



PROCEDURE FOR HOSTING A CATECHIST FORMATION SITE Fact Sheet 2018-2019

Here is a brief explanation of what is involved in hosting a Catechist Certification course¹. As a hosting site:

YOUR PARISH/SCHOOL: Commits to hosting one or two courses (each course is ten hours of course content) based on the new curriculum.

1. Submits the completed Proposal-Agreement for hosting the Summer Institute to the Office of Catechesis.
2. Selects the days/dates/times (Except on October and June due to the Catechetical Conference and Summer Institute) according to the convenience of your parish/school calendar.
3. Assumes the coordination of the host site and must attend a Site Coordinator Meeting at the Office of Catechesis. The site coordinator is generally the Catechetical Leader (DRE/CRE or Principal/ Chair of Theology) of the parish/school. Site coordinators are provided with sample registration forms, attendance forms, annual calendar, etc.)
4. Assumes the financial accountability for the course by registering participants and have this available on the first day of the course.
5. Promotes the Certification Course not only for catechists but also for Catholic school teachers.
6. Follows procedures for canceling courses due to low registrations so as to avoid incurring losses. (18 minimum to 30 maximum).
7. Submits standard, legible and approved attendance/registration sheet to the assigned instructor.
8. Once the course is completed and grades are turned in, the Office of Catechesis will pay the Master Catechist their stipend. (It takes 18 paid registrations to cover costs).
Note: The Office of Catechesis assigns all instructors.³

THE OFFICE OF CATECHESIS:

- a. Assigns approved Master Catechists/instructors who follow the archdiocesan Certification curriculum.
- b. Provides marketing and brochures for the parishes in the Archdiocese of Miami. Your parish is encouraged to market to neighboring parishes and schools.
- c. Administers the logistics of Archdiocesan certification, keeping final certification records and awarding the certificates at the Archdiocesan Certification Ceremony at the annual Catechetical Conference.

¹ Catechist Certification courses are not applicable to High School Theology Teachers

² Approved Master Catechist is also known as Faculty member of the Office of Catechesis for the Archdiocese of Miami. A Master Catechist, is essentially a catechist of catechists, who holds a Masters Degree in Theology, Catechesis or related field from a Catholic university. Please, visit us online for more information on how to become a Master Catechist.

³ The assigning of a Master Catechist to a proposed course is reserved only to the Office of Catechesis.

CATECHIST CERTIFICATION PROGRAM 2018-2019 PROPOSAL - AGREEMENT

PLEASE RETURN THESE FORMS NO LATER THAN AUGUST 1, 2018 TO MEET THE PUBLISHING DEADLINE

INTRODUCTION: You have volunteered to host Catechist Certification for the upcoming year. Thank you for your willingness to be part of this network. This is your proposal-agreement with the Office of Catechesis.

STEP ONE: Please carefully read over the attached PROCEDURES FOR HOSTING A CATECHIST FORMATION SITE Fact Sheet. This describes all the responsibilities of the host site as well as of the Office of Catechesis. It also details the finances involved in hosting courses of the Catechist Certification Program.

STEP TWO: Please select the format your parish has chosen:

(All schedules should allow for break time. Two session courses are no longer approved)

_____ **Four-week course** (four sessions, 2.5 hours of content per session). Weeknights has been our most successful format during August-November and February-May

_____ **Three-week course** (three sessions, 3.5 hours of content per session). Example: 3 Saturdays from 8:30 to 12:00pm

_____ (Other) Please specify:

STEP THREE: Please **select dates from August through December**. Please select dates for the above courses to be published online and other publications. We recommend one week off between courses if possible. Please consider neighboring parishes' religious education class schedules so as to offer courses on days when more catechists/teachers are available to attend. Our Parish/School has selected the following dates:

COURSE: _____

DAY/DATES: _____

TIME: _____

OFFICIAL USE ONLY	<input type="checkbox"/> GRANTED <input type="checkbox"/> DENIED	<input type="checkbox"/> GRANTED <input type="checkbox"/> DENIED	<input type="checkbox"/> GRANTED <input type="checkbox"/> DENIED
Master Catechist : _____			
___ Evaluation ___ Registration	___ Attendance ___ Fees	___ Stipend	___ Evaluation ___ Attendance ___ Stipend ___ Registration ___ Fees
Evaluators Name: _____ Signature: _____ Date: _____			

STEP FOUR: Indicate the location of the sessions (building name, address, etc.) as well as the name of the contact person/phone number for taking RSVPs as you would like it to appear in the brochure.

Session location: _____

Building address: _____

Contact Person: _____ **Email:** _____

RSVP phone number: _____

STEP FIVE: Our parish/school will send a representative to a meeting for Catechist Formation Host Site Coordinator held at the Office of Catechesis.

STEP SIX: Sign this form indicating you agree to the terms stated in the FACT SHEET as well as to all of the above Information. Please FAX this form with your own cover letter to Office of Catechesis 305.762.1103 or by email to catechesis@theadom.org

(Catechetical Leader Signature)

(Pastor Signature)

Parish School _____

Date: _____