**Background and Procedures to Revised/Updated Ministry Certification Process**

The Diocese of Tucson recognizes the need to promote adequate formation in the faith and training in appropriate pastoral skills for all those who serve within its parishes and Catholic schools, whether in a paid or volunteer position. The requirements for this formation in the past have included three aspects:

* scriptural and theological study,
* spiritual formation based on a profound understanding of each baptized person's call to discipleship,
* training in the pastoral skills needed to minister more effectively within Catholic Schools and parishes.

These three aspects of formation are integral to all certification recognized by the Diocese. They are **Level I, Level II and Lay Ecclesial Ministry** Certification, each of which has its own requirements.

Although the requirements for completion of each level of certification have been in effect since the mid 1990's, the actual program of formation for each level had not been adequately developed until 2004.

**A diocesan committee was established in 2002-03 to revise** and develop the Level I curriculum, which includes clear objectives. The newly developed curriculum for Level I Ministry Certification attempted to set forth a curriculum for this level of formation that could be followed in all parts of the Diocese by anyone responsible for offering this formation.

**When did the revised Level I curriculum first go into effect?**

The new curriculum went into effect in August of 2004. The committee designated Sept. 2003 – Aug. 2004 as a transitional year. Training implemented by the Jordan Ministry Team, the Office of Catechesis, or the Office of Catholic Schools has followed the new curriculum.

**More Recent Updates**

**In 2015, the diocese revised** and updated Level I and Level II certification curricula, outlines, and record forms as well as content objectives for all courses. They are available upon request and on the Office of Catechesis webpage of the diocese.

Also in 2015, the diocese became a **partner with the University of Dayton Virtual Learning community for Faith Formation (VLCFF).** Certain online formation courses can now be taken at a significant discount which will be credited toward both level I and level II certification.

**What about other workshops/conferences?**

**Separate workshops** (i.e., conferences, LA Congress, online courses, other video series, etc.) offered locally, regionally, or nationally which cover segments of the Level One curriculum normally apply only to RENEWAL of certification or continuing education/formation. They may in some cases apply toward a participant’s original certification *only if* the workshop in question meets the content and experience objectives of the level one curriculum. Workshop descriptions from flyer or conference brochure must be provided.

# Procedure to follow when required hours are completed

After completing the required hours for level one certification, individuals should send a completed **record form signed by the parish DRE, School principal, etc**., to the appropriate diocesan office listed below. The diocesan office will then process the request for certification and mail the level one certificate either to the ministry supervisor or, in some cases, to the individual applicant.

**Renewal of Certification**

To maintain and renew certification at any level, teachers and catechists need to accrue **20 contact** hours **every three years** in at least **two areas of study**. (i.e. Spiritual Formation, Scripture, Theology Foundations, Liturgy/Sacraments, Christian Morality, Methodology, etc.).

Catholic school teachers and parish catechists should keep their own records of the workshops, conferences, etc., they participate in during the year. Once they have acquired the 20 hours, they should send a completed record form copies of this documentation to the appropriate office (see below). A certificate of renewal will then be sent to the individual.

**Office of Formation Department of Catholic Schools**

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