

Formation for Christian Service

Formation for Christian Service is a collaborative effort of the Pastoral Ministries Division of the Archdiocese of Santa Fe.

The Goal of Formation for Christian Service

To assist the parishes of the Archdiocese of Santa Fe in providing opportunities for THEOLOGICAL and SPIRITUAL FORMATION and SKILLS FOR MINISTRY for all adult Catholics, especially those involved in some aspect of ecclesial ministry or Christian service in the world.

The whole process of **Formation for Christian Service** aims to follow the lead of the recent USCCB document *Co-Workers in the Vineyard of the Lord*, and offer participants a blend of human formation, intellectual formation, spiritual formation, and pastoral formation. In the words of this document, “lay ecclesial ministers need:

- Human qualities critical to form wholesome relationships and necessary to be apt instruments of God’s love and compassion;
- A spirituality and practice of prayer that root them in God’s Trinitarian life, grounding and animating all they do in ministry;
- Adequate knowledge in theological and pastoral studies, along with the intellectual skill to use it among the people and cultures of our country;
- The practical and pastoral abilities called for in their particular ministry.”

Co-Workers in the Vineyard of the Lord, page 33.

Formation for Christian Service is designed especially to assist those involved in the followed areas of ministry in their parishes:

Catechetical Ministries with Children, Youth, and Adults
Evangelization Ministries
Family Life and Marriage Ministries
Prison and Jail Ministries
Ministry with Persons Living with Disabilities
Social Justice Ministries
Worship and Prayer Ministries
Youth and Young Adult Ministries
Christian Initiation and Sacramental Preparation Ministries
Leadership and Coordination Ministries

The five levels of **Formation for Christian Service** are:

BASIC LEVEL FORMATION
INTENSIVE LEVEL FORMATION
ADVANCED LEVEL FORMATION
ONGOING FORMATION
GRADUATE STUDIES

At the completion of each of the first three levels, the Archdiocese of Santa Fe grants a Certificate of Participation for the appropriate level.

Completion of the Basic Level is desired for everyone ministering in the parish, Catholic School, or other Church- related agency.

Completion of both the Basic and Advanced and/or Intensive Levels or equivalent is expected of anyone serving in a leadership role in a parish ministry.

Ongoing Formation is expected of those who have completed the Basic and/or Advanced Level, and who wish to continue in ministry, to continually update their learning and formation for ministry.

Video-Assisted Study is available, using the wide variety of videos that may be borrowed from the Ministry Resource Center.

On-line Learning, through courses offered online by Catholic institutions, provides an alternative mode of studying the Catholic Faith. On-line courses from approved institutions may be taken for credit and applied to diocesan certification.

Graduate Studies may be required for certain full time professional ministry positions in parishes, Catholic Schools, or other church-related agencies or institutions.

Formation for Christian Service



Archdiocese of Santa Fe

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Our Goal

To assist the parishes of the Archdiocese of Santa Fe in providing opportunities for THEOLOGICAL and SPIRITUAL FORMATION and SKILLS FOR MINISTRY for all adult Catholics, especially those involved in some aspect of ecclesial ministry or Christian service in the world.

There are five levels of Formation:

BASIC LEVEL FORMATION
INTENSIVE LEVEL FORMATION
ADVANCED LEVEL FORMATION
ONGOING FORMATION
GRADUATE STUDIES

At the completion of each of the first three levels, the Archdiocese of Santa Fe grants a Certificate of Participation for the appropriate level.

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FORMATION FOR CHRISTIAN SERVICE

Archdiocese of Santa Fe

SUMMARY CHART

AREAS	Spirituality and Theology	Skills
LEVELS	This area includes topics in Prayer, Spiritual Development, Christian Tradition, Theory, Doctrine, Knowledge	Training Practicum Methodology
<u>PRELIMINARY</u> prior to beginning a formal program	Life and faith experiences prior to beginning a formal formation program. Includes Cursillo and other weekend experiences, retreats, classes, group affiliations, etc.	Life Experience
<u>BASIC</u> foundation for other levels	Course 1 Introduction to Scripture (10 hour course) Course 2 Introduction to Christology (10 hour course) Course 3 Introduction to Church History (10 hours) Course 4 Introduction to Church (10 hour course) <i>(see Echoes of Faith, page 37, for alternative Basic Level courses)</i>	Workshops or training in any area (20 workshop hours)
<u>INTENSIVE</u> developmental, taken in community context over three year period of time	Spirituality and Prayer (15+ hours) Theological and Doctrinal Foundations (15+ hours) Scripture: Interpretation, Hebrew, Christian (15+ hours) Church History (15+ hours) Ecclesiology (15+ hours) Sacraments and Worship (15+ hours) Personal and Social Morality (15+ hours) Total: 105+ hours	Leadership Human Development and Ministerial Skills (25+ hours)
<u>ADVANCED</u> individual courses a step beyond basic, taken in any order	Scripture Courses (20 hours; 10 hours OT, 10 Hours NT) Ecclesiology Courses (10 hours, including Church history) Prayer and Liturgy (10 hours, including Liturgy Documents) Discipleship and Personal Growth (10 hours) Morality Courses (10 hours, including Personal and Social Morality)	Workshops or training in any area (20 workshop hours)
<u>ONGOING</u> additional after completion of any level	Courses, workshops, seminars, retreats, and experiences in a variety of theological/spiritual topics of a person's choice. (5+ hours per year required to remain certified)	Workshops or training in any area (5+ hours/year)
<u>GRADUATE</u> courses applying to a Master's degree in Theology	Six Core Courses (18 graduate credit hours) Integrative Colloquium (2 graduate credit hours) Thesis (2 graduate credit hours) <i>(This describes St. Norbert College curriculum offered in Albuquerque -- other graduate theology/ministry programs are also accepted)</i>	Specialization Courses (10 graduate credit hours)

Basic Level

For persons whose life experience and church involvement calls them to seek a deeper relationship with Christ and the Church, more growth in faith and knowledge, and for persons who are ministering in a parish, Catholic School, or Church-related agency.

SPIRITUALITY/THEOLOGY COURSES

There are four Basic Level courses in the area of Spirituality/Theology. Each course is 10 clock hours, usually scheduled in 5 successive 2-hour sessions.

Course 1: Introduction to Scripture

Course 2: Introduction to Jesus

Course 3: Introduction to Church History

Course 4: Introduction to the Church

SKILLS WORKSHOPS

In addition to the 40 hours of Spirituality and Theology, 20 clock hours of practical ministry training workshops are part of the Basic Level Formation process. Each Skills Workshop is usually 2 clock hours long. Participants can choose from a variety of workshops for these general areas of ministry:

Catechesis
Catholic Schools
Evangelization
Family Life
Persons with Disabilities
Parish Leadership
Prison and Jail Ministry
Social Justice
Worship and Prayer
Youth and Young Adults

Anyone completing the four SPIRITUALITY/THEOLOGY COURSES and 20 clock hours of SKILLS WORKSHOPS in a particular area of ministry is eligible for BASIC LEVEL CERTIFICATION for that ministry. At least 10 of these 20 hours must be from the lists of Skills Workshops on the following pages. A total of 10 SKILLS hours are sufficient for Catholic School teachers because of their academic degrees.

Other courses may be substituted for these four Basic Level Courses, but only with the approval of the Coordinator of Formation for Christian Service.

See the following pages for a more detailed outline of the Basic Level Spirituality/Theology Courses and lists of Skills Workshops designed for particular areas of ministry formation.

Basic Level Spirituality/Theology Courses

The intent of these courses is to present theology in a manner that not only informs, but also helps to form the spiritual life and practice of the participant. For this reason, the sessions are taught using theological reflection as the methodology. After completing the four Theology/Spirituality Basic Level Courses, participants can choose a particular area of ministry for Skills training, described on the following pages.

Course 1: Introduction to Scripture (10 clock hours)

Session 1: Understanding How the Scripture Came to Be

To foster an understanding of the unique quality of Scripture as God's inspired Word, which is rooted in a particular time and place and is also timeless in application.

Session 2: Highlights of the Jewish Scripture and Our Old Testament

To explore the richness and diversity of the Old Testament and Jewish history up to the time of Jesus.

Session 3: The Life and Times of Jesus and the Early Church

To convey a basic understanding of the world in which Jesus and the early church lived, and how that world impacted what Jesus taught and how the Church and Scripture developed.

Session 4: Christian Scriptures: How the Gospels Came to Be

To create a desire to know the living Jesus today by understanding the way the four evangelists recorded their portraits of the risen Jesus for their communities.

Session 5: Early Christian Teaching Apart from the Gospels

To introduce the diversity of the early Christian communities and the way in which the letters and other writings of the New Testament are a real response to their needs.

Course 2: Introduction to Jesus (10 clock hours)

Session 1: Who Is Jesus?

To understand the significance of the Incarnation, the name of Jesus and the various titles for Jesus used in the Scriptures, and to be introduced to two approaches to Christology.

Session 2: Jesus' Prayer

To deepen our understanding of how Jesus prayed and what he taught about prayer so that we may join in his prayer.

Session 3: Jesus Calls to Discipleship

To understand Jesus' call to discipleship in order to more fully respond to his call.

Session 4: Jesus' Journey to Jerusalem

To follow Jesus through the experience of his passion to his death on the cross.

Session 5: Resurrection, Ascension, and Pentecost

To enter into the Church's experience of Resurrection, Ascension, and Pentecost.

Course 3: Introduction to Church History (10 clock hours)

Session 1: The Church: An Historical Overview

To approach the contemporary church more realistically and compassionately, by realizing the Church did not develop in a vacuum. It both influenced and was influenced by many historical factors during its 20 centuries of development.

Session 2: The Image of Jesus: An Historical Overview

To study the Church's response to Jesus' question, "Who do you say I am?" in various historical contexts, in order to revitalize our own response.

Session 3: Eucharistic Liturgy: An Historical Overview

To explore developments in the Eucharistic Liturgy over the centuries, noting the effects these changes had on Christians of each era, in order to deepen our appreciation of the Eucharist.

Session 4: Sacraments of Initiation: An Historical Overview

To consider the development of the initiation process in our church, which includes Baptism, Eucharist, and Confirmation, in order to increase our sense of the importance of ongoing conversion for Christians of all times.

Session 5: Sacraments of Healing and Service: An Historical Overview

To review the history of the Sacraments of Penance, Anointing, Orders, and Marriage, in order to deepen our understanding and appreciation of these Sacraments in the life of the Church.

Course 4: Introduction to the Church (10 clock hours)

Session 1: The Church Today in Faith and Community

To explore the meaning of church through the images offered in Scripture and the Vatican II documents, in order to deepen our appreciation for who we are as the People of God.

Session 2: The Church Today in Sacramental Life

To discover the Sacraments as celebrations of the saving action of Christ in our midst, in order to enter more fully into the sacramental life of the Body of Christ.

Session 3: The Church Today in Worship

To appreciate the many facets of liturgy and the liturgical cycle, in order to participate in public worship with greater understanding.

Session 4: The Church Today in Moral Decision-making

To explore ways of following the teachings of Jesus and the Church, and of expressing our Baptismal commitment in our decision-making.

Session 5: The Church Today in Social concerns and Awareness

To explore the Social Teaching of the Church in order to discover ways of expressing our Baptismal commitment and living the Gospel through concern for others in our everyday lives.

Basic Level Skills Workshops Catechists

20 Hours of Skills Workshops are required in addition to the 40 hours of
Theology/Spirituality Courses for Basic Level Certification.
(G workshops are General, for all ministers; C workshops are for Catechists)

- 1-G Using Scripture in Ministry (2 hours)**
This workshop acquaints participants with ways of using Scripture for faith-sharing in a variety of settings that can be applied to their specific area of ministry.
- 2-G Leading Prayer in Ministry (2 hours)**
This workshop teaches a variety of skills and methods for leading groups in prayer in various pastoral settings and situations.
- 3-G Integrating the Liturgical Year into Ministry (2 hours)**
This workshop offers ideas for integrating the seasons of the church year into areas of ministry, using the appropriate signs and symbols of our faith.
- 4-G Community Building and Motivating Others in Ministry (2 hours)**
This workshop helps ministers in their role as leaders in the wider community and as enablers of others in ministry.
- 5-G Preparing and Planning in Ministry (2 hours)**
This workshop provides motivation for taking time to prepare for any ministerial event, and offers concrete techniques for long and short range planning.
- 6-C Storytelling in Catechesis (2 hours)**
This workshop offers the catechist an experience of four different story-telling styles that will help any catechetical session come to life.
- 7-C Using Audio and Visual Aids in Catechesis (2 hours)**
This workshop provides practical hands-on guidance in the use of a variety of audio-visual aids to enrich catechetical sessions.
- 8-C The Initiation Process: Its Place in Catechesis (2 hours)**
This workshop introduces the proper use of the Rite of Christian Initiation for various ages of people who are not catechized, as well as appropriate materials for use with different age groups.
- 9-C Family-Centered Catechesis (2 hours)**
In this workshop, catechists explore effective and creative ways to involve the entire family in the process of faith development in the parish.
- 10-C Cultural Adaptations in Catechesis (2 hours)**
This workshop encourages reverence for the differences unique to various groups and individuals, and provides skills for effectively adapting catechesis for those differences.
- 11-C Classroom Management and Environment (2)**
This workshop suggests practical techniques for preparing the meeting space and materials, and for managing time in the catechetical session.
- 12-C Creativity and Catechesis**
This workshop provides practical techniques for preparing the catechetical meeting space, and provides creative ideas and materials to enliven the catechetical session.

13-C Preparing First Communion Liturgies with Children

This workshop assists catechists in planning well for the liturgical celebrations of First Communion, and in preparing both children and parents for full, conscious and active participation in this special sacramental event.

14-C Catechesis and Vocation: Called to Holiness

Vocation is at the heart of Catholicism. This workshop will help parents and catechists understand how to assist children and youth in listening for God's call in their lives.

15-C A Catechist's Introduction to *The National Directory for Catechesis*

This workshop will give catechists an overview of the contents of this new document, with practical applications to the singular role and tasks of the catechist in the life of the Church.

16-C The Place of the Eucharist in Catechesis

In this workshop, catechists examine the many ways that the centrality of the Eucharist can be integrated into catechetical sessions for every age group.

17-C Preparing Liturgies with Children (2 hours) (also designated as 7-W)

This workshop uses the *Directory for Masses with Children* to assist those working with children to plan liturgical celebrations correctly and creatively.

Basic Level Skills Workshops

Catechists for Persons with Disabilities

20 Hours of Skills Workshops are required in addition to the 40 hours of
Theology/Spirituality Courses for Basic Level Certification.

(G workshops are General, for all ministers; CD workshops are for Catechists of Persons with
Disabilities)

- 1-G Using Scripture in Ministry (2 hours)**
This workshop acquaints participants with ways of using Scripture for faith-sharing in a variety of settings that can be applied to their specific area of ministry.
- 2-G Leading Prayer in Ministry (2 hours)**
This workshop teaches a variety of skills and methods for leading groups in prayer in various pastoral settings and situations.
- 3-G Integrating the Liturgical Year into Ministry (2 hours)**
This workshop offers ideas for integrating the seasons of the church year into areas of ministry, using the appropriate signs and symbols of our faith.
- 4-G Community Building and Motivating Others in Ministry (2 hours)**
This workshop helps ministers in their role as leaders in the wider community and as enablers of others in ministry.
- 5-G Preparing and Planning in Ministry (2 hours)**
This workshop provides motivation for taking time to prepare for any ministerial event, and offers concrete techniques for long and short range planning.
- 6-CD Catechesis With Children With Disabilities**
This workshop offers catechists of children practical and respectful ways of integrating children with disabilities into the catechetical session, so that the gifts of all are recognized and developed.
- 7-CD Skills for Praying with Persons Living with Disabilities (2 hours)**
This workshop gives practical strategies for preparing and leading different forms of prayer services for those with special needs.
- 8-CD Using Drama with Bible Stories (2 hours)**
This workshop teaches how to create an interactive learning experience for those with different levels of understanding, assisting them to respond to Bible stories.
- 9-CD Art, the Visual Language of Faith (2 hours)**
This workshop introduces art as a creative form of faith education, offering ideas for helping persons with special needs express religious experiences.
- 10-CD Cultural Adaptations in Catechesis (2 hours)**
This workshop encourages reverence for the differences unique to various groups and individuals, and provides skills for effectively adapting catechesis for those differences.
- 11-CD Music and Movement as Aids to Learning (2 hours)**
This workshop examines different forms of music and body movements, and how they can be used in the faith formation and education of people with special needs.

Basic Level Skills Workshops Catechetical Leaders

Completion of these 8 Skills Workshops (24 hours), in addition to the 40 hours of Basic Level Theology and 20 hours of Basic Level Skills, is required for Basic Level Certification as a Catechetical Leader.

CL-1 Catholic Identity (3 hours)

This workshop focuses on the Catholic faith tradition and belief, its essential elements and how to catechize in a way that is faithful to the “heart” of Catholicism.

CL-2 The Meaning of Catechesis (3 hours)

This workshop focuses on the vision and purpose of catechesis in the Catholic Church as understood through Church documents from Rome and the U.S. Bishops. It will support catechetical leaders in their efforts to fulfill their responsibility for offering the best possible programs and catechesis.

CL-3 The Aims of Catechesis (3 hours)

Catechesis has six aims: promoting knowledge of the faith, liturgical education, moral formation, teaching to pray, education for community life, and missionary education. This workshop explores how we plan catechetical programs to accomplish these aims.

CL-4 Recruiting, Training and Supporting Others for the Ministry of Catechesis (3 hrs)

Topics that are covered in this workshop include: finding good catechists and assistants; what to look for and where to look; the role of parents; assessing readiness for this ministry; setting clear expectations; offering training; giving continual support; affirming others in catechetical ministry.

CL-5 Formation for Christian Service (3 hours)

This workshop introduces catechetical leaders to the process of formation and skills training that leads to certification for catechists. In giving catechists a firm foundation in theology and catechetical skills, we empower and inspire them to share their growing faith.

CL-6 Planning the Catechetical Year (3 hours)

This workshop focuses on the principles of planning, the process of short and long range planning, and ways of including and encouraging others (such as pastor, parish staff and catechists) to also plan.

CL-7 Appreciating the Richness of Culture and Its Significance in Catechesis (3 hours)

The focal point of this workshop is perceiving how culture is a part of religious expression and experience. It aims to help us grow in understanding cultures other than our own and appreciating their enriching impact on the Faith Community.

CL-8 Catechetical Leader: Joining in the Ministry of Jesus (3 hours)

This workshop will address these important questions: How do we stay grounded in what is essential to our call in service to the Faith Community? How do we balance the many things that need to be done, challenges to be met, and our relationship with God and the Faith Community?

CL-9 Overview of the National Directory for Catechesis

This workshop introduces Catechetical Leaders to the content of this latest essential document from the USCCB which gives vision and practical guidance in all areas of catechetical ministry.

CL-10 Facilitating Echoes of Faith Sessions

This workshop introduces Catechetical leaders to the NCCL Echoes of Faith formation process, and teaches them to facilitate the formation sessions in an interesting, creative, and skillful way.

Basic Level Skills Workshops Catholic School Teachers

10 Hours of Skills Workshops are required in addition to the 40 hours of Theology/Spirituality Courses for Basic Level Certification.

(G workshops are General, for all ministers; T workshops are for teachers; C workshops are for Catechists; W workshops are for Worship ministers)

***The workshops marked with the * are required; teachers may choose from these or other workshops to complete the minimum 10 hours of Skills.**

1-G Using Scripture in Ministry (2 hours)

This workshop acquaints participants with ways of using Scripture for faith-sharing in a variety of settings that can be applied to their specific area of ministry.

2-G Leading Prayer in Ministry (2 hours)

This workshop teaches a variety of skills and methods for leading groups in prayer in various pastoral settings and situations.

***3-G Integrating the Liturgical Year into Ministry (2 hours)**

This workshop offers ideas for integrating the seasons of the church year into areas of ministry, using the appropriate signs and symbols of our faith.

4-G Community Building and Motivating Others in Ministry (2 hours)

This workshop helps ministers in their role as leaders in the wider community and as enablers of others in ministry.

5-G Preparing and Planning in Ministry (2 hours)

This workshop provides motivation for taking time to prepare for any ministerial event, and offers concrete techniques for long and short range planning.

6-C Storytelling in Catechesis (2 hours)

This workshop offers the catechist an experience of four different story-telling styles that will help any catechetical session come to life.

***7-W Preparing Liturgies with Children (2 hours)**

This workshop uses the *Directory for Masses with Children* to assist those working with children to plan liturgical celebrations correctly and creatively.

8-C The Initiation Process: Its Place in Catechesis (2 hours)

This workshop introduces the proper use of the Rite of Christian Initiation for various ages of people who are not catechized, as well as appropriate materials for use with different age groups.

***9-T Integration of Christian Values into the Curriculum (2 hours)**

In this workshop, teachers explore effective ways to model and cultivate the values of the Christian Tradition in all aspects of the school curriculum..

10-C Cultural Adaptations in Catechesis (2 hours)

This workshop encourages reverence for the differences unique to various groups and individuals, and provides skills for effectively adapting catechesis for those differences.

These workshops will be presented by qualified persons who have completed the Archdiocesan Orientation and Training for Workshop Presenters.

Basic Level Skills Workshops **Family Life Ministers**

20 Hours of Skills Workshops are required in addition to the 40 hours of
Theology/Spirituality Courses for Basic Level Certification.
(G workshops are General, for all ministers; F workshops are for Family Life Ministers)

- 1-G Using Scripture in Ministry (2 hours)**
This workshop acquaints participants with ways of using Scripture for faith-sharing in a variety of settings that can be applied to their specific area of ministry.
- 2-G Leading Prayer in Ministry (2 hours)**
This workshop teaches a variety of skills and methods for leading groups in prayer in various pastoral settings and situations.
- 3-G Integrating the Liturgical Year into Ministry (2 hours)**
This workshop offers ideas for integrating the seasons of the church year into areas of ministry, using the appropriate signs and symbols of our faith.
- 4-G Community Building and Motivating Others in Ministry (2 hours)**
This workshop helps ministers in their role as leaders in the wider community and as enablers of others in ministry.
- 5-G Preparing and Planning in Ministry (2 hours)**
This workshop provides motivation for taking time to prepare for any ministerial event, and offers concrete techniques for long and short range planning.
- 6-F Understanding the Role of Feelings in Relationships (2 hours)**
This workshop provides practice in understanding, recognizing, describing, and expressing feelings, and skills for using this knowledge in the ministerial setting.
- 7-F Listening Well and Communicating Clearly (2 hours)**
This workshop presents basic skills and offers practice in reflective listening and effective communication in life and ministry.
- 8-F Facilitating Groups Effectively (2 hours)**
This workshop teaches principles for effective facilitation of groups, including skills for dealing with difficult situations that arise in group discussions.
- 9-F Managing Conflict (2 hours)**
In this workshop, participants practice approaches to conflict situations through using reflection, assertion, and feedback skills.
- 10-F Understanding Families as Systems (2 hours)**
This workshop introduces systems theory as it applies to families, related the various stages of the family life cycle, and explores the importance of the family of origin.

These workshops will be presented by qualified persons who have completed the Archdiocesan Orientation and Training for Workshop Presenters.

Basic Level Skills Workshops **Liturgical Ministers**

20 Hours of Skills Workshops are required in addition to the 40 hours of
Theology/Spirituality Courses for Basic Level Certification.
(G workshops are General, for all ministers; W workshops are for Worship Ministers)

- 1-G Using Scripture in Ministry (2 hours)**
This workshop acquaints participants with ways of using Scripture for faith-sharing in a variety of settings that can be applied to their specific area of ministry.
- 2-G Leading Prayer in Ministry (2 hours)**
This workshop teaches a variety of skills and methods for leading groups in prayer in various pastoral settings and situations.
- 3-G Integrating the Liturgical Year into Ministry (2 hours)**
This workshop offers ideas for integrating the seasons of the church year into areas of ministry, using the appropriate signs and symbols of our faith.
- 4-G Community Building and Motivating Others in Ministry (2 hours)**
This workshop helps ministers in their role as leaders in the wider community and as enablers of others in ministry.
- 5-G Preparing and Planning in Ministry (2 hours)**
This workshop provides motivation for taking time to prepare for any ministerial event, and offers concrete techniques for long and short range planning.
- 6-W What is It We Do at Eucharistic Liturgy? (2 hours)**
This workshop offers people involved in Liturgy a better understanding of the essence of Liturgy, and skills for preparing correctly for Eucharistic celebrations.
- 7-W Preparing Liturgies with Children (2 hours)**
This workshop uses the Directory for Masses With Children to assist those working with children to plan liturgical celebrations correctly and creatively.
- 8-W Enhancing the Liturgical Environment (2 hours)**
This workshop looks at the worship space in order to understand it and use it well in planning liturgical spaces for seasons and particular celebrations.
- 9-W Designing Celebrations of Sacraments (2 hours)**
In this workshop, ministers explore richer ways of celebrating baptisms, reconciliation, and Eucharist through the use of appropriate symbols and music.
- 10-W Being a Hospitable Minister (2 hours)**
This workshop focuses on essential qualities that all Liturgical Ministers need and gives practical ways of exercising these qualities in Liturgy.

These workshops will be presented by qualified persons who have completed the Archdiocesan Orientation and Training for Workshop Presenters.

Basic Level Skills Workshops **Social Justice Ministers**

20 Hours of Skills Workshops are required in addition to the 40 hours of
Theology/Spirituality Courses for Basic Level Certification.
(G workshops are General, for all ministers; J workshops are for Justice Ministers)

- 1-G Using Scripture in Ministry (2 hours)**
This workshop acquaints participants with ways of using Scripture for faith-sharing in a variety of settings that can be applied to their specific area of ministry.
- 2-G Leading Prayer in Ministry (2 hours)**
This workshop teaches a variety of skills and methods for leading groups in prayer in various pastoral settings and situations.
- 3-G Integrating the Liturgical Year into Ministry (2 hours)**
This workshop offers ideas for integrating the seasons of the church year into areas of ministry, using the appropriate signs and symbols of our faith.
- 4-G Community Building and Motivating Others in Ministry (2 hours)**
This workshop helps ministers in their role as leaders in the wider community and as enablers of others in ministry.
- 5-G Preparing and Planning in Ministry (2 hours)**
This workshop provides motivation for taking time to prepare for any ministerial event, and offers concrete techniques for long and short range planning.
- 6-J What is Social Justice? Its Four Pillars (2 hours)**
This workshop is an introduction to the essence of social justice, helping participants to understand the four main functions of ministry for justice.
- 7-J The Social Teaching of the Church (2 hours)**
This workshop explores the Scriptures, the church documents and principles that are the foundation of the Social Teaching of the Church, and offers participants opportunities to apply these principles to daily life in the modern world.
- 8-J Social Justice Spirituality (2 hours)**
This workshop inspires participants to root the works of justice in a spirituality that is Biblical, Ecclesial, and Eucharistic.
- 9-J Attitudes for Justice Ministry (2 hours)**
In this workshop, justice workers explore the nature of cultural sensitivity, the preferential option for the poor, and the effects of racism.
- 10-J Elective Workshop (2 hours)**
Justice ministers can choose from a variety of specific skills training, such as, Social Analysis; conflict Resolution; Legislative Advocacy; Organizing for Social Justice; Option for the Poor.

These workshops will be presented by qualified persons who have completed the Archdiocesan Orientation and Training for Workshop Presenters.

Basic Level Skills Workshops Youth Ministers

20 Hours of Skills Workshops are required in addition to the 40 hours of Theology/Spirituality Courses for Basic Level Certification.
(Refer to FCS-6 from the basic level Spirituality & Theology Course)

(G workshops are General, for all ministers; Y workshops are for Youth Ministers)

- 1-G Using Scripture in Ministry (2 hours)**
This workshop acquaints participants with ways of using Scripture for faith-sharing in a variety of settings that can be applied to their specific area of ministry.
- 2-G Leading Prayer in Ministry (2 hours)**
This workshop teaches a variety of skills and methods for leading groups in prayer in various pastoral settings and situations.
- 3-G Integrating the Liturgical Year into Ministry (2 hours)**
This workshop offers ideas for integrating the seasons of the church year into areas of ministry, using the appropriate signs and symbols of our faith.
- 4-G Community Building and Motivating Others in Ministry (2 hours)**
This workshop helps ministers in their role as leaders in the wider community and as enablers of others in ministry.
- 5-G Preparing and Planning in Ministry (2 hours)**
This workshop provides motivation for taking time to prepare for any ministerial event, and offers concrete techniques for long and short range planning.
- 6-Y What is Ministry (2 hours)**
This workshop is an introduction to the essence of ministry, helping the participants to reach out to young people from a firm foundation.
- 7-Y A Vision of Youth Ministry (2 hours)**
This workshop examines the specific nature of effective ministry with young people in the parish.
- 8-Y Models of Youth Ministry (2 hours)**
This workshop examines a variety of ways to establish and nurture youth ministry that fits the needs of a particular group of young people.
- 9-Y Ministering in Adolescents' Culture (3 hours)**
In this workshop, youth ministers will explore ways of responding to the developmental stages of the adolescent.
- 10-Y The Faith Process and Youth Ministry (3 hours)**
Youth ministers will discover the relationships between youth ministry and catechesis, as well as understand appropriate faith expressions for youth.
- 11-Y Planning Youth Ministry (2.5 hours)**
This workshop will give the 3 major dimensions in planning youth ministry. Participants will practice the skills integral to effective planning for youth ministry in all dimensions.

- 12-Y The Adult as a Youth Minister (2 hours)**
Youth ministers will understand the scriptural basis for ministry and discover the need to be immersed in the Gospel message which ministry proclaims. The workshop will affirm the primacy of the spiritual life and the need to take time for personal reflection and prayer.
- 13-Y Youth Ministry & Liturgy (3 hours)**
This workshop is a how to in basic planning for liturgies. The workshop will also include music for liturgical celebrations.
- 14-Y Creating and Planning Youth Retreats. (3 hours)**
This workshop offers ideas and skills for planning effective youth retreats, including day, weekend and overnight Lock-ins.
- 15-Y Today's Media (2 hours)**
This workshop offers tips in how to use various media (computers, videos, etc.) for more effective ministry to youth.
- 16-Y Youth Ministry and Special Disabilities (2 hours)**
This workshop will cover the mental, physical, emotional, & developmental needs of young people.
- 17-Y First Aid Class (hours depending on presenter)**
This workshop offers training in dealing with emergency situations and administering first aid. (Red Cross Certification or comparable)
- 18-Y Sexual Abuse Workshop (3 hours)**
This workshop is a requirement for all adults working with young people according to Archdiocesan Policy, and is scheduled by the Vice-Chancellor's Office
- 19-Y Liability Workshop (1 hour)**
This workshop, offered by Catholic Mutual Insurance Group in collaboration with the Office of Youth and Young Adult Ministry, explains policies and procedures required for the protection and safety of young people at church-sponsored events and activities.

All workshops will be presented by qualified persons who have completed the Archdiocesan Orientation and Training for Workshop Presenters.

Basic Level Skills Workshops

Young Adult Ministers

20 Hours of Skills Workshops are required in addition to the 40 hours of Theology/Spirituality Courses for Basic Level Certification. (Refer to FCS-6 for the Basic Level Spirituality & Theology Courses)

(G workshops are General, for all ministers; Y workshops are for Youth Ministers)

1-G Using Scripture in Ministry (2 hours)

This workshop acquaints participants with ways of using Scripture for faith sharing in a variety of settings that can be applied to their specific area of ministry.

2-G Leading Prayer in Ministry (2 hours)

This workshop teaches a variety of skills and methods for leading groups in prayer in various pastoral settings and situations.

3-G Integrating the Liturgical Year into Ministry (2 hours)

This workshop offers ideas for integrating the seasons of the church year into areas of ministry, using the appropriate signs and symbols of our faith.

4-G Community Building and Motivating Others in Ministry (2 hours)

This workshop helps ministers in their role as leaders in the wider community and as enablers of others in ministry.

5-G Preparing and Planning in Ministry (2 hours)

This workshop provides motivation for taking time to prepare for any ministerial event, and offers concrete techniques for long and short range planning

6-YA Who are Young Adults? (3 hours)

This workshop provides an introduction to Young Adults where they are developmentally in society and in the Church.

7-YA Overview of Sons and Daughters of the Light (3 hours)

This workshop provides an overview of "Sons and Daughters of Light: A Pastoral Plan for Young Adult Ministry" created by the United States Conference of Catholic Bishops.

8-YA Becoming a Young Adult Responsive Church (3 hours)

This workshop offers ways in which a community can respond effectively to young adults by creating comprehensive young adult ministry in the parish.

These workshops will be presented by qualified persons who have completed the Archdiocesan Orientation and Training for Workshop Presenters.

Basic Level Skills Workshops

Detention and Reintegration Ministers

Completion of 20 hours of Skills training, chosen from the workshops listed below, in addition to 40 hours of Basic Level Theology Courses, is required for achieving Basic Level Certification.

D workshops are for anyone engaged in **Detention Ministry**; **RA** workshops are for those mentoring **Reintegrating Adults**. Workshops marked * are appropriate for both Detention Ministers and Mentors.

- 1-D*** Detention Facility Training (number of hours varies by facility)
- 2-D*** Introduction to *Responsibility, Rehabilitation, and Restoration: A Catholic Perspective on Crime and Criminal Justice: A Statement of the Catholic Bishops of the US* (2 hours)
- 3-D*** Introduction to the Principles of Restorative Justice (2 hours)
- 4-D*** Putting into Practice the Principles of Restorative Justice (2 hours)
- 5-D*** Understanding the History of Detention Systems (2 hours)
- 6-D*** Detainees in New Mexico: Who Are They? Why are They Detained? (2 hours)
- 7-D*** The Role of the Catholic Church in New Mexico Detention Systems (2 hours)
- 8-D*** “Do’s and Don’ts” for Detention Ministry (2 hours)
- 9-D** Skills for One-to-One Pastoral Visiting (2 hours)
- 10-D** Eucharistic Ministry in Detention Facilities (2 hours)
- 1-RA** Introduction: What is Mentoring? (2 hours)
- 2-RA** Team building and Listening Skills (2 hours)
- 3-RA*** Substance Abuse Training (2 hours)
- 4-RA*** Effects of Incarceration on Family Members (2 hours)
- 5-RA*** Special Needs of Incarcerated Women (2 hours)
- 6-RA** Dialogue Between Mentors and Ex-Offenders (1.5 hours)
- 7-RA** Community Resource Information (1.5 hours)
- 8-RA** Required Training for Mentors Visiting Prisons, Conducted by the New Mexico Corrections Department (7 hours)

These workshops will be presented by qualified persons who have completed the Archdiocesan Orientation and Training for Workshop Presenters.

Advanced Level

For persons who have completed the Basic Level of Formation or its equivalent and wish to deepen their faith, knowledge, and skills for ministry; for those who serve in or wish to serve in a leadership role in ministry in their parish; for Catholic School teachers of religion.

SPIRITUALITY/THEOLOGY COURSES

This Level requires at least 10 clock hours each in the six areas listed below, for a total of 60 clock hours in Spirituality/Theology. Participants choose courses in the six areas from among those offered by the Archdiocese, parishes, or other educational agencies. For courses to be approved for the Advanced Level, the content must be a step beyond basic and be sound Catholic teaching, and the course must be presented by a credentialed person.

Scriptures (10 clock hours in Old and New Testament)
The Creed—What We Believe
Church and Church History, (10 hours)
 Including New Mexico Church History
Prayer and Liturgy (10 clock hours)
 Including study of Liturgy Documents
Discipleship/Faith Growth (10 hours)
Morality (10 clock hours)

SKILLS WORKSHOPS

In addition to 60 hours of Spirituality/Theology, this Level requires a minimum of 20 additional hours of workshops or courses which provide practical training in the specific area of ministry the participant chooses.

Anyone completing the 60 hours of SPIRITUALITY/THEOLOGY and the required number of additional hours of SKILLS WORKSHOPS in a particular area of ministry is eligible for ADVANCED LEVEL CERTIFICATION for that ministry.

See the following pages for lists of suggested Advanced Level Courses and appropriate topics for each of the areas of Spirituality/Theology and Skills at this level.

Advanced Level Spirituality/Theology Courses

The following are suggested course topics that are appropriate for each area of the Advanced Level Spirituality/Theology course requirements. Many other topics are possible and acceptable. These are listed to give a general idea of the areas that might be covered.

For a course to be approved for this level, the following criteria must be met:

1. The methodology is based on adult learning principles, with preference given to the Theological Reflection model described in this document so that knowledge is integrated with the lived experience of the adults who participate.
2. The content builds upon rather than repeats the content of the Basic Level Courses.
3. The theological content reflects current Church teaching, found in the Vatican II documents, the Catechism of the Catholic Church, post-Vatican II documents such as the writings of the Pope, the Vatican, and the United States Conference of Catholic Bishops.
4. The presenter is a person with proper credentials and is in good standing with the Catholic Church in the Archdiocese of Santa Fe.
5. The course presents theology in a manner that assists the participants to grow in knowledge and faith and a deeper living of the Christian life.

Hebrew Scriptures / Old Testament (10 hours)

Study of "The Interpretation of the Bible in the Church," 1994 document of the Pontifical Biblical Commission
Survey of the Hebrew Scriptures
Study of the Torah
Study of the Prophets
Study of the Writings
Women of the Hebrew Scriptures
Study of any particular Book or Theme

Christian Scriptures / New Testament (10 hours)

The Structure of the Christian Scriptures
Survey of the Christian Scriptures
The Cultural Context of the Christian Scriptures
Study of the Synoptic Gospels
Study of the Epistles
The Writings of St. Paul
Study of John
The Book of Revelation
Study of any particular Book or Theme

Advanced Level Spirituality/Theology Courses (continued)

Foundations of the Faith: the Creed

The Trinity
God the Father: Creator of all things
Christology
Who is Jesus Christ?
The Mysteries of Christ's Life
Death and Resurrection
The Holy Spirit
The Life of the World to Come
Mary the Mother of God
Sin and Grace
What is Faith

Ecclesiology: Church and Church History (10 hours)

Vatican II Ecclesiology
The Mission and Nature of the Church
Scriptural Roots of the Church
Models of the Church
Church Structures: local, diocesan, national and global
Church History
The Church is One, Holy, Catholic, Apostolic
The Church and Culture
Christ's Faithful
The Challenge of Ecumenism
Various Aspects of New Mexico Church History
The Saints

Prayer and Liturgy (10 hours)

Celebrating the Church's Liturgy
Liturgy, Symbol, Ritual
The Paschal Mystery
The Liturgical Cycle: Sacred Time
The Sacramental Life of the Church
The Sacraments of Christian Initiation
The Sacraments of Healing
The Sacraments at the Service of Communion
Christian Funerals
Study of any Liturgical Season, Prayer form, Ritual, or Sacrament
Eucharist: Sacrament and Sacrifice
Eucharistic Devotions outside of the Mass
Marian Devotion
Popular Piety and Popular Devotion

Advanced Level Spirituality/Theology Courses (continued)

Discipleship and Personal Faith Growth (10 hours)

- Prayer in the Christian Life
- The Universal Call to Holiness
- Ways of Praying, Personal and Communal
- Forms of Prayer: Adoration, Petition, Intercession, Thanksgiving
- The Lord's Prayer
- Praying With Scripture
- Traditional Prayers of the Church
- Retreat Experiences
- Vocation: The Call of God
- Christian Spirituality (various forms)
- Discernment in the Spiritual Life
- Spiritual Direction

Morality (10 hours)

- Scriptural Roots of Christian Morality
- Formation and Role of Conscience
- The Morality of Human Acts and Passions
- The Virtues
- Beatitudes and Commandments
- Nature of Sin
- Grace and God's Forgiveness
- Social Morality
- Social Teaching of the Church
- Study of Specific Documents
- Consistent Ethic of Life
- Moral Issues (Abortion, War, Capital Punishment, etc.)
- The Decalogue: The Ten Commandments

Advanced Level

Suggested Skills Workshops

The following are suggested Skills Workshop topics that are appropriate for some areas of ministry for persons pursuing Advanced Level certification. Many other topics are possible and acceptable. These are listed to give an idea of topics that might be helpful.

Communication and Leadership Skills

1. Listening Skills for Pastoral Leaders
2. Resolving Conflicts that Arise in the Parish/School/Ministry
3. Public Speaking Skills
4. Effective Small Group Facilitation
5. Recruiting and Training Volunteers
6. Accommodating Different Learning and Communication Styles
7. Passing Along Information Effectively

Pastoral Planning and Administration

1. Understanding the Planning Process
2. Facilitating the Formation of a Parish or Program Vision and Mission
3. Creating Effective Goals and Objectives
4. Designing Programs to Meet Expressed Needs
5. Administering Parish Programs
6. Evaluating Program Effectiveness
7. Designing and Implementing Policies
8. Preparing and Monitoring Budgets
9. Record-keeping and Resource Management
10. Ministering Effectively Within the Parish and Diocesan Systems
11. Enabling Others to Work Collaboratively
12. Legal Issues that Impact Ministry
13. Recruiting, Training, and Nurturing Volunteers

Ministry of Catechist

1. Understanding and Facilitating the Role of Parents in the Religious Formation of Children
2. Integrating the Essential Aims of Catechesis: Message, Community, Worship, Service into the Catechetical Session
3. Utilizing Appropriate Methodologies for child, youth, and adult learning.
4. Choosing Developmentally Appropriate Activities for Faith Formation
5. Working with People of Different Gender, Cultural, and Socio-economic Groups
6. Reviewing, Evaluating, and Developing Appropriate Catechetical Programs for Specific Groups
7. Understanding Characteristics of Specific Age Groups

8. Policies and Procedures for Sacramental Preparation
9. Understanding and Communicating Basic Catholic Beliefs
10. Whole Community Catechesis

Youth and Young Adult Ministry

1. Utilizing the Stages of Adolescent Development in Youth Ministry
2. Faith Development Theories and Faith Formation of Young People
3. Assessing and Utilizing the Impact of the Popular Culture on Young People
4. Infusing Evangelization and Catechesis into all aspects of Youth Ministry
5. Designing and Implementing Effective Strategies for Youth Outreach and Evangelization
6. Coordinating Effective Catechetical Programs as Integral Components of Youth Ministry

Normally, the Advanced Level Skills for those in Youth and Young Adult Ministry are gained through participation in the **Christian Leadership Institute** (30 hours) and/or **Search for Christian Maturity**, as well as through other training events sponsored by the Archdiocesan Office of Youth and Young Adult Ministry.

Liturgical Ministry

1. Organizing an Effective Liturgy Committee
2. Enhancing Liturgy With Creative Use of Music
3. General Instruction of the Roman Missal
4. Planning Creative Baptismal Celebrations
5. Preparing Effective Celebrations of Reconciliation
6. Transforming Lectors into Proclaimers of God's Word
7. Helping the Assembly to Reclaim Its Role in Liturgy
8. Creating a Powerful Triduum Celebration
9. Establishing Useful Guidelines for Liturgical Ministers

The Advanced Level Certificate in Liturgical Ministry is normally earned through participation in the **Liturgical Institute of the Southwest**, a two year formation program offered by the Archdiocesan Office of Worship and Christian Initiation. For more information about the Institute, please call the Office of Worship at 831-8194.

Rite of Christian Initiation for Adults

1. RCIA Basics
2. RCIA for Rural and Small Communities
3. Music in the RCIA
4. Children's Catechumenate
5. What You Should Know About Your Inquirers
6. Year Round Catechumenate
7. Understanding Mystagogy
8. Marriage Issues and the RCIA
9. Which Rite is Right?
10. The Role of Sponsors in the RCIA

Catechetical Leadership

After completing the Basic Level Certification as a Catechetical Leader, completion of 30 hours of these Skills Workshops in addition to 60 hours of Advanced Level Theology Courses is required for Advanced Level Certification as a Catechetical Leader.

ACL-1 (AFF-1) Understanding Catechesis: Catechetical Document Study (3 hours)

This workshop involves choosing a document - *Sharing the Light of Faith, General Directory for Catechesis, Rite of Christian Initiation of Adults, The Challenge of Adolescent Catechesis, On Evangelization in the Modern World, The Catechism of the Catholic Church* - to read and reflect on prior to gathering in a seminar group to share and discuss learnings.

ACL-2 Effective Catechetical Administration (3 hours)

This workshop focuses on administrative and management aspects of catechetical programs, in particular development of policies and procedures, development of job descriptions, supervision of volunteer or paid staff, and catechetical boards or committees.

ACL-3 (AFF-3) Catechetical Program Development (3 hours)

This workshop presents aspects of program development: needs assessment; goals and objectives; strategic planning; staffing; evaluation. The workshop includes presentation of theory as well as practical application to the participant's circumstances.

ACL-4 (AFF-4) Curriculum Planning and Development (3 hours)

In this workshop participants explore various types of curriculum that would be appropriate for their parish setting. They develop the skills and competencies necessary for the selection and utilization of catechetical texts and resources.

ACL-5 (AFF-5) Catechetical Processes and Faith Sharing Methodologies (3 hours)

In this workshop participants consider various methodologies and processes which enable faith to become living, conscious and active through the light of instruction.

ACL-6 (AFF-6) Understanding How Adults Learn (3 hours)

To achieve maximum results in planning for adult faith formation, understanding how adults learn is crucial.

This workshop provides reflection on various principles of adult learning and their implications for and applications within catechetical ministry.

ACL-7 Keeping Records and Budgets (3 hours)

This workshop will offer proven, practical information on record keeping: what, how long, in what manner? In addition, budget and financial record keeping issues will be addressed: developing a budget, monitoring income and expenditures and preparation of financial reports.

ACL-8 (AFF-8) Catechizing for a Just World (3 hours)

Our faith is rooted in justice. In this workshop, based on the Social teachings of the Church, which will be reviewed, catechetical leaders will learn ways to assist catechists and families to put these faith understandings into practice.

ACL-9 Civil and Canon Law : Pastoral and Legal Concerns (3 hours)

This workshop will introduce legal injunctives which affect the catechetical setting, such as screening and supervision of volunteers/staff, negligence, health procedures, permission slips, child abuse, sexual abuse, transportation.

ACL-10 (AFF-10) Roman Catholic and Ecumenical (3 hours)

This workshop addresses the need to articulate one's own Catholic beliefs, values, practices and ecclesial identity while being skilled at conversing, working, praying with others from other Christian denominations. It will also address questions that often come up in mixed religion families such as sacraments, family catechesis and inter-marriage.

Leaders Of Adult Faith Formation

Completion of Basic Level Certification as a Catechetical Leader plus a minimum of 60 hours of Advanced Level Theology plus 30 hours of these Skills Workshops is required for Advanced Level Certification as a leader of Adult Faith Formation.

AFF-1 (ACL-1) Understanding Catechesis: Catechetical Document Study (3 hours)

This workshop involves reading and reflecting on *Our Hearts Were Burning Within Us: A Pastoral Plan for Adult Faith Formation in the United States*, together with a group of adult Catholics. Participation in Session I of the Leader's Guide for this document satisfies the requirements for this workshop.

AFF-2 The What and How of Adult Faith Formation (3 hours)

This workshop helps participants to identify the content areas of adult faith formation, to discern which content areas need concentration in their parish settings, and to explore various concrete approaches for adult faith formation. Participation in Session II of the Leader's Guide for *Our Hearts Were Burning Within Us: A Pastoral Plan for Adult Faith Formation in the United States*, satisfies the requirements for this workshop.

AFF-3 (ACL-3) Catechetical Program Development (3 hours)

This workshop presents aspects of program development: needs assessment; goals and objectives; strategic planning; staffing; evaluation. The workshop includes presentation of theory as well as practical application to the participant's circumstances.

AFF-4 (ACL-4) Curriculum Planning and Development (3 hours)

In this workshop participants explore various types of curriculum that would be appropriate for their parish setting. They develop the skills and competencies necessary for the selection and utilization of catechetical resources.

AFF-5 (ACL-5) Catechetical Processes and Faith Sharing Methodologies (3 hours)

In this workshop participants consider various methodologies and processes which enable faith to become living, conscious and active through the light of instruction.

AFF-6 (ACL-6) Understanding How Adults Learn (3 hours)

To achieve maximum results in planning for adult faith formation, understanding how adults learn is crucial. This workshop provides reflection on various principles of adult learning and their implications for and applications within catechetical ministry.

AFF-7 Nurturing Faith Throughout the Adult Life Cycle (3 hours)

As adults move through the various stages of the life cycle, their faith questions and needs change. The challenge in faith formation for adults is to understand and effectively meet those changing needs. This workshop provides an overview of the adult life cycle and explores faith opportunities for each stage.

AFF-8 (ACL-8) Catechizing for a Just World (3 hours)

Our faith is rooted in justice. In this workshop, based on the Social teachings of the Church which will be reviewed, learn ways to assist catechists and families to put these faith understandings into practice.

AFF-9 Ministerial Responsibility and Ethical Standards (3 hours)

Those who work with adults in a ministry setting are called to a professional standard of behavior, which holds them accountable for words and actions that are in harmony with Gospel values. This workshop examines the major aspects of ethical standards, flowing from reverence for all people, which guide the minister.

AFF-10 (ACL-10) Roman Catholic and Ecumenical (3 hours)

This workshop addresses the need to articulate one's own Catholic beliefs, values, practices and ecclesial identity while being skilled at conversing, working, praying with others from other

Christian denominations. It will also address questions that often come up in mixed religion families, such as sacraments, family catechesis and inter-marriage.

AFF-11 Developing Adult Faith Formation Teams (3 hours)

This workshop explores ways of recruiting and developing teams of talented people to work together for planning, executing, and evaluating faith formation efforts in the parish. It aims to improve skills necessary for team leadership, such as motivating, creating organizational climate, organizing and managing, screening, training and evaluating.

AFF-12 Facilitating and Working With Groups (3 hours)

This workshop explores skills for nurturing groups in ways that promote adult faith growth and sharing. Skills include understanding and enhancing group development, group climate, clarity of purpose, roles and tasks, interaction within the group, and dealing with diversity and conflict.

AFF-13 Organizing for Adult Faith Formation

This workshop helps participants to understand the pivotal role of the parish in adult faith formation, to assess the parish's efforts to develop leadership and, to understand the resources provided by the diocese, and to define the next steps they will take toward implementation of on *Our Hearts Were Burning Within Us: A Pastoral Plan for Adult Faith Formation in the United States*. Participation in Session III of the Leader's Guide for this document, satisfies the requirements for this workshop.

Intensive Level

For persons who have completed the Basic Level and who may have completed the Advanced Level courses and who wish to journey with a community of learners through a three-year process of formation for ministry. Persons who wish to complete the requirements for serving in a leadership role in ministry in their parish may complete this Intensive Level as a substitute for, or in addition to the Advanced Level.

The Intensive Level is organized within Deaneries of the Archdiocese and was formerly titled "Schools of Ministry."

The community of learners meets within a particular deanery on a monthly basis for a period of two or three years.

Participants commit to complete the full program and go through an application process, which includes a recommendation from their pastor or parish life coordinator.

SPIRITUALITY/THEOLOGY SEGMENT

The Spirituality/Theology segment of the Intensive Level Formation consists of:

Three Retreat Experiences (minimum 5 hours each)

Six Courses (minimum 15 hours each) in the following areas:

Scripture
Church History
Foundations: The Creed
Church
Sacraments and Worship
Morality

SKILLS SEGMENT

The Skills Segment consists of a minimum of 25 hours in the following:

Human Development/Communication
Leadership
Specific Ministry Training Workshops

Anyone completing the three year process is eligible for INTENSIVE LEVEL CERTIFICATION for ministry.

Intensive Level, Formation for Christian Service

VISION AND GOALS

Participants in the Intensive Level of Formation for Christian Service are invited to embark upon a pilgrimage of faith toward their baptismal calling to be followers of Christ and ministers of his Church to all God's people. This faith journey promises to provide spiritual, theological and practical formation that will assist them in recognizing more clearly the presence and action of the Lord Jesus Christ in our midst, and to share in his mission of salvation for the world.

The goal of the Intensive Level of Formation for Christian Service is to help form ministers who

- are well grounded in the Gospel message;
- are acquainted with Catholic teaching and theology that promotes a living and active faith, and with resources to support continued learning;
- are prepared to witness the Good News by the quality of their lives and relationships;
- understand themselves as disciples of Jesus Christ, and are prepared to enter into mature relationships with God, with others, and with the cultures of the world in which they live;
- understand through study and experience the indispensability of prayer and community to the Christian growth process;
- are able to integrate what they learn into their own lives and ministries;
- have appropriate attitudes and skills for effective ministry;
- are prepared to exercise leadership and ministry at the parish level and in the market place.

LOCATION

The Intensive Level of Formation for Christian Service is located in the deaneries of the Archdiocese.

There are three functioning English locations at present and two Spanish locations:

SANTA FE DEANERY	English Coordinator: Juanita Montoya	471-6489
	Spanish Coordinator: Sergio Garcia	231-0517
NORTHWEST DEANERY	Coordinator: Joanne Dupont Sandoval	689-2404
ALBUQUERQUE DEANERIES	English Coordinator: Frances Montaño	831-8151
	Spanish Coordinator: Dcn. Juan Barajas	831-8152

Intensive Level, Formation for Christian Service

METHODOLOGY

The intent of the Intensive Level courses is to present theology in a manner that not only informs, but also helps to form the spiritual life and practice of the participant. We begin with the assumption that participants come with a history of God's action in their lives, and that continued growth in faith and skills for ministry is their goal. Therefore, the following principals are the foundation for our methodology.

1. All sessions are grounded in respect for each individual's unique history, spirituality, and previous learning. Therefore the contributions of participants as well as those of presenters will be valued.
2. There are many ways of learning so we make strong efforts to accommodate the participants' different learning styles by using a variety of teaching techniques.
3. A balance of presenter input (such as lectures, videos, presentations) and active involvement of the participants (such as small or large group process) has proven to be the best means of achieving the most learning. At least one third of the session time is therefore devoted to active involvement of the participants.
4. Frequent stretch breaks (about one every hour) and one longer break (about 15 minutes) each morning and afternoon help keep participants fresh and alert.
5. A time of prayer that is organized around the theme of the day is an essential part of each session. It can be at the beginning, the end, or some other part of the session. Using different prayer forms and styles of praying exposes the participants to new ways of praying and models creativity in the use of prayer in ministerial settings.
6. Theological Reflection is our preferred method for learning and assisting others in their learning. We ask presenters to design their sessions according to this method whenever possible.
7. Integrated into each session of the curriculum are: the Word of God as it comes to us in Scripture; cultural implications and applications to the content; and the justice dimension of all Catholic teaching. Presenters are encouraged to plan their sessions to reflect this integration.

Intensive Level Spirituality/Theology Segment

The intent of these courses is to present theology in a manner that not only informs, but also helps to form the spiritual life and practice of the participant. The curriculum of the Intensive Level was developed locally using input from the experiences of the Deanery "Schools of Ministry" over the past fifteen years, combined with material from New Wine A Program for Ministry Formation, Paulist Press, 1995. The spirituality/theology segment consists of 3 retreat experiences and 7 core courses.

Retreat Experience 1: Being a Person of Prayer (minimum 5 clock hours)

OBJECTIVES: Participation in this retreat experience will help participants to:

- understand the central place of prayer in the life of the minister;
- identify their own prayer preferences and growth in their life of prayer over the years;
- experience a variety of ways of praying;
- grow in their relationship to God and their desire to pray

Course 1: Sacred Scripture (minimum 15 clock hours)

Session 1: Catholic Approaches to Scripture

OBJECTIVES: As a result of this session, participants will be able to:

- explain the process of how lived faith experience was turned into a text;
- know the Catholic approach and understanding of Scripture, and how Catholics use Scripture;
- elaborate on the various forms of critical tools used to study Scripture and described in The Interpretation of the Bible in the Church by the Pontifical Biblical Commission.
- understand the limitations of a fundamentalist interpretation and approach.

Session 2: Hebrew Scriptures/Old Testament

OBJECTIVES: As a result of this session, participants will be able to:

- explain the significance of the Exodus event for the Hebrew people;
- describe the differences in the Yahwist and Elohist accounts of the covenant narrative in Exodus and the historical developments that influenced the two traditions;
- describe the development of the Deuteronomistic tradition with its emphasis on law and the Priestly tradition which arose out of the crisis of the Babylonian exile;
- distinguish the major types of writing contained in the Hebrew Scriptures.
- appreciate more fully the role of the Hebrew Scriptures/Old Testament in the life of the Church today;
- grow in their desire and commitment to study and pray the Scriptures

Session 3: Christian Scriptures/New Testament

OBJECTIVES: As a result of this session, participants will be able to:

- begin to approach the Christian Scriptures as faith documents of the first and early second centuries;
- identify the major communities from which the Christian Scriptures came, along with their major characteristics and historical/cultural influences;
- appreciate more fully the role of the New Testament in the life of the Church today;
- grow in their desire and commitment to study and pray the Scriptures

Course 2: Church History (minimum 15 clock hours)

Session 1: The First through the Sixth Centuries

OBJECTIVES: As a result of this session, participants will be able to:

- consider the cultural implication of the Jewishness of Jesus and the apostles, and the Hellenism that influenced the early communities;

**Intensive Level
Spirituality/Theology Courses (continued)**

- express some problems that arose with the expansion of the early Christian church;
- recognize the adaptation and synthesizing of religious beliefs;
- acknowledge that the structure of the church developed over the centuries;
- articulate the impact that the Edict of Milan had on Christian life and practice.

Session 2: The Seventh Century through the Reformation

OBJECTIVES: As a result of this session, participants will be able to:

- recount the long-lasting effects of Constantine moving from Rome to Constantinople;
- explain the impact of the Germanic invasions, the Muslim sweep, and the Vikings' attack on the Holy Roman Empire;
- analyze the positive and negative aspects of church-state intermingling;
- describe the variety of causes and reasons that led to the East-West Schism;
- explain why the twelfth and thirteenth centuries are referred to as the Golden Age of Christianity;
- list various trends and developments which set the stage for the Protestant Reformation;

Session 3: Post-Reformation to the Present

OBJECTIVES: As a result of this session, participants will be able to:

- look objectively at the Reformation/Catholic Renewal of the fifteenth to seventeenth centuries;
- appreciate the influence of the age of enlightenment on the western world and Catholic Church during the seventeenth to the nineteenth centuries;
- be aware of the development of the Catholic Church in the colonial, federal, immigrant and modern periods of US history.
- understand the developments leading up to Vatican Council II and its impact

Retreat Experience 2: Images of God (minimum 5 clock hours)

OBJECTIVES: Participation in this retreat experience will help participants to:

- reflect on the images of God, Father, Son, and Holy Spirit, given to us in Scripture and in the rich tradition of the Church
- experience through prayer the immanence/presence of God imaged various ways
- understand the transcendence of God and our limited comprehension of God
- deepen their commitment to relationship with God

Course 3: Faith Foundations: The Creed (minimum 15 clock hours)

Session 1: God and Humanity

OBJECTIVES: As a result of this session, participants will be able to:

- understand the formation of the creeds;
- deal with the topic of the existence of God;
- deal with different images and descriptions of God;
- discuss the meaning of our belief in "God the Father Almighty, Creator of heaven and earth, of all that is seen and unseen";
- explain what it means to be human and explore why God became human.

Session 2: Jesus and the Spirit

OBJECTIVES: As a result of this session, participants will be able to:

- distinguish between two approaches to Christology, from above and from below, and give implications for each starting point;

Intensive Level Spirituality/Theology Courses (continued)

- explain the two extremes in Christology, Docetism and Arianism, and how they still survive;
- know the relationship between Christology and Mariology, and its implications for the life of the Christian;
- articulate the variety of ways in which the Christian tradition has tried to make sense of Jesus' death;
- explain the meaning of the Paschal Mystery as it is rooted in Jesus' redemptive action, and as it is lived in our everyday lives and the Liturgical cycle;
- trace the development in the understanding of the identity and function of the Holy Spirit, especially as articulated in the east-west controversy.

Session 3: The Resurrection and the Life of the World to Come

OBJECTIVES: As a result of this session, participants will be able to:

- address the concept of divine judgment; relate it to the Catholic view of purgatory;
- distinguish between resurrection and resuscitation, and how this relates to the Catholic belief in the resurrection of the body;
- explain the implications of our belief in the immortality of the soul, and in the resurrection of the body;
- know how the use of symbols and symbolism relates to how we understand and articulate the life of the world to come.

Course 4: Experiences of Church (minimum 15 clock hours)

Session 1: Models of Church and The Church of Vatican Council II

OBJECTIVES: As a result of this session, participants will be able to:

- understand some of the developments in theology and ecclesiology that led to the Vatican II Council;
- articulate Vatican II's vision of the church and contrast it with the vision of previous eras;
- understand the development of documents of Vatican II and their impact on the church's self-understanding today;
- define how the four marks of the church have been traditionally understood and how we understand them in the light of Vatican II's teachings today;
- become familiar with Dulles' "Models of the Church" as a tool for ministry in the church

Session 2: The Church in New Mexico

OBJECTIVES: As a result of this session, participants will be able to:

- trace the major historical developments in the church's presence in New Mexico;
- identify significant characteristics and contributions of the primary cultures that intersect in New Mexican church history;
- compare the development of the church in New Mexico with its development in other parts of the United States and understand the reasons for those differences;
- appreciate the uniqueness of the various spiritualities expressed in New Mexico.

Session 3: Ministry and the Minister in the Church

OBJECTIVES: As a result of this session, participants will be able to:

- acknowledge that God calls each person to live his/her faith in an active and public way;
- explain how each of us has been shaped by our experience, and can either enhance or block the development of God-given gifts;
- name their own gifts and affirm and validate one another's gifts;
- trace briefly how ministry in the church has developed over time;
- use biblical images, and thoughts of bishops, Vatican II, the papacy, and other religious leaders to develop their own vision of ministry.

Intensive Level
Spirituality/Theology Courses (continued)

Retreat Experience 3: Praying the Scriptures (minimum 5 clock hours)

OBJECTIVES: Participation in this retreat experience will help participants to:

- understand and practice God's first language—silence
- Explore the levels of meaning in Scripture, and the value of praying with Scripture
- Understand self-knowledge, healing, and contemplation through praying with Scripture
- Experience the Jesus Prayer, Lectio Divina, and centering prayer

Course 5: Sacraments and Worship (minimum 20 clock hours)

Session 1: Symbols, Sacramental Experiences, Ritual, Liturgy

OBJECTIVES: As a result of this session, participants will be able to:

- recognize the power behind symbols used in sacramental moments;
- understand the basic elements of ritual and the principle of sacramentality;
- name the multiple elements that constitute liturgy;
- clarify common liturgical terms;
- understand the process and ritual of Christian Initiation of Adults as an example of ritual;
- understand the experience of Christian Initiation as a conversion experience and as a major influence in the parish community and the development of sacramental programs;

Session 2: Sacraments of Christian Initiation

OBJECTIVES: As a result of this session, participants will be able to:

- connect the history of Baptism, Confirmation, and Eucharist;
- connect the theology of Baptism, Confirmation, and Eucharist;
- articulate the meaning of Christian Initiation as contrasted with the Sacraments of Initiation as they are celebrated today;
- explore the difference between the early church's sense of Baptism and the reasons we baptize infants and some alternative ways of viewing Baptism;
- recognize the central place of Eucharist in the church; express essential concepts about it;
- explore our sense of Confirmation today and various pastoral responses to it;

Session 3: Sacraments of Healing

OBJECTIVES: As a result of this session, participants will be able to:

- identify and describe an experience of conversion, reconciliation, healing they have had;
- understand how the sacraments of Reconciliation and Anointing of the Sick are rooted in human experience and in Scripture;
- explain how these sacraments developed historically;
- recognize changing perceptions of these sacraments and distinguish essential concepts about them.

Session 4: Sacraments of Vocation and Christian Lifestyles

OBJECTIVES: As a result of this session, participants will be able to:

- identify and describe their own experiences of vocation;
- understand how Marriage and Holy Orders have developed historically;
- explain the Biblical roots of Marriage, Holy Orders and the single vocation;
- describe the differences in emphasis in all Christian vocations since Vatican II and the 1983 Code of Canon Law;
- outline some key concepts for a contemporary theology of vocation.

Course 6: Morality (minimum 15 clock hours)

Session 1: Personal Morality and Conscience Formation

OBJECTIVES: As a result of this session, participants will be able to:

Intensive Level Spirituality/Theology Courses (continued)

- express their understanding of the context of morality and the problems that may be encountered in making moral decisions;
- outline the elements involved in the Christian search for a good moral decision and apply them to an actual moral dilemma;
- understand the impact of self-awareness and freedom and the distinction between Human Acts and Acts of a Human.
- distinguish between levels of moral development;
- explain different understandings of the reality of sin;

Session 2: Social Morality

OBJECTIVES: As a result of this session, participants will be able to:

- understand that all behavior has moral implications and no behavior is totally private but is communal in nature;
- express that justice is constitutive of the Christian life and involves the systems and structures of societies and institutions as well as personal actions;
- explore the Catholic Church's teaching on selected social justice issues;
- apply the core justice principles to a current issue

Session 3: Reflection Day: Integrating Moral Values into Daily Life

OBJECTIVES: As a result of this session, participants will be able to:

- evaluate their own moral decision making in terms of a well-formed conscience;
- understand that Catholic morality is primarily rooted in love and is a response to God's initiative;
- understand better the relationship between law and love;
- consider morality as a response to God's offer of friendship;
- live more completely their response to the Gospel way of life;

Intensive Level Skills Segment

Course 7: Ministry Leadership Skills (minimum 25 hours)

Session 1: Reflective Listening: Person to Person and in Groups

OBJECTIVES: As a result of this session, participants will be able to:

- identify the components of attending and following skills;
- understand the importance of "I" messages;
- practice reflective listening by responding to the presenter and the other participants;
- articulate how principles of reflective listening apply to cultures as well as individuals;
- apply skills to a cultural setting

Session 2: Understanding Self and Understanding Others

OBJECTIVES: As a result of this session participants will:

- become familiar with Myers Briggs Preferences (types);
- understand types in relation to self, as well as ministry implications;
- understand and discuss Erikson's Stages of Development with focus on self and ministry implications.

Session 3: Working With Groups: Assertion and Feedback Skills

OBJECTIVES: As a result of this session, participants will be able to:

- distinguish between reflecting content and reflecting feeling in a reflective message;
- understand assertion as a behavior and a learned skill;

Intensive Level Ministry Leadership Skills (continued)

- distinguish between passive, aggressive, and assertive responses;
- practice use of assertive messages;
- distinguish between affirming and defending assertive messages;

Session 4: Conversion: Stages in Faith Development

OBJECTIVES: As a result of this session, participants will be able to:

- understand the concept of stage theory as it is used in various theories;
- discuss stages of faith development and how they are reflected in their lives;
- understand some of the ministry implications of faith development theory;
- discuss how understanding a stage theory of faith development affects one's ministry style as well as one's own spiritual development.

Session 5: Situational Leadership

OBJECTIVES: As a result of this session, participants will be able to:

- understand that leadership is a set of definable skills that can be practiced and used rather than a position of authority;
- relate gospel and ministerial values to areas of leadership and ministry;
- reflect on the concept of situational leadership;
- understand the Task and Relationship functions of leadership;
- review various leadership styles and how they are used to help a group grow and develop;
- begin to integrate the various leadership styles with stages of group development.

Session 6: Conflict Management

OBJECTIVES: As a result of this session, participants will be able to:

- apply their knowledge of communication skills to their handling of conflict situations;
- understand their own background, experience, and learning as these impact their conflict management style;
- relate gospel and ministerial values to areas of conflict;
- use problem solving techniques to help them work through conflict situations.

Session 7: Families as Systems and Family Life Cycles

OBJECTIVES: As a result of this session, participants will be able to:

- have a basic understanding of systems theory and how it relates to families;
- interpret the vital signs of a family system of which they are a part;
- relate the various stages a family passes through in its life cycle;
- understand the ministerial implications of family system theory and family life cycles.

Session 8: Decision-making, Organizational Systems, and Planning

OBJECTIVES: As a result of this session, participants will be able to:

- recall the basics of a "systems approach" to family and relate it to other systems, i.e., parish, groups, organizations;
- begin learning skills for diagnosing a group and planning for change;
- understand the advantages and disadvantages of various ways of making decisions and how these relate to ministry;
- practice the skills of consensus decision-making.

The Skills Segment of the Intensive Level may also include Specific Ministry Workshops in a chosen area of ministry in addition to a period of supervised ministry in a local setting where the participant is assisted in using the acquired skills and knowledge.

Intensive Level Youth Ministry Certification

Youth Ministers who have completed the Basic Level Certification may participate in the National Certification for Youth Ministers offered by the Office of Youth and Young Adult Ministry together with the Center for Ministry Development of Naugatuck, CT. All sessions are led by credentialed trainers from around the U.S.

The Certificate Program offers 16 hours of training in each of the following areas:

Principles of Youth Ministry
Foundations of Christian Leadership
Developing Youth Ministry
Skills of Christian Leaders
Pastoral Care of Youth
Evangelization and Catechesis
Prayer and Worship
Justice and Service

Upon completion of the 128 hours of training, participants are awarded the Intensive Level Certificate in Youth Ministry

Ongoing Formation

After completing any level of formation, persons engaged in ministry are encouraged to continue learning and taking advantage of any course and workshop offerings as they are able.

Active ministers are expected to take at least 5 hours of ongoing formation each year to keep their knowledge and skills current.

Video-Assisted Group Studies

Video assisted learning can be an effective way to enhance theological studies, especially since there are many excellent videos presently available in the Ministry Resource Center at the Catholic Center.

In some situations it is appropriate and permitted to substitute a video or audio program for a presenter in a course of study. Although this is not the ideal, in a distant rural setting or for people who find it impossible to get to the courses and workshops that are scheduled with a presenter, video assisted studies can replace courses required for certification.

For a video-based course to be approved for credit toward certification, the following criteria must be met:

1. Permission to use the course or workshop for credit is granted by the Office of Formation for Christian Service.
2. The video that is used for the course or workshop has been approved by the Office of Formation for Christian Service.
3. A group of least three people gather to pray together, view the videos, and discuss the connections between the video content and their own lives and ministries.
4. There is a course or workshop FACILITATOR, who designs some kind of interactive process for the participants to use with the video. The facilitator also takes attendance and sends the information about the course content, the number of hours, together with the participant attendance to the Office of Formation for Christian Service at the conclusion of the course.

There are hundreds of videos available for lend in the Ministry Resource Center, many of which can be used for this purpose. Parish ministers are encouraged to check out and use the resources available in the MRC for their own personal enrichment, with or without credit, and for their ministries.

Echoes of Faith

Video Assisted Learning Modules

Echoes Of Faith is a video-assisted catechist formation program designed for use in parishes, schools and dioceses. Its effective interaction of print and video make it the ideal tool for training a new generation of catechists!

Echoes of Faith has thirteen modules that address the major theological and catechetical themes recommended for catechist formation.

For Basic Level Certification in the Archdiocese of Santa Fe, the five Theological Modules are equivalent to the four Basic Level Courses (40 hours).

The modules are:

• Theological Modules

I Believe/We Believe
Liturgy and Sacraments
Catholic Morality
Prayer and Spirituality
The Scriptures

•The Learner and Methodology

Introduction to the Learner
Methods for Grades 1 and 2
Methods for Grades 3 and 4
Methods for Grades 5 and 6
Methods for Grades 7 and 8

Catechetical Modules

Getting Started as a Catechist
Roles of the Catechist
The Person of the Catechist

Completion of all five modules on **The Catholic Faith** together with an additional 20 hours of learning selected from the remaining modules is an alternate way of earning the Basic Level certification for catechists.

All of the Echoes of Faith modules, both the videos and the print materials, may be borrowed from the Ministry Resource Center for use by a parish or group of individuals. Call 831-8179 to reserve

Theological Modules

Completion of Modules I-V is equivalent to completion of Basic Level Courses 1-4

I. Believe, We Believe

- Segment 1: God the Father
- Segment 2: God the Son
- Segment 3: God the Holy Spirit
- Segment 4: The Christian Creed

II. Liturgy and Sacraments

- Segment 1: What is Liturgy?
- Segment 2: Liturgy and Christian Identity
- Segment 3: Sacraments of Christian Initiation
- Segment 4: Sacraments of Healing & Service

III. Catholic Morality

- Segment 1: Foundations of the Moral Life
- Segment 2: Objective and Subjective Morality
- Segment 3: The Morality of Human Actions
- Segment 4: Conscience and God's Law

IV. Prayer and Spirituality

- Segment 1: What is Prayer?
- Segment 2: How do We Pray?
- Segment 3: The Prayerful Life
- Segment 4: The Our Father

V. Introduction to the Scriptures

- Segment 1: What is the Bible?
- Segment 2: Why is the Bible
- Segment 3: What's in the Bible?
- Segment 4: Jesus: The Alpha and the Omega

Catechetical Modules

For Catechist Skills, choose 20 hours from this section and the section on Methodology below

I. Getting Started as a Catechist

- Segment 1: Creating the Physical Environment
- Segment 2: Nurturing the Social Environment
- Segment 3: Using Creative Activities for Learning
- Segment 4: Planning for Success

II. Roles of the Catechist

- Segment 1: Catechist as Storyteller
- Segment 2: Catechist as Teacher Companion
- Segment 3: Catechist as Leader of Prayer
- Segment 4: Catechist as Witness for Justice

III. The Person of the Catechist

- Segment 1: The Vocation of the Catechist
- Segment 2: The Qualities of the Catechist
- Segment 3: Growing as a Catechist
- Segment 4: Trusting the Spirit

The Learner & Methodology

For Catechist Skills, choose 20 hours from this section and the section on the Catechist above

Introduction to the Learner

- Segment 1: Building Knowledge
- Segment 2: Relating to Self and Others
- Segment 3: Learning to Love
- Segment 4: Growing in Faith

Methods for Grades 1 & 2

- Segment 1: The Faith Journey
- Segment 2: Sharing Sacred Scripture
- Segment 3: Sharing Our Catholic Tradition
- Segment 4: Growing as a Catechist

Methods for grades 3 & 4

- Segment 1: The Faith Journey
- Segment 2: Sharing Sacred Scripture
- Segment 3: Sharing Our Catholic Tradition
- Segment 4: Growing as a Catechist

Methods for Grades 5 & 6

- Segment 1: The Faith Journey
- Segment 2: Growing as a Catholic Christian
- Segment 3: Responding to the Message of Jesus
- Segment 4: Growing as a Catechist

Methods for Grades 7 & 8

- Segment 1: The Faith Journey
- Segment 2: Growing as a Catholic Christian
- Segment 3: Responding to the Message of Jesus
- Segment 4: Growing as a Catechist

Ecumenical Institute for Ministry

The Archdiocese of Santa Fe is a committed partner in the effort to offer theological education in an ecumenical setting. The Ecumenical Institute for Ministry, a partnership between six denominations organized through the New Mexico Conference of Churches, is the means for bringing that commitment to reality. The mission of EIM is lifelong education for ministry for laity and clergy of the faith communities of New Mexico.

EIM offers annually a series called Track I: Certification for Ministry Courses. It also sponsors the Graduate theology program in cooperation with St. Norbert College. The Office of Formation for Christian Service of the Archdiocese encourages participation in EIM and offers Advanced Level credit for participation in the Track I courses that EIM sponsors.

TRACK I CERTIFICATION FOR MINISTRY COURSES

Introduction to Bible Studies

Principles of Biblical Interpretation (16 hours)

Survey of the Old Testament (16 hours)

Survey of the New Testament (16 hours)

Introduction to the History of Christian Tradition

The Early Church to 500 AD (16 hours)

Medieval and Reformation Periods (16 hours)

Modern and Contemporary Periods (16 hours)

Introduction to Christian Theology

Teaching the Apostolic Faith: Basic Christian Beliefs (16 hours)

The Church in Ecumenical Perspectives (16 hours)

The Sacraments: Baptism, Eucharist and Ministry (16 hours)

Building Communication/Interpersonal Skills

Effective Communication in Christian Ministries (32 hours)

Intercultural Communication Principles for Christian Ministries (16 hours)

Formation for Ministry

The Theological Foundations for Lay Ministry (16 hours)

The Foundations for Christian Ethics (16 hours)

Spiritual Formation and Direction (16 hours)

On-line Learning

There are a number of websites that offer online courses for the study of Catholic theology and preparation for ministry. The Archdiocese of Santa Fe accepts for credit courses offered by accredited Catholic colleges and universities. Because of its longstanding experience with online learning, together with its history of teaching sound Catholic theology and ministry formation, the Archdiocese has partnered with the University of Dayton's Virtual Learning Community described below.

The Virtual Learning Community For Faith Formation

The Virtual Learning Community for Faith Formation offer adult religious education and faith formation anytime and anywhere via the internet. This project of the Institute for Pastoral Initiatives of the University of Dayton, offers numerous course online for students who wish to study aspects of Catholic teaching in a virtual learning community right from their homes or local libraries.

The goal of VLCFF is to support the church's professional ministry of religious education and faith formation in cyberspace.

The Archdiocese of Santa Fe is a partner diocese with VLCFF, which makes it possible for anyone in our diocese to take these on-line courses for a reduced fee of \$40 per course.

Printed brochures are available from the Office of Formation for Christian Service, 831-8126.

For more information, schedules of classes, and to register for classes, go to their website at www.udayton.edu/~vlc. A list of the classes offered is printed below.

Course Levels

- **Basic** level would be for some one who has no or limited knowledge of the subject, or is looking for a refresher on the topic
- **Intermediate** level would assume knowledge of the topics covered in the basic level.
- **Advanced** level would require good exposure to all the basic topics and the desire for a much more academically rigorous study of the topic.

- Students can expect to put in approximately five hours of work for each week of any course. (ex. 5 week course = 25 clock hours)

VLCFF Courses

The following is a comprehensive listing of the courses currently being offered. Unless otherwise noted, courses are each 5 (five) weeks in duration. It is recommended that students only take 1 (one) course per term. Check the [course calendar](#) for individual offering dates. All course requirements must be completed by the Wednesday following the last scheduled day of class.

Basic	Intermediate	Advanced
<u>Catholic Be</u> <u>Church History</u> <u>to Medieval, 4</u> <u>Church Hist</u> <u>(Reformation to</u> <u>4 weeks</u>	<u>Catholic Social Teac</u> <u>Catholic Social Teac</u> <u>Ecclesiology: An Intri</u> <u>to a Theological Stud</u> <u>Church</u>	<u>Advanced Eccle</u> <u>(6 week</u> <u>Advanced Eccle</u> <u>(6 week</u> <u>Church a</u> <u>Communica</u>
<u>Conscien</u> <u>Introduction to</u>	<u>Ecumenism</u> <u>Evangelizatio</u>	<u>Catechesis in</u> <u>Age</u>
<u>Jesus</u> <u>On Bended</u> <u>Sacramer</u>	<u>Introduction to Cat</u> <u>Introduction to Ch</u> <u>Morality</u>	<u>Mary in Script</u> <u>Tradition (6</u> <u>Media and th</u> <u>Imaginat</u>
	<u>Introduction to Pr</u> <u>Marianist Studi</u> <u>Media, Faith and \</u>	<u>Spirituality</u> <u>Inclusive F</u> <u>Communi</u>
	<u>Our Hearts Were B</u> <u>Within Us</u>	
	<u>Praying with Child</u> <u>Survey of Catholic D</u>	

Graduate Studies

Persons with an undergraduate degree may participate in the Graduate Studies program offered by St. Norbert College of DePere, Wisconsin, through the ECUMENICAL INSTITUTE FOR MINISTRY, in which the Archdiocese of Santa Fe is an active partner.

Through this program, qualified individuals can study for a Master of Theological Studies, with a specialization in one of the following: Religious Education, Liturgy, Parish Administration, Pastoral Ministry, Youth Ministry.

The central core of the degree program is six required courses (18 credits) covering the traditional areas of theology. After completing the core courses, candidates complete the coursework for their chosen area of specialization (10 credits), the integrative colloquium (2 credits), and a specialization essay (2 credits).

Admission requirements are:

1. A bachelor's degree from an accredited institution
2. Twelve credits in theology/religious studies, including Introduction to the Bible and Introduction to Theology. Equivalencies may be granted if the applicant demonstrates sufficient theological background.
3. Three letters of recommendation.

The ECUMENICAL INSTITUTE FOR MINISTRY is administered by an ecumenical Board of Directors with representation, active involvement and support from the Archdiocese of Santa Fe. Information about EIM may be obtained by calling the Office of Formation for Christian Service of the Archdiocese of Santa Fe at **831-8126** or email **infomtsnm@snc.edu**.

Visit the St. Norbert Master of Theological Studies website at **www.snc.edu/mts/**

FORMS

The Archdiocesan Office of Formation for Christian Service maintains a file for every person who has participated in any courses or workshops in the Formation process. Records of Participation for each course or workshop attended are kept in these files.

Upon request, the Office will supply information to individuals about their certification status.

It is helpful if someone at the parish level is responsible for keeping an individual file for each minister in the parish, to assist them in keeping track of their formational experiences. This file will hold all the Records of Participation that an individual turns in to the parish after completing a course or workshop.

The following pages contain the sample forms listed below to assist in the management of Formation for Christian Service in the parish:

HOST PARISH REQUEST FORM to be completed and sent in when a parish or school wishes to host a course or workshop for the benefit of their ministers.

PARISH SUMMARY RECORD to be used by a DRE, Principal, or Parish Leader to keep track of which ministers, catechists, and teachers have had which courses and workshops. Use of this form is optional, but may be helpful to whoever is in charge of record keeping in the parish.

PERMANENT RECORD FORMS to be completed as an individual completes courses and workshops. Individuals can use them for their personal record-keeping. The parish record-keeper can keep one in each minister's file as a permanent record. There is a different Permanent Record Form for each of the following:

Basic Level Courses: Theology and Spirituality

Basic Level Skills Workshops

Ongoing Formation

Advanced Level Courses: Theology and Spirituality

Advanced Level Skills Workshops

NCCL Echoes of Faith Video Assisted Learning

All of these forms may be duplicated at the local level to be distributed and used as needed. The information may also be kept in a computer database rather than on hardcopy.

PARISH SUMMARY RECORD

Write an individual's name at the top of each column. Record the date when they complete each component in the appropriate box under his/her name.

NAMES																		
COURSES																		
C1 Script 10 hrs																		
C2 Jesus 10 hrs																		
C3 History 10 hrs																		
C4 Church 10 hrs																		
Skills 1 2 hrs																		
Skills 2 2 hrs																		
Skills 3 2 hrs																		
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NAMES																		
Echoes of Faith COURSES																		
C1 Script 10 hrs																		
C2 Jesus 10 hrs																		
C3 History 10 hrs																		
C4 Church 10 hrs																		
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