

Diocese of Springfield in Illinois



CATECHIST FORMATION PROCESS

2020 EDITION

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The ministries of the Office for Catholic Education are funded in part by the generous contributions to the Annual *Catholic Services* Appeal of the Diocese of Springfield in Illinois.

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Dear Parish Catechetical Leaders,

In the Fourth Diocesan Synod which concluded in 2017, Bishop Paprocki promulgated a new mission statement for the Diocese of Springfield in Illinois. One of the points in the mission statement includes a renewed emphasis on formation. *Our Hearts Were Burning Within Us*, published by the United States Conference of Catholic Bishops, challenges us to “grow in discipleship throughout life” and that “all believers need and are called to build vibrant parish and diocesan communities of faith and service.” Parish and diocesan communities “cannot exist without a **strong, complete, and systematic** catechesis for all its members” (p. 2, emphasis added).

Additionally, the Fourth Diocesan Synod in paragraph 59, section A states:

The faithful of all ages are urged throughout their lives to study the Bible in light of the Catholic faith, to learn the teachings of the Catholic faith through ongoing formation and education, and foster those means which the Church uses to make the faith known and fervently practiced, e.g., Catholic media, lay retreats for men and women, confession of sins in the Sacrament of Penance, and frequent visits to Our Lord in the Blessed Sacrament, whether exposed for adoration or reserved in the tabernacle.

My challenge as the Director for Catechesis in the Office for Catholic Education for the Diocese of Springfield in Illinois is to be a resource for catechists and other leaders in faith formation to achieve this vision from our bishops of a strong, complete and systematic catechesis in our Church today as emphasized by Bishop Paprocki in the synod statute noted above. This revised handbook for the Catechist Formation Process is one tool in this effort.

This handbook builds on previous editions, the most recent edition being edited by Ms. Kim Diaz from St. Thomas the Apostle parish in Decatur. I am grateful to Kim’s work and those who came before her as a great cloud of witnesses in faith to develop this resource (cf. Hebrews 12:1).

Sincerely in Christ,

A handwritten signature in black ink, appearing to read "Kyle Holtgrave". The signature is written in a cursive style with a horizontal line crossing through the middle of the name.

Kyle Holtgrave
Director for Catechesis
Diocese of Springfield in Illinois

INTRODUCTION

Like all Christians, catechists are called to continual conversation and growth in their faith and, for this reason, are called to ongoing spiritual formation. The catechist should continue his or her spiritual formation through frequent reception of the sacraments, especially the Holy Eucharist and Reconciliation, through spiritual direction, and through continued study of the faith. The catechist should also be provided with opportunities for spiritual growth such as retreats, conferences, etc. In addition to spiritual formation, the catechist is also in need of pedagogical formation, especially as society, teaching methods, and culture change.

National Directory for Catechesis, no. 55-C, United States Conference of Catholic Bishops

The Catechist Formation Process of the Diocese of Springfield in Illinois is a religious studies and Christian experience process for all catechists in the diocese. The process is offered and administered by the Office for Catholic Education, and its goal is to provide opportunities for catechists to enrich their love and knowledge of the Catholic faith in order to be more effective communicators of the Gospel to those whom they are called to minister.

To achieve this goal, parish catechetical leaders are charged with the responsibility to train and further enrich the catechists in their parish programs on the local level, whether they are catechists of parish schools of religion, Catholic schools, or other programs of formation (*NDC* no. 54-B-5). This guide is a resource for parish catechetical leaders to be successful in their mission to further train and enrich catechists in their parish catechetical programs.

Tasks of Catechesis

Jesus formed his disciples by making known to them the various dimensions of the Kingdom of God. The foundational task of catechesis is to achieve this same objective: the formation of disciples of Jesus Christ.

National Directory for Catechesis, no. 20, United States Conference of Catholic Bishops

What are we training our catechists to do? According to the National Directory for Catechesis, catechists are charged with six fundamental tasks, each of which is related to an aspect of faith in Christ. All efforts in evangelization and catechesis should incorporate these tasks.

Catechesis...

1. Promotes knowledge of the faith
2. Promotes a knowledge of the meaning of the Liturgy and the sacraments
3. Promotes moral formation in Jesus Christ
4. Teaches the Christian how to pray with Christ
5. Prepares the Christian to live in community and to participate actively in the life and mission of the Church
6. Promotes a missionary spirit that prepares the faithful to be present as Christians in society

National Directory for Catechesis, no. 20, United States Conference of Catholic Bishops

The Importance of Ongoing Formation

Since effective catechesis depends on virtuous and skilled catechists, their ongoing formation should enhance the human, spiritual, and apostolic qualities and catechetical skills they bring to their ministry.

National Directory for Catechesis no. 55-E, United States Conference of Catholic Bishops

The catechist must be an informed adult Catholic. They must have a genuine Christian commitment to Jesus Christ and the ability by word and manner to share with others the mystery of Christ. Parish catechetical leaders assist their catechists with ongoing formation through the following objectives:

1. To instruct catechists who are new in parish catechetical programs and Catholic schools in a basic overview of the ministry of catechesis.
2. To engage all catechists and program administrators in ongoing formation to deepen their understanding of the teachings of the Catholic Church through courses, workshops and institutes provided by the parish catechetical leader and/or the Office for Catholic Education.
3. To provide catechists with periodic gatherings for spiritual enrichment in the local parish such as staff retreats, days of prayer, group studies and other experiences of sharing and community building.

The diocesan Office for Catholic Education provides opportunities and resources to help parish catechetical leaders achieve these objectives.

Diocesan Policies

The formation guidelines noted above are the foundation for diocesan policies.

- All catechists, whether they teach in a school or parish catechetical program, must actively seek formation through the diocesan Catechist Formation Process (Bk3§504.6).
- All catechists, teachers and aides shall complete and maintain the advanced level of the diocesan Catechist Formation Process (Bk3§302.6).

Furthermore, all catechists are bound by the *Policy on Working with Minors* and the *Policy on Sexual Abuse of Minors by Church Personnel* and must complete the training and screening requirements of these policies prior to being a catechist or teacher (Bk3§408.1).

These policies are promulgated in *Book 3: The Teaching Office of the Church* of the diocesan policies and procedures. Youth protection policies are in *Book 2: The People of God*. This book and other diocesan policies can be found on the diocesan website at www.dio.org/policy/home.html.

CERTIFICATION PROCEDURE

Participation in the Catechist Formation Process is meant to enrich catechists through a program of well-rounded formation opportunities that attend to the human, spiritual, intellectual and apostolic qualities needed to be effective catechists. Therefore, catechists must participate in formation opportunities that reflect a diversity of topics and experiences.

As participants in the Catechist Formation Process proceed through formation opportunities, recognition is given based on completing a certain number of hours in a variety of areas. These levels, identified as Basic, Intermediate and Advanced, mark milestones of achievement for recognition purposes.

Once a catechist has reached the Advanced Level, certification must be renewed every three years.

If a catechist has a college degree in theology or related field, he or she may apply for the Degreed Level certification which satisfies all the requirements through Advanced Level noted here.

Coursework for each of the formation levels consists of a diversified curriculum of study along with participation in personal spiritual enrichment. Each level also includes elective hours so catechists can pursue specific topics of interest that are approved for credit, or to document hours above and beyond the minimum needed in a particular area of study.

Electives for each level could include local formation programs or diocesan workshops that do not otherwise fulfill a more specific course area in this handbook. Attendance at national conferences such as ones sponsored by organizations like the National Conference for Catechetical Leadership, National Conference on Catholic Youth Ministry or National Catholic Education Association conferences are also eligible for elective credit if themes at these conferences do not meet the course criteria for credit. And if a catechist has met the number of hours required in a specific area of study, subsequent hours in that same area can be scored as elective credit.

Personal Spiritual Enrichment could include retreats such as Pre-Cana or Marriage Encounter, Cursillo, Teens Encounter Christ, Koinonia, or serving as a sponsor for RCIA. Parish missions and days of recollection offered through Catholic institutions may apply as Personal Spiritual Enrichment as well. Programs for personal spiritual enrichment should be experiences that are above and beyond the normal routine of a faithful Catholic.

Once a level of formation is achieved, the parish catechetical leader submits an Application for Certificate along with documentation to the Office for Catholic Education. The application form is included in the Appendix of this handbook.

Levels of Formation

Each level noted here marks a milestone in ongoing formation achievement. These levels are recognized with a certificate presented to the catechists and special publicity in the diocese on Catechetical Sunday. Parish catechetical leaders can include these levels as part of the credentials the catechists have in their parish or institution's program. Other local recognition is encouraged as well.

Basic Level (90 hours)

Topic	Credit
Overview of Catholic Doctrine	10 hours
Introduction to Sacred Scripture	10 hours
Sacraments in General	10 hours
Introduction to Morality	10 hours
Basic Methods I	5 hours
Basic Methods II	5 hours
Elective	10 hours
Personal Spiritual Enrichment	30 hours

Intermediate Level (90 hours)

Topic	Credit
Christology	10 hours
The Gospels	10 hours
Discipleship and Spirituality	10 hours
Catholic Social Teaching or Modern Moral Issues	10 hours
Intermediate Methods I	5 hours
Intermediate Methods II	5 hours
Elective	10 hours
Personal Spiritual Enrichment	30 hours

Advanced Level (80 hours)

Topic	Credit
Sacraments in Depth	10 hours
Survey of Church History or Vatican Council II	10 hours
Themes in Scripture	10 hours
Elective	20 hours
Personal Spiritual Enrichment	30 hours

Renewal Level (30 hours)

The Advanced Level certificate is valid for three years and can be renewed by acquiring 30 hours of credit in any approved program of study within that three-year period. Certificate renewals are requested using the Application for Certificate that is included in the Appendix of this handbook. Programs of study can include those listed in this handbook or other programs approved by the Office for Catholic Education.

Degreed Level

The Degreed Level of recognition is given for catechists who have a college degree, bachelors or higher, from an approved institution in theology, religious studies or a related field. The purpose of this recognition is to acknowledge ongoing formation by catechists who pursued their formation through formal college coursework. The Degreed Level does not expire but the catechist is expected to continue his or her formation. This ongoing formation can be accomplished by attending one theological or pastoral ministry conference or course annually.

Catechist Formation Records

Accurate record keeping of one's formation progress is essential. Catechists and Parish Catechetical Leaders should work collaboratively to ensure information is accurate and recorded in a timely manner.

Catechists

1. The primary responsibility for record keeping belongs to the individual catechist.
2. Catechists should receive a completion certificate at the conclusion of a formation program that includes information about the content of the course, date and location of the training, and how many hours of instruction the course has been approved for by the Office for Catholic Education.
3. Copies of all completion certificates should be turned in to the Parish Catechetical Leader when courses are completed as needed.
4. Catechists should retain the original completion certificate.

Parish Catechetical Leaders

1. Parish Catechetical Leaders keep an ongoing record for all catechist formation in the parish using a Permanent Record Card for each catechist, archiving past catechists with the Office for Catholic Education as needed.
2. As catechists participate in formation programs, records of attendance are collected and turned in to the parish catechetical leader as needed, with catechists keeping a copy of their attendance records in case information gets lost.

3. Parish catechetical leaders record hours on individual Permanent Record Cards and retain records of attendance with each permanent record card for audit purposes during educational reviews.
4. Credit can be applied to any level of the Catechist Formation Process based on the information on the completion certificate, noting, however, that level of completion certificates must be awarded in sequence.
5. If a specific level of certification is achieved by meeting the minimum hours for each area of instruction within that level and lower levels are complete, the parish catechetical leader submits a copy of the catechist's permanent record card and completion certificates as documentation showing the completed level along with an Application for Certificate as needed to the Office for Catholic Education for catechist recognition.

Office for Catholic Education

1. The Office for Catholic Education verifies completion of a level of formation and awards certificates.
2. Awardees are recognized annually on Catechetical Sunday.
3. The director will also conduct periodic reviews of parish formation programs to assess progress in the Catechist Formation Process.
4. The Office for Catholic Education also maintains an archive of Permanent Record Cards for catechists who are no longer active so that formation progress can be retained should the catechist return to ministry.

GUIDELINES FOR COURSES

Curriculum

The following section describes the criteria for each theology or methodology topic noted in the various levels of formation. This information is provided as a guide for parish leaders who wish to create their own courses to meet local needs in the Catechist Formation Process. All courses must be registered with the Office for Catholic Education using the Application for Course Approval found in the Appendix to receive this credit. Approved courses that do not fit into one of these categories can be used for elective credit. A partial list of approved courses is available in the next section of this handbook. For a complete list, contact the Office for Catholic Education.

Basic Level

Overview of Catholic Doctrine

Courses in this category give an overview of the teachings of the church as based on the Nicene Creed.

Introduction to Sacred Scripture

As an introductory requirement, courses in this category give an overview of Sacred Scripture, covering what is meant by the term, where it fits in our faith tradition, as well as briefly exploring various books of the Bible.

Sacraments in General

Courses on the Sacraments in General will provide an overview of the sacraments by developing theological and historical context and meaning, and exploring present day rite, celebration and experience of the sacraments.

Introduction to Morality

Courses on morality will examine, understand and apply basic concepts involved in moral responsibility.

Basic Methods I & II

These courses introduce and/or reinforce the ministry of the catechist, psychology of learning and development and pre-classroom and classroom processes. Five hours each should be logged from two different formation opportunities in catechetical methodology.

Intermediate Level

Christology

Courses in Christology explore the historical and divine natures of Jesus.

The Gospels

This area of study provides an overview of the portion of Sacred Scripture known as “The Gospels.”

Discipleship and Spirituality

Courses in this category examine the concept of what it means to be a disciple of Jesus Christ and the spirituality associated with discipleship.

Catholic Social Teaching

Courses on Catholic Social Teaching explore these teachings in the framework of the foundational and all-encompassing concept of human dignity.

Modern Moral Issues

This category of courses examines key aspects of sin and makes application to moral living in the contemporary world.

Intermediate Methods I & II

These courses introduce and/or reinforce the ministry of the catechist, psychology of learning and development and pre-classroom and classroom processes. Five hours each should be logged from two different formation opportunities in catechetical methodology.

Advanced Level

Sacraments in Depth

Sacraments of Initiation

Explores the evolution of the initiation sacraments; their development, theology, and place in the church today.

Sacraments of Healing

Explores the evolution of the healing sacraments; their development, theology, and place in the church today.

Sacraments at the Service of Communion

Explores the evolution of the vocation sacraments; their development, theology, and place in the church today.

Survey of Church History

These courses study ecclesiology and how the Church developed throughout history.

Vatican Council II

Courses in this category provide an introduction to and overview of the Second Vatican Council.

Themes in Sacred Scripture

Courses that unpack themes in Sacred Scripture and trace the development of the Roman Catholic faith qualify for credit in this category.

Human, Spiritual, Intellectual and Apostolic Qualities

Ongoing formation of catechists is to include all aspects of the catechist's life – human, spiritual intellectual, apostolic. The *National Directory for Catechesis* no. 55-E states...

On the Human Level, formation is to:

- Help them to develop natural virtues and necessary knowledge
- Include reflection on real-life human situations so that catechists will be able to relate the various aspects of the Christian message to the concrete experiences of their lives

On the Spiritual Level, formation is to:

- Help them develop their spiritual lives
 - Sacraments
 - Prayer, including Liturgy of the Hours
 - Meditation
 - Marian devotions
 - Prayer groups
 - Days of renewal
 - Spiritual retreats
- Encourage them to seek a spiritual director
- Help them see the development of their spiritual lives as essentially bound to the life of the Church

On the Intellectual Level, ongoing formation is to:

- Help them develop their understanding of the Church's doctrine and be firmly rooted in Sacred Scripture and Tradition
- Present the various elements of the Christian faith

- Reflect the Christ-centered and ecclesial nature of catechesis that leads those being catechized deeper into the mystery of Christ
- Equip them to transmit the authentic faith of the Church
- Depend on the *General Directory for Catechesis* and the *Catechism of the Catholic Church* as the sure norm for teaching the faith
- Help them mature in their own faith and help them to offer a convincing explanation for their faith and hope

On the Apostolic Level, ongoing formation should:

- Help them develop an apostolic zeal
- Encourage them to become evangelizers
- Equip them to proclaim the truth of Jesus Christ boldly and enthusiastically
- Help them to introduce those whom they catechize into the mystery of salvation and the religious, liturgical, moral, and community life of the Body of Christ
- Show them how to build a community of faith
- Encourage them to devote themselves to the missionary apostolate
- Encourage them to carry out their apostolic activity in communion with the local and universal Church

Integration

In order to integrate these dimensions of their role, ongoing formation for catechists is to:

- Help them to harmonize the human, spiritual, doctrinal (intellectual), and apostolic dimensions of their apostolate
- Keep them abreast of the life of the Church and of changing social, cultural, ethnic, and religious circumstances
- Help them overcome discouragement and burnout
- Provide training in current methodology
- Provide resources for organizing and directing educational activities
 - Lesson planning
 - Goal setting
 - Presentation of catechetical lessons
 - Evaluation of lessons presented
 - Group dynamics
 - Effective use of available resources such as media
 - Adapting materials to the age, capacity and culture of those they seek to reach
 - Specialized training for catechizing people with disabilities

Planning Local Courses for Catechist Formation

A key part of training parish catechists is identifying what areas of formation are needed most in the local program. Formation opportunities hosted locally can then be developed to meet the local needs identified. Parishes that have their own local courses can apply to have these courses approved for use with the Catechist Formation Process using the Application for Course Approval found in the Appendix.

Completion certificates should be awarded for participants in local courses so they have a record of their attendance. A sample of a completion certificate is available in the Appendix. Information about the Catechist Formation Topic and Hours to note on the completion certificate is included in the Office Use section of the Application for Course Approval that is returned to course planners once approval for credit is given.

Local courses will be posted on the diocesan website at <https://www.dio.org/catechesis/local-courses.html>.

APPROVED COURSES

In addition to the courses offered through the Office for Catholic Education and local courses available in parishes, participants may also seek credit through other approved programs and institutions. The following programs have been evaluated and found suitable for use in the Catechist Formation Process. Other programs can be used with prior approval from the Office for Catholic Education by submitting an Application for Course Approval form that is included in the Appendix of this handbook.

University of Dayton's Institute for Pastoral Initiatives

The Virtual Learning Community for Faith Formation offers seven sessions of synchronous online courses for ongoing formation each year. All courses in the program can be used for credit in the Catechist Formation Process, see www.dio.org/catechesis/approved-formation-programs.html for details. The Certificate in Catechesis through VLCFF satisfies all the requirements for the Advanced Level Certificate in lieu of individual credit in each category, personal spiritual enrichment and electives. Information about the VLCFF program is available at <http://vlc.udayton.edu>.

Echoes of Faith

RCL Benziger offers an asynchronous online formation program through the Echoes of Faith initiative. Completing the Emmaus Edition online plus the additional 30 hours of Personal Spiritual Enrichment requirements qualifies as completion of the Basic Level of certification in the Catechist Formation Process. See <https://www.flourishkh.com/rclb/login> for details.

Franciscan at Home ~ Catechist Track

The Catechetics Program at Franciscan University of Steubenville exists to prepare students to join the "army of catechists" called for by Saint John Paul II, eager to help the Church in her mission of making all nations disciples of Jesus Christ. The catechetics program combines a thorough study of Sacred Scripture, Sacred Tradition, and magisterial documents with training in proper and effective pedagogical techniques to help students grasp the intelligibility and coherence of divine truths, and to pass them along faithfully. Completing the Catechist Track along with an additional 30 hours of Personal Spiritual Enrichment qualifies as completion of the Basic Level of certification in the Catechist Certification Process. Courses are asynchronous and students have the option of being assigned a mentor. See <https://franciscanathome.com/tracks-and-workshops> for details.

Certification from Other Dioceses

Courses and certification from other dioceses can be recognized in the Catechist Formation Process. These courses and certificates will be accepted based on how they are applicable to

the Catechist Formation Process curriculum described in this handbook, in both content and number of clock hours.

Lay Ministry Formation

Those who have completed a certificate in the diocesan Lay Ministry Formation Program need only fulfill the methodology requirements to complete the Advanced Level of the Catechist Formation Process. Those who complete the specialization for Catechetical Leadership Ministry fulfill all the requirements of the Catechist Formation Process through the Advanced Level.

College Courses

Credit for college-level courses can be accepted if the course fulfills the content of curriculum as established herein. Contact the Office for Catholic Education for details on how to document this credit.

Webinars

Various catechetical publishers and organizations offer online webinars for the benefit of catechists. A catechist participating in such a webinar, either live or via a recording, may receive credit equal to the length of the webinar. To verify participation, catechists must fill out the Summary of Participation in a Live or Recorded Webinar form found in the Appendix of this handbook and send this completed form to the Office for Catholic Education for verification.

Book Study

For book studies to qualify for Catechist Formation credit, studies must be done on an approved book as a group with a facilitator to lead the discussion. Everyone in the study must read the book and meet to discuss on a regular basis. A list of approved books is available from the Office for Catholic Education and on the diocesan website. To have a book evaluated for credit, please use the Application for Book Study Approval found in the Appendix of this handbook.

Professional Educator License

Credentialed educators automatically earn 5 hours in Basic Methodology I for having a professional license in education.

Protecting God's Children

- Participant – Elective (3 hours)
- Facilitator – Elective (8 hours)

Other Programs

Other programs may also qualify for credit in the Catechist Formation Process. Below is a partial list of programs that have been approved. The full list is available from the Office for Catholic Education. Contact the Office for Catholic Education for information on how obtain approval for programs not on this list.

- My Catholic Faith Delivered presented by Ignatius Press
- Why Catholic? presented by Renew International
- Catholicism Project presented by Word on Fire Ministries
- Scripture Studies presented by Ascension Press
- Short Courses presented by Augustine Institute

A key aspect of course approval is how course completion is documented. Many fine resources are available but are not included on the list above because there is no systematic aspect to how these platforms assess participant mastery of the subject matter or document proof of completion. Resources in this category can still be considered for credit using the Summary of Participation in a Live or Recorded Webinar form.

APPENDIX

Schedule of Forms:

1. Permanent Record Card
2. Application for Course Approval
3. Sample Certificate of Attendance
4. Application for Certificate
5. Summary of Participation in Live or Recorded Webinar
6. Application for Book Study Approval

To provide adequate training is not easy and will require personnel, structures and financial support. But, in view of the importance of catechists, the challenge should be faced courageously, with realistic and intelligent planning.

- Congregation for the Evangelization of Peoples, *Guide for Catechists*, no. 23

**DIOCESE OF SPRINGFIELD IN ILLINOIS
CATECHIST FORMATION PROCESS — PERMANENT RECORD CARD**

Name:	Date of Birth:
Address/City/State:	Phone:
Parish/School/Location:	Email:

The following has been completed for the **BASIC LEVEL**:

Topic (Hours)	Instructor	Date Completed	Site Location
Overview of Catholic Teaching (10 hours)			
Introduction to Scripture (10 hours)			
Sacraments in General (10 hours)			
Introduction to Morality (10 hours)			
Basic Methods Part I (5 hours)			
Basic Methods Part II (5 hours)			
Electives (10 hours)	<i>Document on next page</i>		
Personal Spiritual Enrichment enhanced by _____ hours itemized on next page (30 hours required)			

BASIC LEVEL awarded: _____ (for office use)

The following has been completed for the **INTERMEDIATE LEVEL**:

Topic (Hours)	Instructor	Date Completed	Site Location
Christology (10 hours)			
Gospels (10 hours)			
Discipleship/Spirituality (10 hours)			
Catholic Social Teaching or Modern Moral Issues (10 hours)			
Intermediate Methods Part I (5 hours)			
Intermediate Methods Part II (5 hours)			
Electives (10 hours)	<i>Document on next page</i>		
Personal Spiritual Enrichment enhanced by _____ hours itemized on next page (30 hours required)			

INTERMEDIATE LEVEL awarded: _____ (for office use)

The following has been completed for the **ADVANCED LEVEL**:

Topic (Hours)	Instructor	Date Completed	Site Location
Sacraments in Depth (10 hours)			
Vatican Council II Documents or Survey of Church History (10 hours)			
Themes in Scripture (10 hours)			
Electives (10 hours)	<i>Document on next page</i>		
Personal Spiritual Enrichment enhanced by _____ hours itemized on next page (30 hours required)			

ADVANCED LEVEL awarded: _____ (for office use)

Electives:

Basic and Intermediate Levels require a total of 10 hours of electives each and Advanced Level requires a total of 20 hours. Attach additional sheets as needed.

Date:		Course Title:		Hours:	
Date:		Course Title:		Hours:	
Date:		Course Title:		Hours:	
Date:		Course Title:		Hours:	
Date:		Course Title:		Hours:	
Date:		Course Title:		Hours:	
Date:		Course Title:		Hours:	
Date:		Course Title:		Hours:	
Date:		Course Title:		Hours:	
Date:		Course Title:		Hours:	
Date:		Course Title:		Hours:	

Personal Spiritual Enrichment:

30 hours of personal spiritual enrichment are required for each level of catechist certification. Please consult the Catechist Formation Process Handbook for information about activities and events that qualify for Personal Spiritual Enrichment. Itemize activities below. Attach additional sheets as needed.

Date:		Course Title:		Hours:	
Date:		Course Title:		Hours:	
Date:		Course Title:		Hours:	
Date:		Course Title:		Hours:	
Date:		Course Title:		Hours:	
Date:		Course Title:		Hours:	
Date:		Course Title:		Hours:	
Date:		Course Title:		Hours:	
Date:		Course Title:		Hours:	
Date:		Course Title:		Hours:	
Date:		Course Title:		Hours:	

If you have any questions, please call the Office for Catholic Education at (217) 698-8500 or email catechesis@dio.org.

Application for Course Approval

Use this form to have a course reviewed for credit in the Catechist Formation Process. Attach additional sheets and supporting documents as necessary. Courses may be hosted in the local parish, through institutions outside the diocese, or workshops/webinars at regional and national conferences.

Name: _____ Position: _____

Address: _____ Parish/Institution: _____

City/State/ZIP: _____ Parish/Institution City: _____

Phone: _____ Email: _____

Course Title: _____ Course Date: _____

Course Location: _____ Duration (in hours): _____

Speaker/presenter: _____

Background of course presenter: _____

Description of the course or talk: _____

Summary of course/talk: _____

Signature _____ Date: _____

PLEASE SEND TO:
Office for Catholic Education
1615 West Washington Street
Springfield, IL 62702
catechesis@dio.org

FOR OFFICE USE ONLY:

Approved for credit: _____ Date: _____

Catechist Formation Process Topic: _____ Hours: _____

Application for Certificate

This form is completed by catechists and verified by the parish catechetical leader when a catechist has completed the requirements for a formation level in the Catechist Formation Process. Please include a copy of the catechist's Permanent Record Card with this application form. If the catechist is applying for the Degreed Level of certification, please include a copy of the catechist's official transcripts.

Section A: To be filled out by the catechist	
Name:	
Address:	
City / State / Zip:	
Phone:	
Parish / School:	
Signature of Catechist:	I attest that I have completed all the requirements for the formation level requested. X
Section B: To be filled out by the parish catechetical leader	
Formation Level:	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Degreed <input type="checkbox"/> Renewal ~ Date of Original Certificate: _____
Signature of Parish Catechetical Leader:	I attest that the applicant has completed all the requirements for the formation level requested. X
Title:	
Parish / School:	
Address/City/Zip:	
Phone:	

PLEASE SEND TO:
 Office for Catholic Education
 1615 West Washington Street
 Springfield, IL 62702
catechesis@dio.org

Summary of Participation in a Live or Recorded Webinar

This form is adapted from the work of Joe Paprocki (www.catechistsjourney.com)

Send to: Office for Catholic Education, 1615 West Washington Street, Springfield, IL 62702, catechesis@dio.org

Catechist Information			
Name:			
Address:			
City / State / Zip:			
Phone:			
Parish / School:			
Webinar Information			
Title of Webinar:			
Sponsoring Publisher or Organization:			
Length (in minutes):		Date of Participation:	
Summary of Learning Experience			
Describe the main focus of the webinar in 2-3 sentences:			
Identify 3-5 key insights you gained from the webinar:	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 		
Summarize the implications these insights will have in your ministry as a catechist:			

Application for Book Study Approval

Use this form to have a book reviewed for credit in the Catechist Formation Process. As a general guideline for book approval, books must be written by a Catholic author published by a Catholic publishing company on a topic related to faith formation or spiritual enrichment. Other publishers or authors may be considered at the discretion of the Office for Catholic Education. A list of books that have already been approved is available on the diocesan website, www.dio.org.

Name: _____ Position: _____

Address: _____ Parish/Institution: _____

City/State/ZIP: _____ Parish/Institution City: _____

Phone: _____ Email: _____

Title: _____ Date of Publication: _____

Author(s): _____

Publisher: _____ ISBN: _____

Study Guide: Yes No If yes, title of study guide: _____

Nihil Obstat granted: Yes No

Imprimatur granted: Yes No

Requested by:

Signature _____ Date: _____

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FOR OFFICE USE ONLY:

Approved for credit: _____ Date: _____

Catechist Formation Process Topic: _____ Hours: _____