



*"the single most critical factor in an effective parish catechetical program is the leadership of a professionally trained parish catechetical leader."* (NDC, Chapter 8 No. 5)



## 2021-2022 Foundational Training Course for Parish Catechetical Leaders

### Topics & Schedule of Sessions

#### 2021

##### September 27 –Getting Started

- ⇒ Overview of Archdiocesan Policies and Guidelines in Parish Faith Formation and Youth Ministry Programs
- ⇒ Overview of Print and Online Resources for Catechetical and Youth Ministry
- ⇒ Requisites for Pastoral Parish Catechetical Leadership—Understanding Ministerial Responsibilities and Ethical Standards

##### October 4— Program Design: Parish Faith Formation Curriculum

- ⇒ Formulating Goals and Objectives
- ⇒ Curriculum Design, Implementation & Assessment
- ⇒ Use of Media and Technology in Ministry

##### November 8— Program Management

- ⇒ Collaboration and Ministry in Diverse Settings
- ⇒ Culture Sensitivity and Inclusivity

##### December 8— Program Design: Parish Sacramental Programs— Preparation & Celebration

- ⇒ Requisites When Designing Parish Sacrament Programs, Guidelines & Policies
- ⇒ Planning Liturgies for Sacramental Celebrations
- ⇒ Adult Faith Formation and the Catechumenate as the Model for All Catechesis

#### 2022

##### February 7— Program Planning

- ⇒ Essentials for Developing Parish Faith Formation/Youth Ministry Program Handbook for Families and Volunteers
- ⇒ Calendaring and Time Management
- ⇒ Budget, Record Keeping and Forms

##### March 7— Program Administration

- ⇒ Recruitment, Supervision and Support of Volunteers in Ministry
- ⇒ Catechist Training and Formation

##### April 4— Program Administration

- ⇒ Planning and Conducting Meetings with Parents and Catechetical Staff/ Volunteer Team
- ⇒ Communication Skills and Conflict Management

##### May 2 — Program Assessment & Evaluation

- ⇒ Creating Assessment and Evaluation Tools for Faith Formation Program
- ⇒ Self-Assessment Process for Parish Catechetical Leaders based on the National Certification Standards for Lay Ecclesial Ministers

The Foundational Training Course is a series of workshops conducted by the Office of Faith Formation to assist parish catechetical leaders in their practice of their ministry in accordance with the Certification Standards and Core Competencies set forth in the

National Certification Standards for Lay Ecclesial Ministers, in particular, Standard No. 5 — the Professional Practice of Ministry.

The Course is recommended

- ⇒ To those who are new or nearly new in parish catechetical leadership role
- ⇒ As a 'refresher' and 'update' to those who are already in catechetical leadership role.
- ⇒ To those who are considering catechetical leadership roles in the near future.

- ◆ The Course specifics are cited on the side panels.
- ◆ Participants may choose to attend all or any of the courses.
- ◆ A Certificate of Completion will be awarded to participants who had attended the entire series.



The courses will be Conducted virtually via Zoom

Daytime: 1:30 to 4 pm  
Evening: 6:00 to 8:30 pm



To register, please fill in the registration form on page 2

**2021-2022 Foundational Training Course  
Registration Form**

Kindly fill in the information requested below, and email to Anelita Reyes — [reyesa@sfarch.org](mailto:reyesa@sfarch.org) or fax (415) 614-5651.

To mail the form:   Office of Faith Formation  
                              Archdiocese of San Francisco  
                              One Peter Yorke Way,  
                              San Francisco, CA 94110

NAME \_\_\_\_\_

PARISH \_\_\_\_\_

POSITION \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Please check which session time you will attend:

\_\_\_ Daytime session : 1:30 to 4 p.m.

\_\_\_ Evening session: 6:00 to 8:30 p.m.

**Course Fee: \$60.00**

\_\_\_ Check enclosed

\_\_\_ Bill Parish

**Email/Fax/Mail by September 25**



Questions???

Need more information about this program?

Call Anelita Reyes(415) 614-5651 or email [reyesa@sfarchdiocese.org](mailto:reyesa@sfarchdiocese.org).