

## Catechist Training

We are all ministers within our Catholic Schools. All of us share in the calling to create a place where Christ is encountered every day. In order to fulfill that mission, we have to feed our own souls, and minds. It is my hope we can reinstitute our faculty and staff catechetical program through the Catechetical Institute of Franciscan University *Formation for the 21<sup>st</sup> Century* program. This is a program vetted by John DeLaport, Director of Youth Ministry and Religious Education, and Kenya Fuemmeler, interim superintendent and leader of Helias High School. I think its features make it a very viable program for our schools

- The cost is completely underwritten by the Missouri Knights of Columbus.
- It is already in use by our parish catechists – allowing for another connection between parish and school.
- It is a virtual program, allowing learners to move at their own pace within the timeline presented by the certification process.
- It allows for mentoring/small group sharing and other options as a way to connect staff members to one another through our faith.

I propose we have four tracks of catechetical education:

1. Basis of the Faith: This will be used for everyone – full-time faculty and staff – who are employed directly by the school(s).
2. Tier 2: This will be required of all teachers in the school, whether or not they teach a specific religion class.
3. Tier 3: Catechist level – required by all teachers who are responsible for teaching religion or theology classes.
4. Administrator level – For all school leaders.

Additionally, staff, teachers, and administrators who finish their catechist level are responsible for continuing their education with additional religious learning hours; this program can provide the classes.

School level accounts may be created on the site. Learners will be responsible for creating their own profile. Each class typically takes 3 to 4 hours. Principals should provide opportunities for mentoring (administrator to teacher, teacher partners, small group sharing can all provide mentoring through the program). An orientation for the program will be made available each year.

**Policies with proposed changes:**

**DSP 4112**

All teachers must work toward and attain the appropriate level of religious education certification according to the norms established by the Diocese of Jefferson City. Only practicing members of the Catholic faith may teach formal classes of religion.

Those teachers of other faiths, because they are responsible for faith community within the school and for integrating Catholic values into the total curriculum, must have or acquire basic understanding of Catholic belief, practice, and worship, and earn religious education certification as specified by the Diocese of Jefferson City.

In addition to teachers attaining the required levels of certification, the school administrator/principal will also provide opportunities for continued spiritual growth.

All teachers in the diocesan schools earn the *Basis of the Faith* Certification within the first year from date of hire and the appropriate Catechist Certification within three years from the date of hire. Teachers will complete the Catechist On-Going Formation Process every three years after that.

**DSP 4113**

Teachers who have earned a Catechist Certificate will complete the Catechist On-Going Formation Process every three years. This on-going formation process includes 45 clock hours of on-line lessons, parish-based workshops, or other learning opportunities as approved by the local school principal and the Catholic School Office.

**DSR 4112**

If a teacher does not attain the required certification within the specified time, the teacher will not be offered a contract for the following year.

## Appendix #2109

### **Catechist Certification Requirements for Catholic School Teachers in the Diocese of Jefferson City**

At the core of the mission of Catholic schools is catechesis – nurturing faith within the Christian community through instruction, personal witness, prayer, and example. All who work within a Catholic school are ministers of the Catholic faith. In the Diocese of Jefferson City catechist certification is required of all teachers, within three years of their hire, per diocesan policy (DSP 4112). Administrators are required to be catechist certified, and faith leaders in their school community. All staff members employed by the school are required to complete classes designed to create a ‘basis of faith.’ Each administrator, teacher and staff member is responsible for his/her own progress toward certification, through the program designated by the Catholic School Office.

After completion of Catechist Certification, administrators and teachers are required to complete 45 clock hours of on-going formation every three years. This may be completed through a program designated by the Catholic School Office (CSO), or through a program approved by the school administration and the Catholic School Office. Staff members who have completed the *Basis of the Faith* training are required to complete 5 hours of ongoing faith formation each year, either through a program designated by the CSO, or through a program approved by the school administration and the Catholic School Office.

There are four tiers of certification. The classes listed are based on the Franciscan University Catechist Program. Comparable classes may be used for credit with administrator and CSO approval.

1. *Basis of the Faith*: This will be used for everyone – faculty and staff – who are full-time employees, employed directly by the school.
  - a. Sacred Scripture: The Big Picture
  - b. The Sacrament of the Eucharist
  - c. The *Kerygma*: Key Doctrines
2. Tier 2: This will be required of all teachers in the school, whether or not they teach a specific religion class.  
*Basis of the Faith*, and
  - a. Mission
    - i. Mission of Catholic Schools and the Role of Teachers
    - ii. The Human Person: God’s Masterpiece
    - iii. The Human Person in God’s Plan
  - b. Doctrine
    - i. The Objective Truth
    - ii. What is the Liturgy

- c. Methods
    - i. Teaching to Form
    - ii. Deposit of Faith Across the Curriculum
    - iii. Preventive System of St. John Bosco
  - d. Two additional electives
3. Tier 3: Catechist level – required by all teachers who are responsible for teaching religion or theology classes.
- Basis of the Faith* and
- a. Mission
    - i. The Mission of Catholic Schools and the Role of Teachers
    - ii. The Human Person: God’s Masterpiece
    - iii. The Human Person in God’s Loving Plan
  - b. Doctrine – Chose four Doctrine electives
  - c. Methods
    - i. Evangelizing Classroom
    - ii. Pedagogy and Response of Faith
    - iii. Liturgy and Methodology
  - d. Two additional electives
4. Administrator level – For all school leaders
- Basis of the Faith* and
- a. Mission
    - i. The Mission of Catholic Schools and the Role of Teachers
    - ii. The Human Person: God’s Masterpiece
    - iii. The Human Person in God’s Loving Plan
  - b. Doctrine – Chose four Doctrine electives
  - c. Methods for Leadership
    - i. The Educational Leader in a Catholic Setting
    - ii. The Deposit of Faith Across the Curriculum
    - iii. Adult Faith and Moral Development
  - d. Two additional electives

Credit will be given to teachers/administrators already certified. Teachers/administrators holding a theology degree from a Catholic college/university will be considered catechist certified. Credit will also be given to classes already taken towards certification. Credit may also be given for college-level theology classes through approval by the Catholic School Office.

Monitoring of classes taken by teachers through the Franciscan University program may be done online. School administrators should monitor teachers’ progress to ensure they are on track for a timely completion. Upon a teacher’s completion of the required courses, administrators should notify the Catholic School Office. A certificate of completion will be issued for the teacher, and should be kept in the teacher’s personnel file on site. In very rare cases, teachers may be given

an extension for class completion. An appeal must be made in writing to the Catholic Schools Office in order to receive an extension.

An electronic form will be provided for administrators to track continuing faith formation for those teachers who have completed their certification.

Administrators are required to be certified catechists, and to continue their faith formation annually after certification. Administrators should use the same methods and forms for tracking their own formation.