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200 Catechists and Other Volunteers

201 Volunteers

A volunteer is someone who renders services to a parish program usually on a regular and continuing basis without compensation. Parish Directors/Coordinators should keep a current list of catechists and other volunteers, the day and times they volunteer and emergency information.

In order to insure the protection of children and youth, catechists and other volunteers must be carefully screened, selected and supervised. New volunteers who will have supervisory or disciplinary oversight of children and vulnerable adults as catechists or aides must be checked and the application forms kept on file in a secure place. For the Application Form see 215 FORMS AND RESOURCES.

Volunteer catechists and aides

- Must be fingerprinted. See policy below.
- Must also be informed of their responsibility to report suspected instances of child abuse. See 108 CHILD ABUSE.
- Are expected to follow the Code of Conduct in the Diocesan Policy on Sexual Misconduct. See 215 FORMS AND RESOURCES.

202 DIOCESAN VOLUNTEER FINGERPRINTING POLICY

In compliance with the *Charter for the Protection of Children and Young People* promulgated by the United States Conference of Catholic Bishops on June 14, 2002, the Diocese of San Jose requires that **all volunteers of parishes, schools or diocesan agencies or institutions who have supervisory or disciplinary oversight over children or vulnerable adults submit their fingerprints for a criminal record check as a condition of working in volunteer status.**

All volunteers currently working in the above category must be fingerprinted as soon as practically possible. **No person in the above category may begin his or her volunteer services with children or vulnerable adults** until fingerprint clearance has been returned by the Department of Justice.

The Department of Justice furnishes a clearance or criminal record summary to the Personnel Office of the Diocese. Should the summary contain information regarding a criminal record, the pastor, principal or agency/institution director will be informed of the summary by the Director or Associate of Personnel, and then the summary will be destroyed. Candidates should not be discriminated against solely on a prior record. Type of offense, age at the time of the offense, and the candidate's honesty on the volunteer application should all be taken into consideration and the Director or Associate of Personnel consulted before the pastor, principal or director reaches a final decision regarding the commission of a volunteer candidate or the termination of a current volunteer.

LIVESCAN Finger printing available at Parish/School Site

If you're a group of volunteers who need to be fingerprinted, you can arrange to have a Livescan mobile service company come to your parish or school for onsite fingerprinting. Verify Group, Inc. will bring the Livescan forms and a portable Livescan machine to your site for groups of 10 or more volunteers. Verify group is knowledgeable about diocesan fingerprint policy and has all the required diocesan codes to complete and submit Livescan fingerprints accurately. Appointments and walk-in times are also available at their Campbell Office. For more information or to make arrangements for Livescan mobile services at your parish or school site, Call (408) 761-2156

203 DIOCESAN POLICY ON SEXUAL CONDUCT/STANDARDS OF CONDUCT

The Diocesan Policy on Sexual Misconduct is available in English and Spanish on the diocesan website, www.dsje.org. All volunteers should receive a copy of this policy and complete a Declaration of Responsibility and Policy Acknowledgment. The declarations of Responsibility are to be returned to the diocese of San Jose, Office of the Protection of Children and Vulnerable Adults. For a copy of the Declarations of Responsibility see 215 FORM AND RESOURCES.

Follow the link for, “Respecting the Boundaries: Sexual Abuse of Minors”, Another brochure: “Respecting the Boundaries: Keeping the Ministerial Relationships Healthy and Holy” can be found on the website in English, Spanish and Vietnamese.

204 DIOCESAN SEXUAL CONDUCT---STANDARDS OF CONDUCT WORKSHOPS

All new employees must attend a Diocesan Sexual Conduct Workshop. Workshops are given in English and Spanish in a variety of locations during the year. To obtain the dates, times, languages and locations visit the diocesan website. **Renewal is offered online at www.shieldthevulnerable.org**

205 DIOCESAN ONLINE SAFE ENVIRONMENT TRAINING

All volunteers must take the diocesan online safe environment training every three years by logging onto www.shieldthevulnerable.org and participating in the training in the comfort of their home. Once they register they have up to thirty days to complete their training. Upon completion they will be able to print out their certificate of completion. This certificate as well as the fingerprint clearance is necessary if they plan to minister to children and youth. For additional information please contact the Office for the Protection of Children and Vulnerable Adults at 408-983-0147

206 CATECHIST TRAINING AND FORMATION

“The quality of any form of pastoral activity is placed at risk if it does not rely on truly competent and trained personnel.” (GDC #234)

Parish Director/Coordinators are responsible for the training and formation of catechists which includes helping them grow in their spirituality. Some of this training and formation will necessarily take place in the parish. Other formation is offered at the cluster level or by the diocese.

207 CATECHIST CERTIFICATION

In order to insure that catechists are able to lead adults, children and youth to a deeper relationship with Christ, all catechists are expected to be certified or in the process of certification. The requirements for catechist certification follow the guidelines approved by the California Catholic Conference of Bishops. In the Diocese of San Jose catechist certification is a collaborative effort involving the catechist, the parish catechetical director and the diocese. The requirements are outlined below. Brochures in English and Spanish explaining these requirements for catechists can be found under 215 FORMS AND RESOURCES.

Coursework:

- Introduction to Catechetical Ministry
 - *Echoes of Faith* “Catechists” and “Method” Modules (English) High School or Adult
 - or Sembrando la Palabra (Spanish)

In English the formation is done at the Parish level or in clusters and is the responsibility of the Catechetical Director/Coordinator.

- FAITH beyond 2000, part 1 (11 sessions)
- FAITH beyond 2000, part 2 (12 Session)
- or
- Into the Fields: Year 1, 2 and 3 TwentyThird Publications

Experience, Observations and Safe Environment Training:

- Satisfactory completion of one year as a catechist.
 - At least one observation by a Master Catechist with a written evaluation of performance
 - An observation of an experienced catechist and a written report and discussion with a Master Catechist
- For an observation form see 215 FORMS AND RESOURCES
- Completion of Safe Environment Training at www.shieldthevulnerable.org, The training is required to recertify every three years.

Request for Certification:

When a catechist has met all of the requirements for certification, the Catechetical Director/Coordinator submits the following to the diocesan director of catechetical ministry:

- The completed diocesan record form
- A request for certification

For copies of these forms see 215 FORMS AND RESOURCES.

Expiration and Renewal:

Catechist certification expires after 4 years. To renew this certificate, the catechist shall complete at least ten hours annually in the content areas mentioned above. When a certified catechist has met these requirements, the Director/Coordinator submits a “request for recertification” form to the diocesan office. (See 215 FORMS AND RESOURCES)

208 COURSE OF STUDY FOR CATECHIST CERTIFICATION

A. Introduction to Catechetical Ministry using Echoes of Faith Plus DVD’s and booklets

Getting Started as a Catechist - 4 hours

Roles of the Catechist - 4 hours

Person of the Catechist – 2-3 hours minimum

Methods for Grades 1-2, 3-4, 5-6, 7-8 – 4 hours

Or Middle School or Youth Ministry workshops-4 hours

Or Adult Module- 4 hours

Total Numbers of Hours for Introduction to Catechetical Ministry- 14 hours

In Spanish, *Sembrando la Palabra*, parts 1, 2, and 3 is equivalent to the Catechist and Methods Modules using *Echoes of Faith*

B. FAITH beyond 2000, part 1

Revelation and Response

Jesus the Fullness of Revelation

Introduction to the Old Testament

Introduction to the New Testament: Gospels

The Holy Spirit
The Church
The Christian Creed
Introduction to the Scriptures

Mary and the Saints
Prayer and Spirituality part 1
Prayer and Spirituality part 2

C. FAITH beyond 2000, part 2

Liturgy	Morality, Part 1
Liturgy and Christian Identity	Morality, Part 2
Sacraments of Initiation: Bapt. and Conf.	Social Justice
Sacraments of Initiation: Eucharist	Faith and Human Development, part 1
Sacraments of Healing	Faith and Human Development, part 2
Sacraments at the Service of Communion	Faith Formation: Family, Culture and Church

209 GUIDELINES FOR USING ECHOES OF FAITH FOR CERTIFICATION

Catechist and Methods Modules may be facilitated by either

- Master Catechists or by
- Directors of Catechetical Ministry, Coordinators or certified catechists (recommended by the DCM), all of whom have attended Echoes of Faith facilitator training.

Process for Catechist and Methods Modules: Normally catechists watch the video, discuss it, and use the workbook as a group. At the discretion of the director of Catechetical Ministry, a catechist may be permitted to use the video and companion workbook alone if s/he

- Completes the written material in the companion workbook as prescribed and turns it in to the facilitator and
- Meets with the facilitator and, if possible, other catechist to discuss the material for a minimum of 30-45 minutes.

Watching the video alone should be the exception, not the rule.

210 FAITH beyond 2000 MAKEUP SESSIONS

Makeup sessions given in parishes or clusters of parishes must

- Be presented by Master Catechists or equivalent and approved by the diocese
- Follow the approved guidelines developed for FAITH beyond 2000 since *Echoes of Faith* does not cover everything required for catechist certification.

211 CATECHIST CERTIFICATION AND FOUNDATIONAL THEOLOGICAL FORMATION FOR MINISTRY EQUIVALENCIES

Foundational Theological Formation covers the following topics:

- Eucharistic Liturgy/ Stewardship
- Jesus Christ/Discipleship/Kingdom
- Mission of the Church
- Sacrament
- Catholic Social Teaching
- Call to Ministry
- Ministry and Culture
- Discernment of Gifts for Ministry

When the ministry formation sessions follow diocesan outlines, catechists may substitute the sessions listed below for FAITH beyond 2000 sessions. Catechists who substitute these theological formation sessions for FAITH beyond 2000 sessions must complete the corresponding assignments and give them to the Catechetical Director/Coordinator to read.

The corresponding assignments are posted on the diocesan website. They may also be obtained as an e-mail attachment upon request. The foundational theological formation sessions must be recorded on the Catechist Formation Record Form. (see 215 FORMS AND RESOURCES)

Equivalencies

FAITH beyond 2000 (part 1)	Foundational Theological Formation
Jesus the Fullness of Revelation	Jesus Christ/Discipleship/Kingdom
The Church	Mission of the Church
FAITH beyond 2000 (part 2)	Foundational Theological Formation
Liturgy and Christian Identity	Eucharistic Liturgy/ Stewardship
Sacraments of Initiation: Bapt. and Conf	Sacrament
Social Justice	Catholic Social Teaching

A copy of the diocesan Guiding Principles for Ministry Formation and foundational theological outlines are available upon request.

212 RECORD KEEPING

Parish catechetical leaders are expected to maintain the formation and service records of their catechists and encourage their on-going training and formation. Catechists are also encouraged to keep a record of the sessions they attend. See 215 FORMS, BROCHURES AND CERTIFICATES

213 SUPERVISION OF CATECHISTS

Parish catechetical leaders are expected to supervise their catechists. Supervision is an opportunity to provide support, encouragement and motivation for catechists as well as an opportunity to enable and empower them to grow in their ministry. Catechists should know why supervision is important, when someone will visit the classroom and what they will be looking for. Supervision should always be a positive experience. See 215 FORMS, BROCHURES AND CERTIFICATES for a sample Classroom Visitation Form.

214 PROCEDURES FOR REPORTING INJURIES INVOLVING VOLUNTEERS

Please note volunteers are special people to the Diocese of San Jose. We depend on them to help accomplish our ministries. Our primary concern when they are injured during any aspect of their volunteer duties is for their immediate health, well being and first aid that may be required. Please follow this procedure to provide them with the answers to their questions and resources that are available to them.

- Obtain specific details about the nature and cause of their injury. Prepare a short report (you may use attached Notice of Claim Form) to answer the following questions: Who was injured? (all parties and their affiliation to your location) What are their address and other contact information? Where and at what time did the injury take place? What is the nature of their injury and was immediate medical attention necessary? Who witnessed the injury and what are their address and other contact information?
- Advise the injured volunteer to report their medical condition, if necessary, to their group or individual health insurer. This is the primary source for medical coverage for injured volunteers.

- Call (415) 564-9300 extension 8542 (Mary Demarest) at Arthur J. Gallagher & co., our insurance broker. You can also fax your report to Mary at (415) 536-4035 or send an email to: claims-sf@ajg.com
- DSJ has limited premises and automobile medical payments coverage that may apply to cover medical insurance costs, and co-pays. Coverage is provided The Ordinary Mutual, our liability insurer but may not apply in all situations. Mary Demarest of Arthur J. Gallagher & Co. will report the incident to The Ordinary Mutual who will be in contact with you or the injured volunteer as needed.
- DSJ has an accident insurance program that acts as a “safety net” in case most other forms of coverage don’t apply or aren’t available. Coverage is arranged through Myers-Stevens and is part of the overall accident insurance program of DSJ. Again, coverage may not apply in all situations. Mary Demarest of Arthur J. Gallagher & Co. will report the incident to Myers-Stevens who will be in contact with you or the injured volunteer as needed.
- DSJ has an accident insurance program that acts as a “safety net” in case most other forms of coverage don’t apply or aren’t available. Coverage is arranged through Myers-Stevens and is part of the overall accident insurance program of DSJ. Again coverage may not apply in all situations. Mary Demares of Arthur J. Gallagher & Co. will report the incident o Myers-Stevens who will be in contact with you or the injured volunteer as needed.
- Express care and concern and provide immediate first aid or access other emergency medical assistance as needed. Do not volunteer or provide any information you’ve received to anyone without a need to know. Do not admit liability on behalf of the DSJ or your location or promise assistance other than is specified.

In an extreme emergency please call Dennis O’Hara of Arthur J. Gallagher & Co. at (415)225-8440 (cell) or (415) 369-0711 (home).

215 FORMS AND RESOURCES

- Catechist Invitation/Recruitment Process
- Ministry Description: Catechist
- Basic Catechist Observation Form (English and Spanish)
- Catechist/Aide Application Form (English and Spanish)
- Catechist Certification Brochure: “Called to Be a Certified Catechist” (English and Spanish)
- Catechist Commitment (Sample)
- Catechist Formation Record (English and Spanish)
- Catechist Service and Enrichment Record (English and Spanish)
- Certificate of Completion: Introduction to Catechetical Ministry (English and Spanish)
- Classroom Visitation Form (English and Spanish)
- Adult Code of Conduct with Youth

- Código para adultos en su Conducta al Relacionarse con Jóvenes
- Declaration of Responsibility and Policy Acknowledgment
- Declaración de Responsabilidad y póliza de Admisión
- Request for Basic Catechist Certificate
- Request for Basic Catechist Certificate Renewal
- [Respecting the Boundaries](#) [Spanish](#) [Vietnamese](#)

Catechist Invitation/Recruitment Process

Role of the Diocese

Opportunities for recruitment:

- Formation sessions- Faith Beyond 2000, Catechist Track at ILM and Master Catechist process
- Diocesan Events- Pius X Dinner, Adult Faith Formation Luncheon, Faith Formation Conference, Workshops
- Publications- Valley Catholic

Role of the Parish

Recruiters in Parish:

Director of Catechetical Ministry, (mainly responsible for recruiting) Director of Youth Ministry, Adult Faith Formation leaders, Pastor, Priests, Catechists, Parish Staff and Parish Leaders

Opportunities for recruitment:

- Celebration of Sunday Eucharist, during homily, prayers of the faithful, blessings, (Catechetical Sunday) music, announcements, posters, bulletin boards, in church vestibule
- Parish Events: Ministry Fairs, Parent Orientation, Parish Festival's
- Youth programs, confirmation programs

Role of Director of Catechetical Ministry

Planning:

The Director of Catechetical Ministry needs to anticipate how many new catechists will be needed. The invitation to be a catechist process is all year long. In January, the DCM should start to evaluate who will be returning. The DCM should keep in mind the qualifications for being a catechist and be attentive to identifying potential candidates by assessing who has the qualities and the skills for different age levels; adults, teens, and children. The DCM asks for recommendations of potential catechists from others in the parish.

Intuition and Observation - Observe parishioners in different settings and ask oneself:

- Is this person trying to live his or her faith in daily life?
- Does this person show interest in learning and growing in faith?
- How does the person relate to adults, youth and children in informal situations?
- What kind of parent does the person seem to be?

Invitation to become a catechist- The DCM follows a discernment process.

- The DCM prayerfully reflects on the qualities of a catechist:
Catholic Identity
Part of Eucharistic Community

Good communicator
Collaborative, team player
Willingness to serve
Ability to pass on the faith
Values the dignity and talents of the learner
Respects the gift of faith in the learner

- The DCM makes a list of potential people to invite to be a catechist
- The DCM telephones a potential candidate and makes an appointment to meet the person to discuss the possibility of being a catechist.
- The DCM relates the qualities and talents that she or he has discerned the candidates possess to be a catechist.
- The DCM provides the potential candidate with a written description of the role of a catechist, along with the formation process required.
- The DCM asks the potential candidates to pray, discern and consult with his/her family about the decision to become a catechist.
- The DCM makes a follow-up appointment to discuss the decision made by the potential candidate.

Trying on the Role of Catechist- Apprenticeship

- The DCM pairs the new catechist with an experienced catechist
- Ease the catechist into the role. The DCM gives them a limited experience of catechetical ministry, such as a t summer bible camp before asking for a larger commitment.
- The DCM provides ongoing formation an support of the catechist through visitations, informal meetings, catechist meetings, in-services, appreciation.

Ministry Description:

Catechist

A catechist is a person of faith who has responded to *God's* call to share that faith with others. A catechist is steeped in a relationship with Jesus Christ through Scripture and prayer, and is rooted in the culture(s) of the community. A catechist may work with *adults, youth or children*, passing on the traditions and the teachings to the Catholic Church and nurturing faith in formal and informal settings. Moreover, a catechist is an example of a living faith.

Catechists have an important role in the teaching ministry of the Church. As servants of the community, they have a special responsibility to continue their own spiritual development and to grow in their understanding of Scripture, the teachings of the Church and in the skills they need to be effective in their ministry.

Ideally a catechist is a participating member of the parish. In addition a catechist should:

- Be a mature person of faith, at least 16 years of age.
- Be fully initiated, that is must have receive the Sacraments of Baptism, Confirmation and Eucharist.
- *Be celebrating and receiving Eucharist regularly*
- Be living an active Catholic and sacramental life, reflecting Catholic values in work, worship and service.
- Be a certified catechist or working toward certification.
- Have completed the safe environment training required by the Diocese of San Jose and has been screened by fingerprinting.

A catechist needs to make a commitment to be dependable:

- Prepares a weekly lesson plan (2.5 hrs each week)
- Teaches the required *catechetical sessions* (1.25 hrs. each week)
- Arrives promptly before each *catechetical session* (at least 15 minutes)

A catechist needs to demonstrate these professional skills:

- Communicates well with parents, catechetical staff and fellow volunteers; shares knowledge and experience with newcomers
- Knows what is appropriate for the age group of the students
- Exhibits positive attitude and shows initiative
- Is neat and professional in appearance
- Attends *catechist meetings*, workshops and In-service days

BASIC CATECHIST OBSERVATION

Catechist _____ Observer: _____

Date observed: _____ Parish _____

Age group: _____ Number of participants _____ Textbook/ Materials _____

Focus of Session _____

The following scale allows for five possible ratings: “most favorable” in column 5 to “least favorable” in column 1.

Circle one number for each item.

Least Most
Favorable Favorable

1. Environment

Catechist welcoming and hospitable	1	2	3	4	5
Comfortable physical arrangements	1	2	3	4	5
Prayer corner or visual focus for prayer	1	2	3	4	5
Catechist enthusiasm	1	2	3	4	5

Comments: _____

2. Catechist

Knowledge of content	1	2	3	4	5
Evidence of preparation	1	2	3	4	5
Positive attitude	1	2	3	4	5
Ability to relate to age level	1	2	3	4	5
Ability to share faith	1	2	3	4	5

Comments: _____

3. Use of catechetical process:

a. What human experience was used?

b. What was the core of the message?

c. How were the participants invited to reflect on the message and connect it to their lives?

d. How were participants encouraged to respond to the message?

BASIC CATECHIST OBSERVATION - continued

	Least Favorable			Most Favorable	
3. Creative Methodologies					
Use of audio-visual materials	1	2	3	4	5
Appropriate questions	1	2	3	4	5
Clear directions	1	2	3	4	5
Clear presentation	1	2	3	4	5
Meaningful activities	1	2	3	4	5
Summary	1	2	3	4	5
Prayer connected to liturgical year	1	2	3	4	5

Comments: _____

4. Relationship with Participants

Level of participation	1	2	3	4	5
Sensitivity to individual differences	1	2	3	4	5
Sensitivity to culture	1	2	3	4	5
Enhancement of participant's self-concept	1	2	3	4	5
Evidence of learning	1	2	3	4	5
Evidence of faith growth	1	2	3	4	5

Comments _____

Catechist Strengths:

Suggestions for Improvement

Catechist Signature _____

Observación Básica de Catequistas

Catequista _____ Observador _____

Fecha de observación _____ Parroquia _____

Grado / clase _____ Número de participantes _____ Texto Usado _____

La escala que sigue permite cinco niveles de evaluación: de “más favorable” en la columna 5 a “menos favorable” en la columna 1. Circule un número por cada punto.

Menos	Más
Favorable	Favorable

1. Ambientación de la sala de clase

Hospitalidad del / la catequista	1	2	3	4	5
Ambiente físico	1	2	3	4	5
Lugar o sitio visual para la oración	1	2	3	4	5
Entusiasmo del / la catequista	1	2	3	4	5
Habilidad para manejar la sesión de catequesis	1	2	3	4	5

Comentarios: _____

2. Catequista

Conocimiento del tema de estudio	1	2	3	4	5
Preparación	1	2	3	4	5
Actitud positiva	1	2	3	4	5
Habilidad para relacionar el nivel de edad de los niños	1	2	3	4	5
Habilidad de compartir la fe	1	2	3	4	5

Comentarios: _____

3. Uso del proceso Catequético

- a. ¿Cuál experiencia humana se uso?

- b. ¿Cuál fue la esencia del mensaje?

- c. ¿De qué manera fueron invitados los catequizandos a reflexionar o a integrar el mensaje?

- d. ¿Cómo fueron animados los catequizandos a responder al mensaje?

Menos	Más
Favorable	Favorable

4. Técnicas de enseñanza

Uso de materiales audiovisuales	1	2	3	4	5
---------------------------------	---	---	---	---	---

Preguntas apropiadas	1	2	3	4	5
Dirección clara	1	2	3	4	5
Actividades comprensibles	1	2	3	4	5
Resumen	1	2	3	4	5
La oración como parte de la sesión	1	2	3	4	5

Comentarios: _____

5. Relación con los participantes

Motivación de los participantes	1	2	3	4	5
Participación de los participantes	1	2	3	4	5
Sensibilidad a los diferentes participantes	1	2	3	4	5
Sensibilidad a la cultura	1	2	3	4	5
Mejoramiento del concepto del estudiante así mismo	1	2	3	4	5
Certeza clara del aprendizaje	1	2	3	4	5
Certeza clara del desarrollo en la fe	1	2	3	4	5

Comentarios: _____

Puntos de calidad del / la catequista:

Sugerencias para mejorar:

Firma del catequista _____

Diocese of San Jose

Catechist / Aide Application Form

PERSONAL INFORMATION

NAME	Last	First	M.I.	
ADDRESS	Street	City	State	Zip
PHONE	Work	Home	Other	
E-MAIL	Parish Name			
	From (Year)_____ To (Year)_____			

PRESENT OCCUPATION

Ministry position(s) preferred: _____ Age-level preferred _____

Days and times available for volunteering _____

EDUCATION AND PROFESSIONAL TRAINING

_____ High School Last Grade Completed: _____

_____ College Degree _____ Last Grade Completed: _____ Major: _____

_____ Graduate Degree _____ Major _____

_____ ILM Date Completed _____ Third Year _____

_____ Other _____

_____ Catechist Certificate Year _____ Diocese _____

_____ Master Catechist Certificate Year _____ Diocese _____

Previous teaching experience: _____

What language/s do you speak? _____ Read? _____ Write? _____

WORK OR VOLUNTEER EXPERIENCE (Please list the most recent first)

Title of Position _____ From _____ To _____

Employer/Organization _____ Phone _____

Description of Responsibilities _____

Name of Supervisor _____ Phone _____

Address _____
Street City State Zip

WORK OR VOLUNTEER EXPERIENCE (continued)

Title of Position _____ From _____ To _____

Employer/Organization _____ Phone _____

Description of Responsibilities _____

Name of Supervisor _____ Phone _____

Address _____

Street

City

State

Zip

REFERENCE

Please give the name of a character reference, not a relative.

Name _____

Address _____

Street

City

State

Zip

Please circle the answer to the questions below.

1. Have you ever been convicted by any court of an offense? If yes, please explain the circumstances including dates, places and disposition of any legal proceedings against you on an attached sheet. Please do not include:
 - a. Minor traffic violations
 - b. Any offense committed prior to your 18th birthday which was finally adjudicated **in a juvenile court or under a youth offender law.**
 - c. Any incident sealed under Welfare and Institutions Code §781

YES NO
2. Are you currently using or addicted to any prohibited substances including but not limited to marijuana, cocaine, speed, amphetamines or LSD?

YES NO
3. Have you ever abused or been accused of having abused a child, sexually or otherwise? If yes, please explain the nature of the accusations on attached sheet. Include dates and the disposition of any legal proceedings against you.

YES NO
4. Have you ever, for any reason been suspended, dismissed or asked to resign a paid or volunteer position? Please explain the circumstance in attached sheet.

YES NO

CERTIFICATION

I hereby certify that the information presented in this application form and on the attached documentation is true and complete. I understand that any misrepresentations or omissions shall be sufficient cause for disqualification or, if already volunteering, dismissal.

I authorize investigation of any statements and supporting documents contained in this application. I authorize the parish to secure information about my work or volunteer experience from the references I have provided and release all parties who provide information from any liability. I specifically authorize investigation into my criminal record, if any.

I understand that persons who work as catechists and aides must be fingerprinted before being assigned to a class and that they must also attend a Sexual Misconduct Workshop.

SIGNATURE

DATE

DCM Initials: _____ Date: _____

CALLED TO BE A CERTIFIED CATECHIST!



*“Those who hear you,
hear me.”*

Luke 10:16

**Diocese of San Jose
Office for Parish Services
1150 N. First Street
San Jose CA 95112**

Catechist Certification

Being a Catechist is a great privilege. Catechists are called by God to help adults, youth and children come closer, more intimate relationship with Jesus Christ. They do this by sharing their own faith and the faith of the church.

Catechists also have a great responsibility. The responsibility of continuing their, own spiritual development is primary. It is no secret that catechist teach first by who they are.

Along with growing in their own life of faith, catechists are also called to grow in their understanding of Scripture and the teachings of the Church and to acquire the skills they need to communicate the gospel effectively.

Because effective catechesis is so essential to the life of the Church, all catechists in California are expected to be certified according the guidelines approved by the California Bishops.

The Catechist Certification Process

The process of catechist certification enables catechists to carry out their responsibilities. It is designed to nourish their spirituality, help them learn the basics of what the Church believes, celebrates and lives, help them understand their role and learn the skills involved.

The Process of Certification in the Diocese of San Jose has three Parts:

1. Introduction to Catechetical Ministry
the first step in the process of catechist certification

Usually takes place in the parish or in a cluster of parishes. It focuses on the following areas:

The Person of the Catechist
Getting Started as a Catechist
The Roles of the Catechist
Methods for Grades 1 and 2, 3 and 4,5 and 6,7 and 8; high school or adult
2. FAITH beyond 2000. The second step in catechist certification is a basic formation program which is offered in the summer in two parts. The topics covered are:

FAITH beyond 2000, part 1

Revelation and Faith Response
Jesus, the Fullness of Revelation
The Holy Spirit
The Church
The Christian Creed
Introduction to the Old Testament
Introduction to the New Testament
Mary and the Saints
Prayer and Spirituality Part 1
Prayer and Spirituality Part 2

FAITH beyond 2000, Part 2

Liturgy
Liturgy and Christian Identity
Christian Initiation: Baptism and Confirmation
Christian Initiation: Eucharist, Sacraments of Healing
Sacraments at the Service of the Community
Morality, Part 1
Morality, Part 2
Social Justice
Faith and Human Development, Part 1
Faith and Human Development Part 2
Faith formation: Family, Culture and Community

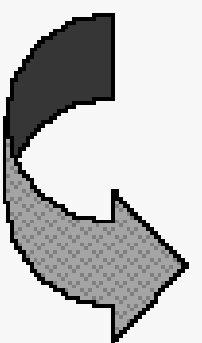
Although ideally a catechist would begin with the Introduction to Catechetical Ministry followed by FAITH beyond 2000, parts 1 and 2, the coursework may be done in any order. A record of attendance is kept in the parish.

3. Catechist Performance. The last step in the process of certification consists of the following:

- ◆ Successful completion of at least one year as a catechist
- ◆ An observation and evaluation of a catechetical session by a Master Catechist
- ◆ An observation and written evaluation of an experienced catechist
- ◆ Completion of the diocesan Safe Environment Training

When all requirements are met, the parish Catechetical Director/Coordinator requests a certificate from the diocesan office.

Catechist Certification

- 
- ***Builds Confidence***
 - ***Promotes effective catechists***
 - ***Nurtures Personal faith growth***
 - ***Confirms Ability to catechize***

The Church has always considered catechesis one of her primary tasks, for before Christ ascended to his father after His resurrection; He gave the apostles a final command— to make disciples of all nations and to teach them to observe all that he had commanded. “

— *Catechesi Tradendae*



Common Questions

How can I start the certification process?
Simply talk with your Catechetical Director/Coordinator and tell them of your interest.

How much does FAITH beyond 2000 costs?

The parish pays the fee for FAITH beyond 2000.

The catechist is asked to buy some inexpensive workbooks.

Who teaches catechist certification sessions?

In the parish, catechist certification sessions are facilitated either by the Catechetical Director/Coordinator, a Master Catechist, or an experienced catechist.

FAITH beyond 2000 sessions are taught by Master Catechists of the Diocese or by other qualified people.

How can I register for FAITH beyond 2000?

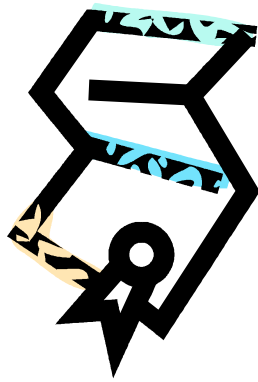
All that you need to do is to let the Catechetical Director/Coordinator in your parish know that you are interested. He or she will take care of the details.

How long does catechist certification last?

Catechists are certified for four years. The certificate may be renewed for another four years by attending 10 hours of courses and workshop each year or by repeating FAITH beyond 2000.

This process and these programs are partially funded by the Annual diocesan Appeal

¡Llamados a Ser Catequistas Certificados!



*“El que los escucha a
ustedes, me Escucha a Mí”*

Lucas 10:16

***Diócesis de San José
Oficina para Servicios
Parroquiales
1150 N. First Street
San Jose CA 95112***

Certificación de Catequesis

Ser Catequista es un gran privilegio. Los/las catequistas son llamados por Dios para ayudar a los niños, jóvenes y adultos a lograr una relación íntima con Cristo Jesús. Por medio de su ministerio comparten su fe y la fe de la Iglesia.

Los/las catequistas tienen una gran responsabilidad. La responsabilidad de continuar con su propio desarrollo espiritual es lo primero. Recuerda que los/las catequistas enseñan primero lo que ellos/ellas viven a través de su fe.

Por medio del crecimiento en su vida de fe, los/las catequistas son también llamados(as) a entender la Sagrada Escritura y las Enseñanzas de la Iglesia, y a adquirir las habilidades para comunicar el evangelio efectivamente.

Porque la catequesis es esencial en la vida de la Iglesia, se espera que todos(as) los/las catequistas en California estén certificados de acuerdo a las guías aprobadas por los Obispos de California.

Proceso de Certificación

El proceso de certificación ayuda a los/las catequistas a llevar a cabo sus responsabilidades en el ministerio. El proceso está diseñado para nutrir su espiritualidad. Y a ayudarles a entender las creencias, celebraciones, y vivencias de la Iglesia.

El proceso de Certificación en la Diócesis de San José consta de tres partes:

1. Introducción al Ministerio de Catequesis

El primer paso en el proceso de certificación

del(la) catequista toma lugar en la parroquia o grupos parroquiales. Se enfoca en las siguientes áreas:

La Persona del Catequista

La Iniciación del Catequista

Las Funciones del Catequista

Métodos para los Grados 1 y 2, 3 y 4, 5 y 6, 7 y 8.

2. Fe Más Allá del 2000. El segundo paso en la certificación del catequista consiste en un programa de formación básica, que se lleva a cabo durante el verano en dos partes. Los temas cubiertos son:

Fe Más Allá del 2000.

La Revelación y la Respuesta de Fe
Jesús Cumplimiento de la Revelación
El Espíritu Santo
La Iglesia
El Credo Cristiano
Introducción a las Sagradas Escrituras
El Antiguo Testamento
El Nuevo Testamento, Parte 1
La Virgen María y los Santos
La oración
La Vida en Oración

Fe Más Allá del 2000, Parte 2

Liturgia
Liturgia e Identidad Cristiana
Sacramentos de iniciación: Bautismo y Confirmación
Sacramentos de Iniciación: Eucaristía
Sacramentos de Sanación
Sacramentos Al Servicio de la Comunidad Moral, Parte1
Moral Parte, 2
Justicia social
El Catequizando, Parte 1
El Catequizando, Parte 2
Formación de Fe: Familia, Cultura, e Iglesia

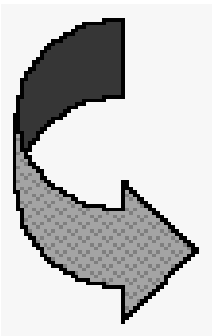
Lo ideal sería que el/la catequista iniciara con la Introducción al Ministerio de la Catequesis, seguido de Fe Más Allá del 2000, partes 1 y 2. Los registros de su asistencia serán archivados en su parroquia.

El desempeño del Catequista. El último paso en el proceso de certificación consiste en lo siguiente:

- ◆ Completar por lo menos un año como catequista, exitosamente
- ◆ Ser observado(a) y evaluado(a) durante una sesión de catequesis por un Maestro Catequista
- ◆ Observación y evaluación escrita por un/una catequista con experiencia
- ◆ Asistir a los talleres diocesanos de Acoso sexual

Cuando terminen todos los requisitos, el Director(a)/Coordinador(a) de catequesis en la parroquia pedirá el certificado en la oficina diocesana.

La Certificación Catequética



- ***Crea confianza***
- ***Promueve Efectividad en la Catequesis***
- ***Nutre la Fe Personal***
- ***Corroborar la habilidad para catequizar***

“La Catequesis ha sido siempre considerada por la Iglesia como una de sus tareas primordiales, ya que Cristo resucitado, antes de volver al Padre, dio a los Apóstoles esta última consigna: hacer discípulos a todas las gentes, enseñándoles a observar todo lo que, Él había mandado.”

-- *Catechesis Tradendade*



Preguntas Frecuentes

¿Cómo empezar el proceso de certificación?

Simplemente busca al Director/(a)/ Coordinador(a) de Catequesis de tu parroquia y dile que tienes interés en ser catequista.

¿Cuánto cuesta el curso de Fe Más Allá del 2000?

La parroquia paga los gastos de Fe Más Allá del 2000. A los/las catequistas sólo se les pide que compren su material, el cual no es caro.

¿Quién enseña las sesiones para la certificación de catequistas?

En las parroquias, las sesiones de certificación son facilitadas por el Director(a)/Coordinador(a) de Catequesis, un Maestro Catequista, o un catequista experimentado. Las sesiones de Fe Más Allá del 2000 son facilitadas por medio de un/una Maestro(a) Catequista Diocesano o por otra persona calificada.

¿Cómo me puedo inscribir en Fe Más Allá del 2000?

Lo único que tiene que hacer es avisarle a su Director(a)/ Coordinador(a) de catequesis y decirle que usted está interesado(a). El/ella se encargará de todos los detalles.

¿Cuánto tiempo dura el proceso de certificación?

La certificación de catequista es vigente por cuatro años. Después de los cuatro años el certificado se puede renovar por otros cuatro años si la persona completa diez horas de estudio cada año o puede repetir el curso. Fe Más Allá de 2000.

Catechist Commitment (Sample)

(Parish Name) invites _____ to serve as a catechist in the Catechetical Ministry Program.

You are expected to serve from September ____ through May ____.

Your assignment is (level) _____ on (day) _____ from (beginning to ending time).

What You May Expect from (Parish Name)

- Prayerful support for you and your family as you answer the call to be a catechist.
- Worship, study and growth experiences for your personal faith development.
- Periodic in-service sessions to help you deepen your understanding of Scripture, liturgy and the theology necessary to make you an effective catechist and an informed growing Catholic in our parish community.
- Resources to help you with the tasks of your ministry:
 - Resource people such as the Pastor, Parochial Vicar, and Catechetical staff members
 - Updated curriculum materials and periodicals for classroom use and personal growth.
 - Facilities, equipment and supplies.
- Affirmation and assistance in your work as a catechist through periodic evaluations.
- Opportunities to participate in workshops and spiritual growth activities outside of the parish.
- Recognition of your work as a vital part of the ministry and life of our Church.

What (Parish Name) Expects from You

- A commitment to embrace the mission of catechetical ministry at (Parish Name).
- Faithful use of your gifts and skills in helping the (children/youth) learn and develop as Catholic Christians.
- Regular participation in in-service sessions for your level.
- Carefully prepared lessons.
- Regular attendance and arrival 15 minutes before sessions begin.
- A welcoming attitude toward the (children/youth) and their families.
- Contact with parents/guardians of the (children/youth) at the beginning of the catechetical year.
- Cooperation with other catechists and staff members and openness to others and their points of view.
- Self-improvement through reading, study and participation in the Catechist Certification process.

Our Agreement

I accept the invitation to serve in the Catechetical Ministry Program at (Parish Name).

Thank you for accepting this invitation to serve as a catechist. We look forward to the opportunity to grow and learn together as we lead others to a deeper relationship with Jesus Christ.

Director/Coordinator _____

Pastor _____

Date _____

Compromiso del Catequista (Ejemplo)

La (Parroquia) invita a _____ a participar como catequista en el Programa del Ministerio Catequético.

Se espera que usted participe a partir de Septiembre ____ hasta Mayo ____.

Su trabajo será (nivel)_____ empezando el _____ y terminando el _____.

Lo que puede (la parroquia)

- Apoyo de oración para usted y su familia en respuesta al llamado a ser catequista.
- Estudios y experiencias de crecimiento para el desarrollo de su fe personal.
- Sesiones periódicas de servicio para ayudar a profundizar el entendimiento de las Escrituras, liturgia y la teología necesaria para ser un/a catequista efectivo/a e informada en la comunidad de su parroquia.
- Recursos para ayudarla en las tareas de su ministerio.
- Recursos de personas tales como su, Párroco, Vicario Parroquial y Miembros del Personal Catequético.
- Materiales actualizados y periódicos para su uso en el salón de clase y crecimiento personal.
- Instalaciones y Equipo.
- Afirmaciones y ayuda en sus trabajos como catequista en períodos de evaluaciones.
- Oportunidades participar en talleres y actividades para el crecimiento espiritual fuera de la parroquia.
- Reconocimiento de su trabajo como parte vital del ministerio y vida de nuestra iglesia.

Lo que (la parroquia) espera de usted

- El compromiso de abrazar el ministerio catequético como una misión en la (nombre de la parroquia).
- Uso leal de sus dones y habilidades para ayudar a (niños/jóvenes) a aprender y desarrollarse como Cristianos Católicos.
- Participación regular en sesiones de servicio al nivel de su enseñanza.
- Preparar lecciones cuidadosamente.
- Asistencia regular y llegar 15 minutos antes de que empiece la sesión.
- Actitud agradable hacia los (niños/jóvenes) y sus familias.
- Comunicarse con los padres/tutores de los (niños/jóvenes) al comienzo del año catequético.
- Cooperación con otro/as catequistas y miembros del personal y apertura a los puntos de vista de los otros.
- Mejoramiento propio, a través de lecturas, estudios y participación en el proceso de Certificación para Catequistas.

Acuerdo

Acepto la invitación de servir en el Programa del Ministerio Catequético en (la parroquia)

Gracias por aceptar la invitación de servir como catequista. Buscamos la oportunidad de crecer y aprender juntos mientras guiamos a otros a tener una relación más profunda con Jesucristo.

Director/a Coordinador/a _____

Párroco _____

Fecha _____

Catechist Formation Record

Name _____ Parish _____

Ministry _____ Date _____

Catechist Module

Title	Presenter	Location	Date
Getting Started as a Catechist			
Roles of the Catechist			
Person of the Catechist			
Methods for Grades _____			

Date of Completion of Catechist Module _____

FAITH beyond 2000 - Part 1

Title	Presenter	Location	Date
Revelation and Response			
Jesus the Fullness of Revelation			
The Holy Spirit			
The Church			
The Christian Creed			
Introduction to Scripture			
The Old Testament			
The New Testament			
Mary and the Saints			
Prayer and Spirituality Part 1			
Prayer and Spirituality Part 2			

Date of Completion of FAITH beyond 2000, Part 1 _____

FAITH beyond 2000 - Part 2

Title	Presenter	Location	Date
Liturgy			
Liturgy and Christian Identity			

Sacraments of Initiation, Part 1			
Sacraments of Initiation, Part 2			
Title	Presenter	Location	Date
Sacraments of Healing			
Sacraments at the Service of Comm.			
Morality, Part 1			
Morality, Part 2			
Social Justice			
Faith and Human Development Part 1			
Faith and Human Development Part 2			
Faith Formation: Family, Culture, Church			

Date of Completion of FAITH beyond 2000, part 2: _____

Observation:

Date _____ Observer _____ Parish _____

Title of Session _____ Level _____

Summary Comments _____

Observation of another Catechist:

Date _____ Name of Catechist _____ Parish _____

Title of Session _____ Level _____

Summary Comments _____

Completion Date of Safe Environment Training _____

Date of Basic Catechist Certification _____

Dates of Recertification _____

Record de la Formación del Catequista

Nombre _____ Parroquia _____

Ministerio _____ Fecha _____

Módulo del Catequista

Título	Presentador	Lugar	Fecha
Empezando como Catequista			
El papel del Catequista			
La persona del Catequista			
Métodos en los Grados _____			

Fecha en que completó el Módulo del Catequista: _____

FE más allá del 2000 - Parte 1

Título	Presentador	Lugar	Fecha
La Revelación y la Respuesta de Fe			
Jesús, Cumplimiento de la Revelación			
El Espíritu Santo			
La Iglesia			
El Credo Cristiano			
Introducción a las Sagradas Escrituras			
El Antiguo Testamento			
El Nuevo Testamento: Evangelios			
El Nuevo Testamento: Hechos, Cartas y Revelación			
La Virgen Maria y los Santos			
La Oración			
La Vida de Oración			

Fecha en que completó FE más allá del 2000, parte 1: _____

FE más allá del 2000 - Parte 2

Título	Presentador	Lugar	Fecha
Liturgia			
Liturgia y la Identidad Cristiana			

Título	Presentador	Lugar	Fecha
Los Sacramentos de Iniciación, Parte 1			
Los Sacramentos de Iniciación, Parte 2			
Los Sacramentos de Sanación			
Los Saca. al Servicio de la Comunión			
La Moralidad, parte 1			
La Moralidad, parte 2			
La Justicia Social			
El Estudiante, parte 1			
El Estudiante, parte 2			
La Formación de Fe: la familia, la cultura, la iglesia			

Fecha en que completó FE más allá del 2000, parte 2: _____

Observación:

Fecha _____ Observador _____ Parroquia _____

Título de la Sesión _____ Nivel _____

Comentarios _____

Observación de otro catequista:

Fecha _____ Catequista _____

Parroquia _____

Título de la Sesión _____

Nivel _____

Comentarios _____

Fecha de participación en el Taller Diocesano Acoso Sexual _____

Fecha de la Certificación Básica de Catequista _____

Fecha de la Recertificación _____

Catechist Service Record

Name_____ Parish_____

First Date as a Catechist (year)_____

Fingerprinting (mo/yr) _____ Safe Environment Training (mo/yr) _____

Date of Catechist Certification_____ Date of Recertification_____

Recognition: ☐ Five Year ☐ Ten Year ☐ 25 Year ☐ Other_____

[illegible]

Catechist Enrichment Record

Catechist _____

[illegible]

Record del Servicio del Catequista

Nombre _____ Parroquia _____

En qué fecha se inició como catequista (año) _____

Huellas digitales (mes/año) _____ Taller sobre Conducta Sexual (mes/año) _____

Fecha de certificación _____ Fecha de Recertificación _____

Reconocimientos: ____ Cinco Años ____ Diez Años ____ 25 Años ____ Otros _____

Año	Nivel	Comentarios del Supervisor/a

Record del Enriquecimiento del Catequista

Nombre: _____

[illegible]

CERTIFICATE OF COMPLETION

This is to certify that

Has successfully completed the

Introduction to Catechetical Ministry

*In partial fulfillment of the requirements for
Catechist certification according to the
Guidelines of the California Catholic Conference*



*Diocese of
San Jose*

Date

Director of Catechetical Ministry

Parish

CERTIFICADO DE CUMPLIMIENTO

Esto certifica que

*Ha concluido exitosamente el curso de
Introducción al Ministerio de la Catequesis*

*En cumplimiento parcial de los requisitos
para la certificación de catequistas de acuerdo a
los principios de la conferencia Católica de
California*



Fecha

Directora del Apostolado Hispano

Parroquia

Classroom Visitation Form

Catechist_____ Date_____

Session observed_____ Observer_____

1. What lesson was in progress?
2. What was the message of this lesson?
3. How was the lesson developed?
4. How was the lesson connected to the life experience of the participants?
5. What tools or resources were in use by the catechist?

___ Pictures	___ Posters	___ Scripture	___ Other_____
___ Charts	___ Video	___ Symbols	
___ Photos	___ Slides	___ Music	
6. What tools or resources were in use by the participants?
7. What skill(s) were being developed?

___ Reflection on a Scripture passage	___ Group Work
___ Awareness of a basic teaching	___ Discussion
___ Familiarity with liturgical rites	___ Prayer
___ Use of the Bible	___ Memorization
___ Music/songs	___ Other
8. Give a brief description of the activity:
9. What evidence was there of learning? Of faith growth on the part of the participants?
10. What percent of time was catechist activity? ___20% ___40% ___60% ___80%
What percent of time was learner activity? ___20% ___40% ___60% ___80%
(The ideal is catechist 20%, learner 80%.)

11. Which of the following were in evidence?

- | | |
|---|---|
| ☐ Welcoming environment | ☐ Clear communication of message |
| ☐ Focus for prayer | ☐ Independent learning |
| ☐ Sense of community | ☐ Sense of wonder, joy, beauty |
| ☐ Sense of intimacy with God | ☐ Creative expression |

12. Did the catechist

- ☐ Possess a knowledge of the material?
- ☐ Show evidence of preparation?
- ☐ Establish a positive learning environment?
- ☐ Share his or her faith?

13. Catechist Strengths

14. Recommendations and Strategies

Visita al Salón de Clase

Catequista _____ Fecha _____

Título de la Sesión _____ Observador/a _____

1. ¿Cuál fue la lección?

2. ¿Cuál fue el mensaje de la lección?

3. ¿Cómo se desarrollo la lección?

4. ¿Cómo se relacionó la lección con la experiencia de los participantes?

5. ¿Qué instrumentos y materiales uso el catequista?

___ Dibujos	___ Posters	___ Biblia	___ Otro _____
___ Gráficas	___ Video	___ Símbolos	
___ Fotos	___ Diapositivas	___ Música	

6. ¿Qué instrumentos y materiales usaron los participantes?

7. ¿Qué habilidades se desarrollaron?

___ Reflexión en algún pasaje bíblico	___ Trabajo en grupo
___ Conciencia de una enseñanza básica	___ Discusión
___ Familiaridad con los ritos litúrgicos	___ Oración
___ Uso de la Biblia	___ Memorización
___ Música/Cantos	___ Otro

8. Haga una descripción breve de la actividad.

9. ¿Qué evidencia hubo del aprendizaje o del crecimiento de la fe, por parte de los participantes?

10. ¿Cuánto tiempo se le dedico a la actividad catequética? ___20% ___40% ___60% ___80%
¿Cuánto tiempo se le dedico a la actividad del aprendizaje? ___20% ___40% ___60% ___80%
(Lo ideal es; actividad catequética es 20%, aprendizaje 80%.)

11. ¿De la siguiente lista que es lo que estuvo presente?

___ Ambiente acogedor	___ Comunicación clara del mensaje
___ Enfoque en la oración	___ Aprendizaje independiente
___ Sentido de comunidad	___ Sensación extraña, gozo, belleza
___ Sensación de intimidad con Dios	___ Expresión creativa

12. ¿El catequista,

___ ¿Poseía conocimiento del material?
___ ¿Demostró estar preparado/a?
___ ¿Estableció un ambiente positivo para el aprendizaje?
___ ¿Compartió su fe?

13. Cualidades del Catequista.

14. Recomendaciones y estrategias.

Adult Code of Conduct with Youth

Introduction

As adult leaders who work with young people in a variety of parish and diocesan settings, it is important that we be aware of our responsibility for the safety of the young people involved in our programs. Important aspects of our responsibility include clear communication with young people and parents, appropriate supervision for all activities, and proper maintenance of our facilities to reduce the possibility of accidental injury. This Policy has been developed to help create a safe, appropriated environment for minors and their relationship with adults involved in Church ministry. These minor-specific standards are designed to serve as a supplement to the sexual boundary guidelines applicable to all those involved in the ministry of the Catholic Church that are set forth in the Diocese of San Jose's Diocesan Policy Statement on Sexual Misconduct (sec. IV, p 5) and the Diocesan Policy on Sexual Misconduct by Clergy (sec. IV, p 9).

Guidelines Regarding Ministry With Minors

Any and all involvement with minors (i.e., individuals under the age of 18) is to be approached from the premise that minors are restricted individuals. They are NOT independent. Wherever they are and whatever they do is to be with the explicit knowledge and consent of their parents and guardians. They are subject to specific civil laws in the State of California, which may prohibit certain activities. They are not adults and are not permitted unfettered decisions.

Behavioral Guidelines

Each parish should have clear and consistent behavioral guidelines which specify the expected behavior of both adults and young people at all activities. These guidelines should be written and publicized in the promotional materials for activities and programs. Guidelines should be orally reviewed with the participants at the beginning of every program or activity. New participants should also be briefed as they enter into the program.

1. All youth and adults are expected to fully participate in all activities unless otherwise excused. Anyone under the influence of alcohol or drugs, or suspected of being under the influence of alcohol or drugs should not be allowed to participate. Alcohol should not be served at any youth event where young people under the age of 21 are present. This includes all on-site and off-site youth ministry activities.
2. Everyone is expected to respect all other participants in the program or activity. No physical or verbal harassment and no possession of weapons of any kind will be tolerated.
3. All participants are expected to be building community with the entire group. There should be no exclusive coupling during an activity (no kissing, necking, or other intimate or inappropriate sexual activity).
4. Anyone found in violation of these guidelines is subject to immediate dismissal from the activity and may be prohibited from attending future activities.

Adult Leadership

All adult leaders should be persons of maturity possessing sensitivity to adolescents. Adult leaders are expected to demonstrate a consistent behavior which respects his/her own dignity as well as the dignity of the youth. Respect for the individual, for the premises and for the law are integral to adult leaders.

In dealing with minors, it is essential that the adult:

1. Behave in a fashion appropriate for the activity;
2. Never touches in an immodest fashion any youth;
3. Refrains from any sexual, sexist, racist or other inappropriate comments;
4. Refrains from obscene language;
5. Follows the same behavioral guidelines set for the young people, including refraining from alcohol;
6. Avoid situations which place them in a position to be alone with a minor. The only exception is the Sacrament of Reconciliation.

Adult/Youth Ratio

It is important to consider the adult to youth ratio for youth events.

1. Adult to High School youth ratio must be a minimum of 1 adult to every 10 High School aged teenager (1:10).
2. Adult to Junior High youth ratio must be a minimum of 1 adult to every 7 Junior High aged teen (1:7).

This general guideline should be understood as a minimum standard and it should be noted that some events will require a higher ratio of adults per youth.

There should always be at least two adults (over the age of 25, one of whom should be of the same gender as the young people) available for on-site and off-site activities. The second adult insures that there is at least one adult present in case of emergency.

The lead adult, adult-in-charge, or supervisor of the activity should be at least 25 years of age. Supervisors between the ages of 21 and 25 are in charge only with the pastor's permission. Young adults 19 years and older may act as additional leaders if they have demonstrated the appropriate maturity and objectivity. They are not considered as part of the one to ten/seven ratio.

Pastoral Care

You may find yourself in the role of counselor for youth. The way in which you respond and what you say may have potential legal implications of which you should be aware. Please know your boundaries. Your role is limited to compassionate listening and spiritual counsel.

Because of mandated reporting laws for the State of California, you are required to report any suspicions of abuse, including reports of domestic violence, to a mandated reporter. Teachers, teacher aides, principals, Directors of Religious Education, members of the health professions, police, firefighters and Clergy members in the State of California are mandated reporters. Child Abuse Neglect (CAN, 408-299-2071) formerly Child Protective Services (CPS) and/or the police department need to be contacted immediately if you have a reasonable suspicion of abuse. Please document all activities.

If you are meeting with a young person in a “one-on-one” situation, please do so in a place where you are not too isolated and where you are visible to others. Leave the door of the room ajar, unless there is a clear window. Make sure you inform another adult that you will be meeting with the child and that someone sees and knows when the young person arrives and leaves.

The adult is responsible to recognize any personal/physical attraction to or from a minor (transference, counter-transference). In such a situation, the minor should be immediately referred to another qualified adult. The adult is responsible to maintain clear and healthy boundaries.

Código Para Adultos en su Conducta al Relacionarse con Jóvenes

Introducción

Como líderes adultos que trabajamos con jóvenes dentro de una gran variedad de ambientes parroquiales y diocesanos, es importante que estemos conscientes de nuestra responsabilidad con la seguridad de los jóvenes que participan en nuestros programas. Existen aspectos importantes de esta responsabilidad, los cuales incluyen una comunicación clara con los jóvenes y sus padres de familia, una supervisión apropiada en todas las actividades, y un mantenimiento apropiado de nuestros edificios para reducir la posibilidad de accidentes. Estos estatutos han sido desarrollados para ayudar a crear un ambiente seguro y apropiado para los menores de edad y su relación con los adultos envueltos en el ministerio de la Iglesia. Estos reglamentos están diseñados para servir como suplemento a las guías ya establecidas para discernir límites sexuales apropiados, y se aplican a todas las personas envueltas en el ministerio de la Iglesia Católica. Estas guías se encuentran en los siguientes documentos de la Diócesis de San José: Diocesan Policy Statement on Sexual Misconduct (sec IV, p. 5) y Diocesan Policy on Sexual Misconduct by Clergy (sec IV, p. 9).

Guías Acerca del Ministerio con Menores de Edad

Cualquier y toda participación con menores (personas menores de 18 años de edad) debe de hacerse bajo la premisa de que los menores son individuos restringidos. Ellos/ellas NO son independientes. Donde sea que se encuentren y lo que hagan debe de llevarse a cabo con el explícito conocimiento y consentimiento de sus padres de familia o guardianes legales. Ellos/ellas están sujetos a las leyes civiles específicas en el Estado de California, las cuales pueden prohibir ciertas actividades. Ellos/ellas no son personas adultas y no se les permite tomar decisiones independientes.

Guías de Comportamiento

Cada parroquia debe de tener guías de comportamiento claras y consistentes que especifiquen el comportamiento esperado tanto de los adultos como de las personas jóvenes durante todas las actividades. Estas guías deben de establecerse por escrito y publicarse en todos los materiales promocionales para actividades y programas. Las guías deben de ser repasadas oralmente con los participantes al comienzo de cada programa o actividad. Los participantes nuevos deben también de ser notificados sobre estas guías al entrar en cualquier programa.

1. Se espera que todos los jóvenes y adultos participen de lleno en todas las actividades a no ser que sean dispensados apropiadamente. Cualquier persona bajo la influencia de alcohol o drogas, o que se sospeche que lo esté, no se le debe permitir su participación. No se deben de servir bebidas alcohólicas en cualquier evento juvenil donde asistan jóvenes menores de 21 años. Esto incluye todas las actividades ministeriales que se lleven a cabo ya sea dentro o fuera de edificios pertenecientes a la diócesis.
2. Se espera que todos los participantes se respeten entre sí en los programas o actividades. No se tolerará cualquier molestia física o verbal ni la posesión de armas de cualquier tipo.

3. Se espera que todos los participantes construyan comunidad con todo el grupo. No se debe de permitir “parejas” durante una actividad (no besos, abrazos, o cualquier otro tipo de actividad íntimo o sexual inapropiado).
4. Cualquier persona que viole estas guías estará sujeta a ser despedida inmediatamente de la actividad y se le puede también prohibir su participación en actividades futuras.

Liderazgo Adulto

Todos los líderes adultos deben de ser personas maduras que sean sensibles hacia con los adolescentes. Se espera que los líderes adultos demuestren un comportamiento consistente que respete su propia dignidad así como la dignidad del joven. El respeto hacia con la persona, los edificios, y la ley debe de ser un aspecto primordial en los líderes adultos. Al relacionarse con menores, es esencial que el adulto:

1. Se comporte de una manera apropiada para la actividad;
2. Nunca toque de una manera inapropiada a cualquier joven;
3. Se abstenga de cualquier comentario de índole sexual, sexista, racista, u otro;
4. Se abstenga de usar lenguaje obsceno;
5. Se sujete a las mismas guías establecidas para los jóvenes, incluyendo que se abstenga de tomar bebidas alcohólicas.
6. Evite situaciones que lo lleven a estar a solas con un menor. La única excepción es durante el Sacramento de la Reconciliación.

Relación entre Adulto/Joven

Es importante el considerar la relación numérica entre el adulto y los jóvenes durante eventos juveniles.

1. La relación entre el Adulto y el Joven de Preparatoria (“High School”) debe de ser mínimo de un (1) adulto por cada diez (10) adolescentes de escuela preparatoria (1:10).
2. La relación entre el Adulto y el Joven de Secundaria (“Junior High School”) debe de ser mínimo de un (1) adulto por cada siete (7) adolescentes de secundaria (1:7).

Esta guía general debe de ser comprendida como un estándar mínimo y debe de notarse que algunos eventos requerirán una mayor relación numérica de adultos por adolescentes. Debe de haber siempre por lo menos dos (2) adultos disponibles en cualquier actividad dentro o fuera de edificios de la diócesis. Estos adultos deben de contar con más de 25 años de edad y uno de ellos debe de ser del mismo género/sexo que los jóvenes. Uno de los adultos debe de cerciorarse que por lo menos uno de ellos esté presente en caso de emergencia. El adulto guía, encargado, o supervisor de la actividad debe de tener por lo menos 25 años de edad. Los supervisores que tengan entre 21 y 25 años de edad pueden estar a cargo solamente si cuentan con el permiso del párroco. Adultos jóvenes de 19 años de edad o más pueden actuar como líderes adicionales si ellos/ellas demuestran la madurez y objetividad apropiadas. Estas personas no serán consideradas como parte de la relación numérica descrita en este documento (1 a 10, o 1 a7).

Cuidado Pastoral

Usted puede que se encuentre en el papel de consejero juvenil. La manera por la cual usted responda y lo que usted diga puede tener implicaciones legales, y usted debe de estar al tanto de estas. Por favor conozca sus límites. Su papel está limitado a escuchar compasivamente y aconsejar espiritualmente. Debido a las leyes del Estado de California, se requiere que usted reporte cualquier sospecha de abuso, incluyendo casos de violencia doméstica, a una persona designada por el Estado. Maestros, ayudantes de maestro, directores(as), Directores de Educación Religiosa, miembros de profesiones al cuidado de la salud, policías, bomberos, y miembros del clero forman parte de estas personas designadas por el Estado de California para reportar casos de abuso a menores. En caso de que usted sospeche que algún menor bajo su responsabilidad esté siendo víctima de abuso, usted tiene también la responsabilidad de llamar a cualquiera de las siguientes organizaciones para reportar su sospecha: “Child Abuse Neglect” (CAN, 408-299-2071), formalmente conocida como “Child Protective Services” (CPS), y/o el departamento de policía. Por favor documente todas las actividades relacionadas a este proceso.

Si usted se reúne con un joven a solas, por favor hágalo en un lugar donde sea visible a otras personas: no se aíle. Deje la puerta abierta, a menos que haya una ventana con vista abierta. Cerciórese de informarle a otro adulto que usted se va a reunir con este menor y también que alguien vea y sepa cuando el menor llegue y se vaya. El adulto es responsable de reconocer cualquier atracción física/personal que origine con él/ella o con el menor (transferencia o contra-transferencia). En tal situación, el menor debe de ser referido inmediatamente a otro adulto calificado. El adulto es responsable de mantener límites claros y saludables.

Please read the attached policy, then sign and return this form.

DECLARATION OF RESPONSIBILITY AND POLICY ACKNOWLEDGEMENT

I, _____, the undersigned Declarant, under penalty of perjury, do declare as follows:
(Print Name)

1. That I have no record or prior accusation or conviction for sex, violent or felonious drug crimes.
2. That if there were any allegation of commission of a crime of whatever gravity, I would disclose same before executing this Declaration, listing the specific instances, the time lapsed since the occurrence, evidence of rehabilitation or any other pertinent information.
3. The acceptance of declarant to any Diocesan-sponsored program of whatsoever type or character is contingent upon the documented absence of any criminal or other record related to sex, violent, or felonious drug crimes.
4. To the extent that there is any background relevant to sex, violent, or felonious drug crimes, declarant has sworn under penalty of perjury that he/she will provide such information immediately to the Diocese of San Jose to allow the Diocese to make an independent determination that declarant is fully able and likely to function in a fashion consistent with the ideas, missions and objectives it has established as an arm of the Roman Catholic Church.
5. This will acknowledge that declarant has received prior to executing hereof a copy of the *Diocesan Policy on Sexual Misconduct* (revised June 28, 2003) and that declarant has read the policy, understood its meaning and agrees to conduct himself/herself in accordance with the policy. Declarant also understands that this acknowledgement will be kept in his/her personnel file or such other files that may be deemed appropriate within the Diocese and that this acknowledgement may be disclosed to third parties.
6. Declarant acknowledges that, in accordance with the policy, he/she will participate in a Sexual Conduct/Standards of Conduct Workshops offered by the Diocese of San Jose and that, also in accordance with the policy, he/she will participate in additional training as required in the future.
7. In addition to reviewing any Diocesan questionnaire in connection with Diocesan child abuse and sexual misconduct and reporting requirements in connection therewith and this *Declaration of Responsibility and Policy Acknowledgement*, declarant will sign such other declarations as may be provided from time to time from the Diocese in connection with the service to the Diocese by declarant.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that if called to testify I would so state and completely testify thereto.

Executed on this date _____ 200__ at (city) _____, California.

Declarant signature _____

Employee____ Volunteer____ Parish, School or Agency_____

Teacher _____ Religious Education _____ Youth Minister _____ Parent _____

Please read, sign, and return:

Diocese of San Jose
Office for the Protection of Children and Vulnerable adults
1150 N. First St., suite 100
San Jose, CA 95112-4966

Diócesis de San José

DECLARACION DE RESPONSABILIDAD Y RECONOCIMIENTO DE LOS ESTATUTOS

Yo, _____, el declarante que firma, bajo pena de perjurio, declaro lo siguiente:

1. Que no tengo ningún registro, acusación previa, o que he cumplido una condena por crímenes sexuales, de violencia o de drogas ilegales.
2. Que si existe cualquier acusación de haber cometido un crimen de cualquier gravedad, lo revelaré antes de firmar esta Declaración, enumerando las instancias específicas, el tiempo transcurrido desde el incidente, la evidencia de rehabilitación, o cualquier otra información pertinente.
3. La admisión del declarante a la participación de cualquier programa, de cualquier tipo o naturaleza, patrocinado por la Diócesis, depende del registro documentado de no haber participado en ningún tipo de crimen sexual, de violencia o de drogas ilegales.
4. Hasta el punto que exista cualquier antecedente relevante sobre crímenes sexuales, de violencia, o de drogas ilegales, el Declarante jura bajo pena de perjurio de que proporcionará tal información a la Diócesis de San José, inmediatamente para permitirle a la Diócesis investigar independientemente si el Declarante tiene la habilidad y la capacidad de actuar de una manera consistente con las ideas, misiones, y objetivos que se han establecido como fundamentos de la Iglesia Católica Romana.
5. Al firmar este documento, el Declarante reconoce que ha recibido con anterioridad una copia de los *Estatutos Diocesanos sobre la Conducta Sexual Inapropiada* (revisado el 28 de junio de 2003) y de que ha leído y entendido su significado y que además está de acuerdo a comportarse como los estatutos lo señalan. El Declarante además entiende que este documento será parte de su archivo personal u otros archivos que la diócesis considere importante y de que este documento puede ser revelado a terceros.
6. El declarante reconoce que, de acuerdo con los estatutos, participará en un seminario sobre la conducta Sexual Inapropiada, ofreció por la diócesis de San José y que también está de acuerdo con los estatutos, participará en entrenamientos adicionales cuando le sea solicitado en el futuro.
7. A parte de leer cualquier cuestionario diocesano en relación con el abuso de menores y conducta sexual inapropiada dentro de la Diócesis, así como los requerimientos para reportar cualquier caso de abuso de acuerdo con los documentos aquí citados y esta Declaración de Responsabilidad y Reconocimiento de los Estatutos, el Declarante firmará cualquier otro documento proporcionado por la Diócesis periódicamente en relación con el servicio prestado a la Diócesis por el Declarante.

Yo, declaro bajo pena de perjurio bajo las Leyes del Estado de California que información proporcionada es verdadera y correcta, y que si soy llamado(a) a testificar lo haré completamente y de acuerdo a lo aquí firmado.

Ejecutado el día _____ de 200 __, en (la ciudad de) _____, California.

Firma del Declarante _____

Empleado _____ Voluntario _____ Parroquia, Escuela o Agencia _____

Request for Basic Catechist Certificate

According to California Catholic Conference Guidelines
Diocese of San Jose

Parish _____ Date _____ Director/Coordinator _____

The following catechists have:

1. Satisfactorily completed the course of study for catechist certification within the last four years:
 - *Echoes of Faith* Catechist Module (14 Hours)
 - FAITH beyond 2000, part 1
 - FAITH beyond 2000, part 2
2. Satisfactorily completed at least one year as a catechist.
3. Been observed and received a written evaluation of their performance as a catechist at least once
4. Observed an experienced catechist, made a written report and discussed it with a Master Catechist.
5. Completion of Safe Environment training within the last three years.

Please give approximate dates of completion for the information requested below. Put any additional comments on the back of the form.

Name-Please Print or type	Catechist Module	FAITH <u>beyond</u> 2000, part 1	FAITH <u>Beyond</u> 2000, part 2	Years as Catechist	Level	Observation and evaluation	Observation and report	Safe Environment training

Signature of Director/Coordinator

Signature of Pastor

Please return to the office for
Parish Services

Request for Basic Catechist Certificate Renewal

According to California Catholic Conference Guidelines
Diocese of San Jose

Parish _____ Date _____ Director/Coordinator _____

According to the California Catholic conference guidelines, the Basic Catechist Certificate expires four years after it is issued. To renew this Certificate the Catechist must:

1. Complete at least ten hours annually (or a total of 40 hours) in courses and workshops related to the content of the catechist certification course of study or by repeating the course of study for Basic Catechist Certification.
2. Show evidence of ongoing spiritual growth.
3. Be recommended by the Catechetical Director/Coordinator for recertification.
4. Completion of Safe Environment training within the last three years..

The following catechists have met the renewal requirements:

Name-Please Print or type	Date of original Certification (if known)	Years as catechists	Levels of service

Date of Attendance at Diocesan Sexual Misconduct Workshop: _____

Signature of Director/Coordinator

Signature of Pastor

Please return to the office for
Parish Services