

DIOCESE OF PALM BEACH
OFFICE OF CATECHETICAL LEADERSHIP & YOUTH MINISTRY FORMATION

**Extended Educational Opportunity
Instructor Form**

Parish _____

Director/Coordinator _____

With permission from the Diocesan Office persons with a strong faith commitment, a knowledge of Catholic teachings, who are gifted in communication skills and have teaching experience would be eligible to offer courses in a parish which could be applied toward Catechetical Certification.

Name _____

Address _____

Degree Held _____

College/University _____ Year _____

Experience _____

Form #1

GUIDELINES FOR RECEIVING COURSE CREDITS TOWARD CERTIFICATION WITH AN OUTSIDE INSTRUCTOR

1. An Instructor* must completely fill out FORM #1 and FORM #1a and submit it to the office of Catechetical Leadership & Youth Ministry Formation for Course Instruction Approval.
2. The Instructor* and PCL will receive a letter from this office approving the course and designating the number of credits that can be earned upon completion of the course. This will guarantee that the participants completing this course will receive course credits for their work.
3. An Attendance Sheet must be kept for each Session of the course instruction.
4. Each Participant must sign the Attendance Sheet each evening they attend.
5. Written assignments must be given, graded and submitted to this office (by the Instructor*) in order for the course to be granted credit.

Instructor*

An Instructor should have a Master's Degree in Religious Studies, Theology or Pastoral Studies,
or an approved equivalent
or have 7 or more years of continuous experience as a Director of Religious Education in a parish.

If these Guidelines have not been met, we will be unable to grant course credits based upon word-of-mouth. Documentation from the Instructor* and Participant need to be recorded in our files. This is done to ensure the integrity of our Catechist Formation/Certification Program.

Office of Catechetical Leadership & Youth Ministry Formation
Diocese of Palm Beach
P.O. Box 109650
9995 North Military Trail
Palm Beach Gardens, FL 33410-9650
(561) 775-9548/9549
(561) 775-9545 fax

DIOCESE OF PALM BEACH
OFFICE OF CATECHETICAL LEADERSHIP & YOUTH MINISTRY FORMATION

**Extended Educational Opportunity
Instructor/Course Title and Outline Form**

Parish _____

Instructor _____

Address _____

_____ Phone _____

Title of Course _____

Contact Hours/Sessions _____

Course Description _____

Specific Course Objectives

1. _____

2. _____

3. _____

WRITTEN ASSIGNMENT FOR COURSE:

Q #1 _____

Q #2 _____

Q #3 _____

Form #1a

DIOCESE OF PALM BEACH
OFFICE OF CATECHETICAL LEADERSHIP & YOUTH MINISTRY FORMATION

**Diocesan Catechist Certification [Parish]
Candidates to receive the INTERMEDIATE CERTIFICATE**

PARISH _____

DIRECTOR/COORDINATOR _____

DATE _____

The following participants have satisfactorily completed **Echoes of Faith Catechist Program: Part I and Part II** including: Getting Started as a Catechist; Roles of the Catechist; The Person of the Catechist; Introduction to the Learner; Methodology: GR 1-2, GR 3-4, GR 5-6, and GR 7-8, I Believe/We Believe, Introduction to the Scriptures, Liturgy & Sacraments, Catholic Morality, Prayer & Spirituality and have been granted their BASIC CERTIFICATE and are now eligible for the INTERMEDIATE CERTIFICATE.

Please type each participant's name and have their signature on this form and send it to:
Office of Catechetical Leadership & Youth Ministry Formation

(typed) Name of Participant	Participant Signature

DIOCESE OF PALM BEACH
OFFICE OF CATECHETICAL LEADERSHIP & YOUTH MINISTRY FORMATION

Diocesan Catechist Certification
Enrolled in the School of Christian Formation

to be filled out by Parish PCL/School Principal

PERSON SUBMITTING THIS FORM _____

PARISH/SCHOOL/FACILITY _____

DIRECTOR OF SCHOOL OF CHRISTIAN FORMATION _____

The following participants are enrolled in classes given by the *School of Christian Formation* and upon completion of all course work and written assignments and Letter of Completion from the Director of the School of Christian Formation, participants will receive **CERTIFICATION** from this office.

Participant	Course Completed	Date of Course/Facility

Catechist/School: **Form #10**

DIOCESE OF PALM BEACH
OFFICE OF CATECHETICAL LEADERSHIP & YOUTH MINISTRY FORMATION

**Diocesan Catechist Certification [Schools]
Candidates to receive the LEVEL TWO CERTIFICATE**

SCHOOL _____

PRINCIPAL/COORDINATOR _____

DATE _____

The following teachers have received their FOUNDATION CERTIFICATE and LEVEL ONE CERTIFICATE and have completed (4) courses in the School of Christian Formation and are now eligible for LEVEL TWO CERTIFICATE

Please type each teacher's name and have their signature on this form and send it to:
Office of Catechetical Leadership & Youth Ministry Formation

(typed) Name of Participant	Participant Signature

DIOCESE OF PALM BEACH
OFFICE OF CATECHETICAL LEADERSHIP & YOUTH MINISTRY FORMATION

**Diocesan Catechist Certification [Schools]
Candidates to receive the LEVEL THREE CERTIFICATE**

SCHOOL _____

PRINCIPAL/COORDINATOR _____

DATE _____

The following teachers have received their FOUNDATION CERTIFICATE, LEVEL ONE CERTIFICATE and have completed (8) courses in the School of Christian Formation, OR possess a Bachelor's or Master's Degree in Religious Studies, Theology or Pastoral Ministry and are now eligible for **LEVEL THREE CERTIFICATE**

Please type each teacher's name and have their signature on this form and send it to:
Office of Catechetical Leadership & Youth Ministry Formation

(typed) Name of Participant	Participant Signature

