



The Ministry Of The Catechetical Leader

The Office of
Evangelization &
Catechesis
Archdiocese of Cincinnati

2005

**A Note to Readers of
The *Ministry of the Catechetical Leader***

**From the Staff of
The Office of Evangelization and Catechesis**

In 1981, the Office of Religious Education of the Archdiocese of Cincinnati published the first edition of the *Ministry of the Catechetical Leader* establishing the requirements for certification of Directors and Coordinators of Religious Education. The second edition, a refined version of the first, was published in 1993. Now, inspired by the publication in 2003 of the *National Certification Standards for Lay Ecclesial Ministers* by three national ministerial organizations and their approval by the United States Conference of Catholic Bishops (USCCB), this newest 2005 edition of the *Ministry of the Catechetical Leader* is based on the standards and competencies found in the *National Certification Standards*. Further explanation of the connection between the national standards and the archdiocesan certification process can be found following the Introduction to the new document.

The education and formation of Lay Ecclesial Ministers has become a primary concern for the future of our Roman Catholic Church. Significant efforts to review and upgrade the expectations of all who minister in the Church are underway among the bishops of the United States and within our own Archdiocese of Cincinnati. Because this revision of the *Ministry of the Catechetical Leader* so thoroughly incorporates the values and requirements of the *National Certification Standards* as well as the progress of current ministerial credentialing efforts, we trust that further modifications to this revision will be negligible.

- July 2005

The Ministry of the Catechetical Leader



Introduction

The development and support of parish catechetical leaders has long been a priority in the Archdiocese of Cincinnati. Catechetical leaders have responsibility for the health and vitality of the mission of catechesis. Indeed, one of the primary responsibilities of the staff of the Office of Evangelization and Catechesis (OEC) is the support of parish catechetical leaders and of their work. Since 1981, with the publication of the original document *The Ministry of the Catechetical Leader*, the OEC has encouraged catechetical leaders and supported them in obtaining the necessary formation so vital to the competent carrying out of their responsibilities. The Office has also helped to give structure to the ministry of catechetical leadership by creating role descriptions and certification classifications for parish catechetical leaders.

As the third millennium begins, and the Church and parish life undergo profound changes, the ministry of the catechetical leader continues to develop. Issues of formation and credentialing will become even more crucial in the years ahead as parishes rely more heavily on lay leadership. This revision of the *Ministry of the Catechetical Leader* is an attempt to respond to the evolving nature of the ministry and to provide the needed structure to ensure competent, qualified, effective ministers.

Purpose of Certification

This process of certification of catechetical leaders seeks to provide a level of archdiocesan validation and recognition to those who have undergone a systematic, rigorous and ongoing process of formation. Certification is intended to recognize this effort and to attest to the attainment of certain prescribed competencies in the person of the minister. Certification also provides catechetical leaders with a plan for the evaluation and continuing development of their personal ministerial identity and professional skills. While certification attests to a certain level of preparation, formation and competence, it is not a guarantee that an individual will have success in every situation.

The Catechetical Leader as Lay Ecclesial Minister

Since the Second Vatican Council, the Church has been engaged in the task of developing and legitimizing lay ministry. Through the documents issued by the Council Fathers, and subsequent statements, the Church has summoned lay men and women to a greater awareness of their role in the mission of Jesus: the proclamation of the Reign of God and the transformation of persons and of society. This awareness has evolved over the decades since the Council, and has taken on a fuller expression as the reality of lay ministry has been lived out.

Parish catechetical leaders were among the first full time lay ministers to appear after the Council. Since those early years the roles of parish Director and Coordinator of Religious Education have evolved taking on greater professionalism, deeper ministerial identity, and greater legitimacy as a permanent form of ministry in the Church.

Recently, lay ministry has been reflected on and given a fuller expression by the United States Conference of Catholic

Bishops in their 1995 document, *Called and Gifted for the Third Millennium* in which they first used the phrase, “lay ecclesial minister” to describe the group of people who serve the Church and have been given some official designation to act in the name of the Church. The bishops’ pastoral reflections on lay ecclesial ministry continued and were given added focus in 1999 with the publication of *Lay Ecclesial Ministry: The State of the Questions*. This document recognizes the broad, generic nature of the term, lay ecclesial minister, and provides a framework within which to understand the common characteristics of this emerging lay vocation.

Identity as a lay ecclesial minister is partly a question of personal awareness and intentionality and partly a matter of recognition by official church authority. The two dimensions must converge.¹

[As the bishops have described it], the term “lay ecclesial minister” means the following:

- ❖ A fully initiated lay member of the Christian faithful, including vowed religious, who is responding to the empowerment and gifts of the Holy Spirit received in baptism and confirmation, which enable one to share in some form of ministry
- ❖ One who responds to a call or invitation to participate in ministry and who has prepared through a process of prayerful discernment
- ❖ One who has received the necessary formation, education, and training to function competently within the given area of ministry
- ❖ One who intentionally brings personal competencies and gifts to serve the church’s mission through a

specific ministry of ecclesial leadership and who does so with community recognition and support

- ❖ One to whom a formal and public role in ministry has been entrusted or upon whom an office has been conferred by competent ecclesiastical authority
- ❖ One who has been installed in a ministry through the authority of the bishop or his representative, perhaps using a public ritual
- ❖ One who commits to performing the duties of a ministry in a stable manner
- ❖ A paid staff person (full- or part-time) or a volunteer who has the responsibility and the necessary authority for institutional leadership in a particular area of ministry.²

The bishops are careful to note that, while the above descriptors are important in their vision of lay ecclesial ministry, they do not view them as indispensable criteria equally applicable to every situation in the identity of the lay ecclesial ministry. Rather, they assert that it is “highly desirable that each of them be present to some degree in every minister.”³ The term “lay ecclesial minister” has provided a comprehensive framework for understanding the many different lay ministries that have emerged in response to pastoral needs in the United States Church. More particularly, it also provides a structure through which common formation goals can be developed for catechetical leaders in the Church.

¹ United States Conference of Catholic Bishops, *Lay Ecclesial Ministry: The State of the Questions*, (Washington: USCCB, 1999, p. 8)

² Ibid.

³ Ibid.

Formation and Certification

One of the key issues in the development of lay ecclesial ministry is that of formation and training. The Church takes very seriously the formation of those who would perform leadership roles in parishes. The *General Directory for Catechesis* states that, “the quality of any form of pastoral activity is placed at risk if it does not rely on truly competent and trained personnel.” (par. 234) Further, in that same paragraph it states that, dioceses must give “absolute priority” to the formation of catechetical leaders. These words make it incumbent on pastors who hire catechetical leaders and on catechetical leaders themselves to see to it that they get the necessary formation to serve competently in their roles. The task of the Archdiocese is to offer formation, to identify opportunities to obtain it, and to certify those who have met the requirements.

In response to this challenge, the OEC has developed and published clearly defined criteria for the certification of catechetical leaders. Beginning in 1981 the Office established and administered a process known as the *Ministry of the Catechetical Leader*, revising it in 1993.



Standards and Competencies for Catechetical Leaders

A key feature of this current revision of the certification process is the focus on the actual capability of the person to serve in the role of catechetical leader. In contrast to the former approach, which was based primarily on the educational experiences of

the catechetical leader, this revised approach honors the leader’s academic experiences, but also entails an assessment of the individual’s personal formative qualities and the particular skills that are essential to the catechetical leader’s role. This focus on competency and its assessment enables the catechetical leader to target future in-service formation toward the development of these qualities and skills.

The criteria comprising this revision of our certification process are derived from five core national standards. These standards are identified in the publication *National Standards for Lay Ecclesial Ministers serving as Parish Catechetical Leaders, Youth Ministry Leaders, Pastoral Associates, and Parish Life Coordinators*. It was jointly published in 2003 by the National Federation for Catholic Youth Ministry, the National Association of Lay Ministry, and the National Conference for Catechetical Leadership and approved by the US Conference of Catholic Bishops Commission on Certification and Accreditation. The competencies are derived from the five core standards and are necessary for quality catechetical leadership.

The five standards are organized into three areas: **formation, information and skills**. The Archdiocesan competencies, generated by the archdiocesan OEC and listed below, are similar to the 48 Parish Catechetical Leader (PCL) and the 33 Lay Ecclesial Minister competencies articulated in the national document. The numbers appearing after each competency connect that competency to the national competencies.

The possible indicators listed under each of the *formation* and *skills* competencies are not meant to be the only possibilities for demonstrating the competency. They are meant to give some direction as to what that competency could look like in catechetical ministry. The examples could also point to how one grows in that competency area.

The five core national standards and the competencies that flow from them are as follows:

Formation: Personal /spiritual maturity and ministry identity

**Core Standard One:
Personal and Spiritual Maturity**

1.0 A lay ecclesial minister demonstrates personal and spiritual maturity in ministry with the people of God.⁴

Archdiocese of Cincinnati Catechetical Leader Competencies:

1.1. Recognizes God at the center of one's life experience and in one's ministry and can share this understanding with others. (1.5, 1.9 PCL⁵)

Possible Indicators:

- A. Participates in a retreat, cursillo, etc.
- B. Sets aside time each day for prayer and reflection.
- C. Participates in a prayer group.

1.2. Gives witness to faith in Jesus Christ through service and worship and can share faith with others. (1.5, 1.12 PCL, 2.9 PCL)

Possible Indicators:

- A. Is a lector or Eucharistic minister.
- B. Leads prayer services.
- C. Active in social outreach: food bank, St. Vincent DePaul, community activities, etc.

1.3 Demonstrates a commitment to growth as a Christian through personal and communal prayer. (1.3)

⁴ *National Certification Standards for Lay Ecclesial Ministers*, page 1.

⁵ The numbers in parenthesis represent the core competencies for Lay Ecclesial Ministry identified in *National Certification Standards for Lay Ecclesial Ministers serving as Parish Catechetical Leaders, Youth Ministry Leaders, Pastoral Associates, and Parish Life Coordinators*, 2003.

Possible Indicators:

- A. Describes one's journey of faith and life as a disciple of Christ.
- B. Keeps a prayer journal.
- C. Prays the Liturgy of the Hours.
- D. Engages in prayer and/or scripture sharing at parish meetings.
- E. Participates in a course or workshop on prayer or spirituality.

1.4. Knows one's own strengths, gifts, limitations, sets boundaries to maintain a healthy balance and integrate personal goals and gospel values. (1.2, 2.2)

Possible Indicators:

- A. Participates in a personality inventory.
- B. Maintains defined office hours.
- C. Has scheduled time off and takes it.
- D. Is in a mentoring relationship.
- E. Has a Spiritual Director.

**Core Standard Two:
Lay Ecclesial Ministry Identity**

2.0 A lay ecclesial minister identifies the call to formal and public ministry as a vocation rooted in baptism.⁶

Archdiocese of Cincinnati Catechetical Leader Competencies:

2.1. Recognizes one's call to leadership as coming from God and affirmed by the ecclesial community. Models one's ministry on the example of Jesus (1.12 PCL, 2.3, 2.4, 2.8 PCL)

Possible Indicators:

- A. Can explain one's ministry as a catechetical leader in terms of Baptismal vocation.
- B. Participates in a workshop or seminar on Christian or servant leadership.
- C. Incorporates Gospel references into teaching and writing.

⁶ *Ibid.* page 2

- D. Is able to summarize and discuss the 1999 National Bishops' report, "Lay Ecclesial Ministry".
 - E. Provides an annual accountability report to the parish outlining the progress of the catechetical program in achieving parish goals and strategies.
- 2.2. Engages in intentional evangelization efforts consistent with the gospel and the church's mission. Exhibits a spirit of discipleship. (1.11 PCL, 4.2, 5.6)
- Possible Indicators:**
- A. Develops goals for evangelization within the parish religious education ministry based on *Go and Make Disciples* and other church documents.
 - B. Leads discussion on *Evangelii Nuntiandi* or *General Directory for Catechesis* at Education Commission or Parish Council.
 - C. Creates and implements a plan to welcome and incorporate into the religion program students whose families are returning to the practice of the faith.
 - D. Develops an outreach invitation to the inactive and unchurched to participate in the Summer Bible program.
 - E. Plans and executes an in-service on evangelization for catechetical faculty and staff.
- 2.3. Identifies with the universal nature of the mission of the Church and is able to address current realities within the Church. (1.4, 2.5)
- Possible Indicator(s):**
- A. Can name several national publications and Internet sources she/he uses for regular updating on Church affairs.
 - B. Participates in a book discussion on contemporary ecclesiology.
- C. Conducts or participates in research study on contemporary Church issues or attitudes.
 - D. Arranges for mission speakers for school or parish groups.
 - E. Helps parish to become involved in a twinning project.
- 2.4. Conducts ministry with ethical integrity. (p. xxv, 5.3)
- Possible Indicators:**
- A. Maintains confidentiality and appropriate files.
 - B. Respects the boundaries with colleagues and parishioners of all ages.
 - C. Follows diocesan policies and appropriate legal statutes.
 - D. Treats others with respect.
 - E. Participates in time management training and keeps a log of professional time and activities.
- 2.5. Works with compassion, justice, charity and flexibility in a ministerial setting. (1.10 PCL, 2.7 PCL, 4.1.2)
- Possible Indicators:**
- A. Assists with the spiritual or nursing care of a person who is terminally ill.
 - B. Is involved in a Habitat for Humanity project.
 - C. Serves on the board of a charitable or community organization.
 - D. Modifies program operations to comply with parish budget adjustments.
 - E. Develops an alternative experience for parents or students who are absent from sacramental preparation sessions.
- 2.6. Engages in opportunities for professional formation and education including professional associations. (1.7, 2.6 PCL, 5.16 PCL)

Possible Indicators:

- A. Attends professional leadership events such as the Catechetical Leadership Conference.
- B. Attends a national Religious Education or ministry convention.
- C. Maintains active membership in professional organizations such as CREA, DREA, ODREO, NCCL, and NPCD.
- D. Consults with diocesan offices for assistance with planning, programming, and administration.
- E. Implements new guidelines and initiatives of the Archdiocesan Education Commission and Office of Evangelization and Catechesis.

Knowledge: Theology

Core Standard Three: Roman Catholic Theology

3.0 A lay ecclesial minister integrates knowledge of Roman Catholic faith within ministry.⁷

Archdiocese of Cincinnati Catechetical Leader Competencies:

Catechetical Leader Competencies for these areas are presumed in the required degree program. The required credits for both DRE and CRE must include courses in at least six of the following areas.

- ❖ Revelation and Scripture
- ❖ Christology
- ❖ Sacramentology
- ❖ Ecclesiology
- ❖ Theology of Pastoral Ministry
- ❖ Moral Theology
- ❖ Spirituality
- ❖ Ecumenism
- ❖ Liturgy and Worship

Skills: Pastoral and Professional Practice

Core Standard Four: Pastoral Praxis

4.0 A lay ecclesial minister engages in pastoral activity that promotes evangelization, faith formation, community and pastoral care with sensitivity to diverse situations.⁸

Archdiocese of Cincinnati Catechetical Leader Competencies:

4.1. Understands and implements catechesis in the context of evangelization. (4.2, 4.9 PCL)

Possible Indicators:

- A. Works with the parish staff to develop the parish as an evangelizing, catechetical community.
- B. Participates in a workshop/training session on the GDC.
- C. Provides a parent orientation to the goals and scope of the children's/school religion program.
- D. Forms a welcoming ministry for the PSR or school.
- E. Engages in professional reading on "the parish as learning community."
- F. Able to explain how evangelization is infused into the program/course of study for religious education program.

4.2. Develops and articulates a vision/direction for the parish catechetical ministry with other parish leaders. (5.1, 5.10 PCL)

Possible Indicators:

- A. Creates a strategic pastoral plan for faith formation based on *Our Hearts Were Burning within Us* with others responsible for adult faith formation.

⁷ Ibid. page 3.

⁸ Ibid. page 6.

- B. Participates in annual goal setting with pastor.
 - C. Conducts an annual planning meeting with catechists.
 - D. Participates in a workshop on conflict management.
 - E. Develops and publishes a mission statement for Religious Education with the Parish Education Commission.
- 4.3. Exhibits sensitivity to the diversity in family structures today and invites the family into partnership in the catechetical effort of the parish. (4.5, 4.10 PCL)
- Possible Indicators:**
- A. Designs and offers intergenerational events.
 - B. Schedules programs and events in ways that allow for family participation.
 - C. Insures that child care is offered to parents attending adult programs.
 - D. Provides resources and assistance to families who choose home-based religious education for their children.
 - E. Offers resources and programs for parents on issues related to Christian family life and parenting.
- 4.4. Integrates into the development of the parish catechetical ministry catechetical and church documents, archdiocesan policies and guidelines and canon law as it pertains to catechesis. (4.1.5, 5.8 PCL, 5.14 PCL, 5.15 PCL)
- Possible Indicators:**
- A. Administers the catechist certification process for school and parish catechists.
 - B. Conducts a program to provide parents with information on the Religious Education curriculum.
 - C. Presents liturgical seasonal events for family participation.
 - D. Initiates the RCIA process for children in the parish.
- E. Hosts the Peace and Justice learning module for catechists and adult parishioners.
- 4.5. Designs, implements, oversees, and evaluates the parish catechetical efforts in collaboration with the parish staff. (4.18 PCL, 5.2, 5.7 PCL, 5.9 PCL)
- Possible Indicators:**
- A. Creates the annual parish calendar for religious education programs, activities and events.
 - B. Administers the NCEA-ACRE assessment in the school and PSR programs and utilizes results for catechetical planning.
 - C. Initiates a program for young adults based on a parish needs assessment.
 - D. Involves parents and catechists in a textbook selection process.
 - E. Develops permanent attendance record system for PSR students.
 - F. Conducts an assessment of program practices in light of Archdiocesan policies and *NPCD Primer on Law for DREs*.
 - G. Develops safety procedures for fire, tornado and other emergencies.
 - H. Develops a system for maintenance of confidential files and information.
 - I. Creates and monitors a budget for religious education.
- 4.6. Encourages and utilizes a variety of prayer experiences in all aspects of catechetical ministry. Promotes celebrations of sacraments in accord with approved liturgical principles. (4.1.1, 4.13 PCL, 4.14 PCL)
- Possible Indicators:**
- A. Instructs teachers/catechists on use of *Children's Daily Prayer*.
 - B. Attends Lay Presiding Workshop.
 - C. Designs a communal prayer and liturgy schedule for school or PSR.

- D. Plans and implements an annual retreat for pastoral council, RCIA or other parish group.
- E. Develops catechist resources for preparing prayer services and liturgies.

4.7. Encourages use of an appropriate process for catechesis along with varied methodologies for all ages and in all catechetical settings. (4.8 PCL, 4.15 PCL, 4.17 PCL, 4.18 PCL, 4.19 PCL)

Possible Indicators:

- A. Participates in Adult Catechetical Process course.
- B. Provides in-service to catechists on use of the catechetical process.
- C. Makes use of a technology presentation for parent or parish meeting.
- D. Create an “at-home component” for families involved in sacramental preparation.
- E. Attends workshop on liturgical catechesis.

4.8. Incorporates service in catechetical programming. (4.16 PCL)

Possible Indicators:

- A. Designs curriculum-connected service activities for each age level.
- B. Conducts canned food drive in Early Childhood program.
- C. Develops a letter-writing ministry (to prisoners, military, congress) for junior and senior high students.
- D. Communicates volunteer opportunities to students/program participants.
- E. Plans a portion of Adult Faith Formation events with the parish Social Action Commission.

**Core Standard Five:
Professional Practice**

5.0 A lay ecclesial minister provides effective leadership, administration and service in the spirit of collaboration.⁹

Archdiocese of Cincinnati Catechetical Leader Competencies:

5.1. Demonstrates effective communication and relational skills in working with parish and diocesan structures. (4.1.2, 5.4, 5.12 PCL)

Possible Indicators:

- A. Attends a workshop on dealing with difficult people.
- B. Develops a strategic plan for parish faith formation with Education Commission.
- C. Implements Archdiocesan Child Protection Decree training in the parish.
- D. Collaborates with parish Worship Commission in setting guidelines for the celebration of sacraments.
- E. Develops with Education Commission and implements a policy for discipline such as the suspension and expulsion of PSR students.

5.2. Demonstrates an ability to work with and empower people of all cultures and abilities. (1.6, 4.1.3, 4.4, 4.3, 4.6, 4.11 PCL, 4.12 PCL, 5.5, 5.17 PCL, 5.19 PCL)

Possible Indicators:

- A. Attends class or workshop on multi-cultural awareness.
- B. Institutes a contract/covenant system for growth and accountability with catechetical ministers.
- C. Incorporates ethnic celebrations and heroes into catechetical programming.

⁹ Ibid. page 11.

- D. Implements an inclusion policy into catechetical programs and ministries.
 - E. Develops opportunities to include individuals, groups and families with physical or developmental disabilities.
- 5.3. Recruits, trains, and evaluates catechists. (4.7 PCL, 5.13 PCL, 5.17 PCL)

Possible Indicators:

- A. Implements Archdiocesan certification process with school/parish catechists.
 - B. Attends training on catechetical classroom observation and interview.
 - C. Provides in-service for Adult Faith Formation team.
 - D. Explains techniques and practices developed for the recruitment of volunteers.
 - E. Teaches course or facilitates skills workshop for catechist certification.
- 5.4. Provides catechists opportunities to grow as persons of prayer.

Possible Indicators:

- A. Organizes a Day of Reflection for catechetical staff.
- B. Incorporates various prayer forms into catechist meetings.
- C. Presents the Prayer Workshop for Basic Level Catechist certification.
- D. Provides selection of spiritual reading material in parish library.
- E. Encourages catechists' participation in CRHP, RENEW, parish missions, etc.

Our process of certification is built upon these five standards, the core competencies derived from them, and the particular competencies identified for catechetical leaders. These have been adapted from their original number and form for particular use in the Archdiocese of Cincinnati. They make up the heart of the following process.

The Process of Certification

Parish Catechetical Leaders serve the faith formation needs of the local community as Lay Ecclesial Ministers. They have a specialized role in responding to the faith formation needs of the local community through their vocation, specialized preparation and professional service. Catechetical Leader certification is the process by which the Archdiocese of Cincinnati recognizes and affirms this vocation, preparation and ministry.

Initial certification as a Catechetical Leader is granted for a period of three years and must be renewed every five years upon expiration. In order to renew their certification, candidates must be currently serving in the role of Parish Catechetical Leader. Certification will be granted in one of two modes: Director of Religious Education (DRE) or Coordinator of Religious Education (CRE), depending on the ministerial role or assignment and the professional preparation of the leader. Weekly participating in Sunday liturgy and being a fully initiated Catholic in full communion¹⁰ with the Church are essential prerequisites to consideration for certification.

Ministerial Role

The DIRECTOR OF RELIGIOUS EDUCATION provides overall leadership and direction for total parish faith formation in a parish or cluster of parishes. He or she is a full time member of the parish (or parish cluster) staff. The DRE:

- ❖ administers the parish catechetical office
- ❖ supervises and trains the parish catechetical staff

¹⁰ "Those persons are fully in communion with the Catholic Church on this earth who are joined with Christ in its visible structure by the bonds of profession of faith, of the sacraments and of ecclesiastical governance."

Code of Canon Law, Canon #205

- ❖ is responsible for ongoing development of vision and goals for faith formation in cooperation with parish staff and consultative bodies
- ❖ provides for the direction, design, development, implementation and evaluation of the total faith formation efforts

- ❖ Sacramentology
- ❖ Ecclesiology
- ❖ Theology of Pastoral Ministry
- ❖ Moral Theology
- ❖ Spirituality
- ❖ Ecumenism
- ❖ Liturgy and Worship

Formation and Skills

The COORDINATOR OF RELIGIOUS EDUCATION coordinates and manages one or more extensive areas of faith formation in a parish or cluster of parishes. The CRE:

- ❖ supervises and trains catechetical staff
- ❖ implements catechetical programs and activities in light of established parish goals
- ❖ manages administrative functions in assigned areas of responsibility

Competency in these areas is measured through:

1. demonstration of designated core competencies¹¹ in a ministerial setting
2. a written self-assessment of competencies¹²
3. an interview with designated Office of Evangelization and Catechesis consultant.

Competency Requirements

Theological Preparation

Certification as a Director of Religious Education (DRE)

- ❖ A Masters degree in Catholic theology or a Masters degree and a minimum of 24 semester or 36 quarter graduate credits in Catholic theology.

Certification as a Coordinator of Religious Education (CRE)

- ❖ A Bachelors degree in Catholic theology or a bachelor's degree and a minimum of 30 semester or 45 quarter undergraduate credits in Catholic theology.

The required credits for both the DRE and CRE must include at least six of the following areas:

- ❖ Revelation and Scripture
- ❖ Christology

Formation

- ❖ *Evidence of one activity in each of the four **Personal and Spiritual Maturity** competencies (Core Standard One, page 4)*
- ❖ *Evidence of one activity in each of the six **Lay Ecclesial Ministry Identity** competencies (Core Standard Two, page 4)*

Skills

- ❖ *Evidence of one accomplishment or activity in each of the eight **Pastoral Praxis** competencies (Core Standard Four, page 6)*
- ❖ *Evidence of one accomplishment or activity in each of the four **Professional Practice** competencies (Core Standard Five, page 8)*

Experience

The applicant has completed three years of supervised catechetical ministry.

¹¹ See *Archdiocese of Cincinnati Standards and Competencies for Catechetical Leaders*, pages 4-9.

¹² See pages 15-18

Guide for Completing the Application for Initial Certification

You are ready to apply for certification when you have:

- A. Completed the required educational background,
- B. Served at least one year as a parish catechetical leader, and
- C. Acquired some skill in each of the competencies

Below is a checklist to guide your completion of the process. Proceed step-by-step, checking off each item as you complete it.

___ STEP ONE. Read the entire document thoroughly.

___ STEP TWO. Complete #1-7 of the **Application Form**.

___ STEP THREE. Complete the self-assessment tool on pages 15-18. Refer to the **Standards and Competencies** listed on pages 4-9.

- A. Next to each **Competency number** (ex. 1.1 or 2.4) listed below, write in **your Indicators**. NOTE: You may use one of the “Possible Indicators” from pages 4-9, but you are not limited to these.
- B. For **Core Standard Three**, name the six (6) out of the nine (9) areas of Theology which were included in your degree.
- C. At the end of your list of **Indicators** for each **Core Standard**:
 - 1) Summarize how that **Core Standard** is being incorporated into your ministry, and
 - 2) Describe areas from that **Core Standard** in which you feel your need to grow.

___ STEP FOUR. Complete #9 and attach a copy of your **transcript(s)** to the Application Form.

___ STEP FIVE. Call your Regional Office of Evangelization and Catechesis to make an appointment for your interview.

Cincinnati: 513-421-3131

Dayton: 937-223-4075

Sidney: 937-498-1192

___ STEP SIX. As soon as you have set your appointment, sign and mail your Application, Worksheets, Transcript(s) and Application Fee to the person who will be conducting your interview.

___ STEP SEVEN. Complete your **Interview**.

The results of your application process will be communicated to you within four (4) weeks of your interview.

**Application for Initial Certification as a
Director or Coordinator of Religious Education
In the Archdiocese of Cincinnati**

1. Name _____
(Last) *(First)* *(Middle Initial)*

2. Home Address _____

City _____ State _____ Zip Code _____

3. Daytime Phone Number _____

4. I have served _____ years at _____ in the following capacity:

5. I am currently serving at _____
(Parish Name)

6. Date of Application _____

7. I am applying for Certification as a *(Check one)*:

_____ Director of Religious Education (DRE)

_____ Coordinator of Religious Education (CRE)

8. _____ I HAVE COMPLETED WORK IN EACH OF THE COMPETENCY
AREAS OF THE CORE STANDARDS AND HAVE ATTACHED
THE SELF ASSESSMENT FORM.

9. I have included a transcript for my:

_____ Master's Degree from _____ College/University.
(Required for DRE Certification)

_____ Bachelor's Degree from _____ College/University.
(Required for CRE Certification)

(Check one) _____ The theology credits I have earned are included in my degree.

_____ The theology credits I have earned are in addition to my degree.

*(If your theology credits are in addition to those earned in your degree, a transcript for
these credits must also be provided.)*

10. I participate weekly in Sunday liturgy and am a Catholic in full communion with the Catholic Church. (*Participating in Sunday liturgy and being a Catholic in full communion with the Catholic Church are prerequisites.*)

Signature of Applicant _____

11. Please include a check for \$5.00, made payable to the Office of Evangelization and Catechesis, and mail to your regional office:

100 East Eighth Street
Cincinnati OH 45202

266 Bainbridge Street
Dayton OH 45402

119 East Water Street
Sidney OH 45365

For Office Use Only:

Interview Completed By: _____ Date: _____

Certification: _____ Granted _____ Denied _____ Date: _____

Certification Mode Granted: _____ Certification Expires on: _____

Self-Assessment

Refer to the listing and numbering for Core Standards, Competencies and Possible Indicators on pages 4-9. Next to each “Competency Number”, write in your Indicator. Write your “summary” and “areas for growth” after the list of Indicators for each Core Standard.

YOUR INDICATORS

CORE STANDARD 1.

Competency 1.1 _____

1.2 _____

1.3 _____

1.4 _____

Summary *In one or two paragraphs, summarize how Core Standard One is being incorporated into your ministry*

Areas for Growth *Describe areas from Core Standard One in which you feel you need to grow*

CORE STANDARD 2.

- Competency 2.1 _____

- 2.2 _____

- 2.3 _____

- 2.4 _____

- 2.5 _____

- 2.6 _____

Summary *In one or two paragraphs, summarize how Core Standard Two is being incorporated into your ministry*

Areas for Growth *Describe areas from Core Standard Two in which you feel you need to grow*

CORE STANDARD 3. Six (6) Areas of Theology included in your degree program:

Summary *In one or two paragraphs, summarize how Core Standard Three is being incorporated into your ministry*

Areas for Growth *Describe areas from Core Standard Three in which you feel you need to grow*

CORE STANDARD 4.

Competency 4.1

4.2

4.3

4.4

4.5

4.6

4.7

4.8

Summary

In one or two paragraphs, summarize how Core Standard Four is being incorporated into your ministry

Areas for Growth

Describe areas from Core Standard Four in which you feel you need to grow

CORE STANDARD 5.

Competency 5.1

5.2

5.3

5.4

Summary

In one or two paragraphs, summarize how Core Standard Five is being incorporated into your ministry

Areas for Growth

Describe areas from Core Standard Five in which you feel you need to grow

Renewal of Certification

Candidates must be currently serving in the role of Parish Catechetical Leader in order to renew their certification. The professional nature of their role and the ever-developing fields of catechetics and faith formation require that Parish Catechetical Leaders engage in continuous learning and formation for their ministry. For this reason, initial certification as a Catechetical Leader in the Archdiocese of Cincinnati is granted for three years and must be renewed every five years thereafter. When certification expires, the Catechetical Leader is required to apply for renewal, submitting evidence¹³ of one **new** activity or experience (since previous application) in each of these five areas:

- ❖ Personal/spiritual formation (Core Standard One)
- ❖ Ministry identity formation (Core Standard Two)
- ❖ Theological preparation (Core Standard Three)
- ❖ Pastoral Praxis (Core Standard Four)
- ❖ Professional Practice (Core Standard Five)

Guide for Completing the Application for Renewal of Certification

It is time to apply for Renewal of your DRE or CRE certification when:

- A. Your current certification is about to expire [three (3) years after initial certification; five (5) years after renewed certification]
- B. You are continuing in service as a parish catechetical leader
- C. You have attained additional competency/skill in each of the five (5) **Core Standard** areas.

Below is a checklist to guide your completion of the process. Proceed step-by-step, checking off each item as you complete it.

___ STEP ONE. Fill in your information for #1-7 of the **Application for Renewal Form** (p. 20).

___ STEP TWO. Refer to the list of **Standards and Competencies** on pp. 4-9. From the possible list of **competencies** under each **Core Standard**, identify one **competency** which you have developed further **since your previous application**.

___ STEP THREE. Check #8 on the form. Then list the **competency #** (e.g., 1.1 or 2.4) and your **indicator** under each of the five **Core Standards**. **Please include dates or years**.

___ STEP FOUR. Complete #9 on the application form.

___ STEP FIVE. Mail your completed form and check for \$5 to your Regional Office of Evangelization and Catechesis

¹³ See *Application for Catechetical Leader Certification Renewal*, pages 20-21.

**Application for Renewal of Certification as a
Director or Coordinator of Religious Education
in the Archdiocese of Cincinnati**

1. Name _____
(Last) (First) (Middle Initial)

2. Home Address _____
City _____ State _____ Zip Code _____

3. Daytime Phone Number _____

4. I have served _____ years as a Director or Coordinator of Religious Education

5. I am currently serving at _____
(Parish Name)

6. Date of Application _____

7. I am applying for renewal of certification as a (Check one)

___ Director of Religious Education (DRE)

___ Coordinator of Religious Education (CRE)

8. _____ I have developed one competency in each of the Core Standards since my previous application.
(Indicate which competency you have developed under each core standard listed below. The list of competencies and their indicators can be found on pp. 4-9 of this document.)

Core Standard 1: A lay ecclesial minister demonstrates personal and spiritual maturity in ministry with the people of God.

My indicator: _____

Core Standard 2: A lay ecclesial minister identifies the call to formal and public ministry as a vocation rooted in baptism.

My indicator: _____

Core Standard 3: A lay ecclesial minister integrates knowledge of Roman Catholic faith within ministry.

My indicator: _____

Core Standard 4: A lay ecclesial minister engages in pastoral activity that promotes evangelization, faith formation, community and pastoral care with sensitivity to diverse situations.

My indicator: _____

Core Standard 5: A lay ecclesial minister provides effective leadership, administration and service in the spirit of collaboration.

My indicator: _____

-
9. I participate weekly in Sunday liturgy and am a Catholic in full communion with the Catholic Church. (*Participating in Sunday liturgy and being a Catholic in full communion with the Catholic Church are prerequisites.*)

Signature of Applicant _____

10. Please include a check for \$5.00 made payable to the Office of Evangelization and Catechesis and mail to your regional office:

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Cincinnati, OH 45202

266 Bainbridge St
Dayton, OH 45402

119 East Water Street
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For Office Use Only:

Certification: _____ Granted _____ Denied Date: _____

Certification Mode Granted: _____ Certification Expires on: _____