

Advanced Level

Suggested Skills Workshops

The following are suggested Skills Workshop topics that are appropriate for some areas of ministry for persons pursuing Advanced Level certification. Many other topics are possible and acceptable. These are listed to give an idea of topics that might be helpful.

Communication and Leadership Skills

1. Listening Skills for Pastoral Leaders
2. Resolving Conflicts that Arise in the Parish/School/Ministry
3. Public Speaking Skills
4. Effective Small Group Facilitation
5. Recruiting and Training Volunteers
6. Accommodating Different Learning and Communication Styles
7. Passing Along Information Effectively

Pastoral Planning and Administration

1. Understanding the Planning Process
2. Facilitating the Formation of a Parish or Program Vision and Mission
3. Creating Effective Goals and Objectives
4. Designing Programs to Meet Expressed Needs
5. Administering Parish Programs
6. Evaluating Program Effectiveness
7. Designing and Implementing Policies
8. Preparing and Monitoring Budgets
9. Record-keeping and Resource Management
10. Ministering Effectively Within the Parish and Diocesan Systems
11. Enabling Others to Work Collaboratively
12. Legal Issues that Impact Ministry
13. Recruiting, Training, and Nurturing Volunteers

Ministry of Catechist

1. Understanding and Facilitating the Role of Parents in the Religious Formation of Children
2. Integrating the Essential Aims of Catechesis: Message, Community, Worship, Service into the Catechetical Session
3. Utilizing Appropriate Methodologies for child, youth, and adult learning.
4. Choosing Developmentally Appropriate Activities for Faith Formation
5. Working with People of Different Gender, Cultural, and Socio-economic Groups
6. Reviewing, Evaluating, and Developing Appropriate Catechetical Programs for Specific Groups

7. Understanding Characteristics of Specific Age Groups
8. Policies and Procedures for Sacramental Preparation
9. Understanding and Communicating Basic Catholic Beliefs
10. Whole Community Catechesis

Youth and Young Adult Ministry

1. Utilizing the Stages of Adolescent Development in Youth Ministry
2. Faith Development Theories and Faith Formation of Young People
3. Assessing and Utilizing the Impact of the Popular Culture on Young People
4. Infusing Evangelization and Catechesis into all aspects of Youth Ministry
5. Designing and Implementing Effective Strategies for Youth Outreach and Evangelization
6. Coordinating Effective Catechetical Programs as Integral Components of Youth Ministry

Normally, the Advanced Level Skills for those in Youth and Young Adult Ministry are gained through participation in the **Christian Leadership Institute**, www.christianleadersinstitute.org (30 hours) and/or **Search for Christian Maturity**, asfym.org. as well as through other training events sponsored by the Archdiocesan Office of Youth and Young Adult Ministry.

Liturgical Ministry

1. Organizing an Effective Liturgy Committee
2. Enhancing Liturgy With Creative Use of Music
3. General Instruction of the Roman Missal
4. Planning Creative Baptismal Celebrations
5. Preparing Effective Celebrations of Reconciliation
6. Transforming Lectors into Proclaimers of God's Word
7. Helping the Assembly to Reclaim Its Role in Liturgy
8. Creating a Powerful Triduum Celebration
9. Establishing Useful Guidelines for Liturgical Ministers

The Advanced Level Certificate in Liturgical Ministry is normally earned through participation in the **Liturgical Institute of the Southwest**, a two year formation program offered by the Archdiocesan Office of Worship and Christian Initiation. For more information about the Institute, please call the Office of Worship at 831-8194.

Rite of Christian Initiation for Adults

1. RCIA Basics
2. RCIA for Rural and Small Communities
3. Music in the RCIA
4. Children's Catechumenate
5. What You Should Know About Your Inquirers
6. Year Round Catechumenate
7. Understanding Mystagogy
8. Marriage Issues and the RCIA
9. Which Rite is Right?
10. The Role of Sponsors in the RCIA

Advanced Level Skills Workshops

Catechetical Leadership

After completing the Basic Level Certification as a Catechetical Leader, completion of 30 hours of these Skills Workshops in addition to 60 hours of Advanced Level Theology Courses is required for Advanced Level Certification as a Catechetical Leader.

ACL-1 (AFF-1) Understanding Catechesis: Catechetical Document Study (3 hours)

This workshop involves choosing a document - *Sharing the Light of Faith, General Directory for Catechesis, Rite of Christian Initiation of Adults, The Challenge of Adolescent Catechesis, On Evangelization in the Modern World, The Catechism of the Catholic Church* - to read and reflect on prior to gathering in a seminar group to share and discuss learnings.

ACL-2 Effective Catechetical Administration (3 hours)

This workshop focuses on administrative and management aspects of catechetical programs, in particular development of policies and procedures, development of job descriptions, supervision of volunteer or paid staff, and catechetical boards or committees.

ACL-3 (AFF-3) Catechetical Program Development (3 hours)

This workshop presents aspects of program development: needs assessment; goals and objectives; strategic planning; staffing; evaluation. The workshop includes presentation of theory as well as practical application to the participant's circumstances.

ACL-4 (AFF-4) Curriculum Planning and Development (3 hours)

In this workshop participants explore various types of curriculum that would be appropriate for their parish setting. They develop the skills and competencies necessary for the selection and utilization of catechetical texts and resources.

ACL-5 (AFF-5) Catechetical Processes and Faith Sharing Methodologies (3 hours)

In this workshop participants consider various methodologies and processes which enable faith to become living, conscious and active through the light of instruction.

ACL-6 (AFF-6) Understanding How Adults Learn (3 hours)

To achieve maximum results in planning for adult faith formation, understanding how adults learn is crucial. This workshop provides reflection on various principles of adult learning and their implications for and applications within catechetical ministry.

ACL-7 Keeping Records and Budgets (3 hours)

This workshop will offer proven, practical information on record keeping: what, how long, in what manner? In addition, budget and financial record keeping issues will be addressed: developing a budget, monitoring income and expenditures and preparation of financial reports.

ACL-8 (AFF-8) Catechizing for a Just World (3 hours)

Our faith is rooted in justice. In this workshop, based on the Social teachings of the Church, which will be reviewed, catechetical leaders will learn ways to assist catechists and families to put these faith understandings into practice.

ACL-9 Civil and Canon Law: Pastoral and Legal Concerns (3 hours)

This workshop will introduce legal injunctives which affect the catechetical setting, such as screening and supervision of volunteers/staff, negligence, health procedures, permission slips, child abuse, sexual abuse, transportation.

ACL-10 (AFF-10) Roman Catholic and Ecumenical (3 hours)

This workshop addresses the need to articulate one's own Catholic beliefs, values, practices and ecclesial identity while being skilled at conversing, working, praying with others from other Christian denominations. It will also address questions that often come up in mixed religion families such as sacraments, family catechesis and inter-marriage.

Leaders Of Adult Faith Formation

Completion of Basic Level Certification as a Catechetical Leader plus a minimum of 60 hours of Advanced Level Theology plus 30 hours of these Skills Workshops is required for Advanced Level Certification as a leader of Adult Faith Formation.

AFF-1 (ACL-1) Understanding Catechesis: Catechetical Document Study (3 hours)

This workshop involves reading and reflecting on *Our Hearts Were Burning Within Us: A Pastoral Plan for Adult Faith Formation in the United States*, together with a group of adult Catholics.

Participation in Session I of the Leader's Guide for this document satisfies the requirements for this workshop.

AFF-2 The What and How of Adult Faith Formation (3 hours)

This workshop helps participants to identify the content areas of adult faith formation, to discern which content areas need concentration in their parish settings, and to explore various concrete approaches for adult faith formation. Participation in Session II of the Leader's Guide for *Our Hearts Were Burning Within Us: A Pastoral Plan for Adult Faith Formation in the United States*, satisfies the requirements for this workshop

AFF-3 (ACL-3) Catechetical Program Development (3 hours)

This workshop presents aspects of program development: needs assessment; goals and objectives; strategic planning; staffing; evaluation. The workshop includes presentation of theory as well as practical application to the participant's circumstances.

AFF-4 (ACL-4) Curriculum Planning and Development (3 hours)

In this workshop participants explore various types of curriculum that would be appropriate for their parish setting. They develop the skills and competencies necessary for the selection and utilization of catechetical resources.

AFF-5 (ACL-5) Catechetical Processes and Faith Sharing Methodologies (3 hours)

In this workshop participants consider various methodologies and processes which enable faith to become living, conscious and active through the light of instruction.

AFF-6 (ACL-6) Understanding How Adults Learn (3 hours)

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AFF-7 Nurturing Faith throughout the Adult Life Cycle (3 hours)

As adults move through the various stages of the life cycle, their faith questions and needs change. The challenge in faith formation for adults is to understand and effectively meet those changing needs. This workshop provides an overview of the adult life cycle and explores faith opportunities for each stage.

AFF-8 (ACL-8) Catechizing for a Just World (3 hours)

Our faith is rooted in justice. In this workshop, based on the Social teachings of the Church which will be reviewed, learn ways to assist catechists and families to put these faith understandings into practice.

AFF-9 Ministerial Responsibility and Ethical Standards (3 hours)

Those who work with adults in a ministry setting are called to a professional standard of behavior, which holds them accountable for words and actions that are in harmony with Gospel values. This workshop examines the major aspects of ethical standards, flowing from reverence for all people, which guide the minister.

AFF-10 (ACL-10) Roman Catholic and Ecumenical (3 hours)

This workshop addresses the need to articulate one's own Catholic beliefs, values, practices and ecclesial identity while being skilled at conversing, working, praying with others from other Christian denominations. It will also address questions that often come up in mixed religion families, such as sacraments, family catechesis and inter-marriage.

AFF-11 Developing Adult Faith Formation Teams (3 hours)

This workshop explores ways of recruiting and developing teams of talented people to work together for planning, executing, and evaluating faith formation efforts in the parish. It aims to improve skills necessary for team leadership, such as motivating, creating organizational climate, organizing and managing, screening, training and evaluating.

AFF-12 Facilitating and Working with Groups (3 hours)

This workshop explores skills for nurturing groups in ways that promote adult faith growth and sharing. Skills include understanding and enhancing group development, group climate, clarity of purpose, roles and tasks, interaction within the group, and dealing with diversity and conflict.

AFF-13 Organizing for Adult Faith Formation

This workshop helps participants to understand the pivotal role of the parish in adult faith formation, to assess the parish's efforts to develop leadership and, to understand the resources provided by the diocese, and to define the next steps they will take toward implementation of on *Our Hearts Were Burning Within Us: A Pastoral Plan for Adult Faith Formation in the United States*, old.usccb.org/education/ourhearts.htm. Participation in Session III of the Leader's Guide for this document, satisfies the requirements for this workshop.