Catechist Certification

California Conference of Catholic Bishops
Archdiocese of San Francisco

Table of Content

5   Letter from the California Catholic Bishops
6   Letter from the Office of Religious Education and Youth Ministry
7   Guidelines for Obtaining Certification
9   Commissioning
9   Diocesan Responsibility
10  Mission of Catechesis
10  Personal Qualities of a Catechist
11  Selection and Formation of Catechists
12  Standards for California Catechist Certification
12  Course of Studies and Content
14  Nature and Purpose of Catechesis
14  Catechizing the People of God in Diverse Settings
15  Spiritual Development of the Catechist
16  Process for California Catechist Certification
16  Expiration and Renewal
16  Alternative Methods to Obtain a Certification
17  Reciprocity
17  Mission of Master Catechist
17  Qualifications of a Master Catechist
18  Selection and Formation
Content

Course of Studies
Nature and Purpose of Catechesis
Methodology
Additional Formation
Spiritual Development

Process
California Master Catechist Certification
Expiration and Renewal
Alternative Methods

Statewide recognition of Certification

Catechetical Documents

Catechist Certification—Requirements for
Archdiocese of San Francisco

First Time Certification
Expiration and Renewal
Alternative Methods
Basic Catechist Specialization

Master Catechist Certification—Requirements for
Archdiocese of San Francisco

Process
Expiration and Renewal
Alternative Methods

Forms for Basic and Master Certification

Basic
Basic Catechist Application
Standards
Basic Catechist Renewal Record
BCF Observation and Evaluation Record #1
BCF Observation and Evaluation Record #2
BCF Observation and Evaluation Record #3
Master Catechist Forms
MC Application and requirements
MC Renewal Record
MCMC Observation and Evaluation Record #1
Observation and Evaluation Record #2
MC Observation and Evaluation Record #3
May 6, 2009

To All Church leadership,

On behalf of the Cardinal Archbishop of Los Angeles, the Archbishop of San Francisco and all the bishops of the Catholic Conference I am pleased to present these revised guidelines for catechist certification to be used in catechist formation programs throughout the state of California.

The promulgation of these guidelines is the culmination of a nearly two-year process of dedicated leadership and extensive consultation among the Catholic Bishops of the state with the Directors of Catechetical Ministry, the Superintendents of Catholic Schools, the Directors of Youth Ministry and the Directors of Adult Faith Formation of the Dioceses of the State of California.

These guidelines are consistent with the General Directory for Catechesis, National Directory for Catechesis, Catechism of the Catholic Church, United States Catholic Catechism for Adults, Co-Workers in the Vineyard and Our Hearts Were Burning Within Us.

The bishops of California express their gratitude and prayerful support to everyone involved in the essential ministry of catechesis in our Church.

Sincerely yours in Christ,

Edward E. Dolejsi
Executive Director
To:       Parish Catechetical Leaders and Master Catechist

From:    The Office of Religious Education and Youth Ministry
         One Peter Yorke Way
         San Francisco, CA  94109

Date:    September 2011

In accord with the Bishops of the California Catholic Conference the Office of Religious Education and Youth Ministry has prepared these guidelines on how one becomes certified as a catechist in the Archdiocese of San Francisco. Being trained as a catechist is vital in passing on the faith of our Church community. Faith is a treasure that needs to be honored and taught. For this reason the guidelines have been revised to meet the growing needs of our catechists and the new approaches to faith formation. Everyone needs to be committed in obtaining their basic certification.

It is expected that every Parish Catechetical Leader and Master Catechist collaborate with the Office of Religious Education and Youth Ministry for certification. This endeavor will take all of us working together to accomplish. It is important to the life of the Church in San Francisco. Certification allows us to say we are the best prepared that we can be and this is not only recognized in the parish but throughout the State of California with all of our dioceses. It helps our parishioners know that we send only the very best into our faith formation programs.

Our office promises to work with each of you in making the process happen. Blessings on all of us as we continue the vital work of faith formation in the Archdiocese of San Francisco. May our patrons Sts. Francis and Joseph be our guides.
“Go therefore and make disciples of all nations.”

Matthew 28:19

Guidelines for Obtaining

The California Catechist Certificate

or

The California Master Catechist Certificate

Purpose of the Guidelines

In order to promote effective catechesis and standardize the quality of the formation of catechists under their jurisdiction, the Bishops of the California Catholic Conference, in consultation with the Directors of Catechetical Ministry, the Superintendents of Catholic Schools, the Directors of Youth Ministry and the Directors of Adult Faith Formation of the Dioceses of the State of California, have agreed upon the following revised Guidelines for the Formation and Certification of Catechists and Master Catechists.

These Guidelines outline the process and standards whereby a catechist can gain or renew the California Catechist Certificate or an experienced catechist can gain or renew the California Master Catechist Certificate.

Catechetical Ministry and the Mission of the Church

“Go therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, until the end of the age.”

Matthew 28:19-20
Go therefore, and make disciples” clearly calls for the formation of catechists who will proclaim the Gospel message in such a way that it may take root in those being catechized and foster conversion to the person and message of Jesus Christ. The post modern context culturally, socially, and technologically, of the US in the 21st century, in which this process takes place, impacts the condition for the reception of the Gospel and a response to it.

The following key catechetical criteria must be upheld to help bring the transforming power of the Gospel to touch persons in their hearts and cultures at their deepest levels:

- That the same Gospel message that was given by Jesus Christ in its integrity, authenticity, and purity be preserved in the cultural environment in which it is presented. [NDC, p. 82]

- That “The baptismal catechumenate be the source of inspiration for all catechesis” [NDC, p. 115]

That Adult catechesis be the organizing principle by which coherence is given to the various catechetical programs offered by a particular church. Adult Catechesis “is the axis around which revolves the catechesis of childhood and adolescence as well as that of old age” [GDC, no. 275]

The General Directory for Catechesis (hereafter GDC) and the National Directory for Catechesis (hereafter NDC) contextualize the whole of catechesis within the process of evangelization, calling catechesis an essential moment in the evangelization process. [GDC, nos. 85-86; NDC, pp. 59-62]

The NDC delineates the inclusion of the following six interrelated tasks for the development of full Christian faith:

1) to deepen knowledge of faith;
2) to provide a liturgical education that brings the faithful to full, conscious, and active participation in liturgy;
3) to provide a moral formation that transmits Jesus’ attitudes to the faithful in a way that leads to interior transformation;
4) to teach people to pray in such a way that catechesis is permeated by a climate of prayer;
5) to prepare the Christian to live in community;
6) to prepare Christians to participate actively in the life and mission of the Church [GDC, nos. 85-86; NDC, pp. 59-62]

Catechesis needs to include all of these interdependent elements for the Christian faith to attain full development.
Formation, Certification and Commissioning

“The call to the ministry of catechist is a vocation, an interior call, the voice of the Holy Spirit” [NDC, p. 228] and is discerned within the community. To be truly effective, catechists should be appropriately formed, prepared and certified for this important ministry which carries out the teaching mission of the Church. Since those seeking to be catechists have varying levels of experience and catechetical competence, catechetical formation programs should “help them acquire the knowledge and skills they need to hand on the faith to those entrusted to their care and assist them in living as disciples in Christ” [NDC, p. 235]. Persons serving as catechists, both experienced and newly invited, should be commissioned in a ceremony that “expresses the Church’s call, recognizes the catechist’s generous response, and confidently sends the catechist out to proclaim the Gospel of Jesus Christ” [NDC, p. 236].

Diocesan Responsibility

Under the direction of the local Bishop, who is specifically responsible for the transmission of the Faith in the particular Church entrusted to him several diocesan offices share responsibility for the diocesan catechetical mission. The diocesan catechetical office is chief among these in bringing leadership. [NDC, pgs. 215; 250; GDC, no. 265].

Each diocese, recognizing its individual needs and resources, has the responsibility to establish its own process to prepare and form catechists. When the diocesan formation process includes the standards outlined in this document, the diocese may issue the state-recognized certificates, i.e., the California Catechist Certificate and the California Master Catechist Certificate. All dioceses in California recognize the validity of these two certificates.

The Mission of Catechists

in the Life of the Parish, the Family and the Catholic School

The mission of catechists is to “exemplify the manner in which we cooperate with God’s grace to ensure the growth of faith and remind us that it is God who causes the growth” [NDC, p. 217]. The catechist “is God’s instrument in the mission to ‘make disciples of all nations’” [NDC, p. 243].

“The parish is ‘the primary experience of the Church’ for most Catholics. It is where the faithful gather for the celebration of the sacraments and the proclamation of the word of God, and where they are enabled to live distinctively Christian lives of charity and service in their family, economic, and civic situations. It is the living and permanent environment for growth in the faith’” [NDC, p. 254]. The parish provides a variety of models, settings, for nourishing growth in faith for adults, youth, young adults, and children.
Within the life of the family “parents are the primary educators in the faith” [GDC, no. 255]. “They have a unique responsibility for the education of their children; they are the first educators or catechists. They catechize primarily by the witness of their Christian lives and by their love for the faith” [NDC, p. 234].

Within Catholic schools “the distinctive Catholic identity and mission…depend on the efforts and example of the whole faculty” [NDC, p. 233]. “All the members of the faculty, at least by their example, are an integral part of the process of religious education” [NDC, p. 233].

Regardless of catechetical setting or environment, “catechesis is the responsibility of the entire Christian community” [GDC, no. 220] and “not only brings to maturity the faith of those being catechized but also brings the community itself to maturity” [GDC, no. 221].

**Personal Qualities of a Catechist**

The Church calls forth exemplary followers of Christ who have a living, conscious, active participation in the sacramental life of the Church. Personal qualities of catechists should include:

- faith that manifests itself in their piety and daily life;
- love for the Church;
- apostolic spirit and missionary zeal;
- love for their brothers and sisters and a desire to give generous service;
- a willingness to continue their own religious education and formation;
- the human, moral, and technical qualities necessary for the ministry of a catechist such as dynamism and good relationships with others;
- respect for the diversity of cultures;
- an ability to appreciate different stages of individual growth and development;
- an ability to communicate effectively with the persons to be catechized.

These general qualities will have to be made more specific for local conditions and applied to the particular circumstances in each area [see NDC, p. 236].
Selection and Formation of Catechists

It is an important task of parish catechetical leadership to discern who has the gifts, talents and abilities to be a catechist. “The suggestion that anyone can be a catechist should be scrupulously avoided in all communication involving the recruitment of catechists” [NDC, p. 236].

The pastor and catechetical leadership in each parish and school have the duty to:

- call forth practicing Catholics who participate fully in the communal worship and life of the Church;
- assist potential candidates in discerning their vocation to become faith-filled and dynamic catechists;
- screen and train candidates in accord with the Charter for the Protection of Children and Young People and diocesan policies for safe environments;
- require candidates to complete formation programs for catechist certification as sponsored/developed by the diocese within the time period specified by the diocese;
- select, orient, commission, supervise and evaluate catechists — both those in the process of obtaining certification and those renewing certification;
- provide catechists with ongoing opportunities for continued personal, spiritual and professional formation and development annually.

The National Directory for Catechesis asserts that catechists should be known by the catechetical leadership, should be invited to ministry and should receive initial and ongoing formation. [NDC, pp. 236-237] This formation should conform to the following standards.
Standards for the California Catechist Certification

Catechist Formation Course

CONTENT

A. Course of Studies to Obtain a California Catechist Certificate

The course of studies is consistent with the General Directory for Catechesis, National Directory for Catechesis, Catechism of the Catholic Church, United States Catholic Catechism for Adults, Co-Workers in the Vineyard and Our Hearts Were Burning Within Us.

I. Tasks of Catechesis

a) Knowledge of the Faith

- Revelation/Faith
- Scripture
- Tradition
- The Creed
- Trinity and the Image of God
- Christology
- Ecclesiology
- Mary and the Saints
- Life Everlasting

b) Liturgical Life

- The Paschal Mystery
- Sacramental Theology
- Liturgy
- Eucharist as Source and Summit
- Sacraments of Initiation
• Sacraments of Healing
• Sacraments at the Service of Communion

c) Moral Formation

• Dignity of the Human Person
• Sin, Grace, Redemption
• Ten Commandments, the Great Commandment, the Beatitudes
• Moral Principles
• Conscience Formation, Moral Decision Making
• Virtue and Gospel Values
• Catholic Social Teaching

d) Christian Prayer

• Life Long Conversion
  • Prayer in the Christian Life
  • Spirituality
  • Prayer Forms
  • The Lord’s Prayer
  • Leading Prayer


e) Communal Life

• Communal Character of Life in Christ - Households of Faith, Parish Communities
• Apprenticeship in Christian Living
• Ecumenical Dimension
• Multicultural Reality
• Safe Environments

f) Missionary Spirit

• Evangelizing Spirit, New Evangelization
• Discipleship
• Call of Laity in Mission and Service in the World
• Interreligious Dialogue

II. Nature and Purpose of Catechesis

a) Initiating and Ongoing Catechesis
b) Catechumenate as Model and Inspiration
c) Evangelizing Catechesis
d) Inculturation
e) Faith and Human Development
f) Authentic Presentation of Christian Message
g) History of Catechesis

III. Methodology

a) Divine Methodology
b) Elements of Human Methodology
c) Learning Styles, Teaching Styles
d) Technology and Catechesis
e) Resources
f) Lesson planning

IV. Catechizing the People of God in Diverse Settings

Certification for specialized areas should include a comprehensive course of formation and instruction in the above-mentioned content areas as well as formation pertinent to that particular specialization. This includes:

A. That the catechist “must take into consideration all the human factors of a particular age level in order to present the Gospel message in a vital and compelling way” [NDC, p. 187].
B. That skills training for particular catechetical areas such as: whole community catechesis, adult catechesis, the elderly, young adults, adolescent catechesis, comprehensive youth ministry, family catechesis, elementary, early childhood, and catechesis for those with special needs. Skills training may also focus on areas such as RCIA, Scripture Study, Infant Baptism, Restorative Justice, specific cultural groups, life long faith formation.

V. Spiritual Development of the Catechist

“Spiritual formation aims to arouse and animate true hunger for holiness, desire for union with the Father through Christ in the Spirit, daily growing in love of God and neighbor in life and ministry, and the practices of prayer and spirituality that foster these attitudes and dispositions. It promotes and strengthens that fundamental conversion that places God, and not oneself, at the center of one’s life” [Co-Workers in the Vineyard of the Lord, p.38].

“Every theme covered by formation should feed, in the first place, the faith of the catechist” [GDC, no. 239].

The integration of the following methods of spiritual formation:

- A Theology of Ministry to include nourishment of the vocation of Catechist
- Prayer (to include retreats and days of reflection) and spiritual practices
- Spiritual guidance
- Faith sharing and theological reflection
- Practice of justice and charity
- Celebration of liturgical life

PROCESS

B. California Catechist Certification

A catechist will receive California Catechist Certification from the Diocese upon:

1. Satisfactory completion of the California Catechist program of formation and study as identified in Section A (above);
2. One year of catechetical experience;

3. Evaluation of the candidate’s performance, by a Master Catechist / or experienced certified Catechist. including at least one observation and evaluation of the catechist in a catechetical session.

C. Expiration and Renewal

The California Catechist Certification expires in no less than three (3) years and no more than four (4) years after the date of issue. To renew this certificate, the catechist shall complete at least ten (10) hours annually in the content areas delineated in Section A (above) during the life of the certificate. Courses should have the prior approval of the diocesan office. The catechist must demonstrate on-going catechetical formation in accordance with diocesan requirements.

D. Alternative Methods to Obtain a California Catechist Certification

Each diocese may establish alternative methods to obtain a Catechist Certificate. Some basic qualifications for eligibility include:

1. Completion within the last 5 years of a Degree or Certificate Program in Religious Studies, Catechesis or Theology, from a Catholic college, university, School of Ministry, that reflects knowledge in the content areas delineated in section A through V plus B above and proven experience in catechesis.

2. A current Catechist Certificate from a diocese outside of California with evidence of on-going professional development and proven experience in Catechesis.

3. Connection with local Diocesan Catechetical Office so as to become familiar with and participate in local formation programs.

E. Reciprocity

All dioceses in California recognize the validity of the California Catechist Certificate issued by other dioceses in California that comply with these Guidelines.
The Mission of Master Catechists in the Life of the Diocese

Master Catechists, as extensions of the teaching office of the Bishop, are selected and commissioned to:

A. Provide the specific formation and courses of studies and evaluations required by the diocese for catechists to obtain or renew a California Catechist Certificate;

B. Provide workshops and in-services for the continued growth and formation of catechists and Catholic School teachers;

C. To be willing to participate as a member of a catechetical leadership visioning team.

Qualifications of a Master Catechist

In addition to the “Personal Qualities of a Catechist,” (pg. 5) the Master Catechist should have:

A. A current California Catechist Certificate;

B. Proven expertise and recent experience in catechetical ministry at various age levels;

C. An ability to communicate and work effectively with adult learners in a formation setting;

D. The personal recommendation of the candidate’s pastor or other catechetical leader;

E. Evidence of ongoing education in: Theology, Catechesis, the teachings of the Church and Spiritual Development in light of Vatican II and post-conciliar documents.

F. Evidence of the ability to work in multi-cultural situations;

G. An understanding of the purpose of the Master Catechist and a willingness to serve as such when certified;

H. An ability to study at an advanced level.
**The Selection and Formation of Master Catechists**

The Bishop and/or his catechetical staff have the duty to:

A. Call forth practicing Catholics who participate fully in the communal worship and life of the Church;

B. Select candidates and evaluate their potential to become Master Catechists;

C. Certify candidates upon completion of the entire formation program for the Master Catechist;

D. Orient, commission, supervise and evaluate Master Catechists;

E. Provide Master Catechists with opportunities for continued personal, spiritual and professional development [NDC pg.249].

**Standards for California Master Catechist Certification**

**CONTENT**

The Master Catechist pursues an in-depth study of the same content offered in the Catechist formation course.

**A. Course of Studies to Obtain a California Master Catechist Certificate**

The course of studies is consistent with the *General Directory for Catechesis*, *National Directory for Catechesis*, *Catechism of the Catholic Church*, *United States Catholic Catechism for Adults*, *Co-Workers in the Vineyard*, *Renewing the Vision*, and *Our Hearts Were Burning Within Us*.

**I. Tasks of Catechesis**

a) **Knowledge of the Faith**

- Revelation/Faith
- Scripture
- Tradition
- The Creed
- Trinity and the Image of God
b) Liturgical Life
- The Paschal Mystery
- Sacramental Theology
- Liturgy
- Eucharist as Source and Summit
- Sacraments of Initiation
- Sacraments of Healing
- Sacraments at the Service of Communion

c) Moral Formation
- Dignity of the Human Person
- Sin, Grace, Redemption
- Ten Commandments, the Great Commandment, the Beatitudes
- Moral Principles
- Conscience Formation, Moral Decision Making
- Virtue and Gospel Values
- Catholic Social Teaching
- Life Long Conversion

d) Christian Prayer
- Prayer in the Christian Life
- Spirituality
- Prayer Forms
- The Lord’s Prayer
- Leading Prayer

e) Communal Life
- Communal Character of Life in Christ - Households of Faith, Parish Communities
- Apprenticeship in Christian Living
- Ecumenical Dimension
- Multicultural Reality
- Safe Environments

f) Missionary Spirit
- Theology of Ministry
- Evangelizing Spirit, New Evangelization
- Discipleship
- Call of Laity in Mission and Service in the World
- Interreligious Dialogue

II. Nature and Purpose of Catechesis

a) Initiating and Ongoing Catechesis
b) Catechumenate as Model and Inspiration
c) Evangelizing Catechesis
d) Inculturation
e) Faith and Human Development
f) Authentic Presentation of Christian Message
g) History of Catechesis

III. Methodology

a) Divine Methodology
b) b) Elements of Human Methodology
c) Learning Styles, Teaching Styles  

d) Technology and Catechesis  
e) Resources  

**IV. Additional Formation for Master Catechists**  

In addition to the formation and course of studies required to obtain a California Catechist Certificate, the Master Catechist Course of study should include, but is not limited to the following:

a) Teaching-learning process  
b) Effective teaching methods and skills  
c) How to recognize those with special needs  
d) Communication and public speaking skills  
e) Behavior management skills  
f) How to evaluate textbooks / Web based resources  
g) Goal-setting and supervision skills  
h) Thorough knowledge and use of the *Catechism of the Catholic Church*, the *General Directory for Catechesis* and the *National Directory for Catechesis*  
i) Curriculum development and adaptation  
j) Lesson planning  
k) Adult, youth, and child psychological and moral development  
l) Conflict management skills  

**V. Spiritual Development of the Master Catechist**  

The course of study should include opportunities and direction in personal spiritual development by integrating the following spiritual formation practices:

- Prayer (to include retreats and days of reflection) and spiritual practices
• Spiritual guidance
• Faith sharing and theological reflection
• Practice of justice and charity
• Celebration of liturgical life.

PROCESS

B. California Master Catechist Certification

While there is no specific length of study required to obtain a Master Catechist Certificate, the Bishop and/or his catechetical staff shall develop specific, professional criteria and time-lines for awarding a Master Catechist Certificate. Completion of these criteria will be determined by means of:

1. A review of the candidate’s application for Master Catechist Certification;
2. An interview of the candidate;
3. A review of the candidate’s continuing education and formation;
4. The evaluation of the candidate’s supervised performance;
5. On-going professional development and proven experience in catechesis

C. Expiration and Renewal

This certificate expires in no less than three (3) and no more than four (4) years after the date of issue. To renew this certificate, the Master Catechist must demonstrate on-going-professional growth based upon his/her previous and current evaluations and serve as a presenter in the basic Catechist formation program as called upon.

D. Alternative Methods to Obtain a California Master Catechist Certificate

Each diocese may establish alternative methods to obtain a Master Catechist Certificate. Some basic qualifications for eligibility include
1. Completion within the last 5 years of a Masters Degree or Masters Certificate Program in Religious Studies, Catechesis or Theology, from a Catholic college or university, that reflects knowledge in the content areas delineated in section A-1 through V plus B above and proven experience in catechesis with Adults.

4. A current Master Catechist Certificate from a diocese outside of California with evidence of on-going professional development and proven experience in Catechesis with Adults.

5. Connection with local Diocesan Catechetical Office so as to become familiar with and participate in local formation programs.

**Statewide Recognition of Certification**

The Bishops of California recognize the competency of each diocesan Catechist and Master Catechist program based on these guidelines. An authorized California certified Catechist or Master Catechist who moves from one diocese to another should participate in the local formation programs for the following reasons:

1. By participating in the local programs, the Catechist becomes part of that catechetical community.

2. The catechist becomes acquainted with the scope and direction of each program as designed to meet the particular needs of that diocese.

3. The Diocesan staff can become acquainted with the person and the competencies of the Catechist or Master Catechist.

**CATECHETICAL Documents**

*Catechesi Tradendae (On Catechesis in Our Time)*, Pope John Paul II, 1979

*Catechism of the Catholic Church*, 1992

*Christifideles Laici (Apostolic Exhortation on the Vocation and the Mission of the Lay Faithful in the Church and in the World)*, Pope John Paul II, 1988

*Co Workers in the Vineyard*, USCCB, 2006

*Dei Verbum (On Divine Revelation)*, Vatican II, 1965

September 2011
Encuentro and Mission: A Renewed Pastoral Framework for Hispanic Ministry, USCCB, 2002

Evangelii Nuntiandi (Evangelization in the Modern World), Pope Paul VI, 1975

Gaudium et Spes (Pastoral Constitution on the Church in the Modern World), Vatican II, 1965

General Directory for Catechesis, Sacred Congregation for the Clergy, USCC, 1997

Go and Make Disciples (A National Plan and Strategy for Catholic Evangelization in the United States), USCC, 1993

Guide for Catechists, Congregation for the Evangelization of Peoples, USCC, 1993

Maturing in Faith: The Challenge of Adolescent Catechesis, National Federation for Catholic Youth Ministry, 1986

National Directory for Catechesis, USCCB, 2005

Our Hearts Were Burning Within Us USCCB 1999

Principles for Inculturation of the Catechism of the Catholic Church, USCC, 1994

Redemptoris Missio (On the Permanent Validity of the Church’s Missionary Mandate), Pope John Paul II, 1991

Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium, USCCB, 2005


Rite of Christian Initiation of Adults USCCB 1988

Sin Fronteras (Without Borders), Comite Episcopal de Baja California, Sonora u Arizona, 1994

To Teach As Jesus Did, USCC, 1973

The Religious Dimension of Education in a Catholic School 1988

United States Catholic Catechism for Adults, USCCB, 2006

Welcoming the Stranger Among Us: Unity in Diversity, USCC, 2000

Loving, Learning, Living Your Faith, Orange diocese
Basic Catechist Certification—Process for First Time Certification

1. Teaching or a catechist aide in a parish or deanery catechetical program
2. Have written approval of their catechetical ministry by the director/coordinator of the program or the pastor
3. Satisfactory completion of the California Catechist program of formation and study and provide the worksheet with classes attended (Ten hours in each section)
4. A year of catechetical experience
5. Evaluation of one time by a Master Catechists or experienced certified catechist (accepted by the Office of Religious Education and Youth Ministry) and meet the standards of a qualified catechist (Forms for evaluation are at the end of this document)
6. Attend the annual Faith Formation Conference sponsored by the Archdiocese of San Francisco
7. All paper work must be submitted to the Archdiocese of San Francisco-Office of Religious Education and Youth Ministry for certification.
8. Commissioning of the catechist by the Pastor or Parish Catechetical Leader
Basic Catechist Certification—Expiration and Renewal

1. The California Catechist Certification expires in no less than three years and no more than four years after the date of issue.

2. To renew this certification, the catechist shall complete the California Catechist Certification at least ten hours annually in the content areas delineated during the life of the certification. The course certification form must be presented with courses attended.

3. Evaluation of one time by a Master Catechists or experienced certified catechist (accepted by the Office of Religious Education and Youth Ministry) and meet the standards of a qualified catechist.

4. The catechist must attend the annual faith formation conference sponsored by the Archdiocese of San Francisco 2 out of the three /four years.

5. All paper work must be submitted to the Archdiocese of San Francisco-Office of Religious Education and Youth Ministry for certification.

6. Commissioning of the catechist by the Pastor or Parish Catechetical Leader.
Basic Catechist Certification—Alternative Methods to Obtain a California Catechist Certification

1. Completion within the last 5 years of a Degree or Certificate Program in Religious Studies, Catechesis or Theology from a Catholic College or University that reflects knowledge in the content areas delineated in the knowledge/methodology section.

2. Proven experience in catechesis

3. A current Catechist Certificate from a diocese outside of California with evidence of ongoing professional development and proven experience in catechesis

4. Connection with the Office of Religious Education and Youth Ministry in the Archdiocese of San Francisco so as to become familiar with and participate in local formation programs

5. A letter of recommendation from the parish or deanery pastor or catechetical leader

6. Commissioning of the catechist by the Pastor or Parish Catechetical Leader

September 2011
Basic Catechist Specialization Certification

The Archdiocese of San Francisco offers a variety of specializations in concentrated areas of interest to catechists who have completed their basic certification and are interested in improving their skills in a certain catechetical areas. These programs are designed by the Office of Religious Education and Youth Ministry and offered when needed throughout the archdiocese.

The specializations are proved to various cultural/language groups in order to maintain the integrity of their faith life community. These are arranged by contacting the Director of Religious Education in the archdiocesan office.

Courses established by 2011 are:
- Korean
- Chinese
- Tongan

Other courses established by 2011 are:

**Specialization in Confirmation Team Training:**
Catechists who prepare youth to receive the sacrament of Confirmation are welcome to obtain a specialization in Confirmation Team Training. A current BCF is recommended, although the Confirmation Team Training series is open to anyone who is interested in taking it for personal enrichment. To apply for the program, return the Confirmation Team Training registration form.

Requirements:
1. Catechist must register for the course with the approval of their Pastor, Pastoral Associate, School Principal or Parish/Deanery Catechetical Leader.
2. Catechist must have an up to date California Catholic Conference Basic Catechist Certification.
3. Complete the course work and acquire a workable ability of transferring the formation to the students as determined by the Office of Religious Education and Youth Ministry of the Archdiocese of San Francisco.
4. Commissioning of catechists by Pastor or Parish Catechetical Leader

September 2011
Master Catechist Certification Process

This is a one to three year process of formation and evaluation. Completion of these criteria will be determined by means of:

1. A review of the candidate’s application for Master Catechist Certification
2. Current Basic Catechist Certification by the Archdiocese of San Francisco
3. An interview of the candidate by the Office of Religious Education and Youth Ministry staff
4. A review of the candidate’s continuing education and formation
5. The evaluation of the candidates' supervised performance

On-going professional development and proven experience in catechesis approved by the staff of the Office of Religious Education and Youth Ministry. Approved classes with Boston College C21 are approved. See the website at C21 Online @ Boston College

1. Final Evaluation for completion of the Master Catechist Formation
Master Catechist Certification - Expiration and Renewal

1. The California Catechist Certification expires in no less than three years and no more than four years after the date of issue.

To renew this certification, the catechist shall complete the California Catechist Certification at least ten hours annually in the content areas delineated during the life of the certification. This included one online course from Boston College C21 within the three years of the certificate. (C21 Online @ Boston College). The course certification form must be presented with courses attended.

1. Attendance at 2 out of the 3 or 4 year certification of the annual Faith Formation Conference sponsored by the Archdiocese of San Francisco

2. Teaching of 4-6 hours of course work per year for the Archdiocese of San Francisco

September 2011
Master Catechist Certification—Alternative Methods to Obtain a Master Catechist Certification

Alternative Method

1. Completion within the last 5 years of a Degree or Certificate Program in Religious Studies, Catechesis or Theology from a Catholic College or University that reflects knowledge in the content areas delineated in the knowledge/methodology section.

2. Proven experience in catechesis

3. A current Master Catechist Certificate from a diocese outside of California with evidence of on-going professional development and proven experience in catechesis of adults

4. Connection with the Office of Religious Education and Youth Ministry in the Archdiocese of San Francisco so as to become familiar with and participate in local formation programs

5. A letter of recommendation from the parish or deanery pastor or catechetical leader
**Forms for Basic Catechist Certification**

- Basic Catechist Application pg. 31-32
- Basic Catechist Formation Class Record pg. 33-35
- Basic Catechist Renewal Record pg. 36
- Basic Catechist Observation & Evaluation Forms
  3 types to choose from: pg. 37– 45

**Forms for Master Catechist Certification**

- Master Catechist Application  pg. 47
- Master Catechist Renewal Record  pg. 48
- Master Catechist Supervision Form
  3 types to choose from: pg. 49-57

Mail to: Office of Religious Education and Youth Ministry

One Peter Yorke Way
San Francisco, CA 94109
Fax: 415-614-5658
APPLICATION FORM
California Basic Catechist Certification

Application is: (please check)

☐ Initial application
☐ Renewal

If application is for renewal, please indicate the date the present certificate was granted

__________________________
(Month/Year)

NAME: _____________________________________________________________ PHONE ___________

ADDRESS: __________________________________________________________
________________________________________________________

EMAIL: ____________________________________________________________

Parish ____________________________ County _________________________

Number of years as catechist in this parish _____________

Present Ministry (please check all that apply)

☐ Parish Catechetical Leader
☐ Catechist -- parish religious education program (grade level)_______
☐ RCIA
☐ Adult Faith Formation
☐ Youth Ministry
☐ Other ____________________________________________________________

Number of years as catechist in other parish(es)_______

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<tr>
<th>Name of Parish</th>
<th>Address/Location</th>
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September 2011
Have you ever been certified in another Diocese? _____ Yes _____ No
If yes, what Diocese _________________________________ what year? _________

Religious education courses/workshops/seminars/in-service attended:
(Please refer equivalency of the workshops, courses, seminar, retreats and in-service sessions attended to the Catechist Formation Course cited in the Standards for the California Catechist Certification, appendix ___ 2011 Guidelines for Obtaining the California Basic Catechist Certificate and the California Master Catechist Certificate. Note: documentation may be required to support all workshops and courses taken)

AD Safe Environment Program background check and documentation complete: _____ Yes _____ No

Mail to:
Office of Religious Education and Youth Ministry
One Peter Yorke Way
San Francisco, CA 94109
Fax: 415-614-5658
### 1. TASKS OF CATECHESIS

#### Knowledge of Faith

<table>
<thead>
<tr>
<th>CLASS TITLE</th>
<th>DATE</th>
<th>LOCATION</th>
<th>NO. OF HOURS</th>
<th>INSTRUCTOR</th>
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<tbody>
<tr>
<td>1. Revelation/Faith</td>
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<td>2. Scripture</td>
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<td>3. Tradition</td>
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<td>4. The Creed</td>
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<td>5. Trinity &amp; Image of God</td>
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<tr>
<td>6. Christology</td>
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<tr>
<td>7. Ecclesiology</td>
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<tr>
<td>8. Mary and the Saints</td>
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<tr>
<td>9. Life Everlasting</td>
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**HOURS NEEDED**

**TOTAL HOURS**

#### B. Liturgical Life

<table>
<thead>
<tr>
<th>CLASS TITLE</th>
<th>DATE</th>
<th>LOCATION</th>
<th>NO. OF HOURS</th>
<th>INSTRUCTOR</th>
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</thead>
<tbody>
<tr>
<td>1. The Paschal Mystery</td>
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<tr>
<td>2. Sacramental Theology</td>
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<tr>
<td>3. Liturgy</td>
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<td>4. Eucharist as Source &amp; Summit</td>
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<tr>
<td>5. Sacraments of Initiation</td>
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<td>6. Sacraments of Healing</td>
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<td>7. Sacraments at the Service of Communion</td>
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**HOURS NEEDED**

**TOTAL HOURS**
<table>
<thead>
<tr>
<th>C. Moral Formation</th>
<th>CLASS TITLE</th>
<th>DATE</th>
<th>LOCATION</th>
<th>NO. OF HOURS</th>
<th>INSTRUCTOR</th>
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</thead>
<tbody>
<tr>
<td>1. Dignity of the Human Person</td>
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<tr>
<td>2. Sin, Grace, Redemption</td>
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<td>3. Ten Commandments, the Great Commandment, the Beatitudes</td>
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<tr>
<td>4. Moral Principles</td>
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<tr>
<td>5. Conscience Formation, Moral Decision Making</td>
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<tr>
<td>6. Virtue and Gospel Values</td>
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<td>7. Catholic Social Teaching</td>
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<td>8. Lifelong Conversion</td>
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<th>D. Christian Prayer</th>
<th>CLASS TITLE</th>
<th>DATE</th>
<th>LOCATION</th>
<th>NO. OF HOURS</th>
<th>INSTRUCTOR</th>
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</thead>
<tbody>
<tr>
<td>1. Prayer in the Christian Life</td>
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<tr>
<td>2. Spirituality</td>
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<tr>
<td>3. Prayer Forms</td>
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<td>4. The Lord’s Prayer</td>
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<td>5. Leading Prayer</td>
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<th>E. Communal Life</th>
<th>CLASS TITLE</th>
<th>DATE</th>
<th>LOCATION</th>
<th>NO. OF HOURS</th>
<th>INSTRUCTOR</th>
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<tr>
<td>1. Communal Character of Life in Christ – Households of Faith, Parish Communities</td>
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<tr>
<td>2. Apprenticeship in Christian Living</td>
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<td>3. Ecumenical Dimension</td>
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<td>4. Multicultural Reality</td>
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<td>5. Safe Environments</td>
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| September 2011 | | | | | |
### F. Missionary Spirit

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<tr>
<th>CLASS TITLE</th>
<th>DATE</th>
<th>LOCATION</th>
<th>NO. OF HOURS</th>
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<tbody>
<tr>
<td>1. Evangelizing Spirit, New Evangelization</td>
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<tr>
<td>2. Discipleship</td>
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<tr>
<td>3. Call of Laity in Mission &amp; Service of the World</td>
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<td>4. Interreligious Dialogue</td>
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HOURS NEEDED
TOTAL HOURS

### II. NATURE AND PURPOSE OF CATECHESIS

<table>
<thead>
<tr>
<th>CLASS TITLE</th>
<th>DATE</th>
<th>LOCATION</th>
<th>NO. OF HOURS</th>
<th>INSTRUCTOR</th>
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<tbody>
<tr>
<td>1. Initiating and Ongoing Catechesis</td>
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<tr>
<td>2. Catechumenate as Model and Inspiration</td>
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<tr>
<td>3. Evangelizing Catechesis</td>
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<tr>
<td>4. Inculturation</td>
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<tr>
<td>5. Faith and Human Development</td>
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<tr>
<td>6. Authentic Presentation of Christian Message</td>
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<td>7. History of Catechesis</td>
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HOURS NEEDED
TOTAL HOURS

### III. METHODOLOGY

<table>
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<th>CLASS TITLE</th>
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<th>LOCATION</th>
<th>NO. OF HOURS</th>
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<tbody>
<tr>
<td>1. Divine Methodology</td>
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<tr>
<td>2. Elements of Human Methodology</td>
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<td>3. Learning Styles, Teaching Styles</td>
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<td>4. Technology &amp; Catechesis</td>
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<tr>
<td>5. Resources</td>
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<td>7. Lesson Planning</td>
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HOURS NEEDED
TOTAL HOURS
Basic Catechist Renewal Record

Record of Workshops Attended in the Archdiocese of San Francisco

(Required 10 hours per year and Faith Formation Conference at least 2xs per renewal)

Name ________________________________ Parish ___________________________

Phone __________________________ Email ______________________________

Address _______________________________________ City ________________

Zip ____________________________ Date of last certification ________________

<table>
<thead>
<tr>
<th>Workshop Title</th>
<th>Date</th>
<th>Place</th>
<th># Hours</th>
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Archdiocese of San Francisco Faith Formation Conferences Attended

Date: | Date: | Date: | Date:
Basic Catechist Observation and Evaluation Record  #1

Name of Catechist _______________________________________________________________

Name of Supervisor _____________________________________________________________

Date ____________________________  Grade __________________

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Weak</th>
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<tr>
<td>_________</td>
<td>_____</td>
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</table>

**Content**

Does the catechist make it clear to the students what the purpose of this lesson is?

Do the students know the main theme?

Are most of the activities related to the theme and purpose?

Could you state the purpose of this lesson in one sentence?

Does the catechist often remind the students why they are doing an activity?

Does prayer have a central place in the lesson?

<table>
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<tr>
<th>Variety</th>
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Is there a variety of methods and activities used?

Do the students appear to be bored?

Is there enough time for reflection after an activity?

September 2011
Student Response

Do the students ask questions related to the theme?

Do the students listen to the teacher?

Does the catechist direct the students toward the key points?

Atmosphere and Relationships

Is the atmosphere relaxed and pleasant?

Does everyone seem happy to be there?

Does the catechist call students by name?

Is any child ignored by the catechist?

Are there signs of caring?
CATECHIST OBSERVATION/EVALUATION – FORM TWO

Name of the Catechist ____________________________________________________

Name of the Supervisor __________________________________________________

Date ___________________________ Grade _________________________

THEME OF LESSON/PROGRAM ___________________________________________

ASSISTANT PRESENT   ______ Yes   ______ No

   If yes, how does the catechist use this person _____________________________
   ___________________________________________________________________

TEAM PRESENT   ______ Yes   ______ No

   If yes, how does catechist work with team ________________________________
   ___________________________________________________________________

ATMOSPHERE created was

   ___ relaxed   ___ exciting   ___ loving   ___ informal   ___ friendly   Other _____________

   This was achieved primarily by:

   ___ music   ___ decorations   ___ voice tones   ___ room arrangements

   ___ catechist’s attitude   Other ________________________________

COMMENTS: ______________________________________________________________
   ___________________________________________________________________

PRESENTATION

   LIFE EXPERIENCE was presented by

   ___ lecture   ___ discussion   ___ music   ___ media   ___ story

   Other ______
THINGS I OBSERVED

Management

----------------------------------------------------------------------------------------

----------------------------------------------------------------------------------------

Student Activities

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Use of texts/materials

----------------------------------------------------------------------------------------

----------------------------------------------------------------------------------------

Prayer

----------------------------------------------------------------------------------------

----------------------------------------------------------------------------------------

Student Participation

----------------------------------------------------------------------------------------

----------------------------------------------------------------------------------------
CATECHIST OBSERVATION/EVALUATION – FORM THREE

Name of Catechist

______________________________________________________________

Name of Supervisor______________________________________________________________

Date ________________________________ Grade __________

Regular Classroom Lesson

1. What lesson was in progress:

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

2. What concept was being taught:

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

3. What tools were being used by the catechist:

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

4. What tools were being used by the students:

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

5. What skills were being developed? Example: use of the Bible, memorization, reflection on a doctrine, reflection on a Scripture passage, investigation of a basic concept, discussion, group work, etc.

_______________________________________________________________________
_______________________________________________________________________
6. Briefly describe the activity:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

7. How much time was spent in catechist activity (such as lecture, instruction, questions, etc.?)

_____________________________________________________________________________________

_____________________________________________________________________________________

8. How much time was spent on student activity?

_____________________________________________________________________________________

_____________________________________________________________________________________

9. Check if the following were in evidence:

___ clear communication of the message

___ sense of wonder, beauty, joy

___ familiarity with the Lord

___ independent learning

___ creative expression

10. Did the catechist:

___ possess knowledge of the material

___ establish a climate of respect among the students

___ utilize a variety of activities

___ meet special learning needs

11. Check which audio-visuals were used in the lesson:

___ video

___ DVD

___ transparencies

___ photographs

___ slides
___ charts
___ power point
___ CD’s
___ board
____ computer
Other ______________________

12. Check if there was evidence of the following:

___ Lesson Plan
___ Use of Catechist Manual
___ Prayer corner/table

13. In your opinion, was there an environment for catechesis created?

____________________________________________________________________

Commendable features of the Lesson:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Recommendations:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Prayer Service or Liturgical Celebration

1. What was the specific prayer or liturgical activity in which the students were involved?

2. What was the theme or occasion for the prayer or liturgical activity?

3. Were there indications that students participated in the organization of activity?

September 2011
4. Was there a sense of prayerfulness?
5. Was there a sense of joy?
6. What specific means were used in the prayer or liturgical activity?
   - Music
   - Drama
   - Dance
   - Mime
   - Quiet
   - Other

Commendable features of prayer or liturgical activity:
   _________________________________________________
   _________________________________________________
   _________________________________________________
   _________________________________________________

Recommendations:
   _________________________________________________
   _________________________________________________
   _________________________________________________
   _________________________________________________

**Service Activity**
Give a brief comment in response to each of the following questions:
  1. What was the specific activity in which the students were involved?
  2. What was the occasion for the activity?
3. What process was used to develop students’ skills for determining the genuine needs of the people being cared for?

4. Was there a sense of student initiative and responsibility?

5. Did the students have a sense of social awareness as part of the Catholic community and the Christian way of life?

6. Was there a spirit of joy, reverence for human life, and sense of God in the undertaking?

Commendable features of Service Activity:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Recommendations:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
Master
Catechist
Master Catechist

Steps for Beginning Master Catechist:

- Basic Catechist Certification
- Proven expertise & recent experience in catechetical ministry at various age levels
- Personal recommendation from Pastor or other qualified person
- Complete the candidate’s application (see below; application form is also on OREYM website)
- An interview with Archdiocesan staff (call 415-614-5650)
- Attend orientation and ongoing formation group in the Archdiocese.

Steps for Renewal of Master Catechist:

- Demonstrate on-going professional growth
- Serve as an instructor in the basic Catechist Formation Program

Master Catechist Application for Beginning Course Work

Name ______________________________ Parish ____________________

Address ______________________________ City ________________

Zip ________ Phone ______________________ Email ______________________

Number of years as a catechist _______ List what you have taught ______________________

Please include a page on why you want to be a Master Catechist and the qualities that you bring to this ministry. For an outline of qualifications required, please see above.

Pastor’s reference: Name ______________________________

Address ______________________________ Phone ________________

City ________________ Zip ________ Parish ____________________ Phone ________________

Send to OREYM Attention Master Catechist, One Peter Yorke Way, SF 94109

September 2011
Master Catechist Renewal Record

Record of Workshops Taught for the Archdiocese of San Francisco

(Required 4-6 hours per year and Faith Formation Conference 2xs per renewal)

Name ______________________________________________________

Phone __________________________ Email __________________________

Address _______________________________________ City _____________________

Zip __________________           Date of last certification _________________

<table>
<thead>
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<th>Workshop Title</th>
<th>Date</th>
<th>Place</th>
<th># Hours</th>
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Archdiocese of San Francisco

Faith Formation Conferences Attended

September 2011
MASTER CATECHIST OBSERVATION/EVALUATION – FORM ONE

Name of Catechist

Name of Supervisor

Date _____________________________  Grade __________

Regular Classroom Lesson

1. What lesson was in progress:

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

2. What concept was being taught:

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

3. What tools were being used by the catechist:

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

4. What tools were being used by the students:

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

5. What skills were being developed? Example: use of the Bible, memorization, reflection on a doctrine, reflection on a Scripture passage, investigation of a basic concept, discussion, group work, etc.

_______________________________________________________________________

_______________________________________________________________________

September 2011
Student Response

Do the students ask questions related to the theme?

Do the students listen to the teacher?

Does the catechist direct the students toward the key points?

Atmosphere and Relationships

Is the atmosphere relaxed and pleasant?

Does everyone seem happy to be there?

Does the catechist call students by name?

Is any child ignored by the catechist?

Are there signs of caring?

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Used with permission – August 14, 2007
MASTER CATECHIST OBSERVATION/EVALUATION – FORM TWO

Name of the Catechist ____________________________________________________

Name of the Supervisor __________________________________________________

Date ___________________________ Grade _______________________

THEME OF LESSON/PROGRAM ____________________________________________

ASSISTANT PRESENT  ______ Yes  ______ No

If yes, how does the catechist use this person _____________________________

_____________________________________________________________________

TEAM PRESENT  ______ Yes  ______ No

If yes, how does catechist work with team ________________________________

_____________________________________________________________________

ATMOSPHERE created was

___ relaxed  ___ exciting  ___ loving  ___ informal  ___ friendly  Other ___________

This was achieved primarily by:

___ music  ___ decorations  ___ voice tones  ___ room arrangements

___ catechist’s attitude  Other ________________________________

COMMENTS: _________________________________________________________

_____________________________________________________________________

PRESENTATION

LIFE EXPERIENCE was presented by

___ lecture  ___ discussion  ___ music  ___ media  ___ story

Other ______
FAITH TIME was developed from life experience through:

- Scripture
- text
- story
- lecture
- media
- Other

FAITH RESPONSE was elicited from participants through:

- prayer
- discussion
- activity
- project
- Other

THINGS I OBSERVED

Management

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Student Activities

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Use of texts/materials

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Prayer

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Student Participation

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

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MASTER CATECHIST OBSERVATION/EVALUATION – FORM THREE

Name of Catechist

______________________________________________________________

Name of Supervisor___________________________________________________

Date ___________________________________________  Grade __________

Regular Classroom Lesson

1. What lesson was in progress:

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

2. What concept was being taught:

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

3. What tools were being used by the catechist:

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

4. What tools were being used by the students:

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

5. What skills were being developed? Example: use of the Bible, memorization, reflection on a doctrine, reflection on a Scripture passage, investigation of a basic concept, discussion, group work, etc.

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

September 2011
6. Briefly describe the activity:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

7. How much time was spent in catechist activity (such as lecture, instruction, questions, etc.?)

__________________________________________________________________________

__________________________________________________________________________

8. How much time was spent on student activity?

__________________________________________________________________________

__________________________________________________________________________

9. Check if the following were in evidence:

___ clear communication of the message

___ sense of wonder, beauty, joy

___ familiarity with the Lord

___ independent learning

___ creative expression

10. Did the catechist:

___ possess knowledge of the material

___ establish a climate of respect among the students

___ utilize a variety of activities

___ meet special learning needs

11. Check which audio-visuals were used in the lesson:

___ video

___ DVD

___ transparencies

___ photographs

___ slides
12. Check if there was evidence of the following:

___ Lesson Plan
___ Use of Catechist Manual
___ Prayer corner/table

13. In your opinion, was there an environment for catechesis created?

_________________________________________________________________________________

Commendable features of the Lesson:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Recommendations:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

**Prayer Service or Liturgical Celebration**

1. What was the specific prayer or liturgical activity in which the students were involved?

2. What was the theme or occasion for the prayer or liturgical activity?

3. Were there indications that students participated in the organization of activity?

September 2011
4. Was there a sense of prayerfulness?
5. Was there a sense of joy?
6. What specific means were used in the prayer or liturgical activity?
   - Music
   - Drama
   - Dance
   - Mime
   - Quiet
   - Other

Commendable features of prayer or liturgical activity:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Recommendations:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

**Service Activity**

Give a brief comment in response to each of the following questions:

1. What was the specific activity in which the students were involved?

2. What was the occasion for the activity?
3. What process was used to develop students’ skills for determining the genuine needs of the people being cared for?

4. Was there a sense of student initiative and responsibility?

5. Did the students have a sense of social awareness as part of the Catholic community and the Christian way of life?

6. Was there a spirit of joy, reverence for human life, and sense of God in the undertaking?

Commendable features of Service Activity:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Recommendations:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
Go therefore and make Disciples