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The Cardinal's Annual Stewardship Appeal*

## **Basic Leadership Training Course for Directors & Coordinators of Religious Education: 2019-2020**

The course is required for Directors and Coordinators new to the ministry in the Archdiocese of New York. It consists in 11 sessions offered at Maryknoll Fathers and Brothers, Maryknoll Sisters' Center, St. John - Visitation Parish Pastoral Center, NW Bronx & Our Lady of Mt. Carmel, Middletown, Orange County. Cost for the course is \$385. The course should be completed within two years.

For entire year's program and for updated information (e.g. cancellations or place changes), visit our website [www.nyfaithformation.org](http://www.nyfaithformation.org)

### **ORIENTATION TO CATECHETICAL MISSION AND OFFICE**

**Sept. 7, 2019 (Sat.) 9:30 to 4:00**  
**MARYKNOLL FATHERS & BROTHERS**

Overview of Catechetical Mission:  
Overview of Catechetical Office & Mission

***Sr. Joan Curtin, CND***  
Director: Archdiocesan Catechetical Office

Overview of Dept. of Youth Faith Formation

***Ms. Ela Milewska***  
Director: Dept. of Youth Faith Formation

Presentation of Archdiocesan Handbook  
and Job Descriptions of Directors/Coordinators

***Sr. Teresita Morse, RJM***  
Director: Formation for Directors/Coordinators

***Mrs. Margaret Hoblin***  
Regional Catechetical Director

### **RELATIONSHIP WITH CATECHIST**

**Oct. 11, 2019 (Fri.) 9:30 to 4:00**  
**MARYKNOLL SISTERS' CENTER**

Vocation of Catechist  
Directives of Church and NY State Bishops

***Sr. Nancy Elizabeth Doran, SSC***  
Regional Catechetical Director  
Director: Family Catechesis

Catechist Formation Program

***Ms. Maureen McKew***  
Archdiocesan Liaison for Catechist Formation;  
Director of Communications

Supervision of Parish Catechists

Formation of Faith Community

***Mrs. Gloria Costanza***  
Certified Director of Religious Education

## **PROFESSIONAL PRACTICE**

**Nov. 2, 2019 (Sat.) 2:00 to 8:00**  
**ST. JOHN'S, NW BRONX**

Legal Responsibilities as identified in  
Archdiocesan Handbook

***Mrs. Louise Pisano***  
Certified Coordinator of Religious Education

Supervision, and Personnel Guidelines  
Compensation & Budget Management

***Sr. Teresita Morse, RJM***  
Director: Formation of Directors/Coordinators

Crisis Management Plan  
Emergency Management,  
Safe Environment

***Mrs. JoAnn Griffin***  
Certified Coordinator of Religious Education

## **CATECHESIS AND CONTEMPORARY TECHNOLOGY**

**Nov. 23, 2019 (Sat.) 2:00 to 6:30**  
**Plus 1.5 hours at home on line**  
**MARYKNOLL SISTERS' CENTER**

Digital Technology at the service of  
Evangelization and Catechesis

***Mrs. Lydia vanDuynhoven***  
Certified Director of Religious Education

Best Practices in using Technology using  
NYFaithFormation Website

***Mrs. Linda Fitzsimmons***  
Regional Catechetical Director

Personal implementation of day's content  
done online in home office

***Mr. James Connell***  
Catechetical Office Webmaster

## **CATECHETICAL PROGRAM DEVELOPMENT 2**

**Jan. 17, 2020 (Fri.) 9:30 to 4:00**  
**MARYKNOLL SISTERS' CENTER**

Catechesis for Children/Youth with Special  
Needs (Physical, Developmental, Learning,  
Behavioral, Autistic):

***Mrs. Linda Sgammato***  
Consultant for Catechesis for Special Needs

Best Practices in Special Needs Catechesis

***Mrs. Elizabeth Kogler***  
Certified Coordinator of Religious Education

Confirmation for Children/Youth with Special  
Needs

***Ms. Stephanie Gonzalez***  
Administrative Assistant for Special Confirmation

Archdiocesan Guidelines for 7th & 8th

***Mrs. Gloria Costanza***  
Certified Director of Religious Education

Catechesis for 7th & 8th: Session Formats,  
Curriculum Materials, Confirmation Prep

***Mrs. Peg Hoblin***  
Regional Catechetical Director

## **CATECHETICAL PROGRAM DEVELOPMENT 1**

Six Essential Goals of Catechesis

Catechesis of the Good Shepherd

Textbook and Curriculum Materials for All  
Religious Education Programs:  
Elementary through Sixth Grade

## **EDUCATIONAL BASICS**

Assisting Catechists in Managing the  
Learning Environment

Assisting Catechists in Lesson Planning  
and using the Catechist Manual

Assisting Catechists in Using the  
Archdiocesan Guidelines for Catechesis

Student Homework, Evaluation,  
Record-Keeping, and Working with  
Parents to Assist Student Learning  
and Behavior

## **SPIRITUALITY OF MISSION FOR CATECHETICAL LEADERS**

*Standing on the Book; Empowered by the  
Flame:*

Prayer and Sharing on the Mission of the  
Catechetical Leader In the Archdiocese of New  
York

**Feb. 8, 2020 (Sat.) 2:00 to 8:00  
ST. JOHN'S, NW BRONX**

***Sr. Teresita Morse, RJM***

Director: Formation of Directors/Coordinators

***Mrs. Linda Sgammato***

Catechetical Office Consultant  
on Catechesis of Good Shepherd

***Mrs. JoAnn Griffin***

Certified Coordinator of Religious Education

**March 13, 2020 (Fri.) 9:30 to 4:00  
MARYKNOLL SISTERS' CENTER**

***Mrs. Virginia Tannacore***

Certified Coordinator of Religious Education

***Mrs. Gloria Costanza***

Certified Director of Religious Education

***Ms. Janis Batewell***

Certified Coordinator of Religious Education

**April 4, 2020 (Sat.) 2:00 to 8:00  
MARYKNOLL FATHERS & BROTHERS**

***Sr. Joan Curtin, CND***

Director: Archdiocesan Catechetical Office

***Mr. Oscar Cruz***

Director: Catechumenate

***Sr. Teresita Morse, RJM***

Director: Formation of Directors/Coordinators

## **CATECHESIS FOR SACRAMENTS**

The Ministry of Hospitality  
and the Relational Skills  
Of the Director/Coordinator

First Penance and First Eucharist:  
Essential Elements of Programs

Introduction to RCIA and  
Participation of Children/Youth in RCIA

**May 2, 2020 (Sat.) 2:00 to 8:00**  
**ST. JOHN'S, NW BRONX**

***Sr. Joan Curtin, CND***  
Director: Archdiocesan Catechetical Office

***Ms. Patricia Manuli***  
Certified Director of Religious Education

***Mr. Oscar Cruz***  
Director: Catechumenate

## **COMMUNICATION SKILLS**

Catechetical Presentations:  
Public Speaking & Written Communication

Organizing and Conducting Meetings  
for Catechetical Staff and for Parents

How to Prepare and Lead Prayer for  
Catechists, Parents and Other Adults

**June 5, 2020 (Fri.) 9:30 to 4:00**  
**MARYKNOLL SISTERS' CENTER**

***Ms. Pam Hammond***  
Coordinator: Christopher Leadership Course

***Mrs. Louise Pisano***  
Certified Coordinator of Religious Education

***Mrs. Virginia Tannacore***  
Certified Coordinator of Religious Education

## **FAMILY CATECHESIS**

Training in the Implementation of the  
Archdiocesan Mandate for Family Catechesis  
Offered in Each Parish:  
Models, Content, Organization of Program

**June 27, 2019 (Sat.) 9:30 to 12:30**  
**ST. JOHN'S, NW BRONX**

***Sr. Nancy Elizabeth Doran***  
Director: Family Catechesis  
Regional Catechetical Director

**Registration for Basic Leadership Training Course 2019-2020**

*Course consists in 11 sessions to be taken over period of 1 to 2 years*

Name \_\_\_\_\_ Parish \_\_\_\_\_ Vicariate \_\_\_\_\_

**I WILL ATTEND THE FOLLOWING SESSIONS DURING 2019-2020:**

- \_\_\_\_\_ Sept. 7 (Sat.): Orientation to Catechetical Mission & Office, **Maryknoll Fathers & Brothers**, 9:30 to 4:00
- \_\_\_\_\_ Nov. 23 (Sat.): Catechesis and Contemporary Technology, **Maryknoll Sisters' Center**, 2:00 to 6:30
- \_\_\_\_\_ April 4 (Sat.): Spirituality of Mission for Catechetical Leaders, **Maryknoll Fathers & Brothers**, 2:00 to 8:00
- \_\_\_\_\_ June 27 (Sat.): Family Catechesis, **St. John's, NW Bronx**, 9:30 to 4:00

**Maryknoll Sisters' Center, Ossining, Fridays, 9:30 to 4:00**

- \_\_\_\_\_ Oct. 11: Relationship with Catechist
- \_\_\_\_\_ Jan. 17: Catechetical Program Development 2
- \_\_\_\_\_ March 13: Educational Basics
- \_\_\_\_\_ June 5: Communication Skills

**St. John's, NW Bronx, Saturdays, 2:00 to 8:00**

- \_\_\_\_\_ Nov. 2: Professional Practice
- \_\_\_\_\_ Feb. 8: Catechetical Program Development I
- \_\_\_\_\_ May 2: Catechesis for Sacraments

Basic Leadership Training Course is paid for by the Parish.

Cost of course is \$385 for 11 sessions (\$35 per session). If you must pay per session rather than for entire course the cost is \$40 a session and \$440 for the course.

Enclosed is check for: \_\_\_\_\_ please make checks payable to Catechetical Office.

**Return registration by Sept. 3, 2019 to:**

Sr. Teresita Morse  
Catechetical Office  
1011 First Ave. 12<sup>th</sup> fl  
New York, NY 10022