



INSTITUTE
FOR
PASTORAL
LEADERSHIP

University of Saint Mary of the Lake

CATECHETICAL COORDINATOR (CRE, CAFF, CYM)

CERTIFICATION REQUIREMENTS

TODAY'S DATE _____

APPLICANT'S NAME _____
(First)
(Middle Initial)
(Last)

General Requirements

	Completed Program Application Form
	Application Fee (\$50)
	Completed Recommendation Form <i>(from Pastor)</i>
	Baptism Certificate <i>(original with parish seal and notations on the back)</i>
	Admissions Interview
	Archdiocesan Child Protection Documents <i>(photocopies)</i> :
	- Virtus Certificate <i>(Protecting God's Children)</i>
	- Code of Conduct Form
	- Criminal Background Check Summary Webpage <i>(eAPPS)</i>
	- CANTS Form
	- Mandated Reporter Training Certificate
	Ministry Role Description
	Transcripts <i>(records of previous academic courses and/or formation events)</i>
	Resume
	Supervised Ministerial Practicum <i>(Typically 4 hours per week over one school year, for a total of 100 hours. Refer to https://usml.edu/ipl/coordinator/ for forms)</i>
	- Basic Site Information form
	- Learning Plan form
	- Student Evaluation form
	- Final Evaluation form
	Final Interview

Academic Courses

	Introduction to Divine Revelation
	Introduction to Catholic Doctrine
	Introduction to Christian Anthropology
	Introduction to Church History
	Introduction to Sacraments, Literurgy & Worship
	Introduction to Moral Theology & Catholic Social Teaching
	Christology
	Pneumatology
	Ecclesiology

Online Ministerial Courses (CRE, CAFF, CYM) - VLCFF & FAHU

	Faith and Human Development (CRE)
	The Intercultural Church (CRE)
	Introduction to Catechesis (CRE)
	Our Hearts Were Burning (CAFF)
	Foundations & Vision for Adult Learning (CAFF)
	Parish as a Learning Community (CAFF)
	Many Faces of Adult Learners (CAFF)
	Leadership Roles & Skills for Adult Learning & Faith Formation (CAFF)

	9 Online Workshops Year I – Franciscan At Home University (CYM)
	3 Online Elective Workshops Year I – Franciscan At Home University (CYM)
	10 Online Workshops Year II – Franciscan At Home University (CYM)
	2 Online Electives Year II – Franciscan At Home University (CYM)

Formation Days

YEAR I	
	Opening Retreat, Year I
	Formation Day 1, Year I
	Formation Day 2, Year I
	Formation Day 3, Year I
	Formation Day 4, Year I
	Formation Day 5, Year I
	Formation Day 6, Year I
	Formation Day 7, Year I
	Formation Day 8, Year I
	Summer Book Reading & Discussion
YEAR II	
	Opening Retreat, Year II
	Formation Day 1, Year II
	Formation Day 2, Year II
	Formation Day 3, Year II
	Formation Day 4, Year II
	Formation Day 5, Year II
	Formation Day 6, Year II
	Formation Day 7, Year II
	Formation Day 8, Year II
	Closing Day of Reflection & Integration
YEAR III	
	Opening Retreat, Year III
	RCIA Formation I (CAFFs)
	RCIA Formation II (CAFFs)
	Workshop Day 1, Year III
	Workshop Day 2, Year III
	Workshop Day 3, Year III
	Workshop Day 4, Year III
	Workshop Day 5, Year III
	Workshop Day 6, Year III
	Closing Day of Reflection & Integration

Note: Each year, the program typically offers 2 human, 3 spiritual, 1 intellectual, and 2 pastoral formation days.
For more information, please contact Michelle Shaffer at 847-970-4926 or mshaffer@usml.edu.

October 18, 2021