

# COMPONENTS OF THE CATECHETICAL FORMATION PROGRAM

The *Diocese of Knoxville Catechetical Formation Program* offers each catechist the opportunity to fulfill certification requirements, earn the title of Certified Catechist, and continue to deepen his or her formation in the faith. The formation of catechists can be accomplished through the process described in this document. The process is comprised of important essential elements if the handing on of the faith is to be accomplished:

- I. **Orientation:** This orientation sets forth a clear understanding of the nature and purpose of catechesis according to the mind and the heart of the Church and explains the requirements of the Diocesan Catechetical Formation program. Included in this presentation are practical components of catechesis: ecclesial methodology, creating a positive teaching-learning environment, lesson planning (scope and sequence), classroom management. Due attention is given to helping the catechist develop a “spirituality of the catechist” which will sustain him/her through the apostolate of catechesis. Finally, a theological foundation is given for subsequent directed and independent learning.
  
- II. **Instruction:** Truths of the Faith (Creed, Sacraments, Morality, and Prayer). Integral to Catechist Formation is a systematic presentation of the deposit of faith. Every catechist should have a competent knowledge of the Church’s teachings, which they in turn can share with others. This knowledge must rest both in the mind and the heart so that the catechist loves the Truth they know. Added to this content is the component of methodology. Sacred Art is also incorporated throughout the program of studies. Sacred art “should be worthy, becoming, and beautiful, signs and symbols of things supernatural” (Cf. NDC 37B, SC 122).

*Art is meant to bring the divine to the human world to the level of the senses, then, from the spiritual insight gained from the senses and the stirring of the emotions, to raise the human world to God, to His inexpressible kingdom of mystery, beauty and life*  
(Pope Paul VI, Address to the Pontifical Commission for Sacred Art in Italy, 1969).

- III. **Deepening Faith:** Emphasis on the “Ongoing Formation of the Catechist” throughout the program. Catechists must have a deep knowledge of their faith that informs their daily life. Such is living of an “authentic spirituality.” In other words, catechists must live in the Spirit, who will help them to renew themselves continually in their specific identity as a mature Catholic. Various events, retreats, conferences are sponsored by the Diocese to foster within the catechist a growth in grace and knowledge.

*The need for a spirituality proper to catechists springs from their vocation and mission. It includes, therefore, a new and special motivation, a call to sanctity. Pope John Paul II's saying: "The true missionary is the saint", can be applied without hesitation to the catechist. Like every member of the faithful, catechists are "called to holiness and to mission", i.e. to live out their own vocation "with the fervour of the saints". (Guide for Catechists, 6)*

In many parishes, these elements may already exist. However, in some cases content may not be strong enough or may not exist, and needs to be added or implemented entirely. This Program will formalize for the Diocese of Knoxville a systematic process of catechist formation.

## OVERVIEW

Catechist certification has been simplified to meet present day needs and to echo the message of truth and love given to us by Jesus Himself. There is only ONE TYPE of CERTIFICATION but there are THREE PHASES to the Formation Program.

### EARNING THE CATECHIST CERTIFICATE (60 Notional Hours)

**PHASE I— ORIENTATION (4 TOTAL HOURS)** --“The Heart of Catechesis in the Mind of the Church”. Ideally, the catechist should attend this within the first year of their entry into the Program. Three (3) hours training and one (1) hour of home study reflection.

### **PHASE II—INSTRUCTION & PORTFOLIO (56 TOTAL HOURS)**

**A—DIRECTED NOTIONAL LEARNING HOURS** -- The “Aquinas College Catechist Formation Curriculum.” The catechist must complete 6 Formation Courses either at a “live” Saturday Session or online within 3 years. (5 hours per session = **30 hours**)

**B—HOME STUDY REFLECTION** – Complete a reflection question for each Course/Session attended. Length of the “Reflection” should not exceed two pages. Reflections are placed in the catechetical binder and become part of the catechist’s Portfolio. (1 hour per session= **6 hours**)

**C—INDEPENDENT NOTIONAL LEARNING HOURS** -- The catechist must participate in additional instruction through approved lectures, courses, workshops, etc. (**10 hours**)

**D—PORTFOLIO**—The catechist keeps a record of formation events. At the completion of Phase I & II, the catechist meets with his/her Catechetical Leader to review the Portfolio. This should be a time of dialogue between the catechists and their leader. To ensure that the catechetical mission of the Church is achieved, Catechetical Leaders should carefully review their catechists’ portfolio, ensuring that their catechists witness to the teachings of the Church in every aspect of their lives; that they possess an adequate knowledge of the Catholic Faith; and that they know proper pedagogy for transmitting the Faith in all its richness. (**10 hours**)

### RENEWING CATECHIST CERTIFICATION (18 Hours every 3 YEARS)

**PHASE III—ON-GOING FORMATION** -- “Deepening Faith.” Once a catechist has received certification, he/she participates in on-going formation. There is a minimum of six (6) Notional Learning Hours per year for three (3) years. At least six (6) of these hours must come from attending Ministries Day (held annually). 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.

## INDEPENDENT & ON-GOING FORMATION NOTIONAL LEARNING HOURS

Pastors, Catechetical Leaders, and Principals of Catholic schools will be notified of special lectures, seminars, workshops, etc., that will be offered for optional notional hours not specifically stated in this document. Courses, workshops, seminars, etc. sponsored by the Diocese of Knoxville are automatically approved for renewal hours. If a catechist chooses to attend other sessions, prior approval must be obtained from the parish Catechetical Leader or pastor before hours will be awarded. In order to receive proper credit for these Hours, the catechist must verify participation by including one of the following documents in the Portfolio: a copy of the agenda listing speakers/topics approved; a copy of the registration form, or copies of pertinent materials noting involvement in the program, as well as a written reflection on how that experience deepened his/her faith or skill as a catechist.

### EXPLANATION OF *NOTIONAL* LEARNING HOURS

“Notional Learning Hours” are not a precise measure but *provide catechists with an indication of the amount of study and degree of commitment expected*. Notional learning time includes instructional time (lectures, sessions, seminars, workshops, catechetical work etc.), as well as time spent on preparing home study reflections and compiling the Portfolio. There is an expectation that the catechist will be able to demonstrate that the amount of study associated with the program is sufficient to ensure achievement of learning outcomes and standards and be qualified for Catechist Certification.

### TRANSFERRING CERTIFICATION

A catechist who has been certified in *another diocese* must attend the Orientation Session. They then should submit a written request to the former parish/school for a copy of his/her certification record. Upon receipt and review of the certification record, the diocesan Office of Christian Formation will determine the status of the catechist in meeting the necessary criteria for diocesan certification. Additionally, each catechist should meet with his/her Catechetical Leader in order to assess readiness and preparation for the specific teaching assignment. This procedure will help ensure that the catechist possesses sufficient preparation to hand on the teachings of the Catholic Church to those being catechized.

### TRANSFERRING HOURS

Catechists who began a Certification Process with another diocese should enroll in the Diocese of Knoxville Catechetical Formation Program. Depending on the number of hours and course of study completed the catechist may be exempt from some of the Aquinas College Directed Course of Study. Catechists should complete and submit a Record of Study to the Office of Christian Formation to determine the best program of study for formation.

### RENEWAL OF CERTIFICATION

In order to maintain certification, the catechist must continue his/her ongoing formation in the faith. *Catechist Renewal* will be awarded to those who have received the Catechist Certificate. Catechists must earn eighteen (18) notional learning hours during the three (3) years following their reception of the Catechist Certificate. At the completion of eighteen (18) hours a renewal application is submitted. The renewal process (completion of 18 hours of ongoing formation) is to be repeated every three years thereafter. Application for renewal should be made through the Catechetical Leader of Parish or School.

# PHASE I—CATECHIST ORIENTATION SESSION\*

“The Heart of Catechesis in the Mind of the Church”

## Topics to be included:

- Spirituality of the Catechist
- Catechetical Process
- Scope and Sequence of Curriculum
- Ecclesial Methodology
- Classroom Management
- Basic Catechetical Documents and Resources
- Earning the Catechist Certificate for the Diocese of Knoxville
- Home Study Reflection
- Development of a Catechetical Portfolio
- Doctrinal Foundation for subsequent study

**\*The Catechist Orientation is mandatory for all new catechists, catechists certified prior to 2008, and catechetical leaders.**

**Three (3) Notional hours towards certification requirements are assigned to this seminar.**

**An additional one (1) notional hour is assigned for the written response:**

- Written Response should correspond with the content of the Orientation.
- Responses should be kept in the Portfolio (notebook) for credit.

# PHASE II—INSTRUCTION

## “The Aquinas College Catechist Formation Curriculum” \*

### READ SESSION CONTENT ACROSS PAGE

Each Session of Instruction Includes Content on the Creed, Sacraments, Morality, Prayer and Methodology  
**CCA** = United States Catholic Catechism for Adults      **CCC** = Catechism of the Catholic Church

<b>YEAR ONE</b>						
<b>COURSE 1</b>	<p style="text-align: center;"><b>CREED</b></p> <p style="text-align: center;"><i>I believe...</i> Faith Dogma Magisterium</p>	<p style="text-align: center;"><b>SACRAMENTS</b></p> <p style="text-align: center;"><i>Baptism</i> Introduction to Sacraments Man – Image of God Original Sin</p>	<p style="text-align: center;"><b>MORALITY</b></p> <p style="text-align: center;"><i>Life in Christ I</i> Human Dignity Moral Act Virtue/Sin</p>	<p style="text-align: center;"><b>PRAYER</b></p> <p style="text-align: center;"><i>Man’s Desire for God</i> Faith Reason</p>	<p style="text-align: center;"><b>METHODS</b></p> <p style="text-align: center;"><i>The Liturgical Year</i> Liturgical Calendar Sunday Liturgy and Culture</p>	<b>Home Study: Personal Reflection</b>
<b>SOURCES</b>	<p style="text-align: center;"><b>CCA</b></p> <ul style="list-style-type: none"> <li>• Chapter 3 Proclaim the Gospel</li> <li>• Chapter 4 Obedience of Faith</li> </ul> <p style="text-align: center;"><b>CCC</b></p> <p style="text-align: center;">#26-49; 142-197</p> <p style="text-align: center;"><u>Sacred Art</u></p>	<p style="text-align: center;"><b>CCA</b></p> <ul style="list-style-type: none"> <li>• Chapter 6 In the Beginning</li> <li>• Chapter 15 Becoming a Christian</li> </ul> <p style="text-align: center;"><b>CCC</b></p> <p style="text-align: center;">#279-354; 355-421; 1210-1285</p> <p style="text-align: center;"><u>Sacred Art</u></p>	<p style="text-align: center;"><b>CCA</b></p> <ul style="list-style-type: none"> <li>• Chapter 23 Life in Christ Part I</li> </ul> <p style="text-align: center;"><b>CCC</b></p> <p style="text-align: center;">#1691-1876</p> <p style="text-align: center;"><u>Sacred Art</u></p>	<p style="text-align: center;"><b>CCA</b></p> <ul style="list-style-type: none"> <li>• Chapter 1 My Soul Longs for You, O God</li> </ul> <p style="text-align: center;"><b>CCC</b></p> <p style="text-align: center;">#1- 25; 2558-2597</p> <p style="text-align: center;"><u>Sacred Art</u></p>	<p style="text-align: center;"><b>CCC</b></p> <p style="text-align: center;">#1163-1209</p> <p style="text-align: center;"><u>Sacred Art</u></p>	
<b>COURSE 2</b>	<p style="text-align: center;"><b>CREED</b></p> <p style="text-align: center;"><i>The Trinity</i> God the Father Son Holy Spirit</p>	<p style="text-align: center;"><b>SACRAMENTS</b></p> <p style="text-align: center;"><i>Confirmation</i> Consecrated for Mission</p>	<p style="text-align: center;"><b>MORALITY</b></p> <p style="text-align: center;"><i>Life in Christ II</i> Moral Law Grace Justification</p>	<p style="text-align: center;"><b>PRAYER</b></p> <p style="text-align: center;"><i>Revelation</i> Scripture Tradition</p>	<p style="text-align: center;"><b>METHODS</b></p> <p style="text-align: center;"><i>Using Scripture to Pray and Teach</i></p>	<b>Home Study: Personal Reflection</b>
<b>SOURCES</b>	<p style="text-align: center;"><b>CCA</b></p> <ul style="list-style-type: none"> <li>• Chapter 5 I Believe in God</li> <li>• Chapter 9 Receive the Holy Spirit</li> </ul> <p style="text-align: center;"><b>CCC</b></p> <p style="text-align: center;">#198-354; 683-747</p> <p style="text-align: center;"><u>Sacred Art</u></p>	<p style="text-align: center;"><b>CCA</b></p> <ul style="list-style-type: none"> <li>• Chapter 16 Confirmation: Consecrated for Mission</li> </ul> <p style="text-align: center;"><b>CCC</b></p> <p style="text-align: center;">#1285-1321</p> <p style="text-align: center;"><u>Sacred Art</u></p>	<p style="text-align: center;"><b>CCA</b></p> <ul style="list-style-type: none"> <li>• Chapter 24 Life in Christ Part II</li> </ul> <p style="text-align: center;"><b>CCC</b></p> <p style="text-align: center;">#1949-2051</p> <p style="text-align: center;"><u>Sacred Art</u></p>	<p style="text-align: center;"><b>CCA</b></p> <ul style="list-style-type: none"> <li>• Chapter 2 God Comes to Meet Us</li> </ul> <p style="text-align: center;"><b>CCC</b></p> <p style="text-align: center;">#50-141</p> <p style="text-align: center;"><u>Sacred Art</u></p>	<p style="text-align: center;"><u>Sacred Art</u></p>	

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**Total of 12 Notional Learning Hours for Year One**

<b>YEAR TWO</b>						
<b>COURSE 3</b>	<b>CREED</b>  <i>The Word made flesh</i> Christ Passion Resurrection	<b>SACRAMENTS</b>  <i>The Eucharist: Source and Summit</i>	<b>MORALITY</b>  <i>Love of God</i> 1 <sup>st</sup> Commandment 2 <sup>nd</sup> Commandment 3 <sup>rd</sup> Commandment	<b>PRAYER</b>  <i>The Liturgy</i> Definition	<b>METHODS</b>  <i>Celebrating the Mass with Children</i>	<b>Home Study: Personal Reflection</b>
<b>SOURCES</b>	<p style="text-align: center;"><b>CCA</b></p> <ul style="list-style-type: none"> <li>• Chapter 7 The Good News</li> <li>• Chapter 8 Death &amp; Resurrection</li> </ul> <p style="text-align: center;"><b>CCC</b> #422-483; 512-682</p> <p style="text-align: center;"><b>Sacred Art</b></p>	<p style="text-align: center;"><b>CCA</b></p> <ul style="list-style-type: none"> <li>• Chapter 17 The Eucharist</li> </ul> <p style="text-align: center;"><b>CCC</b> #1322-1419</p> <p style="text-align: center;"><b>Sacred Art</b></p>	<p style="text-align: center;"><b>CCA</b></p> <ul style="list-style-type: none"> <li>• Chapter 25 Believe in God</li> <li>• Chapter 26 God's Name</li> <li>• Chapter 27 The Lord's Day</li> </ul> <p style="text-align: center;"><b>CCC</b> #2052-2195</p> <p style="text-align: center;"><b>Sacred Art</b></p>	<p style="text-align: center;"><b>CCA</b></p> <ul style="list-style-type: none"> <li>• Chapter 14 The Paschal Mystery</li> </ul> <p style="text-align: center;"><b>CCC</b> #1066-1162 1187-1209</p> <p style="text-align: center;"><b>Sacred Art</b></p>	<p style="text-align: center;"><b>CCA</b></p> <ul style="list-style-type: none"> <li>• Chapter 17 The Eucharist</li> </ul> <p style="text-align: center;"><b>CCC</b> #2623-2696</p> <p style="text-align: center;"><b>Sacred Art</b></p>	

<b>COURSE 4</b>	<b>CREED</b>  <i>The Church</i> Origin Four Marks Body of Christ	<b>SACRAMENTS</b>  <i>Holy Orders</i> Deaconate Priesthood Episcopacy	<b>MORALITY</b>  <i>The Gift of Life</i> 4 <sup>th</sup> Commandment 5 <sup>th</sup> Commandment	<b>PRAYER</b>  <i>Christ at Prayer</i> The Our Father	<b>METHODS</b>  <i>Developing Retreats</i>	<b>Home Study: Personal Reflection</b>
<b>SOURCES</b>	<p style="text-align: center;"><b>CCA</b></p> <ul style="list-style-type: none"> <li>• Chapter 10 The Church</li> <li>• Chapter 11 The Four Marks</li> </ul> <p style="text-align: center;"><b>CCC</b> #748-896; 946-962</p> <p style="text-align: center;"><b>Sacred Art</b></p>	<p style="text-align: center;"><b>CCA</b></p> <ul style="list-style-type: none"> <li>• Chapter 20 Holy Orders</li> </ul> <p style="text-align: center;"><b>CCC</b> #1533-1600</p> <p style="text-align: center;"><b>Sacred Art</b></p>	<p style="text-align: center;"><b>CCA</b></p> <ul style="list-style-type: none"> <li>• Chapter 28 Strengthen Your Family</li> <li>• Chapter 29 The Culture of Life</li> </ul> <p style="text-align: center;"><b>CCC</b> #2196-2257; 2258-2330</p> <p style="text-align: center;"><b>Sacred Art</b></p>	<p style="text-align: center;"><b>CCA</b></p> <ul style="list-style-type: none"> <li>• Chapter 36 Jesus Taught Us to Pray</li> </ul> <p style="text-align: center;"><b>CCC</b> #422-682 2598-2622 2746-2865</p> <p style="text-align: center;"><b>Sacred Art</b></p>	<p style="text-align: center;"><b>Sacred Art</b></p>	

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**Total of 12 Notional Learning Hours for Year Two**

<b>YEAR THREE</b>						
<b>COURSE 5</b>	<b>CREED</b> <i>Our Eternal Destiny</i> Death Judgment Heaven and Hell	<b>SACRAMENTS</b> <i>Blessed are the Merciful</i> Penance Anointing	<b>MORALITY</b> <i>Social Justice</i> 7 <sup>th</sup> Commandment 8 <sup>th</sup> Commandment 10 <sup>th</sup> Commandment	<b>PRAYER</b> <i>A Life of Prayer</i> Liturgy of the Hours Meditation Contemplation <i>Lectio Divina</i>	<b>METHODS</b> <i>Children at Prayer</i> Eucharistic Adoration	<b>Home Study: Personal Reflection</b>
	<b>CCA</b> • Chapter 13 Our Eternal Destiny	<b>CCA</b> • Chapter 18 God is Rich in Mercy • Chapter 19 Anointing the Sick and the Dying	<b>CCA</b> • Chapter 31 Do Not Steal • Chapter 32 Tell the Truth • Chapter 34 Poverty of Spirit	<b>CCA</b> • Chapter 35 God Calls Us to Pray		
<b>SOURCES</b>	<b>CCC</b> #988-1065	<b>CCC</b> #975-987 1420-1532	<b>CCC</b> #1877-1948; 2401-2513; 2534-2557	<b>CCC</b> #2697-2745	<b>CCC</b> #2623-2696	
	<b>Sacred Art</b>	<b>Sacred Art</b>	<b>Sacred Art</b>	<b>Sacred Art</b>	<b>Sacred Art</b>	

<b>COURSE 6</b>	<b>CREED</b> <i>Mary, Mother of Christ</i>	<b>SACRAMENTS</b> <i>Marriage</i> Consecrated Life Laity	<b>MORALITY</b> <i>Blessed are the Pure of Heart</i> 6 <sup>th</sup> Commandment 9 <sup>th</sup> Commandment	<b>PRAYER</b> <i>Popular Devotions</i> Saints Litanies Sacramentals	<b>METHODS</b> <i>Teaching with the Saints</i>	<b>Home Study: Personal Reflection</b>
	<b>CCA</b> • Chapter 12 Mary, the Church's First and Most Perfect Mother	<b>CCA</b> • Chapter 21 Sacrament of Marriage	<b>CCA</b> • Chapter 30 Marital Fidelity • Chapter 33 Purity of Heart	<b>CCA</b> • Chapter 22 Sacramentals and Popular Devotions		
<b>SOURCES</b>	<b>CCC</b> #484-511; 963-975	<b>CCC</b> #897-945 1601-1666	<b>CCC</b> #2331-2400; 2514-2533	<b>CCC</b> #1667-1690		
	<b>Sacred Art</b>	<b>Sacred Art</b>	<b>Sacred Art</b>	<b>Sacred Art</b>	<b>Sacred Art</b>	

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<b>Total of 12 Notional Learning Hours for Year Three</b>	
<b>TOTAL NOTIONAL LEARNING HOURS over 3 years</b>	<b>36</b>

## THE CATECHIST PORTFOLIO (NOTEBOOK)

### RATIONALE

The Catechist Portfolio (this Notebook) can showcase the potential of the Catechist. The very act of organizing a portfolio brings clarity to the catechetical formation process. The process requires reflection and analysis. When the catechist sequences his or her own information, he/she begins to think more broadly about the many talents and gifts with which he/she has been blessed by God. It also forces the catechist to think more deeply about his or her calling in the handing on of the truths of the faith and the need for personal faith development and growth.

A well-prepared portfolio:

- Provides “evidence” of one’s growth, accomplishments, skills and abilities
- Documents the participation, scope and quality of experiences and training opportunities of the catechist
- Supplies a means in which the catechist may begin to collect samples and resources to aid in teaching the truths of the faith
- Offers an effective way to evaluate personal progress and growth through an established course of study
- Is specifically designed to support the catechist with a method of keeping up with materials received toward certification requirements

Materials distributed will be three-hole punched for easy filing. The portfolio is limited only by the catechist’s imagination. It is designed by the catechist to help present the best “picture” of his/her ministry of teaching and learning.

### WHY USE A PORTFOLIO?

A portfolio:

- Focuses on education opportunities, teaching and volunteer efforts
- Helps the catechist analyze what, when, why, how, and with whom
- Notes the skills and qualities of the catechist
- Presents sample work and narratives of what has been studied and/or taught
- Organizes materials chronologically by date, by function, theme, skill, or event
- Demonstrates concrete proof of skills and learning
- Provides an opportunity for creative self-expression, self-discovery and self-evaluation
- Acts as an assessment instrument for recognition of learning experiences, skills, and knowledge
- Provides evidence for awarding catechist certification for learning-teaching skills and content in the Catholic faith

### THE PORTFOLIO INTERVIEW

The catechist keeps a record of formation events. At the completion of Phase I & II, the catechist meets with his/her Catechetical Leader to review the Portfolio. This should be a time of dialogue between the catechists and their leader. To ensure that the catechetical mission of the Church is achieved, Catechetical Leaders should carefully review their catechists’ portfolio, ensuring that their catechists witness to the teachings of the Church in every aspect of their lives; that they possess an adequate knowledge of the Catholic Faith; and that they know proper pedagogy for transmitting the Faith in all its richness.

## PHASE III—“DEEPENING FAITH”

### On-going Formation for Certified Catechists

Every catechist is called to holiness through ongoing transformation in Christ. Every individual has the responsibility to grow in faith and to contribute to the building up of the Kingdom of God on earth. For this reason, every person involved in handing on the truths of the faith must take seriously the need to grow in knowledge of Truth and to impart the Gospel message with love. The *National Directory for Catechesis* offers guidelines for ongoing formation of the intellectual, spiritual, and apostolic life of the catechist.

Ongoing catechesis requires the best efforts of all engaged in ministry in the Church, as well as, tireless dedication to be faithful to Christ’s message of Truth and love. Faithful and skilled catechists can be powerful instruments in proclaiming the Gospel and fostering growth and faith in the Church. Therefore, the Church strongly encourages those engaged as catechists and catechetical leaders be grounded in the Truth.

The Diocese of Knoxville Catechetical Formation Program will give focus to the continuing needs of catechists by offering opportunities for ongoing formation. Catechists will be offered various options to engage in ongoing formation topics related to their faith formation such as **Ministries Day**, the **Annual Catechetical Leaders Retreat**, recommendation of webinars, conferences, etc.

**PLEASE NOTE: For renewal, catechists must attend at least one (1) Ministries Day every three (3) years.**

Persons engaged in the “Deepening Faith” process should attend sessions offered on topics that relate to the catechetical needs of the times, such as:

- Liturgy, the Sacraments
- Sacred Scripture
- Commandments
- Faith, Spirituality
- Moral and/or Social Justice Issues, Inculturation
- Mary and the Saints
- The Church, Church History
- Eschatology
- Catechesis, Communication Skills
- Content of the *Catechism of the Catholic Church/United States Catholic Catechism for Adults*

**Notional Learning Hours Accepted with Proof of Attendance:**

- Copy of the Program brochure
- Certificate of Attendance
- Registration form
- Materials received, etc.

**One (1)** additional Notional Learning Hour is gained by completing a written reflection on the content of the Session.

## IN A NUTSHELL

- **WHAT?** The **Catechetical Formation Program** is the Diocesan Program for the formation of all catechists.
- **WHO?** Strictly speaking a *catechist* is one who “**hands on the faith**”—one who “**echoes**” the **teachings of the Catholic Church** to a new generation. This includes parents who are the primary catechists for their children.
- **HOW?** The Catechetical Formation Program has 3 Phases:
  - Phase I: Orientation: **(4 hours)**
  - Phase II: Directed & Independent Instruction: **(56 hours)**
    - 36 hours with Aquinas Program (6 courses- Live or Online)
    - 10 hours Independent Program
    - 10 hours completing Catechist Portfolio
  - Phase III: Deepening Faith (On-Going Formation): **(18 hours)**
    - 6 hours every 3 years
- **WHERE?**
  - Phase I: Locations throughout the Diocese of Knoxville
  - Phase II: At one of 3 locations offered in the Diocese. One (1) Saturday in the Fall and one (1) Saturday in the Spring or take these courses on-line through Aquinas College Office of Catechetics.
  - Phase III: Through events/classes/retreats/seminars approved by the Diocese or parish Catechetical Leader
- **CONSTITUENTS:** Catechists fall into only one of these categories:
  - 1) Certified Catechist: One who holds a certificate from the Diocese of Knoxville. Certified catechists must maintain & renew their certification through PHASE III. If a catechist was certified prior to 2008, he/she must complete PHASE I to renew certification.
  - 2) Uncertified Catechist: One who has just begun formation. Must complete PHASES I, II, & III
  - 3) Transitioning Certified Catechist: One who has a certificate from another Diocese. They must complete PHASE I before applying for Knoxville Certification and may require PHASE II before continuing to PHASE III. Consult the Office of Christian Formation.
  - 4) Transitioning Uncertified Catechist: One who began a program in another diocese and is finishing with the Knoxville Program. They must complete PHASE I. Then continue through PHASE II as directed and then maintain through PHASE III. Consult the Office of Christian Formation.

## PROCESS FOR CERTIFICATION (NARRATIVE)

- Step One:** PHASE I. ORIENTATION (4 of the 60 hours needed)  
The catechist begins the Formation Process by attending the Orientation Session: “The Heart of Catechesis in the Mind of the Church”. Phase I formation achieves several goals. 1) Explains the requirements for the Diocesan Catechetical Formation Program. 2) Reviews the nature and scope of catechesis as an essential component of the Church’s mission to evangelize all nations. 3) Presents the Ecclesial Method / Lesson Plan. 4) Lays the doctrinal foundation for subsequent lessons on Creed, Sacraments, Moral Life & Prayer.
- Step Two :** PHASE II. INSTRUCTION  
**II.A** DIRECTED INSTRUCTION (36 of the 60 hours needed) Attend 6 *Catechetical Formation Program Saturday Sessions* (2 per year for 3 years) for a total of 36 hours. These formation days are held at various locations in the Diocese in the Fall and Spring or the 6 courses may be taken on-line through the Aquinas College Office of Catechetics. The complete Curriculum takes three (3) years to complete. Each catechist is responsible for documentation of classes attended. Forms for documentation are included with this document. Each session consists of 5 hours of instruction + 1 hour of Home Study Response.
- Step Three :** **II.B** INDEPENDANT LEARNING HOURS (10 of the 60 hours needed) The catechist completes **10 additional learning hours** through a **pre-approved** program.
- Step Four:** **II.C** CATECHIST PORTFOLIO (10 of the 60 hours needed) During this time, the catechist puts together a portfolio documenting all catechetical formation. Ten (10) hours is granted for keeping the portfolio organized and up to date.
- Step Five:** REVIEW & APPLICATION: The catechist reviews his/her Portfolio with Catechetical Leader who in turn applies for Certification. Catechist Certification is granted by the Bishop of Knoxville through the Office of Christian Formation.
- Step Six:** PHASE III. DEEPENING FAITH (18 hours every 3 years)  
The Certified Catechist participates in ongoing catechetical formation and applies for renewal every 3 years. At this level of spiritual development, the catechist participates in furthering his/her knowledge of the Faith and relationship with Christ through any approved program of study, retreat, or formation event. Courses, workshops, seminars, etc. sponsored by the Diocese of Knoxville are automatically approved for renewal hours. If a catechist chooses to attend other sessions, prior approval must be obtained from the parish Catechetical Leader or pastor before hours will be awarded. **Please note that six (6) of the hours must come from attending Ministries Day.**

# STEPS FOR A NEW CATECHIST

**TOTAL REQUIREMENT**  
**---60 HOURS---**

**PHASE I: ORIENTATION**  
 4 hours

**PHASE II: DIRECTED INSTRUCTION**  
 6 COURSES  
 TOTAL 36 hours

*I can jump in at any time!*

**YR 1**  
**COURSES 1 & 2**  
 Fall/Spring  
 (12 hours)



**YR 2**  
**COURSES 3 & 4**  
 Fall/Spring  
 (12 hours)

**YR 3**  
**COURSES 5 & 6**  
 Fall/Spring  
 (12 hours)

$$\begin{array}{r}
 4 \\
 + 36 \\
 + 10 \\
 + 10 \\
 \hline
 = 60
 \end{array}$$

**DURING** this 3 yr period, you need **10 more approved Independent Hours**  
 These should be from a variety of experiences and show holistic formation in the 4 pillars of the Catechism.

*10 Hours are given to complete the Portfolio. Questions about Portfolio are answered at the Orientation.*

*Present your **completed** portfolio to your Catechetical Leader who will “sign off” that you have fulfilled the requirements for certification.*

**CATECHETICAL LEADER** sends *Application for Certification*

**Office of Christian Formation**

Sends an official certificate to the parish Catechetical Leader to be presented to catechist.

*I'm CERTIFIED!*

*Don't forget to renew (18 hrs) every 3 years.*



**PHASE III— DEEPENING FAITH**

# STEPS FOR "TRANSITIONING" a certified or uncertified CATECHIST

(Coming from another diocese to Diocese of Knoxville)



1. **Certified:** Obtain a copy of your certification record. **Uncertified:** dig up your records of the program you attended in your prior diocese. Include records of all the talks, in-services, classes, seminars, and retreats that you have attended for the past 5 years.



2. Upon receipt and review of the records submitted, the diocesan Office of Christian Formation will determine the status of the catechist in meeting the necessary criteria for diocesan certification.



3. Office of Christian Formation may recommend you to **enroll in the Aquinas College Catechist Formation Program**

- (1) Attend Orientation
- (2) Attend Saturday Sessions or take courses online (as many as needed to complete the course of study/hours)



4. Complete the rest of your 60 hours according to the Program  
 5. Present your **completed** portfolio to your Catechetical Leader who will "sign off" that you have fulfilled the requirements for certification.



CATECHETICAL LEADER sends  
*Application for Certification*



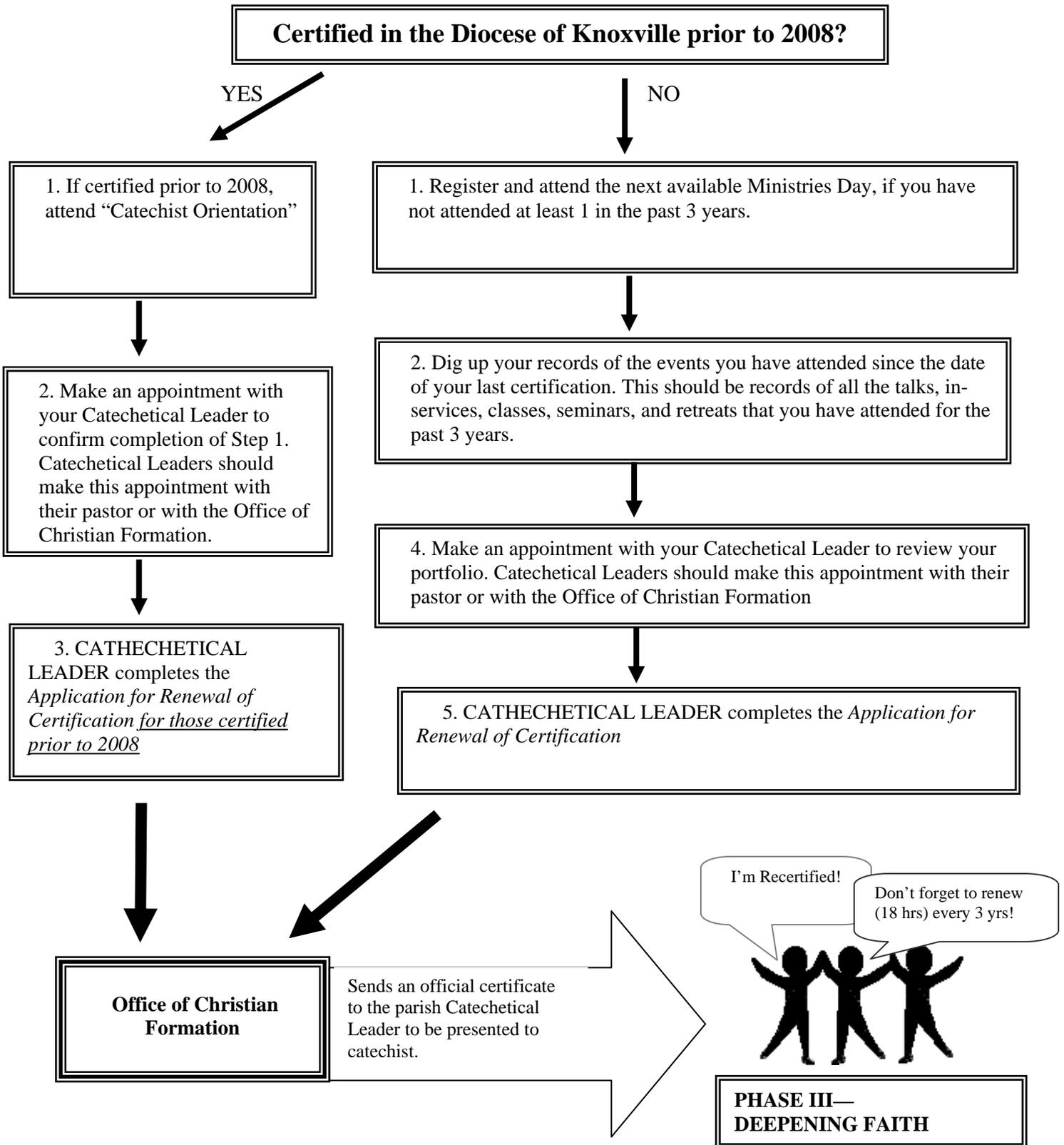
**Office of Christian Formation**

Sends an official certificate to the parish Catechetical Leader to be presented to catechist.



**PHASE III—  
 DEEPENING FAITH**

# STEPS FOR RENEWING CERTIFICATION



## Frequently Asked Questions

### ***What is a catechist?***

Through word and example, catechists teach the Catholic faith and proclaim the Gospel of Jesus Christ. Catechists are those who are called to serve through teaching, witness, prayer, service and building community. Catechists minister to adults, youth and children in a variety of locations and programs: parish faith formation and religious education programs, youth ministry programs, sacramental preparation, RCIA, family programs, Scripture study, and more.

### ***What is a certified catechist?***

A certified catechist is one who has completed the requirements to develop the skills and knowledge necessary to pass on the Catholic faith to others in the name of the Church. A certified catechist has been adequately formed in the areas of ecclesial methodology, spirituality, and Catholic doctrine according to a program that has been approved or established by the diocesan bishop through the Office of Christian Formation.

### ***Why should I become certified?***

The Catechetical Formation Program is a way for catechists to grow in their own faith, to develop confidence in their role as a catechist and to achieve certification. Becoming certified indicates that a level of knowledge, education, formation, and skills have been attained according to set standards and competencies. Additionally, the Bishop of Knoxville has asked that all catechists within the diocese begin the Catechetical Formation Program and actively work toward certification/renewal of certification.

### ***How do I begin the process of becoming a certified catechist?***

Begin by registering for “Catechist Orientation: The Heart of Catechesis in the Mind of the Church.” Register for this course by going to the diocesan website ([dioknox.org](http://dioknox.org)). The Orientation sets forth a clear understanding of the nature and purpose of catechesis according to the mind and the heart of the Church and explains the requirements of the diocesan Catechetical Formation Program.

### ***Why has the Catechetical Formation Program been revised and what are the changes?***

The primary aim for revision has been to add greater flexibility to the program; the curriculum used by Aquinas College remains unchanged, as does the scope & sequence. The total number of hours required for certification also remains the same (60hrs), but the format available for completing the program has been expanded to include online courses and independent learning options. For instance, instead of attending the Saturday “live” sessions, a catechist may choose to take the same courses online. Furthermore, courses do not need to be taken in sequence; i.e. Course 1 before Course 2, etc. With greater flexibility in the program, catechists will be better able to complete the program.

### ***What happened to Catechist Levels 1 and 2?***

The revised program no longer uses the terms “Catechist Levels 1 and 2,” and the classes in Level 1 are no longer being offered except for the “Catechist Orientation.” The revised program is comprised of three “Phases”: Phase I – Orientation; Phase II – Directed & Independent Instruction; and Phase III – Ongoing Formation.

## Frequently Asked Questions

### ***What happened to Fall Year 1, Spring Year 1, Fall Year 2, Spring Year 2, etc.?***

All Saturday “live” sessions and online classes are now referred to as “Courses.” For instance, Fall Year 1 is now called Course 1, Spring Year 1 is called Course 2, Fall Year 2 is called Course 3 and so on. The content of each Course has remained the same; only the name has changed.

### ***I already began the Catechetical Formation Program and completed the classes from Catechist Level I. Do I still get credit for having taken these?***

Yes. These classes now count toward and fulfill the requirements in Phase II. Under Phase II, catechists need to complete ten (10) hours of independent instruction. If a catechist has completed the four (4) classes in Level I (*What We Believe, Sacraments, Morality, and Prayer*), he/she has completed ten hours of formation. These ten hours can now be used to fulfill the ten hours required in Phase II.

### ***I was certified in the Diocese of Knoxville under a previous program. Do I need to complete the revised Catechetical Formation Program to become re-certified?***

All catechists certified prior to 2008 must attend “Catechist Orientation” to renew certification. Once this requirement has been met, the catechist will complete the “Application for Renewal of Certification for those certified prior to 2008.” The parish Catechetical Leader will submit the application to the Office of Christian Formation. These catechists will be issued a new certificate which will be valid for three years. Once the new certificate has been issued, catechists must maintain and renew certification through the Phase III: “Deepening Faith” component of the program.

### ***Is the revised Catechetical Formation Program mandatory?***

The Bishop of Knoxville has asked that all catechists within the diocese begin the Catechetical Formation Program and that previously certified catechists renew their certification through this program.

### ***I have a degree in Catholic theology. Do I still need to complete the Diocese of Knoxville certification program?***

Those catechists who have completed a degree in Catholic theology, religious education, pastoral studies or related field may qualify for diocesan certification. Catechists who have completed a non-degree certificate program through a college or university may also qualify for diocesan certification. Upon receipt and review of transcripts/course work, the Office of Christian Formation will determine the status of the catechist in meeting the necessary criteria for diocesan certification.

### ***What if I’m not interested in becoming a catechist, may I still take the courses?***

Yes. All of the courses offered are open to all adults within the Diocese of Knoxville.

### ***I would like more information about the Diocese of Knoxville Catechetical Formation Program. Whom should I contact?***

You may check the Office of Christian Formation webpage on the diocesan website ([dioknox.org](http://dioknox.org)). You may also contact the Office of Christian Formation at 865-584-3307.