



New version and organization of Catechetical Modules For parishes and Catholic Schools

- Only the content of the modules has changed.
- The content has been revised, and the new versions are substantially different.
- Starting on 7-1-2024 a person that has already taken the catechetical modules can choose to take the version v.24 and receive ELECTIVE CREDIT.
- **Catholic Schools can host modules:**
 - A school chooses time and place
 - A school's representative contacts Miguel A. Vences in the Office of Evangelization and Catechesis (O.E.C.). Miguel will:
 - will create a Capernaum session,
 - assign an instructor, and
 - keep in communication with the school's representative throughout the process.
 - O.E.C will invoice the school \$120.00 per session for the instructor's stipend.
 - In-person sessions are capped at 40 participants.
 - Virtual sessions will be capped at 20 participants and the cost is \$160.00 per session.
 - Teachers attend and choose to receive MODULE-CREDIT or ELECTIVE-CREDIT
 - School's representative collects attendance records and sends them to Miguel Vences.
- **Parishes can host modules:**
 - A parish chooses time and place
 - A parish's representative contacts Miguel A. Vences in the Office of Evangelization and Catechesis (O.E.C.). Miguel will:
 - will create a Capernaum session,
 - assign an instructor, and
 - keep in communication with the parish's representative throughout the process.



Office of Evangelization and Catechesis Catechetical Modules

- O.E.C will invoice the parish \$120.00 per session for the instructor's stipend.
 - The parish will receive 40 coupons
- In-person sessions are capped at 40 participants.
- Virtual sessions will be capped at 20 participants and the cost is \$160.00 per session.
- Teachers attend and choose to receive MODULE-CREDIT or ELECTIVE-CREDIT
- School's representative collects attendance records and sends them to Miguel Vences.

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Catechetical.Leaders".Formation

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Catechetical Modules v.24

- All previous versions have been discontinued and are no longer available.
- At the moment, there are no on-demand- versions available on Capernaum.
- Virtual sessions will be scheduled on Thursday evenings once or twice per month, with a limit of 20 participants at a cost of \$12.00 per participant.

Orientation to Catechetical Ministry in the Archdiocese of Galveston - Houston:

01- Catechetical Framework v.24

Development of pedagogical skills sequence:

**Credit granted for those with the appropriate education coursework or state teaching certificates*

02- Human and spiritual Development v.24



03- Curriculum Training v.24

04- Lesson Design v.24

05- Assessment strategies v.24

Spiritual development sequence:

06- Vocation of the Catechist v.24

07- Spirituality and Evangelization v.24

08- Catechesis in the family v.24

Catholic living sequence:

09- Enculturating Catechesis v.24

10- Liturgical Catechesis v.24

**Detailed procedures to host catechetical modules
at your parish or catholic school:**

Thank you for accepting the commitment to host catechetical modules at your parish. This document will outline all procedures to follow:

STEP 1: A parish or school's Organizing Catechetical Leader contacts O.E.C.

- **The organizing catechetical leader** will contact Miguel A. Vences, from O.E.C. to agree on the modules that will be hosted, times and dates.
- **The organizing catechetical leader** will accept, on behalf of the parish or school, to be billed for the expenses incurred to host each Catechetical Modules (**CM**).
 - Because the parish or school will be billed to cover the costs, each parish or school can choose to charge for registration or not.
 - This means that all proceeds collected for CM will be routed to the parish or school.
 - The parish or school will receive 40 coupons for each session so that participants can pay the parish or school directly and use the coupon to pay at checkout of Capernaum.

- This assumes that the room that the parish or school will make available for the CM can accommodate up to 50 people. If the room you have available cannot hold that amount of people, please let us know to limit the available seats on the Capernaum session.
- It is archdiocesan policy that all catechetical modules should be made available to all users of Capernaum. Please be advised that at least 10 spaces will be made available to other Capernaum users. You need to be prepared to accommodate anyone outside of your parish or school that registers through Capernaum.
- **The organizing catechetical leader** must communicate to other catechetical leaders in their parish that catechetical modules will be hosted at the parish or school and do everything possible so that as many catechists and teachers as possible benefit from the sessions.
- **The organizing catechetical leader** commits to make sure only participants that arrived within the first 15 minutes of the session are given credit for attendance.
- **The organizing catechetical leader** will receive two printed copies of the roster for each session from the instructor, at least 15 minutes before the beginning of the session.
 - On one copy should be labeled: "This is the first time that I take this catechetical module"
 - The second copy should be labeled: "I already took this catechetical module before July 1, of 2024. Please give me elective credit for this session"
 - Participants should sign-in on only one of the two forms.
 - The instructor will take a picture of both signed rosters and submit them to O.E.C. A.S.A.P. for processing.

STEP 2: The assigned instructor will contact the organizing catechetical leader at least one week in advance of the session he/she will teach.

- To ensure that the **instructor** is confirmed for the correct session, date, time, and place.
- To exchange contact information, including potential last-minute communication.
- To coordinate with the **instructor** the projection equipment and other materials necessary for the session, as well as who will oversee providing them.
 - The printed handouts for the participants will be provided **to the instructor** by the O.E.C. and **the instructor** will bring them to the parish at least 15 minutes before the beginning of the session.

STEP 3: The instructor will request the list of registered participants from O.E.C.

- The day of each session (before 2:00 PM) the instructor will e-mail Erika Cruz (ecruz@archgh.org) requesting the list of registered participants, including Miguel A. Vences (mvences@archgh.org), Annette Medellin (amedellin@archgh.org) and **the organizing catechetical leader** on this e-mail.
 - The O.E.C. will reply to all with the digital copy of the roster and the instructor will print two copies and bring them to the parish. *(see above for clarification)*



Office of Evangelization and Catechesis

Catechetical Modules

- In rare situations in which OEC is unable to send the list of registered participants on time, the **instructor** and **organizing catechetical leader** should coordinate how to take attendance of any participant that might have registered through Capernaum.

It is very important to remember to collect the name of the participant as well as his/her CAPERNAUM user number or user ID.

STEP 4: Participants evaluate the overall session and the instructor's performance.

- Before ending the session, the **instructor** must offer participants the opportunity to complete an evaluation of the learning experience.
- The evaluation will be available digitally and participants will be able to access it through a QR code that the **instructor** will provide.

STEP 6: The instructor will submit attendance records to O.E.C.

- As soon as it is possible once the session has ended, the **instructor** will submit the official attendance records (scanned or a picture) to **Erika Cruz** (ecruz@archgh.org) including on that email Miguel A. Vences (mvences@archgh.org), Annette Medellin (amedellin@archgh.org) and the **organizing catechetical leader**.
- Once the official records of attendance have been received by **O.E.C. Registrar**, Erika Cruz, she will assign the proper credits to all participants.
 - In cases in which the distance between an instructor's residence and the center where the catechetical session took place is between 50 and 74 miles, an extra payment of \$10 will be added.

STEP 7: O.E.C. Will reimburse the balance (minus stipend, printing costs, and transaction charges) to the organizing parish.

- For every transaction on Capernaum there is a processing fee. This fee is typically less than \$0.90 per transaction, but it varies depending to the total amount transacted.
- From the total amount collected, O.E.C. will pay the stipend to the assigned instructor in the amount of \$140.00 per session.
- When all catechetical modules scheduled for your parish have been completed, OEC will reimburse the balance (after stipend and transaction fees have been deducted) of the total amount collected as registration fees to the organizing parish.
- This process typically takes between three and four weeks, however, it is currently taking double that time to process payments due to the implementation of a new accounting system. Please be prepared to wait.