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Ecclesial Lay Ministry Program

Mission, Goals, and Objectives

Mission Statement

The Ecclesial Lay Ministry Program, rooted in service to the local Church, engages discerning Catholic adults through participation in an integrative formation experience comprised of human, spiritual, intellectual, and pastoral elements designed to respond to their call to holiness, renewal, ongoing conversion, and ecclesial leadership in ministry.

Goals

- † To prepare laity for leadership in the Church through human, spiritual, intellectual, and pastoral studies.
- † To foster self-awareness and recognition in others of the human characteristics needed for personal growth and ministerial service.
- † To prepare Catholic people of the local Church for deputization as lay ecclesial ministers.
- † To provide opportunities for self-renewal in ministry and for ongoing deputization as a lay ecclesial minister.

Objectives: The laity participating in this program will:

- † Explore human qualities and traits fostering a healthy, well-balanced personality, including: understanding of self and others; the practice of Christian virtues; and genuine respect and concern for others.
- † Identify spiritual charisms and personal gifts for ministry.
- † Utilize the process of theological reflection in personal and ministerial settings.
- † Evaluate the practice of prayer and the sacramental life in the context of the Catholic Christian spiritual tradition.
- † Attain theological knowledge of the Church's teachings and traditions at the undergraduate collegiate level.
- † Examine the role of collaboration and cooperation in ministry.
- † Gain an appreciation for ethnic, cultural, and ecclesial diversity reflected in the diocese.
- † Acquire pastoral skills in communication, leadership, and ministry.

Parish Positions Requiring ELM Deputization

By Baptism all Catholics are called to announce the Gospel in lives of witness and service. Some feel the commitment to undertake specialized ministry within the church. After a period of formation they may be deputized to be lay ecclesial ministers.

In the Diocese of Lafayette the *Ecclesial Lay Ministry Program* has been endorsed by Bishop Timothy L. Doherty as the basic preparation for lay ecclesial ministry. It is expected that all those individuals involved in lay ecclesial ministry in the diocese will plan to meet the program requirements or their equivalency as part of their continuing formation. The expectation is that all lay ecclesial ministers will complete the *Ecclesial Lay Ministry Program* or its equivalency.

The ministry positions that are expected to have completed the *Ecclesial Lay Ministry* formation include:

- Campus Ministers
- Catholic School Principals
- Catholic School Teachers of Religion
- Directors of Adult Formation
- Directors of Liturgy
- Directors of Music
- Directors of the Rite of Christian Initiation of Adults
- Directors / Coordinators of Religious Education
- Directors / Coordinators of Youth Ministry
- Lay Parish Coordinators
- Parish Business Managers
- Pastoral Associates
- Social Concerns Coordinators
- Spiritual Life Coordinators

Many lay ministers have prior theological education, human formation, professional experience in ministry, and solid spiritual formation. No one is required to duplicate his or her previous preparation. Lay ministers may request an evaluation of their credentials by the ELM office to receive an equivalency for Ecclesial Lay Ministry program completion, thus making them eligible to be deputized for service in the diocese.

Application Process

Request an application packet from your pastor or the *ELM* office.

Ecclesial Lay Ministry Program
Pastoral Office for Catechesis
2300 South 9th Street
Lafayette, IN 47909-2400

(765) 474-6644 or (888) 544-1684



Complete the application pages including the self-evaluation, and mail to the *Ecclesial Lay Ministry Program* office (see address above).

Arrange for the following to be submitted to the *ELM* office:

- ✦ A criminal background check, as per the written instructions in letter in the application packet. Or you may submit written documentation from your parish that a criminal background check has been done.
- ✦ If you wish to have previous course credits transferred to this program, have an official transcript(s) sent directly to the *ELM* office (see address above).

The *Ecclesial Lay Ministry Program* Office will:

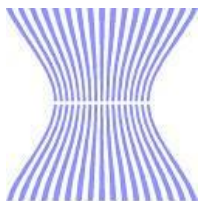
- ✦ Send reference forms to the names you provided on your application.
- ✦ Contact you if additional information is needed.
- ✦ Contact you to arrange an interview to discuss your goals, ministry experience, self-evaluation form, and to develop your formation plan.

Or visit us on the diocesan website at:

<http://www.dol-in.org/Offices-and-Ministries/Catechesis/Ecclesial-Lay-Ministry-Program.aspx>

From the website download the application, self-evaluation, and criminal background check forms needed to apply to the program.

Program Components with Competencies



Academic Theology Courses

ELM 101 - Introduction to the Old Testament (2 credits)

An introductory study of the process and faith struggles that gave rise to the Old Testament. Students will read major portions of the Old Testament to understand them both in their own context and also in the context of the Christian faith.

Competencies

- An appreciation of the power of scripture to transform lives.
- An **understanding** of the primary themes and basic concepts in scripture, e.g. covenant, kingdom, creation, salvation, etc.
- An understanding of revelation, inspiration, historical development, and literary criticism.
- An understanding of the role and use of scripture in theological reflection.

Demonstrated Skills

- An ability to reveal how scripture illuminates one's own experience and that of others.
- An ability to create structures/programs that enable a community to grow in biblical faith.
- An ability to understand the practice of biblical exegesis and its value for faith and ministry.
- An ability to create scripture-based faith-sharing opportunities for others.

ELM 102 - Introduction to the New Testament (2 credits)

An introductory study of the process and faith struggles that gave rise to the New Testament. Students will read most of the New Testament, attending to the chronological development of this primary faith document of the Church.

Competencies

- An appreciation of the power of scripture to transform lives.
- An understanding of the primary themes and basic concepts in scripture, e.g. covenant kingdom, creation, salvation, etc.
- An understanding of revelation, inspiration, historical development, and

- literary criticism.
- An understanding of the role and use of scripture in theological reflection.

Demonstrated Skills

- An ability to reveal how scripture illuminates one's own experience and that of others.
- An ability to create structures/programs that enable a community to grow in biblical faith.
- An ability to understand the practice of biblical exegesis and its value for faith and ministry.
- An ability to create scripture-based faith-sharing opportunities for others.

ELM 103 - The Word of God in Faith, Theology, & Ministry (2 credits)

A course that explores the Sacred Scriptures in a deeper way, utilizing the tools and methods the Church employs to interpret and use the Scriptures in a variety of pastoral settings. Theological language, methods, and sources as well as the various theological disciplines are examined to provide a broader context to the Scriptures.

Competencies

- An understanding of the nature, aims, methods and varieties of theology.
- An awareness of the significance of scripture, Tradition, reason and experience in theological inquiry.
- An understanding of the role and use of scripture in theological reflection.
- An appreciation for how theology is utilized in the Church today.

Demonstrated Skills

- An understanding of theological inquiry, its sources and methods.
- An appreciation of the importance of Scripture in doing theology.
- An ability to identify and define the varieties of theology.
- The ability to integrate Scripture and theology in a ministerial setting.

ELM 201 - The Trinity (2 credits)

The theology of the Trinity as a personal communion of love. How this communion is experienced by Christians in the world as the creative activity of God the Father, the redeeming activity of God the Son, and the sanctifying activity of God the Holy Spirit.

Competencies

- An understanding that the Trinity is the central mystery of the Christian faith and Christian life.
- An appreciation of the truth that God makes the Trinity known to us by revealing himself as Father, Son, and Holy Spirit.
- A belief in the Incarnation of God's Son reveals God is the eternal Father, that the Son is consubstantial with the Father, that in the Father and with the Father, the Son is one and the same God.
- An understanding that the Holy Spirit is God, one and equal with the Father and the Son, of the same substance and also of the same nature. He is called the Spirit of both the Father and the Son.
- An understanding that by the grace of baptism we are called to share in the life of the Blessed Trinity, here on earth in the obscurity of faith and after death in eternal life.
- An understanding that the divine persons are really distinct from one another and also related to one another. God by God's very nature is relational, which has implications for humankind living as distinct persons in relation to one another and forming community.

Demonstrated Skills

- An ability to engage in reflection and dialogue on the mystery of the Trinity and its importance in the life of a Christian.
- An ability to understand and live out our relation to the Trinity through baptism.
- An ability to see connections between the Trinity as Revelation of God and Creation as an outpouring of God's love.
- An ability to articulate that by the very nature of the Trinity, we are called to imitate and build relationships with others in community.
- An ability to cultivate an attitude of thanksgiving, knowing God's greatness and majesty.
- An ability to articulate our responsibility to respect the true dignity of all people.

ELM 202 - Christology (2 credits)

An introduction to the theology of the Church's doctrine about Jesus Christ in the light of Christian faith, practice, and worship. Special emphasis will be given to how the Church reflects systemically on the person, being, and ministry of Jesus of Nazareth.

Competencies

- A basic understanding of God's self-revelation in creation, scripture, and the person of Jesus.
- A basic understanding of the mystery of the Incarnation.
- A basic understanding of Jesus' life, mission, death, and resurrection.

Demonstrated Skills

- An ability to engage in faith discussion and dialogue based on Catholic doctrine, especially as articulated in the *Catechism of the Catholic Church*.
- An ability to articulate a personal Christology that is founded in the Tradition of the Church.
- An ability to display and articulate a fundamental commitment to the person of Jesus Christ.

ELM 203 - Ecclesiology & Ecumenism (2 credits)

An introduction to the biblical, magisterial, and theological foundations of the nature and mission of the Church. Attention will be given to the major moments of the Church's historical development, as well as to its variety of forms and expressions. The significance of ecumenical theology will also be explored.

Competencies

- A basic understanding of the role of the Holy Spirit in the life and mission of the Church.
- An appreciation for the rich historical development of the Church and its tradition.
- Understand the foundations of ecumenism in order to engage in ecumenical dialogue.

Demonstrated Skills

- An ability to display and articulate a fundamental awareness of the dynamic activity of the Holy Spirit at work in the Church.
- To understand and promote the relationship between the universal Church and its local expression as diocese and parish.
- An ability to articulate the centrality of mission for the Church.
- A basic understanding of the nature of ecumenical and interreligious dialogue with other Christians and religions.

ELM 301 - Liturgy (2 credits)

An introduction to the general principles of liturgical celebration, the primacy of the Lord's Day and the liturgical year, and various forms of liturgical prayer.

Competencies

- An understanding of the nature of the Church's liturgical celebrations.
- An appreciation of the Trinitarian form of liturgical prayer.
- An understanding of the renewals of the liturgy: active participation, unity of word

and sacrament, role of symbol, communal celebrations preferred, etc.

- An appreciation of the relationship of liturgical prayer to personal prayer and popular, devotional prayer.
- An understanding of the primacy of the Lord's Day and the liturgical year.
- An appreciation of the restoration of the Liturgy of the Hours to the entire Church.

Demonstrated Skills

- An ability to integrate liturgical prayer with one's personal prayer.
- An ability to participate actively as a member of the liturgical assembly.
- An ability to see the implications of the liturgy for the carrying out of one's respective lay ministry.

ELM 302 - Sacraments (2 credits)

A study of the Sacraments of the Church, their historical development and theology, with an overview of the Rites books and how to use them.

Competencies

- An understanding of the sacramental nature of the Church.
- An understanding of the sacraments as celebrations of the Paschal Mystery.
- An understanding of the theological and historical development of the sacraments.
- An appreciation of the centrality of the Eucharist in the life of the Church.
- An appreciation of the communal nature of sacramental celebrations.
- An appreciation of the RCIA as normative for the celebration of initiation.

Demonstrated Skills

- An ability to integrate sacramental preparation into parish life.
- An ability to integrate sacramental celebrations into parish life.
- An ability to participate in sacramental celebrations as an expression of one's faith.
- An ability to see the sacramental life of the parish as the expression of its faith.
- An ability to collaborate with parish members in preparation of sacramental celebrations.

ELM 401 - Spirituality (2 credits)

A study of the key figures in the historical development of Christian spirituality and of the impact of culture and society on forms and styles of prayer.

Competencies

- An understanding of the development of spirituality throughout the centuries.
- An understanding of the key figures of spirituality.
- An understanding of the relationship between culture, society, and the practice of spirituality.
- An understanding of the variety of prayer styles and forms.

Demonstrated Skills

- Ability to articulate key components and practices of spirituality.
- An ability to accept the diversity of spirituality of others.
- An ability to help others articulate their spirituality.
- An ability to demonstrate the willingness to discern appropriate practices of spirituality.
- An ability to form and lead others in the dynamics of faith-sharing and theological reflection.
- An ability to articulate Catholic Christianity on a daily basis in the context of Church and Tradition.

ELM 402 - Moral Theology (2 credits)

A study of the nature and process of moral decision-making and the principles derived from the Catholic Faith that would be involved in such moral decision-making.

Competencies

- An understanding of the scriptural, theological, and philosophical foundations and principles of Catholic moral teaching, conscience formation, and decision-making.
- An appreciation for the complex nature of moral and social issues.
- A sensitivity to the controversial nature of moral decision-making within the Catholic Christian community, especially the parish.

Demonstrated Skills

- An ability to offer appropriate pastoral responses to issues of parish controversy and to provide appropriate opportunities for a parish to address current moral and social issues.
- An ability to articulate a response appropriate to the situation and to lead people to resources with which they can determine what is helpful to their situations.

ELM Links of Interest

Current as of November 2011

General Information

- [The Vatican](#)
- [United States Conference of Catholic Bishops](#)
 - [Bishops Statements](#)
 - [Lay Ministry](#)
- [Catechism of the Catholic Church](#)
 - [Catechism](#) with a search feature.
- [The Catholic Hierarchy](#)
- [Catholic resources on the net](#) (different topics available).
- [Documents of Vatican II](#)
- [The Code of Canon Law](#) (1983).
- [Theology Library](#) (Spring Hill College) - a number of links arranged by topic.

Lay Ministry

- [Christifideles Laici](#) (Apostolic Exhortation on the Lay Faithful in the Church and in the World - December 30, 1988).
- [Coworkers in the Vineyard](#) (.pdf) - USCCB Statement of Lay Ministry (2005).

Resources

- [Summa theologiae](#) a number of translations available on this site.
- [Inspire Databases](#) is an online database that may be useful in searching some academic journals. To search the databases type your search term and then on the "Academic" link from the drop down menu. There are a number of full-text articles available here. This is available to residents of Indiana and may require a password on your initial visit.
- [Christian Classics Ethereal Library](#) - many links to online documents from Church Fathers and theologians throughout Church history.
- College Theology Society - [Web Resources for Theology](#) - a number of resources for information and study. Some repetition of information already on this page, but a good resource.

Writing Resources

- [Researching in the Humanities](#) (Bedford St. Martins)
 - Special section on [sources](#) for religion.

- Section on [documenting sources](#) (MLA).
- Evaluating Web sites
 - [Olin & Uris Libraries](#) Cornell University - has a good checklist of tools and criteria.
 - [Widener University Libraries](#) also has a number of tools and criteria to evaluate web sites, including a tutorial that uses Flash Media.

Old Testament

- *Dei Verbum*. Second Vatican Council. (Available online at: <http://www.ewtn.com/library/councils/v2revel.htm>) 1965.
- *Interpretation of the Bible in the Church*. Pontifical Biblical Commission. (Available online at: <http://www.ewtn.com/library/curia/pbcinter.htm>) 1994.
- Pope Pius XII. *Divino Afflante Spiritu*. (Available online at: <http://www.ewtn.com/library/encyc/p12divin.htm>) 1943.

Christology

- [Early Christian Writings](#) - links to a number of the apocryphal texts that are discussed in class and in our texts.
- [Jesus Seminar](#) - information on some of the papers of the Jesus Seminar.
- ["Q" source](#) - a nice table that illustrates the Q source in Matthew and Luke.
- [Early Christian Writings-Q Source](#) - yet another page with more extensive links to information about "Q".
- [The Gospel Source "Q"](#) - The original article by Professor Wellhausen describing the "Q" source (1910).
- Gospel Parallels - the [three synoptic Gospels](#) or the [three synoptic Gospels and John](#) thanks to John Marshal at University of Toronto.

Ecclesiology

- [Ecclesiology](#) (good history links and explanation of Dulles' text).
- [The Ecclesiology of Vatican II](#) (speech by Rev. Joseph Komonchak of Catholic University).
- [Ecclesiology: Resources for Catholic Educators](#)
 - [College of Cardinals](#) (has some interesting facts about the Cardinals and conclave).
- [Catholic Community: Ecclesiology](#) (several links both popular and ecclesial).

Spirituality

- [Guide to Medieval Christian Spirituality](#)
- [Resources for women's spirituality](#)
- [Spirituality for Today](#) - an online journal published by Diocese of Bridgeport, edited by Rev. Mark Connolly.
- [Christian Classics - Ethereal Library](#) - many primary sources.
- [Internet Spirituality Resources](#) - from College of St. Benedict/St. John's University - many good links to people and groups with some primary sources.
- [Theology Library](#) - Spirituality Links - has some links to various religious congregations' spiritualities as well as some of the spiritual classics.
- [Christian Spirituality in the Catholic Tradition](#) - by Jordan Aumann, O.P. - an online text, complete with reference notes to the Spiritual Traditions from an historical perspective.

Moral Theology

- [Resources for Catholic Educators](#) - there are numerous links here for many topics especially those concerning [moral issues](#).
- [Internet resources in Moral Theology](#) - from St. John University in Collegeville Minnesota.
- [The Busy Christian's Guide to Catholic Social Teaching](#) - U.S. Catholic (Nov/Dec 1991).

• Historical Documents

- See a brief sample from a [Penitential](#) book.
- A great database of several penitentials is available at [The Anglo-Saxon Penitentials: A cultural database](#) by Allen J. Frantzen. (See especially translations).
- John J. Elmendorf (1892) [Elements of Moral Theology](#) (an example of a moral manual).
- Rev. Thomas Slater, S.J., [A Manual of Moral Theology](#) (5th ed) 1925
- [Elements of Moral Theology](#) by R G Mortimer MA BD (1947) another example of a moral manual.

Theological Resources at Colleges and Universities Libraries

• <u>Anderson University</u> 1100 East Fifth Street Anderson, Indiana 46012 800-428-6414 www.anderson.edu • <u>Ball State University</u> 2000 West University Avenue Muncie, Indiana 47306 800-382-8540 www.bsu.edu • <u>Butler University</u> 4600 Sunset Avenue Indianapolis, Indiana 46208 800-368-6852 www.butler.edu • <u>Christian Theological Seminary</u> 1000 West 42nd Street Indianapolis, Indiana 46208 www.cts.edu • <u>Indiana University-Kokomo</u> 2300 S Washington St Kokomo, IN 46902 www.iuk.edu • <u>Indiana University-Purdue University-Indianapolis</u> 425 University Blvd Indianapolis, IN 46202 www.iupui.edu	• <u>Indiana Wesleyan University</u> 4201 S Washington St Marion, IN 46953 www.indwes.edu • <u>Marian University</u> 3200 Cold Spring Rd Indianapolis, IN 46222 www.marian.edu • <u>Purdue University-Main Campus</u> Hovde Hall of Administration West Lafayette, IN 47907 www.purdue.edu • <u>Saint Joseph College</u> US Highway 231 Rensselaer, IN 47978 www.saintjoe.edu • <u>University of Indianapolis</u> 1400 E Hanna Ave Indianapolis, IN 46227 uindy.edu • <u>Wabash College</u> 301 West Wabash Avenue Crawfordsville, IN 47933 www.wabash.edu
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PASTORAL SKILLS WORKSHOPS



COMMUNICATIONS

ELM 104 COMMUNICATIONS I: LISTENING

WORKSHOP KNOWLEDGE: Focuses on developing reflective listening skills and assertiveness.

WORKSHOP COMPETENCIES: By the end of this workshop you should have a basic knowledge of:

- Speaking in a clear, well-ordered, logical way expressing your views / feelings.
- Being an active listener, attending to both verbal and nonverbal communication.
- Being empathic and providing feedback.
- Withholding and making judgments appropriately.
- Being empathic, genuine and respectful.

ELM 104 COMMUNICATIONS II: MINISTERIAL RELATIONSHIPS

WORKSHOP KNOWLEDGE: Treats ministerial relationships, how they differ from friendship, what is reasonable to expect for these relationships. Looks at boundaries and dangers of using ministry relationships to meet our own needs.

WORKSHOP COMPETENCIES: By the end of this workshop you should have a basic knowledge of:

- Being in appropriate relationships with a variety of people.
- Acting with sensitivity and prudence in dealing with others, especially their personal lives.
- Setting healthy and responsible boundaries.
- Soliciting input from persons who will be affected by an action or policy.
- Initiating, deepening, and terminating ministry relationships at appropriate times.
- Maintaining confidentiality and objectivity.

- Respecting the differing roles determined by Church and parish structure.

ELM 104 COMMUNICATION III: DIVERSITY

WORKSHOP KNOWLEDGE: Treats the need for sensitivity to different cultures and styles of learning. Aims to promote understanding of the diversity within the parish system.

WORKSHOP COMPETENCIES: By the end of this workshop you should have a basic knowledge of:

- Recognizing, respecting, and honoring diverse cultures.
- Effectively using different cultural communication patterns where appropriate in local settings.
- Understanding the diversity within a parish system - cultural, ethnic, gender, spiritual, ecclesial, generation.
- Integrating diverse people, ideas and needs into all areas of parish life and activities.

ELM 104 COMMUNICATIONS IV: GROUP DYNAMICS & FACILITATION SKILLS

WORKSHOP KNOWLEDGE: Familiarizes the participant with the stages of group development and the principles of community building. Practice skills in facilitating a group and understanding the dynamics of group interaction.

WORKSHOP COMPETENCIES: By the end of this workshop you should have a basic knowledge of:

- Motivating and leading groups to set agendas collaboratively.
- Working productively with those from differing value systems, cultures, and socioeconomic conditions.
- Building groups with solidarity, cooperation, trust, and teamwork.
- Communicating decisions effectively.



LEADERSHIP

ELM 403 LEADERSHIP I: GOAL SETTING AND MISSION PLANNING

WORKSHOP KNOWLEDGE: Introduces processes for goal setting and mission planning. Begins developing skills of time management, prioritizing and problem solving. Teaches effective administrative procedures.

WORKSHOP COMPETENCIES: By the end of this workshop you should have a basic knowledge of:

- Working with other parish leaders, both paid and volunteer, in order to achieve a parish mission statement, goals, objectives, strategies and evaluations.
- Setting goals, articulating vision, and recognizing a global perspective and its implications.
- Clarifying tasks to provide accurate information to meet acceptable standards of completion.
- Overcoming obstacles and meeting deadlines to organize tasks by priority.
- Delegating responsibilities, including authority to act.
- Recognizing stress and methods of dealing with it.

ELM 403 LEADERSHIP II: STYLES, FUNCTIONS & MODELS OF LEADERSHIP

WORKSHOP KNOWLEDGE: Introduces the processes for planning, implementing and evaluating programs. Teaches skills for record keeping and budget preparation. Continues the development of decision-making skills.

WORKSHOP COMPETENCIES: By the end of this workshop you should have a basic knowledge of:

- Initiating, organizing, implementing, and evaluating programs.
- Creating and maintaining accurate records and schedules.

- Making effective use of the computer, fax and other technical devices.
- Preparing and monitoring an annual budget.

ELM 403 LEADERSHIP III: CONFLICT RESOLUTION & CONSENSUS BUILDING

WORKSHOP KNOWLEDGE: Helps participants learn to identify issues involved in a conflict and be a positive influence on the resolution.

WORKSHOP COMPETENCIES: By the end of this workshop you should have a basic knowledge of:

- Discerning the issues involved in a conflict and being a positive member of its resolution.
- Giving others behavior focused feedback.
- Stating a difference of opinion without hostility.
- Explaining ideas with examples from personal experience.
- Articulating one's role and responsibility to a given situation.
- Employing processes for coming to consensus.

ELM 403 LEADERSHIP IV: TEAM BUILDING, PROBLEM SOLVING, PLANNING CHANGES

WORKSHOP KNOWLEDGE: Teaches how to define areas of responsibility, collaborate, and choose methods for approaching problems. Develops ability to seek information from multiple sources, generate alternative solutions and implement a course of action.

WORKSHOP COMPETENCIES: By the end of this workshop you should have a basic knowledge of:

- Defining areas of responsibility for decisions on personal and group levels.
- Employing effective communication methods regarding decisions.
- Choosing appropriately, from diverse methods, the process most effective in the situation.
- Communicating decisions effectively.
- Establishing mutuality within a group by promoting cooperation, collaboration and team building, and personal parish stewardship.

- Seeking information from multiple sources in defining problems, generating alternative solutions, and implementing a course of action.



MINISTRY

ELM 204 MINISTRY I: CALLING FORTH GIFTS FOR MINISTRY

WORKSHOP KNOWLEDGE: Explores the participant's gifts and raises awareness of the differences of gifts and talents others possess. Grow in appreciation of diversity of gifts and learn to affirm and call forth gifts of others.

WORKSHOP COMPETENCIES: By the end of this workshop you should have a basic knowledge of:

- Witnessing Gospel values in life-giving and empowering ways.
- Articulating your call to ministry as a vocation.
- Identifying, calling forth, affirming, and supporting the gifts and talents of others.

ELM 204 MINISTRY II: VOLUNTEERS AND COLLABORATION

WORKSHOPS KNOWLEDGE: Focuses on recruiting, training, coordinating and supervising volunteers. Develops the ability to collaborate, using your gifts within an area of expertise and consulting with appropriate others.

WORKSHOP COMPETENCIES: By the end of this workshop you should have a basic knowledge of:

- Recruiting, training, coordinating, supervising, and terminating staff and volunteers in ministerial and spiritual development relationships.
- Supporting the ministry of others in a collaborative manner within your area of expertise.
- Carrying out the tasks of your specific ministry in consultation with appropriate persons.

- Facilitating and participating in efforts of consensus and discernment with pastoral councils and other teams.
- Creating an environment of welcome and hospitality that develops relationships and helps others feel valued; including calling forth the gifts of others.

ELM 204 MINISTRY III: ASSESSMENT AND INTERVENTION SKILLS

WORKSHOPS KNOWLEDGE: Learning to use local resources and to assess when referral is needed. Distinguishes between spiritual direction, therapy, counseling, etc. Familiarizes participants with resources available through diocesan offices.

WORKSHOP COMPETENCIES: By the end of this workshop you should have a basic knowledge of:

- Discerning if and when referral of difficult situations is necessary.
- Recognizing limitations of skills, especially counseling and intervention.
- Distinguishing between spiritual direction, therapy, counseling, etc., and referring appropriately.
- Identifying competent resources in deanery, diocese and broader community.
- Participating in diocesan programs and promoting diocesan policies and procedures.

ELM 204 MINISTRY IV: SUPERVISION SKILLS FOR MINISTRY

WORKSHOP KNOWLEDGE: Provides an introduction to some of the fundamental people skills necessary for effective supervision.

WORKSHOP COMPETENCIES: By the end of this workshop you should have a basic knowledge of:

- Identifying personal attributes and potentially self-defeating behavior.
- Handling criticism while maintaining and enhancing self-esteem.
- Stating limits and expectations to clarify assignments.

- Receiving and giving positive feedback to enhance team building.
- Handling conflict, stress, personal problems, and a range of on-the-job work situations.
- Identifying and examining various supervisory skills.



LAW

ELM 303 LAW I: CANON AND CIVIL LAW FOR MINISTRY

WORKSHOP KNOWLEDGE: Familiarizes the participant with legal and ethical issues regarding relationships and roles. Puts participants in touch with diocesan policies and with diocesan, regional, national, and global Church structures.

WORKSHOP COMPETENCIES: By the end of this workshop you should have a basic knowledge of:

- Recognizing and articulating canonical and civil legal issues.
- Stating and applying the legal and ethical issues and policies regarding relationships and roles.
- Locating, interpreting, and articulating diocesan policies and procedures.

ELM 303 LAW II: USING CHURCH DOCUMENTS IN MINISTRY

WORKSHOP KNOWLEDGE: Familiarizes the participants with the structure of Church documents (especially the Catechism of the Catholic Church and The General Directory for Catechesis) and teaches how to use them effectively.

WORKSHOP COMPETENCIES: By the end of this workshop you should have a basic knowledge of:

- Naming appropriate theological resources useful to parish life.

- Helping members of the parish community answer questions regarding Catholic beliefs and practices.
- Articulating the teachings of the Magisterium with knowledge and respect.
- Finding the appropriate resources.
- Using the General Directory for Catechesis and the Catechism of the Catholic Church.

Supervised Ministry Practicum

An important part of the Spiritual and Human Formation Component of the ELM program is a mentoring relationship or formal internship for program participants to hone their skills in communication, collaboration, and ministerial presence. The Practicum combines both supervised ministry praxis with goals and outcomes as well as mentoring by the practicum supervisor, utilizing the art of theological reflection on the ministerial experience.

SUPERVISED MINISTRY PRACTICUM PROCESS

DEFINITIONS

1. STUDENT – refers to any person formally enrolled in the *Ecclesial Lay Ministry Program*.
2. SITE SUPERVISOR – refers to the staff person on site where the practicum is occurring who has responsibility for supervising staff and volunteers at the site.
3. PRACTICUM SUPERVISOR – refers to the person who is directly working with the student, facilitating, and monitoring the ministry practicum.
4. PRACTICUM COORDINATOR – refers to the Diocesan staff person from the Office of Catechesis responsible for overseeing the ministry practicum.
5. FACULTY SUPERVISOR – refers to the ELM faculty member responsible for evaluating the student's ministry practicum synthesis paper. Will submit a grade to Saint Joseph's College when the student is taking the practicum for credit.
6. GOALS – each student will list the goals they have formulated for their ministry practicum which will lead to demonstrated outcomes.
7. SYNTHESIS PAPER – each student will submit a two to four page paper describing how they met the goals they established for the practicum.
8. FORMS – students may take the ministry practicum for credit, non-credit, or as an intern in the diocesan internship program, thus requirements and paperwork will vary depending on the program.

PROCESS

1. In the initial interview with a new ELM student the Pastoral Office for Catechesis staff will ask the student what their preference would be for a ministry practicum.

2. The Pastoral Office for Catechesis staff will assign a Practicum Supervisor to the student based on the student's ministry preference.
3. The Ministry Practicum when assigned will be completed over the course of one year, i.e., twelve months.
4. All students will be expected to complete a minimum of twenty clock hours in the ministry practicum for successful practicum completion.
5. Academic credit students will need to complete thirty clock hours for each credit hour earned, up to a maximum of ninety clock hours to earn 3 credits.
6. All students will prepare a synthesis paper of their practicum experience.
7. The student and practicum supervisor will meet once a quarter during the practicum year.
 - a. The First Session would be to identify the goals, hours, learning contract and responsibilities for the practicum.
 - b. The Second Session would be a Theological Reflection on the ministry practicum.
 - c. The Third Session would be a Theological Reflection on the ministry practicum.
 - d. The Fourth Session would be a discussion of the student's synthesis paper reflecting on the ministry practicum experience.
8. Practicum Forms to be Completed for non-credit seeking students include:
 - a. Supervised Ministry Practicum Goals;
 - b. Student Form providing a summary of what occurred in the four sessions with the practicum supervisor and the goals of the practicum; and
 - c. Practicum Supervisor Form providing a summary of what occurred in the four sessions with the student.
9. Practicum Forms to be Completed for credit seeking students include:
 - a. Supervised Ministry Practicum Agreement;
 - b. Supervised Ministry Practicum Goals;
 - c. Site Supervisor recognition and acknowledgement form;
 - d. Student Form providing a summary of what occurred in the four sessions with the practicum supervisor and the goals of the practicum;
 - e. Practicum Supervisor Form providing a summary of what occurred in the four sessions with the student;

- f. Practicum Coordinator Form providing an overall assessment of the ministry practicum based on the consultation with the practicum supervisor; and
 - g. Faculty Supervisor Form providing an evaluation of the student's ministry practicum synthesis paper.
- 10. For those students taking the ministry practicum for credit, a fee of \$100 per credit hour must be paid to the ELM Office prior to beginning the supervised ministry practicum.
- 11. All completed ministry practicum forms will be kept on file in the student's permanent record folder.

FORMS**SUPERVISED MINISTRY PRACTICUM AGREEMENT***Ecclesial Lay Ministry Program***Diocese of Lafayette-in-Indiana****Saint Joseph's College**Student ID#: _____ Practicum is to be **completed** during Term: _____

NAME: _____

ADDRESS: _____

NAME and ADDRESS of Site where practicum will be completed:

Name of Site Supervisor: _____

Practicum Supervisor: _____

Practicum Coordinator: _____

Number of total direct contact hours (hours per week X number of weeks): _____

Credits requested for the Practicum: _____

(General guide is 30 clock hours = 1 credit hour for a **maximum** of 3 credits)

(Cost for each credit hour is \$100 payable to the ELM Office)

To be completed by the faculty member who will be supervising the practicum:

The above internship has been approved as follows:

Signature of Supervising Faculty Member_____
Signature of Registrar official_____
Date_____
Date

PRACTICUM AGREEMENT:

- 1) There will be four meetings between student and the practicum supervisor.
 - a. Identifying the student's goals, learning contract, and responsibilities for the practicum, including the hours the student is working on site.
 - b. A Theological Reflection on the Ministry Practicum.
 - c. A Theological Reflection on the Ministry Practicum.
 - d. Sharing a Synthesis Paper – Reflecting on the Practicum Experience.
- 2) Practicum supervisor's evaluation will be based on observations of and conversations with the student.
- 3) Practicum coordinator will consult the practicum supervisor to gain a clear understanding of the observations.
- 4) The student will be evaluated by the faculty supervisor through the practicum synthesis paper.

Practicum Supervisor Signature

Student Signature

Date

Date

Form to be completed by:

- a. Student
- b. Site Supervisor
- c. Practicum Supervisor
- d. Practicum Coordinator
- e. Faculty Supervisor

SUPERVISED MINISTRY PRACTICUM GOALS
Ecclesial Lay Ministry Program
Diocese of Lafayette-in-Indiana
Saint Joseph's College

NAME: _____

SITE: _____

MINISTRY: _____

Description of Supervised Ministry Practicum:

Goals of Supervised Ministry Practicum:

Signature of Student: _____

Date: _____

Signature of Practicum Supervisor: _____

Date: _____

SUPERVISED MINISTRY PRACTICUM SITE SUPERVISOR
Ecclesial Lay Ministry Program
Diocese of Lafayette-in-Indiana
Saint Joseph's College

Student ID#: _____ Practicum is to be **completed** during Term: _____

NAME: _____

ADDRESS: _____

NAME and ADDRESS of Site where practicum will be completed:

Name of Site Supervisor: _____

Position: _____

Signature of Site Supervisor: _____

Date: _____

SUPERVISED MINISTRY PRACTICUM / STUDENT**DATES:** _____**Student:** _____**Practicum Supervisor:** _____**The goal is to meet quarterly with your assigned practicum supervisor.**

Quarter 1 – Date: Successes: Challenges: Other:	Set Goals and develop a plan.
Quarter 2 – Date: Successes: Challenges: Other:	Theological Reflection: How do you see God transforming you through your current ministerial role? In what ways do you suspect God might be inviting you to change and grow?

Quarter 3 – Date: Successes: Challenges: Other:	Theological Reflection: what you have learned about your call to ministry?
Quarter 4 – Date: Successes: Challenges: Other:	Share Synthesis Paper.

Be sure to bring your Supervised Ministry Practicum form to each meeting with your practicum supervisor. After the final meeting please send the form to:

Pastoral Office for Catechesis
 2300 S. 9th Street
 Lafayette, IN 47909

 Signature of Supervisor

 Date

 Signature of Student

 Date

Quarter 3 – Date: Successes: Challenges: Other:	Theological Reflection: what you have learned about your call to ministry?
Quarter 4 – Date: Successes: Challenges: Other:	Share Synthesis Paper.

Be sure to bring your Supervised Ministry Practicum form to each meeting with your practicum supervisor. After the final meeting please send the form to:

Pastoral Office for Catechesis
 2300 S. 9th Street
 Lafayette, IN 47909

 Signature of Supervisor

 Date

 Signature of Student

 Date

SUPERVISED MINISTRY PRACTICUM COORDINATOR
Ecclesial Lay Ministry Program
Diocese of Lafayette-in-Indiana
Saint Joseph's College

Student ID#: _____ Practicum is to be **completed** during Term: _____

NAME: _____

ADDRESS: _____

NAME and ADDRESS of Site where practicum will be completed:

Area of Ministry: _____

Name of Site Supervisor: _____

Practicum Supervisor: _____

Practicum Coordinator: _____

Number of total direct contact hours (hours per week X number of weeks): _____

Credits requested for the Practicum: _____

(General guide is 30 clock hours = 1 credit hour for a **maximum** of 3 credits)

(Cost for each credit hour is \$100 payable to the ELM Office)

PRACTICUM AGREEMENT:

- 5) There will be four meetings between student and the practicum supervisor.
 - a. Identifying the student's goals, learning contract, and responsibilities for the practicum, including the hours the student is working on site.
 - b. A Theological Reflection on the Ministry Practicum.
 - c. A Theological Reflection on the Ministry Practicum.
 - d. Sharing a Synthesis Paper – Reflecting on the Practicum Experience.
- 6) Practicum coordinator's consultation with the practicum supervisor. The goal is to gain a clear understanding of the observations made by the supervisor regarding the student.

This image shows a full page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general writing. There are no margins, text, or other markings on the page.

Practicum Coordinator Signature

Date _____

SUPERVISED MINISTRY PRACTICUM FACULTY SUPERVISOR
Ecclesial Lay Ministry Program
Diocese of Lafayette-in-Indiana
Saint Joseph's College

Student ID#: _____ Practicum is to be **completed** during Term: _____

NAME: _____

ADDRESS: _____

NAME and ADDRESS of Site where practicum will be completed:

Name of Site Supervisor: _____

Practicum Supervisor: _____

Practicum Coordinator: _____

Number of total direct contact hours (hours per week X number of weeks): _____

Credits requested for the Practicum: _____

(General guide is 30 clock hours = 1 credit hour for a **maximum** of 3 credits)

(Cost for each credit hour is \$100 payable to the ELM Office)

To be completed by the faculty member who will be supervising the practicum:

The above internship has been approved as follows:

Signature of Supervising Faculty Member

Signature of Registrar official

Date

Date

Spiritual Formation



A solid and healthy spiritual formation is essential for every form of ministry in the Church. To minister authentically in the Church, one's personal and communal spirituality should be formed by the long, rich spiritual tradition of the Roman Catholic Church as well as focused on and in tune with the pastoral needs of the present.

Initial Assessment

Purpose: *To discover where you are today relative to your personal religious experience.*

Activities:

1. Complete a self-evaluation as part of the application process.
2. Participate in an initial interview with a member of the ELM staff to discuss your self-evaluation.

Writing Your Spiritual Autobiography

Purpose: *To discover your spiritual roots and to articulate what has changed in your spiritual life. Also to recognize patterns or habits that are part of your spiritual life and to help you come to a fuller understanding of your spirituality.*

Activity: You will write a spiritual autobiography one year after beginning the program. Directions will be given regarding the format and content. This will become part of your file and you will discuss it with a member of the ELM staff. The guide distributed to students reads as follows:

Prepare an autobiography. What do you believe have been significant relationships, events, and milestones in your life up until this moment in time? The length of your autobiography is up to you, but you should try to include what you consider the more meaningful facets of your life.

Some guiding statements and questions follow. You need not respond to all of them nor confine yourself to them as you compose your spiritual autobiography.

- Describe your call to ministry in the context of other calls to which you are responding, for example, marriage or single life.

- Narrate the significance of your personal prayer life as it relates to your spiritual journey.
- Convey how your participation in the sacramental and liturgical life of the Church has assisted you in your spiritual life.
- What are some images of God that have been prevalent at various periods of your life and what image predominates at this time?
- How do you see your involvement in ministry as a way to utilize your unique gifts in response to God?
- What role did your family of origin and other primary communities play in your spiritual journey.
- Name some significant events that affected the direction of your spiritual journey.

Spiritual Development Exercises

Purpose: *To provide ongoing experiences that will deepen your spiritual life.*

Activities:

1. Worship, Sacraments, Scriptures, and Prayer:

- Participate routinely in the worship and sacramental life of the Church.
- Engage daily in a personal prayer life.
- Read, reflect, and pray with Scriptures regularly.

2. Complete a workshop on the Practice of Theological Reflection.

This one day workshop will explore the fundamentals and methodologies utilized to reflect theologically on the significant issues affecting our lives, as well as provide individuals in small groups the opportunity to practice the art of theological reflection with a current concern salient to their lives.

3. Complete a workshop on the Church's Social Justice Teaching.

This one day workshop will explore: the Scriptural basis / understanding of Justice; Christian Anthropology, i.e. the human person created in *imago dei*; the principle themes in Church's Social Teaching; and the various social encyclicals, synods, and relevant national documents.

4. Participate in one additional Spirituality Workshop

Each workshop is a daylong event expounding and reflecting on a particular Catholic spirituality, such as Dominican, Benedictine, Missionaries of the Precious Blood, etc; or a day of learning about and participating in a spiritual practice which is integral to the Catholic Tradition, i.e., the Liturgy of the Hours. Advanced and Masters' level F.I.R.E. workshops are applicable for this requirement.

5. Make a two day Retreat

The retreat will provide a firsthand experience of the real benefits of taking time away to pray and reflect on your relationship with God.

6. Take one of the following Principles of Catholic Spirituality mini-courses:

- | | |
|---|--|
| + Spiritual Theology | + Spirituality of St. Francis de Sales |
| + Spirituality of Desert Fathers | + Spirituality of St. Benedict |
| + Spirituality of St. John of the Cross | + Mystical Theology |
| + Spirituality of Fathers of the Church | + Spirituality of St. Teresa of Avila |
| + Spirituality of Doctors of the Church | + Spirituality of St. Ignatius Loyola |

ELM 405A Spiritual Theology

12.5 hours / 1 credit

An introductory study of spiritual theology which is both speculative and practical. The student will learn the practical aspects dealing with the Christian life in relation to the perfection of charity. Both the theological principles of Christian holiness and the general directives by which souls can be guided in their journey to the goal of Christian life will be presented.

Competencies:

- Understanding of charity as the perfection of Christian life.
- Knowledge of the theological principles of Christian holiness.
- Knowledge of the general directives for guiding souls.
- Comprehension of what it means to grow in holiness.

Demonstrated Skills:

- An ability to articulate a definition of spiritual theology.
- An ability to discuss the spiritual life from its beginning to the threshold of infused contemplation.
- An ability to describe the action of grace in the purgative, illuminative, and unitive way.
- An ability to list acquired and infused virtues.
- An ability to discuss the spiritual life as centered in Jesus Christ and through Him, the Trinity.

ELM 405B Spirituality of the Desert Fathers

12.5 hours / 1 credit

An introductory study of the spirituality that developed in the desert during the early days of Christianity and was the basis for both Western and Eastern monasticism. The course will focus on the writings of John Cassian who provided a detailed description of the desert way of life. Selected writings by Cassian will be studied through a commentary. Writings by St. Athanasius, who wrote the biography of one of the first

desert monks; Evargius Ponticus, who wrote about prayer; and a collection of sayings of the Fathers and Mothers, will be reviewed.

Competencies:

- Comprehension of the spirituality and prayer of the Desert Fathers.
- Understanding of how desert spirituality was the basis for monasticism in both the East and the West.
- Appreciation of desert forms of prayer as described by John Cassian.
- Knowledge of the life and spirituality of the desert fathers, especially St. Antony and Evargius Ponticus.
- Understanding of the spiritual direction as it developed in the desert setting.

Demonstrated Skills:

- An ability to understand the importance, through practice, of the desert forms of prayer.
- An ability to demonstrate an understanding of desert spirituality through the reading of authors including Evargius Ponticus and St. Athanasius
- An ability to understand the desert spiritual life as it relates to the spiritual life of lay practitioners.

ELM 405C Spirituality of St. John of the Cross**12.5 hours / 1 credit**

An introductory study of the spirituality and writings of St. John of the Cross. Students will read and discuss The Ascent of Mount Carmel to become familiar with the ministry of spiritual direction. Special attention will be made to how St. John of the Cross in his spiritual direction of others focused on communion with God in faith, hope, and love.

Competencies:

- Understanding of faith, hope, and love as the way to sanctity in the following of Christ.
- Knowledge of the life and spirituality of St. John of the Cross.
- Awareness of the struggles of souls in the spiritual life.
- Comprehension of the need for total trust in God.
- Knowledge of the importance of scripture in the spiritual life.

Demonstrated Skills:

- An ability to describe the necessity of faith, hope, and love in the spiritual life.
- An ability to describe the requisite qualities of a spiritual director.
- An ability to articulate that loving confidence in God is the appropriate response to life's worries and anxieties.
- An ability to list the signs that mark the transition from active meditation to contemplation.

- An ability to demonstrate how spiritual growth is related to growth in prayer.

ELM 405 D Spirituality of the Fathers of the Church 12.5 hours / 1 credit

An introductory study of the writings and teachings of the Patristics whose sermons and holy lives influenced dramatically the definition, defense, and propagation of the faith. A brief survey will be made of the Apostolic Fathers, the Apologists, and the golden age of the Fathers of the Church.

Competencies:

- Knowledge of the glorious heritage contained in the writings of the Patristics.
- Understanding of the three divisions of the Fathers of the Church.
- Knowledge of the four marks which recognize a Father of the Church.
- Familiarity with the writings of the major figures in Patrology.
- Understanding of the Fathers' thoughts and perspectives on spiritual direction.

Demonstrated Skills:

- An ability to discuss and recognize the writings of the Apostolic Fathers.
- An ability to discuss and recognize the writings of the Apologists.
- An ability to discuss and recognize the writings of the golden age of the Fathers of the Church.
- An ability to list and explain the four marks which recognize a person as a Father of the Church.
- An ability to articulate what the Fathers of the Church contributed to its heritage.
- An ability to identify major Latin and Eastern Fathers of the Church.

ELM 405F Spirituality of the Doctors of the Church 12.5 hours / 1 credit

An introductory study of the Doctors of the Church whose tremendous erudition and insight have been of fundamental importance in the development of Church learning. Special attention will be paid to the writings of a few of the Doctors of the Church not covered in other courses.

Competencies:

- Knowledge of the lives of the thirty-three Doctors of the Church.
- Understanding of the contribution of the Doctors of the Church to the explanation and defense of Catholic doctrine.
- Recognize the importance of the writings of the Doctors of the Church for the spiritual life.

Demonstrated Skills:

- An ability to discuss the lives of the Doctors of the Church.

- An ability to apply the insights of the Doctors of the Church to the spiritual life.
- An ability to articulate examples of virtuous living gleaned from the Doctors of the Church.
- An ability to appreciate the differences in spiritual paths as espoused by the Doctors of the Church.

ELM 405G The Spirituality of St. Francis de Sales 12.5 hours / 1 credit

An introductory study of the spirituality and writings of St. Francis de Sales. Students will read and discuss the Introduction to the Devout Life to become familiar with this masterpiece of mystical and devotional literature. Special attention will be paid to the principles and applications made by earlier spiritual authors that are collected and systematized and synthesized throughout the work.

Competencies:

- Comprehension of the purgative, illuminative, and unitive spiritual paths.
- Understanding of the nature, kinds, and necessity of prayer.
- Appreciation of the practice of spiritual exercises.
- Knowledge of the life and spirituality of St. Francis de Sales.
- Understanding of the spiritual direction involved in leading a soul to embrace the devout life.

Demonstrated Skills:

- An ability to relate how the spiritual life is a love relationship with God.
- An ability to create ways to fill a day with prayer through use of spiritual exercises, scripture, the sacraments, and devotion to Mary.
- An ability to demonstrate how to lead a soul through the spiritual exercises outlined in the Introduction to the Devout Life.
- An ability to know the difference between affective love and effective love for God.
- An ability to articulate the role of grace in the spiritual life.

ELM 405H Spirituality of St. Benedict 12.5 hours / 1 credit

An introductory study of the spirituality and writings of St. Benedict, the founder of Western monasticism. Students will read and discuss The Rule of St. Benedict and The Life of Benedict by Pope Gregory the Great to become familiar with the many gifts to Christian spirituality and spiritual direction that have been received from the monastic tradition. Special attention will be paid to the various monastic prayer forms especially *Lectio Divina* and the Liturgy of the Hours.

Competencies:

- Understanding of Western monastic forms of prayer.

- Appreciation of Western monasticism.
- Knowledge of the life and spirituality of St. Benedict.
- Understanding of the spiritual direction as it developed in the monastic setting.

Demonstrated Skills:

- An ability to understand the monastic practice of *Lectio Divina*.
- An ability to understand the importance of the Liturgy of the Hours as a deep form of prayer.
- An ability to demonstrate an understanding of Western monasticism.
- An ability to understand the monastic life as it relates to the spiritual life of lay practitioners.

ELM 405J Mystical Theology

12.5 hours / 1 credit

An introductory study of mystical theology. Students will become familiar with one of the most important religious experiences in human life. Attention will be paid to practical instruction on how to ascend the mountain of prayer. The universal call to mysticism will be explored.

Competencies:

- Understanding of abandonment to God.
- Knowledge of the science that reflects on, and teaches, the secret wisdom that comes through love.
- Comprehension of the stages of the contemplative life.
- Discovering the importance of scripture as a guide for the spiritual life.
- Knowledge of contemplative prayer.

Demonstrated Skills:

- An ability to articulate the difference between discursive and non discursive prayer.
- An ability to describe abandonment to Divine Providence.
- An ability to discuss the three stages of the contemplative life.
- An ability to teach prayer to another person.
- An ability to discuss the negative way.

ELM 405K Spirituality of St. Teresa of Avila

12.5 hours / 1 credit

An introductory study of the spirituality and writings of St. Teresa of Avila. Students will read and discuss The Interior Castle to become familiar with the depth of spiritual life that is the ultimate stage in the spiritual journey. Special attention will be paid to the need of a deep prayer life (immersion in the Trinity), what it is, and how to develop it.

Competencies:

- Understanding of the importance of scripture in the interior life of prayer.
- Knowledge of the life and spirituality of St. Teresa of Avila.
- Comprehension of how the soul moves closer to God.
- Understanding of how meditative prayer grows to contemplative prayer.

Demonstrated Skills:

- An ability to articulate the importance of prayer in the spiritual life.
- An ability to describe and give examples of meditative prayer.
- An ability to describe and give examples of contemplative prayer.
- An ability to relate how the soul progresses as it grows in awareness of God.
- An ability to describe the transforming union.

ELM 405L The Spirituality of St. Ignatius of Loyola**12.5 hours / 1 credit**

An introductory study of the spirituality and writings of St. Ignatius Loyola. Students will read and discuss The Spiritual Exercises to become familiar with this masterpiece of mystical and devotional literature. Special attention will be paid to the spirit and movement of the spiritual exercises. Note will be made of the experience of moving from speaking out one's desires in praying the prayer to entering into God's desires in being the prayer.

Competencies:

- Comprehension of the movement from action to contemplation.
- Understanding of the use of scripture in prayer.
- Appreciation of the practice of spiritual exercises.
- Knowledge of the life and spirituality of St. Ignatius Loyola.
- Understanding of the spiritual direction involved in leading a soul through the spiritual exercises.

Demonstrated Skills:

- An ability to relate how the spiritual life is a growth in self-knowledge and an ability to see ourselves as God sees us.
- An ability to show how the examination of consciousness relates to the growth in holiness.
- An ability to demonstrate an understanding of the movement of prayer as outlined in the Spiritual Exercises.
- An ability to know the difference between acquired and infused contemplation.
- An ability to articulate the role of scripture in the spiritual life.

Periodic On-Going Assessment

Purpose: *To facilitate personal discernment regarding your spiritual journey*

Activities: Can be chosen from the following at least annually:

1. Meeting with a member of the ELM staff.
2. Meeting with a mentor during a supervised ministry practicum or internship (contact the ELM office for details).

Guidelines for a Lay Leader of Public Prayer

Identity of Lay Leaders of Public Prayer¹

1. The identity of any minister begins with a sense of one's authority to minister. Authority is the right to exercise leadership.
2. The authority for lay leaders of public prayer does not come from any single source but rather a number of sources working concurrently.
 - a. The starting point for the authority to lead a community in public prayer is belonging to that community by virtue of Baptism and Confirmation. Any lay leader of prayer should be a fully initiated member of the community.
 - b. Juridical authority is also essential. For a non-ordained person, the authority to lead a community's prayers must include the permission to preside conveyed in the liturgical rubrics and canon law, as well as the permission of the Bishop and / or the parish's ordained leadership.
 - c. Personal moral authority is also needed. This is the recognition by the community of the authenticity of the lay minister. He or she has taken the Word of God to heart and lives it.
 - d. Formation is also a source of authority. The authority to lead the community in prayer requires the community's acceptance of the minister's leadership and recognition of his or her training and skill.
 - e. The authority to lead public prayer is also rooted in the sense of call to ministry. When a lay leader of public prayer discerns - in prayer and interaction with the community - that God is calling them to this ministry, they draw strength to perform this service for the larger community.
3. In short the Lay Leader of Prayer should be an authorized person who exemplifies prayer, humility, and integrity; and who approaches this ministry in a spirit of service and hospitality, fostering unity in the community and openness to the transforming work of the Holy Spirit among its members.

Music in Liturgy²

1. Music is essential in public prayer. Singing in a liturgy is integral to the assembly's worship.
2. Singing is a liturgical act; it is a communal response to God.
3. Choosing music for liturgy goes far beyond picking out an assortment of favorite hymns or psalms.
4. Each musical element of the liturgy must be chosen carefully on its own merits and then evaluated on its place in the liturgy. These decisions will be affected by the availability of music and text for the assembly.
5. As we consider the individual musical selections we must look at three items.

¹ Kathleen Hope Brown, Lay Leaders of Worship: A Practical and Spiritual Guide. (Collegeville: Liturgical Press, 2005) 5-6.

² Theresa Cotter, Called to Preside: A Handbook for Laypeople. (Eugene: Wipf & Stock, 2005) 45-47.

- a. First to the music itself. Is it appropriate to this ritual? And is it singable in this setting with this musical accompaniment?
- b. Is the text of the music theologically sound, blending with the scripture readings and the liturgical season?
- c. Does this music fit with the flow and the elements of the liturgy?
6. Unless the hymn is unusually long, or there are extenuating circumstances, singing all verses should always be seriously considered.
7. Finally we must always obey and respect the music copyrights. Check with the parish administrator, music director, or liturgical musician to learn what arrangements the parish has made with the music publishers, especially regarding the preparation of worship aids.

Sacred Scriptures in Liturgy³

1. Reading Scripture in a liturgical setting is unlike any other type of reading aloud. Scripture is not merely to be read; it is to be proclaimed.
2. To proclaim the Word of God is to transform biblical stories and images in such a way that they have a significant influence in our lives today.
3. When we proclaim Scripture we give voice to the laws, guidelines, and commands of our faith tradition and make them alive today, now, here.
4. When the inspired word is proclaimed, the Spirit moves. We engage the imagination and creativity of all present, enabling them to be open to hear God's voice speaking to them.
5. Proclaiming Scripture in liturgy is always alive and dynamic. And the Holy Spirit, moving through and in those gathered there, brings forth transformation. The Word of God is alive and fills the worship space.
6. During the Responsorial Psalm the assembly assists in the proclaiming. The Responsorial Psalm gives the congregation an opportunity to be part of the proclamation.
7. But simply giving voice to the words of Scripture does not make it proclaiming Scripture in the liturgical sense, unless it is received. Once again the assembly is singled out, for the assembly is necessary to the proclamation of the Word.
8. Preparing to proclaim the Scriptures for a given liturgy include:
 - a. Praying to the Holy Spirit for wisdom and understanding;
 - b. Reading the texts as many days in advance as possible;
 - c. Letting the words and thoughts become a part of us;
 - d. Identifying the tone and type of each reading – i.e., psalms, poetry, story, dialogue, parable, etc. – as well as the main points of the reading;
 - e. Consulting a Biblical Commentary for the background and context of the scripture passage;
 - f. Checking pronunciation of proper names and unfamiliar words; and
 - g. Reading the text aloud, conscious of enunciation, articulation, phrasing, and pace.

³ Ibid. 81-83.

9. In proclaiming the Word of God to the assembly, looking directly into people's eyes is often interpreted as a sign of integrity and truth-telling; by looking at the assembly we indicate our desire that they accept the validity of our proclamation.
10. We should also listen while we are reading, for we are proclaiming to ourselves as well as to the assembly.
11. In any given liturgy utilize scriptures indicated in liturgical rubrics, or prescribed for the rite, or when permitted select appropriate scriptures following the liturgical daily calendar, and season of the liturgical year.

Intercessions in Liturgy⁴

1. In liturgy the assembly prays especially for its own needs and the needs of others during the general intercessions or prayer of the faithful.
2. The form of the intercessions includes:
 - a. An introductory prayer by the leader;
 - b. A number of intercessions read by the Reader (or Leader) with the response said or sung by the people;
 - c. Intercessions offered from the local community if this is a local custom; and
 - d. A closing prayer by the leader.
3. If the response is something other than "Lord, hear our prayer," the leader should announce the chosen response.
4. In the intercessions we recognize the whole Church and connect the local faith community with the greater family of God.
5. Intercessions should cover these categories: the Church, the world, those in need, and the local faith community. The various rites books provide a fine variety of intercessions for our use.
6. If local custom includes spontaneous petitions from the assembly, then a final petition offered by the leader could be: "For all these intentions named, and for those that lie unspoken in our hearts, Let us pray to the Lord..."
7. If you are writing intercessions, keep these points in mind:
 - a. Use the intercessions in the rites books as models and adapt as appropriate;
 - b. Avoid lengthy or complicated intercessions;
 - c. Use a repetitive wording pattern; and
 - d. Do not use the same intercessions for every liturgy - they may become so familiar that they are not heard by the assembly.

⁴ Ibid. 87-88.

Liturgical Silence / Reflection⁵

1. Silence is essential to liturgy.
2. We need silence and contemplation to prepare for liturgy, and we need liturgy to reinforce our silence and contemplation. Each is necessary for the other, and complements the other.
3. In liturgy, we are silent in the presence of the holy:
 - a. In respect for what has been read from the Word of God;
 - b. In contemplation of what has been said;
 - c. In awe of life's wonders and paradoxes;
 - d. In response to the magnificence of our loving God;
 - e. In contemplation of the eternal now;
 - f. In pondering Christ with us; and
 - g. In docility to the workings of the Holy Spirit.
4. Only in silence can we hear the mysterious sound of our own heartbeat and confront our own existence. Such moments of silence can indeed be moments of grace.

Basic Outline for Liturgy of the Hours Morning and Evening Prayer⁶

- † Introductory Verses
- † Hymn
- † Psalmody
- † Reading
- † Responsory
- † Canticle
- † Intercessions
- † The Lord's Prayer
- † Concluding Prayer
- † Dismissal

⁵ Ibid. 49-50.

⁶ Ibid.108.

Basic Outline for Liturgy of the Word with Communion Distribution⁷

† INTRODUCTION RITES

- † Greeting
- † Penitential Rite
- † Opening Prayer

† LITURGY OF THE WORD

- † First Reading
- † Responsorial Psalm
- † Second Reading (if designated)
- † Gospel Acclamation
- † Gospel
- † Intercessions

† COMMUNION RITE

- † Lord's Prayer
- † Sign of Peace
- † Invitation to Communion
- † Communion
- † Prayer After Communion
- † Dismissal

⁷ Ibid.110.

Human Formation

Human qualities are critical to form wholesome relationships and necessary to be apt instruments of God's love and compassion. ***Co-Workers in the Vineyard of the Lord*** enumerates elements of human formation including:

- † A basic understanding of self and others.
- † Psychological and physical health and balance.
- † A mature sexuality.
- † Knowledge of one's gifts, charisms, talents and abilities.
- † Understanding of family systems and dynamics.
- † A true respect and concern for others, valuing ethnic and cultural diversity.
- † Praxis of Christian discipleship.

ELM Human Formation

The *Ecclesial Lay Ministry Program* human formation includes the following activities:

- † Requiring Supervised Ministry Practicum incorporating mentoring for all students enabling the student to explore their ministerial identity and issues involved in ministerial practice through the use of theological reflection.
- † Providing formation in cultural diversity, healthy / holy lifestyle, and praxis of Christian discipleship through the variety of pastoral skills and spirituality workshops as well as classes focusing on morality, spirituality, and virtuous living.

Equivalency Board

- The board will consist of three members.
- Board members may serve a three year term.
- The members will have experience or background in at least one of the following, pastoral, theological, public relations or personnel, communication and education.
- Meetings will be held semi-annually.
- A minimum of one member should be an ELM graduate.
- The board will oversee acceptance of equivalency for pastoral workshops. The board may only grant equivalency for those proceeding to ELM program completion. (Those working toward a BA from Saint Joseph's College will need to work directly with the college.)
- The board will grant equivalency for the Spirituality component concerning workshops and retreats.

Pastoral Skills Workshops

The participants will provide documentation or, in the absence of documentation, provide experiences that detail workshops, seminars, or life experiences that will satisfy the requirements as described in the ELM brochure.

Spirituality Component

The participants will provide a written reflection, not to exceed one page, on the impact the retreat or workshop had on the individual.

Academic / Theology Coursework

The participants will submit all college transcripts to the ELM Office and the office will forward them to Saint Joseph's College. All decisions on equivalency for academic coursework will be made by the college.

Financial Procedures and Policies

General

Special discounted tuition arrangements have been made with the Diocese and the College. Theology courses are \$200 per course (\$100 per credit hour) plus the cost of textbooks. These courses are fully accredited; all records and transcripts are maintained at Saint Joseph's College. A \$20 fee is charged for each pastoral skills workshop, with an additional \$50 tuition fee for those seeking academic credit (academic credit is optional).

A person who has a college degree in any field may earn a second baccalaureate degree in Lay Ecclesial Ministry from Saint Joseph College by successfully completing the 20 credit hours of theology in the *Ecclesial Lay Ministry Program* plus 7 credit hours in pastoral skills, and an additional 9 credits in theology, totaling 36 credit hours.

The manner of payment - by yourself, by your parish, or by a combination of both - will be determined during the application process. If a parish is to pay all or part of the tuition, ***you must speak with your pastor before applying***. You may not register for a new course if you have an outstanding balance.

Limited scholarship money is available. Persons who are already involved in parish ministry and who have demonstrated a commitment to serving as ecclesial lay ministers will be given priority. Scholarship forms may be requested from the *Ecclesial Lay Ministry Program Office*.

- Students in the ELM program must pay their tuition and book fees in full before registering for another class. If there are difficulties with this procedure arrangements may be made with the program director in establishing a workable payment plan.
- All billing for academic courses will be mailed to students five weeks after the courses have begun.
- All fees for pastoral skills workshops and spirituality workshops should be paid when registering for the workshop or two weeks prior to the workshop.
- Student fee to audit an academic theology course (2 credits) is \$60.00
- Academic theology course fee (2 credits) is \$200.00
- If you drop the class you will be billed as follows:

Before 2nd 0%. Before 3rd 25%, before 4th 50% before 5th 75%, after 5th no refund.

- The Pastoral Skills Workshop fee for students in the ELM program is \$20.00.
- Spirituality Workshop fee for ELM students is \$20.00.

Program Costs

Spiritual Formation Component

Fees

Theological Reflection Workshop	\$30
Retreat	\$105 approximate
Spirituality Workshop	\$30
Social Justice Workshop	\$30
Principles of Catholic Spirituality Course	\$30

\$ 225.00

Academic / Theological Component

Tuition

Books

Old Testament	\$200	\$40 approximate
New Testament	\$200	\$40 approximate
Word of God	\$200	\$40 approximate
Trinity	\$200	\$40 approximate
Christology	\$200	\$40 approximate
Ecclesiology	\$200	\$40 approximate
Liturgy	\$200	\$40 approximate
Sacraments	\$200	\$40 approximate
Spirituality	\$200	\$40 approximate
Moral Theology	\$200	\$40 approximate

\$2400.00

Pastoral / Professional Skills Component	Fees
Communications I	\$20
Communications II	\$20
Communications III	\$20
Communications IV	\$20
Leadership I	\$20
Leadership II	\$20
Leadership III	\$20
Leadership IV	\$20
Ministry I	\$20
Ministry II	\$20
Ministry III	\$20
Ministry IV	\$20
Law I	\$20
Law II	\$20
	\$ 280.00
TOTAL COST FOR THREE YEAR PROGRAM	\$2,905.00

Academic Policies

Credit/Audit

- Student may switch from audit to credit before the second class session.
- Student may switch from credit to audit up to the seventh class session.
- Student may withdraw from a class up to the seventh class session.

Class Attendance

- Attendance at every class session is expected.
- Up to two excused absences for Sickness / Emergency are allowed with the instructor's permission.
- Make up work for missed classes are at the discretion of the instructor.
- Makeup days may be scheduled by the instructor in case of sickness or emergency.

Program Completion Requirements

- Academic theology courses must be taken for credit to qualify for program completion.
- For academic theology courses a grade of C- or better needs to be awarded to qualify for program completion.
- Pastoral Skills Workshops **do not** have to be taken for credit for program completion.
- Credits for Pastoral Skills Workshops are available for those seeking the second Baccalaureate Degree.
- Spirituality classes, workshops and related activities **do not** have to be taken for credit for program completion.
- Spirituality classes may be taken for credit for those pursuing the second Baccalaureate Degree.
- Once deputization has been received, ongoing continuing education will be required to maintain deputized status.

Assignment Guidelines

- Instructors for the academic courses will provide specific assignments with instructions on what is expected for each project.
- Basic guidelines for papers found in the MLA handbook should be followed (<http://webster.commnet.edu/mla/index.shtml>).

Expectations for ELM Academic Course Auditors

ELM courses are available to any interested adult in the diocese. A person interested in taking an ELM academic course for non credit is considered an auditor. Class size is limited to one auditor for each six credit seeking students.

Auditors are expected to abide by the following guidelines:

- Auditors must have the permission of their pastor to enroll in an ELM academic course.
- Auditors are asked to write a one page reflection paper at the end of the course to discuss what they got out of the class. The paper is to be mailed to the ELM office on the last day the course meets.
- Auditors may be asked to participate in class oral presentations at the discretion of the instructor.
- Auditors will conduct themselves with civility toward the course instructor and other students in the class.
- Auditors will do all the reading assignments for the course as assigned by the instructor.
- Auditors will stay on track with the course by following the syllabus. The academic classes are **not** an opportunity for independent study or for an exploration of an individual's views, questions, or concerns about the subject matter.
- Auditors must remember that the ELM academic courses are not an opportunity for an individual to use valuable class time to espouse a personal agenda or position.
- Auditors should show that they are capable of sitting in on a college level course.
- Auditors will remember that an ELM academic course is **not** conducted at the same level as a small faith sharing group.

Auditors who show that they cannot fulfill any of these expectations will be asked to leave the class. Registration fees will be refunded on a pro-rated basis.

Guidelines for Written Assignments

- **COVER PAGE FOR ASSIGNMENTS**

Diocese of Lafayette-in-Indiana
Ecclesial Lay Ministry Program
(Site)

SAINT JOSEPH'S COLLEGE, RENSSELAER

NAME:

COURSE:

INSTRUCTOR:

ASSIGNMENT:

DATE:

- **MECHANICS FOR WRITTEN PAPERS**

METHOD Typed; may be neatly hand written with permission of the course instructor.

FONT Arial, Times New Roman, or Courier.

TYPE SIZE 12 pt.

SPACING Double.

MARGINS One inch on top, bottom, left side, and right side.

PAGE NUMBERS Note the number of each page on the upper right hand corner.

SOURCES All sources and references must be noted. Unique ideas from authors should be referenced.

QUOTES All quotes must be noted with quotation marks.
All quotes over four lines should be set off from the body of the text.

NOTES Either footnotes, endnotes, or parenthetical references are acceptable.

BIBLIOGRAPHY Included as last page.

OTHER

Refer to MLA Handbook for Writers of Research Papers by Joseph Gibaldi for more comprehensive instructions. (ISBN 0-87352-975-8)

(<http://webster.commnet.edu/mla/index.shtml>)

Students may be asked by the instructor to allow their paper to be photocopied and sent to Saint Joseph's College as a sample of student work.

ELM Grading Scale

- **A** = $100 - 93 = 4.0$
- **A-** = $92.9 - 90 = 3.67$
- **B+** = $89.9 - 87 = 3.33$
- **B** = $86.9 - 83 = 3.0$
- **B-** = $82.9 - 80 = 2.67$
- **C+** = $79.9 - 77 = 2.33$
- **C** = $76.9 - 73 = 2.0$
- **C-** = $72.9 - 70 = 1.67$
- **D+** = $69.9 - 65 = 1.33$
- **D** = $64.5 - 60 = 1.0$
- **F** = 60 and Below = 0.0
- **W** = Withdrawal
- **I** = Incomplete*
- **Z** = Audit/Non-credit
- **P** = Pass
- **N** = Not pass

* Incompletes must be completed within five weeks of the last class session or the grade of **F** will be assigned.

A grade of C- or above in academic coursework is necessary to fulfill ELM program requirements.

Student Grade Appeal Process⁸

1. No petition for grade changes or appeals will be accepted after the deadline for petition of grade changes listed in the College catalog. (Five weeks after last class session.)
2. The student must demonstrate that they have contacted the instructor and received an explanation concerning the grade in question.
3. If the student remains dissatisfied, the student may choose to immediately contact the department chair and / or ELM academic advisor.
4. If the grade appeal has not been resolved, the student may appeal the grade, in writing, to the Vice President for Academic Affairs (VPAA).
5. After obtaining all necessary information regarding the previous steps taken, the VPAA may make a decision or seek advice from other faculty. If the VPAA denies the appeal, the student has five days in which to notify the VPAA of their desire to appeal the decision to a subcommittee of the Academic Appeals Board.
6. The board will consider the appeal by reviewing materials submitted by the student, the faculty member, and / or the VPAA. The student, the faculty member and / or the VPAA will have an opportunity to speak at the appeal meeting. The appeal meeting is not a hearing, but will be conducted in an informal, orderly, manner.
7. The board shall complete and submit to the VPAA or delegate a recommended decision regarding the appeal.
8. The VPAA or delegate may accept or modify any conclusion and issue the final decision of the College as soon as practical. The final authority rests with the VPAA.
9. All reasonable attempts must be made to resolve the grade appeal by the deadline for petition of grade changes as listed in the *College Catalog*.

⁸ This is taken from the Procedure Manual in the Registrar's Office.

Academic Honesty⁹

Saint Joseph's College exists for the pursuit of truth and knowledge. In that pursuit, all members of the community - students, faculty, staff and administrators - remain committed to honesty in all personal and professional activity related to the mission of the institution. Personal and communal integrity are fundamental in Catholic education. To that end, students at the College are obligated to understand the central role of honesty in its relations to academic coursework, interaction with their fellow students, relationships with faculty and association with the administrative staff of the College.

Students are expected to be truthful in all academic relationships on campus; in all courses, each student has the responsibility to submit work that is uniquely the student's own. Cheating, plagiarism, willful violation of personal or collegiate computer security, misrepresentation of rightful ownership of academic property, falsification of data, theft or mutilation of library or reserved materials, unauthorized or misrepresented copying of print/medial information or copyrighted computer programs of any kind are expressly forbidden at the College. The use of commercial term-paper companies or preexisting files of term papers to produce assigned class work is considered a violation of the Academic Honesty Policy. Outside of formal coursework, students are also expected to maintain honest and ethical behavior. The misuse of SJC identification cards or the mistreatment or alteration of academic records (including grade reports and transcripts) are violations of the Academic Honesty Policy.

It is the special responsibility of the Vice President for Academic Affairs (VPAA) to insure compliance to and promulgation of the Academic Honesty Policy. In addition to the publication of this policy in the *College Catalog*, all faculty are required to review the policy at the beginning of each semester with all classes at the College. It is the individual faculty member's responsibility to assure that all students are aware of the written version of the Academic Honesty Policy and to support its enforcement. It is the individual student's responsibility to know and follow this policy. Ignorance of the Policy by any member of the community is not an excuse for noncompliance.

I. Detection of possible violation of the Academic Honesty Policy by the faculty

Once a faculty member has sufficient reason to judge that a student has violated the College's policy on academic honesty, the faculty member should:

- A. In person, and if possible in private, discuss the alleged violation and the evidence with the student; and
- B. Without taking any punitive action, submit a written report to the VPAA as soon as possible, indicating:
 1. The charge against the student,
 2. Evidence supporting the charge,

⁹ From the Saint Joseph's College Catalogue.

3. A summary of the discussion between the student and the faculty member, including any admission or denial of guilt on the student's part.

II. Enforcement of the Academic Honesty Policy by the VPAA

Upon the receipt of the report, the VPAA will inform the student, in writing, of the charges and right of appeal. The VPAA will also enclose copies of the faculty member's report and the Academic Honesty Policy. The VPAA will also inform the student that the sanctions for academic dishonesty are as follows:

- The minimum sanction for the first offense is an F for the test or assignment, but the usual sanction is an F in the course where the violation took place.
- The minimum sanction for the second offense (in the same or any other course at the College) is an F for the course, but the usual sanction is dismissal of the student from Saint Joseph's College.
- If the student does not choose to appeal, the VPAA will notify the faculty member and student of the penalty that the VPAA or delegate deems is applicable.

III. Process for Student to Appeal the Charge

If the student chooses to appeal, the following procedures will be followed:

- The student will be permitted five school days from receipt of the letter to request a hearing before a subcommittee of the Academic Appeals Board.
- The College will send a notice of a hearing to all parties at least five days prior to the hearing, if possible. The notice will include a statement of the time and place of the appeal and the nature of the charges.
- The above time periods may be waived by the student.



Saint Joseph's College ELM Faculty



Rev. Dr. Timothy McFarland, C.PP.S.

Associate Professor of Religion

Degrees: B.S. degree, Saint Joseph's College; M.Div., Catholic Theological Union; Ph.D., Saint Louis University; Institute for Clinical Health Care Ethics, Saint Louis University Medical Center; Institute for Educational Management, Harvard University.

As an alumnus, Rev. Dr. McFarland wears a number of hats at Saint Joseph's College. In addition to his teaching duties, including Director of Special Sessions. His interests include American Catholic history and pastoral and ecclesiological concerns as they relate to moral theology and bioethics.



Rev. Jeffrey Kirch, C.PP.S.

Assistant Professor of Religion

Degrees: B.A. degree in History and Religion/Philosophy, Saint Joseph's College; M.A. in Systematic Theology and M. Div. from Catholic Theological Union. He is a Ph.D. Candidate at Loyola University, Chicago.

Father Kirch has been teaching courses for the Religion / Philosophy Department and Core Program since 2004. After receiving undergraduate degrees from Saint Joseph's College in 1998, he entered into formation with the Missionaries of the Precious Blood, the religious organization that sponsors Saint Joseph's College. He also went on to attend graduate school at Catholic Theological Union in Chicago and Loyola University. He is currently completing his doctoral dissertation in theology.



Rev. Kevin Scalf, C.PP.S.

Director of Campus Ministry, Chaplain

Degrees: M.A. in Theology, Xavier University; M.A. in Biblical Studies, Athenaeum of Ohio/Mount St. Mary's Seminary; M.Div. Catholic Theological Union.

Father Scalf serves as the Chaplain and Campus Minister for Saint Joseph's College. Prior to being ordained by the Missionaries of the Precious Blood, Father Scalf volunteered at an aftercare center for women released from prison in Dayton, OH; taught courses in the religious studies departments at the University of Dayton and Calumet College of St. Joseph; served as a chaplain intern at an urban Chicago hospital; served as instructor and formator for deacon and lay ecclesial ministry students within the Diocese of Gary; volunteered as a campus minister at the University of Illinois, Chicago; and was a member of the theology faculty at a Catholic graduate seminary in Tanzania, Africa.

Adjunct Diocesan ELM Academic Staff



Dr. Claire Baker

Dr. Baker has forty years of teaching experience in secondary schools and colleges. She holds B.S., M.S., and Ph.D. degrees from Purdue University, BA in Lay Ecclesial Ministry from St. Joseph College, and Masters of Theological Studies from St. Meinrad School of Theology. She is a member of St. Joseph Parish in Lebanon where she serves as Coordinator of Adult Faith Formation and an Extraordinary Minister of the Eucharist. Claire is an instructor for the Sacraments Course.



Mr. Charlie Dispenzieri

Mr. Dispenzieri teaches the liturgy and sacraments courses in the ELM academic program. He also teaches these courses as an adjunct faculty member at Marian College. His online presence includes the University of Dayton where he teaches Introduction to Scripture, New Testament and Catholic Beliefs courses as part of the Virtual Learning Community for Faith Formation. He is currently serving as Liturgist at Our Lady of the Greenwood. Mr. Dispenzieri's education background includes an M.A. in Pastoral Theology with an emphasis in liturgy from St. Mary-of-the-Woods College, Indiana.



Dr. Timothy Heck

Dr. Heck is a Marriage and Family Therapist who has also completed graduate studies in the Hebrew Scriptures. Dr. Heck teaches the scripture courses in the ELM program. He has a passion to share his professional, clinical and academic experience with students. He also serves as an adjunct instructor for Indiana Wesleyan University and Ivy Tech Community College. Dr. Heck's educational background includes a B. A. in Christian Ministry and an M.A. in Hebrew Scriptures from Cincinnati Christian University; and a M.A. in Counseling from Denver Seminary; and a Ph.D. in Human Services with a concentration in Marriage and Family Therapy from Capella University, Minneapolis.



Rev. Dr. Eusebius Mbidoaka

Fr. Eusebius teaches various courses in the ELM academic program, including Spirituality, Christology and the Trinity. He is currently serving as the pastor of St. Rita's Church, Indianapolis, and he is also an adjunct Professor of Christian Theology at the University of Indianapolis, as well as an adjunct professor for both undergraduate and graduate theology courses at St. Mary-of-the-Woods College, Indiana. Fr. Eusebius' educational degrees include a B. A. in both Philosophy and Theology from Urban University Rome; an M.A. in both Religious Studies and Educational Sciences from the Catholic University of Louvain in Belgium; and a S.T.L., S. T.D., Ph.D. from the Catholic University of Louvain.



Rev. Thomas H. Metzger

Fr. Metzger teaches the liturgy course in the ELM academic program. He is currently serving as Pastor of Our Lady of Grace, Noblesville. Fr. Metzger's education background includes a B.A. in Philosophy for St. Pius X Seminary, and a M.A. in Theology from Mount St. Mary's Seminary, Emmitsburg, Md.



Mrs. Ary Nelson

Mrs. Nelson is currently serving as Music/Liturgy Director at Our Lady of the Lakes Parish, Monticello. She has also served in Campus Ministry at Saint Joseph's College as well as the on-campus Coordinator of the Rensselaer Church Music and Liturgy Program.

Mrs. Nelson teaches the ELM Liturgy course. She holds an M.A. in pastoral liturgy and music from Saint Joseph's College.



Rev. Dennis J. O'Keeffe

Fr. O'Keeffe teaches regularly in the ELM academic program, including the courses in Scripture and Christology. He is currently serving as Pastor of St. Alphonsus, Zionsville. Fr. O'Keeffe's education background includes a M. Div. degree from University of Dayton, a M.S. in Educational Administration, and he holds a D. Min. degree from the

Graduate Theological Foundation, South Bend, Indiana.



Dr. Anne D. Roat

Dr. Roat teaches both academic theology courses and courses in spirituality. She directs the Pastoral Office for Catechesis in the Diocese of Lafayette-in-Indiana. Dr. Roat's education background includes a B.A. in Secondary Education from Western Michigan University, a M.A. in Pastoral Theology from St. Mary-of-the-Woods College, a Certificate in Theology from the University of Notre Dame,

and a Doctor of Ministry in Applied Theology with a concentration in Spirituality from the Graduate Theological Foundation, South Bend, Indiana.



Dr. Thomas Ryba

Dr. Ryba teaches a variety of courses in the ELM program. He is the Notre Dame University Theologian-in-Residence at St. Thomas Aquinas Center, West Lafayette, teaches undergraduate and graduate theology courses in West Lafayette, and graduate theology courses in Fishers. He is also adjunct Professor of Philosophy and Jewish Studies at Purdue

University, West Lafayette. His education background includes a B.A. in Philosophy and a M.A. and Ph.D. in the History and Literature of Religions, all acquired at Northwestern University.

**Rev. Christopher Shocklee**

Fr. Shocklee, a priest of the Diocese of Lafayette-in-IN, who is serving as Associate Pastor at Our Lady of Grace Parish in Noblesville. He teaches the Scripture courses in the ELM Program. Fr. Shocklee was ordained June 6th, 2009. He is a graduate of Mount St. Mary's Seminary, M.A. in Theology, concentrated in Sacred Scripture, and M.Div. and The Pontifical College Josephinum, B.A. in Philosophy, minor in Classical Languages.

**Rev. Eric Underwood**

Fr. Underwood is currently serving as Associate Pastor at both St. Lawrence Catholic Church and the Cathedral of St. Mary of the Immaculate Conception. Fr. Underwood's education background includes a B.S. in Business Administration and Information Systems from Illinois State University, a B.A. in Philosophical and Religious Studies from the Pontifical College Josephinum, a M.Div. from the Pontifical College Josephinum, and an M.A. in Theology with a specialization in Evangelization from the Pontifical College Josephinum.

**Rev. Robert L. Williams**

Fr. Williams teaches the ELM Sacraments course at the Muncie Kokomo, and Carmel education sites. He is currently serving as Pastor of St. Mary's Church and St. Ambrose's Church, Anderson. Fr. Williams' education background includes an M.S. in Education and a M.Div. from St. Meinrad's College and Seminary.

**Rev. Dominic G. Young**

Fr. Young is a mainstay of ELM diocesan faculty. He teaches all of the core academic theology courses. He is currently serving as Pastor of St. Ann's Church, Lafayette. Fr. Young's education background includes a B.A. in History from St. Meinrad's College, and a M.A. in theology from the Aquinas Institute, St. Louis.

Faculty and Student Evaluations

Evaluations - Students & Faculty

- It is the policy of the *Ecclesial Lay Ministry Program* that both faculty and students submit evaluations for each of the academic theology courses taught or taken. A summary of the evaluations for each class is kept on file in the ELM Office and copies are given to the Bishop and the Saint Joseph's College Assistant Vice President for Academic Affairs.
- Students and instructors receive an e-mail invitation to complete a class evaluation online. All evaluations are completed and submitted electronically.
- Samples of each evaluation form follows.

Sample student evaluation form

MASTER STUDENT ASSESSMENT

Welcome to the TITLE Student Assessment.

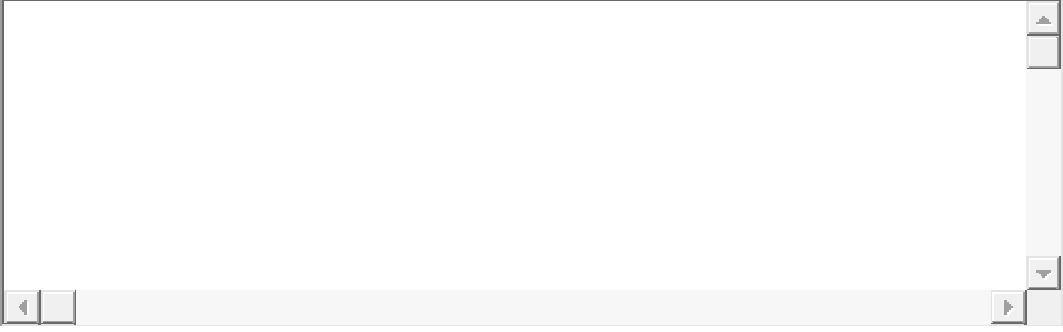
The ELM faculty and the Pastoral Office for Catechesis are very interested in your experience of your current ELM course.

Please take the time to complete this brief Assessment. We need your constructive feedback. Share any comments throughout the survey that would help us improve this course. The last question gives you an opportunity to share general comments.

Should you have comments that require more space than we can provide here, please send them to Dr. Anne via email at aroat@dol-in.org.

1. I learned a great deal from this course.

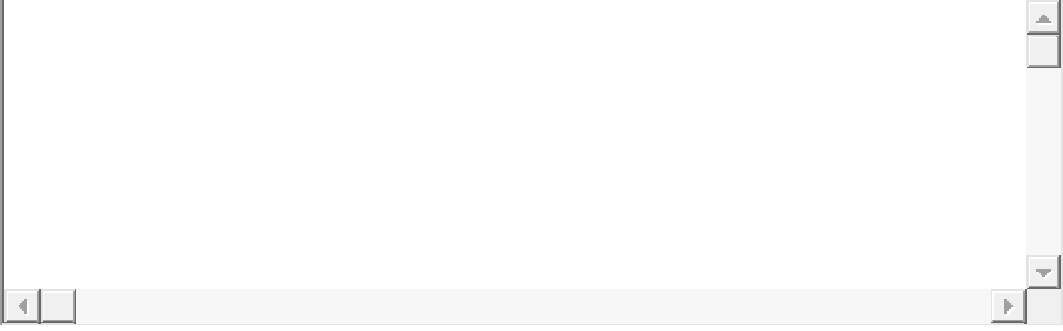
- ☐ strongly agree
- ☐ agree
- ☐ no opinion
- ☐ disagree
- ☐ strongly disagree



Comments?

2. The texts, pace of reading, and assignments were appropriate and helped me learn.

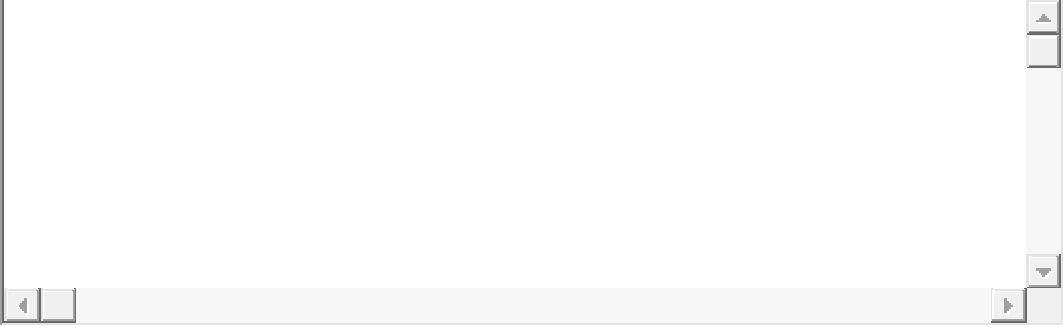
- ☐ strongly agree
- ☐ agree
- ☐ no opinion
- ☐ disagree
- ☐ strongly disagree



Comments?

3. The class discussions were valuable and enriched my learning experience.

- ☐ strongly agree
- ☐ agree
- ☐ no opinion
- ☐ disagree
- ☐ strongly disagree



Comments?

4. This was an informative and enriching course.

- ☐ strongly agree
- ☐ agree
- ☐ no opinion
- ☐ disagree
- ☐ strongly disagree

Comments?

**5. The instructor was usually well prepared and explained the material clearly.**

- ☐ strongly agree
- ☐ agree
- ☐ no opinion
- ☐ disagree
- ☐ strongly disagree

Comments?

**6. The instructor challenged me at an appropriate level.**

- ☐ strongly agree
- ☐ agree
- ☐ no opinion
- ☐ disagree
- ☐ strongly disagree

[illegible]

7. I would take another course from this instructor.

- ☐ strongly agree
- ☐ agree
- ☐ no opinion
- ☐ disagree
- ☐ strongly disagree

A screenshot of a presentation slide titled "Comments?". The slide features a large, empty rectangular area for taking notes or comments. At the bottom of the slide, there is a small navigation bar with a left arrow, a right arrow, and a central area. The overall design is simple and functional.

8. The instructor was excellent.

- ☐ strongly agree
- ☐ agree
- ☐ no opinion
- ☐ disagree
- ☐ strongly disagree

[illegible]

9. This course benefited me or my ministry.

- ☐ strongly agree
- ☐ agree
- ☐ no opinion
- ☐ disagree
- ☐ strongly disagree

Comments?

10. The ELM staff and faculty would appreciate your feedback. How could this course be improved?

Previous page

Next page

Thank you for your participation in the ELM Program and for completing this Course Assessment.

Previous page

Done

Sample faculty evaluation form

MASTER - INSTRUCTOR ASSESSMENT

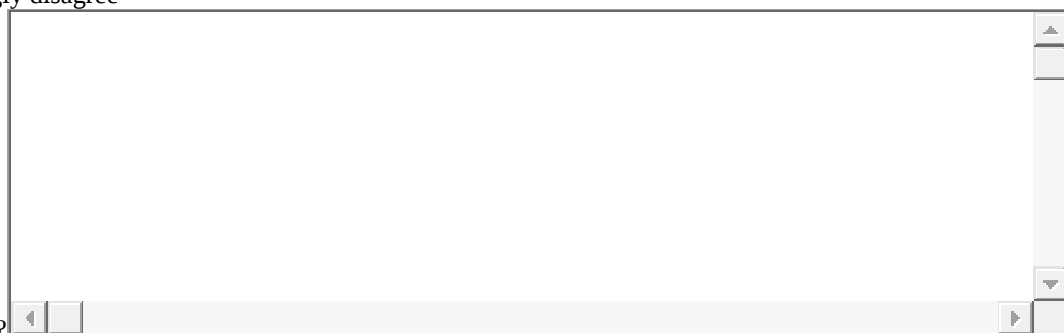
Welcome to the TITLE Instructor Assessment.

The Pastoral Office for Catechesis and Saint Joseph's College need your opinions and reflections regarding your current ELM course. Please complete this brief assessment, being especially attentive to question #10.

1. The text(s) was (were) a good choice.

- ☐ strongly agree
- ☐ agree
- ☐ no opinion
- ☐ disagree
- ☐ strongly disagree

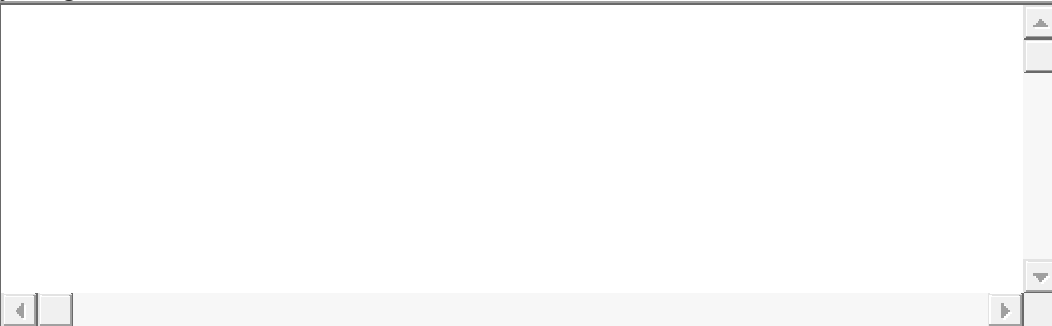
Comments?



2. The assignments and papers were completed in a timely fashion by the students.

- ☐ strongly agree
- ☐ agree
- ☐ no opinion
- ☐ disagree
- ☐ strongly disagree

Comments?

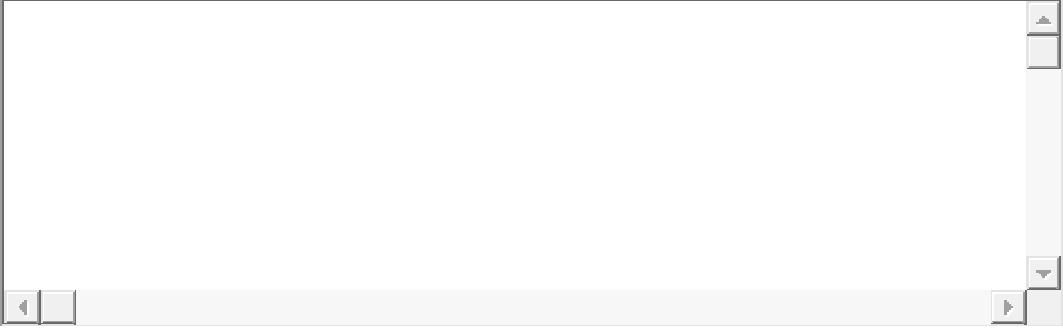
**3. The students understood the material presented.**

- ☐ strongly agree
- ☐ agree
- ☐ no opinion
- ☐ disagree
- ☐ strongly disagree

Comments?

**4. These students applied themselves and participated in class.**

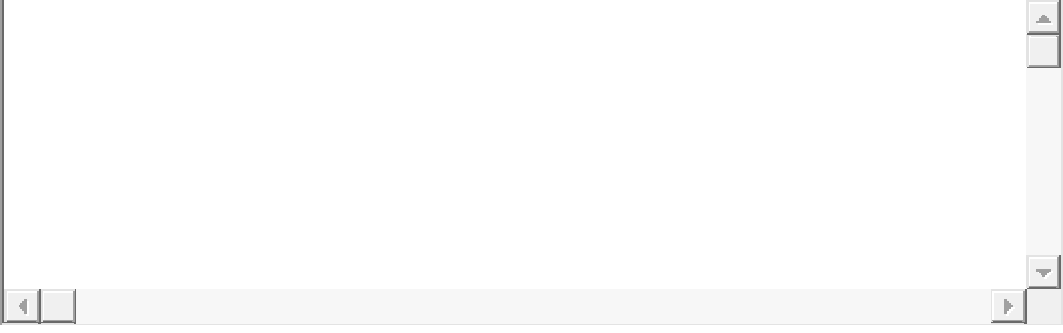
- ☐ strongly agree
- ☐ agree
- ☐ no opinion
- ☐ disagree
- ☐ strongly disagree



Comments?

5. The students were usually well prepared.

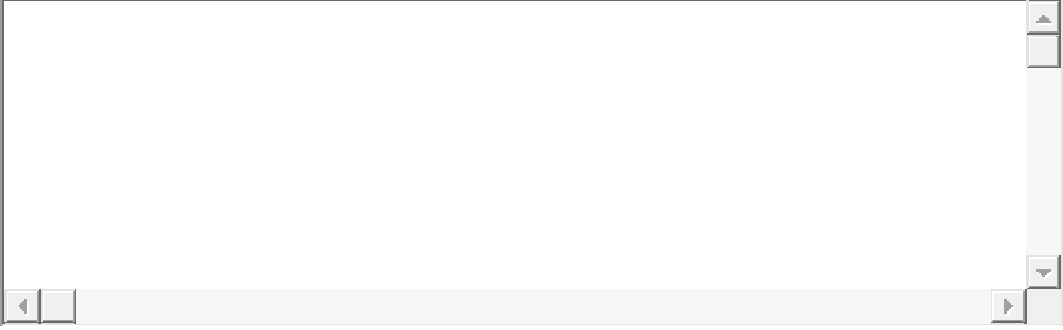
- ☐ strongly agree
- ☐ agree
- ☐ no opinion
- ☐ disagree
- ☐ strongly disagree



Comments?

6. The class discussions were typical for college undergraduate courses.

- ☐ strongly agree
- ☐ agree
- ☐ no opinion
- ☐ disagree
- ☐ strongly disagree



Comments?

7. I would teach this group of students again.

- ☐ strongly agree
- ☐ agree
- ☐ no opinion
- ☐ disagree
- ☐ strongly disagree

Comments?

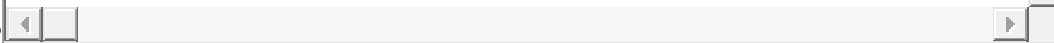
8. This course effectively addressed the competencies and skills outlined in the course description.

- ☐ strongly agree
- ☐ agree
- ☐ no opinion
- ☐ disagree
- ☐ strongly disagree

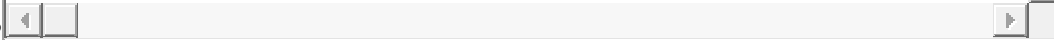
Comments?

9. I would teach this course again.

- ☐ strongly agree
- ☐ agree
- ☐ no opinion
- ☐ disagree
- ☐ strongly disagree

Comments? 

10. Did any of these students concern you in regard to their academic preparedness or ministerial readiness?

Comments? 

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Thank you for your participation on the ELM Faculty and for taking the time to complete this course assessment.

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[Done](#)



licies and

Codes

Code of Ethics

PRINCIPLES for *Ecclesial Lay Ministry Program* PARTICIPANTS

1. Program participants affirm and respect the dignity and worth of each person.
2. Program participants do not discriminate against other participants because of race, gender, age, national origin, or physical challenges.
3. Program participants do not discriminate against persons they meet in ministry because of race, gender, age, faith tradition, national origin, sexual orientation, or physical challenges.

4. Program participants respect and protect the welfare and integrity of other participants and those they contact in ministry.
5. Program participants approach the religious convictions of a person, group, faculty member, parish staff and other participants with respect.
6. Program participants do not impose a particular spirituality or theology on other participants or on those they contact in ministry.
7. Program participants respect the confidentiality of other participants, and of those served or supervised.
8. Program participants adhere to the ministerial practices and standards of the Diocese of Lafayette-in-Indiana and the parishes in which they serve.
9. Program participants do not directly or by implication claim ministerial qualifications that exceed actual qualifications, or misrepresent affiliation with any institution, organization or individual.
10. Program participants do not use knowledge, position, and ministerial associations to secure unfair personal advantage with parish or community leadership.
11. Program participants will follow the Safe Conduct Protocol on ministerial boundaries when questions of ethical or professional misconduct arise regarding the behavior of other participants, parish staff, or faculty.
12. Program participants maintain appropriate relationships with all persons in the parish/community in which they minister, guided by the above-mentioned policy.
13. Program participants do not engage in sexual relationships with those to whom they minister.
14. Program participants complete their tuition and other payments in a timely manner.
15. Program participants will accurately present the teachings of the Catholic Church in all public announcements, publicity, or publications, distinguishing the basic tenets of the Catholic faith from personal private opinions.
16. Program participants who violate the basic ethical principles listed above would call into question his / her participation in the *Ecclesial Lay Ministry Program*.

Criminal History and Background Policy

"I have come so that they might have life and have it to the full." John 10:10b

- All persons applying to the *Ecclesial Lay Ministry Program* (ELM) must complete a criminal history and background check in accordance with diocesan policy.
- On the assumption that past behavior is a good indicator of future behavior, if a criminal history is revealed, the practice in the past has been to not admit the applicant to the program.

"I did not come to call the righteous but sinners." Mark 2:17b

- Realizing the authentic potential for repentance and conversion with the help of the grace won for us by Jesus Christ, individuals with a criminal history who, following their incarceration, have steadfastly demonstrated a repentant and reformed life for at least ten years could make a request that their application to the program be reviewed by the Bishop, the Program Director, the applicant's pastor, and other assigned reviewers. Each application will be reviewed based on the content of the criminal history and the severity of the conviction. Any person with a conviction of child abuse cannot be considered for the ELM Program. All other circumstances will be considered after an extensive review.
- A recommendation from the individual's pastor is required. Applicants must also submit proof of employment, permanent residence, psychological evaluation, and parish involvement. Permission must also be given to speak to the individual's employer, probation officer, and pastor.

*"I give you a new commandment: love one another;
You must love one another just as I have loved you." John 13:34*

- If the reviewing group and the Bishop concur that this individual has demonstrated a new life exemplified by their right relationship with God and their neighbors, then there would seem to be no reason why the person should not be admitted to the program.
- In this review process, every effort must be made to ensure the safety and well being of all entrusted to the Church's care, especially those most vulnerable. To this end, a person with a criminal past, even if admitted to the program, might judiciously be restricted from certain aspects of ministry.
- The application, interpretation, implementation of this policy, and review at any stage shall at all times be subject to the discretion and sole control of the diocesan Bishop. Moreover, if at any time the current policy is deemed to be insufficient, for any reason whatsoever, in the sole discretion of the Bishop, he may modify its terms and/or application.

Unsolicited Material Policy

Unsolicited materials may not be distributed at ELM functions unless they have been approved in advance by either the Pastoral Office for Catechesis Director or by the ELM instructor.



Harassment Policy¹⁰

The *Ecclesial Lay Ministry Program* is to be free of discrimination and inappropriate and unlawful harassment. Actions, words, jokes, or comments based on an individual's gender, race, ethnicity, age, culture, or person are inappropriate.



Diocesan Harassment Policy¹¹

All Diocesan employees and volunteers are entitled to be treated with dignity and respect. Department Heads are charged with the responsibility to see to it that all staff members over whom they have control are treated in a manner consistent with the religious and moral standards of the Diocese, and free from verbal or physical harassment (whether on the basis of sex, race, national origin, religion or other legally protected status), and from any actual or implied threat that any harassment must be tolerated in connection with employment or volunteerism.

Harassment includes, but is not limited to, sexual advances, the use of obscene or objectionable language, or name calling; and any action considered offensive, based on the race, religion, national origin, disability or sex of a staff member. This includes jokes, comments, insults, cartoons, innuendoes, personal conduct, or mannerisms that could reasonably be construed as offensive.

Employees and volunteers who have been, or feel that they have been, subjected to such treatment shall report the incidents to their supervisor, or to the Human Resources Director. There will be no recriminations against any person making any such report in good faith. All pertinent information shall be kept confidential to the fullest extent possible, consistent with the prompt investigation of any such complaints, and with the taking of appropriate disciplinary actions based upon such investigation.

Retaliation against any employee or volunteer for complaining of harassment or enforcing this policy violates this policy and is strictly prohibited. Any overt or covert act of reprisal, interference, restraint penalty, discrimination, coercion, intimidation or harassment against an individual for exercising rights under this policy will be subject to appropriate and prompt disciplinary action.

¹⁰ Adapted from the Handbook for Catechetical/Youth Leaders, 2000.

¹¹ Adapted from the Harassment Policy of Diocese found in Employee Handbook Section 8.1

Deputization

Upon completion of the *Ecclesial Lay Ministry Program*, students will receive a certificate of completion from the Bishop and will be deputized by the Bishop for a period of three years. To renew deputization continuing formation requirements will need to be fulfilled. The Diocese of Lafayette-in-Indiana ELM deputization is recognized by the Dioceses of Gary and Evansville and the Archdiocese of Indianapolis.





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 Saint Joseph's College
 - Classes from University of Notre Dame
 - Classes from St. Meinrad
 - Classes from St. Mary-of-the- Woods
 - Classes from the University of Dayton
 - Classes from Marian University

- † 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.