**A picture containing logo

Description automatically generated**University of Saint Mary of the Lake

**Catechetical Coordinator**

**Application for Renewal of Certification**

**TODAY’S DATE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPLICANT’S NAME**  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(First) (Middle Initial) (Last)*

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

*(Street) (Apt. #)*

\_\_\_\_\_\_\_\_\_ \_\_\_

*(City) (State) (Zip)*

Primary Phone Number on which you can usually be reached: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is my: \_\_\_\_\_ Home \_\_\_\_ Work \_\_\_\_\_\_\_ Cell phone

Secondary Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is my: \_\_\_\_\_Home \_\_\_\_ Work \_\_\_\_\_\_\_ Cell phone

E-mail Address (which you check regularly): \_\_\_\_\_\_\_\_\_\_\_

**PARISH/AGENCY/ORGANIZATION** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Ministerial Role: \_\_\_\_\_\_\_\_\_

Length of Time in This Role:

Certification Date, Initial (*month/year)*:

Renewal of Certification Dates: 1st ; 2nd ; 3rd ; 4th ;

*Applicant’s Signature Date*

Please return the completed application along with the

**$25 renewal fee** (check made out to **USML**) to:

University of Saint Mary of the Lake

Institute for Pastoral Leadership

1000 E. Maple Avenue, Mundelein, IL 60060

Telephone: 847-837-4553 Fax: 847-837-4565

<https://usml.edu/ipl/certificates/>

Version 4: 3-6-23

**CATECHETICAL COORDINATOR**

**APPLICATION FOR RENEWAL OF CERTIFICATION**

**Overview:**

Catechetical Coordinator Certification is valid for 5 years, and is typically granted for these positions: Coordinator of Religious Education (CRE), Coordinator of Youth Ministry (CYM), and Coordinator of Adult Faith Formation (CAFF). Please note that the Institute for Lay Formation is not able to renew the certification of persons who are outside the Archdiocese of Chicago.

During the fifth year of certification, please submit this Application for Renewal of Certification and the $25.00 renewal fee. **Check or money order payable to:** USML. **Mailing address:** University of Saint Mary of the Lake, Institute for Lay Formation, 1000 E. Maple Avenue, Mundelein, IL 60060.

**Requirements:**

This Application for Renewal of Certification contains a record of the following ongoing formation, and also your action goals:

• Eighty (80) contact hours per five-year period (16 hours per year) of formation in the

following areas:

* Ministerial Growth – this area may include theology or Scripture courses; courses, seminars, or workshops relating to specific areas of ministry, learning a second language to enhance your ministry skills, or other similar activities
* Spiritual/Personal Growth – this area may include retreats, parish missions, days of reflection, regular time with spiritual director, or other similar activities

• Action Goals: Please select one “element” or “method” from each of the four areas of

Formation (human, spiritual, intellectual, pastoral) that you would like to improve in

your ministry. Please write or type how you plan to integrate more fully these

elements/methods in your ministry. The elements/methods for the four areas of

formation can be found in the USCCB document, *Co-Workers in the Vineyard of the Lord*

(pp. 36-49). <https://www.usccb.org/upload/co-workers-vineyard-lay-ecclesial-ministry-2005.pdf>

For the first and second renewals, certification may be granted for 5 years. After your third renewal (15 years in ministry), certification may be granted for 10 years. The specific requirements are determined by the Institute for Pastoral Leadership.

**RECORD OF ONGOING FORMATION**

**Ministerial Growth**

**Example:**

|  |  |
| --- | --- |
| Date: **2/12/17** Hours: **5** | Location: **CTU** |
| Title: **The Life & Letters of St. Paul** | Instructor: **Dr. Jim Papandrea** |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*[Note: this page may be photocopied if there are additional events]*

**Spiritual / Personal Growth**

**Example:**

|  |  |
| --- | --- |
| Date: **6/15/16** Hours: **1** | Location: **Cenacle Retreat & Conference Center** |
| Title: **Spiritual Direction** | Instructor: **Sr. Mary Brown** |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*[Note: this page may be photocopied if there are additional events]*

**Action Goals**

Please select one “element” or “method” from each of the four areas of formation (human, spiritual, intellectual, pastoral) that you would like to improve in your ministry. Please write or type how you plan to integrate more fully these elements/methods in your ministry. The elements/methods for the four areas of formation can be found in the USCCB document, *Co-Workers in the Vineyard of the Lord* (pp. 36-49).

Human Formation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Spiritual Formation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Intellectual Formation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Pastoral Formation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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