

kino institute

Division of Education and Evangelization

Certification Information and Application

*Master Catechist
and
Catechist Trainer*

*Whatever be the level of his responsibility in
the Church, every catechist must constantly
endeavor to transmit by his teaching and
behavior the teaching and life of Jesus*

*Pope John Paul II,
Catechesi Tradendae #6.*



From Pope John Paul II "CHRISTIFIDELES LAICI"

O Most Blessed Virgin Mary,
Mother of Christ and Mother of the Church,
With joy and wonder we seek to make our
own your *Magnificat*, joining you in your
hymn of thankfulness and love.

With you we give thanks to God,
"whose mercy
is from generation to generation",
for the exalted vocation
and the many forms of mission
entrusted to the lay faithful.

God has called each of them by name
to live his own communion of love
and holiness
and to be one
in the great family of God's children.
He has sent them forth
to shine with the light of Christ
and to communicate the fire of the Spirit
in every part of society
through their life
inspired by the gospel.

O Virgin of the *Magnificat*,
fill their hearts
with a gratitude and enthusiasm
for this vocation and mission.

With humility and magnanimity
you were the "handmaid of the Lord";
give us your unreserved willingness
for service to God
and the salvation of the world.
Open our hearts
to the great anticipation
of the Kingdom of God
and of the proclamation of the Gospel
to the whole of creation.
Your mother's heart
is ever mindful of the many dangers
and evils which threaten
to overpower men and women
in our time.

At the same time your heart also takes notice
of the many initiatives
undertaken for good,
the great yearning for values,
and the progress achieved
in bringing forth

O Virgin full of courage,
may your spiritual strength
and trust in God inspire us,
so that we might know
how to overcome all the obstacles
that we encounter
in accomplishing our mission.
Teach us to treat the affairs
of the world
with a real sense of Christian responsibility
and a joyful hope
of the coming of God's Kingdom, and
of a "new heaven and a new earth".

You who were gathered in prayer
with the Apostles in the Cenacle,
awaiting the coming
of the Spirit at Pentecost,
implore his renewed outpouring
on all the faithful, men and women alike,
so that they might more fully respond
to their vocation and mission,
as branches engrafted to the true vine,
called to bear much fruit
for the life of the world.

O Virgin Mother,
guide and sustain us
so that we might always live
as true sons and daughters
of the Church of your Son.
Enable us to do our part
in helping to establish on earth
the civilization of truth and love,
as God wills it,
for his glory.

Amen



*Given at Rome, in St. Peter's, on 30 December,
the Feast of the Holy Family of Jesus, Mary and
Joseph, in the year 1988, the eleventh of my
Pontificate*



The Roman Catholic
Diocese of Phoenix

400 EAST MONROE, PHOENIX, ARIZONA 85004-2336 TELEPHONE (602) 257-0030
OFFICE OF THE BISHOP

July 1, 2011

Dear Pastors, Catechetical and Youth Evangelization Leaders,

The Church's mission of catechesis is a fundamental task of the Church. Catechesis passes on the Church's Deposit of Faith from generation to generation, ensuring that the faithful know and love Jesus Christ and, in doing so, renew the temporal order.

To assist in this task, the Church calls for an intensive effort in the formation and training of catechists. In paragraph #234 of the *General Directory for Catechesis*, we read that:

The quality of any form of pastoral activity is placed at risk if it does not rely on truly competent and trained personnel. The instruments provided for catechesis cannot be truly effective unless well used by trained catechists.

To assist in the formation of parish and school catechists, I am happy to present to you our new Master Catechist/Catechist Trainer certification guidelines, our diocesan standards for all those who will be forming catechists. As a deepening of our former credentialing guidelines for parish catechetical and youth evangelization leaders, these new standards will both insure professionalism among parish leaders, while at the same time direct them to the importance of forming their catechists.

It is my hope that these certification standards outlined in this document be a service in helping leaders be formed to undertake their daily work. I ask Pastors to support the leaders in their formation towards these certification standards; I ask for catechetical and youth evangelization leaders to pursue their own formation as an essential step in helping others grow deeper in their love for Christ. I pray that, as we work together to improve our skills and equip ourselves for the task at hand, our formation will be a time of deeper commitment to our Lord Jesus and the catechetical mission of His Church.

Sincerely yours in Christ,

Thomas J. Olmsted

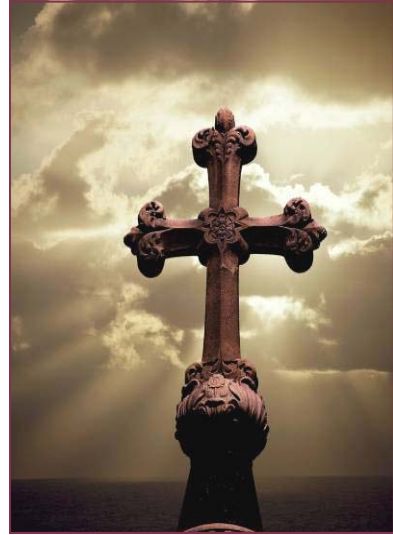
+Thomas J. Olmsted
Bishop of Phoenix

Encountering the Living Christ

A. Certification for Master Catechists and Catechist Trainers

The Kino Institute certifies Master Catechists and Catechist Trainers:

- To strengthen unity in the formation of catechists throughout the Diocese;
- To enhance the professional and ministerial status of those forming catechists;
- To afford public recognition of the professional qualifications of those forming catechists;
- To encourage and facilitate a process of on-going growth among those aspiring to enter in or continue serving in this important apostolate and profession.



Article 1: What is Certification?

To be ‘certified’ simply means that one has the necessary qualifications to form catechists as a Catechist Trainer or Master Catechist in the Diocese of Phoenix.

All parish leaders charged with the work of evangelization and catechesis by a pastor of the Diocese of Phoenix are strongly encouraged to adhere to all Master Catechist/Catechist Trainer certification requirements set forth by the Kino Institute.

One intent of this certification process is to recognize the professionalism already existing among those working in parish evangelization and catechesis in the Diocese of Phoenix. Certification also calls these same professionals to continue developing their knowledge, skills and competencies based on the Church’s catechetical documents and the *National Certification Standards for Lay Ecclesial Ministers*.

There is a broad scope of ministerial and professional skills and competencies necessary to be effective as a parish catechetical or youth evangelization leader that can be learned and developed.

In their document ‘Co-Workers in the Vineyard of the Lord’, the US Bishops target four areas of development for those in lay ecclesial ministry:

Lay ecclesial ministers need *Human qualities* critical to form wholesome relationship and necessary to be apt instruments of God’s love and compassion; A *spirituality* and practice of prayer that root them in God’s Trinitarian life, grounding and animating all they do in ministry; Adequate *knowledge* in theological and pastoral studies, along with the *intellectual skill* to use it among the people and cultures of our country; The practical *pastoral abilities* called for in their particular ministry (Co-Workers, p. 34).

These four areas guide our certification requirements.

A. Certification for Master Catechists and Catechist Trainers.

Article 2: What is a catechist? What levels of certification does the Diocese have for the certification of catechists and parish catechetical and youth evangelization leaders?

a. Volunteer Catechist:

A catechist is one, chosen by the pastor or his delegate, who helps others grow in their relationship with Christ by passing on the Deposit of Faith Christ left the Apostles. After completing the course of catechist formation, Diocesan certification would mean that a catechist is qualified to pass on the Deposit of Faith to parishioners and other interested adults.

b. Parish Catechetical and Youth Evangelization Leaders:

A leader in catechesis or youth evangelization is a person, publicly appointed by the pastor, with the responsibility of administering a particular parish program. The two levels of certification for parish leadership in catechesis and youth evangelization are:

1. Catechist Trainer:

Diocesan certification as a catechist trainer means that the leader is qualified to form:

- a. Parish and school catechists.
- b. Catechetical/Youth Evangelization leaders in areas of specialization (specifically children's catechesis, youth evangelization and RCIA/Adult Faith Formation methodology).

2. Master Catechist

Diocesan certification as a master catechist means that the leader is qualified to form:

- a. Parish and School catechists.
- b. Catechetical/Youth Evangelization leaders in the areas of doctrine and in areas of specialization (specifically children's catechesis, youth evangelization and RCIA/Adult faith formation methodology).

Article 3: Qualifications to be Certified as a Catechist Trainer or Master Catechist

Area 1: Intellectual and Pastoral Education

The trainer of catechists has a principal responsibility to form catechists and core teams in all facets of the life of a catechist. *The National Directory for Catechesis* indicates that the preparation for this service requires studies in theology, Scripture, liturgy, psychology, catechetical theory and administration for the overall direction of the parish evangelistic and catechetical programs. Equivalency will be granted for other formation experiences on an individual basis. When evaluating for equivalency, the Kino Institute will consider other opportunities which provide professional knowledge or skills appropriate to the work of a parish leader. Such opportunities could include workshops, institutes, or seminars.

A. Certification for Master Catechists and Catechist Trainers

The criteria for certification are as follows:

A. Master Catechist

1. Degree
 - a. A Master’s Degree: Catechetics, Theology, Religious Studies, Pastoral Ministry, or Religious Education with a major focus in Theology or Religious Studies or its equivalent;
 - or
 - b. Masters Degree in Education, with a minimum requirement of 12 additional graduate hours in Theology, Religious Studies or Religious Education.
2. The Kino Institute Leadership Conference for Parish leaders in evangelization and catechesis.
3. Interview with Director of Parish Leadership Credentialing and Certification.
4. Catechist Trainer One-Day Seminar
5. Completion of the Profession of Faith

B. Catechist Trainer

1. Degree
 - a. Bachelor Degree (preferred in Catechetics, Religious Studies, Theology, Pastoral Ministry or Religious Education; or Bachelor’s Degree with twelve undergraduate hours in Theology, Religious Studies or Religious education).
 - or
 - b. Graduate Certificate in Religious education/catechetics or pastoral ministry
 - or
 - c. Kino Institute “Prepare the Way/ Caminante” program
2. The Kino Institute Leadership Conference for Parish leaders in evangelization and catechesis.
3. Interview with Director of Parish Leadership Credentialing and Certification.
4. Catechist Trainer One-Day Seminar
5. Completion of the Profession of Faith

Area 2: Catechetical and Administrative Experience

Actual experience in performing the tasks required for parish evangelization and catechesis is essential. Prior, successful experience is needed both as a catechist and as an administrator.

Requirements include:

Years in Position	Relevant Experience
3 Years Parish Catechetical experience	Service as a catechist and/or leader in a parish catechetical/youth program
2 Years Administrative experience	Experience as director of a parish catechetical or youth program. Minimally, and by way of exception, it refers to any legitimate administrative work that includes the organization and supervision of programs, processes, and personnel.
Current Position	Must be serving as leader at a parish in the Diocese of Phoenix or seeking a position of leadership at a parish in the Diocese

A. Certification for Master Catechists and Catechist Trainers

Area 3: Continuing Education

A point system has been developed to measure educational work required of each applicant.

Twenty (20) Continuing Education Units (CEU's) for each three-year period that has elapsed since completion of the degree/certificate are required. It is not necessary for the continuing education units to have been completed during any particular time period since the degree/certificate was awarded.

Educational Activity	CEU's
Graduate level academic course in appropriate field at recognized university, college, or seminary	10 CEU's per credit hour
Undergraduate level academic course in appropriate field at recognized university, college, or seminary	5 CEU's per credit hour
Workshop, seminar, study, etc.	1 CEU per three hours (60 workshop hours in total)

Area 4: Human and Spiritual Development

Human formation seeks to develop the lay ecclesial minister's human qualities and character, fostering a healthy and well balanced personality, for the sake of both personal growth and ministerial service (Co-Workers, p. 36).

Spiritual formation aims to arouse and animate true hunger for holiness, desire for union with the Father through Christ in the Spirit, daily growing in love and God and neighbor in life and ministry, and the practices of prayer and spirituality that foster these attitude and dispositions. It promotes and strengthens that fundamental conversion that places God, and not oneself, at the center of one's life. Openness to this ongoing conversion is a prerequisite for fruitful spiritual formation (Co-Workers p. 38).

Because of the importance of human and spiritual formation, each applicant for certification must submit references (see below) on their behalf verifying the competencies in these areas.

Lay works "should be undertaken only by men and women who have received the necessary training in accordance with clearly defined criteria: a stable presence, a real readiness to serve a determined group of persons, and the duty of accountability to their Pastor".

*John Paul II
Ecclesia in America #45*

B. Application Process

Article 1: Application Process

Application for master catechist/catechist trainer certification is made to the Kino Institute. A committee formed by the Institute reviews the applications and makes a recommendation to grant the certification or to recommend further education and experience. The committee reviews the application, and certification is granted to qualified applicants. The certification is valid for a three-year period and must be renewed per the recertification requirements. Certification as Master Catechists or Catechist Trainers will be granted to persons in leadership positions in parishes of the Diocese of Phoenix who meet the specific requirements.

Applications are reviewed in the spring.

Article 2: Contents of the Application

Application process includes:

1. Completion of the certification application. Applications can be found online at www.kinoinstitute.org.
2. Completion of Recommendation Form by your pastor
3. Four letters of reference that attest to your ability and success as a leader, including:
 - a. A letter by a coworker from your parish
 - b. Two letters by people you directly serve at your parish.
 - c. A letter from a previously credentialed/certified leader currently working in a parish of the Diocese of Phoenix.



C. Recertification

Lay ecclesial ministers, including those involved in forming catechists, “should continue their personal, spiritual, and professional development and participate in diocesan programs of in-service training and formation, catechetical institutes, conventions, retreats, and accredited programs (*National Directory for Catechesis*, Section 54:5 p. 226)”.

Certification is valid for three (3) years and must be renewed. The requirements for renewal include:

Article 1: Continuing Education in Intellectual and Pastoral Formation

Twenty (20) Continuing Education Units (CEU’s) for each three-year period that has elapsed since the conferral of the initial certification are required. It is not necessary for the continuing education units to have been completed during any particular time period since the degree/certificate was awarded.

Educational Activity	CEU’s
Graduate level academic course in appropriate field at recognized university, college, or seminary	10 CEU’s per credit hour
Undergraduate level academic course in appropriate field at recognized university, college, or seminary	5 CEU’s per credit hour
Workshop, seminar, study, etc.	1 CEU per three hours (60 workshop hours in total)

A maximum of 20 clock hours can be earned for the **preparation** and **presentation** of workshops, seminars, and courses that are pertinent to catechetical ministries.

N.B. The standard for recertification is the same as the ‘Continuing Education’ requirement listed for certification.



Article 2: Ongoing Human and Spiritual Development

Due to the crucial nature of their service, parish catechetical and youth evangelization leaders are required to have a **renewal experience or retreat at least once every year.**

Applications can be found online at www.kinoinstitute.org.

*One who is being instructed in the word should share all good things with his instructor.
Galatians 6:6*



**Kino Institute for Catechetical Studies and Adult Leadership Formation
Division of Education and Evangelization**