

GLOSSARY

Accreditation

The process whereby a duly constituted accrediting body recognizes an academic or formation program that has demonstrated accountability for meeting established standards for quality and effectiveness. The USCCB / CCA grants accreditation to formation programs, both clinical pastoral education and ministry formation.

Assessment

The means, by which competence is evaluated, measured and or judged, relative to established standards.

CCC

The *Catechism of the Catholic Church*, a summary of Catholic doctrine and morals intended for use within programs of faith formation and formal catechesis.

Certificate

A statement that an individual has completed a course of studies through attendance, participation, and fulfillment of program requirements.

Certification

A formal process whereby a candidate's competency in a specialized ministry is evaluated by an authorized committee in an arch / diocese or organization. The candidate is judged to have adequately demonstrated that he or she has met the certification standards of the arch / diocese or organization, and the candidate is granted formal recognition of achieving certification for a stipulated period of time before renewal of certification is due.

Certification Standards

Published statements related to a ministry's focus, activities, and responsibilities that identify expectations of a competent minister.

Certification Standards, Competency-based

Broad areas of ministerial competence, authoritatively identified by a professional organization as the norms by which an individual's ministerial competence may be assessed.

Church, church

In this document, the capitalized form refers to the formal name of a building, congregation, or denomination. The lowercase form applies when used in an institutional or general theological sense.

Competence

The demonstrated and proven ability of candidates for certification to meet certification standards approved by the USCCB / CCA.

Co-Workers

Co-Workers in the Vineyard of the Lord offers pastoral and theological reflections on the reality of lay ecclesial ministry, affirmations of those who serve in this way, and a synthesis of best thinking and practice. The document was issued by the United States Conference of Catholic Bishops in November 2005.

Code of Ethics

A formal statement by a professional organization of its moral beliefs also used to identify related expectations of the members of that profession.

Competencies (Core or Specialized)

Specific knowledge, skills, abilities, attitudes, values, and or traits required to fulfill certification standards. Core competencies are foundational and common to all four areas of formation, i.e. Spiritual Formation, Human Formation, Intellectual Formation, and Pastoral Formation. Specialized competencies are either unique to a particular ministry or need to be expressed distinctly within the context of that ministry.

Competency

The requisite attainment of a level of proficiency associated with specific knowledge, skills, abilities, attitudes, values, and or traits.

Deputization

Delegation by the Bishop of competent laity to serve in lay ecclesial leadership positions for a designated period of time, with the support and supervision of the appropriate Ecclesial authority.

Deputize

The act of delegating by the Bishop of competent laity to serve in lay ecclesial leadership positions for a designated period of time, with the support and supervision of the appropriate Ecclesial authority.

Grievance

An alleged violation of standards by an accredited program, or ethical or professional conduct affording reason for a formal written complaint.

Guidelines

Suggestions for contents, procedures, and policies in developing, maintaining, or evaluating programs.

Human Formation

Human qualities critical to form wholesome relationships and necessary to be apt instruments of God's love and compassion.

ICCL

The Indiana Conference for Catechetical Leadership

Indicators

Specific, concrete, and measurable behaviors or accomplishments by which an individual may demonstrate required competencies.

Intellectual Formation

Adequate knowledge in theological and pastoral studies, along with the intellectual skill to use it among the people and cultures of our country.

Lay Ecclesial Minister

A group of men and women whose ecclesial service is characterized by: authorization of the hierarchy to serve publicly in the local Church; leadership in a particular area of ministry; close mutual collaboration with the pastoral ministry of bishops, priests, and deacons; and preparation and formation appropriate to the level of responsibilities that are assigned to them.

LCCL

The Lafayette Conference for Catechetical Leadership

Ministry

Based on a word for service, in a general sense any service offered to help the Church fulfill its mission: more specifically a particular expression of such service.

Ministry Formation Program

A program to assist the participants with understanding their gifts, call, role, and mission in the Church and in the world, and with developing skills to respond to the call. Components of a program include a mission, goals and objectives based on the perspectives of the Second Vatican Council and post-conciliar documents, the needs of the local Church; a curriculum based on the program's mission and its goals and objectives that integrates spiritual, intellectual, human, and pastoral formation; a program director who administers the program, instructional faculty who assist in the formation process; and sufficient resources for the program to operate according to its mission.

NALM

The National Association for Lay Ministry

NCCL

The National Conference for Catechetical Leadership

NCEA

The National Catholic Education Association

NFCYM

The National Federation for Catholic Youth Ministry

Parish Catechetical Leader

The person who organizes and directs the program of lifelong faith formation for all parishioners under the direction of the pastor and in collaboration with the pastoral staff.

Parish Life Coordinator (Pastoral Administrator)

The person who is entrusted by the diocesan bishop with the pastoral care of a parish. In collaboration with a presbyteral moderator appointed by the diocesan bishop, the parish life coordinator has the responsibility of overseeing the entire Catholic community within a specific locale.

Pastoral Associate

The person who shares with the pastor or on-site pastoral team in the overall care of the parish. He or she is a member of the parish staff, usually full-time, and is accountable to the pastor. The designated responsibilities of the pastoral associate are dependent upon the needs of the parish, the gifts of the pastoral associate as well as the gifts of the other members of the pastoral staff.

Pastoral Formation

The practical pastoral abilities called for in lay ecclesial ministry.

Policy

A set of rules and / or directions in a designated area congruent with accreditation standard, procedures, and guidelines by which decisions are made.

Praxis

A form of theological education shaped by the dynamic interaction of theory and practice.

Province of Indianapolis

The Province of Indianapolis is comprised of the Archdiocese of Indianapolis and the Dioceses of Evansville, Fort Wayne / South Bend, Gary, and Lafayette-in-Indiana.

Spiritual Formation

A spirituality and practice of prayer that root catechists in God's Trinitarian life, grounding and animating all they do in ministry.

Standard

Criteria established by accrediting agencies by which programs are assessed and evaluated for compliance, and criteria established by organizations by which the competence of ministers is assessed and evaluated for certification.

Theological Reflection

The ability to reflect on life experiences and to understand, and interpret them in the context of our experience and understanding of God and the Christian faith.

USCCB

The United States Conference of Catholic Bishops

USCCB / CCA

The United States Conference of Catholic Bishops Commission on Certification and Accreditation

Vision Statement

For each certification standard in this document, there is a description of its intended values, concepts, and priorities.

Youth Ministry Leader

The person who organizes, animates, and coordinates the people, programming, and resources within parish, school, and / or community-based settings to provide a comprehensive ministry effort with adolescents.