



# **Diocesan Catechetical**

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## CERTIFICATION PROCESS



**Catholic Diocese of Springfield-Cape Girardeau**

OFFICE OF EVANGELIZATION, CATECHESIS, AND YOUTH  
FORMATION | DIOCESAN CATHOLIC SCHOOLS OFFICE

*Revised September 27, 2019*

# “The joy of the Gospel fills the hearts and lives of all who encounter Jesus,”

- POPE FRANCIS, “EVANGELII GAUDIUM”  
 (“THE JOY OF THE GOSPEL”), 2013.

With these opening words from Pope Francis in his apostolic letter, the Holy Father goes on to remind us that every Catholic institution, be it a Catholic school, a Catholic hospital, or a Catholic parish, should be a place of encounter with our Lord, Jesus Christ. If not, we have to question why we are involved in the endeavor or ministry.

It is within the setting of the Catholic school and/or the Parish School of Religion (PSR) classroom where this encounter with Jesus must occur. Within the classroom, the faith is taught, explained, and understood, but that is not enough. The classroom must be a primary place to encounter the person of Jesus through the witness of all those involved: the priests, principals, teachers, catechists, and youth ministers. As Pope St. Paul VI so aptly stated, “We listen more willingly to witnesses than to teachers, and if we do listen to teachers, it is because they are witnesses.”

I am excited about the new Catechetical Certification Process for a number of reasons. It is a response to the request of so many of you who form others in the faith, for more formation resources. We have heard your request. Through the generous financial sponsorship of the Missouri State Knights of Columbus and its Religious Information Bureau, our Diocese is able to partner with Franciscan University Catechetical Institute to offer the highest quality spiritual and academic formation, Online and free of cost! The various learning tracks offer flexibility to meet the specific needs and areas of interest of the participant. This entire project is one of collaboration between the Office of Evangelization, Catechesis, Youth Ministry, and our diocesan Catholic Schools. I truly believe it is a “win-win” for all involved. The quality and expanse of resources offered through Franciscan Catechetical Institute is a real game-changer for the Diocese of Springfield-Cape Girardeau.

The “General Directory for Catechesis” states, “No methodology, no matter how well-tested, can dispense with the person of the catechist in every phase of the catechetical process” (156). This statement underlies the importance of the pursuit of holiness. As collaborators with me in the transmission of the faith, it is my hope and prayer that each of you will do just that, pursue holiness! When personal holiness meets sound doctrine, then our classrooms will truly be places where students become disciples!

It is our hope and prayer that pastors, principals, and ministry leaders will encourage all members of the parish and school to make use of this new formation resource.

With gratitude for all you do, along with the pledge of my prayers for your efforts in sharing the “joy of the Gospel,” I am,

Sincerely yours in Christ,

+ *Edward M. Rice*

**Most Reverend Edward M. Rice**  
*Bishop of Springfield-Cape Girardeau*



*Bishop Rice*

# Description of Diocesan Catechetical and Ministry Certification

## WHO SHOULD BE CERTIFIED?

All individuals who have a role in passing on the Catholic faith and helping to form the faith life of others should receive Catechetical Certification, including:

- Catholic school administrators
- Kindergarten through 12th grade Catholic school educators and staff
- Catholic High School theology teachers
- Parish catechetical leaders: (CREs and DREs)
- Youth Ministry Directors and Coordinators
- All Parish catechists, including:
  - Kindergarten through 12th grade catechists
  - Sacramental Preparation (Baptism, Penance, Eucharist, Confirmation) catechists
  - RCIA and Adult Faith Formation catechists
  - Special Needs catechists
  - Hispanic Ministry Leaders and Catechists

**“All the baptized, because they are called by God to maturity of faith, need and therefore have a right to adequate catechesis.”**  
(GENERAL DIRECTORY FOR CATECHESIS, #167)

**\* Those who have previously earned a BACHELOR or MASTER DEGREE from a Catholic University in the areas of Theology, Catechesis/Religious Education, Pastoral Ministry, or Divinity, will be able to apply for immediate certification without going through any further certification program.**

**\*ALL MINISTRY LEADERS, PRINCIPALS, TEACHERS, AND CATECHISTS, including those with a university degree, are expected to continue their faith formation and renew their diocesan certification annually by completing a minimum of two workshops offered through the Franciscan University Online Catechetical Institute OR choosing to complete one online workshop and attend one national or diocesan sponsored conference or workshop related to Evangelization, Catechesis, Catholic Education, or their specific area of ministry.**

## WHAT DOES IT MEAN TO HAVE CATECHETICAL CERTIFICATION?

The ministry of the Catechist is integral to the life and vitality of the Church. The Catechetical Certification process offers instruction in the doctrines of the Catholic faith, spiritual formation, and training for best practices in passing on the faith to others. Becoming certified indicates that a level of knowledge, education, formation, and skills have been attained according to set standards and competencies. The certified catechist is able to more confidently and competently share the Catholic faith with others, inspiring them to know, love, and share Jesus.

## WHEN DO I BEGIN AND HOW LONG WILL IT TAKE?

The process begins as soon as you have answered God’s call to become a parish catechetical leader, catechist for youth or adults, a youth minister, or have signed your teaching or administrative contract with a Catholic School. Although the program is designed to be completed within one year, the diocese allows for two years from the date of enrollment, to complete the process and achieve certification. Certification should be renewed annually.

**“In all the ministries and services which the particular Church performs to carry out its mission of evangelization, catechesis occupies a position of importance.”**

(GENERAL DIRECTORY FOR CATECHESIS, #219)

# Process for Catechetical and Ministry Certification

On August 1, 2019, the Diocese of Springfield-Cape Girardeau partnered with Franciscan University to offer the online Catechetical Institute to all parishes and schools within the diocese. Through the Catechetical Institute, individuals may enroll in a designated learning track assigned to their particular position or ministry role. The series of workshops in a designated track should be completed within two years from the date of enrollment to achieve certification.

**The Diocese of Springfield-Cape Girardeau gratefully acknowledges the Missouri State Knights of Columbus for fully funding this program, making it available to every parish and school in the diocese free of cost. For more information about the Knights of Columbus, go to the website: [www.kofc.org](http://www.kofc.org).**



**CATHOLIC SCHOOL ADMINISTRATORS** (who do not have a degree in Catholic Leadership or School Administration from a Catholic University) will enroll in the *Catholic Schools Track* and complete the workshops listed under *Catholic School Leadership*. The track consists of six online workshops which may easily be finished within two years or less from the date of enrollment. Once achieved, certification will be **renewed annually** by enrolling in two online workshops of your choice **OR** by enrolling in one online workshop and attending one diocesan sponsored or nationally sponsored workshop or conference each year and submitting a written review of that workshop or conference.

**CATHOLIC SCHOOL TEACHERS** (who do not have a Catholic University degree in Theology, Catechesis/Religious Education, Divinity, or Pastoral Ministry) will enroll in the *Catholic Schools Track* and complete the series of workshops in the track entitled *Catholic School Teachers*. This track is comprised of eight online workshops. By completing a minimum of four workshops each year, certification will be achieved within two years or less. Once achieved, certification should be **renewed annually** by enrolling in two online workshops of your choice **OR** by enrolling in one online workshop and attending one diocesan sponsored or nationally sponsored workshop or conference each year and submitting a written review of that workshop or conference.

**CATHOLIC SCHOOL RELIGION TEACHERS** (who do not have a Catholic University degree in Theology, Catechesis/Religious Education, Divinity, or Pastoral Ministry and whose sole or main role in the school is to teach Religion) will enroll in the *Catholic Schools Track* and complete the workshops listed under *Catholic School Religion Teachers*. This track is comprised of eight online workshops. By completing a minimum of four workshops each year, certification will be achieved within two years or less. Once achieved, certification will be **renewed annually** by enrolling in two online workshops of your choice **OR** by enrolling in one online workshop and attending one diocesan sponsored or nationally sponsored workshop or conference each year and submitting a written review of that workshop or conference.

**CLASSROOM AIDS FOR CATHOLIC SCHOOL TEACHERS OR FOR CATECHISTS** are not required to complete the certification process but have the option to do so. They may also choose to enroll in the Franciscan Catechetical Institute to take individual workshops of their choice for their own ongoing faith formation.

**PARISH CATECHETICAL LEADERS**, whose sole role is that of Parish Catechetical Leader, should enroll in the *Parish Catechetical Leader Track* and complete the series of workshops found under *Foundational PCL Certification*.

Some individuals, particularly in smaller parishes, may serve as both the Parish Catechetical Leader and as a catechist with children. In that case, the PCL may choose to complete either the *PCL Foundational Certification Track* or the *Catechist Track* (completing workshops listed under the *Foundational Catechist Certification*).



**No methodology, no matter how well-tested, can dispense with the person of the catechist in every phase of the catechetical process ... Only his (or her) own human and Christian qualities guarantee a good use of texts and other work instruments.**

(GENERAL DIRECTORY FOR CATECHESIS, #156)



The Foundational Certification process in either track should be completed within two years of enrollment. Once the Foundational Certification process is completed, the PCL will have the option to renew the Foundational certification annually or advance into the *Intermediate Catechist Certification* track. Foundational Certification may be **renewed annually** by enrolling in two online workshops of your choice **OR** enrolling in one online workshop and attending one diocesan sponsored or nationally sponsored workshop or conference each year and submitting a written review of that workshop or conference.

**PARISH CATECHISTS FOR YOUTH FAITH FORMATION** or **ADULT FAITH FORMATION** will enroll in the *Catechist Track* and complete the workshops listed under the *Foundational*

*Catechist Certification Track*. The track is comprised of twelve workshops and should be completed by all catechists within two years of enrolling in the Catechetical Institute. Once the catechist has completed the Foundational Catechist Certification process, he or she will then have the option to renew the Foundational certification yearly or move on to the *Intermediate Catechist Certification* track. Foundational Certification may be **renewed annually** by enrolling in two online workshops of your choice **OR** by enrolling in one online workshop and attending one diocesan sponsored or nationally sponsored workshop or conference each year and submitting a written review of that workshop or conference.

**RCIA CATECHISTS** will enroll in the *Catechumenal Ministry (RCIA) Track* and complete the workshops listed under *Foundational RCIA Certification* within two years of enrollment in the Catechetical Institute. Once Foundational certification is achieved, team members have the option to renew their Foundational Certification annually or further advance their certification by completing the *Advanced Part I* certification process, followed by *Advanced Part II*. To simply renew Foundational certification annually, RCIA catechists will complete two online workshops of their choice through the Catechetical Institute **OR** complete one online workshop and attend one national or diocesan sponsored workshop or conference each year.

**YOUTH MINISTRY LEADERS** will enroll in the *Youth Ministry Track* and complete the workshops listed under *Level One Certification* within two years of enrolling in the Catechetical Institute. When Level One Youth Ministry certification has been achieved, the Youth Minister has the option to renew their Level One certification annually or advance to the *Level Two Certification* track (which is the recommended and preferred choice for leaders).

To simply renew the Level One certification annually, the youth ministry leader may choose to complete a minimum of any two online Catechetical Institute workshops listed in the Youth Ministry track each year **OR** complete one online workshop and attend one national or diocesan sponsored workshop or conference and submit a written review.

**HISPANIC MINISTRY LEADERS AND CATECHISTS (\*available on December 12, 2019)** will enroll in the *Hispanic Faith and Family Track* and complete the workshops listed under *Year One Certification* within two years of enrolling in the Catechetical Institute. Once certification has been achieved, the participant has the option to renew their *Year One Certification* annually or advance to the *Year Two Certification* track (which is the recommended and preferred choice for leaders).

To simply renew the *Year One Certification* annually, the participant may choose to complete a minimum of any two online Catechetical Institute workshops listed in the *Hispanic Faith and Family Track* each year **OR** complete one online workshop and attend one national or diocesan sponsored workshop or conference and submit a written review of that workshop or conference.

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**“... the definitive aim of catechesis is to put people not only in touch but in communion, in intimacy, with Jesus Christ: only he can lead us to the love of the Father in Spirit and make us share in the life of the Holy Trinity.”**

(CATECHESIS IN OUR TIME, #3)

# Anyone Previously Enrolled in or Certified Through the Diocesan Catechetical Certification Process

**BASIC, INTERMEDIATE, ADVANCED, AND MASTER CATECHIST LEVELS** of certification previously achieved through the Diocesan Catechetical Certification Process will be recognized and upheld. Once the initial certification has expired, please renew your certification **annually** by enrolling in the Franciscan University Catechetical Institute and either complete two online workshops of your choice each year **OR** complete one online workshop and attend one national or diocesan sponsored conference or workshop (related to Evangelization, Catechesis, Catholic Education, or your specific ministry area) each year and submit a written review of that workshop or conference.

Those who previously achieved QuickStart Certification are asked to complete the *Foundational Catechist Certification* or the *Catholic School Teacher Certification* through the Franciscan University online Catechetical Institute.



**What should I do if I have completed some but not all workshops toward certification using *Echoes of Faith*, Dayton University (VLCFF), or *My Catholic Faith Delivered* programs and have not yet achieved Diocesan Catechetical Certification?** Anyone may immediately move to the Franciscan University online Catechetical Institute to complete missing workshops and achieve certification. Please contact the Diocesan Office of Evangelization and Catechesis to discuss an individualized plan for completing the certification process through Franciscan University.

The diocese no longer has a contract with Dayton University and thus will not be able to offer further classes through that platform. Those who desire to continue working in *Echoes of Faith* or in *My Catholic Faith Delivered* online programs, have until December 1, 2020 to complete their online modules/workshops. **After December 1, 2020, all Diocesan Catechetical Certification will be achieved through the Franciscan University online Catechetical Institute only.**

## TO SET UP YOUR INDIVIDUAL ACCOUNT IN THE FRANCISCAN UNIVERSITY ONLINE CATECHETICAL INSTITUTE:

1. Go to [www.franciscanathome.com/scg](http://www.franciscanathome.com/scg)
2. Scroll down to "Register Online"
3. Click on "My parish or school is already registered, and I would like to set up my individual free account under that institution"
4. Click on "create a new account" in blue lettering
5. Fill in all of the required information.
  - ~ From the list of dioceses, click on Diocese of Springfield-Cape Girardeau
  - ~ You will be asked to search for your parish/school from a list of parishes and schools in our diocese. \*Members of mission churches will have access through their affiliated main parish.
  - ~ Please fill in your main ministry role (i.e. principal, CRE/DRE, Youth Minister, Catechist)
  - ~ Click on "Create a new account" at the bottom of the screen.
6. A confirmation e-mail will be sent to you.
7. When you return to the program, please be certain to look for the Learning Tracks listed under "Institutional Tracks". These tracks are specific to the Diocese of Springfield-Cape Girardeau

**For more information about the Diocesan Catechetical Certification process, please contact:**

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