

Division of Education and Evangelization
 THE ROMAN CATHOLIC DIOCESE OF PHOENIX
Kino Institute

CREDENTIAL TRANSFER

FROM DIRECTOR/COORDINATOR TO MASTER CATECHIST/CATECHIST TRAINER

REQUIREMENTS FOR CREDENTIAL TRANSFER – TO BE AWARDED SPRING 2012

Those requesting to transfer their credential must be currently credentialed in the Diocese of Phoenix as one of the following:

- Director of Catechesis
- Coordinator of Catechesis
- Director of Children’s Catechesis
- Coordinator of Children’s Catechesis
- Director of Youth Evangelization
- Coordinator of Youth Evangelization
- Director of RCIA/Adult Faith Formation
- Coordinator of RCIA/Adult Faith Formation

In addition, they are required to have completed the Master Catechist/Catechist Trainer Seminar, have interviewed with the Kino Director of Parish Leadership Credentialing and Certification and taken the ‘Profession of Faith’.

Personal Information

Please print or type information clearly.

Name:		Phone:
Address:	City, State, Zip:	
Supervisor:	Your Work Email:	
Parish Name:	Phone:	
Address:	City, State, Zip:	
Parish Start Date (mm/dd/yy)	Years of Service	Job Title:

Based on your current credential, please choose one of the following:

- | | |
|---|--|
| <input type="checkbox"/> Director of Catechesis | <input type="checkbox"/> Coordinator of Catechesis |
| <input type="checkbox"/> Director of Children’s Catechesis | <input type="checkbox"/> Coordinator of Children’s Catechesis |
| <input type="checkbox"/> Director of Youth Evangelization | <input type="checkbox"/> Coordinator of Youth Evangelization |
| <input type="checkbox"/> Director of RCIA/Adult Faith Formation | <input type="checkbox"/> Coordinator of RCIA/Adult Faith Formation |

Date awarded Last Credential/Recredential: ____/____/____

Your credential will be transferred as follows:

If you selected

Your new certification will be

Director of Catechesis	Master Catechist
Director of Children's Catechesis	Master Catechist/Children's Catechesis
Director of Youth Evangelization	Master Catechist/Youth Evangelization
Director of RCIA/Adult Faith Formation	Master Catechist/RCIA/Adult Faith Formation
Coordinator of Catechesis	Catechist Trainer
Coordinator of Children's Catechesis	Catechist Trainer/Children's Catechesis
Coordinator of Youth Evangelization	Catechist Trainer/Youth Evangelization
Coordinator of Children's Catechesis	Catechist Trainer/Children's Catechesis
Coordinator of RCIA/Adult Faith Formation	Catechist Trainer/RCIA/Adult Faith Formation

I request that my current credential be transferred per the above chart. I understand that I will need to apply for recertification in this area three years after the reception of my last credential/recredential.

As a Master Catechist/Catechist Trainer, I understand that I am expected to use the instructor and participant resources developed by the Kino Institute in the formation I will be undertaking and that I am expected to teach to the objectives outlined in them. I understand that the materials are the copyright of the Diocese of Phoenix and will use them solely for the purpose of catechetical instruction within the Diocese of Phoenix.

Your Name

Your Signature

____/____/____
Date

PLEASE ATTACH A \$25 APPLICATION FEE MADE PAYABLE TO THE 'KINO INSTITUTE'.

All Catechist Trainers who will be forming *Catechesis of the Good Shepherd* catechists must attach copies of their paperwork from the National Association of *Catechesis of the Good Shepherd* that shows you have completed all their leadership formation.

Kino Institute
400 E. MONROE ST., PHOENIX, AZ 85004
p. 602-354-2300 f. 602-354-2251
kinoinstitute@diocesephoenix.org

For office use only:

Date of Participation in the Diocesan Catechist Trainer Seminar: ____/____/____

Date of Profession of Faith: ____/____/____

Date of Interview with Kino Director of Certification: ____/____/____

Pastor's Recommendation Form

For certification application as 'Catechist Trainer' or 'Master Catechist' for the Diocese of Phoenix

To be completed by Applicant:

Name of Applicant:	
Title of Leadership Position at the Parish:	
Level of Certification for which you are applying (circle one)	Master Catechist Catechist Trainer

Levels of Certification:

1. **Catechist Trainer:** After completing systematic catechetical formation on an undergraduate or certificate level (such as the Kino 'Prepare the Way' program) and catechist trainer formation, Diocesan certification 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:** After completing Master's level work in Catholic theology and catechist trainer formation, Diocesan certification 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).

To be completed by Pastor:

Name of Pastor:	
Parish:	
Address:	
City/State/Zip:	
Phone:	
Email:	
How long have you known the applicant and in what capacity?	

In your opinion what is the candidate's overall rating as a leader in catechesis or youth evangelization in your parish?

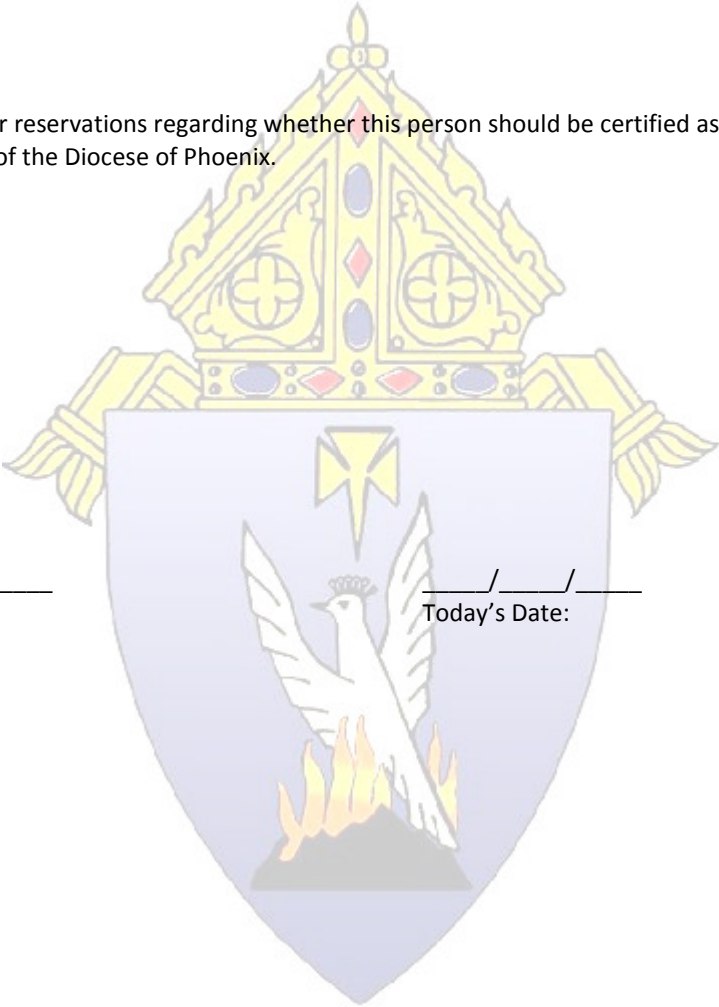
- Excellent
 Good
 Average
 Unsatisfactory

Please describe the place of prayer in the life of the candidate.

Pastor's Recommendation Form – Cont'd

Please describe the human qualities and character of this candidate.

Please give recommendations or reservations regarding whether this person should be certified as either a 'Catechist Trainer' or 'Master Catechist' of on behalf of the Diocese of Phoenix.



Your Signature

____/____/____
Today's Date: