

Ministry Profile: Foundational Catechetical Certification (FCC) Trainer

Summary

The FCC Trainer is responsible for conducting the certification component classes for teachers, catechists and general parish members according to the set curriculum established by the Department of Education of the Diocese of Green Bay.

Qualifications

Trainers must:

- have completed all of the foundational components (BIBLE, CREED, SACRAMENTS & LITURGY, PRAYER & SPIRITUALITY, MORALITY, METHODS), or have equivalent formal education as determined by the Director of Religious Education to teach one or two component(s).
- have BA or MA in Theology, or Emmaus Certification (Commissioned Ministry) to be able to teach more than two components.
- live in full sacramental communion with the Catholic Church.
- be loyal to the teachings of the Catholic Church
- successfully complete a “Train-the-Trainer” session offered by the Department of Education.
- have the endorsement of their pastor/parish director.
- agree to conduct the component classes in accordance to the set lesson plans for that component. (Consistency is necessary so that if someone missed #2 session, they can go to another site for #2 session and received the same main points to reduce the number of make-up classes that one trainer would have to present.)
- be familiar with adult teaching style and must be sensitive to adult learner needs.
- exhibit skills in interpersonal communication and public speaking.
- have VIRTUS training.
- have background in the area being taught.

Responsibilities

Trainers will:

- conduct the component classes, **following the lesson plans** set forth by the Department of Education.
- seek approval from the Department of Education *in advance* for any resource materials other than the ones cited in the lesson plans.
- maintain attendance records of each session and report attendance to Department of Religious Education.
- submit attendance chart with title of course, date and time of presentations.
- forward participant feedback regarding the sessions to the Department of Education.
- be aware of observation at any time by a department of education director.

Time Requirements

- Classroom time must equal at least 10 hours (typically, five 2-hour sessions).
- Preparation time as needed to do background reading and preparation.
- Administrative time (reporting attendance, feedback) as needed.

Compensation

- Discipleship position (volunteer), Diocesan Office will not be able to reimburse Trainers.
- Hopefully there will be a sufficient number of Trainers in each region so no one has to travel a distance.
- If the trainer travels a distance to present, then the trainer should negotiate with the host parish for reimbursement for mileage.