

*The
Ministry
of
Catechesis*



*“Go therefore and make disciples of all nations, baptizing them in the
name of the Father, the Son and the Holy Spirit,
teaching them to observe all that I have commanded you.
And behold, I am with you always, until the end of all time.”*

Matthew 28:19-20



**Diocese of Austin
Department of Religious Education and Formation**

Revised 2010

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Diocese of Austin

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Office of the Bishop

November 30, 2010

Dear Brothers and Sisters in Christ:

Thank you for accepting God's call to serve His Church through the Ministry of Catechesis. We are called to carry out the teachings of the Catholic Church, teachings that have been handed down from the apostles. By answering this call to ministry, you serve as a witness to your students, their families and other members of the Catholic community. Maturity in the Catholic faith is the key to continued spiritual growth for the Kingdom of God on earth. Paragraph 15 in the *National Directory for Catechesis* states:

“Christ calls all the faithful to proclaim the good news everywhere in the world and to hand his message on to successive generations by processing, living, and celebrating the faith in liturgy and prayer. Evangelization and catechesis are among the principal means by which the Church hands on the faith.”

Proper preparation for the Ministry of Catechesis requires prayer, time and study. To assist you in this task, the Diocese of Austin offers opportunities for your own faith formation. The Diocese requires that you continue your faith growth through participation in the sacramental life of the Church and through your own continuing education. The *National Directory for Catechesis*, paragraph 48, states:

“From infancy through maturity, catechesis is a permanent school of faith and follows the major states of life.”

This certification booklet outlines the levels of catechetical certification and explains the process of becoming a certified catechist. We strongly encourage all in the Ministry of Catechesis to work toward full certification. By 2018, all DREs must either be certified by the Diocese of Austin or have earned a degree in Theology or equivalent from a Catholic college or university. Catholic school teachers are required to complete level one certification and Catholic school religion teachers are required to complete full certification or have earned a degree from a Catholic college or university.

The Department of Religious Education, Office of Youth, Young Adult and Campus Ministry, Catholic Schools Office, and the Office of Family Counseling and Family Life are available to guide you in this important ministry. Please call them to schedule certification classes and assist you with other catechetical formation needs.

Sincerely in Christ,

A handwritten signature in black ink, appearing to read "Joe S. Vásquez". The signature is fluid and cursive, with a large, stylized flourish at the end.

Most Reverend Joe S. Vásquez
Bishop of Austin

CATECHETICAL MISSION STATEMENT

The catechetical mission of the Diocese of Austin is to journey with and to empower parish and Catholic School catechetical leaders to strengthen their faith and to be effective witnesses of the Gospel of Jesus Christ.

VISION OF SUCCESS

Parishes are rich in numbers of people whom, in community, are:

- Committed Catholic Christians who live their faith and evangelize by witnessing their Church lives, work lives and society in general;
- Truly Christian disciples acting justly and spreading the Gospel;
- Fully participating in parish life as Eucharistic people;
- Seeking leadership roles within the Church;
- Generously serving others;
- Experiencing conversion of heart and life;
- Actively participating in and supporting adult formation;
- Parents who accept their responsibility as being the primary educators in the faith of their children.

CALLED TO THE MINISTRY OF CATECHESIS

The *General Directory for Catechesis* speaks of the important call to the ministry of Catechesis. It states that, “In all the ministries and services which the particular Church performs to carry out its mission of evangelization, catechesis occupies a position of importance” (#219). The Directory goes on to say that the call to the ministry of catechesis springs from the sacrament of Baptism and is strengthened in the sacrament of Confirmation. The call to be a catechist is a personal call of Jesus Christ and is articulated by the local church and the Bishop.

It also recognizes that each person responding to the call does so according to their particular situation. Some are called to serve in a parish catechetical program while others are called to serve as a Catholic school Religion teacher. Yet, the response to this call includes the willingness to give time and talent not only in catechizing others, but also to a commitment to continue one’s own faith formation.

COMMITMENT TO THE MINISTRY OF CATECHESIS

In answering the call, a catechist becomes a witness to the faith by sharing his/her faith commitment through word, worship, service, experience and prayer.

In making a commitment, the catechist /Catholic school Religion teacher becomes responsible for:

Continuing their spiritual development through taking time to nourish their own personal relationship with the Lord;

Becoming aware of and faithfully attempting to witness and teach only authentic Church teachings;

Continuing their own personal and educational development through attendance at courses and workshops;

Attending all class sessions and any other in-services required by the parish and the Diocese of Austin, preparing lessons and organizing age-appropriate materials needed for class activities;

Providing a positive classroom atmosphere;

Evaluating regularly their own teaching techniques, being sensitive to cultural differences and special needs of students;

Collaborating with and affirming parents as the primary educators of their children's faith formation.

OUTLINE OF THE FORMATION PROCESS

Level I *Echoes of Faith*

Catechetical Modules

Getting Started as A Catechist..... 4 clock hours
4 segments, one hour each

Role of the Catechist 4 clock hours
4 segments, one hour each

Person of the Catechist 4 clock hours
4 segments, one hour each

Methodology Modules

Introduction to the Learner..... 4 clock hours
4 segments, one hour each

Methodology 4 clock hours
for grades 1-8
4 segments for each grade grouping, one hour each

OR

Adult Faith Formation
4 segments, one hour each

OR for other audiences*

*Courses for other audiences, not part of the *Echoes of Faith* series

Methodology for adolescents

Methodology for families

Methodology for RCIA with children

4 clock hours

Level I *Echoes of Faith* (continued)

Theological Modules

Introduction to the Scriptures 6 clock hours
4 segments, one and a half hours each

I Believe, We Believe..... 6 clock hours
4 segments, one and a half hours each

Liturgy and Sacraments 6 clock hours
4 segments, one and a half hours each

Morality..... 6 clock hours
4 segments, one and a half hours each

Prayer and Spirituality 6 clock hours
4 segments, one and a half hours each

Level I Day of Discernment..... Attended

Praying All Ways: Multiple Intelligences Approach to Prayer

The Diocesan Office for Youth, Young Adult and Campus Ministry sponsors basic training in Catholic Youth Ministry. These sixteen hours will be accepted toward level one certification in place of:

Echoes of Faith: Catechetical Module—*Getting Started as a Catechist*
Echoes of Faith Methodology Courses—*Introduction to the Learner & Methodology for Grades 1-8*

Basic Training in Catholic Youth Ministry Course Listing (16 hours):

Foundations of Catholic Youth Ministry

Ministry to Adolescents: Historical, Theological and Pastoral Perspectives

Adolescent Catechesis: Methods and Models

Prayer, Liturgy and Confirmation in Youth Ministry

Total for Level I 50 clock hours

Level II

Catholic Adult Formation Courses

Old Testament.....	16 clock hours
New Testament	16 clock hours
Sacraments	16 clock hours

Catechetical Courses

National Directory For Catechesis.....	4 clock hours
Evangelization and Catechesis.....	4 clock hours
Chaste Living.....	8 clock hours
Learning Theory/Learning Styles	4 clock hours

Level II Day of Discernment **Attended**

Theological Reflection

Total for Level II..... 68 clock hours

Level III

Catholic Adult Formation Courses

Church History.....	16 clock hours
Church.....	16 clock hours
Morality.....	16 clock hours

Catechetical Courses

Multiculturalism and Catechesis.....	4 clock hours
Catechizing for a Just World.....	4 clock hours
Media & Technology	6 clock hours

Level III Day of Discernment..... Attended
Mary and the Saints

Total for Level III 62 clock hours

FORMATION PROCESS GRAND TOTAL 180 clock hours

COURSE DESCRIPTIONS

The following courses fulfill the requirements for certificate Levels I through III. The courses are listed in the order recommended for completion starting with a Level I certificate.

Level I

ECHOES OF FAITH COURSES

CATECHETICAL MODULES

Getting Started as a Catechist (Echoes of Faith series) – This course will assist catechists in creating a physical and social environment for catechesis where faith can be nurtured. Catechists will also learn to use creative learning activities, develop successful lesson plans, manage positive behavior and pray together. **(4 clock hours)**

Role of the Catechist (Echoes of Faith series) – Catechists will learn how to use storytelling in religious education and the importance of prayer in the catechetical setting. Further, catechists will learn of their role as the teacher-companion and as a witness for justice. **(4 clock hours)**

Person of the Catechist (Echoes of Faith series) – This course offers an in-depth look at the vocation of the catechist and the role of catechesis in the Church’s ministry. It will also examine the qualities of a catechist, referencing modern church documents and emphasizing the importance of the catechists’ continued growth and understanding of the ministry and the role of the Spirit in the catechetical ministry of the Church. **(4 clock hours)**

METHODOLOGY MODULES

Introduction to the Learner (Echoes of Faith series) – Catechists will study the nature of learning and the relationship of religion and science as well as the principles of developmental theory. Using the works of Jean Piaget, Erik Erikson, Lawrence Kohlberg and James Fowler, catechists will learn about human knowing, psycho-social development, moral decision-making and faith development. **(4 clock hours)**

Methodology by Grade Level (Echoes of Faith series) – These courses are broken into four grade-level divisions – grades 1-2, 3-4, 5-6 and 7-8. Catechists will learn the human development characteristics and the developmental faith needs for the grade level they are teaching. They will learn grade-appropriate strategies for introducing the Scriptures and Sacred Tradition. Catechists will also study the relevance of activities to faith development, appropriate prayer forms and how to include children with special needs. **(4 clock hours)**

THEOLOGICAL MODULES

Introduction to Scripture (Echoes of Faith series) – Catechists will study about the Bible as the Word of God and the formation of the Scriptures. They will also study the importance of context in Biblical study and some literary forms found in the Bible. **(6 clock hours)**

Liturgy and Sacraments (Echoes of Faith series) – In this course, catechists will study the meaning of ritual and the nature of liturgy as well as the relationship of liturgy to the Paschal Mystery. Catechists will also explore the sacramental principle and the relationship of the seven sacraments to the fundamental experiences of human life. **(6 clock hours)**

I Believe, We Believe (Echoes of Faith series) – Catechists will explore God as the creator of all that exists and God’s revelation in human history. They will study the call to a relationship that God offers every human being. Further, they will learn about God as a Trinity of persons, Jesus Christ as the fullness of God’s revelation and the Holy Spirit as the animator of the community of faith. **(6 clock hours)**

Morality (Echoes of Faith series) – This course will cover aspects of morality such as the meaning of virtue and its foundations in the teachings of Jesus Christ, the Beatitudes, moral objectivity, the nature and effects of sin and the Commandments. **(6 clock hours)**

Prayer and Spirituality (Echoes of Faith series) – Catechists will study the dynamic of prayer as listening and responding to God’s call. They will also learn about the *Angelus* as an example of the dynamic of prayer and Mary as a perfect example of acceptance and response to God’s call. **(6 clock hours)**

CATHOLIC YOUTH MINISTRY COURSES

The Diocesan Office for Youth, Young Adult and Campus Ministry sponsors basic training in Catholic Youth Ministry. These sixteen hours will be accepted toward level one certification in place of:

Echoes of Faith Catechetical Module—Getting Started as a Catechists
and

Echoes of Faith Methodology Courses— Introduction to the Learner and
Methodology for Grades 1-8

Foundations of Catholic Youth Ministry—This course will introduce the adult learner to the fundamentals and principles of youth ministry. The course will equip adults who work with adolescents with a deeper understanding of their role as the Coordinator of Youth Ministry (CYM) and with dynamics of promoting healthy adolescent faith development. The course will also examine youth ministry on three fronts: comprehensive, collaborative and unitive. **(4 clock hours)**

Ministry to Adolescents: Historical, Theological and Pastoral Perspectives—This course will introduce students to the historical, theological and pastoral principles, concepts, and philosophies pertaining to the ministry of adolescents. Students will investigate various themes for youth ministry such as developmentally age-appropriate programming, family friendly ministry, openness to multicultural and diversity, and creating youth leaders in the church. Furthermore, a major portion of the course will thoroughly explore the eight components for youth ministry as stipulated by the USCCB: (1) advocacy, (2) catechesis, (3) community life, (4) evangelization, (5) justice and service, (6) leadership development, (7) pastoral care, and (8) prayer and worship. **(4 clock hours)**

Adolescent Catechesis: Methods and Models—This course will introduce students to the importance of adolescent catechesis. Moreover, the role of the adolescent catechetical leader will be addressed in the light of youth ministry. Effective catechetical approaches with the adolescents will be examined as well as the ministerial measures that catechesis for adolescents should include. **(4 hours)**

Prayer, Liturgy and Confirmation in Youth Ministry—This course will introduce students to a deeper understanding of the liturgical life of the Church and its interdependence with youth ministry. Both personal and public prayer will be stressed to heighten liturgical spirituality. Special attention will be given to the celebration of Liturgy of the Hours and the theological and pastoral significance of the Sacrament of Confirmation and youth ministry. **(4 clock hours)**

Day of Discernment *Praying All Ways: Multiple Intelligences Approach to Prayer*

Total for Level I

50 clock hours

ECHOES OF FAITH

Echoes of Faith is a basic level, video-assisted resource for the formation and enrichment of catechists in parishes and Catholic schools. It was developed by the National Conference of Catechetical Leadership (NCCL) and produced by RCL/Benziger. The video series is available from RCL/Benziger.

GENERAL PRINCIPLES FOR USING *ECHOES OF FAITH*

The *Echoes of Faith* program requires an adult learning setting and group process. The viewing of the video, the subsequent discussion, and sharing around reflection questions and journaling is to be done in a group setting under the leadership of a well-prepared facilitator. It should not be done by an individual without group process.

The group leader should be thoroughly familiar with the Director's Manual, each video module and video companion booklet before beginning any component of the program. Each participant must have and use their own booklet.

While there is no required order for using the modules, the recommended pattern is:

- o Catechetical Modules
- o Theological Modules
- o Methodological Module

Articles in the video companion booklet that are found at the end of each segment may be used as an extended learning option by the catechist outside the workshop session.

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Alternative 2 week Course to Achieve Level I

Theological Foundations

This course is an introduction to the theological foundations of the Christian Life. It will focus on Divine Revelation and the human response; sources and methods of the theology that grounds our faith; the Catholic understanding of Scripture, Tradition, Dogma, Authority and religious experience as concepts that serve as the basis of the development of our doctrines and dogmas. The class will cover catechetical methods and tools for teaching Catholic Theology for various grade level audiences.

This course is an intensive course and requires full and active participation. Participants who complete the course by attending all sessions and completing all assignments will receive Level I Catechist Certification.

To achieve Levels II and III certification, catechists will be required to produce a reflection paper for each course.

LEVEL II CATHOLIC ADULT FORMATION COURSES

Old Testament

This course will focus on the people of Israel, from their creation as the chosen people of God to the time of the Roman occupation of their land. The faith journey of the Israelites will serve as a model for an examination of our own faith journey as the people of the New Israel. **(16 clock hours)**

New Testament

This course will focus on the people of the early Church, from their call to discipleship to the formation of an active church. The faith journey of Jesus' disciples will serve as a model for an examination of our own faith journey as the present disciples of Jesus. **(16 clock hours)**

Sacraments

Sacraments are sacred actions that we do because we are Church. This course will explore the history, theology and pastoral practice of the Church's liturgy and sacraments. It will focus on the liturgy and sacraments in general, particularly those principles that apply to the whole sacramental system. **(16 clock hours)**

CATECHETICAL COURSES

National Directory for Catechesis

This course will focus on the *National Directory for Catechesis* (USCCB, 2005) and will cover the call to evangelize and catechize and the methods of Catechesis for all stages of growth and development. It covers the message and content of catechesis, the formation of the catechist as well as resources available for exercising the ministry of catechesis. **(4 clock hours)**

Evangelization and Catechesis

The Church "exists in order to evangelize" is a statement from the 1975 Pope Paul IV document, *Evangelii Nuntiandi*. This course will explain the process of evangelization and the ministry of the word in evangelization. It will also describe the relationship of catechesis and evangelization. **(4 clock hours)**

Chaste Living

This course will present doctrinal truths as they apply to the integration of the human, mind, heart, will and body. It will focus on the study of Scripture, Church documents, Papal documents and Pope John Paul II's teachings on the Theology of the Body to present the dignity of all persons and the beauty of being created male and female. **(8 clock hours)**

Learning Theories and Learning Styles

A learning theory is an attempt to describe how people learn thereby helping us understand the complex process of learning. Learning style is the way people receive information and communicate. People learn differently and everyone has different strengths. This course will help you understand learning theories and styles to bring variety to your teaching and help children learn to their strengths. **(4 clock hours)**

Day of Discernment *Theological Reflection*

We want our lives to have meaning and to know how our faith informs and connects with life. Theological reflection can assist us with this spiritual searching. This day of discernment will explore an understanding of theological reflection for our own faith journey and how to facilitate a process for others.

Total for Level II

68 clock hours

Alternative 2 week course for Old Testament/New Testament Catholic Adult Formation Courses

This course will trace the history of Israel, the literary, theological and social context in the development of the Old Testament and New Testament Canon, biblical criticism and tools for teaching the Old Testament and New Testament to various grade levels and audiences.

This course is an intensive two week course and requires full and active participation. Participants who complete the courses by attending all sessions and completing all assignments will receive 32 clock hours towards Level II Catechist Certification in the area of Scripture. (No partial hours will be given.)

LEVEL III

CATHOLIC ADULT FORMATION COURSES

Church History

This course will describe the story of the “faith handed on” through the centuries. It will explore how the people of God have struggled to live out the message of the Gospel in their daily lives. This course will also explain what Church history is, how we benefit from its study, and how we continue to hand on our faith to others. **(16 clock hours)**

Church

The Church is really about relationships, connections, and mutual giving between God and us. This course examines both our experience of being Church and presents a vision of what we can become as Church. It will present a study of the Church that includes the major themes found in key documents about the Church. **(16 clock hours)**

Alternative 2 week course for Church History and Church Catholic Adult Formation Courses

This course will trace Church History and the development of Ecclesiology from the Early Church to the pontificate of Pope Benedict the XVI. It will show the evolution of the understanding of Church throughout history, development of doctrine, Church teachings, the magisterium, etc.

This is an intensive two week course and requires full and active participation. Participants who complete the course by attending all sessions and completing all assignments will receive 32 clock hours towards Level III Catechist certification.

Christian Morality: Responding to the Gift of God's Love

To live a Christian moral life is to respond to the gift of God's love. This course will explore this conviction and examine key themes and dimensions of Christian morality. Participants will be invited to reflect on their own experience as Christian moral persons. **(16 clock hours)**

CATECHETICAL COURSES

Multiculturalism and Catechesis

Through the study of key church documents, this course will focus on the issues of multiculturalism and cultural pluralism in addition to cultural diversity. Enculturation of the faith means touching the center and roots of all people's cultures with the values of the Gospel. **(4 clock hours)**

Catechizing for a Just World

Our Catholic call to justice is rooted in the heritage of Scripture, the life of Jesus himself and the rich tradition of the Church's social teachings. This course will focus on key social justice themes and how to incorporate the Church's teachings into their lives. **(4 clock hours)**

Media & Technology

In today's world, children and youth live in a media, technological era in which the Internet, YouTube, Google and texting have always existed. Their "world" is the opposite of the majority of parish catechists and teachers. Their experiences of this new era of technology and media are altering the learning process and redefining the methodology in which we pass on our faith. This course will explore the basic principles of media literacy and how to make effective use of new technologies in teaching the truths of the Catholic faith. **(6 clock hours)**

Day of Discernment *Mary and the Saints*

We have many images of Mary and we have our favorite saints. This day of discernment will help catechists explain the place of Mary and the saints in the life of the Church. It will present the origins of devotions to Mary and the saints and what they offer for our spiritual journey today.

Total for Level III**62 clock hours****Continued Catechist Certification**

Once catechists have achieved Level III Certification, they are to maintain their certification status with the Continued Catechist Certificate. This certificate is to be completed every 3 years. A minimum of 16 combined clock hours are needed to receive the Continued Catechist Certification. Four catechetical course hours, four spiritual course hours and eight theological course hours qualify for this certificate. Please consult with the Diocesan Director of Religious Education & Formation prior to attending any classes or events other than diocesan sponsored. It is imperative that you receive clarification from the Office of Religious Education for acceptance of those hours.

Approval of Previous Courses or Workshops

If catechists or Catholic School teachers wish to apply courses or workshops taken that are older than ten (10) years, this must first be reviewed and approved by the Diocesan Director of Religious Education and Formation.

MODELS AVAILABLE TO ATTAIN A CATECHIST CERTIFICATE

1. Levels II and III begin with courses from the *Catholic Adult Formation* program, which is offered at several parishes in the Diocese. A schedule of dates and locations is available on the diocesan web site or can be obtained by contacting the Department of Religious Education and Formation. For more information on the *Catholic Adult Formation* program, please see page 25.
2. Throughout the year, the diocesan offices offer a variety of workshops, classes and retreats which may be credited towards catechist certification hours. Contact your parish catechetical leader for information on these classes.
3. The parish catechetical leader can consult with the Department of Religious Education and Formation for approval of local courses offered.
4. Alternative courses are offered in the summer. These three intensive courses require active participation, attendance at all sessions and completion of all assignments. This enables the participants to obtain certification hours in a two-week summer session format.

Theology courses from accredited Catholic universities may be applied towards certification using the Texas Catholic Conference for Religious Education's standard for calculating clock hours. The courses should reflect Theology that is current. Consult the Department of Religious Education for determination.

NOTES FOR THE CATECHIST

ATTENDANCE POLICY

The participant is expected to attend all sessions. Make-up work for sessions missed must be completed. It is the responsibility of the participant to contact the instructor about make-up work.

RECORD KEEPING

Each catechist should keep a record of his/her course work. This can be done by using the forms on pages 22-25 of this booklet. Catechists should inform the catechetical leader of their home parish/school of courses taken so that he/she can update the parish catechetical records.

APPLYING FOR CERTIFICATION

Upon the catechist's completion of a certification level, the parish catechetical leader should submit a photocopy of the application for the appropriate level found at the back of this booklet to the Department of Religious Education and Formation. Upon approval of the application, a certificate will be returned to the catechetical leader for presentation to the catechist.

CATECHETICAL MINISTRY SERVICE AWARD

Catechists who have 10, 15 or more years (in 5-year increments) of service in catechetical ministry can apply for a *Service Award* (see page 24). Applications must be sent by the parish catechetical leader by JANUARY 15 for return receipt by MAY 1 and JULY 15 for return receipt for Catechetical Sunday. Awards will be sent to the parish catechetical leader for distribution at the parish.

SAMPLE COVENANT AGREEMENT BETWEEN PARISH COMMUNITY AND CATECHIST

We, the parish community of _____

call you to be a witness to our faith in the catechetical ministry of our parish during
the year of _____.

As a community we promise to support your ministry:
through our prayers
through our support of you both personally and professionally
through providing you with opportunities for continuing formation
through providing the educational resources needed for your ministry

Our prayers are with you as you proclaim the Good News of Jesus Christ.

Signature of Pastor or Parish Catechetical Leader

In answering the call of God, affirmed by my parish community, to the catechetical ministry,

I, _____, promise

to continue my spiritual development through my prayer life and participation in the faith
life of the community
to continue my personal and educational development through attendance at courses and
workshops
to be aware of and support parish policies in the catechetical area
to attend all class sessions and any other in-services required by the parish
to prayerfully and carefully prepare all lessons
to provide a positive classroom atmosphere

I pray to the Lord to be with me as I share my faith in His name.

Catechist

Date

PARISH AND SCHOOL CATECHIST SELF-ASSESSMENT

Rate yourself as a High Performer (4) if you do these things routinely, Low Performer (1) if you never do what is described. Circle the appropriate number.

I. Personal Spiritual Growth

Because the person of the catechist is key to sharing faith, please rate yourself on the attention that you pay to growth in these areas:

A.	I pray for and about my ministry	4	3	2	1
B.	I nurture my spirituality through spiritual reading, retreats, spiritual companions, etc.	4	3	2	1
C.	I actively work towards meeting the requirements of certification as a catechist	4	3	2	1
D.	I develop my classroom management skills by regular in-services, professional reading	4	3	2	1
E.	I make it a point to meet regularly with other catechists, formally and informally	4	3	2	1
F.	I continue my catechetical education by regular participation in ongoing catechist education	4	3	2	1

II. Develop Lesson Plans

An effective catechetical lesson for any topic or age group is dependent on an effective plan. A plan is like a road map to a specific outcome or goal.

A.	I have established reasonable catechetical goals for my group; I know what I want to accomplish long term and short term	4	3	2	1
B.	I do outside research on the major topics of my curriculum	4	3	2	1
C.	I prepare my lesson plan carefully	4	3	2	1
D.	I organize all materials needed for each lesson and unit I teach	4	3	2	1
E.	I have a specific plan for evaluating each lesson I teach	4	3	2	1

III. Develop Relationships with Learners

The ministry of catechesis is dependent on developing a relationship between catechists and learners. This relationship is reciprocal, in that all participants have faith to share with each other.

A.	I communicate with parents/families of my learners	4	3	2	1
B.	I know something about my learners' backgrounds	4	3	2	1
C.	I share some of my faith history and background with my learners	4	3	2	1
D.	I put my management skills to use in my classes	4	3	2	1
E.	I share my life experiences	4	3	2	1
F.	I ask them to share their life experiences	4	3	2	1
G.	I make a point to provide community building experiences	4	3	2	1
H.	I actively assist my learners in increasing their prayer life	4	3	2	1
I.	I make myself available to serve my learners and their families as needed	4	3	2	1

IV.	Teaching the Lesson				
	<i>Because this is the most obvious portion of a catechist's job description, it often can be glossed over as unimportant. Yet, it is the heart of sharing the message.</i>				
A.	I make sure the room environment is appropriate for the day's lesson	4	3	2	1
B.	I plan how each class will begin	4	3	2	1
C.	My presentations are clear and appropriate for every learner	4	3	2	1
D.	My learners are actively involved throughout the lesson, according to their age and ability	4	3	2	1
E.	I plan how each class will close	4	3	2	1
F.	I evaluate my learners performance during the lesson	4	3	2	1
G.	I critique my own performance after each lesson	4	3	2	1
V.	Support the RE Program: Parish/School Mission and Catechesis				
	<i>The heart of any catechetical program is the catechist. The catechetical program can never be separated from the overall mission of the parish community, and it is the community that forms the link between universal church and the individual.</i>				
A.	I help recruit others to the ministry of catechesis	4	3	2	1
B.	I am involved in registration for catechesis	4	3	2	1
C.	I take part in service work and community worship	4	3	2	1
D.	I contribute both self and financial support to parish activities	4	3	2	1
E.	I know my parish's mission statement and goals and actively work to promote them	4	3	2	1

TOTALS

HOW DO YOU RATE?

1. Count the number of circles in each column.
2. Multiply the sum of circles by the number of that column
(if you have 12 circles in the 4 column, you have 48 points).
3. Do the same for each column.
4. Total the sums.

120-128 points	You are an expert catechist. Where are you? The parish catechetical leaders of the Diocese want you!
90-119 points	Excellence in catechesis is yours. Think about sharing your expertise with others.
65-89 points	There is always room for improvement. Which way to the nearest certification course?
31-64 points	The spirit is willing but the skills are weak. Explore with your parish catechetical leader on beginning a program of improvement.
Below 31 points	Enthusiasm only goes so far. It's time for serious evaluation of matching your gifts with available ministries.

DIOCESE OF AUSTIN APPLICATION FOR CATECHIST CERTIFICATION, LEVEL I

Name: _____ DRE/Principal: _____

Parish/School: _____ City: _____

ECHOES OF FAITH

Catechetical Modules	Minimum Clock Hours	Date Completed	Location	Facilitator
Getting Started as a Catechist	4			
Role of the Catechist	4			
Person of the Catechist	4			

Methodology Modules	Minimum Clock Hours	Date Completed	Location	Facilitator
Introduction to the Learner	4			
Methodology for Grades 1-8 Or Adult Formation or other audience	4			

Theological Modules	Minimum Clock Hours	Date Completed	Location	Facilitator
Introduction to the Scriptures	6			
I Believe, We Believe	6			
Liturgy and Sacraments	6			
Morality	6			
Prayer and Spirituality	6			

Catholic Youth Ministry	Clock Hours	Date Completed	Location	Facilitator
Foundations of Youth Ministry	4			
Ministry to Adolescents	4			
Adolescent Catechesis	4			
Prayer, Liturgy & Confirmation	4			

Day of Discernment	Date Completed	Location	Director/Facilitator
Praying All Ways			

For Diocesan Use Only:

Hours Completed: _____

Comments: _____

Approved By: _____ Date Approved: _____

DIOCESE OF AUSTIN APPLICATION FOR CATECHIST CERTIFICATION, LEVEL II

Name: _____ DRE/Principal: _____

Parish/School: _____ City: _____

Catholic Adult Formation Courses	Minimum Clock Hours	Date Completed	Location	Facilitator
Old Testament	16			
New Testament	16			
Sacraments	16			

Catechetical Courses	Minimum Clock Hours	Date Completed	Location	Facilitator
National Directory for Catechesis	4			
Evangelization and Catechesis	4			
Chaste Living	8			
Learning Theory/Learning Styles	4			

Day of Discernment	Date Completed	Location	Director/Facilitator
Theological Reflection			

For Diocesan Use Only:

Hours Completed: _____

Comments: _____

Approved By: _____ Date Approved: _____

Revised November 2010

DIOCESE OF AUSTIN APPLICATION FOR CATECHIST CERTIFICATION, LEVEL III

Name: _____ DRE/Principal: _____

Parish/School: _____ City: _____

Catholic Adult Formation Courses	Minimum Clock Hours	Date Completed	Location	Facilitator
Church History	16			
Church	16			
Morality	16			

Catechetical Courses	Minimum Clock Hours	Date Completed	Location	Facilitator
Multiculturalism & Catechesis	4			
Catechizing for a Just World	4			
Media & Technology	6			

Day of Discernment	Date Completed	Location	Director/Facilitator
Mary and the Saints			

For Diocesan Use Only:

Hours Completed: _____

Comments: _____

Approved By: _____ Date Approved: _____

Revised November 2010

DIOCESE OF AUSTIN APPLICATION FOR CONTINUED CATECHIST CERTIFICATE

Name: _____ DRE/Principal: _____

Parish/School: _____ City: _____

**Once catechists have achieved Level III Certification, they are to maintain their certification status with the Continued Catechist Certificate. This certificate is to be completed every 3 years. A minimum of 16 combined clock hours are needed to receive the Continued Catechist Certification. Four catechetical course hours, four spiritual course hours and eight theological course hours qualify for this certificate.

Theological Courses	Clock Hours	Date Completed	Location	Facilitator

Catechetical Courses	Clock Hours	Date Completed	Location	Facilitator

Day of Discernment	Date Completed	Location	Director/Facilitator

For Diocesan Use Only:

Hours Completed: _____

Comments: _____

Approved By: _____ Date Approved: _____

Revised November 2010

APPLICATION: CATECHETICAL MINISTRY SERVICE AWARD

Each year the Department of Religious Education and Formation presents service awards to catechists who have completed their 10th, 15th, 20th or more years (in 5-year increments) of service to the catechetical ministry. Please fill out a form for each catechist who is eligible for this award and return the form by JANUARY 15 for return receipt by MAY 1 and JULY 15 for return receipt for Catechetical Sunday.

Awards will be sent to the parish catechetical leader to be presented at the local parish.

NAME: _____

PHONE: (H) _____ (W) _____

ADDRESS: _____

CITY: _____ ZIP: _____

PARISH/SCHOOL: _____ CITY: _____

APPLICATION FOR _____ YEARS AS A CATECHIST.

SIGNATURE OF THE CATECHETICAL LEADER: _____

PRINT NAME: _____

**PLEASE RETURN TO THE DIOCESE OF AUSTIN DEPARTMENT OF
RELIGIOUS EDUCATION AND FORMATION BY JANUARY 15 OR JULY 15.**

CATHOLIC ADULT FORMATION

Catholic Adult Formation is a four year program designed to foster personal faith growth and/or leadership development of lay Catholics by enhancing their understanding of the teachings of the Catholic Church. All fully initiated adult Catholics who want to learn about and understand the Catholic Church's teachings are invited to attend.

The program consists of four years of study, each year consisting of two cycles and a Lenten scripture study. Participants may complete all four years or attend only one session. Catholic Adult Formation classes are offered at several parishes in the Diocese. A schedule of dates and locations, offered in both Spanish and English, is available on the diocesan web site or can be obtained by contacting the Department of Religious Education and Formation. More information, a program syllabus, brochures, class schedules and locations can be found at www.austindiocese.org.

Program Schedule:

Year I

- The Old Testament and Spirituality: Israel's Journey/Our Journey
- The Gospel and Spirituality: Christ's Journey/Our Journey
- Lenten Scripture Study

Year II

- The Sacraments: Experiencing God's Presence
- Church History
- Lenten Scripture Study

Year III

- The Church: Journeying in Community
- Christian Living: Meeting the Moral Demands of Discipleship
- Lenten Scripture Study

Year IV

- The Year of the Lord: Living the Pascal Mystery in the Liturgical Year
- Christology
- Lenten Scripture Study

CATECHETICAL LEADERS CERTIFICATE TRAINING PROGRAM

The Catechetical Leadership Training Program is a sixty clock hour program offered for all Level III certified catechists, Catechetical Leaders (DRE), Catholic School Religion Teachers, Youth Ministers and persons responsible for portions of the Catechetical Program (such as grade level coordinators for sacramental preparation). In order to receive a Catechetical Leaders Certificate, the participant must attend all of the courses and complete the requisite class work. Participants may begin the program at any stage, but they must complete all of the prerequisites and courses in order to receive the certificate. Classes marked “DM” will be offered at Deanery Meetings.

Equivalencies are approved only by the diocesan director of Religious Education and Formation.

More information and registration forms can be found at www.austindiocese.org.

Course Title	Clock Hours
Working with Volunteers (DM)	4
Parish Programming, Planning, Budget and Record Keeping (DM)	4
Forming Ministerial Relationships (DM)	4
Maintaining Professional Balance (DM)	4
Collaboration A: A Call to Collaborative Ministry	6
Collaboration B: Building Community	4
Collaboration C: Conflict Management	4
Ecumenism	4
Strategic Planning	4
Principles of Adult Formation, <i>Our Hearts Were Burning</i>	4
Ministry of Catechesis and the Law	4
Christian Leadership	4
Theology of the Body	4
Retreat	6
Total Clock Hours	60

DIOCESE OF AUSTIN APPLICATION FOR CATECHETICAL LEADERS CERTIFICATE

Name: _____ DRE/Principal: _____

Parish/School: _____ City: _____

****LEVEL III CATECHIST CERTIFICATION MUST BE COMPLETED IN ORDER TO RECEIVE THE CATECHETICAL LEADERS CERTIFICATE**

Catechetical Leader Courses	Minimum Clock Hours	Date Completed	Location	Facilitator
Working with Volunteers (DM)	4			
Parish Programming, Planning, Budget and Record Keeping (DM)	4			
Forming Ministerial Relationships (DM)	4			
Maintaining Professional Balance (DM)	4			
Collaboration A: A Call to Collaborative Ministry	6			
Collaboration B: Building Community	4			
Collaboration C: Conflict Management	4			
Ecumenism	4			
Strategic Planning	4			
Principles of Adult Formation, <i>Our Hearts Were Burning</i>	4			
Ministry of Catechesis and the Law	4			
Christian Leadership	4			
Theology of the Body	4			
Retreat	6			

For Diocesan Use Only:

Hours Completed: _____

Comments: _____

Approved By: _____ Date Approved: _____

ADDITIONAL REQUIREMENTS FOR CATHOLIC HIGH SCHOOL THEOLOGY TEACHERS

Level III Catechist Certification plus these additional courses:

Catholic Adult Formation Year IV:

The Paschal Mystery: the Mission of Jesus Christ

This course focuses on God's Divine plan of salvation for us to share eternal happiness with him, which was accomplished through the redemption that Jesus Christ won for us; what it means to be a disciple of Christ and what a life of discipleship entails.

16 clock hours

Christology

This course will present the biblical, historical, and systematic foundations of Church doctrine and teachings on Jesus Christ; His humanity and divinity; the Incarnation; His death, Resurrection and Ascension.

16 clock hours

Discernment & Vocations

This course will focus on the understanding of vocation rooted in the universal call to holiness and the personal call to serve one another. It will explore the call to a particular vocation, namely: the married life, the single life, the priestly life and the consecrated life.

8 clock hours

Note: By 2016 Catholic High School Religion teachers are required to be certified by the Diocese of Austin or have earned a theology degree from a Catholic College or University.