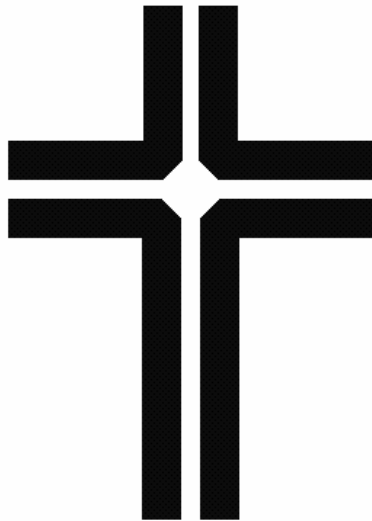


CATECHIST ENRICHMENT PROCESS



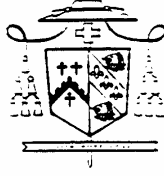
Diocese of Davenport

August 2000



“The Church awakens and discerns this divine vocation and confers the mission to catechize. The Lord Jesus invites men and women, in a special way, to follow him, teacher and formator of disciples.”

General Directory for Catechesis
(GDC 231)



Diocese of Davenport

September 2000

Dear Catechist:

We celebrate the sixty-fifth anniversary of Catechetical Sunday on September 17, 2000. We rejoice in the generosity, the sharing and the teaching of Jesus' Message in every parish of the diocese.

The ministry of Catechesis is vital to the Church. In his letter to the people of Corinth, St. Paul reminds us that we "walk by faith, not by sight." You are a tremendous influence in helping people to know the message of faith and then to strengthen them in its belief and practice. You are a significant follower of St. Paul through your teachings.

An enrichment process provides an opportunity for you as an adult Catholic to study and deepen your faith. It helps you become more effective in your catechetical ministry within your parish or school or in a home and in the Diocese of Davenport.

As you exercise your ministry of catechist, an important part of your faithfulness and commitment is seen in your preparation for the Message. The Church meets and challenges each of us to be *alive* at this time in which we live as we do strive to *walk together in faith*. "If catechesis is done well, Christians will be eager to bear witness to their faith, to hand it on to their children, to make it known to others and to serve the human community in every way." (CT, no. 24)

"The fundamental tasks of catechesis include promoting knowledge of faith, liturgical education, moral formation, education on how to pray, education for community life and missionary initiation." (GDC, nos. 85-86) That is a big offering you bring to all your instructions. It is special because you believe and your faith gives a special brightness to the teaching, i.e., you walk the Message.

I thank you and I ask God to strengthen you and walk with you in the years to come.

Sincerely in the peace and joy of Christ,

+ Wm. E. Franklin

(Most Rev.) Wm E. Franklin
Bishop of Davenport



TABLE OF CONTENTS

From the Bishop 2

Vision and Mission Statements 4

Walking Together in Faith 5

Introduction 6

Catechist Enrichment Process 7

Orientation Level 8

Orientation Level (Assessment) 9

Application for Parish/School Catechist 10

Background Questionnaire 14

Acknowledgment of Receipt 15

Operative Level 16

Operative Level (Assessment) 17

On-going Level 18

On-going Level (Assessment) 19

References 20

Resources 21

Publishers 22

Organizations 23

APPENDIX

Sexual Misconduct Policy, Diocese of Davenport 24



VISION

Walking Together in Faith

MISSION

Our mission as the Diocese of Davenport is to facilitate and encourage the spiritual growth, development and well-being of the people of southeastern Iowa.

In keeping with the Statement of Our Faith, we offer our gifts and talents to proclaim and celebrate the Good News.

The Bishop calls forth and organizes these gifts and talents in parishes, deaneries and the diocese as a whole through:

- Empowerment through living the *principle of subsidiarity* at all levels
- Ongoing development of our human resources
- Effective utilization, maintenance and improvement of our physical resources
- Effective management and utilization of our financial resources
- Promoting suitable, meaningful communications within the Church and between the Church and the public it serves

We will respond to the dynamic of the Holy Spirit through ongoing evaluation and renewal.



Our vision as Catechists in the Diocese of Davenport is

WALKING TOGETHER IN FAITH

God our Father, God of Love,
Give us your blessing,
As we join together to do your work.

Help us to cherish each person in our care
As a precious gift from you,
For we are all your beloved children.

In our ministry
May we seek only Jesus and his truth,
May we boldly proclaim his gospel,
And may we call upon him often in prayer.

Be with us now as we accept our call
To walk together in faith.



Your Call:

The entire Church is called to be active participants because of their Baptism in the “priestly, prophetic and kingly ministry of Christ...” (Dogmatic Constitution on the Church. Lumen Gentium #31)

By Baptism the faithful profess before all, the faith they have received: by Confirmation they are “obliged” to spread the faith by word and deed. (Dogmatic Constitution on the Church. Lumen Gentium #11) You have been called to be a Catechist*.

Your Response:

As a Catechist you dedicate your ministry “to put people not only in touch, but also in communion and intimacy, with Jesus Christ.” (General Directory for Catechesis, page 71)

* The word Catechist comes from the Greek word “catechesis,” meaning “to sound from above” or to echo. Catechists have the mission, the responsibility, the privilege, the vocation of echoing God’s word to all people.



**Diocese of Davenport
Catechist Enrichment Process**

Catechist Enrichment Process

As we begin a new century in the Catholic Church, all catechists (Parish Religious Education Volunteers, Catholic School Religion Teachers, Adult Formation Group Facilitators, Youth Ministry Team Members, Catechumenate Team Members, etc.) are highly encouraged to enrich their ministry within the Diocese of Davenport.

“Each diocese is to provide prior training and continuing education for Catechists.” (Sharing the Light of Faith. National Catechetical Directory [NCD] #218)

Acknowledging the gifts and charisms you bring to your catechetical ministry, we welcome you to this process. Thank you for responding to your baptismal call as a catechist. This process may be done individually (self-directed with supervision), in a small group, or in a large group. This process may be adapted to meet the needs of varied backgrounds, interest levels, and parish/school structures. In most parishes this process will be supervised by your Catechetical Leader or Pastor.

Because training and ongoing formation are crucial for effective catechesis, we recommend that all Catechists participate in this process. The enrichment process has three levels. They are:

- Orientation
- Operative
- On-going

These are designed to help you become more confident, more competent, more committed in your ministry, and to ensure qualified personnel for the Church’s mission.

"Local ordinaries are to see to it that catechists are duly prepared to fulfill their task correctly, namely, that continuing formation is made available to them, that they acquire a proper knowledge of the Church's teaching, and that they learn in theory and in practice the norms proper to the pedagogical disciplines."

Canon 780

Code of Canon Law, 1983



**BACKGROUND QUESTIONNAIRE
CONCERNING SEXUAL MISCONDUCT**

1. Have you ever been convicted of a crime of sexual abuse, physical abuse, sexual harassment or exploitation?

Yes No

2. Has any civil or criminal complaint ever been made against you relating to sexual abuse, physical abuse, sexual harassment or exploitation?

Yes No

3. Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of civil or criminal complaints of sexual abuse, physical abuse, sexual harassment or exploitation against you?

Yes No

4. Have you ever been charged, arrested or convicted for any crimes or misdemeanors related to pornography or public indecency?

Yes No

5. Did you ever enter into an agreement with any past employer not to divulge the true reason for termination of employment?

Yes No

6. Have you ever been subject to ecclesiastical discipline?

Yes No

If you answered yes to any of the above six questions, you will be asked to execute an authorization for information. If you have additional questions, please contact the Vicar General at St. Vincent Center (319-324-1911).

Name (Printed)

Signature

Date



**2002-2003
ACKNOWLEDGMENT OF RECEIPT**

I hereby acknowledge that I received a copy of the Policy on Sexual Misconduct of the Diocese of Davenport and that I have read the Policy, understand its meaning, and agree to conduct myself in accordance with the Policy. That Policy calls for background checks, as deemed appropriate, for some serving as employees or regular volunteers. Realizing, as Church, the importance of protecting youth and other vulnerable populations, I authorize a criminal background check and release the Diocese of Davenport, any parish, school or other related Catholic institution from liability associated with obtaining that check.

Name (Printed)

Signature

Date



CATECHIST INFORMATION FORM

BASIC INFORMATION (Please Print)

Name: _____

Address: _____

City/State: _____ Zip Code: _____

E-Mail Address: _____

Evening Telephone: _____ Day Telephone: _____

Parish Name: _____

POSITION: Grade Level _____ Age Level _____ Program _____

CATECHETICAL EXPERIENCE

Previous experience as a catechist (where/years);

Diocese of Davenport Catechist Enrichment Levels: Yes No

Orientation: Date Completed _____ On-going _____

Operative: Date Completed _____

Certification from another diocese: Yes No

Where _____ When _____

PARISH PARTICIPATION

Participation in parish/diocesan organizations or activities:

I have been a member of this parish for _____ years.

I have previously a member of _____ for _____ years.



EDUCATION

Name	Address	Area of Study	Year Completed
High School:			
College:			

REFERENCES

Name	Address	Telephone Number

RELEVANT EMPLOYMENT

In one paragraph respond to this question: "Why do you want to be a catechist?"



Have you ever been convicted of a crime? Yes No

If so, please explain. If you have ever been convicted of a crime other than a minor traffic offense, please state the following: Nature of conviction, date, sentence received, sentence served including date and location, probation or parole officer, and any other facts or circumstances you wish to provide.

I certify information contained in this application is true and complete to the best of my knowledge. I am committed to attending catechist enrichment sessions, giving religious instruction to the children/youth/adults in the parish/school, participating in on-going formation each year.

I authorize the Diocese of Davenport or its agents to undertake **any investigation it deems appropriate** in connection with this application, **including contact with all prior employers and a criminal background check.**

I am aware of the Iowa Abused and Neglected Child Reporting Act and its requirements.

Signature of Catechist

Date

(For Parish/School Use)

REFERENCES CHECKED:

Name: _____ Phone: _____

Date: _____ By: _____

Name: _____ Phone: _____

Date: _____ By: _____

Name: _____ Phone: _____

Date: _____ By: _____



Goals:

To become aware of and understand the human qualities and characteristics necessary in Catechetical ministry.

To understand and accept the responsibilities associated with catechetical ministry.

To discern one's ability to respond to the call of catechetical ministry.

Recommended Resources: (videos and booklets published by RCL)

- *The Person of the Catechist*
- *Roles of the Catechist*
- *Getting Started As A Catechist*

Assessment (Use checklist on following page)



**Diocese of Davenport
Catechist Enrichment Process**

Orientation Level (Assessment)

Each parish/school or deanery will provide training for those who are catechists. This training will be supervised by the Catechetical Leaders in the parish/school or deanery. The *Catechist Handbook* (Diocese of Davenport) and *Echoes of Faith* Video program (Resources for Christian Living) or other pre-approved programs are recommended. On-going formation will be the responsibility of the catechist with help from the catechetical leader. Adult formation opportunities and support will be available within the Diocese of Davenport.

Catechist should initial the steps of the process when completed.

- _____ 1. Completed an application form.
Date completed _____
- _____ 2. Mentorship with a current successful catechist.
Date completed _____
- _____ 3. Read and studied the *Catechist Handbook* published by the Diocese of Davenport.
Date completed _____
- _____ 4. Reviewed the *Religion Curriculum Guide* published by the Diocese of Davenport.
Date completed _____
- _____ 5. Reviewed the *Teacher Manual* of the texts used in the parish/school program.
Date completed _____
- _____ 6. Read and understood the policies and procedures identified in parish/school program.
Date completed _____
- _____ 7. Reviewed the written material and video tape regarding Sexual Harassment, provided by the Diocese of Davenport (annually).
Date completed _____
- _____ 8. Toured the facility and located pertinent resources available for my use.
Date completed _____
- _____ 9. Reviewed and understood the procedures for fire, tornado, crisis drills, etc.
Date completed _____
- _____ 10. Watched the video, "The Person of the Catechist," and completed the companion study booklet.
Date completed _____
- _____ 11. Watched the video, "Roles of the Catechist," and completed the companion study booklet.
Date completed _____
- _____ 12. Watched the video, "Getting Started As A Catechist," and completed the companion study booklet.
Date completed _____

Signature of Catechist _____
Date

Signature of Catechetical Leader _____
Date

Parish/School Name, Address (Street, City, Zip Code)

This form, along with individual records of the catechist, is to be kept on file in the parish/school.



Goals:

To obtain, maintain and improve skills necessary for Catechesis.

To give living witness to the communities' faith.

To become familiar with the Six Tasks of Catechism:

1. Promote knowledge of the faith
2. Liturgical education
3. Moral formation
4. Teaching to pray
5. Education for community life
6. Missionary initiation

General Directory for Catechesis
(GDC, pages 75-81)

Recommended Resources:

- *I Believe/We Believe* video and booklet
- *Liturgy and Sacraments* video and booklet
- *Catholic Morality* video and booklet
- *Prayer and Spirituality* video and booklet
- *Scriptures* video and booklet
- *Introduction to the Learner* video and booklet
- *Age-Appropriate Video, Booklet and/or other Resources (select below)*
 - ◊ *Methods for Grades 1 & 2*
 - ◊ *Methods for Grades 3 & 4*
 - ◊ *Methods for Grades 5 & 6*
 - ◊ *Methods for Grades 7 & 8*
 - ◊ *Renewing the Vision Document* (Grades 9-12)
 - ◊ *Were Not Our Hearts Burning Within Us* (Adult) USCC/NCBB 1999
 - or
 - ◊ *Lifelong Learning: The Adult Chapter* (Adult) NCCL 1995



**Diocese of Davenport
Catechist Enrichment Process**

Operative Level (Assessment)

Catechist should initial the steps of the process when completed.

- _____ 1. Viewed the video "I Believe/We Believe" and completed the companion booklet.
Date completed _____
- _____ 2. Viewed the video "Liturgy & Sacraments" and completed the companion booklet.
Date completed _____
- _____ 3. Viewed the video "Catholic Morality" and completed the companion booklet.
Date completed _____
- _____ 4. Viewed the video "Prayer & Spirituality" and completed the companion booklet.
Date completed _____
- _____ 5. Viewed the video "Introduction to the Scriptures" and completed the companion booklet.
Date completed _____
- _____ 6. Viewed the video "Introduction to the Learner" and completed the companion booklet.
Date completed _____
- _____ 7. Viewed a video and completed companion booklet OR read recommended age-appropriate methodology resource.
List video/book/document used _____

Date Completed _____
- _____ 8. Other _____
Date completed _____

Signature of Catechist

Date

Signature of Catechetical Leader

Date

Parish/School Name, Address (Street, City, Zip Code)

This form, along with individual records of the catechist, is to be kept on file in the parish/school.



Goals:

To strive for continued personal growth and formation in faith on a regular basis each year.

To acquire new skills.

Catechists need not only introductory, but also on-going formation to give passion to their ministry.

“The fact that persons should never stop growing interiorly, the dynamic nature of the sacraments of Baptism and Confirmation, the process of continual conversion and growth in apostolic love, changes in culture, the evaluation of society and constant updating of teaching methods all mean that catechists should keep themselves in a process of ongoing formation during the whole course of their service.”

The Catechetical Guide Documents
Guide for Catechists (1993), p. 622

Recommended Resources:

- Ministry Formation Program and Adult Initiatives offered in the Diocese of Davenport
- Religion Teachers Journal
- The Catechist
- Catholic Updates
- The Catholic Messenger
- Catechism of the Catholic Church
- Bible
- Workshops, Conferences



**Diocese of Davenport
Catechist Enrichment Process**

- GDC - General Directory for Catechesis (1997)
- CT - Catechesi Tradendae · Catechesis in Our Time (1979)
- GC - Guide for Catechists (1993)
- CCC - Catechism of the Catholic Church (1992)
- LG - Second Vatican Council Dogmatic Constitution on the Church (1964)
- RM - Redemptoris Missio (1990)
- RCIA - Rite of Christian Initiation of Adults (1988)
- CCL - Code of Canon Law (1983)

*In Support of Catechetical Ministry: A Statement of the United States Catholic
Bishops* (June 16, 2000) NCCB/USCC

Renewing the Vision—A Framework in Youth Ministry (1997) NCCB/USCC

The Challenge of Adolescent Catechesis, Maturing in Faith (Grades 9-12),
(1986) NFCYM

The Catechetical Documents (1996)

Sharing Catholic Social Teaching—Challenges and Directions (1998) NCCB/
USCC

To Teach As Jesus Did: A Pastoral Message on Catholic Education (1972)

*Our Hearts Were Burning Within Us: A Pastoral Plan for Adult Faith
Formation in the U.S.* (1999) NCCB/USCC



**Diocese of Davenport
Catechist Enrichment Process**

Resources for Religion Teachers:

- ◇ *The Faith-Filled Classroom: Top Ten Ideas That Really Work* by Anne Campbell, Kathy Hendricks, Jacquie Jambor, Eileen McGrath, Kate Ristow
- ◇ *Kids Get Stressed Too: Understanding What's Going On and How to Help* Eileen McGrath, Ph.D.
- ◇ *How Do I Talk to God? Prayers for the School Year* by Barbara Gargiulo
- ◇ *Creative Crafts for All Seasons: Projects That Help Kids Learn* by Anne Campbell, Kathryn Waite, Anne Mikelonis
- ◇ *Helping Kids Live Their Faith: Service Projects That Make a Difference* by Mary Beth Jambor
- ◇ *Teaching Kids the Basics of Liturgy: Making the Rituals More Meaningful* by Robert D. Duggan
- ◇ *Gifts of the Spirit: Multiple Intelligence in Religious Education* by Rev. Ronald Nuzzi, Ph. D., (1996) NCEA
- ◇ Enrichment resources from your textbook publisher

Other:

- ◇ *Resources for Christian Living* 1-877-275-4725 (toll-free)
- ◇ *Tools for Teaching—Classroom Tips for Catechists* by Joe Paprocki (1997)
Twenty-Third Publications 1-800-321-0411
- ◇ *The New Catechist Handbook* by David M. Riley & Patricia A. Rau (1997)
Catechist Publishers 1-800-543-4383, Ext. 128
- ◇ *The New Catechist Glossary*, Diocese of Toledo (1997)
Catechist Publishers 1-800-543-4383, Ext. 128



**Diocese of Davenport
Catechist Enrichment Process**

Autom · Phoenix, AZ	800-521-2914
Ave Maria Press · Notre Dame, IN	800-282-1865
Benziger · Woodland Hills, CA (IA Rep.)	612-944-1259
Brown ROA · (See Harcourt Religion Publishers)	800-922-7696
Center for Learning · Villa Maria, PA	800-767-9090
Center for Ministry Development · Naugatuck, CT	203-723-1622
Creative Communications for the Parish · St. Louis, MO	800-324-9414
Credence Communications · Kansas City, MO	888-595-8273
Group Publishing, Inc. · Loveland, CO	800-447-1070
Harcourt Religion Publishers (Brown ROA), Dubuque, IA	800-922-7696
Journal Press II Resources · Linden, NJ	908-862-4804
Ligouri Publications · Ligouri, MO	800-325-9521
Liturgical Press · Collegeville, MN	800-858-5450
Liturgy Training Publications (LTP) · Chicago, IL	800-933-1800
Loyola Press · Chicago, IL	800-621-1008
Oblate Media/Videos With Values · St. Louis, MO	800-233-4629
Our Sunday Visitor · Huntington, IN	800-348-2440
Paulist Press · Mahwah, NJ	800-218-1903
Resources for Christian Living (RCL), Allen, TX	800-822-6701
Sadlier · New York	800-221-5175
Silver Burdett · Columbus, OH	800-552-2259
St. Anthony Messenger Press · Cincinnati, OH	800-488-0488
St. Mary's Press · Winona, MN	800-533-8095
Twenty-Third Publications · Mystic, CT	800-321-0411
USCC Publications · Washington, DC	800-235-8722
Vision Videos · Worcester, PA	800-523-0226

Publishers



**Diocese of Davenport
Catechist Enrichment Process**

**CALL TOLL FREE 1-877-ASK-4-RCL (1-877-275-4725)
FAX TOLL FREE 1-800-688-8356**

PROGRAM ENDORSED BY:
DIOCESE OF DAVENPORT

Ship To

Name _____ Phone () _____
 School/Parish _____
 School/Parish Address _____
 City _____ State _____ ZIP _____

Payment Information

1. My check or money order is enclosed 2. Please bill my school/parish:

Name _____ Phone () _____
 School/Parish _____
 School/Parish Address _____
 City _____ State _____ ZIP _____

3. Please charge my credit card: VISA MASTERCARD

Account Number: _____ Exp. _____

Name/Signature on Credit Card _____
 (required when using credit card)

Echoes of Faith Individual Booklets

QTY	#	DESCRIPTION	PRICE	TOTAL
	466	Getting Started as a Catechist (booklet).....	\$2.25	
	467	Roles of the Catechist (booklet).....	\$2.25	
	468	Person of the Catechist (booklet).....	\$2.25	
	491	Methods for Grades 1 & 2 (booklet).....	\$2.25	
	492	Methods for Grades 3 & 4 (booklet).....	\$2.25	
	493	Methods for Grades 5 & 6 (booklet).....	\$2.25	
	495	Methods for Grades 7 & 8 (booklet).....	\$2.25	
	301	I Believe, We Believe (booklet).....	\$2.25	
	303	Catholic Morality (booklet).....	\$2.25	
	302	Liturgy & Sacraments (booklet).....	\$2.25	
	304	Prayer & Spirituality (booklet).....	\$2.25	
	305	Introduction to the Scriptures (booklet).....	\$2.25	
	481	Introduction to the Learner (booklet).....	\$2.25	

(Sales Tax & Shipping and Handling will be included on Total Order)

RCL 200 East Bethany Drive Allen, TX 75002 1-877-ASK-4-RCL (1-877-275-4725) rclweb.com



Catechist Enrichment Process Overview

Why invest your time and energy into this process for your parish and/or school?

Many studies have shown that adults who are volunteering in parish religious education programs, teaching in Catholic schools, or volunteering in youth groups/scripture groups/renew groups, etc. have a need for "basic" Catholic information, formational opportunities, and skill development. This process is designed to enrich a catechist's living, active faith.

When staff and volunteers are trained, they tend to **stay longer**, be **more committed**, and **more enthusiastic**. They are more **competent** and **confident**, which leads to **more effective programs in the parish and school**.

What kind of support can I expect from the Diocese?

Bishop Franklin and the staff at the diocesan offices are very supportive of this process and encourage everyone to participate.

How do I get started?

- Join other parishes in your area and do it together.
- Collaborate as a deanery and share resources.
- Implement the process in your individual parish and/or school.

Where can I find the resources and video tapes mentioned in the process?

Echoes of Faith is a video-assisted formation program. Sources for the video tapes:

1. Borrow from the Diocese of Davenport.
2. Several parishes and deaneries within the Diocese have already purchased the tapes and are willing to share (check with the Dean in your deanery)
3. Purchase Individual video tapes, or complete sets of the videos from: RCL (Resources for Christian Living). Because the Diocese of Davenport has adopted this program, set orders will receive a 25% savings. Ordering information is available from the Diocese. Call Kathy or Virginia 319-324-1911.
4. We have also been given permission to "show" the video tapes over the ICN. If your parish or school is interested, please contact either Virginia or Kathy 319-324-1911 and we will make the arrangements for a site near you. Companion booklets must be provided for each participant for all videos shown.

Echoes of Faith Companion Booklets may be purchased at a reduce rate... Ordering information on the back of this page. **Booklets are ordered through RCL, not the diocese.**

Adult Formation Resources listed in the assessments are available from NCCL.

1. *Lifelong Learning: The Adult Chapter* by Jane A. Pierron and David M. Riley (\$7.95) and
2. *Our Hearts Were Burning Within Us: A Pastoral Plan for Adult Faith Formation in the United States* by US Bishops (\$5.95) may be ordered by calling 202-636-3826, faxing 202-832-2712 or mailing your order to: NCCL; 3021 Fourth Street; NE Washington, DC 20017-1102

Youth Resources listed in the assessments are available from NFCYM.

1. *Renewing the Vision—A Framework in Youth Ministry* NCCB (\$4.95) and
2. *The Challenge of Adolescent Catechesis, Maturing in Faith* NFCYM (\$9.95) may be ordered by calling 202-636-3825, faxing 202-526-7544 or mailing your order to: NFCYM; 415 Michigan Ave. NE Suite 40 Washington, DC 20017-1518.

Check out the order form for Echoes of Faith Companion Booklets on the back....

9-01-2000