

Diocese of Green Bay Families and Schools of Discipleship Catechetical Certification

I. Introduction:

- A. The purpose of catechetical certification is to “help the whole community of faith to come to at least a basic standard of knowledge of Christ and of the teachings of the Church” and to “prepare the next generations to answer generously the call to holiness.” (from Bishop David L. Ricken’s Pastoral Letter *A New Moment for Catechesis in the Diocese of Green Bay*, November 2009). Further, Bishop Ricken announced that the 2006 adult catechism, *The United States Catechism for Adults* (USCCA) is to be the foundational text for all adult faith formation and catechesis in the Diocese of Green Bay. Our certification process is to engage the whole community in the ongoing formation of their Catholic faith and to provide the best possible training for all people involved in catechesis. In March 2021 Bishop continues to build on this foundation by approving and adopting the Franciscan University of Steubenville Catechetical Institute’s *Franciscan At Home* as the primary delivery platform for this formation and catechesis.
- B. Catechetical certification is a requirement for all religious education administrators, youth ministers, catechists, Catholic school teachers and school administrators.
- C. The 2008 *Standards for Educators in Catholic Parishes and Schools* from the Wisconsin Catholic Conference set the minimum standards for the dioceses in the State of Wisconsin, and the Diocese of Green Bay has created their own standards based on these minimums.

II. Definition of terms: For the purpose of these policies the following terms are defined:

Term	Defined as . . .
“catechetical leaders”	School Principals, Directors of Religious Education (DRE), Coordinators of Religious Education (CRE), Youth Ministers (YM),
“catechist”	All individuals that teach or facilitate in a parish religious education program
“teacher”	Any individual contracted to teach in a Catholic school and teacher-aides
“Foundational Catechetical Certification”	The completion of all required workshops in their respective Franciscan At Home track.
“Ongoing Formation”	Annual completion of approved continuing education in Religious Studies or Theology.

III. Requirements:

- A. All catechetical leaders, catechists and teachers will complete a minimum of three Foundational Catechetical Certification workshops through Franciscan At Home per academic year (academic = July 1st to June 30th) until they achieve Foundational Catechetical

Certification by successfully completing their respective required tracks through *Franciscan At Home*.

There are specific required tracks for:

- Catholic School Administrators and Pastoral Staff
- Catholic School Religion/Theology Teachers
- Catholic School Teachers (who do not teach Religion/Theology)
- Coordinators of Religious Education/Faith Formation
- Youth Ministers
- Catechists
- Those who have already completed some but not all Foundational Catechetical Certification in person or through Schoology online.

- B. These components may be accomplished in any order but must be successfully completed and documented to be valid for the purpose of certification. Courses must be conducted through *Franciscan At Home*.
- C. Once Foundational Catechetical Certification is achieved, a renewal of that status (“Ongoing Formation”) is required each academic (academic = July 1st to June 30th) year through additional coursework or workshops by taking an approved Adult Faith Formation offering; workshops through *Franciscan At Home*; an appropriate Catholic college course related to catechesis, evangelization or spiritual formation; Foundational Catechetical Certification workshops the individual would like to repeat as a refresher; or an appropriate online course from an accredited source. Courses or workshops in total must meet a minimum duration requirement of nine hours per academic year [July 1st – June 30th], instruction and tasks/assignments combined, and be approved in advance by the Office of Families and Schools of Discipleship. On average one Franciscan At Home workshop will take three hours to complete when time for related tasks and assignments are factored in; so if one is using Franciscan At Home for Ongoing Formation one would need to complete a minimum of three workshops for that academic year (academic = July 1st to June 30th). Please note that all Franciscan At Home workshops are preapproved for Ongoing Formation by the Office of Families and Schools of Discipleship.

IV. **Fulfilling the Requirements:**

A. Prior/Existing Certification.

1. From other Dioceses: A review of previously earned certification (including the certification requirements of the Diocese in question and a copy of the individual’s certificate from that Diocese) will take place by the Office of Families and Schools of Discipleship, and equivalency for the appropriate components will be granted as warranted. We will be looking for equivalents of the six key areas: Creed, Sacraments and Liturgy, Prayer and Spirituality, Morality, Bible, and Method.

2. From prior, formal education (including Commissioned Ministry/Emmaus Program): Individuals will submit a copy of their college/commissioned ministry transcripts documenting appropriate coursework (in one or more of six key areas: Creed, Sacraments and Liturgy, Prayer and Spirituality, Morality, Bible, and Methods) to the Office of Families and Schools of Discipleship. If equivalency to any of the six key areas is granted, a certificate/letter will be issued by the Office of Families and Schools of Discipleship for that/those component(s) and mailed to the individual's parish/school.

3. From a lapsed certification: Individuals with lapsed certification, must pursue Foundational Catechetical Certification by completing all the workshops in their respective track as outlined in III.A above. Certification that has been lapsed is subject to review and evaluation by the Office of Families and Schools of Discipleship.

- B. Foundational Catechetical Certification. Upon completion of all the workshops in a respective track, a certificate of Foundational Catechetical Certification will be issued by the Office of Families and Schools of Discipleship and mailed/emailed to the individual's current parish/school. To maintain one's certification, the individual will pursue On-going Formation as described in paragraph III.C above.
- C. For contract purposes, Catholic school administrators and Catholic school teachers and teacher-aides, who are in the process of pursuing Foundational Catechetical Certification are required to take three Franciscan At Home workshops each academic year (academic = July 1st to June 30th) until they have attained Foundational Catechetical Certification. However, only one of the three workshops per academic year (academic = July 1st to June 30th) need be in their respective track for certification.

V. **Conclusion.** All certification processes are subject to review by the Office of Families and Schools of Discipleship. For more information, please contact the Office at education@gbdioc.org.