

**Archdiocese of  
Galveston-Houston**  
**Application for Certification**  
*Parish Catechetical  
Leader*



***Part Three***  
**Certification Handbook for  
Parish Catechetical Leader**

08-22-16

## Introduction

|                                                                                                                                                                | <u>Page</u> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Section 1.0 Certification by the Archdiocesan Office</b>                                                                                                    |             |
| 1.1 Purpose of the Certification Handbook.....                                                                                                                 | 5           |
| 1.2 Archdiocesan Directives Regarding Certification .....                                                                                                      | 5           |
| 1.3 History and Mission of the Office .....                                                                                                                    | 6           |
| 1.4 Relationship of the Office to the United States<br>Conference of Catholic Bishops Subcommittee<br>on Certification for Ecclesial Ministry and Service..... | 7           |
| 1.5 Periodic Review of the Certification Handbook .....                                                                                                        | 7           |
| <b>Section 2.0 Benefits of Certification</b>                                                                                                                   |             |
| 2.1 To the Catholic Church in the United States .....                                                                                                          | 8           |
| 2.2 To Provinces, Regions and State Catholic Conferences .....                                                                                                 | 8           |
| 2.3 To the Archdiocese .....                                                                                                                                   | 9           |
| 2.4 To Academic Institutions .....                                                                                                                             | 9           |
| 2.5 To Mentors of Candidates.....                                                                                                                              | 9           |
| 2.6 To Specialized Lay Ecclesial Ministers .....                                                                                                               | 10          |
| 2.7 To Agencies, Institutions and Parish Communities .....                                                                                                     | 11          |
| <b>Section 3.0 Eligibility Requirements for Certification</b>                                                                                                  |             |
| 3.1 Verification of Reception of the Sacraments<br>of Christian Initiation.....                                                                                | 11          |
| 3.2 Registration and Participation in the Life of a<br>Parish Community .....                                                                                  | 11          |
| • Verification of a Catholic Marriage                                                                                                                          |             |
| • Adult Converts to Catholicism                                                                                                                                |             |
| 3.3 Verification of Archdiocesan Formation Requirements .....                                                                                                  | 12          |
| 3.4 Assessment of Formal Education Requirements .....                                                                                                          | 13          |
| 3.5 Employment in Ministry .....                                                                                                                               | 13          |
| 3.6 Adherence to a Code of Ethics.....                                                                                                                         | 13          |
| 3.7 Participation in Required Archdiocesan Workshops .....                                                                                                     | 13          |
| 3.8 Participation in Professional Organization(s) .....                                                                                                        | 14          |
| 3.9 Participation in Ministerial Support Group.....                                                                                                            | 14          |
| <b>Section 4.0 Certification Standards .....</b>                                                                                                               | <b>14</b>   |
| <b>Section 5.0 Process for Initial Certification</b>                                                                                                           |             |
| 5.1 Requesting and Completing an Application Form.....                                                                                                         | 14          |
| 5.2 Meeting Eligibility Requirements.....                                                                                                                      | 14          |
| 5.3 Participating in a Mentoring Process .....                                                                                                                 | 15          |
| 5.4 Meeting with Interviewers .....                                                                                                                            | 15          |
| 5.5 Consideration by the Certification<br>Committee/Commission/Board.....                                                                                      | 15          |
| 5.6 Submitting a Portfolio.....                                                                                                                                | 15          |
| 5.7 Conducting a Ministry Practicum .....                                                                                                                      | 16          |

|                     |                                                                       |    |
|---------------------|-----------------------------------------------------------------------|----|
| 5.8                 | Participating in an Interview Process.....                            | 16 |
| 5.9                 | Celebrating the Conferral of Initial Certification.....               | 17 |
| <b>Section 6.0</b>  | <b>Process for Renewal of Certification</b>                           |    |
| 6.1                 | Notifying Candidates .....                                            | 17 |
| 6.2                 | Applying for Renewal .....                                            | 17 |
| 6.3                 | Fulfilling Ongoing Requirements for Renewing Certification .....      | 18 |
| 6.4                 | Meeting with Interviewers/Peers Who Have Been Certified.....          | 18 |
| 6.5                 | Consideration by the Certification<br>Committee/Commission/Board..... | 18 |
| 6.6                 | Assessing Requirements and Competencies.....                          | 19 |
| 6.7                 | Recommending Candidates for Renewal of Certification .....            | 19 |
| 6.8                 | Celebrating the Conferral of Renewal of Certification.....            | 19 |
| <b>Section 7.0</b>  | <b>Roles of Those Involved in the Assessment Process</b>              |    |
| 7.1                 | The Certification Commission.....                                     | 20 |
| 7.2                 | The Standards Committee.....                                          | 20 |
| 7.3                 | The Office Director and Staff .....                                   | 20 |
| 7.3.1               | Reviewing Records and Transcripts .....                               | 20 |
| 7.3.2               | Reviewing Self-Assessment Instruments.....                            | 20 |
| 7.3.3               | Reviewing Evaluations of Interviews with<br>Candidates.....           | 20 |
| 7.3.4               | Reviewing Evaluations of Ministry Practicums,<br>Programs, etc.....   | 20 |
| 7.3.5               | Discerning Readiness for Certification .....                          | 21 |
| 7.4                 | Role of Mentors .....                                                 | 20 |
| 7.5                 | Role of Interviewers.....                                             | 21 |
| <b>Section 8.0</b>  | <b>Withdrawal of Certification</b>                                    |    |
| 8.1                 | Criteria .....                                                        | 22 |
| 8.2                 | Process .....                                                         | 22 |
| 8.3                 | Notification to the Local Ordinary and Pastor of Employment .....     | 22 |
| <b>Section 9.0</b>  | <b>Appealing an Adverse Certification Decision.....</b>               | 22 |
| <b>Section 10.0</b> | <b>Certification Records.....</b>                                     | 23 |
| 10.1                | Policy                                                                |    |
| 10.2                | Contents of Files                                                     |    |
| 10.3                | Request to Review Files                                               |    |
| 10.4                | Retention of Files                                                    |    |
| <b>Section 11.0</b> | <b>Appendices.....</b>                                                | 24 |

*(Note: There may be other documents, forms and sample letters in addition to those listed below that candidates need to know and have access to that may be included in **Part Four of Required Documentation: Appendices**. If the documents below are not included in your handbook, they may be included in Part Four as well.)*

**Section 12.0 Acknowledging Subcommittee Approval for the  
Certification Handbook.....50**

After the Subcommittee has granted initial approval of the archdiocesan certification standards and procedures, appropriate office publications, including the certification handbook, shall state the statement of approval in the appropriate place. The statement of approval and logo can be found on the Institutional/Parish Group Community site after approval has been granted.

## **Introduction**

This Certification Handbook has been created for the catechetical leaders in the Archdiocese of Galveston-Houston for the purpose of guiding them through the certification process. It contains information about the eligibility requirements and process and is directed to those catechetical leaders who are seeking their initial certification and their renewal certification.

### **Section 1.0: Certification by the Archdiocesan Office**

#### ***1.1 Purpose of the Certification Handbook***

The purpose of this Certification Handbook is solely for the use of those catechetical leaders in the Archdiocese of Galveston-Houston who are interested in the certification process or renewal of certification. This handbook includes information about the certification process and outlines the steps involved in the application process as well as the certification standards, requirements, forms and a self-assessment template.

#### ***1.2 Archdiocesan Directives Regarding Certification***

The standards and procedures for Parish Catechetical Leader Certification of the Archdiocese of Galveston-Houston Office of Evangelization & Catechesis are based upon and flow from the USCCB approved National Certification Standards for Lay Ecclesial Ministers. The task of the Review Board is to determine whether an applicant is in compliance with these commission approved standards. Specifically, the Archdiocese of Galveston-Houston standards and procedures include:

- An appraisal form based upon the above mentioned standards will be utilized by Review Board members to assess application materials and portfolio;
- A self-assessment which utilizes the *National Standards for Lay Ecclesial Ministers serving as Parish Catechetical Leader*.
- A decision making process based upon the Review Board's appraisal of an individual's compliance with Commission approved certification standards.

The USCCB Subcommittee approves certification standards and procedures voluntarily submitted by the Archdiocese of Galveston-Houston. The Archdiocese of Galveston-Houston certifies. Catechetical Leaders who have proven that they have competencies required by specialized certification standards are granted a professional certification by the Archdiocese of Galveston-Houston. Their certificate states that they are granted certification under the USCCB-approved certification standards and procedures.

### **1.3    *History and Mission of the Archdiocesan Office***

#### **1.3.1    *History:***

In 1968 Rev. Jacques Weber, S. J. and Rev. Bob Miller, S. J. were the directors of an Adult Theology Center in the Diocese of Galveston-Houston. In the early 1970's when Rev. Chester Borski was the director of the Office of Religious Education the two merged together and became the Continuing Christian Education Office. In 1977 eleven women completed the Coordinator Development Seminars.

The Director of Religious Education (DRE) Formation Institute, a three-year program, was available until 1987, when it was changed to the Coordinator of Religious Education (CRE) Institute. The programs were not taken for certification but for on-going formation as a catechetical leader. In 1989 the Institute was put on hold for evaluation and it was recommended that we have a two-level training process for catechetical leaders. The Basic Formation for Catechetical Leadership, which is a beginning leadership formation process began in 1993 in English and in 1995 we started a class in Spanish.

The Catechetical Leadership Institute began in 2001. It is an advanced leadership formation process. In March of 2003 we began the steps to have a certification process that would be nationally recognized and approved by the United States Conference of Catholic Bishops/Commission on Certification and Accreditation USCCB/CCA.

In March 2004, the Certification Committee at that time met with Jean Marie Weber along with other diocesan staff to ask questions and learn about certification. Fanny Pedraza and Bea Cunningham met again with her over the weekend to inquire further about certification. After getting the approval from the Director of the Office of Continuing Christian Education (CCE), Anne Comeaux, and securing authorization from Archbishop Joseph A. Fiorenza, we officially applied to begin the certification process. We worked very closely with the Office of Youth Ministry in the Archdiocese of Galveston-Houston since we are both involved in the process of securing approval of the certification standards and procedures for leaders.

The standards and procedures which follow are based upon the *National Certification Standards for Lay Ecclesial Ministers developed in 2003, by (NFCYM), (NCCCL) and (NALM) and approved by the United States Conference of Catholic Bishops Commission on Certification and Accreditation (USCCB/CCA).*

At the direction of Archbishop Daniel Cardinal DiNardo, the name of the Office of Continuing Christian Education (CCE) for the Archdiocese of Galveston-Houston

was changed in August of 2013 to the Office of Evangelization & Catechesis (OEC) and will be referred by that title henceforth.

**1.3.1 Mission:**

The Office of Evangelization and Catechesis, guided by the Holy Spirit, serves the Archbishop in directing and moderating the evangelizing and catechetical activity including, but not limited to all functions outlined in Section 59C of the NDC, for the Archdiocese of Galveston Houston in order to draw people into a deeper communion and intimacy with Jesus Christ.

**1.4 Relationship of the Office to the United States Conference of Catholic Bishops Subcommittee on Certification of Ecclesial Ministry and Service**

The Office of Evangelization and Catechesis of the Archdiocese of Galveston-Houston hereby adopts the standards found in the National Certification Standards for Lay Ecclesial Ministers for Parish Catechetical Leaders. Said standards can be found as Part Four Appendix "B".

**1.5 Periodic Review of the Certification Handbook by the Subcommittee**

This Handbook is reviewed by the USCCB Subcommittee as part of the approval of the Archdiocesan certification standards and procedures. Every seven years the Office of Evangelization and Catechesis of the Archdiocese of Galveston-Houston will submit its certification standards and procedures for approval by the USCCB Subcommittee. Each review by the office and the USCCB Subcommittee enables the office staff to make revisions and additions to the certification standards and procedures as needed and as evaluations have suggested. The Office of Evangelization and Catechesis of the Archdiocese of Galveston-Houston also submits annual reports to the USCCB Subcommittee that describe the developments and changes in certification standards and procedures and Archdiocesan changes as they have occurred during the calendar year.

The certification standards and procedures will be reviewed every two years by the Certification Committee:

Lorelei Guerin  
Kathy Kelley  
Barbara Mackie  
Cynthia Newman  
Gina Pasket  
Donna Patlach

This review is facilitated by a staff member of the Office of Evangelization and Catechesis of the Archdiocese of Galveston-Houston. To facilitate such review, the Certification Committee will be copied with the annual letters receive from the USCCB Subcommittee which is received yearly upon the review of the submission

of its annual report to the USCCB. Comments will be gathered and suggestions taken into consideration in the update of the certification standards and procedures.

## **Section 2.0: Benefits of Certification**

Regarding the benefits of certification, the Archdiocese of Galveston-Houston reiterates from the USCCB Subcommittee Certification Handbook: “Certified Lay Ecclesial Ministers contribute to the continued growth and definition of the rightful position of Lay Ecclesial Ministry in the Church. This responds to a need identified in *Parishes and Parish Ministers: A Study of Lay Ministry*, National Pastoral Life Center 1999, reiterated in *Lay Ecclesial Ministry: The State of the Questions*, NCCB/USCC 1999, and reemphasized in *Co-Workers in the Vineyard of the Lord*, USCCB, 2005 (hereafter *Co-Workers*). Certified Lay Ecclesial Ministers also help Catholic Church entities to be in compliance with norms and guidelines for formation:

*"Lay persons who devote themselves permanently or temporarily to some special service of the Church are obliged to acquire appropriate formation which is required to fulfill their function properly and to carry it out conscientiously, zealously, and diligently."*

—The Code of Canon Law, 231 #1; *Co-Workers*, p. 33”

### **2.1 Benefits to the Catholic Church in the United States:**

As stated in *Co-Workers in the Vineyard of the Lord* (A Statement of the USCCB 2005) all Catholic dioceses/archdiocese, provinces, regions and state conferences can benefit by working together towards certification by promoting professional standards and values. A sense of collaboration and cooperation by and among the various arch/diocese of the United States is promoted as a result of the certification process. In addition, a common certification process throughout the United States’ arch/dioceses creates continuity and cohesiveness among lay ecclesial ministers.

### **2.2 Benefits to Provinces, Regions and State Catholic Conferences:**

By working together toward certification, provinces, regions and state Catholic conferences can benefit from, and promote the common standards and specialized competencies. This consistency aides in transfer of lay ecclesial ministers from one part of the country to another.

*"Whenever possible, provinces or regions can develop consistent certification standards and procedures so that lay*

*ecclesial ministers might transfer from one diocese to another in the region with the approval of the sending and receiving bishops."*

—Co-Workers, p. 57

### **2.3 *Benefits to the Archdiocese:***

The Certification process helps the various arch/diocesan officials to create formation opportunities for lay women and men to enter into key positions and major leadership roles for specialized ecclesial ministries. The standards that the Subcommittee aides in the creation of an educational and formational process of ecclesial ministers. Arch/diocesan office directors, as agents of their bishops, are enabled to provide clear standards for formation that fit the needs and special circumstances of the local church.

*"A diocese must first identify those roles that, in the judgment of the diocesan bishop, are so essential to collaborating in the pastoral care of people that diocesan policies are needed to ensure that those who are given these roles have the appropriate education, formation, experience, and ecclesial recognition to meet the needs of the community"*

—Co-Workers, p.56

Additionally the Certification process helps the local church by creating competent and knowledgeable catechetical leaders. Those parish catechetical leaders who attain certification can then help mentor and train other parishes' catechetical leaders.

### **2.4 *Benefits to Academic Institutions:***

"The process of certifying Lay Ecclesial Ministers will enhance collaborative efforts between academic institutions such as colleges, universities, and programs for lay formation within seminaries." (*Co-Workers in the Vineyard of the Lord*, USCCB, 2005) In the Archdiocese of Galveston-Houston, there is a partnership with the University of Dayton as well as with our local School of Theology at University of St. Thomas, main campus and St. Mary's Seminary.

### **2.5 *Benefits to Mentors of Candidates:***

The Certification process inclines itself to provide an opportunity for mentors to nurture and guide candidates through the process. While the Mentors nurture and foster discipleship with those Lay Ecclesial Ministers, they also fortify what they

have learned and are challenged to continue their own formation. Thereby creating a mutually benefit.

*"Mentoring, formal or informal, can be especially helpful. An experienced Church minister introduces the prospective lay minister into the ministerial workplace. A mentor passes on more than skills. He or she presents an understanding of the particular culture in which the ministry will take place, including the challenges and the opportunities. The mentor helps the prospective minister to develop realistic expectations about ministry, including the limits of what can be accomplished. This can prevent the burnout that results when actual experience fails to meet expectations. By sharing their own stories of progress and accomplishments, sacrifices and frustrations, mentors prepare new ministers to make an informed commitment to ministry."*

—Co-Workers, pp. 29-30

## **2.6 Benefits to Specialized Lay Ecclesial Ministers:**

Lay Ecclesial Ministers benefit greatly from the entire Certification Process. Not only is it a process that invites them to look at themselves and the accomplishments they have made, it lends itself to taking stock of what they still need to learn. Thus, it allows the candidate to set a plan for enrichment and continued formation. The Certification process affirms these ministers who are called by at or through their baptism, and that they are uniquely commissioned to serve the church. It also gives a sense of professionalism to the ministry of the Parish Catechetical Leader.

*Authorization is the process by which properly prepared lay men and women are given responsibilities for ecclesial ministry by competent Church authority. This process includes the following elements: acknowledgment of the competence of an individual for a specific ministerial role (often called "certification"); appointment of an individual to a specific position (in some dioceses called "commissioning"), along with a delineation of the obligations, responsibilities, and authority of that position (and length of term, if specified); and finally an announcement of the appointment to the community that will be served by the lay ecclesial minister."*

—Co-Workers, p. 54

## **2.7 *Benefits to Agencies, Institutions and Church Communities:***

The church communities benefit greatly by those Lay Ecclesial Ministers who attain Certification. Those who attain Certification are available and have the required knowledge and skill to collaborate with their pastors in educating and ministering to the people of their parish.

Additionally, as the level of expertise and competence rises among Parish Catechetical Leaders so does the level of knowledge and formation of those to whom they minister. The Certification of Parish Catechetical Leaders supports and promotes a higher expectation of all with whom they minister and collaborate.

## **Section 3.0 Eligibility Requirements for Certification**

### **3.1 *Verification of Reception of the Sacraments of Christian Initiation***

As part of the application process, the applicant is required to present a recent (within six months) Baptism Certificate (long form) with notations on the back. This requirement validates the requirement of candidate's sacramental relationship with the Church.

### **3.2 *Registration and Participation in the Life of the Parish or Life of the Community***

As part of the application process, the applicant is required to supply three letters of reference with one being from the pastor of the parish in which they are serving in the Archdiocese of Galveston-Houston. This requirement is to insure that they are participating in the Life of the Parish or Community.

- **3.2.1 *Verification of Catholic Marriage***

As part of the application process, the applicant, is married, is required to present a recent Baptism Certificate (long form) with notations on the back which would reflect marriage in the Church. If no notation is included then a Certificate of Catholic marriage is required. This requirement validates the requirement that the candidate being in good standing with the Church as it relates to the Sacrament of Marriage.

- **3.2.2 *Adult Converts to Catholicism***

As part of the application process, the applicant is required to present a recent Baptism Certificate or Certificate of Full Communion which reflects the date of baptism or full initiation into the Church. It is the responsibility of the interview committee to determine whether the candidate's development of faith suffices the requirements of certification.

### **3.3 *Verification of Archdiocesan Formation Requirements***

As part of the application process, documentation is requested to verify the completion of the Catechetical Leadership Institute or verification of completion of an equivalent diploma, certificate or degreed program.

The Catechetical Leadership Institute is a two year process that includes a year of skill and a year of theology.

#### **Theology Year:**

Orientation/Theological Reflection (Competencies 1.2, 2.1, 2.5)

Christian Anthropology (Competencies 3.1, 3.2)

Old Testament (Competencies 3.1)

New Testament (Competencies 3.1)

Jesus Christ: True God and True Man (Competencies 2.9, 3.2)

The Church As Communion and Mission: Ecclesiology (Competencies 2.3, 2.7, 2.9, 3.2, 3.3, CL3)

Ecumenism (Competencies 2.8, 2.10, 3.9)

Sacramental Theology (Competencies 1.4, 3.4, 3.8)

Morality (Competencies 3.5)

Mary and the Saints (Competencies 3.2, 3.3)

Faith Handed On: Church History (Competencies 3.3)

Competencies of Catechetical Leaders (Competencies 1.7)

#### **Skill Year:**

Orientation and Reflection & Spirituality of the Catechetical Leader (Competencies 1.3, 2.2, 3.7)

Competencies (Competencies 1.7 & 2.5)

Understanding Catechesis (Competencies 4.3, CL1, CL4)

The Ongoing Development and Evaluation of a Program (Competencies 2.6, CL1, CL5)

Ministerial Relationships (Competencies 1.5, 1.6, 3.10, 4.5, 4.6, 4.10, CL6, CL7)

Planning Prayer and Liturgy (Competencies 2.4 & 3.4)

Communicating Effectively (Competencies 2.6, 3.10, 4.4, 4.5, 4.6)

Maintaining Professional Balance (Competencies 1.5, CL6, CL7)

Diversity and Inclusion (Competencies 1.1, 3.6, 3.10, 4.2)

Family Systems Theory (Competencies 2.6, 3.10)

Catechizing for a Just World (Competencies 1.1, 3.10, 4.3)

Records and Budgets (Competencies CL1, CL5)

### **3.4 *Assessment of Formal Education Requirements***

As part of the application process, documentation is requested to verify the completion of the Catechetical Leadership Institute **or** verification of completion of an equivalent diploma, certificate or degreed program. It is the responsibility of the Associate Director along with the interview committee to determine whether the formal education requirements meet the competencies.

### **3.5 *Employment in (Parish/Archdiocesan) Ministry***

As part of the application process, documentation is requested to verify the employment or volunteer leadership position within the Archdiocese of Galveston-Houston.

### **3.6 *Adherence to a Code of Ethics***

As part of the application process, the applicant is required to provide a signed copy of the Ethical and Personal Conduct Policies Acknowledgement Form. (See Appendix D-8)

### **3.7 *Participation in Required Archdiocesan Workshops***

The Archdiocese of Galveston-Houston keeps record on all required workshops, including *Virtus*, *Sacred and Safe*, and catechetical modules that include workshops on recognizing abuse, multiculturalism, anti-racism, and legal issues. Each applicant's package includes a copy of their Catechist Record which is pulled and printed by the Associate Director responsible for Certification.

### **3.8     *Participation in Professional Organizations***

Although preferred, there is no requirement that the applicant participate in any professional organization.

### **3.9     *Participation in a Ministerial Support Group***

Although preferred, there is no requirement that the applicant participate in any ministerial support group.

## **Section 4.0    Certification Standards**

The Archdiocese of Galveston-Houston hereby adopts the *National Certification Standards for Lay Ecclesial Ministers* created by the Alliance for the Certification of Lay Ecclesial Ministers and approved by The United States Conference of Catholic Bishops Commission on Certification and Accreditation. These documents can be found as Part Four, Appendix B.

## **Section 5.0    Process for Initial Certification**

### **5.1     *Requesting and Completing an Application Form***

Once formation requirements are completed or equivalency approved, the potential applicant is to contact the designated staff member in the Office of Evangelization and Catechesis (hereinafter OEC) to request information about the application process. An informal interview is scheduled at which the process is explained. If the individual is interested in pursuing certification he/she is to submit a **letter of intent** to the OEC to be received in the office no later than one month after the interview. Once received the packet with application materials is sent and a mentor assigned. The mentor contacts the applicant to set up meeting(s) to establish a time line for completing the paperwork. The completed packet must be in the office within three months of the applicant's initial contact.

### **5.2     *Meeting Eligibility Requirements***

The eligibility requirements for the applicant for certification are as follows.

- Applicant must be a fully initiated, practicing Catholic in good standing and provide a recently issued copy of a Baptismal certificate with notations.
- Applicant must have completed the catechist formation process or provide documentation of equivalency.
- Applicant must have completed Catechetical Leadership Institute or equivalent. Official documentation supporting equivalency must be provided.
- Applicant must be up to date HR requirements including current background check.

- Applicant must have minimum of three years leadership experience

### **5.3 *Participating in the Mentoring Process***

Mentors are chosen and trained by OEC from among the certified catechetical leaders. The role of the mentor is to assist the individual through the steps of the process. At their first meeting a timeline for paperwork completion is to be set. The candidate is to consult with the mentor particularly with questions or concerns. The mentor is to guide and encourage the candidate, mindful of the timeline set.

### **5.4 *Meeting with Interviewers***

When a completed application is submitted, the designated OEC staff person will convene a committee, made up of at least three catechetical leaders who have successfully completed the process and have been awarded certification. Copies of appropriate application materials are given to the members of the interview committee prior to the first meeting. The committee members are charged with reviewing the application materials, then interviewing the candidate and rendering a recommendation to the Director of the Office of Evangelization and Catechesis within a two week period of the interview.

In the event that a candidate for certification believes that a denial of certification was unfounded or incorrect, that individual is entitled to an orderly appeals procedure. (Appendix "C")

### **5.5 *Consideration by the Certification Committee/Commission/Board***

When reviewing the candidate's materials and experience, the Certification Committee will consider the following criteria:

- Vision of catechetical ministry
- Experience in catechetical ministry both volunteer and paid professional
- Education/Formation in a related field
- Self – Assessment based on National Certification Standards for Lay Ecclesial Ministry
- References

### **5.6 *Submitting a Portfolio***

The candidate's application includes:

- Completed application form (See Appendix D-1)
- \$50 Application Fee (checks made payable to OEC)
- College transcripts (if applicable)

- Verification of satisfactory completion of catechist formation
- Verification of completion of all the requirements of the Catechetical Leadership Institute or verification of completion of an equivalent certificate or degreed program
- Three references including one from clergy
- Statement of the number of years of practical leadership experience in the catechetical field
- Summary report of catechetical ministry activities and events over a two year period
- Self-Assessment based on National Certification Standards for Lay Ecclesial Ministers
- Documentation of satisfactory compliance with the Archdiocese of Galveston-Houston (Virtus and certified criminal background check are included here)
- A signed copy of the Ethical and Personal Conduct Policies Acknowledgment Form
- A certified copy of baptismal certificate issued within the last six months with notations
- A typed essay stating motivation for pursuing certification as a parish catechetical leader

### **5.7 *Conducting a Ministry Practicum***

There is a Ministry Practicum for each of the two years of the Catechetical Leadership Institute. The participants present an oral report on their practicum experience before the end of each year and provide a written report. In the event an applicant has been given equivalency for advanced certification, he or she will also be expected to complete the two practicum assignments and submit documentation to the staff person from OEC.

### **5.8 *Participating in an Interview Process***

On a day prior to the day of the interview, the Associate Director from the OEC arranges a meeting with selected committee members to discuss applicant and the upcoming interview. They are responsible for reviewing the documents prior to the meeting. Together they outline the interview process by crafting and assigning questions and/or points for discussion. They set the date for the interview. The Associate Director contacts the applicant with the date, time and location for the interview.

### **5.9     *Celebrating the Conferral of Initial Certification***

Initial Certification is conferred at an annual archdiocesan liturgy and celebration of catechetical certification. The OEC Director notifies the Archbishop of the Archdiocese about the certification ceremony and the details of the celebration. Recognition of those catechetical leaders will be given in catechetical newsletters and Catholic Herald, the archdiocesan newspaper.

## **Section 6.0    Process for Renewal of Certification**

### **6.1     *Notifying Candidates***

The OEC will notify the candidate in writing in December proceeding the year of renewal. No other person will be notified. It is the responsibility of the candidate seeking renewal of certification to apply to the OEC within six months of the expiration of the current certificate.

### **6.2     *Applying for Renewal***

Certification Renewal is the process by which persons certified by the OEC demonstrate their commitment to maintenance and enhancement of the competencies recognized by certification.

It is the expectation of the Archdiocese of Galveston-Houston that the candidate applying for renewal of certification will have completed a minimum of 10 clock hours per year of ongoing formation, and that the application for renewal be submitted to the OEC six months prior to expiration of a current certificate.

Initial renewal of certification will be for a period of 3 years. Subsequent renewals will be for a period of 5 years.

To apply for renewal of certification the candidate must:

- Submit an Application Form for Renewal of Certification by the Archdiocese of Galveston-Houston (Appendix “D-1”)
- Submit the application fee of \$45.00
- Submit an Education/Formation Report Form (attached to The Application Form – Appendix “D-1”).
- Submit a copy of initial certificate or subsequent renewal certificate, if applicable.
- Submit a copy of the letter granting certification from the previous certification interview. Said letter may be requested from the OEC.
- If a growth plan was determined to be necessary at the initial certification assessment, submit an autobiographical update regarding the development within the four standards of the *Certification Standards and Procedures for Parish Catechetical Leadership* since initial certification.
- Schedule a review session (approximately one hour) with an OEC staff person.

It is preferred that the Application Form and Educational/Formation Report Form be submitted electronically. Handwritten applications must be legible. Forms are available from the Office of Evangelization and Catechesis of the Archdiocese of Galveston-Houston.

### **6.3 *Fulfilling Ongoing Requirements for Renewing Certification***

A minimum of 30 clock hours of ongoing formation is required for renewal of initial certification, and 50 clock hours for subsequent renewals.

Use the Education/Formation Report Form of the Archdiocese of Galveston-Houston to document ongoing formation since the initial or subsequent certification Form (attached to The Application Form – Appendix “D-1”). Include the name of the event, description of the event, date(s) and number of hours.

Ongoing formation should foster growth within the standards of human, spiritual, intellectual and/or pastoral competencies described in the National Certification Standards for Lay Ecclesial Ministers found in Appendix “B”.

Include attendance in ongoing formation events sponsored by the OEC, annual retreat days, days of reflection, professional growth days, catechetical courses and/or workshops.

### **6.4 *Meeting with Interviewers/Peers Who Have Been Certified***

After the application is submitted, the applicant for certification renewal must arrange a session with an OEC staff member. This review session is to cover the meaning and effectiveness of the continuing education activities as experienced by the applicant regarding the development in the four areas of the National Certification Standards through the period; progress made on recommendations since the initial certification interview or previous recertification review, if applicable; discussion of the applicant's plans for further development; impressions and recommendations by the staff member to the applicant.

### **6.5 *Consideration by the Recertification Committee***

Criteria for Renewal of Certification: To renew one's certification an individual must meet the minimum educational requirements, provide records of continuing education hours; address areas of needed growth noted in the original certification proceeding; demonstrate ongoing growth and learning in one or more of the standards.

- Renewal of Certification for the "Active" Parish Catechetical Leader: (Note: "active" refers to those who are significantly engaged in the ministry through the period.) To maintain certification a person must attend one college course or the equivalent (i.e. three semester hours or the equivalent in workshops /classroom hours) within three years of certification; thereafter, within five years of renewal of certification.

- **Renewal of Certification for the "Inactive" Parish Catechetical Leader:** To be recertified a person must attend two college courses or the equivalent (i.e. six semester hours of the equivalent in workshops /classroom hours) within three years of receiving certification; thereafter within five years of renewal of certification
- **Renewal of Certification for the person whose certification has lapsed:** An individual whose certification has lapsed and who applies for recertification no more than one year after the lapse will proceed with the normal recertification process. (Note: the period of recertification in this case will begin at the date of the lapse and extend for three years after that date.) An individual whose certification has lapsed for more than one year must submit to the entire process of certification

Communication of the Decision: The decision whether or not to renew the certification will be made by the staff of the OEC. The applicant will be notified of the decision by mail within thirty days of the Review Session. The communication will include recommendations for future growth, if applicable. A copy of the decision will be kept on record in the OEC.

If a negative decision is given for recertification, refer to appeals process, Appendix "C".

#### **6.6 *Assessing Requirements and Competencies***

Assessment of the renewal requirements and competencies of candidates will be done by the OEC staff member in charge of USCCB certification. Candidates will meet with an interview committee for approximately one hour.

#### **6.7 *Recommending Candidates for Renewal of Certification to the Local Ordinary***

The Director of the OEC recommends renewal of certification to the Archbishop of Galveston-Houston.

#### **6.8 *Celebrating the Renewal of Certification***

Renewal of certification certificates, and other recognitions given to those certified, are conferred at an annual archdiocesan liturgy and celebration of catechetical certification. Recognition will be given in the OEC catechetical newsletter and annually in the *Catholic Herald* archdiocesan newspaper.

The OEC director notifies the Archbishop of Galveston-Houston of the certification ceremony and how the granting of certification will be celebrated.

## **Section 7.0 Roles in Relationship to the Certification Process**

### **7.1 *Role of the Certification Commission***

The Certification Committee works with the archdiocesan associate director in the certification process. The Certification Committee does not certify candidates but makes recommendation to the Archdiocesan director.

### **7.2 *Role of the Standards Committee***

The Archdiocese of Galveston-Houston does not have a separate archdiocesan Standards Committee.

### **7.3 *Role of the Office Director and Staff***

Julie Blevins, Director of the Office of Evangelization and Catechesis (OEC), has delegated authority from the local ordinary, Archbishop Daniel Cardinal DiNardo, to certify in the name of the Archdiocesan Office of Evangelization and Catechesis competent specialized ministers. Julie Blevins, Director of OEC, delegates components of the process to Deborah C. Jones, Associate Director of OEC.

The responsible Associate Director, together with the Director oversee all aspects of the certification process. The director approves those ongoing formation events sponsored by the office that develop the competencies of those relating to the office and that prepare specialized ministers for initial certification and renewal.

- 7.3.1 Reviewing Records and Transcripts: The Office of Evangelization and Catechesis has an administrative assistant who is also the registrar. That Administrative Assistant maintains catechetical records of training and education of the catechetical leaders.
- 7.3.2 Reviewing Self-Assessment Instruments: The assigned Mentor will initially review the Self-Assessment instrument. Thereafter, the interview committee will review it.
- 7.3.3 Reviewing Evaluations of Interviews with Candidates: The Director and responsible Associate Director review the recommendation of the interview committee.
- 7.3.4 Reviewing Evaluations of Ministry Practicums, Programs, etc.: It is the duty of the Director and assigned Associate Director to review the evaluations of the practicums.
- 7.3.5 Discerning Readiness for Certification: It is the duty of the Interview committee together with the Director and Associate Director to discern the readiness for Certification.

### **7.4 *Role of Mentors***

The mentor assists candidates through the process advising them and answering their questions.

## **7.5     *Role of the Interviewers***

The Interview Commission adopts the mission of the OCE (see Section 2.1 herein). Its membership is by appointment of the Associate Director responsible for the Interview Process. The Associate Director chooses said members of the Certification Commission by virtue of their education, experience, have knowledge of the Interview Process and have themselves been through the Interview Process.

The Interview Commission shall consist of three members: Chairperson, Reporter and Reader, each playing a different role as follows:

Chairperson: serves as facilitator of the process:

- Reads the materials submitted by the applicant
- Completes the pre-Interview Appraisal Form
- Introduces applicant to the Review Board
- Assures punctual beginning and the conclusion of the interview
- Explains procedure and process to applicant
- Ensures that the Review Board covers all questions raised
- in the preliminary discussion
- Conducts the discernment process and communicates the
- decision to the OEC Office staff
- Return two copies of the applicant's portfolio and obtains the
- applicant's signature on receipt form. Reminds Reporter to return
- his/her copy of portfolio with written report to the OEC Office
- Votes to grant or deny applicant's certification request
- Signs Interview Report

Reporter: records the proceedings of the Review Board:

- Reads materials submitted by applicant
- Completes Appraisal Form
- Takes complete notes of proceedings and writes the official
- record of the interview
- Votes to affirm or deny applicant's certification request
- Signs the Interview Report Form

Reader: participates in the interview:

- Reviews materials submitted by applicant
- Completes Appraisal Form
- Votes to affirm or deny applicant's certification request
- Signs Interview Form.

## **Section 8.0    Withdrawal of Certification**

### **8.1        *Criteria***

Certification may be withdrawn by the Director in the event of:

1. Evidence that there was any misrepresentation of any fact in connection with the initial or renewal application;
2. Failure to meet the continuing professional development requirements for renewal of certification; or
3. Substantial evidence that the certified individual has engaged in conduct deemed detrimental to pastoral ministry as articulated in the signed code of ethic.

### **8.2        *Process***

If any of the Criteria referenced in section 8.1 is brought to the attention of the Director of the Office of Evangelization and Catechesis, the Certification will be placed on hold. After review of the facts, if it is deemed that the any of the offenses referred to in section 8.1 did occur, Certification will be immediately withdrawn. The appellate process will be the same as if the certification was denied. (See Section 9.0). An appeal must be based on the grounds that the decision either (a) disregarded the USCCB Subcommittee on Certification for Ecclesial Ministry and Service approved certification process or standards and/or (b) was based on an incorrect or incomplete representation of the applicant's competence.

### **8.3        *Notification to the Local Ordinary and/or Pastor or Employment***

Should the very serious situation arise where a certification must be withdrawn, the Bishop of the Archdiocese will be notified in writing as well as the pastor or director supervisor of the lay ecclesial minister involved.

## **Section 9.0    Appealing an Adverse Certification Decision**

An individual employed by the parish as parish catechetical leader may grieve any dispute pertaining to the certification process or the interpretation of policies related to certification. The Archdiocese of Galveston-Houston has a two level process which can be found in Appendix "C". The purpose of this policy is to provide an individual denied certification as parish catechetical leader with an orderly process for the prompt and equitable resolution of grievances.

## **Section 10.0 Certification Records**

In order to adhere to the Federal Privacy Laws regarding records, any personal information is kept in a locked file until the interview process is completed. Once the interview committee recommends a candidate for certification or an appellate process is complete, all personal information will be destroyed.

## Section 11.0 Appendices

### APPENDIX “D-1”

#### **APPLICATION FORM PARISH CATECHETICAL LEADER CERTIFICATION ARCHDIOCESE OF GALVESTON-HOUSTON OFFICE OF EVANGELIZATION AND CATECHESIS**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Parish: \_\_\_\_\_

Ministry Title (role): \_\_\_\_\_

In order to be considered for certification, candidates must complete and submit to the OEC Office, Attention: Associate Director of Catechetical Leadership, 2403 Holcombe Blvd., Houston, Tx. 77021-2023, the following items:

1. Completed Application Form
2. \$50.00 Application Fee (checks made payable to: OEC Office)
3. Verification of completion of all the requirements of the Catechetical Leadership Institute or verification of completion of an equivalent diploma, certificate or degreed program
4. Three reference letters including one from clergy serving in the Archdiocese of Galveston-Houston
5. Statement of the number of years of practical experience in the catechetical field
6. A certified copy of your baptismal certificate issued within the last six months
7. Documentation of satisfactory compliance with the Archdiocese of Galveston-Houston (Virtus and certified criminal background check are included here)
8. A typed essay stating your motivation for pursuing certification as a parish catechetical leader
9. A signed copy of the Ethical and Personal Conduct Policies Acknowledgment Form
10. Completion of Self-Assessment according to national Competencies for Lay Ecclesial Ministers

## References

Please include the names and addresses of references, one personal, one professional ministry personnel and include one from clergy in the Archdiocese of Galveston-Houston.

1. Name: \_\_\_\_\_ Parish/Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

2. Name: \_\_\_\_\_ Parish/Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Name: \_\_\_\_\_ Parish/Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## **Educational Background**

(Please attach records of all educational and formation programs, training, seminars or workshops relevant to the catechetical ministry that conform with the National Certification Standards for Lay Ecclesial Ministers. Include college transcripts.)

1. High School: \_\_\_\_\_ Graduation year: \_\_\_\_\_

2. Undergraduate: \_\_\_\_\_ Graduation year: \_\_\_\_\_

Degree: \_\_\_\_\_

3. Graduate: \_\_\_\_\_ Graduation year: \_\_\_\_\_

Degree: \_\_\_\_\_

### Ministry Formation

1. Ministry Program: \_\_\_\_\_ Diocese: \_\_\_\_\_

Duration of Program: \_\_\_\_\_ Hours per semester: \_\_\_\_\_

Completion Date: \_\_\_\_\_ Field of Ministry: \_\_\_\_\_

2. Ministry Program: \_\_\_\_\_ Diocese: \_\_\_\_\_

Duration of Program: \_\_\_\_\_ Hours per semester: \_\_\_\_\_

Completion Date: \_\_\_\_\_ Field of Ministry: \_\_\_\_\_

3. Ministry Program: \_\_\_\_\_ Diocese: \_\_\_\_\_

Duration of Program: \_\_\_\_\_ Hours per semester: \_\_\_\_\_

Completion Date: \_\_\_\_\_ Field of Ministry: \_\_\_\_\_

Please list your experience as a parish catechetical leader. You must have seven years of full time catechetical experience or ten years of part time catechetical experience. If you have completed the Catechetical Leadership Institute you will need only three additional years of catechetical experience.

1. Parish/Institution: \_\_\_\_\_  
Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Position: \_\_\_\_\_ Full time? \_\_\_\_\_  
Accountable to (include title): \_\_\_\_\_  
Dates: From: \_\_\_\_\_ To: \_\_\_\_\_  
Number of hours per week: \_\_\_\_\_ Paid? \_\_\_\_\_
2. Parish/Institution: \_\_\_\_\_  
Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Position: \_\_\_\_\_ Full time? \_\_\_\_\_  
Accountable to (include title): \_\_\_\_\_  
Dates: From: \_\_\_\_\_ To: \_\_\_\_\_  
Number of hours per week: \_\_\_\_\_ Paid? \_\_\_\_\_
3. Parish/Institution: \_\_\_\_\_  
Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Position: \_\_\_\_\_ Full time? \_\_\_\_\_  
Accountable to (include title): \_\_\_\_\_  
Dates: From: \_\_\_\_\_ To: \_\_\_\_\_  
Number of hours per week: \_\_\_\_\_ Paid? \_\_\_\_\_

*I attest that the information I have provided here is true and accurate to the best of my knowledge.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office use only: Date received: \_\_\_\_\_

Received by: \_\_\_\_\_

**APPENDIX "D-2"**  
**APPLICATION FORM FOR RENEWAL**  
**PARISH CATECHETICAL LEADER CERTIFICATION**  
**ARCHDIOCESE OF GALVESTON-HOUSTON**  
**OFFICE OF EVANGELIZATION AND CATECHESIS**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Parish: \_\_\_\_\_

Ministry Title (role): \_\_\_\_\_

To be considered for renewal of certification as Parish Catechetical Leader you must complete this application for renewal and send it to: Office of Evangelization and Catechesis, Archdiocese of Galveston-Houston, 2403 Holcombe Blvd., Houston, Texas, 77021-2023, thirty (30) days prior to the due renewal date, along with \$45.00 application fee and copies of documentation of continuing education.

**Section A. Current Status**

Date of first certificate \_\_\_\_\_

Date of second or subsequent renewal \_\_\_\_\_

Have you been actively involved in the catechetical ministry during the past three years? \_\_\_\_\_

Describe the extent of your role as a catechetical leader through this period:

\_\_\_\_\_  
\_\_\_\_\_

Have you been inactive through the past three years? \_\_\_\_\_

Date of your certification as Parish Catechetical Leader: \_\_\_\_\_

Due date of your certificate renewal: \_\_\_\_\_

Please include a copy of your initial certificate and/or certificate of renewal.

## **APPENDIX “D-3”**

### **SELF-ASSESSMENT INSTRUMENT**

#### **INSTRUCTIONS:**

This self-assessment is based upon the National Certification Standards for Lay Ecclesial Ministers and is designed to assist candidates for certification to assess their competencies relative to these standards.

This self-assessment is comprehensive and will take some time to complete. Candidates are encouraged to give it the time it demands. Once completed, it will highlight strengths as well as areas in need of further development. A “Ministerial Development Planning Worksheet” is provided to assist candidates in developing specific plans for ongoing growth in their ministry.

The format of the self-assessment is as follows:

- There are five sections: the first four are common competences shared in Lay Ministry (Human, Spiritual, Intellectual/Theological and Pastoral) and the fifth section examines competencies related to the ministry of Parish Catechetical Leader.
- Under each section are listed the competencies at the heart of each standard. Prayerfully reflect upon each statement and assess yourself on a scale of 1 to 5, with 5 indicating a strong competence in this standard. Please note your strengths and growth needs as perceived under each standard.
- At the end of each standard section is an opportunity to summarize your responses to these standards.

#### **STANDARD ONE: HUMAN**

##### **1.0 Standard One**

Lay ecclesial ministers demonstrate the qualities of human maturity needed for fruitful ministry with the people of God.

##### **Vision Statement**

Lay ecclesial ministers, as all ecclesial ministers, develop their human character and relational abilities so that they can be “a bridge and not an obstacle” for people in their encounter with Jesus Christ. This development entails the twofold dynamic of strengthening positive traits that foster ministerial effectiveness and lessening negative traits that hinder it. Accordingly, lay ecclesial ministers strive to deepen their knowledge of self and others, grow from experiences of suffering

and challenge, maintain a balanced lifestyle and positive relationships, appreciate and value diversity, and demonstrate basic human virtues. Cultivating such traits and skills within a Christ-centered community contributes to the development of “a healthy and well-balanced personality, for the sake of both personal growth and ministerial service” (*Co-Workers*, p. 36). Pope John Paul II, *Pastores Dabo Vobis: I Will Give You*.

### **Core Competencies**

A lay ecclesial minister will:

- 1.1 Appreciate and affirm the dignity of the human person and the positive values of diverse cultures, races, and socioeconomic groups within their respective self-understandings.
  - a. Strengths:
  - b. Growth Needs:
  - c. Rating \_\_\_\_\_
- 1.2 Identify personal gifts and limitations through self-reflection, collaboration with others, peer feedback, supervisory assessment processes, and/or spiritual companioning.
  - a. Strengths:
  - b. Growth Needs:
  - c. Rating \_\_\_\_\_
- 1.3 Engage in programs or practices of continuing ministerial formation and lifelong personal growth.
  - a. Strengths:
  - b. Growth Needs:
  - c. Rating \_\_\_\_\_
- 1.4 Recognize both the reality of sin with its personal and social consequences and the power of forgiveness and reconciliation to heal persons and relationships.
  - a. Strengths:
  - b. Growth Needs:
  - c. Rating \_\_\_\_\_
- 1.5 Maintain a healthy lifestyle and a reasonable balance among the legitimate claims of family, community, personal relationships, and ministry.
  - a. Strengths:
  - b. Growth Needs:
  - c. Rating \_\_\_\_\_

- 1.6 Manifest "psychological health, marked by integrity, appropriate interpersonal boundaries, and the ability to honor and safeguard the trust that people place in them as Church ministers" (Co-Workers. 36).
- a. Strengths:
- b. Growth Needs:
- c. Rating \_\_\_\_\_
- 1.7 Understand the power inherent in positions of pastoral leadership and be diligent in the responsible exercise of such power regarding, for example, sexuality, confidentiality, supervision of others, and decision making.
- a. Strengths:
- b. Growth Needs:
- c. Rating \_\_\_\_\_

### **Section One Summary Reflections and Conclusions**

- Describe your strength which most empowers/enables you in your ministry:
- What need/s do you feel the most determined to meet/respond to/obtain education on/knowledge about for your ministry:
- To assist you in planning for future growth, please use the "Ministerial Development Planning" worksheet attached (duplicating the sheet as necessary).
- Add your ratings and record it here: \_\_\_\_\_

## **STANDARD 2: SPIRITUAL**

### 2.0 Standard Two

Sharing in the common priesthood of all the baptized, a lay ecclesial minister 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.

#### **Vision Statement**

Having encountered the person and message of Jesus Christ, the hunger of the lay ecclesial minister for union with the Triune God is constant. The result of this hunger is the call to holiness, built on the Word of God, experienced in the liturgy and sacraments, formed through suffering, nurtured in joy, and sustained in community with all the baptized and through the Church as Mystical Body. The minister gives witness to a well-formed spirituality through a rich and diversified prayer life, theological reflection, and action rooted in Catholic social teaching.

Spiritual formation is grounded in the understanding that “if ministry does not flow from a personal encounter and ongoing relationship with the Lord, then no matter how ‘accomplished’ it may be in its methods and activities, that ministry will lack the vital soul and source needed to bear lasting fruit” (*Co-Workers*, p.38). Therefore, open to the mystery of God’s love and in touch with the world’s realities, all actions of the lay ecclesial minister flow from “that fundamental conversion that places God, and not oneself, at the center of one’s life” (*Co-Workers*, p. 38).

## **Section Two / Standard Two: Spiritual**

### **Core Competencies**

A lay ecclesial minister will:

- 2.1 Give witness to an integrated spirituality formed by Scripture, theological reflection, sacramental celebration, communal worship, and active participation in parish life.
  - a. Strengths:
  - b. Growth Needs:
  - c. Rating \_\_\_\_\_
- 2.2 Live a life of private and communal prayer that is both formed by and reflective of the breadth and depth of the Catholic spiritual tradition.
  - a. Strengths:
  - b. Growth Needs:
  - c. Rating \_\_\_\_\_
- 2.3 Bear witness to the profound significance of Eucharist in one's own life in the life of one's parish, and in the life of the whole Catholic community.
  - a. Strengths:
  - b. Growth Needs:
  - c. Rating \_\_\_\_\_
- 2.4 Demonstrate sensitivity to the spirituality of the sacred arts, i.e., art, music, and architecture, and the value of their expression in liturgical and communal prayer.
  - a. Strengths:
  - b. Growth Needs:
  - c. Rating \_\_\_\_\_

- 2.5 Honor the call to ministry that is rooted in one's baptism by developing ministerial goals that flow from one's spirituality and reflect an integration of Gospel values.
- a. Strengths:
  - b. Growth Needs:
  - c. Rating \_\_\_\_\_
- 2.6 Demonstrate an ability to discern the "signs of the times" and address current realities in the Church and the world in light of the Gospel.
- a. Strengths:
  - b. Growth Needs:
  - c. Rating \_\_\_\_\_
- 2.7 Accept and articulate one's ministerial vocation as coming from God and confirmed by the ecclesial community.
- a. Strengths:
  - b. Growth Needs:
  - c. Rating \_\_\_\_\_
- 2.8 Display openness to ecumenical prayer, work, and practices that promote Christian unity and acknowledge the gifts afforded the human community from the various world religions.
- a. Strengths:
  - b. Growth Needs:
  - c. Rating \_\_\_\_\_
- 2.9 Model the spirit of Jesus in one's life and identify with and promote the universal Church and its global mission so that all prayer and ministerial activity flow from that mission.
- a. Strengths:
  - b. Growth Needs:
  - c. Rating \_\_\_\_\_
- 2.10 Develop spirituality sensitive to diverse cultural expressions based on conversion, communion, mission, and solidarity.
- a. Strengths:
  - b. Growth Needs:
  - c. Rating \_\_\_\_\_

## Section Two Summary Reflections and Conclusions

- Describe your strength which most empowers/enables you in your ministry:
- What need/s do you feel the most determined to meet/respond to/obtain education on/knowledge about for your ministry:
- To assist you in planning for future growth, please use the "Ministerial Development Planning" worksheet attached (duplicating the sheet as necessary).
- Add your ratings and record it here: \_\_\_\_\_

## Standard Three: Intellectual

### 3.0 Standard Three

A lay ecclesial minister 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.

#### Vision Statement

"Formation for lay ecclesial ministry is a journey beyond catechesis into theological study" (*Co-Workers*, p. 43). A lay ecclesial minister's faith and ministry is formed by the study of the Catholic theological tradition focusing on the following core elements: Scripture and its interpretation, dogmatic theology, Church history, liturgical and sacramental theology, moral theology and Catholic social teaching, pastoral theology, spirituality, canon law, ecumenism and interreligious dialogue, the social sciences, humanities, and culture and language studies. Based upon this study, a theologically competent minister can articulate and interpret this Catholic theological tradition with disciples from diverse communities. A key dynamic of effective lay ecclesial ministry is the integration into ministry practices of the key documents and principal theories of pastoral ministry.

#### Core Competencies

A lay ecclesial minister will:

- 3:1 *Scripture and revelation.* Know and integrate into ministerial practice a theology of revelation as embodied in Scripture, tradition, and creation.
- a. Strengths:
  - b. Growth Needs:
  - c. Rating \_\_\_\_\_

- 3.2 *Dogmatic theology.* Know and integrate into ministerial practice Trinitarian theology, Christology, pneumatology, missiology, Christian anthropology, and ecclesiology.
- a. Strengths:
  - b. Growth Needs:
  - c. Rating \_\_\_\_\_
- 3.3 *Church history.* 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.
- a. Strengths:
  - b. Growth Needs:
  - c. Rating \_\_\_\_\_
- 3.4 *Liturgical and sacramental theology.* Know and integrate into ministerial practice theologies of liturgy, worship, and sacraments.
- a. Strengths:
  - b. Growth Needs:
  - c. Rating \_\_\_\_\_
- 3.5 *Moral theology and Catholic social teaching.* Know and integrate into ministerial practice a theology of the moral life, including Catholic social teaching for the transformation of Church and society.
- a. Strengths:
  - b. Growth Needs:
  - c. Rating \_\_\_\_\_
- 3.6 *Pastoral theology.* 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.
- a. Strengths:
  - b. Growth Needs:
  - c. Rating \_\_\_\_\_
- 3.7 *Spirituality.* Know and integrate the history and theology of Catholic spirituality into prayer and ministerial practice.
- a. Strengths:
  - b. Growth Needs:
  - c. Rating \_\_\_\_\_

- 3.8 *Canon law*. Know and integrate into ministerial practice a foundational understanding of canon law.
- Strengths:
  - Growth Needs:
  - Rating \_\_\_\_\_
- 3.9 *Ecumenism and interreligious dialogue*. Know and integrate into ministerial practice a respect for other Christian communities and other religious traditions.
- Strengths:
  - Growth Needs:
  - Rating \_\_\_\_\_
- 3.10 *Social sciences and humanities*. Know and integrate into ministerial practice a foundational understanding of the social sciences and humanities.
- Strengths:
  - Growth Needs:
  - Rating \_\_\_\_\_
- 3.11 *Culture and language studies*. Know and integrate into ministerial practice knowledge of intercultural communication and linguistic/cultural skills.
- Strengths:
  - Growth Needs:
  - Rating \_\_\_\_\_

### **Section Three Summary Reflections and Conclusions**

- Describe your strength which most empowers/enables you in your ministry:
- What need/s do you feel the most determined to meet/respond to/obtain education on/knowledge about for your ministry:
- To assist you in planning for future growth, please use the "Ministerial Development Planning" worksheet attached (duplicating the sheet as necessary).
- Add your ratings and record it here: \_\_\_\_\_
- 

### **STANDARD FOUR: PASTORAL**

#### **4.0 Standard Four**

A lay ecclesial minister demonstrates a range of leadership and pastoral skills needed for functioning effectively in ministry.

## Vision Statement

As a response to their baptismal call, lay ecclesial ministers accept the grace of leadership and manifest a range of skills and pastoral gifts which allow them to function effectively in ministry. In their role as evangelizers, they operate in a parochial setting which has various dimensions—faith formation, worship, cultural diversity, community life, social justice, and apostolic service. They are effective listeners who foster respect and offer compassionate care within varied family, community, and cultural settings. In the spirit of the Gospel, they serve others as companions on the journey of faith. These ministers demonstrate good stewardship, work collaboratively with other lay and ordained ministers, and exhibit human resource and management skills. They have an ability to discern and nurture the gifts of all the baptized in order to build the Kingdom of God. Lastly, these ministers embrace a professional code of ethics worthy of Catholic ministry and abide by civil and Church law. “Pastoral formation cultivates the knowledge, attitudes, and skills that directly pertain to effective functioning in the ministry setting and that also pertain to pastoral administration that supports direct ministry” (*Co-Workers*, page 47).

## Core Competencies

A lay ecclesial minister will:

- 4.1 Exercise sound practices of compassionate pastoral care.
  - a. Strengths:
  - b. Growth Needs:
  - c. Rating \_\_\_\_\_
- 4.2 Foster a pastoral ministry that empowers people to inculturate the Gospel in their own culture and to foster unity in diversity in the Catholic Church by utilizing human, spiritual, theological, and pastoral approaches proper to each culture.
  - a. Strengths:
  - b. Growth Needs:
  - c. Rating \_\_\_\_\_
- 4.3 Implement the principles and processes of evangelization and faith formation as outlined in national and universal Church documents.
  - a. Strengths:
  - b. Growth Needs:
  - c. Rating \_\_\_\_\_

- 4.4 Employ the use of modern means of communication technology to proclaim the Gospel.  
a. Strengths:  
b. Growth Needs:  
c. Rating \_\_\_\_\_
- 4.5 Work effectively with others through utilizing leadership skills of collaboration, visioning, planning, communication, decision making, delegation, and conflict management.  
a. Strengths:  
b. Growth Needs:  
c. Rating \_\_\_\_\_
- 4.6 Exercise effective supervision of employees (part-time or full-time) and volunteers.  
a. Strengths:  
b. Growth Needs:  
c. Rating \_\_\_\_\_
- 4.7 Continually seek opportunities to improve skills.  
a. Strengths:  
b. Growth Needs:  
c. Rating \_\_\_\_\_
- 4.8 Develop and nurture the prayer life of the community in which one serves.  
a. Strengths:  
b. Growth Needs:  
c. Rating \_\_\_\_\_

#### **Section Four Summary Reflections and Conclusions**

- Describe your strength which most empowers/enables you in your ministry:
- What need/s do you feel the most determined to meet/respond to/obtain education on/knowledge about for your ministry:
- To assist you in planning for future growth, please use the "Ministerial Development Planning" worksheet attached (duplicating the sheet as necessary).
- Add your ratings and record it here: \_\_\_\_\_

#### **SECTION FIVE/SPECIALIZED COMPETENCIES**

##### **Catechetical Leader (CL)**

## **Specialized Competencies**

By baptism every Christian is called to proclaim the Good News. The Spirit singles out individuals and invites them to the specialized role of Catechetical Leader within their faith community, and many respond in faith to this invitation. As competent Catechetical Leaders, they collaborate with others in creating a culture of formation within their faith communities that enables each committed Christian to nurture and grow in relationship with God.

As such, the Catechetical Leader will be well formed in the study of Catechesis – its theology, its history and its right praxis.

A Parish Catechetical Leader will:

CL 1 Direct the parish catechetical program through design, implementation and evaluation of parish catechetical processes.

- a. Strengths:
- b. Growth Needs:
- c. Rating \_\_\_\_\_

CL 2 Implement the Catechumenate model as inspiration for catechesis in age-appropriate ways.

- a. Strengths:
- b. Growth Needs:
- c. Rating \_\_\_\_\_

CL 3 Develop a comprehensive lifelong vision and plan for parish catechesis based on ecclesial catechetical documents.

- a. Strengths:
- b. Growth Needs:
- c. Rating \_\_\_\_\_

CL 4 Insure the centrality of catechesis in the development of the parish as an evangelizing and catechizing community.

- a. Strengths:
- b. Growth Needs:
- c. Rating \_\_\_\_\_

CL 5 Develop and implement parish catechetical policies in accord with Archdiocesan policies and guidelines.

- a. Strengths:

b. Growth Needs:

c. Rating \_\_\_\_\_

CL 6 Provide orientation and in-servicing of catechetical committee members and formation teams in their areas of responsibility.

a. Strengths:

b. Growth Needs:

c. Rating \_\_\_\_\_

CL 7 Exercise effective supervision of catechetical employees and volunteers which fostering leadership abilities.

a. Strengths:

b. Growth Needs:

c. Rating \_\_\_\_\_

## **SECTION FIVE SUMMARY REFLECTIONS AND CONCLUSIONS**

- Describe your strength which most empowers/enables you in your ministry:
- What need/s do you feel the most determined to meet/respond to/obtain education on/knowledge about for your ministry:
- To assist you in planning for future growth, please use the "Ministerial Development Planning" worksheet attached (duplicating the sheet as necessary).
- Add your ratings and record it here: \_\_\_\_\_

## **CONCLUDING REFLECTIONS**

Review each of the sections of the self-assessment with special attention to your summary reflections and conclusions at the end of each section, then proceed to respond to the following:

- My principal strengths relative to the standards and core competencies are:
- My principal strengths relative to the specialized competencies are:

- Based on this self-assessment, I need further development in the following areas:

### **MINISTERIAL DEVELOPMENT PLANNING WORKSHEET**

Once again, read through the competencies and assess your areas of strengths.

Now, by each standard, prioritize those growth needs for which you feel most determined to improve. In other words, which need would most benefit your service with the People of God?

Consult with your assigned Mentor and determine your top three needs for growth. Research and plan a detailed development program to attain those three competencies within a year's time.

Human \_\_\_\_\_

Spiritual \_\_\_\_\_

Intellectual/Theological \_\_\_\_\_

Pastoral \_\_\_\_\_

Catechetical Leader \_\_\_\_\_

## APPENDIX "D-4"

### **Interview Assessment Form of Archdiocese of Galveston-Houston**

| <b>Standard One: Human</b>                                   | <b>Required</b> | <b>Attained</b> |
|--------------------------------------------------------------|-----------------|-----------------|
| Lay ecclesial minister core competencies:                    | 35              |                 |
| <b>Standard Two: Spiritual</b>                               |                 |                 |
| Lay ecclesial minister core competencies:                    | 50              |                 |
| <b>Standard Three: Intellectual</b>                          |                 |                 |
| Lay ecclesial minister core competencies:                    | 55              |                 |
| <b>Standard Four: Pastoral</b>                               |                 |                 |
| Lay ecclesial minister core competencies:                    | 40              |                 |
| <b>Specialized Standards for Parish Catechetical Leader:</b> | 35              |                 |

#### **Interpretation of scores:**

- Compare the totals under the "required" and the "attained" columns
- Scores matching 100% of the "required" and "attained" scores = competence is met
- Scores over 50% of the "required totals = competence is partially met
- Scores under 50% of the "required totals = competence is lacking
- Enter assessment of each standard in the box below

| <b>Competence:</b> | <b>Met</b> | <b>Partially Met</b> | <b>Lacking</b> |
|--------------------|------------|----------------------|----------------|
| 1. Human           | _____      | _____                | _____          |
| 2. Spiritual       | _____      | _____                | _____          |
| 3. Intellectual    | _____      | _____                | _____          |
| 4. Pastoral        | _____      | _____                | _____          |
| 5. PCL Pastoral    | _____      | _____                | _____          |

## **APPENDIX “D-5”**

### **Applicant Checklist for Materials Required for a Certification Interview with Archdiocese of Galveston Houston**

**To be sent to the Office of Evangelization and Catechesis of the Archdiocesan of Galveston-Houston, 2403 Holcombe Blvd., Houston, TX, 77021 for distribution to the members of your Interview Committee**

- ☐ Completed Application Form;
- ☐ \$50.00 Application Fee (checks made payable to: OEC Office)
- ☐ Verification of completion of all the requirements of the Catechetical Leadership Institute or verification of completion of an equivalent diploma, certificate or degreed program
- ☐ Three reference letters including one from clergy serving in the Archdiocese of Galveston-Houston
- ☐ Statement of the number of years of practical experience in the catechetical field
- ☐ A certified copy of your baptismal certificate issued within the last six months
- ☐ Documentation of satisfactory compliance with the Archdiocese of Galveston-Houston (Virtus and certified criminal background check are included here)
- ☐ A typed essay stating your motivation for pursuing certification as a parish catechetical leader
- ☐ A signed copy of the Ethical and Personal Conduct Policies Acknowledgment Form
- ☐ Completion of Self-Assessment according to national Competencies for Lay Ecclesial Ministers

## **APPENDIX “D-6”**

### **Interview Preparation Checklist of Archdiocese of Galveston-Houston**

Before heading to your interview, go through this checklist to ensure you are prepared. Once you are confident with each item, you are ready. Good luck!

#### **Know About the Archdiocese**

- ☐ Mission, Philosophy, Values of Office
- ☐ Code of Ethics

#### **Know about the Role for which you are Being Certified**

- ☐ Job Title and Description
- ☐ Knowledge, Skills, Abilities required
- ☐ Experience required
- ☐ Qualities required in order to be successful
- ☐ Know the standards and how you have demonstrated your competence (be able to explain)

#### **Know Yourself**

- ☐ Your strengths
- ☐ Your weaknesses
- ☐ Your nature (“qualities”)
- ☐ How you will improve in areas of challenge
- ☐ Your career goals

#### **Make Sure to Be Prepared and to Practice**

- ☐ Basic questions
- ☐ Turning negatives into positives
- ☐ Being brief!
- ☐ Your 5-minute life story
- ☐ Attention to both content and body language
- ☐ Discussing items in your integration paper.
- ☐ Be sure to rest well the evening before.

#### **Make Sure to Have Details**

- ☐ Interview time, date, location, directions – in writing
- ☐ Interviewer name(s), job title(s), role/responsibilities (if possible)

- ☐ Estimate of amount of time interview will last
- ☐ Extra copies of any helpful documentation
- ☐ Paper and pen for notes
- ☐ Briefcase or portfolio to hold your resumes and other papers in a neat and professional manner
- ☐ Extra time to get to your interview so you aren't late!
- ☐ Contingency plans if things run long (transportation, child care, etc.)

**APPENDIX "D-7"**

**Interview Report Form**

**PARISH CATECHETICAL LEADER CERTIFICATION**  
Archdiocese of Galveston-Houston, Office of Evangelization & Catechesis  
**INTERVIEW REPORT FORM**

Name of Applicant: \_\_\_\_\_

Names of Review Board Members:

Chair: \_\_\_\_\_

Reporter: \_\_\_\_\_

Reader: \_\_\_\_\_

Date of interview: \_\_\_\_\_

Recommendation of the Review Board:

\_\_\_\_ Affirm                      \_\_\_\_\_ Affirm with Notation                      \_\_\_\_\_ Deny

Signed on this day, \_\_\_\_\_ by Review Board Members:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Reporter

\_\_\_\_\_  
Reader

**Important:** The Reporter will attach legibly written or typed documentation of the interview to this sheet and submit it to the OEC within five (5) working days of the interview. The documentation must include:

**Part One: Pre-Interview Reflections:** Please document the important points discussed in the Review Board's preliminary conversation about their plan for the interview and the applicant's portfolio. This section may include (a) naming the applicant's strengths as represented in the portfolio, (b) identifying areas of questions, concerns or apparent weakness; (c) naming areas that need further clarification by the applicant; (d) decisions regarding organization of the conversation so as to cover all the important issues during the time period.

**Part Two: The Interview:** Please document the important aspects of the interview. This need not be a verbatim of the conversation. Most importantly, the Reporter must document the ways in which the applicant addressed any needs for clarification, additional information, or concerns of the Review Board.

**Part Three: Post-Interview Reflections:** Please document the important aspects of the review Board's discussion of the applicant after the interview. Be sure to include notes on questions or concerns from the pre-interview conversation that were resolved; also areas of concern that were either not addressed, or addressed inadequately.

For office use only: Date Report was submitted: \_\_\_\_\_

Received by: \_\_\_\_\_

**APPENDIX “D-8”**

**Code of Ethics for Ministers Exercising the Specialized Ministry**

The ethical and personal conduct policies of the Archdiocese of Galveston-Houston are included in the Pastoral Manual of the archdiocese and can be found on the Archdiocesan website ([www.archgh.org/default/hr/Policies/EthicalPersonalConductPolicies.pdf](http://www.archgh.org/default/hr/Policies/EthicalPersonalConductPolicies.pdf)). Included here is the acknowledgment form that must be signed by all employees before they are employed.

**ACKNOWLEDGMENT FORM**

Please read the Ethical and Personal Conduct Policies of the Archdiocese of Galveston-Houston, and sign and date the acknowledgment below. This acknowledgment will be maintained in your personnel file.

**I acknowledge that I have reviewed the Ethical and Personal Conduct Policies of the Archdiocese of Galveston-Houston. I understand these policy statements and I agree to abide by the standards set forth therein.**

**Print Name:** \_\_\_\_\_

**S.S. No.:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**LOCATION OF EMPLOYMENT:** \_\_\_\_\_  
**Parish/Archdiocesan Organization**

**POSITION:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

## **APPENDIX “D-9”**

### **Sample Code of Ethics Statements from Members of the Alliance for Certification of Lay Ecclesial Ministers (ACLEM)**

*From National Conference for Catechetical Leadership - Code of Ethics for Parish Catechetical Leaders*

- A Parish Catechetical Leader maintains right relationships by respecting appropriate boundaries with colleagues and parishioners of all ages.

*From National Association of Pastoral Musicians (NPM) - Code of Ethics for Directors of Music Ministries*

- Members shall be aware and abide by the Safe Environment Guidelines of their respective (arch)diocese, including passing successful background checks.

*Federation of Diocesan Liturgical Commissions -Code of Ethics for Directors of Worship/Liturgy*

- Members maintain appropriate relationships with colleagues and parishioners of all ages as specified in diocesan guidelines.

*National Federation for Catholic Youth Ministry - Code of Ethics for Youth Ministry Leaders  
Revised February 2008*

- Note: this organization has the most detailed policies including respect of all, conduct guidelines and importance of recognizing the signs and reporting any abuse.

*Parish/Diocesan Policies*

- 7. Youth ministry leaders know of and comply with all applicable parish, organizational, and/or diocesan policies with special attention to sexual misconduct, safe environment, risk management, safety, transportation, parental permission, and medical emergency policies.

*National Association for Lay Ministry - Code of Ethics*

The following code of ethics was approved by the National Association for Lay Ministry (NALM) Board of Directors in 2003 and was included in the National Certification Standards for Lay Ecclesial Ministers which was published in 2006.

- Pastoral ministers report inappropriate conduct by a colleague in ministry to appropriate church/civil authorities in order to protect others from harm.
- Pastoral ministers distinguish clearly between statements and actions they make as individuals, as representatives of the community of faith, and as pastoral professionals.
- Pastoral ministers are aware that they have considerable personal power because of their ministerial position. Therefore, pastoral ministers are particularly aware of the need for clear, appropriate and healthy physical, sexual, intellectual, emotional and spiritual boundaries. Pastoral ministers fully comply and act in accord with the USCCB statement Charter for Protection of Children and Young People (revised edition, November 2002).

## **Section 12.0 Acknowledging Subcommittee Approval for the Certification Handbook**

After the Subcommittee has granted initial approval of the Archdiocesan certification standards and procedures, appropriate office publications, including the certification handbook, shall state the statement of approval in the appropriate place. The statement of approval and logo can be found on the Parish or Institutional Group Community site after approval has been granted.