



CATECHETICAL CERTIFICATION GUIDELINES DIOCESE OF ST. AUGUSTINE Elementary Teachers and Catechists

1. All **elementary school** catechists, regardless of what subject(s) they teach, are required to complete Catechist Certification Level I within two (2) years of engagement or employment, if they are employed three (3) or more days a week in a Catholic school.
2. **** All Catechists in a Diocesan Catholic school or parish setting who teach religion, even if they work as part-time catechists or are volunteer catechists, must complete Level I and Level II. The Level I certificate should be earned within the first two (2) years of engagement. The Catechist may take up to an additional five (5) years to complete Level II.**
3. All **school or parish** Catechists, after the completion of their required level, maintain their certification by completing 30 hours of continuing faith formation to be submitted every three (3) years to the Office of Christian Formation (OCF).
4. **Catechist Level I courses**: *see more details regarding course objectives on the Diocese Formation website, www.dosaformation.org*

Role of the Catechist:	An overview of effective ways for Catechists to share the Gospel with students and families
Practical Skills:	An exploration of the best methods for developing knowledge of the Faith in students
Scripture:	An overview of both the Old and New Testaments with application for daily life
Church:	An overview of the Church with an emphasis on the documents of Vatican II
Liturgy & Sacraments:	An overview of the sacramental life of the Church and examines communal and personal prayer. Formerly known as Prayer: Personal/ Liturgical
Basic Beliefs:	An overview of the whole Creed and an in-depth examination of a specific area professed in the Creed
Faith Development:	An examination of the stages of both moral and faith development
Administrative/Legal:	An overview of the various legal and ethical concerns of Church ministers today. Also known as Catechetical/ Legal or Catechetical/Legal/Administrative

Catechist I Registration - *Please register as soon as possible; class size is limited.*

- Access the Diocese Formation website, www.dosaformation.org
- Select Registration dropdown - **PRAYFULLY CONSIDER ATTENDING ONE, TWO OR EVEN THREE SESSIONS IF TIME DOES NOT PERMIT ATTENDING THE FULL COURSE.**
- Select date to attend: November 2017 in Palatka or January 2018 in Jacksonville
- Registration Submission, as detailed on the form:
 - Mail completed form, along with payment to Diocese office in Jacksonville
 - Email or fax completed form, along with credit card information
- \$65 fee provides light breakfast, lunch and afternoon snacks for the full course (four sessions), as well as in-class materials.

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5. **Catechist Certification Level II** - course options approved by Diocese of St. Augustine:
 - Online self-paced Searchlight Virtual School, or
 - Satellite Theological Education program (STEP) course package from Notre Dame University designed are viable options to complete Level II.
 - Ten (10) hours of in-depth instruction in each of the six following content areas completes this level:
 - Scripture, Church History, Morality, Sacraments, Prayer, and Basic Beliefs.
 - Objectives are available on the www.dosaformation.org website.
6. **Catechist Level III** certification is a continuing formation component to help the catechist maintain his/her current level. Every three (3) years, a catechist, principal, DRE/CRE/Diocesan Formation staff member must submit a record of thirty (30) hours of continuing formation. While these hours may be academic in nature, they also may be spiritually enriching activities such as retreats, parish missions, catechism studies, book studies, workshops, Bible studies, conferences like the Men's and Women's Conferences, Eucharist Congress which are led by suitable presenters (see presenter requirements). The Office of Christian Formation and the Office of Educational Services recommend strongly that these hours be spread over the three years, perhaps setting a goal of ten hours per year.
7. **Catechist Level IV** is achieved in one of the following ways: completion of the Diocese of St. Augustine Ministry Formation Program or by obtaining a Bachelor's degree from an accredited Catholic institution in the area of theology, religious education, or pastoral ministry.
8. **Catechist Level V** is achieved by earning a Master's degree from an accredited Catholic institution in the area of theology, religious education, or pastoral ministry.
9. **Presenters of ...**
 - **Level I** courses must possess a B.A. in Religious Education or Theology from an accredited Catholic institution or be graduates of the Ministry Formation Program.
 - **Level II** courses must possess an M.A. in Religious Education or Theology from an accredited Catholic institution or be a member of the ordained clergy. Consecrated religious, who have equivalency of credentials, would also be suitable presenters.
 - **Level III** continuing formation should possess the same qualifications as someone who would present Level I or Level II. Exceptions for this should be presented to the Office of Christian Formation for review prior to the catechetical event.
10. Each school's or parish's **Catechist Certification Coordinator** should:
 - Explain in detail the Diocesan Catechist Certification guidelines to new Catechists as well as remind others of the requirements as needed.
 - Make known opportunities being offered throughout the diocese and maintain records of completion. Opportunities can be found on the Diocese of St. Augustine Formation website: www.dosaformation.org

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11. Catechist Certification Documentation Requirements upon Completion:

- The Catechist keeps Course Completion/Attendance Forms until Level I or Level II is completed:
 - a. Turn in the original, sealed documentation (certificates of attendance with course summary) to the Catechist Certification Coordinator.
- When a certification level is completed, the
 - a. Catechist Certification Coordinator should complete the appropriate form and review the Catechist's documentation.
 - b. The Coordinator submits the completed form to Parish DRE (Kim Cazzaniga) for final approval.
 - c. The Parish DRE/CRE should complete the required form and review the Catechist's documentation.
 - d. Completed (including signature of DRE as local representative) forms with documentation are sent to the Office of Christian Formation.
- After Diocesan approval, the Formation office provides a completion certificate.
 - a. A copy of the completion certificate should remain in the Catechist's personnel file at the parish, along with the documentation, now countersigned by the Diocesan official.
 - b. The original certificate should be given to the Catechist.

12. Course Completion/Attendance Forms for each Catechist Certification Level should include the following details: *Forms are completed at each Level I Training session*

- instructor's name
- instructor's signature
- date(s) of the course
- number of hours of instruction
- a short summary of the topic

The Catechist should keep Course Completion/Attendance Forms until a level is completed.

Contact SMDM Catechist Certification Coordinator, Linda Wells, for pre-reading materials and upon Catechist Level I or Level II completion to obtain certification of completion:

ltwells@msn.com 386.503.7686 phone or text