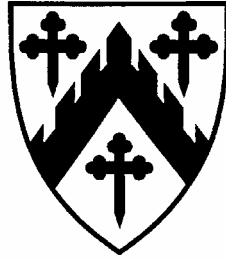


Diocese of Davenport



Ministry Formation Program

Liturgical Specialization

Information Packet
2007-2008

For your convenience, this packet contains the following:

Course Schedule · Program Overview · Application Form · Recommendation Form · Background Check Permission Form (Form A) · Formation Requirements for all MFP programs · Listing of all MFP Courses.

This information is also available on the web www.davenportdiocese.org

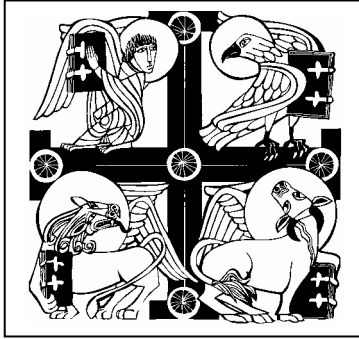
IlaMae Hanisch, M.P.S. Program Coordinator
641-791-3435 hanisch@davenportdiocese.org



Diocese of Davenport
Ministry Formation Programs
Liturgical Specialization
Course Schedule
2007-2008

Sessions are 8:30 a.m. - 2:30 p.m. at Williamsburg Community Recreation Center; 939 S. Highland Street, Williamsburg, IA 52361 (handicapped accessible - 2nd floor, meeting room A). Location may change (to make it convenient for the majority) once participants have registered.

- Sept. 8, 2007** **Retreat - St. Ambrose University (Christ the King chapel & Rogalski Center)**
- Sept 29, 2007** **Liturgical Year and Eucharist, Deacon Montgomery**
- Oct. 13, 2007** **SCAP and the Liturgy of the Hours (*required for SCAP certification*), Deacon Agnoli**
- Nov. 10, 2007** **The Ministry of Preaching (*recommended for SCAP certification, required for lay preaching*), Deacon Agnoli**
- Nov. 17, 2007** **Practicum I (*required for SCAP certification*), Deacons Agnoli and Montgomery**
- Jan. 12, 2008** **Liturgical Space, Gale Francione**
- Feb. 9, 2008** **Parish Devotional Life, Fr. Thom Hennen**
- Feb. 23, 2008** **Practicum II, Fr. Hennen and Deacon McCoy**
- Apr. 12, 2008** **Volunteer Liturgical Ministers, Tammy Norcross & Patti McTaggart**
- May 24, 2008** **Music Ministry, Patti McTaggart & Diane Mahoney**
- Jun. 14, 2008** **Pastoral Care of the Sick / Funerals, Deacon Agnoli**
- Jun. 28, 2008** **Practicum III, Deacon Agnoli & Patti McTaggart**
- Jul. 12, 2008** **Overview of Other Rites, Deacon McCoy & Tammy Norcross**
- Aug. 2, 2008** **Leading Prayer & Planning Retreats (*recommended for SCAP certification*), Sr. Joann Kuebrich, Gale Francione, & Tammy Norcross**
- Aug. 16, 2008** **Practicum IV, Sr. Joann Keubrich, Gale Francione, & Tammy Norcross**



Diocese of Davenport **Ministry Formation Program** **Liturgical Specialization**

Please retain this information.

You will need it as a reference throughout the year.

Overview

Baptism into Christ obliges us to share in Christ's ministry. The Diocese of Davenport in the documents from Synod V stated among its goals the following, *"that the church of Davenport recognize, affirm and enable not only ordained ministry, but the baptismal commission of all its members...that formation and education be offered with even greater energy, so that the Christian faithful may more effectively take their rightful place and fulfill their baptismal obligations in the church and society, living the Gospel to bring true justice and peace to the world"*. Synod, 1986

Goals & Objectives

The first goal of the program is to assist in the personal formation of the adult Catholic in his/her relationship with Christ. The objectives to meet this goal include opportunities for personal and communal worship, prayer experiences and retreats, and community building.

The second goal of the program is to develop deeply spiritual, professional and competent ministers. The objectives to meet this goal include a stimulating and challenging academic curriculum, competency-based learning goals, and strong ministerial skills development. Instructors have a minimum of a masters degree and more than 5 years experience in their area of expertise. All courses are grounded in Scripture, Church Tradition, and within the context of a theologically sound program. Formation includes these four dimensions spiritual, intellectual, human, and pastoral.

The third goal of the program is to train specialized ecclesial ministers whose focus is Liturgical.

The training will focus on the skills, knowledge, and abilities to meet the ministerial responsibilities of a liturgist. Participants upon completion of this ministry formation program will:

1. Have an in-depth understanding of the theology and history of sacramental and liturgical practices.
2. Be knowledgeable of the historical and pastoral development of the liturgical year.
3. Be knowledgeable of the relationship between religion and culture and of the relationship between ecclesial spirituality and liturgy/devotional expressions of popular piety.
4. Have a basic knowledge of the Church's liturgical norms and regulations.
5. Have a basic understanding of the Church's liturgical ministries and arts.

Certification Standards and Competency-Based Goals

These standards and competencies help to describe and shape this field of church ministry by identifying core and specialized competencies that make for effective, fruitful ministry. The curriculum was designed using the identified skills and position requirements presented in the Living the Faith Task Force Report accepted by the Bishop of this diocese in May, 2005. These were aligned with the National Standards approved for compliance by the United States Conference of Catholic Bishops in 2003.

This formation program meets the standards and competency-based goals for parish ministry as established by the NALM (National Association for Lay Ministry), the NCCL (National Conference for Catechetical Leadership) and the NFCYC (National Federation for Catholic Youth Ministry):

Core Certification Standard One: Personal and Spiritual Maturity

A lay ecclesial minister demonstrates personal and spiritual maturity in ministry with the people of God. A lay ecclesial minister exhibits personal maturity through a balanced lifestyle, a positive self-image, and appropriate relationships. The minister develops a spiritual maturity formed in theological reflection, based on Gospel values, and nurtured in private, communal, and liturgical prayer. The minister views God, church, and the world in a holistic manner and engaged in communal worship and social justice. (competencies **1.1-1.7** see course descriptions for individual competency-based goals)

Core Certification Standard Two: Lay Ecclesial Ministry Identity

A lay ecclesial minister identifies the call to formal and public ministry as a vocation rooted in baptism. A lay ecclesial minister accepts ministerial vocation as a baptismal call from Christ mediated through the people of God. The minister acknowledges this call as affirmed, recognized, and nurtured by the Church and the local community, as well as in ministerial and personal relationships. (competencies **2.1-2.5** see course descriptions for individual competency-based goals)

Core Certification Standard Three: Roman Catholic Theology

A lay ecclesial minister integrates knowledge of Roman Catholic faith within ministry. A lay ecclesial minister's faith is formed in the Catholic theological tradition. Theological formation includes ongoing foundational education in revelation and sacred Scripture, Christology, Christian anthropology, sacramental theology, ecclesiology, pastoral theology and inculturation, moral theology, Catholic social teaching, spirituality, ecumenism, liturgy, and worship. A minister articulates and interprets a Catholic understanding of scripture, tradition, and doctrine, and uses this knowledge to form a community of disciples engaged in the mission of the Church. (competencies **3.1-3.9** see course descriptions for individual competency-based goals)

Core Certification Standard Four: Pastoral Praxis

A lay ecclesial minister engages in pastoral activity that promotes evangelization, faith formation, community, and pastoral care with sensitivity to diverse situations. A lay ecclesial minister applies the process of pastoral praxis in building a community of disciples engaged in the transformation of society. The minister incorporates the dimensions of evangelization, faith formation, worship, inculturation, community, justice, and service within pastoral activities. The minister is an effective listener who fosters respect and compassionate care within diverse family, community, and cultural settings in the spirit of Gospel values. (competencies **4.1-4.17** see course descriptions for individual competency-based goals)

Core Certification Standard Five: Professional Practice

A lay ecclesial minister provides effective leadership, administration, and service, in the spirit of collaboration. A lay ecclesial minister understands leadership theory and applies it in a ministerial setting. The minister demonstrates a knowledge of and ability to work with parish and arch/diocesan systems and structures. The minister recognizes the importance of administration of parish programs and uses appropriate resources. The minister lives by the code of ethics applicable to ministry and abides by civil and Church law. (competencies **5.1-5.11** see course descriptions for individual competency-based goals)

Fees

Partial funding for this program is provided by the Diocese of Davenport and the Annual Diocesan Appeal. There is a yearly registration fee or a fee for individual courses. **Fees are subject to change. This registration fee does not cover books or meals. All rates are per person**

Resident of diocese, \$200

Non-resident of diocese, \$250

Individual course fee, \$25

Application Process

Applicants must successfully complete the following before acceptance into the Ministry Formation Program for Finance Administrators:

- Completed application form (supporting documentation should accompany application form).
- One Letter of recommendation from priest or another parish leader (sent under separate cover to program coordinator).
- Background check completed and approved.
- Three references checked and approved.
- Credential Review Form (if applicable) (Reviewed and Formation Plan established).
- Payment of registration fees.

Requirements for Graduation/Certification

This program is a **formation experience**, not simply an educational process. Therefore, the formation program consists of four areas of emphasis: **intellectual** (formal systematic education), **spiritual** (personal and communal prayer), **pastoral** (development of ministerial skills and competencies), and **human** (fostering a healthy well-balanced personality). Several practicums will be held in conjunction with the course work.

- Participant has attended all courses for Liturgical Specialization as established by the Diocese of Davenport (or their equivalent as identified in the credential review form and supporting documentation) (Two Saturdays may be excused and credit given if make-up requirements are met)
- Participant has completed all assignments in the program.
- Participant has completed all the self-evaluations for each course.
- Participant has completed the following **pre-requisites**: Basic Years I & II of the Ministry Formation Program or its equivalent.
- Participant has attended the Diocesan training regarding sexual misconduct (Protecting God's Children from VIRTUS) and has completed the acknowledgement and consent form.

Guidelines for Attendance & Make-Up

Participant is required to attend all sessions. If an emergency or family need arises and a participant misses a Saturday class, the following procedures and guidelines are required. Only Two Saturday classes may be missed in this training program.

It is the responsibility of the absent participant to contact the program coordinator IlaMae Hanisch or administrative assistant Barbara Butterworth 563-324-1912 ext. 265 butterworthb@davenportdiocese.org for a recorded copy (DVD) of the presentation that was missed.

For the Saturday that is missed, the participant will view the recorded presentation (DVD), complete the readings and assignments, and write a **10 page paper (minimum)** which will include the following:

- A clearly written opening introduction identifying a subject, concept, or concern you encountered in the recorded presentation or the readings that was interesting, new, or challenging for you.
- A paragraph or more that reflects on how this subject, concept, or concern affects your life today.
- Several paragraphs that identify ways you can respond to the subject matter covered in the recorded presentation or the readings including any decisions or conclusions you may have reached as a result of your study of this material. (These paragraphs might analyze, expand, or explain in greater detail how the subject affects your life today.) (site all quotes used)
- A concluding paragraph that wraps up, restates or further clarifies the impact this subject, concept, or concern has on your life.

If you wish, you may also submit an **outline** of your notes which come from the recorded presentation and the required reading/s.

Please include a cover page with the course title, date, and your name. Whenever possible, please type.

*** Please note: If you miss more than Two Saturdays in the process, you will be required to take those classes the next time they are offered.**

All make-up papers must be e-mailed or sent to the program coordinator:

**Diocese of Davenport
Attn. IlaMae Hanisch, M.P.S.
2706 N. Gaines Street
Davenport IA 52804
hanisch@davenportdioceses.org**

For additional information, contact IlaMae Hanisch, coordinator at (641) 791-3435 e-mail: hanisch@davenportdiocese.org or Barbara Butterworth, administrative assistant at (563) 324-1912 ext. 265 e-mail: butterworthb@davenportdiocese.org or Shirley VanDee at (563-324-1912 ext. 266 e-mail: vandee@davenportdiocese.org

**Information about all programs is on the diocesan web site
www.davenportdiocese.org**



Diocese of Davenport
**Ministry Formation Program
Liturgical Specialization
Application for Admission**

_____/_____/_____
Last Name First Name Middle Name Birth date

Street Address

City State Zip Code

(_____) _____ (_____) _____ (_____) _____

Day Phone Number Evening Phone Number Cell Phone Number

Email (please print)

Parish Name City, State

I am applying for admission to: (check one)

_____ Entire program

_____ Individual course/s (please list) _____

Previous Ministry Formation: (check one)

_____ Completed Ministry Formation Program Basic Years I & II, Diocese
of Davenport. Date you graduated _____.

_____ Currently enrolled in, or intend to enroll in the Ministry Formation Program
Basic Years I & II, Diocese of Davenport.

_____ Completed other Ministry Formation Programs or have extensive liturgical
experience. Please attach documentation. (a credential review form is available
upon request)

Education (Beginning with most recent-attach additional pages if necessary)

Work Experience (Beginning with most recent-attach additional pages if necessary)

Briefly state your reasons for applying for admission to the Ministry Formation Program-Liturgy Specialization. (Attach a separate sheet if necessary.)

Describe or List Briefly

Present involvement in parish activities

Past involvement in parish activities

Any other relevant experience (volunteer/community service)

List any liturgy-related courses, workshops, conferences you have attended.

**COMPLETE ALL SECTIONS OF THIS APPLICATION FORM
AND SEND TO:**

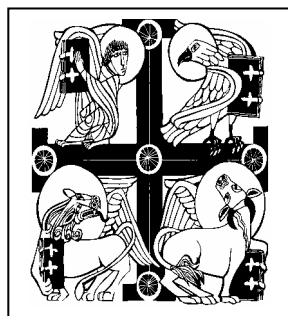
**DIOCESE OF DAVENPORT
Attn IlaMae Hanisch
2706 N. Gaines Street
Davenport, IA 52804-1998**

**PLEASE SIGN AND ATTACH THE PERMISSION FOR BACKGROUND CHECK IF
YOU HAVE NOT HAD A BACKGROUND CHECK DONE BY THE DIOCESE OF
DAVENPORT WITHIN THE PAST FIVE YEARS.**

For additional information, contact IlaMae Hanisch at (641) 791-3435 email:
hanisch@davenportdiocese.org or Barbara Butterworth at (563) 324-1912 ext. 265 email:
butterworthb@davenportdiocese.org or Shirley VanDee at 563-324-1912 ext 266 e-mail:
vandee@davenportdiocese.org

**THE RECOMMENDATION FORM MUST BE FILLED OUT BY YOUR PASTOR OR
DEAN AND MAILED BY HIM UNDER SEPARATE COVER TO:**

**DIOCESE OF DAVENPORT
Attn IlaMae Hanisch
2706 N. Gaines Street
Davenport, IA 52804-1998**



Diocese of Davenport

Ministry Formation Programs

Liturgical Specialization

2007-2008

RECOMMENDATION FORM

CONFIDENTIAL

Applicant's Name _____

Please indicate how confident you are in recommending him/her to the Ministry Formation Program-Liturgical Specialization Track:

_____ **Recommend strongly**

_____ **Recommend**

_____ **Recommend with reservations**

_____ **Not Recommend**

I recommend this person because of: (check all that apply)

_____ **present involvement with parish or ministry**

_____ **dedicated to prayer and the spiritual life**

_____ **gifts and talents he/she possesses**

_____ **other:** _____

1. How long have you known this person? _____

2. What strengths have you observed in this person that are important in ministry?

3. In what ways might this person become more effective in ministry?

Your Name (please print): _____

Signature _____ Date _____

Parish _____ Phone _____

Please mail this letter of recommendation in a sealed envelope to:

**Diocese of Davenport
Attn: IlaMae Hanisch, M.P.S.
2706 N. Gaines Street
Davenport IA 52804**



Ministry Formation Participants: Complete if you have not had a back ground check done by the Diocese of Davenport within the last five years. **Electronic version of this form available at www.davenportdiocese.org**

**STATE OF IOWA
NON-LAW ENFORCEMENT RECORD CHECK REQUEST
FORM A**

ACCOUNT NUMBER 4003-F

TO: Iowa Division of Criminal Investigation Bureau of Identification Wallace State Office Building Des Moines, Iowa 50319 (515) 281-5138 (515) 281-4776 (515) 242-6876 (fax)	FROM: DIOCESE OF DAVENPORT 2706 N GAINES ST DAVENPORT IA 52804-1998 563-324-1911 563-324-5842 fax
---	--

Please indicate which parish/school you work or volunteer for:	
Organization Name	Organization City

I am requesting an **IOWA CRIMINAL HISTORY** check on:

(Type or Print Legibly)		
<u>REQUEST</u>		
Last Name <small>(mandatory)</small>	First Name <small>(mandatory)</small>	Middle Name <small>(recommended)</small>
/ /		- -
Date of Birth <small>(mandatory)</small>	Sex <small>(mandatory)</small>	Social Security Number
Signature of requester		

There is a separate Form "A" required for each last name submitted

(DCI Use Only)	<u>RESULTS</u>
As of _____, a Name and date of birth check revealed:	
CCH record attached <input type="checkbox"/>	No CCH record found <input type="checkbox"/>
DCI initials _____	

<u>WAIVER</u>	
I hereby give permission for the above requesting official to conduct an Iowa criminal history record check with the Division of Criminal Investigation. Any information maintained by the DCI may be released as allowed by law.	
Signature	Date

Check one: I am / am not compensated for my ministry. (A minimal stipend is not considered compensation.)

Diocese of Davenport
Formation Requirements for Specific Ministries

Leadership Position	FORMATION PROGRAMS				
	MFP Basic Year I	MFP Basic Year II	Specialization Catechetical	Specialization Liturgical	Specialization Parish Life Administrator
Personal Enrichment	■	■			
Parish Volunteer	■	■			
Parish Council	■	■			
DRE	■	■	■		
Liturgist	■	■		■	
Pastoral Associate	■	■	■	■	■ 8 courses in this curriculum
Finance Administrator		■			■ 4 course in PLA with 6 mo internship
Deacon (prerequisites and then acceptance into program)	■	■	Remaining coursework available through the diaconate office Diocese of Davenport		
Parish Life Administrator	■	■	■	■	■
Coordinator of Youth Ministry	■	■	Certification available at St. Ambrose University		

Revisions 8/2003, 10/2004, 5/2005, 4/2006

Programs may be taken “out of sequence” if necessary. Certification will be determined when all prerequisites have been completed and requirements have been met.

Credentials and previous experience may be reviewed prior to enrollment (individual learning plans will be developed for those waiving some coursework).

For more detailed information and application forms please contact:

Diocese of Davenport, IlaMae Hanisch, M.P.S.

2706 N Gaines Street, Davenport, IA 52804

hanisch@davenportdiocese.org

TENTATIVE PLANS: FORMATION PROGRAMS 2006-2010

2006-2007: MFP Basic Year II, Parish Life Administrator and Finance Administrator

2007-2008: MFP Basic Year I, Liturgical Specialization

2008-2009: MFP Basic Year II, Catechetical Specialization

2009-2010: MFP Basic Year I, Parish Life Administrator and Finance Administrator

Basic Two Year Pastoral Ministry

YEAR I

Anointing & Reconciliation

(1 session each)

Baptism (2 sessions)

Catholicism (2 sessions)

Confirmation (2 sessions)

Ecclesial Ministry/Ministries

(2 sessions)

(includes 1 day retreat)

Eucharist (2 sessions)

Holy Orders & Matrimony

(1 session each)

Personal/Pastoral Themes for Ministry (2 sessions)

Retreat (1 session)

Supervised Field Experience

YEAR II

Catechetical Themes for Ministry (1 session)

Discipleship Themes for Ministry (1 session)

Legal/Canonical Themes for Ministry (2 sessions)

Liturgical Themes for Ministry (2 sessions)

Moral Themes for Ministry (1 session)

Retreat (1 session)

Scriptural Themes, New Testament (2 sessions)

Scriptural Themes, Old Testament (2 sessions)

Spiritual Themes for Ministry (2 sessions)

Theological Themes for Ministry (2 sessions)

Catechetical Specialization

Canon Law and Civil Law- Catechetics (1 session)

Catechesis (1 session)

Catechetical Minister

(1 session)

Justice/Service/Catholic

Social Teaching (1 session)

Leadership (1 session)

Pastoral Praxis (1 session)

Professional Practice

(1 session)

Program Development

(1 session)

Retreat (1 day)

Youth Ministry (1 session)

Liturgy Specialization

Liturgical Year & Eucharist

(1 session)

SCAP & the Liturgy of the Hours* (1 session)

Ministry of Preaching**

(1 session)

***Practicum I**

Liturgical Space (1 session)

Parish Devotional Life

(1 session)

Practicum II

Volunteer Liturgical

Ministers (1 session)

Music Ministry (1 session)

Pastoral Care of the Sick & Funeral (1 session)

Practicum III

Overview of Other Rites

(1 session)

Leading Prayer & Planning

Retreats*** (1 session)

Practicum IV

* required for SCAP
certification

**recommended for SCAP
certification, required for lay
preaching

*** recommended for SCAP
certification

Parish Life Administrator

Internship (12 months of 8 hours per month minimum)

Annulments (1 session)

Life-long Faith Formation (1 session)

Parish Leadership & Organization (2 sessions)

Parish Life (1 session)

Parish Management:

Finances, Stewardship,

Personnel (2 sessions)

Preaching the Word

(2 sessions)

Presiding: Parish Worship And Prayer (1 session)

Sacramental Preparation & RCIA (2 sessions)

Retreat (1 session)

Finance Administrator

Internship (6 months of 8 hours per month minimum)

Parish Leadership & Organization (2 sessions)

Parish Management:

Finances, Stewardship,

Personnel (2 sessions)

Retreat (1 Session)