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## **Catechetical Leader Professional Development (CLPD)**

A Segment of the *Living and Leading by Faith Catechist Formation Program* of the Roman Catholic Diocese of Brooklyn

### ***Introduction***

The Bishops of the United States in the *National Directory for Catechesis* maintain that, “The single most critical factor in an effective parish catechetical program is the leadership of a professionally trained parish catechetical leader.” They go on to say that a catechetical leader’s need for systematic training and study should not be minimized and that catechetical leaders “should continue their personal, spiritual, and professional development and participate in diocesan programs of in-service training and formation, catechetical institutes, conventions, retreats, and accredited programs.

(*NDC*, 54.5)

Ongoing training and formation of catechetical leaders is a priority of the Diocesan Office of Faith Formation. The *Catechetical Leader Professional Development (CLPD)* program outlined here provides the catechetical leader with a map for personal, spiritual, and professional development.

### ***Goal and Scope***

The two-fold goal of the *Catechetical Leader Professional Development* program is to provide avenues of ongoing formation and support for catechetical leaders, and to engage the participation of each catechetical leader in professional development. A catechetical leader is one who provides for the teaching of the faith in an organic and systematic way in order to lead others to Christ and form them in a Catholic Christian way of knowing and acting. Among the various and intertwined avenues of formation for this task are advanced studies in theology, Scripture, liturgy, catechesis and catechetical methodology, educational psychology and theory, and administration as well as practical catechetical experience with adults, youth and children. (*NDC* 1, 54.5)

### ***Program Specifics***

#### **Who is included?**

Catechetical Leaders in the Diocese of Brooklyn include the following:

- Directors of Faith Formation (DFF)

- Coordinators of Religious Education (CRE)
- Coordinators of Adult Faith Formation (CAFF)
- Coordinators of Rite of Christian Initiation of Adults (CRCIA)
- Coordinators of Rite of Christian Initiation of Adults Adapted for Children (CRCIAAC)
- Leaders in Marriage Ministry (LMM)
- Coordinators of Youth Ministry (CYM)
- Coordinators of Young Adult Ministry (CYAM)

## What are the Options?

Every catechist and catechetical leader in the Roman Catholic Diocese of Brooklyn is required by diocesan policy to participate in at least ten hours of faith formation each year. This includes all Catechetical Leaders who have a Master's degree or above in Theology, Religious Studies, or a related field from an accredited Catholic College.

*The Catechetical Leader Convocations* (three each year, 2 hours each) and the *Catechetical Leader Retreat* (annually, 6 hours) are required of all and provide ongoing professional development.

Other professional development opportunities are promoted by the Office of Faith Formation and other offices of the Diocese. These are listed in Appendix A. Academic course work and online programs approved by the Diocesan Director of Faith Formation are also recommended. *The specific programs you select will depend on your ministry and previous professional development.*

The following is an outline of prerequisites and possible points of entry into the *Catechetical Leader Professional Development* program.

1. A **Special Cohort** for *all catechetical leaders who are new to their position* will be offered each catechetical year.
2. The **Initial Formation** component of the *Living and Leading by Faith Catechist Formation Program* (50 hours) is a **pre-requisite** to receiving the Catechetical Leader Professional Development Certificate of Completion.  
*The Initial Formation component may be completed simultaneously with the requirements for the Catechetical Leader Professional Development Certificate of Completion outlined in Appendix A. A professional certificate, BA, MA, or other advanced degree in Theology, Religious Studies, or a related field fulfills this pre-requisite.*
3. **Professional Certificates**
  - An Academic Certificate in Theology, Religious Studies, or a related field from an accredited Catholic College
  - *Living and Leading by Faith* Ongoing or Enrichment Certificate of Completion (50 hours)  
*Those who have one of these certificates may select from the programs in Appendix A to complete the required 10 hours of inservice each year. Your work toward an advanced degree in Theology, Religious Studies, or a related field also fulfills the annual 10 hour requirement. Please consult with the Director of the Office of Faith Formation.*

4. **Bachelor of Arts degree with a Major in Theology, Religious Studies, or a related field.**  
*Those who have one of these degrees may select from the programs in Appendix A to complete the required 10 hours of in-service each year. Your work toward an advanced degree in Theology, Religious Studies, or a related field also fulfills the 10 hour requirement.*
5. **Master of Arts Degree with a Major in Theology, Religious Studies, or a related field.**  
*Those who have one of these degrees may select from the programs in Appendix A to complete the required 10 hours of in-service each year. Your work toward an advanced degree in Theology, Religious Studies, or a related field also fulfills the 10 hour requirement.*
6. **Ph.D. or other terminal degree in Theology, Religious Studies, or a related field.**  
*Those who have one of these degrees may select from the programs in Appendix A to complete the required 10 hours of in-service each year. Your work toward an advanced degree in Theology, Religious Studies, or a related field also fulfills the 10 hour requirement.*
7. No matter where you are along the line of professional development as described in numbers 3-6 above, a **Catechetical Leader Professional Development Certificate of Completion** will be awarded to you after successful completion of fifty hours of professional development in your area of ministry within a four year period. See Appendix A for a list of programs leading to a Certificate of Completion.

### **What is the Schedule?**

Courses and workshops will be offered on various days, at various times, and in various locations throughout the year. The ***Living and Leading by Faith*** schedule is posted two times each year in the ***Living and Leading by Faith*** folder on DioNet and at [www.bqfaithformation.org](http://www.bqfaithformation.org)

### **What is the cost?**

The programs in Appendix A cost the same as ***Living and Leading by Faith*** courses and workshops:

- \$25.00 for ten hour courses
- \$10.00 for five hour courses
- \$5.00 for two and one-half hour courses

In some cases, small grants allow us to offer discounted or free courses and workshops. In case of need, the completion of an application for a Catholic Foundation of Brooklyn and Queens grant for tuition assistance is encouraged.

### **How do I keep track of my credits?**

A form to assist you in recording your completed professional development is provided online at [www.bqfaithformation.org](http://www.bqfaithformation.org) in the Catechetical Resources section on the Faith Formation home page, and in the *Faith Formation* and *Living and Leading by Faith* folders on DioNet. You should keep a copy at home and another at your parish.

## Appendix A

### Program Offerings Leading to the ***Catechetical Leader Professional Development Certificate of Completion***

- *Italicized programs* are required annually of all Catechetical Leaders.
- Programs marked with an \* in each area of ministry are required for the **Catechetical Leader Professional Development Certificate of Completion**. Other programs may be selected from the list to achieve the required 50 hours within a four year period.
- Registration information for courses and workshops is found at [http://bqfaithformation.org/?page\\_id=563](http://bqfaithformation.org/?page_id=563)
- The listing of courses and workshops below may be revised as necessary.

#### **1. For Directors of Faith Formation:**

- *Catechetical Leader Convocations (three each year)\**
- *Catechetical Leader Retreat (annually)\**
- Days of Renewal (Advent and Lent)
- Leadership Qualities and Management Skills in an Age of Technology\*
- Forming a Vision of Catechesis through the Lens of Evangelization\*
- Appreciating Culture and Diversity in Families and in Parish Life\*
- Self Care of the Pastoral Minister\*
- Leadership as Service
- Creating Prayer and Ritual\*
- Communication Skills
- The Organizational Leader\*
- Multi-Cultural Catechesis (5 hours)
- “Religion” in Religious Education (2.5 hours)
- Liturgy (5 hours)
- Catholic Spirituality (10 hours)
- Revelation of God (10 hours)
- Pastoral Apologetics I (5 hours)
- Pastoral Apologetics II (5 hours)

#### **2. For Coordinators of Religious Education:**

- *Catechetical Leader Convocations (three each year)\**
- *Catechetical Leader Retreat (annually)\**
- Days of Renewal (Advent and Lent)
- Leadership Qualities and Management Skills in an Age of Technology\*
- Forming a Vision of Catechesis through the Lens of Evangelization\*
- Appreciating Culture and Diversity in Families and in Parish Life\*
- Self Care of the Pastoral Minister\*
- Leadership as Service
- Creating Prayer and Ritual\*
- Communication Skills

- The Organizational Leader\*
- Old Testament Studies (10 hours)
- New Testament Studies (10 hours)
- Multi-Cultural Catechesis (5 hours)
- “Religion” in Religious Education (2.5 hours)
- Liturgy (5 hours)
- Catholic Spirituality (10 hours)
- Revelation of God (10 hours)
- Pastoral Apologetics I (5 hours)
- Pastoral Apologetics II (5 hours)

### **3. For Coordinators of Adult Faith Formation:**

- *Catechetical Leader Convocations (three each year)\**
- *Catechetical Leader Retreat (annually)\**
- Days of Renewal (Advent and Lent)
- Leadership Qualities and Management Skills in an Age of Technology\*
- Forming a Vision of Catechesis through the Lens of Evangelization\*
- Appreciating Culture and Diversity in Families and in Parish Life\*
- Self Care of the Pastoral Minister\*
- Leadership as Service
- Creating Prayer and Ritual\*
- Communication Skills
- The Organizational Leader\*
- Pastoral Institute Adult Faith Formation Seminar (5 hours)\*
- Pastoral Apologetics I (5 hours)
- Pastoral Apologetics II (5 hours)

### **4. For Coordinators of the Rite of Christian Initiation of Adults (and R.C.I.A. Adapted for Children)**

- *Catechetical Leader Convocations (three each year)\**
- *Catechetical Leader Retreat (annually)\**
- Days of Renewal (Advent and Lent)
- Leadership Qualities and Management Skills in an Age of Technology\*
- Forming a Vision of Catechesis through the Lens of Evangelization\*
- Appreciating Culture and Diversity in Families and in Parish Life\*
- Self Care of the Pastoral Minister\*
- Leadership as Service
- Creating Prayer and Ritual\*
- Communication Skills
- The Organizational Leader\*
- RCIA Convocation (10 hours)\*
- RCIA Retreat (8 hours)
- Pastoral Apologetics I (5 hours)
- Pastoral Apologetics II (5 hours)
- Pastoral Institute RCIA Seminar (English and Spanish) (10 hours)

## **5. For Leaders in Marriage Ministry:**

- Catechetical Leader Convocations (three each year)\*
- Catechetical Leader Retreat (annually)\*
- Days of Renewal (Advent and Lent)
- Forming a Vision of Catechesis through the Lens of Evangelization\*
- Appreciating Culture and Diversity in Families and in Parish Life\*
- Self Care of the Pastoral Minister\*
- Leadership as Service
- Creating Prayer and Ritual
- Communication Skills
- The Organizational Leader\*
- Professional Development Day (8 hours)\*
- The Call to Holiness (10 hours)
- Theology of the Body (10 hours)
- Pastoral Apologetics I (5 hours)
- Pastoral Apologetics II (5 hours)
- Specialized Courses: (2.5 hours each)
  - Marriage Ministry Overview\*
  - Introduction to Natural Family Planning
  - Introduction to Infant Baptismal Preparation
  - Sexuality in Marriage and Natural Family Planning-
  - Practical Application: How to present it to engaged couples
  - Spirituality of the married couple
  - Best practices workshop
  - Making time for reflection and prayer\*

## **6. For Coordinators of Young Adult Ministry:**

- *Catechetical Leader Convocations (three each year)\**
- *Catechetical Leader Retreat (annually)\**
- Days of Renewal (Advent and Lent)
- Leadership Qualities and Management Skills in an Age of Technology\*
- Forming a Vision of Catechesis through the Lens of Evangelization\*
- Appreciating Culture and Diversity in Families and in Parish Life\*
- Self Care of the Pastoral Minister\*
- Leadership as Service
- Creating Prayer and Ritual\*
- Communication Skills
- The Organizational Leader\*
- Pastoral Apologetics I (5 hours)
- Pastoral Apologetics II (5 hours)
- Catholic Spirituality (10 hours)
- Revelation of God (10 hours)
- Ecumenical Councils and Vatican II (5 hours)

## **7. For Coordinators of Youth Ministry:**

- *Catechetical Leader Convocations (three each year)\**
- *Catechetical Leader Retreat (annually)\**
- Day of Renewal (Advent and Lent) (2 hours)
- Leadership Qualities and Management Skills in an Age of Technology\* (2 hours)
- Forming a Vision of Catechesis through the Lens of Evangelization\* (2 hours)
- Appreciating Culture and Diversity in Families and in Parish Life\* (2 hours)
- Self Care of the Pastoral Minister\*
- Leadership as Service
- Creating Prayer and Ritual\*
- Communication Skills
- The Organizational Leader\*
- Initial Youth Ministry Course (10 hours)\*
- Theology of the Body for Teens (2 hours)
- Using the Bible in Youth Ministry (2 hours)
- Intro to Adolescent Psychology (2 hours)
- Using Film and Media in Youth Ministry (2 hours)
- Youth Ministry Retreat Planning and Preparation (2 hours)
- Diocesan Youth Ministry Overview (5 hours)\*
- Pastoral Institute Youth Ministry Seminar (10 Hours)