



*“the single most critical factor in an effective parish catechetical program is the leadership of a professionally trained parish catechetical leader.”* (NDC, Chapter 8 No. 5)

# 2018-2019 Foundational Training Course

Archdiocese of San Francisco -- Office of Faith Formation

## Schedule of Sessions


The Foundational Training Course is a series of workshops conducted by the Office of Religious Education & Youth Ministry to assist parish catechetical and youth ministry leaders in their practice of their ministry in accordance with the Certification Standards and Core Competencies set forth in the **National Certification Standards for Lay Ecclesial Ministers**, in particular, Standard No. 5 — the Professional Practice of Ministry.

Those who are new or nearly new in parish catechetical leadership role are strongly encouraged to attend the Course.

The Course may also be taken as a ‘refresher’ by those who are already in catechetical leadership role.

The Course is also recommended for those who are considering catechetical leadership roles in the near future.

The Course specifics are cited on the side panels. Participants may choose to attend all or any of the courses. A Certificate of Completion will be awarded to participants who had attended the entire series. Evening tracks are provided for those who cannot attend the daytime sessions.

To register, please use the form at the side panel. 



Questions??? Need more information about this program? Call Anelita Reyes (415) 614-5651 or

email

[reyesa@sfarchdiocese.org](mailto:reyesa@sfarchdiocese.org).

### Workshop topics

#### 2018

##### September 24

- ⇒ Risk Management & Emergency Preparedness in Religious Education & Youth Ministry Programs
- ⇒ Overview of Print and Online Resources for Catechetical Ministry Including Archdiocesan Guidelines and Policies

##### October 15

- ⇒ Pastoral Catechetical Leadership, Collaboration and Ministry on Diverse Settings

##### November 19

- ⇒ Requisites When Designing Parish Sacrament Programs, Guidelines & Policies
- ⇒ Planning Liturgies for Sacramental Celebrations

##### December 10

- ⇒ Formulating Goals and Objectives
- ⇒ Curriculum Design, Implementation & Assessment
- ⇒ Choosing Catechetical Textbooks & Other Related Resources for Parish Faith Formation Programs

### 2019

#### February 11

- ⇒ Essentials for Developing Parish Religious Education / Youth Ministry Handbook for Families & Volunteers
- ⇒ Recruitment, Supervision, Support & Formation of Volunteers in Ministry

#### March 11

- ⇒ Budget Preparation, Record Keeping and Forms
- ⇒ Calendaring & Time Management

#### April 8

- ⇒ Communication Skills & Conflict Management
- ⇒ Planning & Conducting Meetings with Parents & Volunteers

#### May 6

- ⇒ Adult Faith Formation & the Catechumenate as the Model for All Catechesis
- ⇒ Use of Media & Technology in Ministry



Please check which session time you will attend:

- \_\_\_ Daytime session: 1:30 to 4:00 p.m.
- \_\_\_ Evening session: 6:00 to 8:30 p.m.

All sessions will be at the Pastoral Center of the Archdiocese of San Francisco, One Peter Yorke Way, San Francisco, CA 94109

Registration Fee: \$70. for the entire series (eight) or \$15.00 per session.

To register, please send an email to Anelita Reyes— [reyesa@sfarchdiocese.org](mailto:reyesa@sfarchdiocese.org) or accomplish the form below and fax it to (415) 614-5650

Name \_\_\_\_\_

Parish \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

\$ \_\_\_\_\_ (Check enclosed; payable to Archdiocese of San Francisco) \_\_\_\_\_ Bill Parish

Return by September 21 to

Office of Faith Formation, One Peter Yorke Way, SF, CA 94109

or

Fax: (415) 614-5650