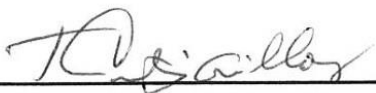


**GUIDELINES FOR
PARISH CATECHETICAL LEADER
CERTIFICATION**

**OFFICE OF EVANGELIZATION AND CATECHESIS
DIOCESE OF BEAUMONT**

SEPTEMBER 2015

Approved for Implementation in the Diocese of Beaumont



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**Most Reverend Curtis J. Guillory, S.V.D, D.D.
Bishop of the Diocese of Beaumont**

Development of these Guidelines

The Texas Catholic Conference - Religious Education Department (TCC-RE) developed guidelines for catechesis to provide for the development of Parish Catechetical Leaders (PCLs) and the formation of Parish Catechists. These guidelines from the TCC-RE are offered to assist (arch)dioceses in planning for local certification programs.

At its January 2011 meeting, the TCC-RE developed four goals for the next three to five years. The department presented a proposal to the Bishops of the Texas Catholic Conference for their consideration and input. The Bishops recommended that TCC-RE work on the following two goals: creating guidelines for the certification of Parish Catechetical Leaders and guidelines for Parish Catechist certification. They asked that the guidelines for Parish Catechetical Leaders (PCLs):

- provide a strong Catholic Intellectual, Human, Pastoral and Spiritual foundation
- form leaders for the reality of communities that are diverse in many ways; promote
- multiple modes of delivery;
- lead to reciprocal recognition of formation of PCLs by the various (arch)dioceses of Texas.

In response to the recommendation from the bishops, TCC-RE produced the following document at the January 2014 TCC-RE meeting: *Guidelines for the Formation of the Parish Catechetical Leader*.

The guidelines are based on *The General Directory for Catechesis*, *The National Directory for Catechesis* and *The National Certification Standards for Lay Ecclesial Ministers*, as created by the Alliance for the Certification of Lay Ecclesial Ministers, which were approved by the USCCB Subcommittee on Certification and Accreditation.

As stated in the NDC (p. 244), the primary function of the catechetical office of a diocese is to provide training and formation for parish catechetical leaders. (NDC, p. 224) This includes basic, advanced and on-going formation. The framework for the guidelines created by TCC-RE is based on the *National Certification Standards for Lay Ecclesial Ministers* as created by the Alliance for the Certification of Lay Ecclesial ministers.

TCC-RE Parish Catechetical Leader Guidelines

“The single most critical factor in an effective parish catechetical program is the leadership of a professionally trained parish catechetical leader. Depending on the size and scope of the parish catechetical program, parishes should allocate their resources so that they are able to acquire the services of a competent and qualified catechetical leader (or someone who is in the process of becoming qualified and competent)....” (NDC p. 225)

STANDARD ONE – Human

A Parish Catechetical Leader “demonstrates the qualities of human maturity needed for fruitful ministry with the people of God” (National Certification Standard 1, 1.0).

Core Competencies

- Discern one’s own gifts and talents
- Keep a balanced life in ministry, family, personal life
- Integrate prayer and Scripture into one’s everyday reality
- Respect one’s own and other’s uniqueness, culture, background
- Integrate one’s spirituality on an on-going basis through community, self-reflection, scripture, and theological reflection
- Engage in lifelong personal growth and ministerial formation
- Understand the role of servant leadership
- Exhibit psychological health, marked by integrity, appropriate interpersonal boundaries, and the ability to honor and safeguard confidentiality

STANDARD TWO – Spiritual

A Parish Catechetical Leader “sharing in the common priesthood of all the baptized...demonstrates Christian spirituality as foundational to ministry, integrated in service with the people of God, and possessing a sacramental view of the world that recognizes the world can be a vessel of God’s presence and God’s transforming grace” (Standard 2, 2.0).

Core Competencies

- Model ministry rooted in Baptism – being a person of prayer and sacrament
- Model the spirit of Jesus in one’s life and identity
- Develop ministerial and personal relationships based on the Gospel
- Read the signs of the times and address current issues in Church and world
- Accept and articulate one’s vocation as coming from God and confirmed by the Church
- Understand that one’s personal call is in relation to the larger global mission of the Church
- Understand and practice theological reflection
- Develop and foster sensitivity to the spirituality of diverse cultural expressions
- Display openness to ecumenical and interreligious dialogue, prayer, work, and practices that promote unity

STANDARD THREE – Intellectual

A Parish Catechetical Leader “demonstrates understanding of the breadth of Catholic theological and pastoral studies as well as the intellectual skill to use that knowledge in ministry with God’s people from diverse populations and cultures” (Standard 3, 3.0).

Core Competencies

- Know and integrate into ministerial practice a theology of revelation as embodied in Scripture, tradition, and creation
- Know and integrate into ministerial practice Trinitarian theology, Christology, pneumatology, missiology, Christian anthropology, and ecclesiology
- Know and integrate into ministerial practice a foundational understanding of the major events in the history of the Church, with special attention to the Second Vatican Council, and the perspective those events provide on the life of the Church today
- Know and integrate into ministerial practice theologies of liturgy, worship, and sacraments
- Know and integrate into ministerial practice a theology of the moral life, including Catholic social teaching for the transformation of Church and society
- Know and integrate into ministerial practice a theology of pastoral ministry as well as guiding principles for the practice of ministry in a given context
- Know and integrate the history and theology of Catholic spirituality into prayer and ministerial practice
- Know and integrate into ministerial practice a foundational understanding of canon law
- Know and integrate into ministerial practice a respect for other Christian communities and other religious traditions
- Know and integrate into ministerial practice a foundational understanding of the social sciences and humanities
- Know and integrate into ministerial practice knowledge of intercultural communication and linguistic/cultural skills (Standards 3.1-3.11)

STANDARD FOUR – Pastoral

A Parish Catechetical Leader “demonstrates a range of leadership and pastoral skills needed for functioning effectively in ministry” (Standard 4, 4.0).

Core Competencies

- Collaborate with others in creating a culture of evangelization and formation within their faith communities that enables each committed Christian to nurture and grow in relationship with God
- Understand and exercise compassionate pastoral care
- Engage in pastoral activity that promotes evangelization, faith formation, community
- Empower people to inculturate the Gospel and foster unity in diversity
- Include all members (intercultural, disabilities, elderly, etc.) in parish catechetical programs and processes
- Use modern means of communication technology to proclaim the Gospel

- Display leadership skills of collaboration, visioning, planning, communication, delegation, conflict management, decision making, supervision and evaluation of volunteers and employees
- Develop and nurture the prayer life of the community through a variety of prayer experiences
- Develop a vision of life-long faith formation
- Design, direct, implement and evaluate catechetical processes
- Implement the catechumenal model as the inspiration for all catechesis
- Model and foster evangelization throughout the parish community
- Implement all (arch)diocesan safe environment guidelines and regulations
- Develop and implement parish catechetical policies and/or guidelines in accord with (arch)diocesan policies and guidelines
- Use appropriate pedagogical techniques for diverse audiences.

Guidelines for Parish Catechetical Leader Certification

in the Diocese of Beaumont

The guidelines for diocesan certification for Parish Catechetical Leaders in the Diocese of Beaumont are based on those from the TCC-RE. A Parish Catechetical Leader will be certified by completing courses listed below that meet the requirements of three out of the four areas in the TCC-RE Guidelines. The Spiritual Standard is met by the two retreats for PCLs offered by the Office of Evangelization and Catechesis each year.

1. Catechetical Administration (offered yearly in the Diocese of Beaumont)
Four sessions - 16 hours covering the following topics:
 - *Catechesis in the Church Today: National Directory for Catechesis*
 - Understanding Catechesis
 - Recruiting and Training Volunteer Catechists
 - Forming Ministerial Relationships
 - Building Community
 - Maintaining Professional Balance
 - Communicating Effectively
 - Developing Sacramental Programs and Parents Sessions
 - Keeping Records and Budgets
 - Developing a Parish Program (Independent Study)

2. The Certificate in Catechesis program through the University of Dayton VLCCFF that addresses Theology (Intellectual), Human Development and Pastoral Practice
 - Introduction to Catechesis
 - Spirituality of the Catechist
 - Survey of Catholic Doctrine
 - Introduction to Scripture
 - Scripture: New Testament
 - Scripture: Old Testament
 - Images of Jesus
 - Ecclesiology: Beginnings of the Church Sacraments
 - Faith and Human Development
 - Introduction to Practical Morality
 - Introduction to Prayer
 - A Pastoral Approach to Culture