

Record for Catechist Portfolio

Name: \_\_\_\_\_

Beginning Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Parish / School: \_\_\_\_\_

PHASE I: CATECHIST ORIENTATION			
DATE / LOCATION ATTENDED	SESSION	PRESENTER	HOURS (with written reflection)
	<i>Catechist Orientation: The Heart of Catechesis in the Mind of the Church</i>		4

PHASE II: INSTRUCTION & PORTFOLIO <i>AQUINAS COLLEGE CATECHIST FORMATION CURRICULUM</i>			
YEAR 1	DATE / LOCATION ATTENDED/ONLINE	SESSION	HOURS (with one hour for written reflection)
Course 1		<i>Creed</i> (1 hour)	6
		<i>Sacraments</i> (1 hour)	
		<i>Morality</i> (1 hour)	
		<i>Prayer</i> (1 hour)	
		<i>Methods</i> (1 hour)	
Course 2		<i>Creed</i> (1 hour)	6
		<i>Sacraments</i> (1 hour)	
		<i>Morality</i> (1 hour)	
		<i>Prayer</i> (1 hour)	
		<i>Methods</i> (1 hour)	
YEAR 2	DATE / LOCATION ATTENDED/ONLINE	SESSION	HOURS (with one hour for written reflection)
Course 3		<i>Creed</i> (1 hour)	6
		<i>Sacraments</i> (1 hour)	
		<i>Morality</i> (1 hour)	
		<i>Prayer</i> (1 hour)	
		<i>Methods</i> (1 hour)	

Course 4		<i>Creed</i> (1 hour)	6
		<i>Sacraments</i> (1 hour)	
		<i>Morality</i> (1 hour)	
		<i>Prayer</i> (1 hour)	
		<i>Methods</i> (1 hour)	
<b>YEAR 3</b>	<b>DATE / LOCATION ATTENDED/ONLINE</b>	<b>SESSION</b>	<b>HOURS (with one hour for written reflection)</b>
Course 5		<i>Creed</i> (1 hour)	6
		<i>Sacraments</i> (1 hour)	
		<i>Morality</i> (1 hour)	
		<i>Prayer</i> (1 hour)	
		<i>Methods</i> (1 hour)	
Course 6		<i>Creed</i> (1 hour)	6
		<i>Sacraments</i> (1 hour)	
		<i>Morality</i> (1 hour)	
		<i>Prayer</i> (1 hour)	
		<i>Methods</i> (1 hour)	
<b>TOTAL HOURS:</b>			

APPROVED INDEPENDENT NOTIONAL HOURS			
DATE / LOCATION ATTENDED	SESSION / PRESENTER	AREA OF FORMATION (Creed, Sacraments, Morality, Prayer, Catechetical Methods)	HOURS (with written reflection)
Date: Location:			
Date: Location:			
Date: Location:			
<b>TOTAL HOURS:</b> (at least 10 hours)			

Date:	<i>Completion of Catechist Portfolio &amp; meeting with Catechetical Leader</i>	10 Hours
<b>TOTAL HOURS FOR CATECHETICAL CERTIFICATION (PHASE I &amp; II)</b>		<b>60</b>

PHASE III: "DEEPENING FAITH" ONGOING FORMATION FOR CERTIFIED CATECHISTS			
DATE / LOCATION ATTENDED	SESSION / PRESENTER	AREA OF FORMATION (Creed, Sacraments, Morality, Prayer, Catechetical Methods)	HOURS (with written reflection)
Date:  Location:	<i>CATECHIST ORIENTATION</i> (required for renewal only if certified prior to 2008)		
Date:  Location:	<i>MINISTRIES DAY</i> (for renewal, catechists must attend at least once every three years)		6
Date:  Location:			
Date:  Location:			
Date:  Location:			
Date:  Location:			
Date:  Location:			
Date:  Location:			
<b>TOTAL HOURS:</b> (a total of 18 hours over a 3 year period)			

## Application for Catechist Certification from the Diocese of Knoxville

To be completed by the Catechetical Leader and submitted to the diocesan Office of Christian Formation by August 15<sup>th</sup> each year. Certificates will be awarded to catechists in the fall semester.



I verify that the following catechists have completed their program of studies consisting of:

- 60 hours of formation in the areas specified by the curriculum of the *Diocese of Knoxville Catechetical Formation Program*

**And**

- Completed and submitted a personal portfolio as evidence of their preparedness and are eligible to receive catechist certification from the Diocese of Knoxville.

Name of Parish/School  
submitting request \_\_\_\_\_

Address \_\_\_\_\_

Contact person/Pastor \_\_\_\_\_

Phone number(s) \_\_\_\_\_ Cell \_\_\_\_\_

E-mail \_\_\_\_\_

Name of Candidates: (Please TYPE or PRINT FULL NAME as it should appear on certificate)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Catechetical Leader

Date

## Application for Renewal of Certification

In order to maintain certification, the catechist must continue his/her ongoing formation in the faith. A catechist must earn **six (6) hours per year for three (3) years** (or a total of eighteen (18) hours over a three (3) year period) following the reception of the Diocese of Knoxville Catechist Certificate. At least six (6) of these hours must be spent at Ministries Day. If the catechist did not receive his/her certification through the Aquinas College Catechetical Formation Program (anyone prior to 2008) he/she must complete the requirement listed on the “Application for Renewal of Certification for those certified prior to 2008.”

Re-application for *Renewal* must be made every three years in order to keep Diocesan certification updated. This application for renewal should be made through the Catechetical Leader of the Parish or School who will send the information to the Office of Christian Formation. All Catechetical Leaders should review their portfolio with their pastor or Office of Christian Formation prior to submitting their application.

**All requests for Renewal must be submitted to the Office of Christian Formation, by AUGUST 15<sup>th</sup> of each year.**

Information below is to be completed by the individual applying for renewal.

Name of Catechist: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (H)\_\_\_\_\_ (Cell)\_\_\_\_\_

e-mail: \_\_\_\_\_

School/Parish \_\_\_\_\_

Current date on certificate **or** date of last renewal: \_\_\_\_\_

\_\_\_\_\_  
Catechist's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Catechetical Leader signature

\_\_\_\_\_  
Date

## Application for Renewal of Certification for those certified prior to 2008

If the catechist did not receive his/her certification through the Aquinas College Catechetical Formation Program (anyone prior to 2008) he/she must attend "Catechist Orientation" before making an application for Renewal. Once this requirement has been met, these catechists will be issued a new certificate which will be valid for three (3) years. During this three-year period, certified catechists must continue their on-going formation through the Phase III: "Deepening Faith" component of the Catechetical Formation Program.

Re-application for *Renewal* must be made every three years in order to keep Diocesan certification current. This application for renewal should be made through the Catechetical Leader of the Parish or School who will send the information to the Office of Christian Formation. All Catechetical Leaders should review their portfolio with their pastor or Office of Christian Formation prior to submitting their application.

***All requests for Renewal must be submitted to the Office of Christian Formation, by AUGUST 15<sup>th</sup> of each year.***

Information below is to be completed by the individual applying for renewal.

Name of Catechist: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (H) \_\_\_\_\_ (Cell) \_\_\_\_\_

e-mail: \_\_\_\_\_

School/Parish \_\_\_\_\_

\_\_\_\_\_  
Catechist's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Catechetical Leader signature

\_\_\_\_\_  
Date