico City, the Holy Father urged Catholics to ignore the seductions of ‘fallacious and novel ideologies’ and to spread the word of the Church. [...] Vatican II in its Decree on the Apostolate of the Laity said: “This sacred Synod earnestly exhorts laymen, each according to his natural gifts and learning, to be more diligent in doing their part to explain and defend Christian principles (no. 6).” (Chacon, F. and J. Burnham. *Beginning Apologetics 1*. San Juan Catholic Seminars: NM, 1998.)

ECUMENISM**5 HOURS \$10.00**

This course offers participants an explanation regarding how the Catholic Church views ecumenism and the purpose that ecumenism is meant to fulfill for God’s people. The word ecumenical comes from the Greek word *ecumene* meaning the whole inhabited earth. It is used by Christians to designate the universal or the whole Christian community worldwide. Since the last century it has been used to designate the call for the universal unity of the Christian Church, especially overcoming the divisions between East and West, and of the Reformation churches of the sixteenth century. This course evaluates both the proper and improper interpretive and practical aspects of ecumenism in order to aid participants in understanding and respecting other religions but not by decreasing the Truth of the Catholic faith or holding truth as relative between all religions.

CHURCH HISTORY**5 HOURS \$10.00**

The main idea behind this course is to familiarize catechists with the rich and complicated history of the Catholic Church in order to better equip them to teach and defend the faith. This course is meant to help catechists develop a synthetic unity of the historical development of the Church as it is always going ever deeper into the truth of Christ, with an understanding of the diverse cultures that its development took and takes place within.

CATHOLIC IDENTITY**5 HOURS \$5.00**

“Papal interventions and Roman documents repeatedly emphasize that certain characteristics must be present for a school to be considered authentically Catholic. Like the marks of the Church proclaimed in the Creed — one, holy, catholic, and apostolic — so, too, does the Holy See identify the principal features of a school as Catholic: a Catholic school should be inspired by a supernatural vision, founded on Christian anthropology, animated by communion and community, imbued with a Catholic world view throughout its curriculum, and sustained by gospel witness. These benchmarks help to answer the critical question: Is this a Catholic school according to the mind of the Church?” (Miller, Michael J. *The Holy See’s Teaching on Catholic Schools*. Solidarity Association: Georgia, 2006.)

Enrichment Formation Courses

THEOLOGY OF THE BODY**10 HOURS \$25.00**

“The Theology of the Body presents a magnificent vision of the human person. In these talks, Saint John Paul II has given a catechesis which is centered on the human person, understood



within the mystery of Christ. Going back to the biblical ‘beginning’ as recorded in Genesis, the Pope discusses the bodily dimension of human personhood, sexuality, and marriage in the light of biblical revelation. Starting from three primordial human experiences -original solitude, original unity, and original nakedness- he outlines a theology of the nuptial meaning of the body. A key theme is the communion of persons, which is a reflection of the Trinity. Within this framework, the Pope also considers the meaning of chastity for the sake of the kingdom.” (John Paul II. *Theology of the Body: Human Love in the Divine Plan*. Boston: Pauline Books and Media, 1997. Book Jacket.) This course is designed to present the main ideas of Theology of the Body to participants so that they may teach it in turn to the youth of the diocese.

SAINT JOHN PAUL II

10 HOURS \$25.00

This course is designed to present the life and work of Saint John Paul II with particular emphasis on his philosophical and theological contributions to the Catholic Intellectual Tradition and their significance for contemporary Catholic education and formation. This course presents excerpts of the major writings of Saint John Paul II in a topical fashion.

THE CALL TO HOLINESS

10 HOURS \$25.00

“All Christians in any state or walk of life are called to the fullness of Christian life and to the perfection of charity. All are called to holiness: ‘Be perfect, as your heavenly Father is perfect.’ In order to reach this perfection the faithful should use the strength dealt out to them by Christ’s gift, so that ... doing the will of the Father in everything, they may wholeheartedly devote themselves to the glory of God and to the service of their neighbor. Thus the holiness of the People of God will grow in fruitful abundance, as is clearly shown in the history of the Church through the lives of so many saints.” (CCC: 2013) This course is dedicated towards educating participants in ways of fulfilling their call to holiness and helping others fulfill their call to holiness as well.

THE GOSPELS

5 HOURS \$10.00

The main idea for this course is to provide the learner with a chance to deepen their overall knowledge and passion for the Gospels with particular emphasis upon the four evangelists: Matthew, Mark, Luke, and John. This course focuses on each of the four Gospels in turn while discussing each authors’ literary styles, the nature of the synoptic Gospels, as well as coverage of particular texts that provide insight into both the history and theology of Catholicism.

PASTORAL APOLOGETICS II

5 HOURS \$10.00

This course is designed to take participants even further than Apologetics I into proper knowledge and defense of the Catholic Faith. This course will first provide a basis for the Catholic doctrine of the Real Presence from the Old and New Testaments, early Church Fathers, and history. It will also provide practical ways to increase participant’s knowledge and love of Christ in the Eucharist. Next, this course will trace the roots of atheism and the New Age movements while providing participants’ with knowledge how to refute atheism with sound philosophy and common sense.

MARIAN SPIRITUALITY

5 HOURS \$10.00

The main idea for this course is to expose catechists to the beauty of the spiritual tradition within the Catholic Church behind Mary, the Mother of God while building upon the previous Mariology course. Particular emphasis is given to Marian theologians, such as Blessed John Paul II, in order to expose the spiritual role, significance, and importance of Mary in light of the fundamental idea



of “Ad Jesum Per Mariam,” or “To Jesus through Mary.” This course is designed to go further than the main theological concepts that surround the Blessed Mother in order to instill in others a proper spiritual devotion and respect for the “Theotokos” or “God-Carrier.”

ST. PAUL: DEFENDER OF THE FAITH**5 HOURS \$10.00**

The main idea for this course is to provide learners with a chance to deepen their overall knowledge and passion for Saint Paul with emphasis upon his history, and his contributions to the teachings of Catholicism including his role in the New Testament Canon. This course will focus on the main aspects Epistles of St. Paul, both historically and theologically. Learners will be given an opportunity to read and discuss different texts after sections are explained in order to provide a deeper faith and understanding of the Saint Paul.

ECUMENICAL COUNCILS AND VATICAN II**5 HOURS \$10.00**

The learners will have a chance to deepen their overall knowledge and understanding of the history of the Catholic Church through its shaping and development in Ecumenical Councils. Learners will be exposed not only to the developments of the Church through Vatican II, but also the councils of Nicea I, Constantinople I, Ephesus, Chalcedon, Constantinople II, Constantinople III and Nicea II. What ecumenical councils are, the important questions they addressed, and the answers they give are all subject matter for the course.

THE CHURCH AND SOCIAL JUSTICE**5 HOURS \$10.00**

“The Church’s social teaching is a rich treasure of wisdom about building a just society and living lives of holiness amidst the challenges of modern society. It offers moral principles and coherent values that are badly needed in our time. In this time of widespread violence and diminished respect for human life and dignity in our country and around the world, the Gospel of life and the biblical call to justice need to be proclaimed and shared with new clarity, urgency, and energy.”
(Sharing Catholic Social Teaching: Challenges and Directions, p. 7)

Pastoral Skills Workshops (ONGOING AND ENRICHMENT)

COMMUNICATION AND LISTENING SKILLS FOR PASTORAL LEADERS**6 HOURS \$10.00**

This workshop will explore the process of communication, from the sender who speaks the message, to the receiver who interprets it. Included are verbal and non-verbal aspects of communication, tips for effective communication, empathic listening skills—listening to understand, and receptor-oriented communication with regard to intercultural communication.

LEADERSHIP AS SERVICE**6 HOURS \$10.00**

This workshop will explore the three S’s of the leadership challenge: Service, Style, and Situation. It will assist the learner in articulating their own understanding of leadership and leadership style. This exploration will be grounded in theological reflection on our call to ministry and Jesus as servant leader.



PREPARING AND LEADING PRAYER AND RITUAL IN THE PARISH SETTING **6 HOURS** **\$10.00**

This workshop will help participants understand the movements of prayer and their preferred prayer styles, so that they may more effectively lead others in prayer. Elements, requirements, themes and formats including the multicultural dimensions will be presented.

SELF-CARE OF THE PASTORAL MINISTER **6 HOURS** **\$10.00**

This workshop will help participants reflect on their current ministry experience and how they can take care of themselves so that they can be of service to God's people. Included will be input on time-management techniques, the importance of thinking positively and the influence of personal perceptions.

THE ORGANIZATIONAL LEADER **6 HOURS** **\$10.00**

This workshop will explore leadership in the context of facilitating effective meetings, utilizing a group dynamic exercise to set the stage for discussing: how to run a meeting, understanding group dynamics, and working with volunteers.

Ministry Seminars (ONGOING AND ENRICHMENT)

ADULT FAITH FORMATION **10 HOURS** **\$25.00**

The seminar includes an introduction to Church documents on adult faith formation, including Our Hearts were Burning within Us, the GDC and NDC and Sons and Daughters of the Light. The topics of fostering mature faith, approaches to adult faith formation, how adults learn and the pivotal importance of the parish are included.

MINISTRY OF CONSOLATION **10 HOURS** **\$25.00**

This seminar covers meeting with the family of the deceased in preparation for vigil service and Mass of Christian Burial, preparing and leading a vigil service, preparing for the Mass of Christian Burial and formation of a parish team to serve in the ministry.

LITURGICAL PLANNING **10 HOURS** **\$25.00**

Using the General Instruction of the Roman Missal as a guide, the students will develop an understanding and appreciation for working collaboratively in creating meaningful liturgies and prayer services.

PASTORAL CARE MINISTRY **10 HOURS** **\$25.00**

The seminar will review scripture passages related to the healing ministry of Jesus, setting boundaries for visiting the sick and home-bound, the ritual for bringing communion to the home-bound or to persons in nursing homes and the stages of dying.

SOCIAL JUSTICE MINISTRY **10 HOURS** **\$25.00**

This seminar begins with a definition of social justice ministry in the parish context as rooted in scripture and the baptismal call to ministry. The development and major themes of Catholic Social Teaching are presented.



Rite of Christian Initiation for Adults (RCIA)

ENCOUNTERING CHRIST

3 HOURS \$5.00

During this workshop, we will explore the practical ways by which the Pastor, RCIA coordinator, RCIA Team members and Parish Leaders, will assist the candidates and catechumens on their journey to the Easter Vigil and beyond. There are many of the RCIA process areas that need to be enhanced, and this workshop will provide many practical ideas and resources. It is necessary for every RCIA coordinator and RCIA team member to attend.

Youth Ministry (ONGOING/ENRICHMENT)

BASIC YOUTH MINISTRY

10 HOURS \$25.00

This course has the objective of revealing the ideas presented in *Renewing the Vision: A Framework for Catholic Youth Ministry*. *Renewing the Vision* offers a leadership system with several roles to meet the needs of emerging leaders. The Ministry Coordinator develops the leadership system and coordinates the variety of people and programs in the overall youth ministry. The Coordination Team is usually made up of youth and adults who plan the overall youth ministry. These leaders keep their eye on the big picture and help to connect the various programs and leaders into a coordinated effort. The Program Leaders carry out specific parts of the program.

YOUTH MINISTRY II (CONSISTS OF THE FOLLOWING 5 COURSES)

10 HOURS \$25.00

FILM AND MEDIA IN YOUTH MINISTRY

2 HOURS \$5.00

Film and media is an ever growing element of the new evangelization, offering powerful tools and mediums through which to reach out and convey the message of the Gospels. This course elucidates the benefits and challenges for ministry while engaging film and media as a resource. This course will also present and go over numerous and diverse Catholic resources that are currently available to potentially enhance Youth Ministries in schools and parishes around the diocese.

LITURGY PREPARATION FOR YOUTH MINISTRY

2 HOURS \$5.00

The main idea for this course is to present a brief overview of the Catholic Church's understanding and love for liturgy. This will be done so as to set the foundations for a more specific conversation regarding proper and improper liturgy in the eyes of the church and how to prepare and incorporate the youth faithful into full participation of worship and liturgical services.

RETREATS FOR YOUTH MINISTRY

2 HOURS \$5.00

In light of our youth's ever growing need for spiritual reflection and private personal development towards Christ, retreats are the perfect medium to provide such progress in their lives. Retreats are therefore an integral part of the new evangelization and the call to constant conversion. This course is about conveying the nature and purpose of retreats and addressing questions concerning how to use retreats in youth ministry effectively to bring our faithful youth ever closer to Jesus Christ.

**PRAISE AND WORSHIP IN YOUTH MINISTRY****2 HOURS****\$5.00**

As we look to engage our young Church, it is important to know how to use various forms of prayer to bring them into a personal encounter with the risen Lord. This course will instruct youth ministers how to use praise and worship music as a form of prayer, in both liturgical and non-liturgical settings

BEST PRACTICES IN YOUTH MINISTRY**2 HOURS****\$5.00**

Working in youth ministry, it is important to connect those who are veterans with those who are new to the ministry for discussions and sharing of ideas. This course allows for the sharing of ideas to best engage the teens of our diocese.

YOUTH MINISTRY III (CONSISTS OF THE FOLLOWING 5 COURSES)**10 HOURS****\$25.00****INTRODUCTION TO ADOLESCENT PSYCHOLOGY****2 HOURS****\$5.00**

The main idea for this course is to present a brief account of developmental psychology to aide ministers in reaching out to the youth faithful as well as to better prepare ministers to identify and understand general differences between normal and abnormal psychological activity in teens. This is not a course geared at turning youth ministers into psychologists, but one that is meant to aide ministers in identifying basic issues that may need professional attention in the youth, how to appropriately deal with minor or major psychological outbursts professionally and lovingly, as well as to provide basic understanding of the neurological and cognitive functions of teenagers so ministers can more appropriately meet their needs.

USING THE BIBLE IN YOUTH MINISTRY**2 HOURS****\$5.00**

Within the Catholic Church's obligation to spread the Good News is the responsibility to bring the Gospel to the youth of our diocese. This course is meant to be a presentation and conversation on how to integrate the rich and beautiful Catholic tradition of sacred scripture into the hearts of the young faithful in our care. This course will review basic Catholic teaching regarding the Bible and discuss ways to get the youth faithful to seriously engage, read, and integrate the Bible into their personal lives. Different methods on how to achieve this will be presented and discussed.

PREPARING TEENS FOR CONFIRMATION**2 HOURS****\$5.00**

In this session, we will look at the best methods on how to ensure that the confirmation candidates are ready to complete their initiation to the Catholic Church. In addition, resources will be shared to show the different available teaching aids for this important moment in a young person's life.

ADOLESCENT DEVELOPMENT & CULTURE**2 HOURS****\$5.00**

In this session, we will look at the various developmental needs and generational characteristics of younger and older adolescents. Who are the youth we serve? What do they value? We will explore some of the findings of the National Study of Youth & Religion (NSYR) as well as additional research.

**THEOLOGY OF THE BODY FOR TEENS****2 HOURS****\$5.00**

“The Theology of the Body presents a magnificent vision of the human person. In this talk we will investigate Saint John Paul II’s catechesis which is centered on the human person, understood within the mystery of Christ. Going back to the biblical ‘beginning’ as recorded in Genesis, the Pope discusses the bodily dimension of human personhood, sexuality, and marriage in the light of biblical revelation. Starting from three primordial human experiences –original solitude, original unity, and original nakedness- he outlines a theology of the nuptial meaning of the body. A key theme is the communion of persons, a reflection of the Trinity. The Pope also considers the meaning of chastity for the sake of the kingdom.” (John Paul II. *Theology of the Body: Human Love in the Divine Plan*. Boston: Pauline Books and Media, 1997. Book Jacket.) This course is adapted for and designed to present the main ideas of Theology of the Body for ministry with teenagers.

Marriage, Family Life, Respect Life Education

(ONGOING/ENRICHMENT)

GOSPEL OF LIFE**5 HOURS****\$10.00**

“Man is called to a fullness of life which far exceeds the dimensions of his earthly existence, because it consists in sharing the very life of God.” This course offers participants an opportunity to look at one of St. John Paul II key encyclicals, *Evangelium Vitae* (The Gospel of Life). This encyclical is a “pressing appeal addressed to each and every person, in the name of God: respect, protect, love and serve life, every human life!” The Gospel of Life, which is part of an inseparable from the entire Gospel of Christ, is fundamental to the Church’s mission to the world. This course examines the roots of human violence. It reviews the history of man created in the image of God. Using the encyclical as a guide, participants will address specific actions against life such as abortion, euthanasia and the death penalty.

INTRODUCTION TO BAPTISM**2 HOURS****\$5.00**

This workshop offers trainings and resources that can be utilized in parish baptismal preparation programs. This workshop focuses on the Theology of Baptism, the Rite of Baptism and models for parents’ sessions. Individuals will have opportunity to engage in conversation with people from other parishes and deaneries and see what they are doing, as well as preview a sample PowerPoint presentation participants can start using at their local parishes.

MARRIAGE MINISTRY OVERVIEW**2 HOURS****5.00**

This course will provide the opportunity for married couples to acquire the necessary skills to become Pre-Cana ministers. It will cover topics such as Communication in Marriage, Conflict Resolution, Morality and Decision Making, Living the Sacrament of Holy Matrimony, Children: The Gift of New Life and Sexual Intimacy. Participants will learn the requirements for Marriage in our diocese, as well as a basic Wedding Liturgy Planning. This course is open to couples already involved in Marriage Preparation Ministry at the diocesan or parish level, as well as married couples recommended by their pastor for this specific ministry.

**INTRODUCTION TO NATURAL FAMILY PLANNING****2 HOURS****\$5.00**

Natural Family Planning (NFP) is an umbrella term for certain methods used to achieve and avoid pregnancies. NFP reflects the dignity of the human person within the context of marriage and family life, promotes openness to life, and recognizes the value of the child. By respecting the love-giving and life-giving natures of marriage, NFP can enrich the bond between husband and wife. This course will present the myths and realities of Natural Family Planning.

SEXUALITY IN MARRIAGE AND NATURAL FAMILY PLANNING**2 HOURS****\$5.00**

The course will examine the sexuality within marriage. It will go the Church's teaching and history of Natural Family Planning. It will examine the Church's views on contraception from a historical perspective, using especially Blessed Paul VI encyclical *Humanae Vitae* and St. John Paul II Apostolic Exhortation *Familiaris Comsortio*. This course presents what does the Church teach about married love and how does it relate to Natural Family Planning.

SPIRITUALITY OF THE MARRIED COUPLE**2 HOURS****\$5.00**

"Spirituality" is a way to live out one's religious beliefs. A spirituality of marriage, therefore, is a way to help husbands and wives live out the vocation of marriage in light of faith. This course will present a distinctive marital spirituality that is sacramental, communitarian, and missionary. A marital spirituality shows how couples reveal Christ, build community, and reach out to others in love. It is a powerful way to describe how Catholic couples live out their vocation of married life.

For All Catechetical Leaders (ONGOING/ENRICHMENT)

LEADERSHIP QUALITIES AND MANAGEMENT SKILLS IN AN AGE OF TECHNOLOGY**5 HOURS****\$10.00**

This course will help identify the context of rapid technological advances in the Third Millennium. You will explore what a Catechetical Leader needs to know about technology. We will present five key aspects of a competent leadership, and identify and select ten of the most important leadership qualities and management skills for a Catechetical Leader.

FORMING A VISION OF CATECHESIS THROUGH THE LENS OF EVANGELIZATION**5 HOURS****\$10.00**

In this course, we will review the meaning of Evangelization and explore the relationship between evangelization and catechesis. We will identify some of the challenges of "changing parishes" for pastors and their catechetical Leaders, and discern and formulate components for a renewed model of an evangelizing catechesis in parish life and worship.

APPRECIATING CULTURE AND DIVERSITY IN FAMILIES AND IN PARISH LIFE**5 HOURS****\$10.00**

In this course, we will identify what is meant by culture. Culture defines the values, beliefs and traditions and ways of life of a group of people in a particular time and place. We will identify some of the implications of diversity. Diversity is the condition of having or being composed of differing elements or characteristics. We will suggest ways the Catechetical Leaders can support the evangelizing role of family life and culture.



SPIRITUAL GROWTH OPPORTUNITIES

The catechist is urged to take advantage of opportunities for spiritual growth that are made available at various times and places throughout the Diocese of Brooklyn and elsewhere. We are all called to prayer and reflection. In most cases, spiritual growth opportunities are not counted as credit hours toward a Certificate of Completion in the way that courses/workshops are, but rather should be viewed as enhancing what is learned in the classroom or online. The administrator will request permission for credit to be granted to schools/academies and parishes that arrange for a day of renewal or retreat that is catechetical in nature and meets the appropriate criteria for gaining *Living and Leading by Faith* credit. The form is available on First Class/DioNet.

Spiritual growth opportunities are generally divided into four categories and catechists/catechetical leaders should freely move from one category to another:

1. Prayer and Worship
 - a. Prayer groups
 - b. *Lexio Divina*
 - c. Mass
 - d. Morning and Evening Prayer
2. Days of Renewal and Reflection *
 - a. Diocesan sponsored days
 - b. Local Retreat House days
 - c. Online days
3. Spiritual Retreats *
 - a. Diocesan sponsored overnight retreats
 - b. Retreat House overnight retreats
 - c. Online retreats
4. Ongoing Support and Connection/Service to the Community
 - a. Spiritual Advisement
 - b. Works for justice and peace

* Must be pre-approved by the Executive Director of the School of Evangelization.
A maximum of 10 hours may be granted.



HOW TO REGISTER FOR ALL COURSES AND EVENTS

Register Online - It's easy!

Everyone must have an account in order to register for courses or events, and view their personal transcripts. Prior to January 2013, the catechist was responsible for keeping track of certificates and hours. Courses taken from January 2013 to the present are listed in your “dashboard” on www.bqonlineinformation.org. As you register for courses, they will automatically be added to your account. The instructor will mark you complete and the certificate will be available to download, save, or print. For this reason, you cannot share an email account and you cannot register and pay for two or more people under your account, since the account holder will be the only one listed for the course.

To avoid confusion, please discontinue use of the paper version of your Catechist Record. For all those ministering in a Catholic school/academy, use of Option C is also permitted in addition to the MCFD transcript.

How to register for a course or event:

1. Got to www.bqonlineinformation.org
2. Click **Register**
3. Select the course
4. Click **Add to Cart**
5. Click **Check Out Now**
6. Review your purchase (make any updates to your cart here)
7. Click **Check Out Now**
8. If you do not have an account, fill in all the fields shown. If you have an account, click **Sign In**, enter your email and password.
9. Click **Complete Now**
10. Click **Submit** order. Your order will show and you have an option of printing your receipt. A confirmation email will be sent to the email address you have on file.

To access your account:

1. Click **Login**
2. Enter your email address and password
3. Click **Sign In**
4. Make sure you affiliate yourself with your Parish or School/Academy
5. Make sure you set up your Security Question in case you forget your password.
 - Click on your name in the top right hand corner.
 - Click **Settings**



INSTRUCTOR QUALIFICATIONS

Both educational preparation and experience are important qualifications for anyone to teach in a diocesan program of Catechist and Catechetical Leader Formation. Among those who will be invited and approved to teach in our *Living and Leading by Faith Catechist and Catechetical Leader Formation Program* are priests, deacons, men and women in consecrated life, Directors/Coordinators of Religious Education programs, Principals of Catholic elementary schools/academies and Catholic high schools, and Professors from recognized Catholic colleges and universities.

The following is required of *all* instructors:

- A Master's Degree or equivalent from a recognized college or university in Religious Studies, Theology, or a field related to the curriculum of the Program **plus** at least three years experience in a related field
- A completed Instructor Application
- **For all lay people** -- A Master's Degree or equivalent from a recognized college or university in Religious Studies, Theology, or a field related to the curriculum of the Program and at least two current letters of recommendation (one from your current Pastor and one from a colleague in ministry) that attest to your abilities, personal attributes, and work experience

APPROVAL OF COURSES NOT OFFERED AT THE DIOCESAN LEVEL

Courses and events that are not part of the official LLF offerings (see pages 10 and 11) must be pre-approved before credit is given. The local parish/school/academy administrator must complete and submit, in a timely manner (at least one month prior to the course/event), the Request Form found online on First Class/DioNet.



NOTES

*The joy of
encountering
Christ*



A new initiative of the *School of Evangelization* for the Diocese of Brooklyn