



University of Saint Mary of the Lake

DIRECTOR -LEVEL CERTIFICATION REQUIREMENTS

THESE REQUIREMENTS ARE APPLICABLE TO THE PASTORAL ASSOCIATE (PA), DIRECTOR OF RELIGIOUS EDUCATION (DRE), DIRECTOR OF ADULT FAITH FORMATION (DAFF), AND DIRECTOR OF YOUTH MINISTRY (DYM) ROLES.

TODAY'S DATE: _____

CANDIDATE'S NAME: _____
(First)
(Middle Initial)
(Last)

General Requirements

	LEM/MAPS Program Application
	LEM/MAPS Program Application Fee (\$75)
	Recommendation Forms (1. Annual RFs from Pastor, 2. Colleague in ministry, 3. Professor or Supervisor)
	Original Baptism Certificate (original certificate dated within six months, with parish seal and notations)
	Admissions Interview
	Archdiocesan Child Protection Documents (photocopies):
	- Virtus Certificate (Protecting God's Children)
	- Code of Conduct Form
	- Criminal Background Check Summary Webpage (eAPPS)
	- CANTS Form
	- Mandated Reporter Training Certificate
	Academic Transcripts (unofficial copy annually, plus official copy at end of program)

Supervised Ministerial Practicum (Refer <https://usml.edu/ip/director/> for more information and forms.)

	Basic Site Information form
	Final Evaluation form

MAPS Academic Courses

(USML MAPS courses are shown below. For other MAPS programs, refer to the Loyola IPS or CTU programs of study.)

	Canon Law – LF 527 (2 credits)
	Capstone Thesis Project – LF 580 (1 credit)
	Catholic Social Teaching – LF 575 (2 credits)
	Christian Anthropology – LF 515 (3 credits)
	Christology – LF 511 (3 credits)
	Church History – LF 528 (3 credits)
	Ecclesiology – LF 519 (3 credits)
	Field Placement – LF 504 (2 credits)
	Foundations of Catholic Doctrine – LF 520 (3 credits)
	Lay Leadership of Prayer – LF 516 (2 credits)
	Moral Theology – LF 513 (3 credits)
	New Testament – LF 502 (3 credits)
	Old Testament – LF 507 (3 credits)
	Pastoral Care – LF 512 (2 credits)
	Sacramental Theology – LF 532 (3 credits)
	Spiritual Theology – LF 517 (2 credits)

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DIRECTOR-LEVEL CERTIFICATION REQUIREMENTS – CONTINUED

Formation Program

YEAR 1

	All: Opening Retreat, Year 1
	All: 8 Formation Days
	All: Day with the Cardinal

YEAR 2

	All: Opening Retreat, Year 2
	All: Day with the Cardinal
	PAs, DREs, DAFFs, DYMs: 8 Formation Days (can begin certification concentrations)
	DYMs: Can begin 12 Franciscan at Home Youth Ministry Workshops (see below)

YEAR 3

	All: Opening Retreat, Year 3
	All: Day with the Cardinal
	All: Boundaries, Dual Relationships, Communication Skills Workshop
	All: Community Resources/Leading Ministers Workshop
	All: Conflict Management Workshop
	All: Difficult Topics in Ministry Workshop
	All: Integration Seminar, Year 3

PAs: Ministerial Workshops

	PA Workshop 1: Introduction to Annulments
	PA Workshop 2: Community Resources/Leading Ministers
	PA Workshop 3: Conflict Management
	RCIA Intensive I Workshop
	RCIA Intensive II Workshop

DREs: Ministerial Courses and Workshop

Refer to <https://vlcff.udayton.edu/courses/> for information on University of Dayton courses.

Refer to <https://mcgrath.nd.edu/online-courses/step/> for information on Notre Dame online courses.

	Faith and Human Development (Dayton online course)
	The Intercultural Church (Notre Dame online course)
	Introduction to Catechesis (Dayton online course)
	Catechetical Methodology Workshop (at USML campus)
	RE Curriculum and Development/Catechist Formation and Certification Workshop (USML campus)

DAFFs: Ministerial Courses and Workshops

Refer to <https://vlcff.udayton.edu/courses/> for information on University of Dayton courses.

	Foundations and Vision for Adult Learning and Faith Formation (Dayton online course)
	Parish as a Learning Community (Dayton online course)
	Many Faces of Adult Learners (Dayton online course)
	Leadership Roles and Skills for Adult Learning and Faith Formation (Dayton online course)
	RCIA Intensive I Workshop
	RCIA Intensive II Workshop

DYMs: Year 2 and 3 Ministerial Workshops

Refer to <https://franciscanathome.com/tracks-and-workshops>

	Year I Workshops (9 online workshops)
	Year I Elective Workshops (3 online workshops)
	Year II Workshops (10 online workshops)
	Year II Elective Workshops (2 online workshops)

For information, please contact Dave Retseck at 847-837-4553 or dretseck@usml.edu.

March 29, 2022

