

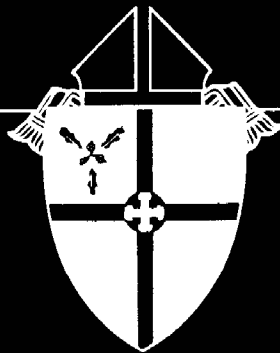


# The Catechist

*Call, Mission, Formation and Certification*



**Diocese of Bismarck**  
**Office of Faith Formation**  
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# Diocese of Bismarck

## CENTER FOR PASTORAL MINISTRY

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March 2007

My dear sisters and brothers in the Lord:

It is with great pleasure that we present to you *The Catechist: Call, Mission, Formation and Certification*, our new document about catechist formation.

Although we all share in the challenge of proclaiming the truths of our faith, it is most important that those called to be catechists are especially well prepared for this sacred ministry. To assure such excellence we are fully committed to implement the *National Directory for Catechesis* which calls for a systematic and thorough formation of catechists.

The Diocese of Bismarck, through the Office of Faith Formation, will provide parish and Catholic school catechists with the resources to fulfill the vision of formation, education and certification outlined in the directory.

I ask that all pastors, parish catechetical leaders and Catholic school principals collaborate by helping catechists know what is expected of them and by providing them with the necessary means to meet the standards of good catechesis.

This work will not be easy, but we must do everything to make this a reality in our diocese.

Wishing you every blessing, I remain

Sincerely in Christ,

+ *Paul A. Zipfel*

Most Reverend Paul A. Zipfel  
Bishop of Bismarck



“Go, therefore, and make disciples of all nations,  
baptizing them in the name of the *Father*,  
and of the Son, and of the holy Spirit,  
teaching them to observe all that I have commanded you.  
And behold, I am with you always,  
until the end of the age.”  
(Mt 28:19-20)

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# Diocese of Bismarck

“To be ambassadors for Christ in word and sacrament”

## Office of Faith Formation

As the chief shepherd of the diocese, the bishop has the primary responsibility for catechesis in the diocese.

*“The bishop directs catechesis through the diocesan offices responsible for catechetical activities”* (NCD 218).

*“The catechetical office is the means which the bishop as head of the community and teacher of doctrine utilizes to direct and moderate all catechetical activities in the diocese”* (NCD 126).

The Office of Faith Formation:

- acts as the bishop’s representative by supporting him, carrying out its catechetical responsibilities, and being faithful to the Church’s teaching;
- encourages all forms of *pastoral* catechesis, including catechesis in Catholic schools;
- oversees the quality of diocesan catechesis and the preparation of catechetical leaders and catechists;
- helps parish catechetical leaders, priests, and catechists implement and evaluate diocesan policies.

To improve diocesan catechesis, catechetical leadership and catechist preparation have a high priority. This includes concentrating on family and adult catechesis, youth catechesis and faith formation of children. It means giving serious attention to religion textbooks, resource materials, media, courses of study for various age and grade levels, curriculum outlines, and program evaluation. (POF p.22)

# Vision of Catechesis

Catechesis is the word used to describe this essential ministry of the Church through which the teachings of Christ have been passed on to believers throughout the ages (NDC p. 6).

Catechesis is an essential mission of the Church and has for its goal helping people come to know about God with the hope that, in knowing him, they may want to enter into relationship with him and desire to be transformed by him.

The baptized have the right to receive instruction in the teachings of Christ but also have the responsibility to continue to grow in their knowledge and love of God.

“Catechesis is an *education in the faith* of children, young people, and adults which includes especially the teaching of Christian doctrine imparted, generally speaking, in an organic and systematic way, with a view to initiating the hearers into the fullness of Christian life” (CCC 5 quoting CT 18).

Catechesis is essential for developing a personal relationship with Jesus as the foundation for discipleship. “At the heart of catechesis we find, in essence, a Person, the Person of Jesus of Nazareth...To catechize is to reveal in the Person of Christ the whole of God’s eternal design reaching fulfillment in that Person...Catechesis aims at putting people in communion with Jesus Christ...” (CCC 426)

We are grateful for the generosity and dedication of women and men who serve as catechists in our diocese. We know how challenging it is to articulate the message of the Gospels and the doctrines of faith to a culture that offers a very different message. The catechist is called to witness to the Word in all areas of life. If the message of faith is to be heard and lived, the catechist must be given ongoing formation in the faith in order to understand more fully and to speak it clearly, skillfully, and faithfully.

Therefore, it is crucial that the recruitment, formation, and support of catechists be given the highest priority and the following initiatives be taken in the Diocese of Bismarck:

1. New catechetical ministers will receive initial orientation and training before or during their first year of ministry;
2. Catechist will participate in ongoing training and formation;
3. Catechist will be certified or will be working toward certification (or have attained certification) according to the guidelines of the diocese;
4. Parishes, schools, and the Diocesan Office of Faith Formation will provide adequate staff and resources to accomplish this goal of formation and certification.

# Tasks of Catechesis

Although catechesis is a responsibility of the entire Christian community, it is the catechist who is uniquely charged with the ministry of promoting and educating in faith everyone “whosoever believes.” (Mark 16:16) (GDC 220)

Jesus formed his disciples into a community of faith. He instructed them, prayed with them, showed them how to live, and entrusted them the mysteries of the Kingdom of heaven. Following the example of Jesus, the Teacher, catechesis encompasses six diverse yet interlocking tasks, as described by the General Directory for Catechesis:

1. Catechesis promotes *knowledge of the faith*. Teaching the *basics* of the faith, such as the Creed and key aspects of God’s self-revelation found in Scripture and Tradition.
2. Catechesis promotes *meaningful participation in liturgical worship* and the sacramental life of the Church.
3. Catechesis integrates *moral formation* into a Christian way of life.
4. Catechesis teaches Christians *how to pray* with Christ, in Christ, and in communion with the Church.
5. Catechesis *initiates the Christian into the life of the local church community* and fosters active participation in the mission of the Church.
6. Catechesis promotes *a missionary spirit* that prepares Christians to witness to Christ in society.

These six tasks of catechesis constitute a unified whole. For catechesis to be effective, no task should be separated from the rest (NDC, pgs. 60-62).

## Purpose of Catechesis

The aim of catechesis is to lead believers to a deeper knowledge and love of Christ and the Church and a firm commitment to follow him. Jesus Christ is at the heart of all catechesis.

Catechesis shapes the initial proclamation of the Gospel. It prepares for the celebration of the sacraments, facilitates integration into the ecclesial community, urges apostolic activity and missionary witness, instills a zeal for the unity of Christians, and prepares one for the ecumenical understanding and mission of the Church (SNDC, p. 10).

# Characteristics of Catechesis

## Catechesis should be:

### 1. Authentic

Catechesis is authentic when it faithfully teaches the doctrines and traditions of the Catholic Church which are safeguarded by the bishops who teach with a unique authority.

The word of God contained in Scripture and Tradition is the single source for the Christian message.

Catechesis is *authentic* when it:

is Centered in Christ;

The central focus of catechesis must be Christ with everything else presented in relationship to him.

is Trinitarian in nature and content;

The Trinity is the central mystery of the Christian faith.

The three divine persons are inseparable in who they are and in what they do.

comes from and leads to the Church;

Catechesis should always be set within the context that correctly presents the Church as founded by Jesus Christ and guided by the Holy Spirit.

is Sacramental;

All liturgy and worship of the Church is catechetical.

The liturgical life of the Church revolves around the sacraments with the Eucharist at the center.

focuses on the moral life;

In presenting the moral teaching of the Church, catechesis prepares believers to be disciples of Jesus Christ.

focuses on eternal life.

Catechesis helps us to look beyond this life to salvation and eternal life with God.

## 2. Complete and Systematic

Complete catechesis presents the doctrines of the faith as an integrated whole and should present the complete content of the *Catechism of the Catholic Church*.

The core teachings of the faith need to be taught in a planned manner and continually reinforced so that the fullness of the teachings of the Church as found in the *Catechism of the Catholic Church* are expanded upon and adapted to the age and ability of the learner.

Instruction in the faith begins in the home. Then, as the child ages, others support parents in educating their child in the faith by providing systematic catechetical programs

## 3. Integral

All the teachings of the Church are interrelated and complement one another. They form an organic whole because there is only one source for catechesis and that source is the Word of God revealed by Jesus Christ.

All catechesis draws its content from this one source as transmitted through Scripture and Tradition.

## 4. Lifelong

From infancy to maturity, on-going catechesis should be a permanent part of our lives.

Catechetical materials are to be carefully selected so that the faith can be taught in such a way that the doctrine is appropriate to the age and ability of the person.

There is never a point in our lives when we have learned all we can or need to know.

## 5. Inculturated

Catechesis must reflect an understanding of the culture in which the learner lives and how the Gospel message can transform the culture.

A catechesis of inculturation means presenting the teaching of the faith in a complete and authentic way in dialogue with the language, customs, and practices of those to whom the Gospel is presented.

# Those Who Catechize

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A catechist is faith, hope, and love attached to arms and legs,  
aches and pains, family duties and not enough time.

A catechist is an ordinary person who is extraordinary  
because he or she teaches as Jesus did.

A catechist is faithful to the past, open to the future, but especially  
dedicated to deepening the faith of the present generation.

(“A Catechist Is” by Monsignor John Francis Murphy)

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Catechesis takes place in the many settings and all levels that make up the Church: family, parish, diocese, and nation. Chapter 8 of the *National Directory for Catechesis* focuses on the roles and responsibilities of those who are called to specific catechetical roles and provides principles, guidelines, and criteria for their formation as catechists. The differing roles of those who catechize are:

- the *bishop* who has the primary responsibility for catechesis in the his diocese;
- the *pastors* who need to ensure that catechesis is provided for the parish celebration of the sacraments;
- *Priests, parochial vicars, deacons, and seminarians* in collaboration with the pastor, who have the responsibility of forming the Christian community and fostering the ministry of catechesis by providing catechists with training and support;
- *those in consecrated life* who catechize by the witness of their vocation and apostolic work;
- *professionally trained parish catechetical leaders* who work under the direction of the pastor;
- *Coordinators of youth ministry* who are competent and experienced catechists;
- *campus ministers* who provide catechesis to students, faculty, and staff;
- *Principals* who play a critical role in meeting the catechetical objectives of the parish;
- *Religion teachers* who have a thorough knowledge of the Christian message and the ability to communicate it;
- *Parents and guardians, as well as families, who are the most influential agents of catechesis for their children. They catechize primarily by the witness of their Christian lives and by their love for the faith.*

# The Catechist

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**Your light must shine before others, that they may see your good deeds  
and glorify your heavenly Father** Matthew 5:16.

**You will receive power when the Spirit comes down on you;  
then you are to be my witness  
even to the ends of the earth** Acts 1:8.

---

A Catechist is one who are called to serve through teaching, witness, prayer, service, and building community. A Catechist is any person engaged in leading or teaching formal religious educations. Catechists include; all Catholic School Religion Teachers (both elementary and high school), volunteer and/or paid parish religion teachers (CCD), teachers of youth programs, family religious educators, teachers or facilitators of sacramental and adult faith formation programs.

Catechists minister to adults, youth and children in a variety of locations and programs; parish faith formation programs, Catholic schools, youth ministry programs, sacramental preparation, Christian initiation processes (RCIA), family programs, and ministry formation programs.

Those who are called catechists are also all pastoral leaders who serve the catechetical ministry of the Church at the parish, diocesan and national levels. Catechists are called to work in collaboration with the pastor, pastoral leaders and catechetical ministers.

While we acknowledge the role of parents as the primary catechists of their children and the essential *partnership* of the family in catechesis, this manual is concerned primarily with those who are called and formed as catechists in the Diocese of Bismarck.

With the growing number of Catholic families home schooling in the Diocese of Bismarck, it is essential that *Catholic home educators* be included in all activities relating to catechist formation and certification. At this time, the Diocese of Bismarck has not endorsed a Catholic home schooling program. The issue of an official home schooling program based on Vatican II and the *Catechism of the Catholic Church* is currently being addressed at the national level.

In the meantime, the parish Director of Religious Education will assist and support the Catholic home educators, provide a list of religious education programs with materials and textbooks approved by the diocese, and provide information regarding available programs for catechist education, formation and certification.

# Selection, Formation and Ongoing Training of Catechists

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Teach them to carry out everything I have commanded you.  
And know that I am with you always, until the end of the world.  
(Mt 28:20)

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It is not only important that a catechist have a clear understanding of the teachings of Christ and His Church, he or she must also respond to a ministerial call, which comes from God and includes willingness to give time and talent, not only to catechizing others, but to one's own continued growth in faith and religious understanding.

In calling forth persons for the catechetical ministry; pastors, directors of religious education and/or school principals seek adults who are at least *18 years old*. Whether a person is called to be a catechist and has the gifts and talents for being a catechist must be discerned by both the individual and the community. This discernment must be grounded in prayer.

## Initial Interview

The ministry of the catechist is critical to the life of the Catholic community. Therefore, care must be taken in the selection of catechists. Once candidates for the ministry of catechist have surfaced, they should participate in a discernment of gifts. This interview would take place between the catechist and the parish catechetical leader or the Catholic School principal.

The interview should include:

- the catechist's commitment to the Church and the Church's teachings;
- the place of faith in the life of the candidate;
- the importance of the Eucharist and communal worship;
- an assessment of the candidate's background (completion of background check form), and catechetical experience;
- discussion of mutual expectations;
- the role and responsibilities of the catechist;
- policies and procedures of the parish or school program;
- diocesan requirements for initial and ongoing formation and certification;
- completion of parish/Catholic school application form with references.

Not every candidate will be suitable for the ministry of catechist. This discernment will help determine how the gifts of the candidate may best serve the Catholic community. Following a mutual consensus that the candidate will minister as a catechist, an agreement should be signed by the candidate and a representative of the parish community of school outlining the responsibilities of each. The parish community may acknowledge this agreement in a rite of commissioning, possibly on Catechetical Sunday.

## **Orientation**

Prior to the beginning of his/her ministry, the catechist should participate in an orientation program that will:

- introduce this ministry as a vocation;
- introduce the curriculum;
- teach age-appropriate faith formation processes;
- introduce ways to maintain an effective catechetical environment;
- introduce lesson planning skills;
- acquaint the catechist with resources;
- review policies and procedures for catechesis;
- introduce the process for continuing catechist formation and certification in the diocese;
- complete Protecting The Children program.

## **Ongoing Formation and Training**

Teaching is a complex form of communication where many elements are skillfully planned and ordered so that learning may take place. While never losing sight of the centrality of Jesus' message, the catechist uses the insights of sound education psychology, and other human sciences in presenting the Christian message according to the age, needs, circumstances, and capabilities of the learner. The catechist must also utilize various communication, creative activity, and group skills which help comprise the art of teaching.

Unless a catechist is adequately prepared, the teaching ministry will be of little effect. Those entrusted with leadership in the catechetical ministry should recognize the necessity for adequate preparation and training of the teachers. The responsibility for this training resides with the parish catechetical leaders (DRE, Youth Minister, RCIA Coordinator, etc) or in the Catholic school with the principal. The Diocesan Office of Faith Formation assists parishes and schools by establishing standards for the training, formation, and certification of religious educators.

The skilled catechist must strive to:

- have a firm grasp of Catholic doctrine, morality, worship and prayer;
- be familiar with Scripture and able to use it for teaching, prayer and reflection;
- be an effective communicator;
- have the ability to use proven methodologies, styles and media;
- understand the developmental nature of the person, employing the basic elements of the psychology of learning, or organizing a learning appropriate to the age of the learner and of the implications of these for the faith-development of young people and adults (NCD 173-175).

The catechist is always a practicing Catholic who is a visible witness to Jesus Christ in the parish community.

# Catechist Recognition

The attitude with which catechists are regarded by the Pastor, Director of Religious Education, and other parish staff members is vital if the catechists are to perceive themselves as wanted and valued by the parish community. Moments of recognition and gratitude are key to bringing about this positive feeling of value.

Certificates are an important form of recognition and acknowledgment of the efforts that an individual has made in his or her ongoing formation as a catechist. For example; the Diocesan Catechist Certification Certificates. These certificates signify the successful completion of a program of a specified number of hours of catechists ongoing formation and education that is approved by the Diocese of Bismarck. These and other certificates can be presented in a public way so that the entire parish community can see what its catechists are doing in order to participate in a quality way in the Church's teaching ministry. An ideal time for this to take place is during the weekend liturgies on Catechetical Sunday. A Catechist Recognition Service, Prayer Cards, Catechists Certificates, and Posters are included with other materials from USCCB (United States Conference of Catholic Bishops) Publishing for Catechetical Sunday each September. Contact phone number is 800-235-8722.

The following is offered as an example of the prayer of blessing of catechists taken from the parish Book of Blessings published by Catholic Book Publishing Co., N.Y. 1989, Chapter 4, Orders For Blessings that Pertain to Catechesis and to Communal Prayer, pg. 212.

## **Prayer of Blessing**

*With hands outstretched, the celebrant says the prayer of blessing.*

Lord God,  
Source of all wisdom and knowledge,  
You sent your Son, Jesus Christ, to live among us  
And to proclaim his message of faith, hope, and love to all  
Nations.  
In your goodness  
Bless our brothers and sisters  
Who have offered themselves as catechists for your  
Church.  
Strengthen them with your gifts  
That they may teach by word and example  
The truth which comes from you.

We ask this through Christ our Lord.

Amen.

# Catechist Certification

*Catechists " must have a solid grasp of Catholic doctrine and worship; familiarity with Scripture; communication skills; the ability to use various methodologies; an understanding of how people grow and mature and how persons of different ages and circumstance learn." NCD 211*

Catechist Certification is the official recognition by the Diocese of Bismarck, Office of Faith Formation that a person has participated in the required, ongoing personal formational experiences intended to enhance one's knowledge and skills as a catechist.

Certification level is determined by hours earned within three specific categories of preparation. These categories are: Doctrine/Theology, Scripture/Spirituality and Methodology/ Ministry.

There are four levels of certification offered in the Diocese of Bismarck

**Basic Certification** is earned by the completion of 10 hours in each of the three categories for a total of 30 hours.

**Advanced Certification** is earned by the completion of 30 hours in each of the three categories for a total of 90 hours.

**Master Certification** is earned by the completion of 60 hours in each of the three categories for a total of 180 hours.

**Leadership Certification** requires **Master Certification** plus the completion of a project of at least 60 hours. The project is to be one that requires serious and demanding leadership skills of the catechist. The needs of the catechist's parish and/or school should be considered when choosing the project. For more information contact the Diocesan Office of Faith Formation.

## Records

The Catholic School principal will keep the documentation forms for the school catechists. The parish Director of Religious Education will keep files for the parish catechists. The Parish Catechetical Leader or Parish Administrator will keep files for the Director of Religious Education. In each case a copy of the documentation form is given to the catechist.

## Granting of Certificates

Certificates will be granted through the diocesan Office of Faith Formation upon receipt of the appropriate form, completed and signed by the School Principal, Director of Religious Education, Parish Catechetical Leader, or Pastor. The Catechist's name is entered in the Certification Register and a certificate, signed and sealed by the Bishop, is then issued to the catechist.

## Maintain Certification

It is recommended that Master and Leadership levels of certification be maintained by participation in a minimum of five hours of continuing education/formation activities each year.

# Protecting the Children

## Protecting children is everybody's business

The Diocese of Bismarck, like all diocese in the United States, is required to cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children.

Education and training programs are made available through local parishes and schools in the Diocese of Bismarck for adults and youth. Age-appropriate materials and/or resources are available for children.

The prevention of child abuse is everybody's business. Please do your part to help protect our children.

## On-line education & training aids available

All professional and volunteer staff and parish employees who are in regular and direct contact with minors, including those in Catholic schools, are mandated to participate in an educational/training program for the prevention of child abuse.

The Diocese of Bismarck also makes this training available on-line with materials contained on the diocesan website.

## On-Line Training Program for all catechists and assistants who work with children

Go to Internet: <http://www.bismarckdiocese.com>

On home page: click on the green patch above the  
“Calendar of Events” which says “Protecting the Children”

Go to the bottom of the page—click on: [On-line-teaching aids](#)

You will also find the Certificate of Completion  
and the Complaint Form

Be sure to keep a copy of the Certificate of Completion  
and give a signed form to your school/parish office for filing.

# Conclusion

This manual is written with gratitude and with affirmation for those women and men within the Diocese of Bismarck who accept the call of God to serve as catechist in the Church. This vocation has never been more critical and it has never been more difficult. The stresses of time and culture, family structures, difficulty in recruitment and maintaining those who volunteer to be catechists, lack of knowledge of the faith and skills for ministry, diminishing resources, and the constant change and pace of contemporary life could well be seen as roadblocks to the implementation of this vision. These are indeed challenges, but with hope and confidence in the continuing guidance of the Holy Spirit, they will be met.

May God's Spirit fill us with hope, commitment, faithfulness, generosity, and passion for this mission.

*Lord God,*  
source of all wisdom and knowledge,  
you sent your Son, Jesus Christ, to live among us  
and to proclaim his message of faith, hope,  
and love to all nations.

In your goodness bless our brothers and sisters  
who have offered themselves as catechists for our Church.  
Strengthen them with your gifts  
that they may teach by word and example  
the truth which comes from you.

We ask this through Christ our Lord.

*Amen.*

# Bookshelf Essentials for Catechetical Leaders

**Bible**, the New American Bible offers the most accurate translation, while the Good News Bible is presented in standard, everyday words and forms for greater understanding by students.

**Catechism of the Catholic Church**, USCC, Washington, DC, 1994, 1997. The full, complete exposition of Catholic doctrine, the second edition includes more than a hundred additional pages, offering such new features as a glossary of terms, an index of citations from sources and in-brief texts on core teachings.

**General Directory for Catechesis**, USCC, Washington, DC, 1998. An essential companion to the *Catechism of the Catholic Church*. It provides religious educators, teachers, and catechists with a single reference point for all aspects of catechetical instruction, content, pedagogy, and methodology.

**National Directory for Catechesis**, USCC, Washington, DC, May, 2005. It explains the meaning of catechesis, looks at the context in which catechesis occurs in this country, identifies the sources and content of catechesis, and addresses practical issues involved in directing and taking part in catechetical activities.

**Our Hearts Were Burning Within Us, A Pastoral Plan for Adult Faith Formation in the United States**, USCC, Washington, DC, 1999. Goals, principles, and content approaches are provided to help leaders as they reach out to the adults in their community.

**Rite of Christian Initiation of Adults**, USCC, 1988. Rituals with supporting text that describes the process of the baptismal catechumenate. These processes are to inspire other forms of catechesis.

**United States Catholic Catechism for Adults**, USCC, Washington, DE, 2006. This is a unique and groundbreaking guide for those who seek to deepen their Catholic faith. The USCCA is an excellent resource for preparation of catechumens in the Rite of Christian Initiation of Adults and for ongoing catechesis of adults.

**National Catechetical Directory**, *Sharing the Light of Faith*, 1978

## References

CCC	Catechism of the Catholic Church, 1992
CT	John Paul II, Apostolic Exhortation, Catechesis Tradendae, 1979
NDC	National Directory for Catechesis, 2005
SNDC	Summary of the National Directory for Catechesis, 2005
POF	Hater, Rev. Robert J., Prophets of Faith, The Role of Diocesan Catechetical Leaders

## Credits

Selection, Formation and Ongoing Training of Catechists is adapted with permission from “*The Catechist in the Third Millennium*” by the New York State Roman Catholic Bishops.

**DIOCESE OF BISMARCK  
BASIC CERTIFICATION PROGRAM  
DOCUMENTATION FORM**

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_  
*Street City State Zip Code*

School \_\_\_\_\_ Work Phone \_\_\_\_\_

Parish \_\_\_\_\_ Work Phone \_\_\_\_\_

**10 hours in Doctrine/Theology** Date Completed \_\_\_\_\_

**10 hours in Scripture/Spirituality** Date Completed \_\_\_\_\_

**10 hours in Methodology/Teaching Ministry** Date Completed \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*(Principal - Catechetical Leader or Pastor)*

**DIOCESE OF BISMARCK  
MASTER CERTIFICATION PROGRAM  
DOCUMENTATION FORM**

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_  
*Street City State Zip Code*

School \_\_\_\_\_ Work Phone \_\_\_\_\_

Parish \_\_\_\_\_ Work Phone \_\_\_\_\_

**60 hours in Doctrine/Theology** Date Completed \_\_\_\_\_

**60 hours in Scripture/Spirituality** Date Completed \_\_\_\_\_

**60 hours in Methodology/Teaching Ministry** Date Completed \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*(Principal - Catechetical Leader or Pastor)*

**DIOCESE OF BISMARCK  
ADVANCED CERTIFICATION PROGRAM  
DOCUMENTATION FORM**

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_  
*Street City State Zip Code*

School \_\_\_\_\_ Work Phone \_\_\_\_\_

Parish \_\_\_\_\_ Work Phone \_\_\_\_\_

**30 hours in Doctrine/Theology** Date Completed \_\_\_\_\_

**30 hours in Scripture/Spirituality** Date Completed \_\_\_\_\_

**30 hours in Methodology/Teaching Ministry** Date Completed \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*(Principal - Catechetical Leader or Pastor)*

# Catechist Certification Program

This is to attest that

---

*(Catechist's name)*

Has attended the following catechist certification program

---

*Catholic Social Teaching: Social Mission and Message...*

*(Program title)*

The program was presented by

---

*Mr. John L. Carr*

*(Program presenter)*

The program has been approved to be the equivalent of the following foundational topic:

---

*Theology (or) Ministry*

*(Topic)*

And has been designated as   1   hours of enrichment

---

**Diocesan Director  
Office of Faith Formation**

*May 21, 2009*

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*(Date)*