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Continuing Education Requirements



In order to maintain one's standing in the Diocese of Lafayette-in-Indiana as a deputized Lay Ecclesial Minister, individuals are expected to participate in continuing education. The areas of continuing education would encompass theological coursework, pastoral skills updating, human formation assessment, and continual spiritual formation. The following items are part of the three year continuing education requirement for graduates of the *Ecclesial Lay Ministry Program*:

- Intellectual Formation
 - † One credit hour (credit or audit) of college level theology (either as a student or instructor).
- Pastoral Formation
 - † Three workshops, conferences, or seminars (a minimum of five contact hours each) designed to enhance skills essential for pastoral ministry (either as a participant or presenter).
- Spiritual Formation
 - † Three retreats or workshops (a minimum of five contact hours each) focused on spiritual development as a participant.
- Human Formation
 - † Pastor or Supervisor's assessment of your human characteristics which foster both personal growth and ministerial service. (An assessment form will be sent to your Pastor or Supervisor on your behalf.)

Individuals should submit completion of the above items to the Ecclesial Lay Ministry Office. Please consult the Ecclesial Lay Ministry Program Staff for answers to any questions.

Continuing Education Examples

Intellectual Formation

- † One credit hours (credit or audit) of college level **theology**
- † Course may be taken either as a student or instructor
- † Course may be undergraduate or graduate level
- † Course to be from an accredited Catholic college or university
- † Acceptable courses would include but not be limited to:
 - ELM classes from Spiritual Direction track
 - Classes from St. Joseph's College
 - Classes from University of Notre Dame's
 - Classes from St. Meinrad
 - Classes from St. Mary of the Woods
 - Classes from the University of Dayton
 - Classes from Marian University
 - Classes in preparation for the Permanent Diaconate
- Acceptable Online courses include but are not limited to:
 - Online Classes from U. of Notre Dame's STEP Program
<http://step.nd.edu/> Toll free 1-866-425-7837
Courses from 4 to 7 weeks and are priced from \$29 to \$99.
 - Online Classes St. Meinrad's (*Scholarships available*)
<http://www.saintmeinrad.edu/> Toll free 1-800-334-6821
 - Online Classes from the University of Dayton
<http://campus.udayton.edu/~vlc/> Toll free 1-888 300-8436
Courses from 4 to 6 weeks and are priced at \$80.
 - Online Classes Catholic Distance University
<http://www.cdu.edu/coned.asp> Toll Free 1- (888) 254-4238
Continuing Ed Courses are priced at \$135.
- † Consult Ecclesial Lay Ministry Program Staff for acceptable course(s) **before** enrolling.

Continuing Education Examples

Pastoral Formation

- † Three workshops, conferences, or seminars designed to enhance skills essential for pastoral ministry
- † May be taken either as a participant or presenter
- † Examples include but are not limited to:
 - National Conventions
 - State Meetings
 - FIRE (Fan the flame Inspiration thru Religious Enrichment) Program
 - LCCL Forums
 - ELM Workshops
 - Diocesan Workshops
- Consult Ecclesial Lay Ministry Program Staff **before** enrolling if unsure of acceptance

Spiritual Formation

- † Three retreats or workshops focused on spiritual development
- † Retreats or workshops must be at least one day in length
- † Must be as a participant
- † Examples include but are not limited to:
 - ELM retreats
 - ELM spirituality workshops
 - Retreats from John XXIII Center
 - Retreats at St. Meinrad Archabbey
 - Retreats from Fatima Retreat House, Indianapolis
 - Silent Retreats
- Consult Ecclesial Lay Ministry Program Staff with questions about possible options.

Human Formation

- † Pastor or Supervisor's assessment of your human characteristics which foster both personal growth and ministerial service.

Ecclesial Lay Ministry Continuing Education Committee

Mission

The mission of the committee is to evaluate continuing education requirements, provide tools for reporting continuing education, and maintain records of graduates' continuing education.

Accountability

The Ecclesial Lay Ministry Continuing Education Committee will report to the Director of the Pastoral Office for Catechesis.

Members

The committee will consist of three members, who may each serve a two-year term. The members will have experience or background in at least one of the following: education, pastoral, theological, profession requiring continuing education, or public relations.

At least one member will be an ELM graduate.

Meetings

Meetings will be held semi-annually: February and August.

Responsibilities

The committee will be responsible for providing forms to report continuing education, issue reporting tools, maintain those records, review continuing education reported, and assess the evaluation of continuing education requirements.

Lay Ecclesial Ministry Degree Procedures



Saint Joseph's College B.A. in Lay Ecclesial Ministry

For *Ecclesial Lay Ministry Program* students who meet the prerequisites and complete the requirements.

1. Make your decision to apply for the degree early in your ELM process.
2. Apply for admission to Saint Joseph's College – get an application from the ELM Office.
3. **You must already have a baccalaureate degree (BA, BS, etc.) from an accredited institution, verified by an official transcript.**
4. This major is comprised of 36 semester hours.
5. You must take at least 24 (non-negotiable) semester hours from Saint Joseph's College.
6. The ten theology courses in the *Ecclesial Lay Ministry Program* are accredited at 2 hours each for a total of 20 hours.
7. The fourteen pastoral skills courses in the *Ecclesial Lay Ministry Program* are accredited at 1 hour for each of the following pairs: Communications I & II; Communications III & IV; Leadership I & II; Leadership III & IV; Ministry I & II; Ministry III & IV; and Law I & II for a total of 14 hours.
8. The additional 9 hours in theology or religious studies may be credited earned in a variety of ways, but mainly through transfer of credit from your first baccalaureate degree or from elective courses taken currently. The *Saint Joseph's College Catalog* (available in ELM Office) lists other ways and lays out all the requirements and conditions for them.

9. Any students wishing to earn college credit for the pastoral skills workshops will be charged a fee of \$50 for each workshop (payable to the diocese). They will also be required to write a two-page paper describing how they have used or plan to use the workshop competencies in their ministry. Students should consult the ELM Office for competency listings for each workshop.
10. Students desiring to receive the BA in Lay Ecclesial Ministry may only receive credit for work experience or prior learning for no more than two (2) of the pastoral skills workshops.
11. For more information please contact Dr. Anne D. Roat at the Office of Ecclesial Lay Ministry for the Diocese of Lafayette-in-Indiana.



Spiritual Direction

Individuals who are serious about advancing in the spiritual life would be wise to avail themselves of spiritual direction. In this process a spiritual director walks with the individual and, with the Holy Spirit as guide, helps the person deepen their relationship with God and others.

Thomas Merton wrote about this ministry in his book Spiritual Direction. He stated that spiritual direction “is a continuous process of formation and guidance, in which a Christian is led and encouraged in his special vocation, so that by faithful correspondence to the graces of the Holy Spirit he may attain to this particular end of his vocation and to union with God. This union with God signifies not only the vision of God in heaven but, as Cassian specifies, that perfect purity of heart which, even on earth, constitutes sanctity and attains to an obscure experience of heavenly things.”

The main objective in spiritual direction is the development or growth of the person seeking spiritual direction. Fr. Frank Houdak, a Jesuit teacher and scholar, writes about what one can expect from spiritual direction in his book Guided by the Spirit.

Spiritual Direction Is:

- A personal encounter that is conversational.
- The primary purpose of the conversation is to express faith and mystery.
- The secondary purpose of this dialogue is spiritual discretion or discernment – an attempt to understand the origin, meaning, direction, and purpose of our experience and to make behavioral decisions that are congruent with this experience.

Spiritual Direction Is Not:

- Spiritual direction is not psychological counseling or psychotherapy.
- Spiritual direction is not solving problems or making decisions.
- Spiritual direction is not simply a matter of friends getting together to talk seriously about life.

Spiritual direction is an opportunity to listen to the voice of the Holy Spirit. It is primarily concerned with integrated growth in faith. An individual involved in spiritual direction will grow in their faith and benefit from a deeper interior life.

Participants in the Diocese of Lafayette-in-Indiana *Ecclesial Lay Ministry Program* are encouraged to be involved in ongoing spiritual direction as part of their spiritual formation.

Graduates of the Diocese of Lafayette-in-Indiana *Ecclesial Lay Ministry Program* are also encouraged to receive spiritual direction as part of their continuing education.

ELM graduates who feel called to the ministry of spiritual direction are encouraged to apply to the Formation Program for Spiritual Directors. Persons who have questions about spiritual direction or would like help in finding a spiritual director should either ask their pastor or call the Pastoral Office of Catechesis and speak to the Director.



Formation Program for Spiritual Directors

Plan of Study

- **Foundation**

- Principles of Catholic Spirituality – Part I
 - Spirituality of the Fathers of the Church 12.5 hours
 - Spirituality of the Doctors of the Church 12.5 hours
 - Spirituality of St. Francis de Sales 12.5 hours
 - Spirituality of St. Benedict 12.5 hours
 - Spirituality of the Desert Fathers 12.5 hours
- Doctrine – Part I
 - Documents of Vatican II 12.5 hours
- Human Development – Part I
 - Psychological Issues in Spirituality 12.5 hours
- Ministry of Spiritual Direction – Part I
 - Fundamentals 12.5 hours

- **Specialization**

- Principles of Catholic Spirituality – Part II
 - Spiritual Theology 12.5 hours
 - Mystical Theology 12.5 hours
 - Spirituality of St. John of the Cross 12.5 hours
 - Spirituality of St. Teresa of Avila 12.5 hours
 - Spirituality of St. Ignatius of Loyola 12.5 hours
- Doctrine – Part II
 - Catechism of the Catholic Church 12.5 hours
- Human Development – Part II
 - In Pursuit of Holiness 12.5 hours
- Ministry of Spiritual Direction – Part II
 - Praxis 12.5 hours

- **Praxis**

- Spiritual Direction Internship 25 hours
- Peer Supervision 8 hours

TOTAL 233 HOURS

Requirements for Spiritual Directors

Qualifications

1. Person of prayer
 - a. Earnest love relationship with God
 - b. Devoted to liturgical worship
 - c. Engaged in contemplative prayer according to your vocation
2. Distinguished for ecclesial solidarity (thinks with the mind of the church)
3. Adequate theological education
 - a. ELM Program Completion
 - b. ELM equivalency
4. Sound judgment or experience of life
5. Sufficient understanding of Psychology
 - a. Ability to recognize human woundedness
 - b. Ability to make referrals
6. Ability to relate to others
7. Ongoing personal involvement in spiritual direction

Catechist Certification

The diocese has a four tiered catechist certification program for everyone involved in a catechetical ministry in parishes and schools. The formation plan of study has been aligned with the *National Certification Standards for Pastoral Ministers* which was approved by the United States Catholic Conference of Bishops. The formation process encompasses human, spiritual, intellectual, and pastoral formation.

The reason for this program is because Canon 780 clearly describes the responsibility of the Diocesan Bishop to 'see to it that catechists are duly prepared to fulfill their task correctly, namely, that continuing formation is made available to them, that they acquire a proper knowledge of the Church's teaching, and that they learn in theory and in practice the norms proper to the pedagogical disciplines.'

Those individuals involved in catechetics are called to nourish the faith of the community in a formal way. This is why it is so important for them to investigate and respond to opportunities for personal growth, deeper understanding of their students, and continued appreciation of the process and message of catechesis.

For information on the diocesan catechist certification program, please contact the Associate Director for Faith Formation at (765) 474-6644 or (800) 544-1684.

