



Division of Education and Evangelization  
THE ROMAN CATHOLIC DIOCESE OF PHOENIX

## CERTIFICATION APPLICATION

### FOR MASTER CATECHISTS AND CATECHIST TRAINERS

For those interested in forming catechists, the Diocese of Phoenix grants a certification as either a 'Master Catechist' or 'Catechist Trainer'. Each of these certifications has the option to specialize in the areas of RCIA/Adult Faith Formation, Youth Evangelization or Children's Catechesis. A Catechist Trainer is person who has met the diocesan requirements and qualifications to train parish/school catechists and parish leaders in the above mentioned specialization areas. A Master Catechist is a person who also has met the diocesan requirements and qualifications to train parish/school catechists and parish leaders in the above mentioned specialization areas. In addition, a Master Catechist can present the Catechist Trainer Seminar and evaluate Catechist Trainer candidates.

Applications can be found online at [www.kinoinstitute.org](http://www.kinoinstitute.org)

Application process includes:

- Completion of the Certification Application.
- Completion of Recommendation Form by your pastor.
- Four letters of reference that attest to your ability and success as a leader, including:
  - a. A letter by a coworker from your parish/school.
  - b. Two letters by people you directly serve at your parish/school.
  - c. A letter from a previously credentialed or certified leader currently working in a parish of the Diocese of Phoenix.
- PLEASE ATTACH A \$75 APPLICATION FEE MADE PAYABLE TO THE 'KINO CATECHETICAL INSTITUTE'.

#### ***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:

**Please list your areas of responsibility at your parish:**

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Please choose ONE of the following:

I am applying to be certified as (with or without an area of specialization):

- |   |  |
|---|--|
| <input type="checkbox"/> Master Catechist/No Specialization Area        | <input type="checkbox"/> Catechist Trainer/No Specialization Area        |
| <input type="checkbox"/> Master Catechist in Children’s Catechesis      | <input type="checkbox"/> Catechist Trainer in Children’s Catechesis      |
| <input type="checkbox"/> Master Catechist in Youth Evangelization       | <input type="checkbox"/> Catechist Trainer in Youth Evangelization       |
| <input type="checkbox"/> Master Catechist in RCIA/Adult Faith Formation | <input type="checkbox"/> Catechist Trainer in RCIA/Adult Faith Formation |

*As a Master Catechist/Catechist Trainer, I understand that I am expected to use the instructor and participant resources developed by Kino Catechetical 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.*

*I understand that I will need to apply for recertification in this area every three years after initial certification, and I agree to fulfill all recertification policies and requirements.*

_____	_____	____/____/____
Your Name	Your Signature	Date

_____	_____	____/____/____
Name of Pastor	Signature of Pastor	Date

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

For Department Use Only:	
Date Received: _____	
Approved by: _____	Date: _____
Renewal to be completed by: _____	



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**Course Title:**

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**Facilitator:**

**Clock Hours/CEUs**

**Date(s) mm/dd/yy**

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**Name of Institution**

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**Course Title:**

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**Facilitator:**

**Clock Hours/CEUs**

**Date(s) mm/dd/yy**

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**Facilitator:**

**Clock Hours/CEUs**

**Date(s) mm/dd/yy**

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**Name of Institution**

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## 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)	<div style="display: flex; justify-content: space-around;"> <span>Master Catechist</span> <span>Catechist Trainer</span> </div>

### 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.

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: