

**Basic Level  
Skills Workshops**

**Family Life Ministers**

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20 Hours of Skills Workshops are required in addition to the 40 hours of  
Theology/Spirituality Courses for Basic Level Certification.  
(G workshops are General, for all ministers; F workshops are for Family Life Ministers)

**1-G Using Scripture in Ministry (2 hours)**

This workshop acquaints participants with ways of using Scripture for faith-sharing in a variety of settings that can be applied to their specific area of ministry.

**2-G Leading Prayer in Ministry (2 hours)**

This workshop teaches a variety of skills and methods for leading groups in prayer in various pastoral settings and situations.

**3-G Integrating the Liturgical Year into Ministry (2 hours)**

This workshop offers ideas for integrating the seasons of the church year into areas of ministry, using the appropriate signs and symbols of our faith.

**4-G Community Building and Motivating Others in Ministry (2 hours)**

This workshop helps ministers in their role as leaders in the wider community and as enablers of others in ministry.

**5-G Preparing and Planning in Ministry (2 hours)**

This workshop provides motivation for taking time to prepare for any ministerial event, and offers concrete techniques for long and short range planning.

**6-F Understanding the Role of Feelings in Relationships (2 hours)**

This workshop provides practice in understanding, recognizing, describing, and expressing feelings, and skills for using this knowledge in the ministerial setting.

**7-F Listening Well and Communicating Clearly (2 hours)**

This workshop presents basic skills and offers practice in reflective listening and effective communication in life and ministry.

**8-F Facilitating Groups Effectively (2 hours)**

This workshop teaches principles for effective facilitation of groups, including skills for dealing with difficult situations that arise in group discussions.

**9-F Managing Conflict (2 hours)**

In this workshop, participants practice approaches to conflict situations through using reflection, assertion, and feedback skills.

**10-F Understanding Families as Systems (2 hours)**

This workshop introduces systems theory as it applies to families, related the various stages of the family life cycle, and explores the importance of the family of origin.

These workshops will be presented by qualified persons who have completed the Archdiocesan Orientation and Training for Workshop Presenters.