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401 CATECHETICAL LEADERSHIP
All catechists are called to share the Good News of Jesus Christ and the faith of the Catholic Church. Some catechists receive and respond to another call – the call to exercise catechetical leadership in their parishes. Persons delegated by pastors as Directors or Coordinators assume responsibility for the development and administration of parish programs and the spiritual formation and training of catechists. Because they play a significant role in the faith formation of adults, youth and children, it is important that all parish catechetical leaders are properly selected, prepared, and supported in their ministries.

The following guidelines for the hiring of catechetical leaders were approved by the Priests’ Council at the April 1, 2004 meeting.

402 CATECHETICAL LEADERSHIP GUIDELINES
“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)

Catechesis has always been seen as a vital component of the life of the Church. Because it is so essential to the evangelizing mission of the Church and has far-reaching effects, those who are called to lead catechetical programs must be well-qualified – ready and able to develop and direct programs and processes that lead adults, youth and children to a deep personal relationship with Jesus Christ and active participation in the Church and its mission.

Catechetical leaders are key members of the parish staff and are expected to bring catechetical expertise with them. They must not only be able to work with children and youth but with adults as well since adult catechesis “is the axis around which revolves the catechesis of childhood and adolescence as well as that of old age.” (GDC #275)

Three levels of catechetical leadership in the Diocese of San Jose and the preferred qualifications are described in the Parish Compensation Program Manual. Pastors are asked to take these into serious consideration when hiring new catechetical personnel.

When a position becomes available, pastors are asked to contact the Director for Catechetical Ministry or the Director for Hispanic Apostolate and include them in the hiring process. These directors are able to provide assistance in finding, screening and interviewing qualified candidates.

Persons who do not meet the preferred qualifications below are expected to work toward becoming fully qualified with the assistance and consideration of the parish.

No individual is to be hired for a first time position as a Director of Catechetical Ministry (level II or I) who has not at a minimum graduated from ILM in the Catechist Track (or its equivalent in another diocese) and who does not have experience in a catechetical leadership position.

Please refer to the following pages of the Parish Compensation Manual for position summaries and qualifications.
GENERAL DESCRIPTION: Responsible for parish programs and processes designed to lead the adults, children and youth of the faith community to maturity of faith through instruction and formation in the Christian life.

CATECHETICAL COORDINATOR

This position is responsible for a particular segment or level of an already-existing program under the guidance of a Director of Catechetical Ministry. Responsibilities typically include:

- Implement goals and objectives for the area of responsibility,
- Coordinate program components and implement curriculum,
- Recruit, supervise, train, and evaluate catechists; support spiritual growth of catechists,
- Work within an established budget, assist in the maintenance of records and perform other related administrative tasks,
- Communicate regularly with Director, catechists and parents,
- Continue professional and spiritual development.

This position requires a basic understanding of Scripture and the theology that relates to the specific area of responsibility; a practical understanding of catechesis; organizational ability and an ability to assist in the initial training; and ongoing support of catechists.

Qualifications include a Bachelors Degree or equivalent, current Basic Catechist and Advanced Catechist Certification (or in process of Master Catechist Certification) and a minimum of two years as a catechist in the area of responsibility.

FLSA Status Non-exempt Salary Grade VI

CATECHETICAL DIRECTOR I

This position is responsible for a major part of a parish catechetical program or full responsibility for a catechetical program in a small to medium sized parish. In addition to the responsibilities of the Catechetical Coordinator, responsibilities typically include:

- Develop and evaluate goals and objectives,
- Develop curriculum
- Coordinate sacramental preparation, including parent and family faith formation.
- Select materials and assist in adult faith formation,
- Prepare and monitor budget, supervise the maintenance of records and perform other related administrative tasks,
- Maintain appropriate internal and external communications
- Communicate regularly with Pastor and pastoral staff,
- Maintain a relationship with the Office of Pastoral Ministry and participate in catechetical cluster meetings,

This position requires a good understanding of Scripture, theology, catechesis, program development and coordination and professional relationships. This position also requires the ability to provide training and ongoing support of catechists.

Qualifications include a Bachelors Degree in course of study related to catechetics, religious education, theology, pastoral ministry or equivalent, current Master Catechist Certification and three to five years experience as a Catechetical Coordinator. Persons who do not meet the preferred qualifications above are expected to work toward becoming fully qualified with the assistance and consideration of the parish.

Note: No individual is to be hired for a first time position as a Catechetical Director I who has not at a minimum graduated from ILM in the Catechist Track (or its equivalent in another diocese) and who does not have experience in a catechetical leadership position.

FLSA Status Exempt Salary Grade VIII
CATECHETICAL DIRECTOR II

This position is the highest level of catechetical leadership apart from the Pastor. Responsible for all catechetical activity in the parish: the catechesis of adults, children and youth. A position with this scope of responsibility is usually assisted by and supervises other catechetical staff members. In addition to the responsibilities of Catechetical Director I, responsibilities include:

- Develop a philosophy of catechetical ministry; assess catechetical needs; develop, implement and evaluate goals and objectives for all programs and processes,
- Oversee and plan curriculum for all components of parish catechetical programs/processes for adults, children, youth and families, oversee selection of materials,
- Assist in the hiring, training, and supervision of catechetical staff. Certify catechists and other volunteers,
- Prepare and monitor the budget, supervise maintenance of records, develop safety procedures.

The Director must possess a high degree of competency in Scripture, theology, catechetical theory and practice, program development and administration, the formation of catechists and interpersonal professional relationships. Qualifications include an MA in Catechetics, Religious Education, Theology, Pastoral Ministry or equivalent, a current Master Catechist Certification and at least five years of experience in a major administrative position related to catechetics or religious education, for example, Catechetical Director I. Persons who do not meet the preferred qualifications above are expected to work toward becoming fully qualified with the assistance and consideration of the parish.

Note: No individual is to be hired for a first time position as a Catechetical Director II who has not at a minimum graduated from ILM in the Catechist Track (or its equivalent in another diocese) and who does not have experience in a catechetical leadership position.

FLSA Status       Exempt       Salary Grade IX
### CATECHETICAL DIRECTOR II

<table>
<thead>
<tr>
<th>A. Planning Responsibilities</th>
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<tbody>
<tr>
<td>1. Develop a philosophy of catechetical ministry for the parish in collaboration with the pastor, professional staff and parish leadership based on major catechetical documents.</td>
</tr>
</tbody>
</table>

| 2. Assess the total catechetical needs of the parish in collaboration with the pastor, professional staff and parish leadership. |

| 3. Develop overall goals, objectives, and an implementation plan for parish catechetical ministry in collaboration with the pastor, other professional staff and parish leadership. |

| 4. Evaluate the parish catechetical ministry program at regular intervals in collaboration with the pastor, professional staff and parish leadership. |

### CATECHETICAL DIRECTOR I

<table>
<thead>
<tr>
<th>A. Planning Responsibilities</th>
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</table>

| Develop and implement long and short term goals and objectives for the areas of responsibility under the supervision of the Director of Catechetical Ministry or the Pastor. |

### CATECHETICAL COORDINATOR

<table>
<thead>
<tr>
<th>A. Planning Responsibilities</th>
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</table>

| Implement the goals and objectives for the area of responsibility under staff supervision. |

| In cooperation with the Director, evaluate catechetical programs in areas of responsibility at regular intervals. |

| In cooperation with the Director, participate in the evaluation of the area of responsibility. |

### B. Program Responsibilities

| 1. Coordinate and/or oversee all components of the parish catechetical ministry program – adults, youth, children and families. |

| Coordinate all components of the areas of responsibility. |

### B. Program Responsibilities

| 2. Plan curriculum for parish catechetical ministry programs. |

| Work with the Director in developing and implementing curriculum for areas of responsibility. |

| Implement the curriculum for the area of responsibility under staff supervision. |

### B. Program Responsibilities

| 3. Provide, promote and oversee adult faith formation. |

| Promote and assist in adult faith formation in the level of responsibility. |

| Support adult faith formation in the level of responsibility. |

### B. Program Responsibilities


| | |
5. Plan sacramental rituals and celebrations in collaboration with the presider, the liturgist, the sacramental coordinator and the Catholic school.  
   Assist in planning sacramental celebrations if the area of responsibility includes sacramental preparation.

6. Provide opportunities for family faith formation.  
   Assist in providing opportunities for family faith formation.

7. Oversee the recruitment, selection, training, certification and supervision of catechists and other volunteers.  
   Recruit, select, provide initial training, supervise and evaluate catechists in the areas of responsibility.  
   Under the supervision of the Director, recruit, supervise, provide some of the initial training, and evaluate catechists in the area of responsibility.

8. Provide regular opportunities for the spiritual and professional development of catechists.  
   Encourage the spiritual and professional development of catechists.  
   Encourage the spiritual and professional development of catechists.

9. Assist coordinators and catechists as needed.  
   Assist catechists individually or in groups as needed.  
   Assist catechists individually or in groups as needed.

10. Review and select catechetical materials in collaboration with the catechetical staff.  
    Assist in the review and selection of catechetical texts.  
    Assist in the review and selection of catechetical texts.

11. Follow diocesan guidelines.  
    Follow diocesan guidelines.  
    Follow diocesan guidelines.

C. Administrative Responsibilities

1. Assist the pastor in the hiring of catechetical and support staff.

2. Train, supervise, and evaluate catechetical and support staff.

3. Prepare and monitor the catechetical ministry budget.  
   Work within the budget established for the areas of responsibility.  
   Work within the budget established for the area of responsibility.

4. Supervise the collection of fees and purchase of catechetical materials.  
   Assist in the collection of fees and purchase of catechetical materials.  
   Assist in the collection of fees and purchase of catechetical materials.

5. Supervise the maintenance of records: permanent records, sacramental records, catechist records, and emergency information.  
   Assist in the maintenance of records pertaining to areas of responsibility.  
   Assist in the maintenance of records pertaining to area of responsibility.
<table>
<thead>
<tr>
<th></th>
<th>Be aware of legal issues related to catechetical ministry and follow the law regarding child abuse.</th>
<th>Follow the law regarding child abuse.</th>
<th>Follow the law regarding child abuse.</th>
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<tbody>
<tr>
<td><strong>D. Relationships</strong></td>
<td><strong>D. Relationships</strong></td>
<td><strong>D. Relationships</strong></td>
<td><strong>D. Relationships</strong></td>
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<tr>
<td>1.</td>
<td>Communicate with the pastor regularly, attend parish staff meetings and collaborate with other staff members in parish projects.</td>
<td>Communicate with the Director regularly, attend appropriate staff meetings and collaborate in appropriate catechetical/parish projects.</td>
<td>Communicate with the Director regularly, attend appropriate staff meetings and collaborate in appropriate catechetical/parish projects.</td>
</tr>
<tr>
<td>2.</td>
<td>Facilitate communication among all catechetical staff members.</td>
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<td>3.</td>
<td>Communicate regularly with catechists, encouraging them, assisting them, and supporting Their development and certification.</td>
<td>Communicate regularly with catechists, encouraging them, assisting them, and supporting their development and certification.</td>
<td>Communicate regularly with catechists, encouraging them, assisting them, and supporting their development and certification.</td>
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<tr>
<td>4.</td>
<td>Communicate with parents regularly and promote Their active involvement.</td>
<td>Communicate with parents regularly and promote their active involvement</td>
<td>Communicate with parents regularly and promote their active involvement.</td>
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<tr>
<td>5.</td>
<td>Act as liaison between the parish catechetical program, youth ministry, the catechumenate and the Catholic School.</td>
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<td>6.</td>
<td>Participate in diocesan catechetical cluster meetings.</td>
<td>Participate in diocesan catechetical meetings as appropriate.</td>
<td>Participate in diocesan catechetical meetings as appropriate.</td>
</tr>
<tr>
<td>7.</td>
<td>Maintain a relationship with the Office of Pastoral Ministry.</td>
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<tr>
<td>8.</td>
<td>Promote the participation of catechists in Diocesan And other opportunities for training and formation.</td>
<td>Promote the participation of catechists in Diocesan and other opportunities for training and formation.</td>
<td>Promote the participation of catechists in Diocesan and other opportunities for training and formation.</td>
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<td><strong>E. Personal and Professional Development</strong></td>
<td><strong>E. Personal and Professional Development</strong></td>
<td><strong>E. Personal and Professional Development</strong></td>
<td><strong>E. Personal and Professional Development</strong></td>
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<tr>
<td>2.</td>
<td>Participate in opportunities for continuing Professional and spiritual development</td>
<td>Participate in opportunities for continuing professional and spiritual development</td>
<td>Participate in opportunities for continuing professional and spiritual development.</td>
</tr>
</tbody>
</table>
405 ADULT FAITH FORMATION LEADER

*Our Hearts Were Burning Within Us, the Pastoral Plan for Adult Faith Formation in the United States*, written by the Bishops of the United States, suggests that each parish have an adult faith formation leader who would be responsible for establishing the overall adult learning context and programming in the parish. A person in this position might be a member of the parish staff or a parishioner prepared for leadership in ministry. According to the document, the adult faith formation leader would need an adult catechetical vision and competency, be formed by the Word of God, and be well versed in and comfortable with current catechetical documents, especially the *Catechism of the Catholic Church* and the *General Directory for Catechesis*.

406 ADVANCED CATECHIST

Advanced Catechist Certification is a Diocesan certification which indicates a level of knowledge of theology and catechetical theory significantly beyond Basic Catechist Certification. Institute students who have a Basic Catechist Certificate or the equivalent and who successfully complete the Catechist Track will receive an Advanced Catechist Certificate at graduation.

The Advanced Catechist Certificate is issued for four years. The certificate will be renewed upon evidence of continuing activity as a catechist in a parish and continuing growth in the ministry through participation in enrichment opportunities, 14 hours/ year.

407 MASTER CATECHIST

According to the California Catholic Conference (CCC) guidelines, Master Catechists are extensions of the teaching office of the Bishop. They are selected and commissioned by the Bishop to

- Provide the specific formation and courses of studies required by the diocese for catechists to obtain or renew a California Catechist Certificate (basic catechist);
- Provide workshops and in-services for the continued growth and formation of catechists;
- Build a core group of adults in each diocese who will exercise catechetical leadership.

Master Catechists are primarily catechists of adults and serve both the parish and the diocese.

Along with the personal qualities of a catechist which are outlined in the (CCC) certification guidelines, the Master Catechist Candidate should have:

- A current California Catechist Certificate (basic catechist)
- Proven experience and recent experience
- An ability to communicate and work effectively with adult learners in a formation setting.
- The personal recommendation of the candidate’s pastor or other qualified person
- Evidence of on-going education in: Theology, Catechesis, the teachings of the Church and Spiritual Development in light of Vatican II and post-conciliar documents
- Evidence of the ability to work in multi-cultural situations
- An understanding of the purpose of the Master Catechist and a willingness to serve as such when certified
- An ability to study at an advanced level.

The course of study for Master Catechist Certification is determined by the California Catholic Conference. The usual way for catechists to become Master Catechists in the Diocese of San Jose is by participation in the Institute for Leadership in Ministry followed by participation in the Master Catechist Certification Program. An Institute student becomes a Master Catechist by

- Meeting the qualifications above
- Satisfactorily completing years 1 and 2 of the Institute
- Satisfactorily completing the Catechist Track (year 3 of the Institute)
- Applying for the Master Catechist Certification Program with the recommendation of the pastor
- Satisfactorily completing the Master Catechist Certification Program

The Master Catechist Certification Program extends the learning acquired in the Institute and offers opportunities to develop the skills needed to plan and present effective workshops for catechists and other adults. In some ways it is similar to “student teaching.” Ideally it can be accomplished in one calendar year. The Master Catechist Certification Program is modified for catechists with Masters' Degrees.

Master Catechist Certification expires at the end of four years. To renew the certificate, Master Catechists must be active and demonstrate evidence of on-going spiritual and professional growth. This includes attending at least 16 hours of theological and catechetical enrichment each year or 48 hours over four years. A Master Catechist Record Form must be completed and returned to the Office of Pastoral Ministry at the end of each year. For a copy of this form see 412 FORMS AND RESOURCES.

408 PROFESSIONAL RELATIONSHIPS

Catechetical Clusters

In the Diocese of San Jose catechetical leaders meet regularly in small groups or clusters. Cluster meetings provide opportunities to share ideas and resources, discuss mutual concerns, and collaborate on projects. They facilitate the flow of information between parishes and to and from Diocesan Offices. They are also important sources of personal and professional support. Catechetical leaders are encouraged to participate in cluster meetings as often as possible and obtain the many benefits of professional relationships with catechetical leaders in other parishes.

There are three English speaking clusters, one Hispanic catechetical cluster and one Vietnamese catechetical cluster. Meeting dates are set at May cluster meeting. Each cluster elects a representative to the Catechetical Advisory Board. For a list see 412 FORMS AND RESOURCES.

Hispanic Coordinators (Coordinadores Hispanos)

Spanish speaking catechetical leaders meet regularly with the Director and Associate for the Hispanic Apostolate to discuss the concerns of the Hispanic community, share resources, collaborate with English speaking catechetical leaders, develop leadership and support one another in their ministry. For a list of parishes with catechesis in Spanish see 412 FORMS AND RESOURCES.

409 PROFESSIONAL GROWTH

In order to be effective in their ministries, catechetical leaders must continue to grow in their personal spirituality, in their knowledge and understanding and in their skills. A mentoring process matching seasoned catechetical leaders with new catechetical leaders has been established to assist this professional growth. Click here for more information.
410 CONTINUING EDUCATION OPPORTUNITIES
In the Diocese of San Jose a variety of continuing education opportunities are available:

- **The Ongoing Professional Growth Series** which consists of three workshops on topics of interest to professional ministers. This series is usually held in January and February. For more information contact the Director for Catechetical Ministry.
- **The Institute for Leadership in Ministry** which is a three-year certificate program for the development of parish leaders. Courses include theology and the practical pastoral issues of ministry. In the third year students choose a particular area or areas of ministry from those offered. Students in the Institute must be recommended by the Pastor. For more information contact the Director of the Institute at (408) 983-0111.
- **Graduate Program in Pastoral Ministries** offered by Santa Clara University. For more information contact the Director at (408) 554-4831. Follow the link for the website.

411 PROFESSIONAL ORGANIZATIONS
NCCL (National Conference of Catechetical Leadership) is a Catholic association dedicated to advancing the Church’s catechetical ministry in the United States by promoting excellence in catechetical leaders. It has been in the forefront of catechetical leadership in the United States since 1967, with roots going back to 1934 and the Confraternity of Christian Doctrine movement in this country. Today, it is the only independent national organization exclusively dedicated to serving the Church’s catechetical mission in the United States.

The focus of NCCL is catechesis and the professional development of those who serve it. NCCL members include diocesan directors, parish catechetical leaders, pastoral associates, college and university professors and students, publishers of catechetical materials, pastors and bishops.

Membership benefits include: *Catechetical Leader*, a magazine published monthly and *CL Weekly*, an online newsletter. NCCL members receive discounts on NCCL publications, products, training seminars and on registration for the annual meeting and exposition.

The annual meeting and exposition is held each spring to provide educational and networking opportunities. For more information go to [www.nccl.org](http://www.nccl.org)

NPCD (National Association of Parish Catechetical Directors) is part of the Department of Religious Education of the National Catholic Education Association (NCEA). It was founded over 25 years ago to meet the needs of parish catechetical directors who had no national association dedicated to their concerns. NPCD advances excellence in catechesis by networking, representing and empowering catechetical leaders.

The goals of NPCD for 2003-2004 are to

- Advance professionalism of Parish Catechetical Directors
- Generate a strong voice on national catechetical issues
- Increase membership to better serve, support and challenge parish catechetical directors
- Create networks of NPCD members

Membership benefits include *NPCD News*, published quarterly, which features current catechetical issues and member news and *Momentum*, an award winning journal, featuring
DRE Directives and articles relating to catechesis. NPCD members also receive discounts to NCEA publication, *Today’s Parish*.

NPCD holds an annual meeting in the spring in conjunction with the NCEA meeting. For more information go to [www.ncea.org](http://www.ncea.org)

**412 FORMS AND RESOURCES**

- Catechetical Clusters
- Catechist Formation Planning Guide
- Catechetical Resource List
- Check List for Parent Meeting
- Master Catechist Record Form
- Parishes with Catechesis in Spanish
- Recruitment Brochure (English and Spanish)
- Parent Evaluation of Catechetical Program (Sample)
- Website Link
## Catechetical Clusters

### Northern Cluster
**North/Northeast/Northwest Deaneries: 2, 3, 5**
- St. Thomas Aquinas
- St. Athanasius
- St. Dominic
- St. Joseph MV
- St. Nicholas
- St. Simon
- St. William
- Chinese Catholic Community
- Resurrection
- Star of the Sea
- Sts. Andrew and Paul
- St. Clare
- St. Cyprian
- St. Justin
- St. Lawrence the Martyr
- St. Martin (SU)
- Church of the Ascension
- Queen of Apostles
- Sacred Heart, Saratoga
- St. Frances Cabrini
- St. Joseph of Cupertino
- St. Lucy
- St. Martin of Tours
- St. Mary of the Immaculate Conception
- St. Thomas of Canterbury
- St. Joseph Cathedral Basilica

### Southeast/Central Cluster
**Deaneries: 4, 6**
- Five Wounds
- Holy Cross
- Sacred Heart of Jesus
- St. Leo the Great
- St. Mary of the Assumption
- St. Patrick
- Our Lady of Peace
- St. Elizabeth
- St. John the Baptist
- St. Victor
- Christ the King
- Most Holy Trinity
- Our Lady of Guadalupe
- St. Bro. Albert the Great
- St. Francis of Assisi
- St. John Vianney
- St. Maria Goretti

### Southwest Cluster
**Deanery 7**
- Transfiguration
- Holy Family
- Holy Spirit
- Santa Teresa
- St. Anthony
- St. Christopher
- St. Catherine of Alexandria
- St. Julie Billiart
- St. Mary, Gilroy
Catechist Formation Planning Guide

The *General Directory for Catechesis* identifies three dimensions of catechist formation (238): personal formation, knowledge and understanding of the Biblical and theological tradition of the Church and skills for communicating the faith. The planning guide below is intended to be an aid for planning catechist formation throughout the year.

<table>
<thead>
<tr>
<th></th>
<th>The Person of the Catechist</th>
<th>The Knowledge of the Catechist</th>
<th>The Skills of the Catechist</th>
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<tbody>
<tr>
<td>September</td>
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<td>August</td>
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</tbody>
</table>

“Every theme covered in formation should feed, in the first place, the faith of the catechist.” #239 GDC
Catechetical Resource List

Essential Resources:

*The New American Bible*
A Bible commentary such as:


*The Catechetical Documents: A Parish Resource.* Martin Connell, ed. Chicago: Liturgy Training Publications, 1996. (Note: This contains *Sharing the Light of Faith and Adult Catechesis in the Christian Community*).


*The Lectionary.*


*United States Catholic Catechism for Adults* United States Catholic Conference, 2006

*The Sacramentary.*


Highly Recommended Resources


*Nurturing Adult Faith (NCCL) 2002,* [www.nccl.org](http://www.nccl.org)

*Best Practices in Adult Faith Formation: A National Study (NCCL) 2006*


*As I Have Done for You: A Pastoral Letter on Ministry.* Cardinal Roger Mahoney. Chicago: Liturgy Training Publications, 2000 (includes English and Spanish.)

A book on Canon Law:

A Catholic encyclopedia:


A concordance for the New American Bible (or access to a concordance on line such as www.biblegateway.com)


Renewing Catechetical Ministry: A Future Agenda: Richard J. Reichert, Paulist Press, 2002


Recommended
Catholic Traditions and Customs: A Popular Guide Greg Dues Mystic, CT: Twenty-Third Publications, 1995
The Catechist’s Toolbox, Joe Paprocki, Chicago: Loyola Press, 2007

Series, Also Recommended
Catholic Basics: A Pastoral Ministry Series with the following titles:
• Christology
• Church History
• Mary and the Saints
• Sacramental Theology
• Theological Reflection
• Ecclesiology
• Scripture
• Christian Morality
The Effective DRE: A Skills Development Series with the following titles:
• Maintaining Professional Balance
• Understanding Catechesis
• Catechizing for a Just World
• Forming Ministerial Relationships
• Communicating Effectively
• Recruiting and Training Volunteer Catechists
• Developing a Parish Program
• Keeping Records and Budgets
The Effective DRE: A Theology Series with the following titles:

- Connecting Faith and Life: Theological Reflection
- That All May Be One: Ecumenism
- Companions on the Journey: Mary and the Saints
- In the Breath of God: Christian Morality
- Nourished by the Word: Scripture
- Means of Grace, Ways of Life: Sacramental Theology
- True God, True Man: Christology
- The Church as Communion and Mission: Ecclesiology
- Faith Handed On: Church History

Tom Walters, ed. Chicago: Loyola Press,
<table>
<thead>
<tr>
<th>Meeting Dates:</th>
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<tbody>
<tr>
<td>Coffeepot</td>
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<tr>
<td>Coffee - Regular</td>
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Master Catechist Record Form
200__ – 200__

Name_______________________________ Parish_________________________ Date last Certified_________________________

Address_____________________________ City & Zip_________________________ Phone W___________ H___________

Parish in which you minister as a staff person____________________________________ Title/responsibility________________________

Master Catechist Certification expires at the end of four years. Recertification requirements are 16 hours of theological and catechetical enrichment per year, submission of an annual record update, and the presentation of at least one catechist formation workshop in the diocese with observation during the four years.

**Enrichment**
Please list retreats, days of prayer, etc. separately in the next section.

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<tr>
<th>Date</th>
<th>Title of Presentation</th>
<th>Presenter</th>
<th>Please check appropriate category</th>
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Total_______
### Spiritual Enrichment

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### Service Record

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Total __________

Signature ____________________________________________  Date ____________________________________________

Please return this form to the Office for Parish Services by May 31, 20____.
PARISHES WITH CATECHESIS IN SPANISH

St. Joseph Cathedral Basilica  
80 S. Market Street  
San Jose CA  95113-2321  
408-283-8100

Christ the King  
5284 Monterey Rd.  
San Jose, CA  95111  
408-362-9958  
408-362-9695 Fax

Holy Cross  
580 E. Jackson St.  
San Jose, CA  95112-2736  
408-294-2440

Most Holy Trinity  
2040 Nassau Dr.  
San Jose, CA  95122-1795  
408-729-0101 ext 126  
e-mail cmorales@mht-church

Our Lady of Guadalupe  
2020 E. San Antonio St.  
San Jose, CA  95116  
408-3047  
408-258-8249 Fax  
e-mail: torres@djs.org

Our Lady of Peace  
2800 Mission College Rd.  
Santa Clara CA  95054  
(408)988-4585

Our Lady Star of the Sea  
1385 Michigan Ave.  
P.O. Box 962  
Alviso, CA  95002-0962  
408-262-7539  
408-263-1182 Fax

Sacred Heart of Jesus Parish  
325 Willow St.  
San Jose, CA  95110-3215  
408-292-0146 ext. 202  
408-292-0172 Fax

St. Athanasius  
160 N. Rengstorff St.  
Mountain View, CA  94043-4222  
650-961-8600

St. Catherine of Alexandria  
17400 Peak Ave.  
Morgan Hill, CA  95037  
(408)779-3959

St. Clare Parish  
941 Lexington Street  
Santa Clara CA  95050  
408-248-7786

St. Cyprian  
1133 W. Washington Ave.  
Sunnyvale CA  94086  
(408) 739-2815

St. Elizabeth  
750 Sequoia Dr.  
Milpitas CA  95035

St. John Vianney  
4600 Hyland Ave.  
San Jose, CA  95127-2402  
408-258-7832  
e-mail: irangel@sjvsj.net

St. Joseph Parish  
582 Hope St.  
Mountain View, CA  94041-2211  
650-967-3831

St. Julie Parish  
366 St. Julie Drive  
San Jose, CA  95119-1625  
408-629-3030

Sr. Lawrence the Martyr  
1971 St. Lawrence Dr.  
Santa Clara CA  65051  
408-629-3030

St. Leo the Great Parish  
88 Race St.  
San Jose, CA  95126-1625  
408-293-3503

St. Lucy  
2350 Winchester Blvd.  
Campbell CA  95008-408-378-2464

St. Maria Goretti  
2980 Senter Road  
San Jose, CA  95111-1251  
408-363-2300

Santee Mission  
2980 Senter Road  
San Jose, CA  95111-1251  
408-292-7610

St. Martin Parish  
590 Central Ave.  
Sunnyvale, CA  94086-6357  
408-736-3725

St. Mary Parish  
11 First St.  
Gilroy CA  95020  
408-847-5151

St. Patrick Proto-Cathedral  
389 E. Santa Clara St.  
San Jose CA  95113  
408-294-8120

St. Thomas Aquinas  
3290 Middlefield Road  
Palo Alto, CA  94306  
650-494-2496
COORDINATOR OF CATECHETICAL MINISTRY

A Coordinator of Catechetical Ministry is ordinarily responsible for a major part of a parish catechetical program under the guidance of a Director of Catechetical Ministry or the Pastor.

Along with a sense of being called by God, Coordinators of Catechetical Ministry need an understanding of Scripture, theology, liturgy, catechesis and good Relational skill to be effective in their Ministry.

A Coordinator of Catechetical Ministry is usually a paid member of the parish staff.

Among the responsibilities of a Coordinator are developing goals and objectives, coordinating and evaluating the elements of the program for which they are responsible, recruitment, formation and support of catechists, working with families, and collaborating in common projects.

Many Coordinators also began by answering the call to be a catechist and gradually heard the call to catechetical leadership. A strong spirituality is vital for both directors and Coordinator of Catechetical Ministry.

Preparation for service as a catechetical leader in the multicultural Diocese of San Jose includes advanced studies which are available through the Institute for Ministerial Leadership, Santa Clara University and elsewhere.

IS IT I, LORD?

Are you Passionate about your faith?

Do you want to share this treasure with others?

Do you enjoy working with people and seeing them grow?

If this is how you feel, the Lord may be calling you to a parish Catechetical Leader.

Take a few moments and picture yourself in that role. What would it be like?

DIRECTOR OF CATECHETICAL MINISTRY

The Director of Catechetical Ministry helps shape faith formation in the parish and has many opportunities to lead adults, youth and children to a closer relationship with Jesus Christ and the Church.

Along with a string desire to serve God by sharing their faith with others, a Director needs to be knowledgeable in a variety of areas, especially in Scripture, theology, liturgy catechesis, and program development and administration.

A Director is paid full-time staff member. Typical responsibilities include:

* Overall Direction of parish catechetical programs and development of policy;
* Planning, implementing, and evaluating parish catechetical programs;
* Recruitment, formation, support and evaluation of catechists;
* Collaboration with the pastor, other parish staff members and appropriate groups.

Many Directors began as catechists and developed their leadership ability through practical experience and education.

CATECHETICAL LEADERSHIP

From its earliest days, the Church has looked at the catechesis as vital to its mission to proclaim the Word of God. Although all of the faithful participate in the Church’s catechetical ministry, some are called by God to take special roles. Some are called to be catechists. Others are called to become catechetical leaders—Directors or Coordinators of Catechetical Ministry.

The single most important factor in an effective parish catechetical program is the leadership of a competent and qualified parish catechetical leader.
As a catechetical leader you will experience the joy of helping adults, youth and children come to know Jesus Christ in a deeper way.

As a catechetical leader you will build bridges to help people who have left the Church come home to a welcoming and caring community.

As a catechetical leader you will be a valued member of the parish staff and help make decisions that will strengthen the faith life of the community.

As a catechetical leader you will know the satisfaction of helping families with spiritual needs and supporting them in difficult times.

As a catechetical leader you will experience the excitement of working with catechists and helping them grow spiritually and gain the knowledge and skills to be effective in their ministry.

As a catechetical leader you will have an opportunity to put your creative side to work. You will develop talents and skills you didn’t know you had!

To find out more about becoming a catechetical leader, call the Director of Catechetical Ministry at 408-983-0138 or the Director of Hispanic Apostolate at 408-983-0133. You may also wish to talk with the Catechetical director or Coordinator in your parish.

What some catechetical leaders have said about their ministry:

“It’s lots of fun and exciting. Always enriching, always challenging.”

“I get great satisfaction out of mentoring new leaders. The friendship and association with others in ministry is a gift.”

“It just feels like where I should an want to be.”

“I love the people who come back and share their experiences.”

“It’s my way of Life.”

Like the person who found a treasure hidden in a field and then hid it; then in her joy she goes and sells all that she has and buys the field, the catechetical leader has found the treasure of faith, more valuable than anything else on earth. It is a treasure not meant to be kept to oneself but share with the world.
¿Soy Yo, Señor?

¿Sientes pasión por la fe?

¿Deseas compartir este Tesoro con los demás?

Si te sientes así, quizás sea que el Señor te está llamando a ser un **Líder de Catequesis en tu Parroquia.**

Imagínate por un momento en esta posición

¿Cómo crees que sería?

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**LIDERAZGO EN LA CATEQUESIS**

Desde los primeros tiempos la Iglesia ha proclamado la misión de la palabra de Dios a través de la catequesis. Todos los fieles que participan en el ministerio de la catequesis son llamados por Dios. Unos son llamados para ser catequistas, y otros son llamados para ser líderes de catequesis—Director(a) Coordinador(a) del ministerio de catequesis.

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**DIRECTOR(A) DE CATEQUESIS**

El Director del Ministerio de Catequesis ayuda en la formación de fe de adultos, jóvenes, y niños para lograr una relación más íntima y personal con Cristo Jesús. Por medio de su ministerio sirven a Dios y comparten su fe con los demás.

Un Director(a) debe tener conocimiento en las siguientes áreas: escritura, teología, liturgia, catequesis, y administración. Un Director(a) es miembro del equipo parroquial con sueldo. Ya sea tiempo completo o medio tiempo.

Sus responsabilidades son:

*Dirigir el programa de catequesis en la parroquia y desarrollar los estatutos/normas;*  
*Planear, implementar, y evaluar los programas de Catequesis;*  
*Invitar, asesorar apoyar y evaluar a los catequistas;*  
*Colaborar con el párroco y con otros miembros de los equipos parroquiales.*

Muchos directores comienzan como catequistas y desarrollan la habilidad del liderazgo a través de la práctica, experiencia, oración y educación.

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**COORDINADOR(A) DE CATEQUESIS**

Un coordinador del ministerio de catequesis es responsable de la mayor parte del programa bajo la guía del director del Ministerio de Catequesis, o del Párroco.

A través del llamado de Dios, el Coordinador del Ministerio de Catequesis debe entender la escritura, la teología, liturgia, catequesis y descubrir sus habilidades para llevar a cabo su ministerio.

Un(a) Coordinador(a) del Ministerio de Catequesis normalmente es miembro del equipo parroquial con gozo de sueldo.

Entre las responsabilidades del Coordinador(a) están el desarrollar metas y objetivos; coordinar y evaluar los elementos del programa del cual el/ella es responsable; invitar, formar, y apoyar a los catequistas, y trabajar con las familias y colaborar en proyectos comunes.

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El factor más importante y efectivo en un programa de catequesis parroquial es el liderazgo de un competente y calificado(a) líder de catequesis. Muchos Coordinadores(as) contestan el llamado del Señor a ser catequistas y gradualmente escuchan el llamado para ser líderes de catequesis. Una espiritualidad fuerte es vital para ambos, Directores y Coordinadores del Ministerio de la Catequesis.
Como líder de catequesis experimentarás el gozo de ayudar a los adultos, jóvenes, y niños a conocer a Cristo Jesús de una manera profunda.

Como líder de catequesis construirás el puente entre las personas que se han alejado de la Iglesia y desean regresar, dándoles una cordial bienvenida a la comunidad parroquial.

Como líder de catequesis serás considerado(a) miembro del equipo parroquial y podrás ayudar a tomar decisiones que fortalezcan la vida de fe de la comunidad.

Como líder de catequesis tendrás la oportunidad de ayudar a las familias en sus necesidades espirituales y les podrás apoyar en sus momentos difíciles.

Como líder de catequesis experimentarás el entusiasmo de trabajar con catequistas ayudándoles a carecer espiritualmente y conseguirás que desarrollen sus habilidades para una mejor efectividad en su ministerio.

Como líder de Catequesis tendrás la oportunidad de usar tu creatividad en el ministerio. ¡Desarrollarás los talentos y habilidades que ya tienes!

Si deseas más información en cómo puedes ser líder de catequesis, llama a la Directora del Apostolado Hispano al 408-983-0133 ó a la directora del Ministerio de Catequesis en inglés, al 408-983-0138. También te puedes comunicar con el Director(a)/Coordinador(a) de tu parroquia.

Como la persona que encontró un tesoro y lo esconde; y después de su gozo vende todo lo que tiene y compra el terreno, así el líder de la Catequesis ha encontrado el regalo de la fe, que es de mucho más valor que cualquier otra cosa en la tierra. Este es un tesoro destinado a ser compartido con los demás.
Parent Evaluation of Catechetical Program (Sample)

1. Overall, how would you rate the catechetical program at __________________________?  
   _____excellent _____fair _____good _____poor

2. What are the strengths of the program?

3. What are the weaknesses of the program?

4. What suggestions would you make to improve the program?

5. What are some of the main things your child or children have learned during this past year?

6. How would you describe your child or children's attitude toward  
   - their catechist?  
   - the catechetical program?  
   - the Mass?

7. Have you had the opportunity to meet your child's catechist? _____yes _____no

8. How have you been invited to participate in your child's faith formation? _____yes _____no

9. Have you attended any adult faith formation for parents during the year? _____yes _____no _____NA  
   If yes, what value did they have for you?

10. Have you had any contact with the Director/Coordinator of Catechetical Ministry?  
    _____yes _____no

11. How satisfactory has that contact been?

12. How well have you seen yourself as a partner with the parish catechetical program?

Other Comments:______________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
____________________________________  _____________________________________________

My child/ren/youth are in grades        K     1     2     3     4     5     6     7     8     9     10     11     12
Helpful Websites for Your Catechetical Ministry
Sr. Judith Dieterle, SSL
Jegen Center for Catechetical Media and Research
Office for Catechesis, Archdiocese of Chicago

Pointers on How to Judge a Website:

Credibility
Who wrote it?
   Is there a way to contact the author?
   Who are the people who wrote it and who do they know?
Who published it?
   Is the site affiliated?
   Who references it?
How is it written?
   Is it organized?
   Is it technically well written?

Accuracy
Timeliness
   Is there a “Last updated on” date?
   Is the information date sensitive?
Comprehensiveness
   Who is the intended audience of the site?
   Is the information factual?
   Is the information detailed?
Reasonableness
   Is it fair and balanced?
   How objective is the site?
   How moderate and consistent is the site?
Support
   Are information sources cited?
   Are supporting links available?
   Where else can you find the same information?
Catholicity
   Who are they and what do they say about the Church?
   How do they say what they say?
   Who are their heroes and villains?
   To whom do they link?

Look twice at those with whom you totally agree!

The CARS concept originated with Robert Harris formerly available at www.sccu.edu/faculty/R_Harris/evalu8it.html 1997.
Website Links

California Catholic Conference. www.cacatholic.org
This site offers updates on current legislation. The California Catholic Conference is the staff office of the California Catholic Conference of Bishops. It is the official voice of the Catholic community in California’s public policy area.

Catholic Information Center on the Internet. www.catholic.net
This site offers everything from in depth information on John Paul II to the daily readings, NCCB movie reviews and The Catholic Encyclopedia. It has an extensive catholic directory through which you can investigate other Catholic websites. One caution: The Catholic Encyclopedia available through this site is the 1917 edition which is not entirely useless but terribly outdated.

Catholic Online. www.catholic.org
If you are looking for a site through which you can find Catholic Organizations, do a search of bishops, dioceses and schools, or link with other Catholic educators, this one is for you. Catholic online even offers a bookstore and language translation services.

The Vatican Online. www.vatican.va.
The Official Vatican Website offers the latest news about the Pope and events taking place in Rome.

This site will put you in touch with the personal and resources at the National Bishop’s Conference in Washington, D.C. The Bishop’s Ad Hoc Committee on the Catechism has a page on this site as well as the Committee on Education. Two interesting features are the scriptures readings for daily Mass throughout the year and quizzes on the content of the Catechism.

Catholic Pages. www.catholic-pages.com
This is a wonderful Catholic start directory, a site from which you can search a multitude of other Catholic sites for information and a site from which you can link to 16,000 other Catholic sites. Some of the categories of information available are saints, seasonal, education, documents, morals, resources and more. Bet you can’t wait to find this one.

Theology Library. www.shc.edu/theolibrary
A Catholic’s collection of 118 pages with over 5100 links in the spirit of the Second Vatican Council. This site is like having a theology library at your fingertips. Choose a topic, any topic and you can look up an article here. Major categories are Church, Revelation, Liturgy, Justice, Theology, Morality, Spirituality, Evangelization and Religion. There are excellent topic areas under the Justice category.

News from the Vatican and the Church Universal. http://www.zenit.org
A site that offers a daily update on what’s new from the Vatican, and also Catholic perspectives on world events.

Find what you’re looking for among thousands of Catholic websites with this convenient search engine.

Center for Media Literacy. www.medialit.org

Catholic Communication Network. www.cathcom.net


Publishers

St. Anthony Messenger Press. www.americancatholic.org

Twenty-Third Publications. www.twentythirdpublications.com

Resources for Christian Living. www.faithfirst.com

Daughters of St. Paul. www.pauline.org

Liguori Publications http://www.liguori.org/


Our Sunday Visitor http://www.osv.com/
Social Justice Education Websites

Holy Childhood Association:  www.holychildhoodusa.org
Especially helpful for schools and parishes that want the children to be active in the fight against hunger, this site offers children and adults ways to learn about people from around the world and help those less fortunate.

Children’s Defense Fund:  www.childrensdefense.org
This site offers information, learning activities and ways to get involved in the effort to save children from violence and poverty.

Salt of the Earth:  http://salt.cla retianpubs.org
An online Catholic resource for social justice with links to many other sites and issues.

Office for Social Ministries, Diocese of San Jose:  http://www.dsj.org/ministries/social-ministries
Local social justice news, events and resources

Diocese of St Paul/Minneapolis Social Justice website:  http://www.osjspm.org/
A very helpful website for social justice educators, organized around the social justice teachings of the Church.

Catholic Relief Services:  www.catholicrelief.org
This site puts you in touch with the work of the organization and encourages you to buy from the Work of Human Hands catalogue which sells products made in developing countries.

Oxfam America:  www.oxfamamerica.org
A site dedicated to creating lasting solutions to hunger, poverty and social injustice through long-term partnerships with poor communities around the world.

Peace Action:  www.peace-action.org
The nation’s largest grass-roots peace organization that promotes the peaceful resolution of conflicts around the world as well as an end to nuclear arms, weapons trafficking and excessive military spending.

Network: A National Catholic Social Justice Lobby:  www.networklobby.org
An organization that lobbies congress on social justice issues.

Sojourner’s Magazine Online:  www.sojourners.com
A challenging publication that offers in depth coverage of social and political issues from a Christian perspective.

World Service Resources for Global Education:  www.churchworldservice.org
This site contains excellent resources for educators.

A quick, easy to understand guide to the social justice teachings of the Church.

USCCB Department of Justice, Peace and Human Development:  http://www.usccb.org/about/justice-peace-and-human-development/
The U.S. Bishop’s site on social justice

USCCB Migration and Refugee Services:  http://www.usccb.org/about/migration-and-refugee-services/
Policy formulation and communication, advocacy, education, refugee resettlement, and other specialized services to at risk and vulnerable populations, such as victims of trafficking and unaccompanied minors

The Hunger Site:  www.thehungersite.com
A site that tries to alleviate hunger by promoting the products of companies willing to donate to hunger causes.
The Ethical Shopper. www.ethicalshopper.com
A web site for those who want to buy from companies that display a concern for social justice.

National Right to Life Committee: www.nrlc.org
This website offers information that will aid those who are working against the culture of death in the United States. Abortion, euthanasia and other right to life issues are covered.

The Institute for Peace and Justice. www.ipj-ppi.org
Justice and peace resources for schools, families and other religious communities.

Pax Christi www.paxchristiusa.org
An organization that strives to create a world that reflects the Peace of Christ by articulating and witnessing to the call of Christian nonviolence. The site offers many topics and links.

Education for Justice/Center of Concern http://www.educationforjustice.org/toolbox-teachers
Excellent resources for social justice education

Catholic Climate Covenant http://catholicclimatecovenant.org/
Great for environmental issues—St. Francis pledge

Advocacy, Training, Disaster Response

Catholic Charities of Santa Clara County http://www.catholiccharitiesscc.org/
Ways to get involved to support those in need

Just Faith Ministries http://www.justfaith.org/
Workshops and programs, to help participants to expand their commitment to social ministry within their faith communities