We welcome you to the diocesan *Lay Ministry Program* under the direction of the Pastoral Institute.

It is our hope that this *Instructor Handbook* will be a useful resource for you while you are a part of the Pastoral Institute’s mission of preparing the baptized faithful for lay leadership in the Church in the Diocese of Brooklyn.

At the outset, it is important that each Instructor be familiar with the mission of the lay ministry program as expressed in its formal mission statement, as well as the goals and objectives of the program.

The mission and goals and objectives of the program outlined in this *Handbook* are the primary aims toward which Instructors are engaged to teach in the lay ministry formation program. Our expectations are that all Instructors will adhere to and reflect the content and spirit of the mission, goals and objectives of the lay leadership program for the duration of their time with us.

As an Instructor in this program and with your expertise in Catholic theology and the presentation of authentic Catholic doctrine, you play an instrumental role in the theological formation of the Participants in the program. At the same time, you contribute to the spiritual formation of the Participants through the facilitation of class-time prayer and faith sharing as well as by your own example of living the Christian life.

While you are most familiar with the theological education component, it bears repeating that Participants, who will assume volunteer ministerial leadership in our parishes, are provided with a holistic approach to lay leadership formation through several other components which round out the program – spiritual formation, pastoral skills development, supervised ministry practicum and a mentoring process. As designed and implemented, the complete program provides a depth and richness to the Participants’ formation experience.

It should be said, too, that all aspects of the program – from the application process to the commissioning ceremony – have been developed and designed in light of the Catholic social justice principles of solidarity and of respect for human dignity. Therefore, like the diocese itself, often called the diocese of immigrants, this program in which you will teach continues to welcome persons of many different countries and diverse cultural backgrounds all of whom share a sense of being called to ministry and therefore to ministerial formation as brothers and sisters in Christ.
To this end, all of us at the Pastoral Institute are ready to assist you in any way we can as you go about your crucial contribution to this important endeavor.

In this Instructor Handbook we first outline General Guidelines, Policies and Procedures for Instructors in the program. This is followed by other basic information related to the content, methodology, procedures and requirements of the program. This section is presented in the following format: Before the Course Begins, During the Course and Completion of the Course.

Please review this Handbook carefully. An evaluation of the Handbook is part of the agenda of pre- and post-course Instructors’ meetings with an eye to needed revisions and clarifications.

Although we will meet together at particular points in the program, please feel free to call us for clarification or further information at any time on any of the topics covered in this Handbook.

We welcome your questions/concerns/comments on any part of this Handbook at any time.

Pastoral Institute Staff

Gerald J. Tortorella, M.A. – Director
Telephone: 718-965-7300, Ext. 5559
E-mail: gtortorella@diobrook.org

Nelsa I. Elías, M.A. – Associate Director
Telephone: 718-965-7300, Ext. 5558
E-mail: nelias@diobrook.org

Jeanette Waters Administrative Assistant
Telephone: 718-281-9556
E-mail: jwaters@diobrook.org

Lizbeth Ugarte – Administrative Assistant (for matters related to instructors, courses, assessments, etc.)
Telephone: 718-965-7300, Ext. 5410
E-mail: lugarte@diobrook.org

Pastoral Institute Fax: 718-399-5920
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PASTORAL INSTITUTE – DIOCESE OF BROOKLYN

Mission Statement

The Pastoral Institute, an agency of the Diocese of Brooklyn within the Secretariat for Catholic Education and Formation, is committed to the formation of the baptized faithful for various lay leadership roles in the parishes and agencies of Brooklyn and Queens.

LAY MINISTRY PROGRAM

Mission Statement

Affirming the baptismal call of women and men to serve the Diocese of Brooklyn, the Pastoral Institute sponsors the three-year Lay Ministry Program. Through an integrated process of spiritual formation, theological education, pastoral skills development, a mentoring process, and supervised ministry practicum, each participant is provided with the foundations that are needed to develop a holistic approach to ministry in this uniquely urban and immigrant diocese. Striving for deeper union with God and with all others, each participant is challenged to become a more faithful disciple of Jesus and an effective leader for the New Evangelization.

2012-2013 Goals and Objectives

Human Formation

1. The participants will demonstrate the qualities of human maturity that make for fruitful ministry with the people of God by:
   - Regularly meeting with one’s mentor.
   - Identifying personal gifts and limitations through a number of means.
   - Cultivating a mature sexuality with appropriate interpersonal boundaries and recognizing the grave psychological and legal consequences of inappropriate sexual behavior.
   - Being sensitive to the different personalities encountered in the classroom and working together with others to create a respectful learning environment.

2. The participants will maintain a reasonable balance among the legitimate claims of family, ministry, community, and personal relationships by:
   - Engaging in activities that foster a healthy and well-balanced personality.
   - Cultivating and consistently manifesting a fundamentally positive regard for self and others.
   - Recognizing both the reality of sin and the power of forgiveness and reconciliation to heal persons and relationships.
Spiritual Formation

1. The participants will respond to the call to lay ministry as one that is rooted in the sacraments, particularly the sacraments of initiation by:
   - Discerning the call to lay ministry through prayerful reflection on one’s call to discipleship.
   - Developing an appreciation for priesthood, diaconate, religious life, and lay ministry as rooted in baptism and encouraging others in their own vocational choice.
   - Recognizing that one is sent forth, nourished by the Eucharist, for ministerial service as participation in the priestly, prophetic, and royal mission of Christ.

2. The participants will fulfill the requirements of the program related to spiritual formation in order to become more effective pastoral leaders by:
   - Focusing on spiritual formation and theological reflection as a means toward ongoing personal transformation and seeking the counsel of a spiritual director.
   - Developing a spirituality sensitive to diverse cultural expressions based on conversion, communion, mission and solidarity.
   - Engaging in programs or practices of continuing spiritual formation and lifelong personal growth.

Intellectual Formation

1. The participants will assume an active role in the New Evangelization by:
   - Studying and reflecting on the key principles of The New Evangelization in Brooklyn and Queens, the diocesan pastoral letter issued by Bishop DiMarzio.
   - Becoming familiar with the theological and scriptural foundations of evangelization in a multicultural diocese.
   - Understanding the unique role of the laity in fostering the reign of God.

2. The participants will fulfill the requirements of the program related to theological education in order to become more effective pastoral leaders among God’s people from diverse populations and cultures by:
   - Engaging in theological studies rooted in Scripture and Tradition that provide a solid foundation for effective pastoral ministry among people of various cultures.
   - Participating to the extent that each is comfortable in class discussions as presented by instructors employing adult learning methods.
   - Reading the materials suggested in the reading list provided for each course.
   - Participating in continuing education programs or practices and considering participation in the M.A. Scholarship Program in Theology.

Pastoral Formation

1. The participants will understand their role as pastoral leaders in the wider context of the mission of the Church by:
- Appreciating the need for collaborative efforts in building up the Body of Christ.
- Offering one’s gifts and talents in ministry to support the mission of the local community.

2. The participants will fulfill the requirements of the program related to pastoral formation in order to become more effective pastoral leaders by:
   - Participating in the ministry preparation process during the fourth through sixth semesters.
   - Collaborating with the parish leaders of the various cultural groups to unity in diversity in their communities.
   - Continually seeking opportunities to improve skills.
PROGRAM OVERVIEW

The three-year lay formation program is designed to include the following components: spiritual formation, theological education, supervised ministry or project, and pastoral skills development.

**First Semester**
- Orientation 12 Hours
- Theology of Lay Ministry 8 Hours
- Ecclesiology 16 Hours
- Elements of Spiritual Direction 2 Hours
- Day of Reflection 4 Hours

**Second Semester**
- Creating Communion in a Culturally Diverse Faith Community 8 Hours
- Liturgy and Sacraments 16 Hours
- Canon Law Issues for Parish Ministers 4 Hours
- Elements of Spiritual Direction 4 Hours
- Day of Reflection 4 Hours

**Third Semester**
- Old Testament 14 Hours
- New Testament 14 Hours
- Elements of Spiritual Direction 2 Hours
- Day of Reflection 4 Hours

**Fourth Semester**
- Orientation to Ministry Preparation Process 2 Hours
- Christology 14 Hours
- Pastoral Skills 18 Hours
- Elements of Spiritual Direction 4 Hours
- Day of Reflection 4 Hours

**Fifth Semester (20 to 25 hour Ministry Practicum begins)**
- Ministry Seminar 10 Hours
- Ecumenical/Interreligious Dialogue 6 Hours
- Pastoral Skills 6 Hours
- Elements of Spiritual Direction 2 Hours
- Theological Reflection 2 Hours

**Sixth Semester (Ministry Practicum Continues)**
- Moral Theology 14 Hours
- Pastoral Skills 6 Hours
- Elements of Spiritual Direction 2 Hours
- Theological Reflection 2 Hours
- Synthesis Seminar 4 Hours
CURRICULUM PURPOSE AND OBJECTIVES

Theology of Lay Ministry

Purpose: Through this course, those lay persons who are or will be, serving in parish leadership positions, will come to understand the development and theological underpinnings of the Church’s teaching on the source and meaning of their call to ministry. Particular emphasis is placed on the impact of the work of Vatican Council II (1962-1965) on the ministry of the laity in the Church and in the world.

Objectives:

1. To present the concept of vocation as rooted in baptism and the baptismal foundation of all ministry as a sharing in the priestly, prophetic and kingly roles of Christ.
2. To highlight the theological development in understanding the universal call to holiness and the role of the laity in the Church as a consequence of the work of Vatican II and beyond.
3. To heighten awareness of the laity’s call to be leaven in the world, especially through their role in the new Evangelization.
4. To introduce the concept of servant leadership in the context of mission and ministry in the Church.

Ecclesiology

Purpose: Through this course, Participants will come to know the ways in which the Church has understood and described herself in different historical periods. In particular, course readings will focus on the vision of Church articulated by the Second Vatican Council document *Lumen Gentium (Dogmatic Constitution on the Church)* and its implications for the ministry of all the baptized in the Church today.

Objectives:

1. To elicit from Participants their own understanding and experience of Church.
2. To present understandings of Church in selected historical eras, including the background leading up to Vatican Council II and Pope John XXIII’s call for *aggornimento* in the Church.
3. To introduce the vision of *Lumen Gentium*, especially as related to the role of the laity in the Church and the world.
4. To introduce models of the Church.
5. To present the importance of the post-conciliar vision of Church as Communion (*koinonia*), including implications regarding cultural diversity
6. To provide an opportunity for Participants to integrate their understanding of Church and their understanding of ministry in and for a culturally diverse Church.
Elements of Spiritual Direction

Purpose: Through quiet prayer, breaking open the Word, and small group sharing, participants will journey together as they develop deeper relationships with God.

Objectives:

1. To supplement each semester’s Day of Reflection by offering an introduction to the spiritual direction process and by encouraging participants to seek opportunities for individual or group spiritual direction while in the program and as part of their continuing formation.
2. To offer an experience of elements of spiritual direction to participants in the Lay Ministry Program as a support for their personal spiritual journeys by inviting facilitators to introduce the purpose of spiritual direction and to explain the process in the group and by using the group process in the context of prayer to share personal stories.
3. Participants will grow spiritually through their own personal transformation by becoming more aware of the presence of God in the ordinary moments of their lives and in their experiences in the Lay Ministry Program and by committing to a period of time for group prayer and for personal daily prayer.

Creating Communion in a Culturally Diverse Faith Community

Purpose: The purpose of this course is to prepare lay pastoral leaders to exercise an awareness of cultural diversity in their ministries and to respond in a meaningful fashion to the social and spiritual needs of the growing culturally diverse faith communities in the diocese.

Objectives:

1. To encourage lay pastoral leaders to incorporate within their ministerial practice a spirituality of communion.
2. To provide a framework that will enable lay pastoral leaders to comprehend the dynamics and challenges of ministering in a culturally diverse context.
3. To facilitate through simulations the understanding and complexity of intercultural communication in culturally diverse settings.
4. To foster among the Participants an appreciation for ongoing learning/understanding of the various cultural groups among which he/she is ministering with a sustained effort to build effective ministerial relationships for evangelization.
5. To promote basic intercultural competencies.
6. To understand that the Church has always been culturally diverse.
Liturgy and Sacraments

Purpose: The context of this course is the two-fold theological understanding of Roman Catholic liturgy as the official public prayer of the Church and sacraments as ritual practices (rites) which are efficacious sources and signs of God’s grace instituted by Christ and entrusted to the Church.

Objectives:

1. To present the Church’s understanding of the Paschal Mystery as the heart of liturgical and sacramental theology.
2. To familiarize Participants with the theology and liturgical principles contained in *Sacrosanctum Concilium*.
3. To enable Participants to become familiar with the theology and practice of the Rites of Christian Initiation of Adults and the Rites of Penance and Anointing of the Sick.
4. To introduce current theology and practice related to the celebration of the Eucharist.
5. To explore the function and value of popular piety within the Roman Catholic Church.

Canon Law Issues for Parish Ministers

Purpose: To introduce participants to the complexity of Canon Law issues and to help them identify situations that need to be handled by a canon lawyer or clergy.

Objectives:

1. To present an overview of the development of “Canon Law” and its importance in the life of the Church.
2. To present concrete examples that illustrate canon law issues in pastoral situations.

Old Testament

Purpose: This course will present the concepts, themes, documents and tools of interpretation relevant to studying and understanding the bible as a whole. Participants will understand the steadfast love of God who establishes a covenantal relationship with a people in history.

Objectives:

1. To present through the use of various resources, especially a study bible, the guidelines for scripture interpretation and critical tools for understanding the bible as encouraged by *Divino Afflante Spiritu* and Vatican Council II.
2. To present the Exodus event as a journey of faith for the Hebrew people.
3. To highlight the call and role of the prophets in this journey of faith including how this relates to the call to ministry in the present day.
4. To present God’s creation *ex nihilo* of all things good, as well as the human responsibility for evil.
5. To highlight the lessons to be drawn from the Wisdom literature, especially through the suffering and redemption of Job in the Book of Job.

**New Testament**

**Purpose:** This course will enable Participants to gain an integral grasp of the scope of the New Testament writings, its chronology, development in stages and the distinct literary genres of these writings. Building on content of the Hebrew Scriptures, Participants will be shown how God’s plan of salvation for the entire human race is completed in the mission of Jesus.

**Objectives:**

1. To present an overview of the twenty-seven books and four main literary genres of the New Testament and its development in stages.
3. To study the impact of Jesus’ life and mission on early Christian communities as seen through the lens of St. Paul.
4. To discern God’s Word to us now and its implication for ministry in a culturally diverse Church.

**Christology**

**Purpose:** This course enables Participants to understand what (and how) Catholics have come to believe and express concerning Jesus the Christ in light of Christian faith and teaching over the centuries.

**Objectives:**

1. To present two complementary approaches to Christology – from above and from below.
2. To present Catholic Christian sources for our belief in Jesus the Christ.
3. To study and take meaning for ourselves from Jesus’ life, ministry and resurrection from the dead.
4. To present the teaching and meaning of redemption and salvation through Jesus the Christ.
5. To present the classic dogma of Jesus Christ – true God and true Man – as defined by the Councils of Nicaea and Chalcedon.
6. To highlight our belief in Jesus as expressed in the Creed.
7. To present contemporary issues in Christology, particularly in professing Jesus as universal savior in a culturally diverse and pluralistic world.
Ecumenical/Interreligious Dialogue

Purpose: To present the Catholic Church’s teaching on the importance of and need for ecumenical and interreligious dialogue, as well as the distinct goals of each.

Objectives:

1. Through the use of conciliar and post-conciliar documents, to understand the Catholic Church’s commitment to ecumenical and interreligious dialogue.
2. Through the use of these documents, to understand the Catholic Church’s operative principles for ecumenical and interreligious dialogue.
3. To present the reasons for and the distinct goals of ecumenical and interreligious dialogue from the Catholic Christian perspective.
4. Through the use of recent articles, to present the current status of ecumenical and interreligious dialogue.

Moral Theology

Purpose: This course will enable Participants to understand morality as grounded in a response to God’s love and the working out of this response in the concrete moral decisions they make in life and in ministry.

Objectives:

1. To introduce the concept of the moral life as a response to God’s love.
2. To present the biblical foundations of morality.
3. To present a historical perspective on Catholic morality in different eras of Church history.
4. To enable Participants to reach a mature understanding of conscience, conscience formation and acts of conscience, as it affects their decision-making capacity.
5. To highlight Catholic Social Teaching and the requirements of social justice as applications of living the moral life.
OVERVIEW OF THE MINISTRY PREPARATION PROCESS

The following presents an overview of the Ministry Preparation component of the Lay Ministry Program. A complete copy of the policies and procedures related to this process will be given to each participant during the fourth semester.

Vision
Ministry preparation is an integral part of the Lay Ministry Program. Building on the spiritual, theological, and pastoral foundations of the program, it provides an opportunity for practicing ministry under the guidance of an experienced supervisor. Each component of the process offers the participants the tools that will enable them to be effective pastoral leaders in a particular ministry.

Goals
The participant is introduced to the Ministry Preparation Process in the fourth semester at an orientation session. During the fourth, fifth and sixth semesters of the lay formation program the participant is provided with a variety of experiences that will enable her/him to:

▪ Understand the theological teachings and rituals that are foundational to ministry.
▪ Realize that effective ministry involves using our unique gifts.
▪ Assess one’s strengths and limitations in collaboration with a supervisor and with one’s mentor.
▪ Develop the pastoral skills necessary for a particular ministry.
▪ Come together with other persons for the purpose of theological reflection.
▪ Develop a support system with colleagues in ministry.

Components of Ministry Process
Ministry Discernment Process
The first step in the Ministry Preparation Process is the discernment of one’s ministry and project for the practicum. The discernment takes place collaboratively with the participant’s Pastor/Administrator and takes into account one’s gifts and the needs of the parish. During their fourth semester, each participant dialogues with his/her mentor and pastor/administrator regarding the choice of ministry for the seminar and practicum. Shortly following the fourth semester orientation session, the participant and pastor together submit a form which states the participant’s ministry of choice and the location of the practicum.

Seminar
Seminars are planned for those ministries selected by the participants, e.g., Rite of Christian Initiation of Adults, Adult Faith Formation, Liturgical Planning, Ministry of Consolation, etc. These sessions are held during weekday evenings or on Saturday mornings in both Brooklyn and Queens.

Time Commitment: 10 -15 hours
Practicum
Having completed all seminar sessions, each participant becomes actively involved in the ministry of one’s choice and is appointed a supervisor from outside the parish. The supervisor meets with the participant and conducts at least two formal ministry observations.

Time Commitment: a minimum of 20-25 hours in active ministry plus meetings with one’s supervisor over the course of six to eight months.

Pastoral Skills Workshops
Participants must attend the following five pastoral skills workshops which are scheduled in both Brooklyn and Queens:
- Leadership as Service
- The Organizational Leader
- Preparing and Leading Prayer and Ritual in the Parish Setting
- Communications Skills for Pastoral Leaders
- Self-Care of the Pastoral Leader

Time Commitment: five all-day workshops or evening equivalent.

Theological Reflection
Participants engage in two Theological Reflection sessions during the time they are involved in the ministry practicum.

Time Commitment: four hours

Synthesis Seminar
The Synthesis Seminar, which is scheduled at the end of the sixth semester, serves to integrate the learnings that have taken place during the course of the entire three-year program. Designed as a theological reflection process, it provides the participants with an overall synthesis of what they have experienced. The Synthesis Seminar also indicates future directions for ministry and the education/formation that might be needed in that area.
INSTRUCTIONAL STAFF

Criteria for Instructors

The following criteria reflect the expectations of the Pastoral Institute for all those who teach in the lay formation program:

- Capacity to model and witness to the life of discipleship to which each Catholic Christian is called.
- Appreciation of and adherence to, the work of Vatican Council II, especially as this relates to the roles and responsibilities of the laity in the Church and in the world.
- Adherence to Catholic doctrine in course presentations.
- Demonstrated support of the mission statement and goals and objectives of the lay formation program.
- A Master’s Degree or above in Theology, Religious Studies or related field.
- Teaching experience in parish, school or college setting.
- Ability to present course content in a clear way, at the level suited to the Participants and as required by the goals and objectives of each course and the program as a whole.
- Capacity to model and practice adult learning methodology.
- Willingness to participate in continued professional growth opportunities, including the workshops offered by the Pastoral Institute.
- Cultural sensitivity reflected in respect for all persons of every background.

It is on the basis of these criteria, as evidenced from course evaluation forms, informal feedback (e.g., at days of reflection or synthesis seminar) and personal observation and communication between the Instructor and Pastoral Institute, that instructional faculty remain eligible for retention in the Pastoral Institute’s Lay Ministry Program.

Evaluation of Instructor on Course Evaluation Form

The course evaluations are reviewed in a holistic way; that is, to determine a pattern of either positive or negative evaluations by the Participants as a whole. That is, do the evaluations (positive or negative) generally agree or is a particular positive or negative assessment more the exception than the rule? Instructors are given a composite of these evaluations.
If it happens that negative course evaluations are more the rule than the exception, either in a particular component of the course or for the course as a whole, the following policy will be adhered to:

- Cause for concern based on the evaluation(s) will result in a meeting between the Associate Director and the Instructor to discuss the merits of the negative evaluation(s).
- If the negative evaluation(s) are found credible and the Instructor is amenable to and capable of, correcting the problem area(s), the Instructor will remain eligible to teach in the program.
- If the Instructor is incapable of or not amenable to, correcting the problem area(s), he or she will not be asked back to teach in the program.

Guidelines Regarding Social Interactions between Instructors and Participants Outside of Program Offerings

Extensive and/or prolonged interaction of a social nature between Instructors and Participants outside of program offerings is strongly discouraged for the duration of the Participants’ time in the program.
THE INSTRUCTIONAL FACULTY

The following sections are intended to be a user-friendly “walk” through the different aspects of the program as they pertain to the instructional faculty.

Part I: Before the Course Begins

Information Instructor Provides to the Pastoral Institute

- Résumé/Curriculum Vitae (This information is kept on file.)
- Completed Instructor’s Information Sheet (Information needed for payment purposes; ordinarily, the Instructor stipend is $65.00 per teaching hour.)
- Completed W9 form

Instructor’s Meetings

Instructors are generally expected to attend a pre-course session at which they will meet the other Instructors in the program and receive an orientation to the program as a whole. At this meeting Instructors will also have an opportunity to raise any questions or concerns.

Course Materials Provided To Participants

- The Catechism of the Catholic Church
- Texts, articles and materials required for their course
  - Participants will download most course materials from the Pastoral Institute Online Classroom. Instructors will have access to these materials online as well.
  - Prior to the start of each course Instructors will come to the Pastoral Institute at a pre-arranged time to pick up those Participant materials not available on the Pastoral Institute Online Classroom.
  - If for some reason the Instructor cannot come to the Institute, he or she must call to make alternative arrangements.
  - All participant reading materials not available on the Pastoral Institute Online Classroom should be distributed to Participants at the first session of the course.

Course Information and Materials Provided to Instructors

Instructors will have access to instructor background materials, course outlines, course goals and objectives, and Participant Materials, to the extent possible, on the Pastoral
Institute Online Classroom.

- Materials to be used in the course
- Additional instructor background reading materials
- Details regarding course purpose and objectives
- Course outline indicating topic areas to be covered (Instructor is free to rearrange the order of the outline while adhering to the overall goals of the course)
- Supplementary reading and resource list
- Integration Paper format
- Pastoral Institute Mission Statement
- Program overview
- Instructor’s Post-Course Survey form (“A”)
- Participant General Assessment forms
- Participant Self-Assessment forms (“S”)
- Faith-Sharing article for new instructors
- Adult Learning Methodology packet for new instructors
- Site information (address, contact person, description of room, etc.)
- Schedule of Orientation Session, courses, Days of Reflection
- Participant Information sheet (name, phone numbers, parish sponsor)*
- Participant Emergency Contact list
- Class attendance list (an electronic version will also be sent to the instructor which will be used to monitor participants’ attendance.)

*At students’ discretion, this list can be shared among themselves, e.g., to facilitate sharing rides to class or having someone take notes in case of absence.
Part II: During the Course

Spiritual Formation Component of the Program

As a way of nourishing the spiritual formation of the Participants, as Instructor you will:

- Design, lead and/or facilitate prayer, ritual and/or faith sharing time.
- Use Scripture readings from both the Old and New Testaments in prayer/faith sharing time as well as to illuminate theological concepts arising in course content across the curriculum.
- Engage Participants in the practice of theological reflection, especially:
  - By providing an opportunity for Participants to reflect on what they have learned and experienced in the course as it relates to their life and ministry.
  - By encouraging journaling on a regular basis.
  - By using the Integration Paper questions provided by the Pastoral Institute which encourage reflection.

Academic Component of the Program

Participant Attendance
Accurate and up-to-date attendance records are important and necessary for the successful administration of the program. So that the Associate Director may accurately and proactively monitor each Participant’s commitment to the program, the Instructor is required to:

- Take attendance each week of class on the form provided by the Institute.
- Fax or email a copy of the attendance form to the Institute after each class. (If half of the sessions of a given course are missed, the participant will repeat that course the next time it is offered.)
- Notify the Associate Director if a Participant is habitually late for class.

Substitute Instructor/Guest Speaker

- If you are unable to teach a particular class session, please arrange for a qualified substitute and advise the Pastoral Institute regarding this arrangement.
- If you are unable to arrange for such a substitute, advise the Associate Director who will engage a qualified substitute.
- If you arrange for a guest speaker who is to be compensated, advise the Institute.

Adult Learning Model

- As indicated in the Participant Handbook, which each person receives when beginning the program, an adult learning methodology is practiced throughout the lay formation program. For the Instructor this includes awareness of the different ways in which adults learn as well as recognition of and respect for, the Participants’ own experiences, expertise and wisdom which they bring
with them to this new learning experience.

- Periodically, the Pastoral Institute offers workshops in adult learning methodologies to nourish Instructors’ expertise in this important area.

**Policy on Distributing Materials Other Than Those Provided by the Institute**

- As noted above, to the extent possible the Pastoral Institute provides the materials necessary for the course on the PI Online Classroom. Participants will download materials directly from the PI Online Classroom.
- If they find it useful, Instructors may distribute other relevant materials in class. **In all cases these materials will clearly indicate that they are not those of the Pastoral Institute**, for example, by stating on the material:
  - The Instructor’s name, if it is the Instructor’s original material.
  - The source from which it was reproduced, if it is not the Instructor’s original material.
- Participants are not permitted to distribute materials to the class without the expressed permission of the Instructor, who will first review the material as to suitability for distribution in a lay formation classroom.

**Integration Paper**

Participants are responsible for writing a **three to five page** Integration Paper for most courses, the exceptions being the Theology of Lay Ministry course, where two shorter integration essays are required and the Canon Law Issues for Parish Ministers course where a two to three page integration paper is required. The Pastoral Institute provides the questions/themes for the integration papers. Participants are required to submit to the instructor two copies of the integration paper along with a self-addressed stamped envelope (SASE). You will return one copy with comments and assessment to the Participant. The other copy you will send to the Pastoral Institute, with assessment indicated (e.g. Outstanding, Satisfactory) for our file.

**The Instructor:**

- Offers the participants a choice of three or four of the questions provided by the Pastoral Institute on the topics covered during the course.
- Gives Participants the choice of questions as early in the course as feasible.
- Reviews with the class the “Student’s and Instructor’s Guide to the Integration Paper” and Cover Sheet format for this type of Integration Paper.
- Indicates due date for paper (generally no later than two weeks after class).
- Advises Participants that a request for additional time to complete the paper is to be made *prior* to the original due date. A one or two week extension is normally granted.
- Reads and assesses the paper by providing:
  - Helpful comments and observations.
  - An evaluation of the paper according to the level of thought indicated, as well as the degree of clarity, relevance, creativity and integration achieved.
An Assessment of Outstanding, Satisfactory +, Satisfactory or Needs Revision based on the criteria below.

- Returns the papers to the Participants with comments and sends the second copies to the Pastoral Institute within two weeks after receiving them. If for some extraordinary reason, the Instructor cannot accomplish this within the two-week timeframe, he/she will advise the Associate Director of such fact. If any Participant has not submitted the Integration Paper by the due date, or by the extended date, an Incomplete will be given as the course grade on the Participant General Assessment Form. The instructor will indicate names of any Participants who have not submitted the Integration Paper.

Criteria Guidelines for Assessment of Integration Paper

- **Satisfactory**: Responds to topic and question as posed. Shows effort to integrate material along with adequate grasp of theological material.
- **Satisfactory +**: All of the above, plus the paper is well organized and clearly shows integration of course material and life/ministry.
- **Outstanding**: All of the above plus genuine insights and particular ability to articulate how the course material has impacted upon his/her life and/or ministry.
- **Needs Revision**: Paper does not respond to the question as asked by the Instructor, is overly brief or has not fulfilled other criteria of the project.

N.B. Some Instructors have required the paper to be handed in on the last day of class. This has worked well in some cases, not so well in others. A good sense of your particular course will help in determining the workability of this option.

To recap this section:

1) The Instructor provides three or four choices of questions from those provided by the Pastoral Institute.
2) The Instructor reviews with Participants the Guidelines for doing the paper.
3) Participant submits two copies of the paper and a SASE.
4) Within two weeks Instructor mails one copy back to the Participant with helpful comments and an assessment of the paper as a whole (e.g. Outstanding, Satisfactory, etc.).
5) The Instructor returns the second copy to the Pastoral Institute within two weeks indicating the assessment of the paper as a whole.

**Classroom Observation of Instructional Faculty**

New members of the instructional faculty are observed during their first semester with the Pastoral Institute. After that and on a rotating basis, instructional faculty will be observed once every three years. A major focus of this observation will be on the use of adult learning methodology. Instructors will receive a copy of the evaluation of the observation and are encouraged to respond in writing, if they wish. The observer will be the Director, Associate Director or a person designated by them.
Part III: At Completion of the Course

Evaluation Forms

Participant General Assessment Form
- At the first session of the course, each Participant will complete the information at the top of the form: course, location, Instructor, Participant’s name.
- Forms are returned to you to be completed at the end of the course. Any Participant who has not submitted an Integration Paper meriting a grade of Satisfactory or above by the due date (original or extended date) will receive an Incomplete for the course.
- The Instructor will mail the original (top copy) to the Participant together with his/her copy of the Integration Paper.
- The Instructor will return the duplicate to the Pastoral Institute for our files.

Course Evaluation Form
After the last class for each course, the Participant will receive via SurveyMonkey (an online survey tool) an evaluation of all components of the course. The Participant may include comments about the course and/or instructor on this form.
- The Institute reviews these evaluations and sends the Instructor a composite of the evaluations, including any optional comments.

Participant Self-Assessment Form (Form “S”)
Each Participant completes this form at the completion of each course. This less formal tool serves as a personal assessment and review of how well the Participant judges how he or she performed in different aspects of the course. It is hoped that through this review, the Participant will make the adjustments necessary for future courses. The Participant may include comments regarding their performance on this form.
- You will review these assessments.
- You will return them to the Pastoral Institute for review along with the final attendance sheet, the duplicate copy of the Participant General Assessment Form and the Institute’s file copy of the Integration Papers.

Instructor’s Post-Course Survey Form (Form “A”)
- The Instructor completes this survey at the conclusion of the course and returns it to the Pastoral Institute along with the other material indicated above.
- The survey allows the Associate Director to assess the usefulness of the course outline and material, the amount of material that is expected to be covered in the course and the resources that are provided, among other matters.
- On this form Instructors are asked to contribute an annotated bibliography of texts, journals articles, etc. related to your course topic.
- Comments and answers to the survey are discussed at the post-course meetings.
Attendance at Instructor’s Post-Course Meeting

- Instructors are generally expected to attend a meeting after the course to exchange insights and experiences as well as to suggest changes in content and/or materials for their particular course and for the program as a whole.
- We ask that you provide a copy of your class handouts to keep on file at the Institute and to be shared (with attribution) with other Instructors in the future.
- If you wish, you may provide your class notes on a disc to be kept on file in the Pastoral Institute office.

A Concluding Word to Our Instructors:

This Handbook concludes as it began—with a welcome to each member of the instructional faculty, new or returning. We value your questions and comments in our desire to improve this Handbook as a means of providing you with the information you need for the important role you play in the Pastoral Institute’s Lay Ministry Program.

We could not offer this program without you. We remain grateful that you are willing to share your knowledge of the faith, as well as your personal commitment to the Church, and to the people of God in the Diocese of Brooklyn and Queens.

May God continue to bless you and all that you do.