



DIOCESE OF LANSING
M I C H I G A N

Catholic School Teacher Catechetical Formation Program

Catechists are persons who pass on their love of Jesus Christ through example, prayer, and teaching. This requires a personal commitment to Jesus as God and Savior and is expressed through active participation in the Liturgy, personal prayer, moral living, and continued study. The catechist also recognizes a calling from God to the work of catechesis. Through proper discernment, they recognize the gifts, strengths, and desire to fulfill this great work.

Any person who answers the call to the mission of Catechesis has the right to be supported in their work by vigorous coursework through which they receive the formation they need to succeed. The Office of Catechesis provides such a process which will help the Catechist grow in knowledge and love of God as well as proper approaches and methodologies of catechesis. Without this personal commitment and the developed skills for teaching, catechesis simply doesn't happen. Below you will find the list of steps for how to complete this formation process. The workshops listed will be offered live by local instructors so that Catechists have the option of live or online formation.

The Diocese of Lansing has partnered with the Catechetical Institute of Franciscan University of Steubenville (CI) to provide formation online while the live workshops are being developed. Click on the link below for registration information.

Online formation opportunities have pros and cons. While they make formation more accessible to everyone they lack the personal contact that being in class with an instructor and other learners provides. To help with this our online offerings require the use of a mentor to guide learners through their workshops. The mentor provides guidance, a sounding-board, and accountability for the learner. This helps the learner process the information without simply watching a video to get credit. The workshops on the CI include tasks that require brief readings, personal reflections, prayer and conversations to aid the learner. This provides material to which the mentor may respond.

Each Institution will provide their own mentors. (see document on mentoring and/or contact Tim Carpenter in the Office of Catechesis for more info). DRE's, Principals, Lead teachers, and Lead Catechists make good mentors. The Office of Catechesis provides mentor training which will help form the mentor for this task.

How to Receive Catechetical Certification:

- Attend Kerygma Encounter retreat (<https://www.dioceseoflansing.org/KE-Retreat>)
- Be assigned to a Mentor (Assigned by your Principal, DRE, or the Office of Catechesis)
- Complete workshops (see list below) for each level of certification under the guidance of a mentor
 - Workshops are completed only after a mentor has approved the completed work on the CI system.
- Principals and Catechists should maintain records of completed workshops. A form is available for record-keeping. The CI will maintain this data online for completed workshops.

Step One: Kerygma Encounter Retreat

This retreat has been written specifically for the catechist. It is imperative that catechists hear, contemplate and respond to the mysteries of God's plan which make up the content of this retreat. It is a one-day event and will be hosted around the Diocese throughout the year. Check back to our 'home' page, "Parish Religious Education", where we will list the opportunities to attend this wonderful event.

All school teachers, new and veteran, will attend a Kerygma Encounter retreat as part of their certification process. The Office of Catholic Schools includes the Kerygma Encounter in their new teacher retreat each year in August.

Step Two: The Five Steps of Mentoring: (see mentor document for description of these five steps.)

1. Faith Sharing with Mentor or Peer Catechist
2. Observing Experienced Catechist
3. Curriculum Mapping
4. Being Observed/Evaluated
5. Reflection with Mentor

Step Three: Workshops (Here is a suggested process for completing the program.)

Year One:

1. The Mission of Catholic Schools and the Role of Teachers
2. Sacred Scripture: The Big Picture
3. Teaching Catechesis for Conversion

Year Two:

1. The Human Person*
2. Jesus: The Christocentricity of Catechesis
3. Essential Link Between Liturgy and Catechesis

Year Three:

1. The Human Person in God's Loving Plan*
2. The Four Last Things
3. The Role of Prayer*

Year Four:

1. Praying with Scripture: Lectio Divina
2. Elective*
3. Elective**

* Denotes workshops which will be credited for teachers who participate in TOB formation at their institution.

** You will have access to hundreds of workshops on the CI learning system. To fulfill electives (and enrichment) Principals or Mentors should direct Teachers to Workshops appropriate for them. Here are a few workshops to consider: "Confirmation Preparation", "The Preventive System of St. Don Bosco", "Introducing the Liturgy to Children", "Introducing the Scriptures to Children".

It is not required that courses be taken in the above order but the Office of Catechesis deems this the most suitable order.

Keeping Record of the Process:

DOLdata.com will no longer support record-keeping for new teachers who begin this coursework. All the existing data will remain in the database for future reference. The Office of Catechesis will implement a new data management system in the near future. Courses completed on the CI will be recorded in LMS. If you wish to keep these on file, please use paper form which reflects the new course work. The form is located in the "Resource" section of the sidebar on this page.

Transferring Catechist Certification coursework from other Dioceses:

We have many catechists who come to us from other dioceses. Many of them have had experienced some form of catechist formation. We also have parishes that have used formation materials along with our catechist formation program. We wish to acknowledge these where the formation is equivalent to ours. If you have a teacher who has completed coursework in another Diocese please contact the Office of Catechesis to inquire about obtaining credit for completed work.

Next Steps for Principals:

1. Registration on the Catechetical Institute (CI) of Franciscan University of Steubenville
Check to see if your school and/or parish is already registered at www.franciscanathome.com/Lansing (See handout for registration instructions)
2. Identify existing Mentor's from among your faculty and staff. If none have been chosen, discern who would be good at fulfilling this role. (see document on mentoring and/or contact Tim Carpenter in the Office of Catechesis for more info)

Invite them to discern with you if they are called to this ministry
3. Complete mentor training:
 - a. Complete all five online courses (3-4 hrs. each)
4. **All new teachers** should begin the coursework listed above. They may register an individual account on the CI and begin taking coursework.
5. Veteran teachers who have already begun catechist formation under the former DOL system may continue to do so with the list of equivalencies provided. (See Equivalencies document on Website)

This information can be found on the Diocesan website at:

<https://www.dioceseoflansing.org/education-catechesis-and-youth-ministry/catholic-school-teacher-catechist-formation>