

REVISED DRE & PARISH LEADERS HANDBOOK 2022 Table of Contents

Section I	General Information	3-4
	Introduction	
	General Directory for Catechesis	
	National Directory for Catechesis	
	Diocesan Office of Catechetics Mission Statement	
	Purposes of the Handbook	
Section II	Being a Disciple	5-10
	Collaborative Role in the Catechetical Ministry	
	Defining the Role of a Catechetical Leader	
	-- DRE Job Description	
	Relationship with the Diocesan Office of Catechetics	
	Relationship with the Parish Catechist	
	Personal Time Management	
Section III	Total Parish Program for Religious Education	11-14
	Structuring Total Religious Education Program	
	Self-Development, Service, Cooperation, Communication	
	Planning/Goal Setting for a Total Religious Education Program	
	Planning Strategies	
	Budgeting	
	Policies/Handbook	
	Legal Issues	
	Curriculum and Selecting Textbooks/Resources	
	Recommended Number of Classes/Hours per Year	
Section IV	The Parish Catechist	15-23
	Recruiting Volunteers	
	Job Description for Parish Catechists	
	In-service/Initial Formation of Catechists	
	Obligations Concerning Safe Environment	
	Lesson Planning – Whole Family Catechesis Options	
	Diocesan Catechist Certification Process	
	Lifelong Faith Formation (Whole Community Catechesis)	
	Safe Environment Training	
Section V	Specific Children, Adults, Sacramental Preparation	24
	Other Educational Opportunities	
	Catechesis for Infants and Children	
	Adolescent Catechesis	
	Adult Catechesis	
	Catechesis for Persons with Disabilities	
	Sacramental Program Catechesis	
	Vacation Bible School Resources	
Section VI	Helpful Resources and Textbook Materials	25

Catechetical Documents

Section VII Additional Info Franciscan Institute 26-30

26-30

Charts for Tracking Progress toward Basic, Intermediate, Advanced Certification

I. General Information

Introduction

The Catechetical Ministry of the Church is to spread the Good News of Jesus Christ. The chief catechist, the Bishop of the Diocese of Lafayette, is assisted in this ministry by priests and catechists serving in the diocese. Priests and catechists must share a common vision and understanding of their role and ministry in order to develop effective catechetical programs. This common vision is in agreement with the vision of both the General and National Directories for Catechesis. The Diocesan Office of Catechetics serves to coordinate this ministry.

General Directory for Catechesis

Catechesis is an essential part of the broader process of renewal that the Church is called to bring about in order to be faithful to the command of Jesus Christ to proclaim his gospel always and everywhere. (See Mt. 28:19) Catechesis participates according to its own nature in the effort of evangelization, in order that faith may be supported by ongoing maturation and express itself in a way of life that must characterize the very being of the disciple of Christ. (GDC #1)

The Catechist is a Christian who receives a particular calling from God that, when accepted in faith, empowers him/her for the service of the transmission of faith and for the task of initiating others into the Christian life. The immediate reasons why a catechist is called to serve the Word of God vary greatly, but they are all means which God, through the Church, uses to call people to his service. Through this calling, the catechist is made a participant in Jesus' mission of introducing disciples into His filial relationship with the Father. The true protagonist of all authentic catechesis is the Holy Spirit, who by means of profound union with Jesus Christ which is nurtured by every catechist, gives efficacy to human efforts in catechetical activity. This activity is carried out in the bosom of the Church: the catechist is a witness to the living Tradition and a mediator who facilitates the incorporation of new disciples of Christ into his ecclesial Body (GDC #112).

National Directory for Catechesis

The *National Directory for Catechesis* is an official document of the United States Conference of Catholic Bishops. It has been reviewed and approved by the Congregation for the Clergy according to the norms established in the *General Directory for Catechesis* and the apostolic constitution *Pastor Bonus* (NDC # 7).

Directory for Catechesis: New Edition

As the Catholic Church embarks on the mission of teaching the Christian faith, the new Directory for Catechesis (2020) lays the how-to guidelines for catechesis and presents universal norms to guide pastors and catechists in the work of evangelization. The Pontifical Council for the Promotion of the New Evangelization presents the Directory to guide the proclamation of the Gospel by the Christian faithful to people of all ages and in all seasons of life. The Directory places catechetical instruction and formation of catechetical teachers clearly within the realm of evangelization. It offers guidelines to assist in the creation of local directories and catechisms and clarifies the importance of catechetical renewal in Christian communities. The Directory affirms the presentation of the Catholic faith articulated in the Catechism of the Catholic Church as a sound point of reference for instruction while drawing deeply from Scripture and the writings of recent popes, especially Pope Francis' *Evangelii Gaudium*.

Diocesan Office of Catechetics

Mission Statement

The Office of Catechetics promotes the development of mature faith, nurtures the response of believers to the Word, assists parishes and schools to elicit and form leaders for the ministry of catechesis and sacramental preparation, and encourages evangelization strategies. The office is also responsible for overseeing and implementing the certification process for parishes' Catechist and Catholic school teachers, as well as implementing a vision of being intentional missionary disciples who can witness to an encounter with Christ that is both Catechetical and Evangelical.

Goals

- ❖ To center all catechetical endeavors on the mission of Christ in order to "...put people not only in touch but in communion, in intimacy, with Jesus Christ... (NDC #19B)"
- ❖ To promote the incorporation of the tasks of catechesis into parish and Catholic school programs. These tasks include: knowledge of the faith, knowledge of the meaning of Liturgy and the sacraments, moral formation, prayer, and participating actively in the life and mission of the Church (NDC #20).
- ❖ To provide resources for the recruitment and training of catechetical personnel, the selection of textbooks, the development of curriculum, R.C.I.A., and sacramental preparation programs.
- ❖ To provide consultation on catechetical matters to parishes and schools, especially by site visits.
- ❖ To research and propose catechetical models that can be adapted to the needs of particular areas, parishes, or schools.
- ❖ To collaborate with the Franciscan Catechetical Institute, The Aquinas Institute, and other viable theologically and academically sound programs of preparation of catechetical personnel.
- ❖ To provide assistance in the evaluation of parish programs, methodologies, and pedagogy that allow both evangelization and catechesis to be the center of parish life for adults and children.
- ❖ To keep catechetical personnel informed concerning important church documents and recommendations that pertain to catechesis and evangelization.

Purposes of the Handbook

The purposes of this Handbook are threefold:

1. To assist catechetical leaders in becoming aware of the full scope of their tasks.
2. To give practical administrative tips that will help the catechetical leader carry out her/his task.
3. To provide a vision for Catechetical Ministry in the parish which is *inspired by the catechumenal model* (DC #61).

II: Being a Disciple and Making Disciples

By Baptism each of us has a responsibility to pass on our heritage of faith.

Then Jesus approached and said to them, “All power in heaven and on earth has been given to me. Go, therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, until the end of the age.” (Mt. 28:18-20)

COLLABORATIVE ROLE IN CATECHETICAL MINISTRY

The following quotation from the National Directory for Catechesis emphasizes the collaborative roles of clergy, religious, and laity in assisting the bishop in his catechetical ministry:

Catechesis is a collaborative effort within the diocese, under the direction of the local apostle, the bishop, who is specifically responsible for the transmission of the Faith in the particular Church entrusted to him. Assisting the bishop in his catechetical responsibility are his priests, deacons, religious, and laity, who act in a collaborative fashion according to their roles within the Church.

In addition to devoting himself personally to the proclamation of the Gospel and the ministry of catechesis, the bishop is also to supervise the catechetical mission in the diocese.

The bishop does not, therefore, work alone. He works with his priests and through those whom he appoints to assist him in his diocesan catechetical department.

In his designation of others as teachers and catechists, the bishop should vigilantly ensure that they proclaim the authentic Gospel of Jesus Christ and hand on the complete and accurate deposit of faith. (NDC # 54)

DEFINING THE ROLE OF A CATECHETICAL LEADER

JOB DESCRIPTION OF THE DRE

Note: Job titles are contingent upon education, experience, and salary. The size of the parish may also be a deciding factor.

Title: Director of Religious Education (DRE) or (CRE)

Professional Status: Full/ part time paid staff member or volunteer

Professional Preparation: Preferred: Undergraduate college degree, preferably in education
Required: Catechist, Advanced Catechist and DRE Certification by the Office of Catechetics Certification Process (**Franciscan Catechetical Institute**)

Experience: Preferred (5) years of teaching experience

- ❖ Basic training in methodology
- ❖ Some experience in leadership and administration
- ❖ Oral and written communication skills
- ❖ Basic computer skills

Basic Function: To direct the religious education/catechesis of the parish community for all age groups and all cultures by involving, training, working with and coordinating the efforts of catechetical personnel.

Accountability: The DRE is accountable to the pastor of the parish.

Accountable to: Elementary Coordinator, Junior High Coordinator, Adolescent Catechesis, Sacramental Program/s Coordinator/s, Vacation Bible School Coordinator, RCIA Coordinator, Adult Catechetical Programs

Specific Responsibilities of this Position:

1. Plans, supervises, and evaluates religious education/catechetical efforts of parish in accord with parish and diocesan policies.
2. Recruits adequate personnel to provide leadership for catechetical programs and provides opportunities for their continuing education and personal spiritual growth.
3. Evaluates catechists at least once a year and offers constructive suggestions for improvement.
4. Provide opportunities to train volunteers in the methods of catechesis and in the use of materials to be employed in their teaching.
5. Supervises the development of curriculum in keeping with the guidelines of the Grade Level Expectations from the Diocese of Lafayette.
6. Supervises the development of the annual religious education budget for pastoral approval and monitors that budget.
7. Attends parish staff meetings. Communicates and cooperates with all parish staff and other ministries.
8. Articulates the vision of religious education within the parish community and recommends policy changes to the pastor.

9. Keeps current of trends and issues in religious education/catechesis by working in the Franciscan Catechetical Institute ***toward Basic, Intermediate, and Advanced DRE/RA certification.***
10. Attends diocesan workshops and is enrolled in the Franciscan Catechetical Institute ***DRE/RA Track.***
11. Supervises Religious Education Office: ordering materials, budgeting, record keeping, communications, etc.
12. Develops a handout/outline of religious education policies (registration, attendance, discipline, evaluation processes, sacramental preparation procedures, etc.)
13. Develops a comprehensive calendar of all aspects of the catechetical program and coordinates this with the parish's master calendar.
14. Supervises the reservation of facilities needed to conduct the catechetical programs; oversees the proper use and maintenance of these facilities.
15. Supervises the maintenance of accurate record keeping related to registration, attendance, and any required documentation related to sacramental preparation and celebration.
16. Training of catechetical personnel, students and parents in the Diocese of Lafayette "Safe Environment for the Protection of Children and Young People" program.

Relationship with Diocesan Office of Catechetics

The Bishop directs catechesis through the Office of Catechetics:

- I. The Office of Catechetics provides:
 - A. Workshops – Retreats – Ongoing Formation:
 - 1. Diocesan consultation for DREs in parishes
 - 2. Diocesan and regional workshops and retreats (**Cursillo or ACTS**) that can be applied to certification
 - B. Guidelines and Policies:
 - 1. Requirements for Certification in the Franciscan Catechetical Institute as a Catechist, DRE, RCIA instructor, or Youth Minister at three different levels
 - 2. Sacramental Policies and Guidelines
 - 3. Administrative suggestions via Zoom conference calls or personal meetings
 - 4. Textbook policy
 - 5. Textbook Evaluation Guidelines
 - 6. Resource for catechetical documents e.g. General Catechetical Directory, National Catechetical Directory, *Catechesi Tradendae*, etc.
 - 7. Grade Level Expectations – Include 1st – 8th grade & 9th – 12th (Theology of the Body & Credible Catholic)
 - 8. Formation for those teaching TOB and Credible Catholic Materials in CCD classes in parishes
 - C. Support Services:
 - 1. Presentations for Parents & Adults - on a variety of Catechetical topics
 - 2. Individual parish visitation – and presentations for DREs and Catechists – Franciscan Catechetical Institute & Catechetical Formation on TOB/Credible Catholic and Apologetics
 - 3. Resources and catechetical materials both in print and online
 - 4. Presentations and materials in collaboration with Office of Safe Environment
 - D. Instruments for Staff Development:
 - 1. Catechist Certification Process – Franciscan Catechetical Institute
 - 2. Youth Ministry Certification & Ongoing Formation
 - 3. Aquinas Institute in collaboration with Holy Cross College for Catechetical Certification or Master Degree courses
- II. Office of Catechetics requests:
 - A. Annual Report - # of Catechists in parishes
 - B. Surveys – these are sent as needed
 - C. Participation in Diocesan DRE support group meetings
 - D. Participation in the Catechist Certification Process
 - 1. All **catechists should** work toward obtaining diocesan certification at their own pace
 - 2. Catechetical leaders are to oversee, encourage, and support the formation of catechists
 - ❖ Awarding of Certificates for each level are coordinated through the online tracking at Franciscan Catechetical Institute, the parish leader or mentor of the Catechists, and the Office of Catechetics, which will be mailed upon completion of the process

Relationship with the Parish Catechists

The *Catechism of the Catholic Church* states:

While not being formally identified with them, catechesis is built on a certain number of elements of the Church's pastoral mission which have a catechetical aspect, that prepare for catechesis, or spring from it. They are: the initial proclamation of the Gospel or missionary preaching to arouse faith; examination of the reasons for belief; experience of Christian living; celebration of the sacraments; integration into the ecclesial community; and apostolic and missionary witness. (CCC #6)

The *National Directory for Catechesis* states:

So catechesis comprises six fundamental tasks, each of which is related to an aspect of faith in Christ. All efforts in evangelization and catechesis should incorporate these tasks.

1. Catechesis promotes **knowledge of the faith**.
2. Catechesis promotes **knowledge of the meaning of the Liturgy and the sacraments**.
3. Catechesis promotes **moral formation** in Jesus Christ.
4. Catechesis teaches the Christian **how to pray** with Christ.
5. Catechesis prepares the Christian to **live in community** and to **participate actively** in the life and mission of the Church.
6. Catechesis promotes a **missionary spirit** that prepares the faithful to be present as Christians in Society. (NDC # 20)

Recruiting

Recruiting and keeping catechists involves planning. The catechetical leader, therefore, must have a vision of those qualities necessary for fulfilling the responsibilities required of a catechist. The catechetical leader should also have in hand a statement of the support a prospective catechist can expect from the catechetical leader in order to enhance his/her ministry. The following points will assist the catechetical leader in recruiting persons for catechetical ministry.

SUPPORT for the parish catechists:

The Catechetical Leader (DRE)

- ❖ conducts an orientation to outline the specifics of the particular grade level and how it fits into the whole program.
- ❖ provides the catechist with a Teacher's Manual for the grade level taught and explains how to use it (*if still using a classroom model for instruction*).
- ❖ gives the catechist a listing of resources from the parish and diocesan office that can be used to supplement textbook material.
- ❖ gives the catechist a schedule of classes, in-services and special events, happening both on parish and diocesan levels, for the upcoming year.
- ❖ encourages the catechist to share experiences, both positive and negative.

EVALUATION of the parish catechist:

An evaluation is a means to determine how each person can be challenged to grow as a person and as a catechist in a particular parish religious education program. The evaluation interview provides the catechetical leader with the opportunity to recognize the gifts and talents a catechist brings to the parish catechetical ministry. The evaluation takes place between the catechist and the catechetical leader in a positive and friendly atmosphere.

(working and editable evaluation forms available upon request from the Office of Catechetics)

PERSONAL PRAYER TIME, ONGOING PERSONAL FORMATION, & TIME MANAGEMENT

Burnout is common among catechetical leaders. To avoid **burnout** and to be an effective leader, plan a schedule to include time for the following:

- ❖ **Daily prayer and reflection**
- ❖ **Family obligations – a set day(s) off per week**
- ❖ **Professional reading**
- ❖ Professional in-service days – **Attending DRE Support Group Meetings – Offered by Office of Catechetics**
- ❖ Spending time with the parish team
- ❖ **Discipleship of those you oversee – Mentoring each of them**
- ❖ **Retreats, vacations, workshops that recharge your spiritual battery**

A few planning tips:

Annually	Make <u>one goal</u> for how you will grow in your own life-long formation each year Examples - Read Bible in a Year – Podcast Father Mike Schmitz, <i>Catechism of the Catholic Church</i> (1992), <i>Catechism of the Council of Trent</i> – (<i>The Catechism Explained</i> by Father Francis Spirago)
Monthly	Mark one day a month as <u>your planning day</u> . (Perhaps the First Monday of the month)
Weekly	Each Friday, check that week's schedule for unfinished business and reschedule it for the next week.
Daily	<u>Plan your prayer time daily; it must never be sacrificed! Regardless of how busy things get, if you make time for God, He makes time for everything else. (See Phil 4:4-7)</u> The next morning, check your prioritized list, do what has to be done beginning with number one. If you don't get everything done, don't worry... your most important work has been accomplished. <u>Place your unfinished work on tomorrow's list.</u> Note: Personal work should not always be last on your prioritized list. <u>Taking time for yourself and your personal spiritual wellbeing is not selfish</u> – it enables you to keep going and to give others who they need – Christ – not you. (<i>See John 15:5</i>)

Basic needs:

Every director and coordinator needs work space and time to continue growing spiritually as part of the workday. (Prayer and ongoing study of Catholicism are a main component of your job – not something to get to when office things are done. We can't love what we don't know (Christ) nor give what we don't have (Christ) – this work is handing on a person with whom you are in a relationship. Not an ideal or something to aspire to – but someone – Truth Incarnate – see Jn. 14:6).

- ❖ Desk, phone, computer, printer, basic office supplies, chairs for conferences, and most importantly **a just salary and adequate benefits.**

III Total Parish Program for Religious Education

STRUCTURING THE TOTAL RELIGIOUS EDUCATION PROGRAM

The structuring of the Total Religious Education program of a parish begins with the **DRE and the Pastor, who is the chief Catechist of each parish.**

The agenda of the DRE and Catechists (Catechetical Team) includes:

- ❖ Determine needs
- ❖ Judge priorities
- ❖ Approve and support programs
- ❖ Determine an overall budget for the total religious education program of the parish

Composition of a Catechetical Team:

- ❖ Your Pastor
- ❖ The DRE & Ministry Leadership personnel in your CCD program
- ❖ Interested members selected from the parish at large e.g., parents, catechists, etc.

The work of the Catechetical Team is summarized under the following categories:

Self-Development

Each member must become familiar with:

- ❖ *National Directory for Catechesis* (2005), especially Chapter 9. Organizing Catechetical Ministry
- ❖ *Directory for Catechesis* (2020), especially Chapters II, III, IV, and VIII on Catechesis and Formation
- ❖ *The Catechism of the Catholic Church* (1992) – (Supplement with Baltimore Catechism and Catechism of Council of Trent)
- ❖ Franciscan Catechetical Institute – online Certification Process Diocese of Lafayette
- ❖ Methodology and Pedagogy for building disciples within religious education
- ❖ The present parish situation – its strengths, weaknesses, needs, etc.

Cooperation

The Catechetical Team should foster cooperation between members of the education groups and other segments of the parish. For example, it is vital that the sacramental team work closely with the Liturgical leader(s). It is also urgent that those responsible for the parish religious education and those responsible for the religious education of **Catholic school children coordinate activities in as many ways as possible as the Catholic school is an extension of the parish.**

Communication

Communication between the Pastor, DRE, Youth Minister, and any ongoing adult Formation coordinators in the parish must be frequent and have some uniformity that begins with the end goal of Catechesis for the whole parish in mind.

PLANNING/GOAL SETTING FOR THE TOTAL RELIGIOUS EDUCATION PROGRAM

To insure a quality catechetical program, it is essential that the Pastor, DRE, and Accountant set goals and plan for their accomplishment.

BUDGETING

A great deal of frustration can be avoided if the religious education program adheres to a specified and approved system of funding. A detailed budget, listing expenditures for salaries, benefits and programs will be advantageous to all. **The catechetical leader will know exactly how much can be spent on certain items and will be able to constantly monitor expenditures. The pastor will know the maximum amount of funds that need to be drawn from the total parish income.**

A Religious Education Budget Worksheet

Personnel Expenses

Include for each person the following: Salary, Benefits, Conferences, In-Service, Travel

- Catechetical leader
- Coordinators for various levels
- Catechists
- Secretarial help
- Custodial staff

Personnel Expenses Total _____

Office Expenses

- Rent
- Telephone
- Utilities
- Postage
- Equipment purchases
- Stationery and supplies
- Printing
- Repairs and maintenance of equipment

Office Expenses Total _____

Program Expenses

Include each level such as Pre-school, Grades K-6, Jr. High, Sr. High, Adults, Special Ed., Sacraments, RCIA, Summer Programs, Whole Community Catechesis, other

- Textbooks
- Catechist resource material
- Teaching supplies
- Retreats, training activities
- Refreshments
- Guest speakers

Program Expenses Total _____

Projected Income

Include all level programs as above

- Registration fees
- Specific fundraisers for this endeavor
- Donations
- Other

Projected Income Total _____

PARISH POLICIES – Outline of Goals, Objectives, and Expectations of Parents

A religious education outline or comprehensive explanation for parents serves as an indispensable tool for communicating the policies, philosophy, goals, and procedures of a parish religious education program. Parishes should develop a comprehensive and systematic outline for parents.

In order to create an outline, it is strongly recommended that people familiar with parish programs and procedures collaborate with the Pastor and the DRE.

Outlines can be a perfect way to communicate the information that families need for full participation in religious education programs. Only the individual parish can make the outline personal enough to meet the needs of its families. Keep in mind that the **tone** with which an outline or explanation is written reflects the approachability of the parish staff.

The society in which we live today demands that we consider legal issues as well as educational and pastoral concerns. Policies and procedures noted in the outline will further support the staff in possible difficult administrative decisions.

If the religious education program is bilingual or multilingual, the outline should be written in all languages that are appropriate. It is important to provide clear and consistent communication to all parishioners.

The following items should be considered for inclusion in an outline: introductory letter, parish mission statement/catechetical plan, names and positions of religious education personnel, addresses and phone numbers of parish offices, curriculum, sacramental policies for Baptism, First Penance, First Eucharist, Confirmation, Adult Confirmation, and RCIA.

Clear policies for the running of the religious education program should also be included in the outline such as: registration for all programs, attendance, arrival and dismissal, communication with parents, emergency class cancellation, fire safety and disaster preparation, health concerns and medication, child abuse, expectations for parents, students, catechists, volunteers, discipline and problem solutions, off-campus activities, retreats, service projects, field trips, a reserve the right to amend section, and a parent acknowledgement form.

LEGAL ISSUES

It is recommended that every parish have on hand a copy of Mary Angela Shaugnessy's book *RELIGIOUS EDUCATION, PARISH AND YOUTH MINISTRY, Legal Issues for Catechetical and Youth Leaders*. Mary Angela Shaugnessy, SCN, J.D., PhD. National Catholic Education Association, Copyright 2006, NCEA.org or Amazon (\$21) ISBN 1-55833-381-9.

Keep in mind, this recommendation is only for reference. It is not meant to take the place of proper legal advice.

CURRICULUM AND SELECTING TEXTBOOKS/RESOURCES

For information on curriculum and textbook selection please refer to the Diocese of Lafayette Guidelines for Choosing Catechetical Textbooks which may be found on the diocesan website <https://diolaf.org/christian-formation>, or call the Office of Catechetics for more information 337-261-5550. Information on textbooks and series that have been found to be in conformity with the Catechism of the Catholic Church can also be accessed from the diocesan website on the Office of Catechetics homepage.

RECOMMENDED NUMBER OF CLASSES/HOURS PER YEAR

When scheduling classes in the religious education program, the DRE should consider the adequate way to convey the curriculum for a given CCD cycle based on the overall Catechetical approach decided by the pastor. Family Catechetical models, which are gaining more frequent use, are carried out in a different way than standard classroom model CCD programs. Bishop Deshotel has not given a definitive decree on the number of instruction hours that must occur during a typical CCD cycle. Rather, he has expressed a desire for a certain comprehensive understanding of catechesis to be given to those approaching the Sacrament of Confirmation. See the revised Grade Level Expectations for 1st-8th Grade with specific emphasis on Theology of the Body and Credible Catholic supplemental resources to address attrition rates for individuals post-administration of the Sacrament of Confirmation. See link at <https://diolaf.org/christian-formation>.

In the past, it was **recommended, not mandated** that CCD classes must contain no less than 21-24 hours of instruction in a cycle. This schedule does not include extra activities such as penance services, practices, special celebrations, or masses. Although these extra activities may be included on the schedule, they should be scheduled beyond the core 21- 24 hours delegated by the Pastor. At this time, pastors and DREs are able to decide what number of instruction hours they choose to require. Consistency in parishes across the board will eliminate parents from seeking out programs that are the most beneficial to their personal preferences. This will require collaboration and mutual agreement of pastors in certain geographic areas of the diocese.

The Office of Catechetics and the Catechetical Board are in ongoing dialogue with Bishop Deshotel about ways to bring more uniformity to parish-based Catechetical Programs to avoid constant shopping for personal convenience and to have consistent attendance of CCD classes and instruction within a parish as an essential and necessary reality for the administration of the Sacrament of Confirmation to candidates requesting its reception.

IV The Parish Catechist

RECRUITING VOLUNTEERS

When volunteers are needed, look to key relationships and parishioners within the parish that are connected to trusted individuals who have identified them as possessing the qualities that would make for a good **catechist/evangelist**.

You should:

- Pray for guidance
- Try to form a relationship with the suggested individuals – invest in their lives
- Accompany them in formation and invite them into the program in some way so they can help if they desire to.
- **If someone says no, keep pursuing them, pray for the Holy Spirit to inspire them to say “yes”.**
- **It can take a while for a potentially great catechist to accept the invitation.**
- Add a list of volunteer positions needed to the end of program registration forms.

Once you have your volunteers, you should:

- **Form them to be intentional disciples** (see Franciscan Catechetical Institute Formation).
- Have regular staff meetings in which the volunteers have time to share success and Concerns.
- Create times for praying together.
- **Excellence is inconvenience – Be the Catechists you desire them to be.**
- **Encourage them to get diocesan certification in the K-12 Grade Teachers Track on Franciscan.**

Keep a file on your volunteers. The file should include copies of their “Safe Environment for the Protection of Children and Young People” training certificates and a record card or computer file for each volunteer that includes:

- Name
- Address
- Phone (Home, Work and Cell)
- Interests
- Talents/Gifts
- Philosophy of Religious Education
- Names, ages, etc., of family members

QUALITIES to look for in a catechist:

1. Love for Christ and Others
2. Faith Manifested in One’s Way of Life
3. Sense of the Church’s Mission
4. Respect of the Community
5. Willingness for Formation
6. Inner Motivation

JOB DESCRIPTION FOR PARISH CATECHISTS

GENERAL RESPONSIBILITIES

The catechist under the direction of the **DRE and the Pastor** will provide instruction and evangelization to the students they are assigned. Being aware of the call to proclaim the Good News, the catechist will enrich and guide the spiritual formation of the souls entrusted to their care as a **true disciple of Jesus Christ**.

SPECIFIC RESPONSIBILITIES

A. Class Planning:

1. Cooperates with the DRE in implementing the goals and objectives of the parish program of religious education.
2. Makes arrangements with parish director for using diocesan resources.
3. Requests needed supplies from the catechetical leader.
4. Prepares weekly lesson plans – for classroom instruction – if that is the model used.
5. Participates in Safe Environment training each year as required.

B. Classroom Management:

1. Is punctual on days of instruction and gatherings.
2. Notifies the DRE when there is a need to be absent.
3. Establishes routine procedures for carrying out instructional process.
4. Sets a few, simple and clear rules of discipline – and follows through on enforcement.
5. Is firm, but kind to students and parents.

C. Classroom Instruction:

1. Begins and ends lesson on time and with prayer.
2. Keeps the attention of all students.
3. **Is Familiar with the Ecclesial Method – (Methodology and Pedagogy – Franciscan Workshop)**
 - a. Preparation**
 - b. Proclamation**
 - c. Explanation**
 - d. Application**
 - e. Celebration**
4. Uses audio-visual resources to reinforce and enrich material.
5. Evaluates each class session.

RELATIONSHIPS

1. Cooperates with the DRE.
2. Attends diocesan in-services for catechists.
3. Informs parents of children's progress.
4. Keeps parents informed of discipline, special learning difficulties, or special needs observed about their children.
5. Is sensitive to the various family structures.
6. Works with other parish organizations sharing the same space.
7. Follows the directives of the pastor and/or DRE in planning liturgies and sacramental programs.

INSERVICE/INITIAL FORMATION OF CATECHISTS

The National Directory for Catechesis states:

Initial formation of catechists most profitably precedes the beginning of their ministry and can employ different methodologies. Whether the training is done at a diocesan catechetical center or in the parish, it should be adapted as much as possible to the specific needs of the individual catechist. Because the catechist has been invited by the pastor to begin initial formation, it is assumed that the individual is personally known to the pastor and the pastoral staff, especially the parish catechetical leader. Under no circumstances should the initial formation of new catechists **“be improvised or left to the initiative of the candidates themselves.”** (NDC # 55D)

For information on the initial and ongoing formation of catechists, see the *National Directory for Catechesis*, no. 55: D-E and *Directory for Catechesis*, Chapter IV: The Formation of Catechists.

Men and women from all walks of life volunteer for Parish catechetical programs. Diocesan programs and workshops reinforced by parish catechetical programs will provide for the preparation and ongoing in-service training of volunteers that include the following elements:

1. Provide basic orientation which includes instruction in theology, scripture, psychology and catechesis – by engaging them with an account on Franciscan Catechetical Institute.
2. Discuss how to identify goals and achieve them in their particular circumstances.
3. Provide educational and spiritual formation in liturgical celebrations, prayer, retreats and other community experiences with fellow catechists and individuals engaged in this ministry.
4. Continue in-service educational opportunities.
5. Provide new Catechists with a mentor who they can form a friendship in Christ with and can lean on for advice when the DRE or catechetical leader aren't immediately available.
6. Offer more specialized training for those who will work physically or mentally with handicapped persons.
7. Cultivate a sense of community among the catechists during the entire formation process – use Franciscan as a tool to build community within community.
8. On **Catechetical Sunday, recognize the parents as the primary catechists of their children and identify catechists and parish CCD programs as the support staff that assists, but does not usurp the parents in this process. Help catechists actively form relationships with parents and families of their students – the whole family is the student.**

In-services for catechists are necessary for achieving the above. It will help strengthen religious education programs. **Therefore, in-services should be scheduled periodically during the year. In addition, the Director of Religious Education should inform catechists of the offerings available from the Diocesan Office of Catechetics.**

Obligation Concerning Safe Environment for the Protection of Children and Young People

It is mandated that all catechists in the Diocese of Lafayette undergo initial training and continuing education each year in Safe Environment for the Protection of Children and Young People. For more information call the Diocesan Office of Safe Environment 337-735-9434.

LESSON PLANNING – For Classroom Model Catechesis

In order to successfully cover the curriculum, maintain order, and keep the attention of the students, catechists must be committed to planning the lessons in advance of the scheduled classes.

Each textbook series follows a specific scope and sequence. It is important that teachers prepare well so that the entire curriculum is covered over the grade levels targeted by the series.

The “**scope**” of a series refers to the total amount of information (doctrine, scripture, tradition, prayer, etc.) that is taught in the entire series. The “**sequence**” of a series refers to when (grade level) each module of information is taught. The series, as a whole, follows a specific scope and sequence thus ensuring that the deposit of faith is addressed. Textbooks at each grade level are designed to address specific areas of the deposit of faith.

In order for the deposit of faith to be presented appropriately to students, catechists should be familiar with and prepared, in advance, to teach each lesson.

WHOLE FAMILY CATECHESIS MODEL:

For information on planning and implementing a Whole Family catechetical program, contact the Office of Catechetics at 261-5553 for an in person or Zoom consultation.

Here are a few friendly places to start:

<https://www.familyformation.net/> - for resources to transition to Whole Family Catechesis – Contains Imprimatur from Former Shepherd of the Diocese of Lafayette, La – Deceased Archbishop Harry Flynn of Minneapolis, Minnesota. This program is USCCB approved and available in Spanish as well as English.

Explanation of how the program works in a parish – made for parents by parents.

<https://vimeo.com/511716190/e428da7fc6>

General Blueprint of parish implementation of Whole Family Catechesis in the Diocese of Lafayette:

Video: Workshop 2019 – Father Brian Harrington

https://vimeo.com/352604171?embedded=true&source=vimeo_logo&owner=5500127

Resources for gradual implementation of Whole Family Catechesis into a parish:

Shifting to Family Centered Catechesis – Featuring Father Tim Donovan.

Father Tim Donovan, priest from the Diocese of Orange, California, and Faith and Family Ministries shares resources and practical tools available to empower parents to be the catechists their children and the Church desperately need them to be. A diocesan-wide push is being made to move to a model of whole family catechesis as sociological studies show that the retention rates of Catholics beyond the age of Confirmation depends most heavily on the way children’s parents prioritize and live out their Catholic faith. As catechists, our students are not just the individual souls we minister to, but their entire family.

Video on Vimeo – https://vimeo.com/672425735?embedded=true&source=vimeo_logo&owner=5500127

Diocesan K-12th Grade Teachers Certification Process

Visit: <https://diolaf.org/christian-formation> for complete review of Franciscan Catechetical Institute
Three Levels – Basic – Intermediate – Advanced

Course of Study:

Basic Catechist Certification – K-12th Grade Teachers

We recommend to take these workshops in the order they appear, although it is not required to do so.

Workshops

Foundations

The Vocation of the Catechist
Jesus: The Christocentricity of Catechesis
The Deposit of Faith: An Introduction to the Catechism
Essential Link Between Liturgy and Catechesis

Scripture

Scripture: The Heart of Catechesis
Sacred Scripture: The Big Picture

Method

The Ecclesial Method
Child Catechetical Methodologies and Learning Styles

Philosophy

Philosophical Foundations of Catechetics

Spiritual

Prayer: Introduction to the Spiritual Life of the Catechist

Doctrine

The Trinity
Christ: His Person and Works

Please complete two additional workshops from the "Electives" section.

Course of Study:

Intermediate Catechist Certification – K-12th Grade Teachers

We recommend to take these workshops in the order they appear, although it is not required to do so.

Workshops

Foundations

Magisterial, Conciliar and Catechetical Documents I

Pedagogy of Revelation and the Response of Faith

Scripture

Scripture: The Driving Force of Doctrine

Method

Analyzing Doctrine with Doctrinal Keys

Philosophy

The Human Person

Spiritual

Praying with Scripture: Lectio Divina

Doctrine

The Sacramental Economy

Holy Spirit, Converter of Hearts

The Blessed Virgin Mary

The Church: Dispenser of the Mysteries and Guardian of the Deposit of Faith

Please complete two additional workshops from the "Electives" section.

Course of Study:

Advanced Catechist Certification – K-12th Grade Teachers

We recommend to take these workshops in the order they appear, although it is not required to do so.

Workshops

Foundations

The Family as the Context of Catechesis

Scripture

Introduction to the Old Testament

Introduction to the New Testament

Method

Liturgy and Catechetical Methodology

Philosophy

Reality: Epistemology for Catechists

Spiritual

Being Guided and Guiding Souls

Doctrine

Ten Commandments and Beatitudes

The Four Last Things

Sin and Virtue *Release Date: To Be Announced*

Catholic Social Teaching

Please complete three additional workshops from the "Electives" section.

Course of Study: **Electives for K-12th Grade Teachers**

Please choose electives from within a Track for proper tracking and mentoring.

Workshops

Adult Catechesis

The Father: Origin and Desire of All
Christ: His Person and Works

For Pastoral Staff

Spiritual Accountability
Building the Mentoring Relationship: Empathic Listening
Building the Mentoring Relationship: Asking Good Questions
Giving Counsel and Pastoral Care

For Leadership

Family Systems in a Catholic School
Discipling Adults
Vocational Spirituality
Catechetical Mentorship

Methods for Teachers

Family Systems in a Catholic School
Theology of the Family

Methods for Religion Teachers

Family Systems in a Catholic School
Going Deeper with the Ecclesial Method *Release Date: To Be Announced*
Catechesis for Persons with Disabilities
Engaging Youth Culture
Incarnational Ministry: Relational Ministry with Teenagers
Confirmation Preparation
Introducing the Liturgy to Children
Theology of the Family
Faith and Moral Development: Ages 3-6
Faith and Moral Development: Ages 6-12
Faith and Moral Development: Ages 12-18

***** Each level of certification requires all 12 workshops be completed online or in a communal setting within the parish, as well as 2 additional chosen electives from the list above for certification in the Basic or Intermediate level and 3 additional elective courses from above for the Advanced Certification as a Catechist for the Diocese of Lafayette. Electives must be taken within a mentored Track to count for credit. *****

Some other educational opportunities can be substituted for the 7 electives required for certification at each level in the Franciscan Catechetical Institute:

Substitutes:

Course on the Catechism of the Catholic Church (1992) – Institute of Catholic Culture

Catechism 101 - <https://instituteofcatholicculture.org/courses/catechism-101-the-profession-of-faith>

Catechism 102 - <https://instituteofcatholicculture.org/courses/catechism-102-the-celebration-of-the-christian-mystery>

Catechism 103 - <https://instituteofcatholicculture.org/courses/catechism-103-life-in-christ>

Catechism 104 - <https://instituteofcatholicculture.org/courses/catechism-104-christian-prayer>

Any self-paced course on the Institute of Catholic Culture website – Courses are available Free – Online <https://instituteofcatholicculture.org/courses>. This does not include lectures or live events.

**** Any workshops hosted by the Office of Catechetics throughout the year can be substituted as an elective counting toward one's certification in the K-12th Grade Teachers (catechists and teachers) Track on Franciscan Catechetical Institute. ****

OTHER EDUCATIONAL OPPORTUNITIES:

Aquinas Institute

An agency of the Diocese of Lafayette, the institute offers courses locally for academic credit through Our Lady of Holy Cross College in New Orleans & will provide classes to work toward a Master of Arts – Theology.

<https://www.aquinaslafayette.org/mats>

In collaboration with the Office of Catechetics, the Aquinas Institute also offers a Catechetical Certification through auditing of courses and completing workshops on Franciscan Catechetical Institute.

<https://www.aquinaslafayette.org/ca>

Theology of the Body – Certification – Levels (K-5th/6-12th/Adult)

6-12th – Office of Catechetics collaborates with the Theology of the Body Community of Acadiana. Certification can be obtained for teaching junior high & high school TOB in CCD classes or Catholic Schools. See details on their website: **<https://desormeauxfoundation.org/theology-of-the-body/>**

K-5th/6th-12th/Adult Formation Programs extending from the Office of Catechetics are currently under development. More to come...

Credible Catholic – Science Based Apologetics: Magis Center for Reason and Faith Certification

Master Teacher's Program - **<https://www.crediblecatholic.com/master-teacher-program/>**

V Specific Areas of Catechesis – Children, Adults, Sacramental Preparation

Catechesis of Infants and Children

National Catechetical Directory #48 E (pp. 202 – 206)

Directory for Catechesis #236 – 247 (pp. 143 – 149)

Adolescent Catechesis

National Catechetical Directory #48 D (pp. 199-202)

Directory for Catechesis #248 – 256 (pp. 150 – 154)

United States Conference of Catholic Bishops document entitled: *Doctrinal Elements of a Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age* (See PDF available for download www.diolaf.org)

Adult Catechesis

National Catechetical Directory #48 A, B, & C and *Directory for Catechesis* #257 – 267

A. Adult Catechesis (NCD, pp. 187-199/DC, pp. 154 - 161)

1. Goals of Adult Catechesis
2. Tasks of Adult Catechesis
3. Content of Adult Catechesis
4. Catechetical Methodology for Adults

B. Catechesis of the Elderly

C. Catechesis of Young Adults

Catechesis for Persons with Disabilities and Special Situations

Consult with the NCPD - <https://ncpd.org/>

<https://www.usccb.org/committees/divine-worship/policies/guidelines-sacraments-persons-with-disabilities> - USCCB

For information on recommendations for establishing a catechetical program for persons with disabilities see: *National Catechetical Directory* #49 (pp. 206-210) or *Directory for Catechesis* #269 – 272 (pp. 161 – 163)

Sacramental Program Catechesis

For the Diocese of Lafayette's policies for preparation for Baptism, First Reconciliation, First Eucharist, and Confirmation go to <https://diolaf.org/christian-formation>.

Vacation Bible School

Several publishers create new and exciting VBS programs each year. Below is a list you can review. You can modify the existing program to fit the needs of your pastor and your vision for the week(s).

Growing Up Catholic VBS - <https://growingupcatholicvbs.com/>

CatChat for Kids - <https://catchat.ca/>

Liguori Publications VBS - <https://www.liguori.org/store/vacation-bible-school-parish.html>

Vianney Vocations – Discovery Mission Catholic VBS - <https://vocationbibleschool.com/>

Our Sunday Visitor Totally Catholic VBS – <https://vbs.osv.com/>

Catholic Kidz Camp – <https://www.growingwiththesaints.com/faq.cfm>

VI Helpful Online Resources – Textbook Materials

The Office of Catechetics has a large collection of materials in its library consisting of textbooks and parish versions of programs. The library contains information that might be helpful to DREs, Catechists, Clergy, or interested laity in doing research on topics dealing with the Catholic Church. Below are a list of links to find certain sources online, if necessary.

Catechetical Documents

CCC *Catechism of the Catholic Church* - https://www.vatican.va/archive/ENG0015/_INDEX.HTM

CT *Catechesi Tradendae* – On Catechesis in Our Time - https://www.vatican.va/content/john-paul-ii/en/apost_exhortations/documents/hf_jp-ii_exh_16101979_catechesi-tradendae.html

DC *Directory for Catechesis* - <https://www.usccb.org/resources/directory-catechesis-new-edition>

GDC *General Directory for Catechesis* - https://www.vatican.va/roman_curia/congregations/ccclergy/documents/rc_con_ccatheduc_doc_17041998_directory-for-catechesis_en.html - 1997 version

GIRM *General Instructions of the Roman Missal* - https://www.vatican.va/roman_curia/congregations/ccdds/documents/rc_con_ccdds_doc_20030317_ordinamento-messale_en.html

NDC *National Directory for Catechesis* - <https://www.usccb.org/committees/subcommittee-catechism/national-directory-catechesis>

OHWB *Our Hearts Were Burning Within Us: A Pastoral Plan for Adult Faith Formation in the United States* - <https://www.usccb.org/beliefs-and-teachings/how-we-teach/catechesis/adult-faith-formation/our-hearts>

RCIA *Rite of Christian Initiation of Adults* - <https://www.usccb.org/beliefs-and-teachings/who-we-teach/christian-initiation-of-adults>

RV *Renewing the Vision: A Framework for Catholic Youth Ministry* - <https://www.usccb.org/topics/youth-and-young-adult-ministries/renewing-vision>

VS *Veritatis Splendor* – The Splendor of Truth - https://www.vatican.va/content/john-paul-ii/en/encyclicals/documents/hf_jp-ii_enc_06081993_veritatis-splendor.html

VII Additional Info – Franciscan Catechetical Institute

FranciscanAtHome.com is an online learning platform that is specifically designed to help form those who are working in the ministry of forming others in the life of discipleship in the Catholic Church – clergy, catechists, school teachers, youth ministers, adult group leaders, volunteers, even (and especially) parents. The \$300 annual subscription allows anyone within your institution (to whom you provide access) to create an account on the platform and to access all of the workshop content it has available. It also allows for Catechetical Leaders to monitor their catechists' progress through the workshops with the added ability to mentor them as they grow in their formation. There are currently over 130 workshops available on this platform with new releases each month.

The Office of Catechetics has disseminated a wealth of information regarding how to register for an account, what mentoring entails, curriculum information, and the answers to many start up questions. We have made a commitment to come to any parish upon request to assist on site with registration and explanation to Pastors, Directors of Religious Education, Catechists, Youth Ministers, RCIA instructors or interested laity. Additionally, we can give insight on how to incorporate the use of the program to assist any parish leader in any type of formation work to receive an accredited certification from Franciscan Catechetical Institute in their particular field of ministry within the parish. The main tracks we encourage for parish workers are the K-12th Grade Teachers track for Catechists, DRE/RA Track for Directors of Religious Education, Youth Ministry Track for a paid or volunteer Youth Minister or adult volunteers working in the junior high and high school CCD classes (including Confirmation instructors or program coordinators), and RCIA track for any adults leading RCIA. However, Franciscan is not only limited to these areas of formation for your parish. Franciscan serves priests in a track for spiritual renewal. Parents and those who wish to build a strong domestic church can find resources in the Ministry in Parenting and Forming Faith at Home tracks. There is a very helpful track for Young Adults that assists them through the most difficult part of their journey post-confirmation as they are entering into young single or married life. We remain committed to working through the contents of this Catechetical approach in order to share it in a winsome way for your parishioners to engage them at their comfort level and convenience.

Franciscan Catechetical institute also has a unique feature that allows for learners to be mentored as they work through workshops toward their certification. Their mentor will be someone from the Diocese of Lafayette, either from that learner's individual parish/institution (Catholic school) or someone from the Office of Catechetics. To earn certification, all learners MUST request a mentor for each Track they register for.

Once someone is registered as a mentor and is actively working with learners, it is important to always communicate the progress of the learner with the Coordinator of the Office of Catechetics by cc'ing Angela Frugé in the email exchange at agfruge@diolaf.org. If the mentor is working with learners online or holding in-person sessions at the parish, once all the tasks of any given workshop have been completed in discussion, the Coordinator of Catechetics must be notified so that we can keep an active record of learners' progress toward certification online as well as on file here at the office.

For more information on Franciscan Catechetical Institute, please visit the homepage of the Office of Catechetics on the diocesan website at <https://diolaf.org/christian-formation> and click on the link labeled -- **Create account and work on Certification @ Franciscan Catechetical Institute, click here.** There is also a video posted there that guides a potential learner through the process of creating their personal account to work toward certification or just to have an opportunity as a layperson desiring to grow deeper in some aspect or understanding of their Catholic Faith.

To address any further questions, please contact the Office of Catechetics at 337-261-5550.

Being a Catechist means being a saint; what else is there? (See Hebrews 12:14)

**** Hard copies of Progress for Individual Catechists through the K-12th Grade Teachers Certification Tracks can be emailed to DREs directly upon request. You are free to make as many copies of those for your individual Catechists as possible. ****

**DIOCESE OF LAFAYETTE
BASIC K-12TH GRADE TEACHERS (SCHOOLS AND PARISHES)
FRANCISCAN CATECHETICAL INSTITUTE**

Name: _____
Last First MI

Address: _____ City/Zip _____

Phone: cell _____ home _____ email _____

Church Parish/School: _____ City: _____

TITLE OF WORKSHOP	DATE COMPLETED
Vocation of Catechist	
Jesus: Christocentricity of Catechesis	
The Deposit of Faith	
Essential Link Between Liturgy and Catechesis	
Scripture: The Heart of Catechesis	
Sacred Scripture: The Big Picture	
The Ecclesial Method	
Child Catechetical Methodologies and Learning Styles	
Philosophical Foundations of Catechetics	
Prayer: Introduction of the Spiritual Life of the Catechist	
The Trinity	
Christ: His Person and Works	
Elective Title:	
Elective Title:	

Electives cannot be from the Intermediate or Advanced levels.

Signature of Mentor

Signature of Applicant

Attach copies of Certificates of Completion for workshops in this level.

**Mail to: Office of Catechetics
Diocese of Lafayette
1408 Carmel Drive
Lafayette, 70501**

**DIOCESE OF LAFAYETTE
INTERMEDIATE K-12th GRADE TEACHERS (SCHOOLS AND PARISHES)
FRANCISCAN CATECHETICAL INSTITUTE**

Name: _____
Last First MI

Address: _____ City/Zip _____

Phone: cell _____ home _____ email _____

Church Parish/School: _____ City: _____

TITLE OF WORKSHOP	DATE COMPLETED
Magisterial, Conciliar, and Catechetical Documents I	
Pedagogy of Revelation & the Response of Faith	
Scripture: The Driving Force of Doctrine	
Analyzing Doctrine with Doctrinal Keys	
The Human Person	
Praying with Scripture: Lectio Divina	
The Sacramental Economy	
Holy Spirit, Converter of Hearts	
The Blessed Virgin Mary	
The Church: Dispenser of the Mysteries & Guardian of the Deposit of Faith	
Elective Title:	
Elective Title:	

Electives cannot be from the Advanced level.

Signature of Mentor

Signature of Applicant

Attach copies of Certificates of Completion for workshops in this level.

**Mail to: Office of Catechetics
Diocese of Lafayette
1408 Carmel Drive
Lafayette, 70501**

**DIOCESE OF LAFAYETTE
ADVANCED K-12th GRADE TEACHERS (SCHOOLS AND PARISHES)
FRANCISCAN CATECHETICAL INSTITUTE**

Name: _____
Last First MI

Address: _____ City/Zip _____

Phone: cell _____ home _____ email _____

Church Parish/School: _____ City: _____

TITLE OF WORKSHOP	DATE COMPLETED
The Family as the Context of Catechesis	
Introduction to the Old Testament	
Introduction to the New Testament	
Liturgy & Catechetical Methodology	
Reality: Epistemology for Catechists	
Being Guided & Guiding Souls	
Ten Commandments & Beatitudes	
The Four Last Things	
Sin & Virtue	
Catholic Social Teaching	
Elective Title:	
Elective Title:	
Elective Title:	

Signature of Mentor

Signature of Applicant

Attach copies of Certificates of Completion for workshops in this level.

**Mail to: Office of Catechetics
Diocese of Lafayette
1408 Carmel Drive
Lafayette, 70501**