ARCHDIOCESE OF LOUISVILLE

Office of Lifelong Formation and Education

GUIDELINES FOR THE FORMATION OF CATECHISTS

(Revised 2013)
January 2013

Dear Catechist:

May God bless you! I applaud your efforts to continue your formation through the Archdiocese of Louisville’s catechist formation program.

In his Apostolic Letter, *Porta Fidei*, written to open the Year of Faith, our Holy Father wrote about the task of arousing in each believer “the aspiration to profess the faith in fullness and with renewed conviction, with confidence and with hope” (§9). You play a critical role in this process as you seek to teach and form children, youth, and adults so as to help “all believers in Christ to acquire a more conscious and vigorous adherence to the Gospel” (§8).

As we seek to teach the truth of the Church and to impart knowledge about our faith, we also are called to form the heart. The wonderful image in St. John’s Gospel of the Samaritan woman at the well and her encounter with Christ compels us, as ministers, to respond to the thirst for God among the people we serve and to communicate how that thirst is addressed through a relationship with Jesus Christ in and through the Church. In the words of our Holy Father Pope Benedict XVI: “Being Christian is not the result of an ethical choice or a lofty idea, but the encounter with an event, a person, which gives life a new horizon and a decisive direction” (*Deus Caritas Est* §1). Your personal witness and continued formation in your own faith, along with the development of your knowledge and skills, are essential to your formation as a catechist.

Thank you for your gifts of time and talent to this vital ministry of the Church. I greatly appreciate your efforts to share your faith and to teach and form others in the faith. Please know that my prayers are with you.

Sincerely yours in our Lord,

Most Reverend Joseph E. Kurtz, D.D.
Archbishop of Louisville
# TABLE OF CONTENTS

1. **CATECHESIS**
   - What is Catechesis? ........................................................................................................ 1
   - What is the Purpose of Catechesis ............................................................................ 1

2. **THE CATECHIST**
   - Who is a catechist? .................................................................................................. 2
   - What are some qualities of a catechist? ................................................................. 2-3
   - Age of Lead Catechist in the Classroom ................................................................. 3
   - Legal Ramifications .................................................................................................. 3
   - Safe Environment Training Program ...................................................................... 3

3. **CATECHIST FORMATION**
   - Purpose of Catechist Formation ............................................................................. 4
   - What is Catechist Formation? ................................................................................ 4
   - Requirements ........................................................................................................... 4-5
   - How do I obtain Catechist Formation? ................................................................. 5-6

4. **CATECHIST FORMATION REQUIREMENTS**
   - Level 1 – Associate Catechist .............................................................................. 7
   - Level 2 – Advanced Catechist .............................................................................. 8-10
   - Level 3 – Master Catechist .................................................................................. 10

5. **Appendix**
   - A. Catechetical Ministry Form .............................................................................. 11
   - B. Application Form .................................................................................................. 12-13
   - C. Individual Catechist Credit Request Form .................................................... 14
   - D. Parish/Agency Sponsored Program Catechist Credit Request Form .......... 15
   - E. Catechist Reimbursement Form ....................................................................... 16
   - F. Mentoring Experience “Waiver Request” Form ............................................ 17
CATECHESIS

WHAT IS CATECHESIS?

Catechesis is an education in the faith of children, young people, and adults which includes especially the teaching of Christian doctrine imparted...with a view to initiating the hearers into the fullness of Christian life. While not being formally identified with them, catechesis is built on a certain number of elements of the Church's pastoral mission which have a catechetical aspect...the initial proclamation of the Gospel or missionary preaching to arouse faith; examination of the reasons for belief; experience of Christian living; celebration of the sacraments; integration into the ecclesial community; and apostolic and missionary witness. (CATECHISM OF THE CATHOLIC CHURCH, #5 & 6)

"Catechesis" originates from the Greek word meaning to "echo or resound". That which is echoed is God's Word, made flesh in Jesus Christ and continually enfleshed in the community of believers - Christ's body in the world. Catechesis has always been an esteemed term in Christian tradition. However, with the developments arising from the Second Vatican Council, publication of documents such as the Catechism of the Catholic Church and the General Directory for Catechesis, and a variety of parish and school sponsored programs and activities, the term is now heard more frequently.

While catechesis can refer to a variety of experiences and realities, at its core meaning, it involves growth in faith. Faith does not happen in a vacuum. Faith is transmitted through the interaction, communication and relationships between and among people. Catechesis takes place in many settings and in a variety of ways - liturgical celebrations, community building endeavors, outreach projects, and educational programs.

Therefore, catechesis can be described as a process whereby the Word of God, proclaimed through scripture, tradition, and the ongoing faith stories of believers, continues to be heard, understood and followed.

WHAT IS THE PURPOSE OF CATECHESIS?

The definitive purpose of catechesis is to put people not only in touch, but also in communion and intimacy, with Jesus Christ. (GDC #80)

The aim is precisely to encourage a living, explicit and fruitful profession of faith. (GDC #66)

Catechesis prepares the Christian to live in community and to participate actively in the life and mission of the Church. (GDC #86)

Catechesis is a lifelong process. It is important that those who catechize realize that their efforts are but part of the Church's total efforts to help persons grow and mature. It serves persons of all ages and situations and is concerned with the growth of the entire person, including the individual's knowledge, understanding, values, attitudes, lifestyle, and skills.

Catechesis integrates the influence of ethnic and cultural realities in the growth of individuals and communities. It includes those with special needs, the elderly, and the socially and economically disadvantaged. Therefore, it is imperative that those who catechize understand and take into consideration how human persons grow and develop in different situations and at varying stages of their lives.

When catechetical efforts build in an orderly way, persons are enabled to make a mature response to the Gospel message and to manifest a faith that is indeed living, conscious, and active.
THE CATECHIST

WHO IS A CATECHIST?

A catechist truly helps a person to encounter God. (GDC #139) The catechist is essentially a mediator, facilitating communication between the people and the mystery of God, between subjects amongst themselves, as well as with the community. The catechist ensures that his/her activities always draw support from faith in the Holy Spirit and from prayer. (GDC #156)

By virtue of baptism, each Catholic is called to minister, to heal, to teach, to serve, and to affirm in Jesus' name. Some, however, are called to minister in a formal way by proclaiming and teaching God's Word.

The term “catechist” in this handbook refers to an individual who has accepted an explicit ministerial role; this person is referred to as a formal catechist in the community.

Formal catechists in parishes/schools includes, but are not limited to the following:

– Adult Faith Formation Leader
– Campus Minister
– Coordinator of RCIA
– Parish Catechetical Leader (i.e., Director of Religious Education, Coordinator of Religious Education, Pastoral Associate)
– Parish Religion Teacher
– Principal
– School Religion Teacher
– Young Adult Minister
– Youth Minister

WHAT ARE SOME QUALITIES OF A CATECHIST?

It is necessary for catechists to have a deep faith, a clear Christian and ecclesial identity, as well as a great social sensitivity. Catechists must be able to be, at one and the same time, teachers, educators and witnesses of the faith. ...Besides being a witness, the catechist must also be a teacher who teaches the faith. (GDC #237, 240)

In addition to these personal qualities, the following is offered as a challenge as well as a guide in the hope that catechists will come to realize that they will grow in these areas as they continue their pursuit of knowledge and skills and as they serve in this ministry.

A catechist is a person who:

Receives and responds to a ministerial call which springs from baptism and is strengthened by confirmation. (GDC #231)

Shares in the pastoral ministry of the Church and is willing to give of time and talent in serving others. (GDC #231)

Communicates a solid grasp of Catholic doctrine and worship. (GDC #240)

Tests and validates understandings and insights in light of the teaching authority of the Church. (GDC #237)
Demonstrates familiarity with the scriptures, and communicates the gospel message effectively. (GDC #235)

Seeks peaceful and just solutions to complex problems such as war, poverty, racism, and environmental concerns. (GDC #239)

Shows compassion for the struggles and tensions being experienced today by individuals, families and nations. (GDC #241)

Understands how persons of differing ages and circumstances learn, grow and mature. (GDC #242)

Acquires the skills, knowledge and abilities necessary for effective catechesis. (GDC #241)

**AGE OF LEAD CATECHIST IN THE CLASSROOM**

The lead catechist in a parish religious education setting is to be at least **21 years of age**. All literature (Church and civil) presumes that catechists are adults. In catechizing others, it is through life experiences, in addition to knowledge and skills, that the person of the catechist is best able to model and witness to a life in Jesus.

Because the lead catechist in a parish religious education program is to be at least 21 years of age, persons of high school age are encouraged to participate as aides in any classroom where an adult is the lead catechist.

To introduce high school age persons to catechetical ministry, PCLs are encouraged to provide their own training for them, as aides, on the parish level. The training should be appropriate to their age. Following high school graduation, persons may begin catechist formation classes in preparation for becoming lead catechists.

**LEGAL RAMIFICATIONS**

Supervision of young people on the parish level is a major concern. Young people under the age of 18 require adult supervision when they are present in parish buildings and/or on the grounds. This concern is not only for the safety and well being of young persons, but also for the legal protection of catechists and PCLs as their catechetical leaders.

**SAFE ENVIRONMENT TRAINING PROGRAM**

The Archdiocese of Louisville is committed to ensuring that children and youth who worship, study or participate in church-sponsored activities can do so in the safest and most secure setting possible. In an effort to fulfill this commitment, all employees or volunteers who have regular contact with children or youth are required to participate in one of the Safe Environment Training Workshops.

Each workshop lasts 2 ½ hours. Participants will receive a copy of the Sexual Abuse Policies and a resource manual. No registration is necessary. Sign-in sheets will be available at the workshops. You may find the Safe Environment Training Schedule on the Archdiocese of Louisville website at [www.archlou.org](http://www.archlou.org).
CATECHIST FORMATION

PURPOSE OF CATECHIST FORMATION

The purpose of catechist formation is to promote education of the Catholic faith, spiritual formation, development of catechetical skills, and strengthen the confidence of catechists as they fulfill their ministry in the Catholic Church.

In the catechetical document “On Catechesis in Our Time” (“Catechesi Tradendae”), it states: The Christian community cannot carry out a permanent catechesis without the direct and skilled participation of adults... The faith of these adults too should continually be enlightened, stimulated and renewed... (#43)

The Office of Lifelong Formation and Education realizes the many demands in the lives of catechists and affirms their generous efforts. This process has been designed with those catechists in mind, and offers a high degree of flexibility and a variety of options. It is envisioned primarily from a ministerial point of view rather than as a way to fulfill certain requirements.

All catechists are encouraged to participate in catechist formation. The response to a call to share the catechetical ministry of the Church includes willingness to give time and talent not only to catechizing others, but to one’s own continued growth in faith and understanding. The faith of the community is nourished through the living example of such individuals.

WHAT IS CATECHIST FORMATION?

Catechist formation is a process to educate and form persons in their catechetical ministries to adults, youth, and children. Classes are taught using adult learning principles so that catechists may gain an understanding of the subject being taught and the ability to apply that understanding to their area of catechetical ministry.

The Catechist Formation Program consists of the following three areas:

- Theological Knowledge
- Skills in Catechetics/Methods
- Spiritual Growth

There are three levels of catechist formation:

Level 1 – Associate Catechist requires a completion of 20 clock hours.
Level 2 – Advanced Catechist requires the completion of Level 1, plus an additional 120 clock hours.
Level 3 – Master Catechist requires the completion of Levels 1 & 2, plus an additional 80 clock hours.

An outline with more details of the catechist formation program is found in Appendix A of this handbook, titled Catechetical Ministry.

REQUIREMENTS

Catholic School Teachers of Religion/Theology and Principals are required to complete the Associate Level by the end of the second year of their professional role in the Archdiocese of Louisville Catholic school system. After completing the Associate Level, they are to work toward the Advanced Level at the rate of 30 clock hours every two years. Thereafter, they are to work toward the Master Level by completing 15 clock hours every two years. Upon completion of the Master Level, they are to maintain their catechist
formation certificate by completing 15 clock hours every two years. (Refer to Archdiocese of Louisville Handbook for Catholic Schools #4155.2.)

Parish Catechists, Parish Catechetical Leaders, Adult Faith Formation Leaders, Coordinators of RCIA, Youth Ministers, and Campus Ministers are encouraged to participate in catechist formation by completing 15 clock hours every two years.

**HOW DO I OBTAIN CATECHIST FORMATION?**

Catechists may obtain formation credit through completion of catechist formation classes offered through any of the following: Archdiocese of Louisville Ministry Institute, the archdiocesan media options, online courses, an event sponsored by a parish or agency in the archdiocese, an event sponsored by another diocese, a catechist certificate awarded in another diocese, and academic credit.

**Archdiocese of Louisville Ministry Institute Application Form** is the first step in receiving catechist formation. You may enroll in the Archdiocese of Louisville Catechist Formation Program by submitting an application found in Appendix B of this handbook. A college transcript for religious education courses completed post Vatican II, as well as proof of attendance at workshops, conferences, etc., listed on the application should be included.

**Archdiocese Professional Development Catalog** is a listing of all classes offered by the Archdiocese of Louisville Ministry Institute. It is published three times a year (Spring, Summer, and Fall). You may obtain a copy through the Office of Lifelong Formation and Education at 448-858 or at www.archlou.org/OLFE.

**Individual Catechist Credit Request Form** may be submitted by an individual seeking catechist credit for approval of credit for classes, workshops, conferences, retreats, and other catechetical events not offered through the Archdiocese of Louisville Ministry Institute. This includes events sponsored by dioceses other than the Archdiocese of Louisville. To request catechist credit, please fill out the Individual Catechist Credit Request Form found in Appendix C of this handbook.

**Parish/School/Agency Catechist Credit Request Form** may be submitted by a representative of a parish, school, or agency prior to an event for the approval of catechist credit. To request catechist credit, please fill out the Parish/School/Agency Catechist Credit Request Form found in Appendix D of this handbook.

**Catechist Certificate awarded in another diocese** may be approved for catechist credit. Since diocesan requirements vary, the catechist is requested to submit information on the classes and workshops involved.

**Academic Credit** from a Catholic university in the area of theology may be approved for catechist credit. Submit a transcript from the university and information about the class if the title of the class is vague.

**Archdiocesan Media Option** is designed to add flexibility to the catechist formation process. This option offers the catechist an experience equivalent to the classes taught by instructors in live gatherings sponsored by the Archdiocese of Louisville Ministry Institute. The catechist should maintain a balance between the use of the media option and attendance at regular classes.

No more than 40 hours of the required coursework may be completed on an individual basis; the remaining must be fulfilled through live, gathered offerings and interactive online options (i.e., University of Dayton Virtual Learning Community).

**Internet-based Distance Learning** through the University of Dayton is available for catechist credit. The Archdiocese of Louisville has a partnership with the University of Dayton to offer adult faith and catechist
formation classes, such as Scripture, Sacraments, Catholic Beliefs, Church History, Christology, Social Justice, Morality, Media Education, and many more. Each course is 5 weeks and is designed to be an experience within a small virtual community, not an independent study. Consult www.vlc.udayton.edu for current information and registration, or the Consultant for Catechetical Ministry, Archdiocese of Louisville.

Office of Lifelong Formation and Education Catechist Formation Reimbursement may be submitted by a parish administrator (pastor, principal, PCL) for a catechist who has completed 15 hours in the archdiocesan catechist formation program. When a catechist completes 15 hours of catechist formation courses sponsored by the Archdiocese of Louisville Ministry Institute, a reimbursement of $50.00 may be obtained. The maximum annual reimbursement per catechist is $100.00. The reimbursement form is found in Appendix E of this handbook.

Record Keeping
The Office of Lifelong Formation and Education keeps an updated record on all active catechists. It is the responsibility of the catechist to make sure that all courses and workshops not offered through the Archdiocese of Louisville Ministry Institute are turned in to the Consultant for Catechetical Ministry for proper credit. Updated catechist records are sent out yearly to school Principals and Parish Catechetical Leaders.
Catechist Formation

Level 1 - Associate Catechist (20 clock hours)

The following are specific classes the Archdiocese of Louisville offers for completion of Level 1 – Associate Catechist formation.

Overview of Catechetical Ministry Part I (2 hours)
An introductory overview of catechesis, which includes a general understanding of the purpose, goals, and methodology of the ministry of catechesis. It will introduce the Kentucky Religious Education Guidelines and provide ideas and resources to use in catechetical session planning.

Overview of Catechetical Ministry Part II (3 hours)
An overview of the catechetical process in passing on the faith, distinguishing characteristics of the Catholic Church, the process of catechist formation, and practical resources to use in catechetical sessions.

Faith Development (2.5 hours)
A study of the development of the nature of faith and the diverse expressions of faith formed by tradition, culture, and life experience.

Images of God (2.5 hours)
An exploration into both the personal and communal images of God and how that impacts a sense of community and ministry.

Introduction to Christology (2.5 hours)
A study of the Christian understanding of the person of Jesus and the impact it has on one’s practices.

Introduction to Prayer (2.5 hours)
A study of the diverse forms of individual and communal prayer and identification of one’s own preferred style of prayer.

Introduction to Sacraments (2.5 hours)
An exploration of the meaning of the sacraments, the role they have in the Church, and the principles of liturgical celebration of the sacraments.

Introduction to Scripture (2.5 hours)
An exploration of the Catholic understanding of Scripture and the meanings of inspiration and revelation.
Level 2 - Advanced Catechist (120 clock hours)

Level 2 consists of three areas of formation: Theology Formation, Catechetics Formation, and Spiritual Formation.

- Theology formation is learning the knowledge of the Catholic faith.
- Catechetics formation is learning skills and techniques in teaching the faith to others.
- Spiritual formation is nurturing a deeper relationship with God.

A description of each area and requirement of hours is as follows:

Theology Formation (40 clock hours)
Theology formation consists of 12 categories of study in Catholic theology for Level 2 – Advanced Catechist. A minimum of 7 categories must be fulfilled.

Classes in these categories may be taken through the following Catholic Institutions: Archdiocese of Louisville Ministry Institute, University of Dayton Virtual Learning Community, parishes and religious communities, national conferences, and universities. A Catechist Credit Request Form (found in Appendix C and D of this handbook) must be filled out with detailed information about the class and submitted for approval of credit.

Scripture category
A study of the Catholic understanding of Scripture.

Church category
A study of the historical development, organizational structure, major features, and mission of the Catholic Church.

Christology category
A study of the Catholic Church teachings regarding the person of Jesus Christ, his divinity and humanity, as well as the Biblical reflections on the identity and work of Jesus.

Sacraments category
A study of the Catholic Church teachings on sacraments and the celebration of these sacraments in the parish community.

Liturgy category
A study of the basic principles of celebrating liturgy in the Catholic Church.

Spirituality category
A study of diverse expressions of both personal and communal spirituality in the Catholic Church and the exploration of the activities of the Holy Spirit in the Church and in the world.

Prayer category
A study of the meaning of prayer in our life and the diverse forms of prayer.
Catholic Beliefs and Practices category
A study of Catholic Church teachings, documents, and practices.

Morality category
A study of the Catholic Church fundamental concepts of morality and the consideration of conscience, sin, moral values, Church authority, and moral decision making in contemporary moral issues.

Justice category
A study of the basic themes of social justice and social teachings of the Catholic Church.

Cultural/Diversity category
A study of diverse cultural faith experiences (e.g. ethnicity, religion, and age) in light of the teachings of the Catholic Church.

Family Life category
A study of the teachings of the Catholic Church’s vision of marriage and family.

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Catechetics Formation (40 clock hours)
Catechetics is a content area of study in which catechists will have the opportunity to concentrate on their particular area of ministry – adult, youth, or childhood. Catechists will learn strategies and techniques for teaching and facilitating their learning sessions.

Catechetics (25 clock hours)
Classes in this area may be taken through the following Catholic Institutions: Archdiocese of Louisville Ministry Institute, University of Dayton Virtual Learning Community, parishes and religious communities, national conferences, and universities. A Catechist Credit Request Form (found in Appendix C and D of this handbook) must be filled out with detailed information about the class and submitted for approval of credit.

Mentoring Experience (15 clock hours)
Mentoring Experience is a program designed to provide encouragement, guidance, and support, while offering suggestions to the person learning to enhance their skills as a catechist. The catechist will select a mentor who has given witness to his/her faith in the context of effective catechetical ministry. The mentor may be a Principal, PCL, Coordinator, or another Catechist who has obtained a Master Catechist Certificate or other equivalencies. The catechist and mentor will designate the best use of their time based on the catechist’s needs (e.g. help with prayer services, liturgy planning, resourcing, creative experiences, etc.).

To begin the Mentoring Experience program, the catechist and mentor will meet with the Consultant for Catechetical Ministry to receive materials and instructions about the program.

A catechist with ten years religious teaching experience may apply for an exemption from the mentoring experience. The Mentoring Experience “Waiver Request” Form is found in Appendix F of this handbook.

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**Spiritual Formation (40 clock hours)**

Spiritual Formation is a content area to help the catechist grow in their understanding and appreciation of the integral relationship between life, prayer, and discipleship through experiences such as days of reflection, retreats, parish missions, prayer groups, spiritual direction, etc. Events in this area may be taken through the following Catholic Institutions: Archdiocese of Louisville Ministry Institute, University of Dayton Virtual Learning Community, parishes and religious communities, national conferences, and universities. A Catechist Credit Request Form (found in Appendix C and D of this handbook) must be filled out with detailed information about the class and submitted for approval of credit.

**Level 3 – Master Catechist (80 clock hours)**

Level 3 consists of three areas of formation: Theology Formation, Catechetics Formation, and Spiritual Formation.

- Theology formation is learning the knowledge of the Catholic faith.
- Catechetics formation is learning skills and techniques in teaching the faith to others.
- Spiritual formation is nurturing a deeper relationship with God.

A description of each area and requirement of hours is as follows:

**Theology Formation (40 clock hours)**

Theology formation consists of 12 categories of study in Catholic theology for Level 3 – Master Catechist. A minimum of 5 categories must be fulfilled. (Please review description of categories in Level 2).

**Catechetics Formation (20 clock hours)**

Please note the description of catechetics in Level 2.

**Spiritual Formation (20 clock hours)**

Please note the description of spiritual formation in Level 2.

**Ongoing Catechist Formation**

Upon completion of the Master Level, the catechist will have completed 220 hours of catechist formation and receive a certificate of completion as a Master Catechist.

To keep catechist formation active and current, the catechist must complete 15 clock hours every two years. Please submit an Individual Catechist Credit Request Form (found in Appendix C of this handbook) for the classes attended.
APPENDIX
Catechetical Ministry

The concentration in Catechetical Ministry exists to form persons in their catechetical ministries to adults, youth, or children in the Archdiocese of Louisville. This formational process fosters the acquisition of appropriate applied knowledge and skills as well as the continued spiritual formation of catechists.

PARTICIPANTS
Persons called to minister in a formal way by proclaiming and teaching God’s Word are encouraged to participate in catechetical formation, specifically Catholic School Teachers of Religion/Theology, Parish Catechists (of Adults, Youth or Children), Parish Catechetical Leaders, Coordinators of RCIA, Principals, Youth Ministers, Campus Ministers, and Adult Faith Formation Leaders.

REQUIREMENTS
There are three levels within the concentration. Additional hours taken in each level will be applied to the next level. Coursework may be taken through the Archdiocese of Louisville Ministry Institute (ALMI), media options, online courses, or other pre-approved offerings. No more than 20 percent (40 hours) of the required coursework may be completed on an individual basis; the remaining requirements must be fulfilled through live, gathered offerings and interactive online options.

LEVEL I - ASSOCIATE CATECHIST (completion of 20 hours in the following coursework plus ongoing formation)
In addition to Overview of Catechetical Ministry Part 1, no more than 5 hours may be taken either online or as a media option for the completion of the Associate Level.
Overview of Catechetical Ministry Part 1 – 2 hours
Overview of Catechetical Ministry Part 2 – 3 hours
Faith Development – 2.5 hours
Images of God – 2.5 hours
Introduction to Prayer – 2.5 hours
Introduction to Sacraments – 2.5 hours
Introduction to Christology – 2.5 hours
Introduction to Scripture – 2.5 hours

Ongoing Formation (15 hours every two years from the categories in Level II)

LEVEL II – ADVANCED CATECHIST (Completion of Level I with an additional 120 hours plus ongoing formation)

THEOLOGY/CONTENT (40 hours within a minimum of 7 different content areas - no more than 6 hours will be credited in any one content area. Additional hours will roll over to Level III.)
Christology
Sacraments
Scripture
Family Life
Spirituality
Liturgy
Prayer
Church
Morality
Culture/Diversity
Justice
Catholic Beliefs and Practices

CATECHETICS (40 hours)
Mentoring Experience - 15 contact hours
Remaining hours in Catechetics
(See offerings posted in the Professional Development Calendar)

SPIRITUAL FORMATION (40 hours)
Spiritual Formation requirements may be fulfilled by a variety of methods, e.g.,
Discipleship Specialization, Prayer Groups, Spiritual Direction, Days of Reflection, Retreats

Ongoing Formation (15 hours every two years from the categories in Level III)

LEVEL III – MASTER CATECHIST (Completion of Level I & II plus an additional 80 hours from the following categories)
Theology/Content (40 hours within a minimum of 5 different content area)
Besides the ones listed above, Electives will be added to the Level III Theology/Content area
Catechetics/Methods (20 hours) – See above
Spiritual Formation (20 hours) – See above

6/17/11
Concentration Application Form

Name:_______________________________________________________________    Date Applied:__________________________________________________________

Street:________________________________________________________________ City:_________________________ State/ ZIP:____________________

Telephone: (Hm):_________________ (Wk):_________________ Cell: _________________ Email:_______________________

Are you a Catechist_________  Parish/School:_____________________________________________________

Years in Parish /School/Community________

Present Occupation/Ministry:______________________________________________________________

Choose One Area of Concentration:

- Catechist Formation
- Discipleship
- Liturgical Ministry
- Parish Administration
- Pastoral Ministry
- Catechetical Leadership
- Youth Ministry
- Multicultural Ministry

Education / Training / Certificates (please attach college transcript and any other documentation for classes listed below)

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Over
### Any Other Education Experiences:

*Workshops, formation programs, etc., feel free to add pages*

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### Ministry Experience

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Signature: ___________________________  Date: ________________

Please return to: ALMI
1935 Lewiston Drive,
Louisville, KY 40216
Phone (502) 448-8581 / Fax (502) 448-5518 / Email: almi@archlou.org
APPENDIX C

INDIVIDUAL CATECHIST CREDIT REQUEST FORM
(To be filled out by the person requesting credit)

Archdiocese of Louisville
Office of Lifelong Formation and Education
(This form must be completed and returned before the program is offered.)

Date of request________________

Name ________________________________ Phone (H) __________________(W) ______________

Address ________________________________________________________________
(city) (state) (zip)

Email _________________________________________________________________________

Parish _________________________________________________________________

Title and Description of Program (Please attach a course outline)
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Expected Outcomes
________________________________________________________________________________
________________________________________________________________________________

Sponsor ________________________________ Name of facilitator ______________________

Location of program _________________________________________________________

Date(s) ________________ Time(s) ________________ Total hours __________________

OFFICE USE ONLY:
Area of Credit: ________________________________ Number of clock hours approved __________

Consultant for Catechetical Ministry ______________________ Date ________________

Return to: Office of Lifelong Formation and Education
Flaget Center
1935 Lewiston Drive
Louisville, KY 40216
Attn: Denise Puckett
APPENDIX D

PARISH/SCHOOL/AGENCY SPONSORED PROGRAMS
CATECHIST CREDIT REQUEST FORM
(To be filled out by the parish/school/agency who will be offering the program and requesting credit for the participants)

Archdiocese of Louisville
Office of Lifelong Formation and Education
(This form must be completed and returned before the program is offered.)

Date of Request ___________________

Name of Parish/School/Agency Requesting Credit ___________________________________________

Address ________________________________________________________________________________
(city) (state) (zip)

Coordinator of Program ___________________________ Phone (H) ___________________ (W) ____________

Email ________________________________________________________________

Instructor: Name & Title __________________________________________

Brief Description of Instructor’s Credentials __________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Title and Description of Program (Please attach a course outline)
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Resources Used
____________________________________________________________________________________

Expected Outcomes
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Participants welcome beyond my parish or school (Yes/No) __________

Location of Program ___________________________

Date (s) ___________________________ Time (s) ___________________ Total hours ______________

Number of sessions _______________ Total Lecture time _______________ Total Discussion time _______________

Signed ______________________________________________________
(Representative of sponsoring parish/school/agency)

Return to: Office of Lifelong Formation and Education Flaget Center
1935 Lewiston Drive Louisville, KY 40216
Attn: Denise Puckett
Eligibility

- Parish/school catechists who are enrolled in the archdiocesan catechist formation program.
- Reimbursement in the amount of $50.00 upon completion of 15-hours of catechist formation courses sponsored by the Archdiocese of Louisville Ministry Institute, including a course completed through the Media Option or a Virtual Learning Course completed through the University of Dayton.
- The maximum annual reimbursement per catechist is $100.00.
- A reimbursement of up to $200.00 may be claimed each semester for a college course fulfilling catechist requirements.
- Registration and fees for courses (with the exception of the fees for any Dayton University course) are handled through OLFE.
- Any other class beyond those mentioned may receive catechist credit upon request, but the stipend reimbursement is not offered.

Application Process

- Requests for reimbursement must come from the appropriate parish administrator (pastor, principal, PCL).
- They MUST be made within three months of the individual catechist’s completion of 15 hours.
- Submission deadlines: 8/31; 11/30; 2/28; 5/31. Checks are issued quarterly.
- Copies of completion sheets for courses taken must accompany any requests for reimbursement.

The parish is asked to assume responsibility for catechist reimbursement if at all possible.

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<th>NAME OF CATECHIST</th>
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TOTAL: __________

PARISH ___________________________ SIGNATURE ___________________________ REC’D ___________________________

Return to Denise Puckett, Office of Lifelong Formation and Education, 1935 Lewiston Drive, Louisville, KY 40216
ARCHDIOCESE OF LOUISVILLE
Office of Lifelong Formation and Education

CATECHIST CREDIT
Mentoring Experience “Waive Request”

A catechist with 10 years religious teaching experience is exempt from the mentoring experience requirement. Submit the completed form to receive 15 hours credit in the Advanced Level of Catechist Formation.

Date of request ______________________ Email ______________________________

Name ___________________________________ Phone (H) ___________ (W) ___________

Address ____________________________________________

(street) (city) (state) (zip)

Parish/school you teach in ________________________________________________________

Number of years religious teaching experience ____________________

Name those who have unofficially served as mentor to you in your years of teaching and the area(s) in which they offered the most assistance (e.g. planning liturgies, prayer services, offering resources, planning lessons, etc.)

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Signature, Principal or DRE

************************************************************************************

OFFICE USE ONLY:
Area of Credit: ___________________________ Number of clock hours approved _____________

Consultant for Catechetical Ministry Date

Return to: Flaget Center * 1935 Lewiston Dr. * Louisville, KY 40216-2569
(502)448-8581 * Fax: (502)448-5518
*Attention: Denise Puckett