

Application Process

Application Process Timeline

Applications will be processed on an annual basis. The due date is June 10 each year.

The Diocese will process applications over the summer months and will return results to catechetical leaders at the various leadership meetings in August.

Applications received after the June 10 deadline will be processed with no promised return date.

Applications received after September 1 will not be processed until the next application period.

March-April

Applications, instructions, and associated forms will be sent electronically to catechetical leaders each year. Leaders will be able to print what they need for their staff and/or volunteers.

Catechetical leaders copy and distribute the appropriate application to individual staff and/or volunteers.

- Specific instructions will be included.
- Leaders are urged to hold a staff/volunteer meeting to discuss the application process and answer questions. Any unanswerable questions should be gathered and forwarded to diocesan staff for response.
- Applicants should be given a date for return of the application forms and supporting documents that allows the leader to carefully review each application and forward them to the Diocese by the May 22 deadline.

May-June

Catechetical leaders gather completed applications and supporting documents from their staff and/or volunteers. Each application should be reviewed, assuring that each is signed by the applicant, the forms are legible, and that supporting documents are included

Supporting documents = Completed, signed, original module forms for Foundational.

Information on out-of-diocese events for Continuing Formation.

May-July

Diocese processes applications and prepares a response for each application.

August

Application results will be returned to catechetical leaders at the various leadership meetings.

Who Must File an Application

There are three phases within the Forming Effective Disciples program:

- Working on Foundational,
- Working on Elevated,
- Working on Continuing Formation hours for renewal.

However, only two phases – Working on Foundational and Working on Continuing Formation hours for renewal - require completion of an application form.

Working on Foundational

There is a one-page, double-side application form. The front gathers identifying information from the applicant and has space for signatures from both the applicant and catechetical leader. The back side gathers information regarding the completed modules. Applicants need to fully complete both sides.

The original, signed module forms for each completed module are to be attached to this application. Incomplete modules will not be recorded until complete and should not be attached to the application.

Working on Continuing Formation Hours for Renewal

There is also a one-page, double-sided application form for this phase. The front gathers identifying information from the applicant and has space for signatures from both the applicant and catechetical leader. The back side gathers information regarding the various Continuing Formation activities the applicant has completed. Applicants need to fully complete both sides.

Diocesan staff will have information about diocesan-sponsored events. Catechetical leaders will be asked to supply information regarding parish events. (See Local Inservice Record.) Applicants are asked to supply information about events happening outside the Diocese of Superior. A program or agenda that describes the event and/or presentations is best.

Please note:

The front pages of each application form described above are NEARLY IDENTICAL. To help distinguish one form from the other, catechetical leaders may want to print them on colored paper. If so, please print Foundational on yellow; print Continuing Formation on blue.

Working on Elevated

The Diocese needs to be able to identify those who are working towards Elevated certification. A form entitled "Intent to Begin Elevated" should be completed and mailed to the Diocese prior to beginning any Elevated certification activities. This form is found in this handbook and also on the diocesan website.

The University of Dayton Virtual Learning Community for Faith Formation (VLCFF) provides a "Certificate of Completion" for each successful course completion. The certificates are mailed to the Diocese of Superior for a signature. The Diocese records each certificate before it is forwarded to the student. For the period of time that an individual is working on Elevated, there is no need to participate in the annual application process and therefore, no annual application form.

Response to Applications

For every application that is received, appropriate notations are made on a catechetical certification transcript. When the transcript is completed, a letter is written to the applicant explaining both the status of their certification and what their next step should be.

All original transcripts, original letters, and any applicable certificates for a school or religious education program are distributed in one package to the appropriate catechetical leader. Leaders are to make copies for parish files, review all the materials to understand each applicant's status, and then distribute original materials to the appropriate applicant.

Leaders are asked to distribute all certificates in an appropriate parish celebration such as Catechetical Sunday, a school Mass, etc.

Please note that transcripts are generated and returned to leaders in response to an application. Transcripts for staff or volunteers who do not apply in the current year will not be included in the response package.