CATHOLIC DIOCESE OF ARLINGTON
OFFICE OF FAITH FORMATION

Parish Catechist Certification Guides

The Call to Catechize

**We ought, therefore, to do all that lies in our power to maintain
the teaching of Christian doctrine with full vigor,
and where such is neglected, to restore it;
for in the words of Our Predecessor, Benedict XIV,
"There is nothing more effective than catechetical instruction
to spread the glory of God and to secure the salvation of souls."**
Pius X, Acerbo Nimis, 17

Catechists

Catechists are called by Christ to teach the faith in a classroom setting in either a school or parish faith formation program; they may be paid or volunteer.

In addition to providing religious instruction, the catechist nurtures the seeds of faith imparted at Baptism so the Christian may bear great fruit. Catechesis forms the whole person, so they may know God and how to respond to His great Love with faith, hope, and charity. From first evangelization, through initiation, to lifelong discipleship, catechesis provides the sure foundation for the Christian life. Catechists accompany their students, helping them to live and bear witness to the faith in the world, preparing them for their eternal reward.

Diocesan Policies and Guidelines

Catechists must be "practicing Catholics with a thorough knowledge of the Christian message and the ability to communicate it completely, faithfully, and enthusiastically; they should also meet diocesan standards for certification as a catechist" (NDC 54, Ch. 8, p. 232).

All Catechists must:
- Be a practicing Catholic in good standing with the Catholic Church;
- Be 18 years or older (See the Code of Conduct.);
- Be in full compliance with the Office for the Protection of Children/Young People (OPCYP) before beginning and while serving in ministry;
- Be committed to present and witness to the authentic teachings of the Church, and sign an Oath of Fidelity; and
- Be willing to continue their ministry training, and work towards certification.

All catechists must strive to acquire the knowledge and skills needed to communicate the faith effectively. They must have a solid understanding of Catholic doctrine and worship, Scripture and Tradition, and Church history. Catechists must have the necessary communication skills and ability to use various methodologies with their students; they must understand how people grow and mature, and how persons of different ages and circumstances learn.

Catechists must continue their faith formation (e.g., Scripture, Catechism, Church history, etc.), as well as training in faith development, learning styles, teaching methods, and ministry-specific catechesis (e.g., teaching children with special learning needs, etc.).

Catechist Training

Directors of Religious Education must make it a priority to equip their catechists with the training to effectively teach and share the faith with their students. Catechist training will nurture the faith of the catechist, and teach them to impart this faith to their students effectively. With a solid foundation in Church teaching, catechists may teach beyond the classroom materials and more confidently engage students.

There are many benefits to catechist training, the foremost being better formed Catholics. Where catechist training occurs universally and systematically, cohesion in the catechetical program and unity among catechists is evident. Furthermore, catechists who commit to ongoing training bring stability to parish programs and long-term service to the ministry.

The Diocese of Arlington will provide local and diocesan workshops, institutes, conferences, and online (internet-based) classes to assist catechists in attaining appropriate training. Also, the Diocese of Arlington has established relationships with local apostolates to provide excellent catechist certification opportunities.

Catechist Certification

**"No matter what natural facility a person may have in ideas and language,
let him always remember that he will never be able to teach Christian doctrine
to children or to adults without first giving himself to very careful study and preparation."**
Pius X, Acerbo Nimis, 26

The Special Consultant for Catechetics oversees training programs for catechists and catechist certification. Tel: 703-785-2319 or by email: catechetics@arlingtondiocese.org

Catechists should strive to attain diocesan catechist certification in a timely manner, in order to grow in their faith and best serve in their ministry. Directors of Religious Education have a responsibility to make catechist certification training known and available through either online or onsite training opportunities. The Diocese will offer scholarship funds or subsidies for catechist certification training as outlined below.

There are three levels of Catechist Certification:
1) **Basic Catechist Certification**
2) **Specialized Catechist Certification**
3) **Master Catechist Certification**

Basic Catechist Certification

Basic Catechist Certification is strongly encouraged for every catechist in the Diocese of Arlington. It is designed to recognize catechists with a sound foundation in the faith as well as the resources and training necessary to teach in the elementary classroom.

Requirements for Basic Catechist Certification:
- A completed Basic Catechist Certification Application Form;
- A signed Catechist Oath of Fidelity; and
- 50 hours of **verified course work (transcripts required with a final grade of 80%+)** in the following areas:

  - ✓ **10 hours of study in Catechetical Ministry Training**
  - ✓ **10 hours of study of the Creed**
  - ✓ **10 hours of study of the Sacraments**
  - ✓ **10 hours of study of the Moral Life**
  - ✓ **10 hours of study of Prayer and Tradition**

The Diocese has partnered with three local apostolates that offer Basic Catechist Certification courses for Arlington catechists:

Catholic Distance University
Catholic Education Center
Institute of Catholic Culture

The **Franciscan University of Steubenville Catechetical Institute** also offers courses which may be used towards Basic Catechist Certification, so long as the coursework is verified and meets the requirements noted above.

Basic Certification may be attained using coursework from more than one apostolate.

Renewal:
- **Basic Catechist Certification must be renewed every three years with an additional 10 hours of study in any area noted above**.
- **Renewal hours may include diocesan-approved seminars and workshops, as well as the Diocesan Catechetical Conference.** Renewal hours may not include homilies or days of recollection.
- Those with an **expired** Basic Catechist Certification must demonstrate they have satisfied the Basic Catechist Certification requirements (above) after 2008, plus an additional 10 hours of study in any area noted above to renew their Basic Catechist Certification. Otherwise, they may re-apply for Basic Catechist Certification.
- Those who have a **current** Basic Catechist Certification may work towards Specialized Catechist Certification.

Diocesan-Approved Basic Catechist Certification Courses

Coursework verified with transcripts/certificates of completion provided by apostolates; a grade of 80%+ is required.

Catholic Distance University
https://cdu.edu

Promo Code: CDU15ARLINGTON; participant copay: $45/course. This discount applies to all non-credit courses listed for $165. **Many of these courses may be used for renewal of Basic Catechist Certification or applied towards Specialized Catechist Certification.**

Courses in English and *Spanish:*
- Continuous enrollment, entirely online certification program; 62 days/course.
- Self-paced lectures and videos, printable resources, objective-answer quizzes.
- Instructor available to answer questions/seminars.

Basic Certification Courses:

THEO N005: The Profession of Faith	*THEO-SN005: Profesión de Fe*
THEO N006: The Celebration of the Christian Mystery	*THEO-SN006: La Celebración del Misterio Cristiano*
THEO N007: Life in Christ	*THEO SN007: La Vida en Cristo*
THEO N008: Christian Prayer	*THEO SN008: Oración Cristiana*
SCRPT N004: Introduction to Scripture and the Gospel message	
RELED N001: Basic Catechetics for Discipleship	

To Login:
- Go to: https://cdu.edu and click on Continuing Education.
- Select About Continuing Education and then Course Catalog (direct link: https://cdu.catalog.instructure.com/).
- Click on the course in which you wish to enroll, and select: "Enroll Now."
- Complete your profile and enter the **Promo Code: CDU15ARLINGTON,** then proceed to payment.

Catholic Education Center, LLC
www.catholiceducationcenter.com

Enrollment Key: Arlington; participant copay $0/course.
Classes in English; Basic Certification Courses are being translated to Spanish:
- Continuous enrollment, online catechist formation program; unlimited access.
- Self-paced, printed materials (downloadable), slides, objective-answer quizzes.
- Emphasis on classroom applications.
- Option for onsite training by Catholic Education Center instructors.

Basic Certification Courses:

CAT101: Catholic Education: What Every Teacher Needs to Know
CAT102: What We Believe: The Creed
CAT103: Why We Celebrate: The Sacraments
CAT104: How We Live: The Moral Life
CAT105: Who We Are: Prayer and Tradition

EC101: Educatión Cathólica: Lo que Todo Catequista Debe Saber

To Login:
- Go to [www.catholiceducationcenter.com.](http://www.catholiceducationcenter.com)
- Click on the "Enter the Online Classroom" button at top (direct link: https://classroom.catholiceducationcenter.com).

1) **If you have already taken a course with the Catholic Education Center:**
   a. Click on the "Get Started (Login)" button.
   b. Enter your username (usually first initial last name, e.g. msmith). Your password has been reset to: **Faith2020!**
   c. Please update your password and complete your profile.

2) **If you are new to the Catholic Education Center:**
   a. Click on "Get Started (Login)" button
   b. Create a username and password for yourself (write these down for your reference).
   c. Complete the profile.
- Click on the course in which you wish to enroll.
- Scroll down and enter the **Arlington Enrollment Key: Arlington**
- Your course will be immediately available.

Note: Enrollment Key may be used in all Catholic Education Center courses.

Institute of Catholic Culture
www.instituteofcatholicculture.org/arlington

Basic Catechist Certification courses taught by Msgr. Charles Pope, classes in English.
Offered free of charge to the Diocese of Arlington; participant copay $0/course.
- Entirely online certification program.
- Continuous enrollment, unlimited access, integrated catechetical ministry training.
- Self-paced video lessons, printed materials (downloadable), slides, objective-answer quizzes.
- Over 1000+ hours of free educational videos in their online library, which may be used for renewal of Basic Certification.

Basic Certification Courses:
> Catechism 101: The Profession of Faith
> Catechism 102: The Celebration of the Christian Mystery
> Catechism 103: Life in Christ
> Catechism 104: Christian Prayer
> ***Plus 10 hours in Catechetical Ministry Training from:***
>> *Catholic Distance University:*
>> RELED N001: Basic Catechetics for Discipleship
>>> or
>> *Catholic Education Center:*
>> CAT101: Catholic Education: What Every Teacher Needs to Know
>> Also available in Spanish:
>> EC101: Educatión Cathólica: Lo que Todo Catequista Debe Saber

To Login:

- Visit www.instituteofcatholicculture.org
- Click "Explore" at the top of the website
- Click "Self-paced Courses" in the top left of your screen

Franciscan University of Steubenville Catechetical Institute

Basic Certification Courses: Participants must self-pay.

Courses from the Franciscan University of Steubenville Catechetical Institute may be used to attain or renew Basic Catechist Certification. Courses must be verified and in the areas of study to satisfy the Basic Catechist Certification requirements in Arlington Diocese.

Specialized Catechist Certification

Catechists must have a Basic Catechist Certification before they may attain Specialized Catechist Certification.

Specialized Catechist Certification recognizes those who are trained to teach high school students, adults, or areas of specialty.

Requirements for Specialized Catechist Certification:
- A completed Specialized Catechist Certification Application Form;
- A signed Catechist Oath of Fidelity; and
- 50 hours of verified course work (Grade: 80+%, transcript required) in **one** of the following areas:

  - Classroom Methods and Management
  - Biblical Catechesis/Scripture
  - Ministry Coordination and Leadership
  - Church History
  - Catechetical Tradition
  - Morality
  - Evangelization and Discipleship
  - Apologetics
  - Faith Formation and Spirituality

The Diocese has partnered with two apostolates that offer Specialized Catechist Certification courses (see Course Login Instructions, p. 19):

Catholic Education Center
Catholic Distance University

The **Franciscan University of Steubenville Catechetical Institute** also offers courses which may be used to attain or renew of Specialized Catechist Certification, so long as the coursework is verified and meets the requirements noted above. The Diocese of Arlington does not have a partnership with the Franciscan University of Steubenville Catechetical Institute; participants must self-pay.

Renewal:
- Specialized Catechist Certification must be renewed every three years with an additional 10 hours of verified study in the same area of specialty.

Diocesan-Approved Specialized Catechist Certification Courses (by subject)

Catholic Education Center, LLC: **www.catholiceducationcenter.com** **Enrollment Key: Arlington; copay $0** Each course is 10 hours. Classes offered in English.	Catholic Distance University: **www.cdu.edu** **Enrollment Key: CDU15ARLINGTON; copay $45.** Each course is 10 hours, non-credit All offered in English, many offered in Spanish.
Classroom Methods and Management	
MIN101: Successful Classroom Management CAT210: Methods and Learning Styles CAT214: Reaching Students with Special Learning Needs CAT106: Tools for Teachers and Methods for Discipleship MIN102: Time Management for Ministry	RELED N036: Teaching High School Religion RELED N042: Forming Disciples: The Basic Tasks of Catechesis RELED N004: NDC: Vitalizing the Catechetical Ministry
Biblical Catechesis/Scripture	
CAT220: Eden to Egypt: Adam to Joseph CAT221: The Ministry of Moses CAT222: Judges to Jesus: Expecting the Savior CAT223: Jesus' Public Ministry CAT224: The Early Church in the Bible	THEO N107: Constitution on Divine Revelation SCRPT N113: The Way Catholics Use Scripture: Pope Benedict's *Verbum Domini* *Old Testament:* SCRPT N022: Introduction to Genesis SCRPT N050: The Psalms: Israel's Prayer and Ours SCRPT N034: The Historical Books of the Old Testament SCRPT N145: Wisdom Books of the Old Testament SCRPT N148: The Prophets and Morality SCRPT N146: Christ: The Suffering Servant of Isaiah *New Testament:* SCRPT N066: The Gospel of St. Matthew SCRPT N067: The Gospel of St. Mark SCRPT N068: The Gospel of St. Luke SCRPT N162: The Gospel of St. John SCRPT N061: The Acts of the Apostles SCRPT N174: The Letters of St. Paul, Part I
Ministry Coordination and Leadership	
CAT201: The General Directory for Catechesis MIN110: Parish Catechetical Leader Resources MIN141: The RCIA and its Rites MIN145: Leadership in Ministry MIN144: Training Catechetical Leaders CAT204: Teaching the Faith: Catechetical Documents	

Church History	
CAT230: Pentecost – 800 A.D. CAT231: 801 AD – Reformation CAT232: Counter-Reformation to Present AFF230: The Second Vatican Council AFF231: An Introduction to the Church	CHIST N128: Early American Catholic History 1492 – 1808 CHIST N138: The Rise of American Catholicism 1808 – 1908 CHIST N148: Modern American Catholic History 1908 – Present CHIST N025: The True Story of the Crusades CHIST N073: The Inquisition CHIST N086: Pius XII: In Defense of Truth CHIST N168: Life and Pontificate of St. John Paul II CHIST N161: History of Vatican Council II
Catechetical Tradition	
AFF101: The Pedagogy of God: Eden to Eden AFF100: Teaching with the Scriptures: An Introduction to the Bible CAT202: Teaching the Faith: Apostles to Apologists CAT203: Teaching the Faith: The Great Catechists CAT204: Teaching the Faith: Catechetical Documents	THEO N143: Introduction to the Eastern Fathers of the Church
Morality	
	THEO N007: Life in Christ THEO N163: Basics of Morality THEO N164: The Ten Commandments: One – Five THEO N165: The Ten Commandments: Six – Ten THEO N183: Catholic Teaching on Several Social Issues THEO N187: Social Teachings: Religious Liberty Issues THEO N106: Constitution on the Church in the Modern World
Evangelization and Discipleship	
MIN100: Self-Management for Ministry MIN107: Christ the Teacher MIN106: Forming Disciples MIN108: Teaching in Imitation of Christ the Teachers MIN134: The Ministry of Apologetics	THEO N021: The Art of Evangelization through Apologetics RELED N001: Basic Catechetics for Discipleship RELED N034: Pioneers in American Catholic Education THEO N168: JPII: The Culture of Life

Apologetics	
	THEO N018 Proclaiming the Reality of God: Compelling Evidence of God's Existence
	THEO N033 Making the Case for Christ
	THEO N043 How Are We Saved?
	THEO N042 Why do We Need the Church?
	THEO N019 Why would a Loving God Allow Evil, Pain, and Suffering?

Faith Formation and Spirituality	
AFF213: The Domestic Church: Catholic Parenting AFF214: Faith Formation for Young Children AFF215: Leading Children to a Mature Faith CAT200: Faith Formation: Youths and Adults AFF241: Our Vocation: The Virtuous Life	THEO N008: Christian Prayer SPIR N057: The Our Father: Gateway to Scripture SPIR N037: Scriptural foundations of the Hail Mary THEO N158: Liturgy of the Hours SPIR N055: Eucharistic Devotions SPIR N156: Classics in Prayer and the Spiritual Life THEO N048: Catholic Parenting THEO N158: Liturgy of the Hours THEO N038: Mary: Mother of the Redeemer, Mother of the Church SPIR N113: St. Augustine's Confessions and City of God THEO N056: The Mass: History, Theology and Spirituality THEO N068: The Way to Inner Peace and Mercy SPIR N064: Vatican II: Lay Spirituality

Note: Some courses may fit into more than one category; they are organized this way to ensure at least 50 hours of coursework are available for Specialized Catechist Certification.

Master Catechist Certification

The Master Catechist Certification program trains those who teach youths or adults and/or who are expected to provide support to others in the faith formation programs of a parish (DREs or Lay Faith Formation Ministers).

Christendom College Graduate School of Theology offers the two-year Master Catechist Certification program every other year. **Courses may be taken for academic credit and used towards a Master of Arts in Theology (see https://graduate.christendom.edu for details).**

Christendom College Graduate School of Theology
Classes in English; participant copay $100/course
https://graduate.christendom.edu
- Applications are accepted by the **Office of Faith Formation** every other year for a two-year program (next cohort begins 2021). A registration package will be sent to parishes.
- Applications require the approval/signature of the Pastor.
- Classes meet on eight Saturday mornings during the Fall/Spring semesters and run asynchronously online during Summer semester (do not meet during Summer).
- Classes may be upgraded for academic credit towards a Masters in Arts degree.
- Fall/Spring courses can be taken in any modality or combination of the following modalities: on-campus, live online, or asynchronously (pre-recorded).

Requirements for Master Catechist Certification:
- A completed Master Catechist Certification Application Form;
- A signed Catechist Oath of Fidelity; and
- Proof of successful completion of the Christendom Graduate School of Theology Master Catechist program (transcript).

Master Catechist Certification Courses:
MCP 501: The Profession of Faith
MCP 502: The Celebration of the Christian Mystery
MCP 503: Life in Christ
MCP 504: Christian Prayer
MCP 505: Sacred Scripture
> *Plus one elective from:*
> MCP 506: Fathers of the Church
> MCP 507: Apologetics
> **MCP 508: Policies, Norms, and Best Practices (this course is required for DREs)**

Note: Those who have earned a Christendom College Graduate School of Theology Certificate in Systematic Theology or Evangelization and Catechesis prior to 2021 have fulfilled the course requirements for the Master Catechist Certification in the Diocese of Arlington.

Renewal:
- Master Catechist Certification must be renewed every three years with an additional 10 hours of verified study in one area of specialty (see Specialized Catechist Certification above).

Director of Religious Education (DRE)

The single most critical factor in an effective parish catechetical program is the leadership of a professionally trained Director of Religious Education. The DRE instills heart and wisdom into the structured parish catechetical program. The DRE works closely with the pastor and the Office of Faith Formation to build a program that aligns with Diocesan Policies and Guides; they also implement this program with pastoral care for both the catechists and students in the program. With an eye to the eternal, the DRE works to proclaim the Word of God through evangelization and catechesis. Discerning the formation needs of the parish and prayerfully realizing them, the DRE nurtures the faith of parishioners through word and witness.

Diocesan Policies and Guidelines

Directors of Religious Education must possess the necessary personal qualities, catechetical understanding and skills, organizational and administrative abilities, academic preparation, and professional experience to direct the entire faith formation program of the parish. They must be able to recruit volunteers and provide catechist training, select curriculum resources, provide program design for all age levels, and manage and supervise staff (both paid and volunteer).

Only fully initiated, practicing Catholics who fully adhere to the Church's teaching on faith and morals and who are models of Christian virtue and courageous witnesses to the Catholic faith should be designated as parish catechetical leaders (NDC 54, Ch. 8, p. 224)

The following are the required qualifications for a Director of Religious Education:

- Must be approved by the Episcopal Vicar of Faith Formation;
- Be a practicing Catholic in good standing;
- Have the skills necessary to effectively fulfill this position, including but not limited to catechetical expertise, leadership and team-building skills, and relational skills that bear witness to the love of Christ;
- **A Master's degree in Religious Education, Theology or related field is preferred; Master Catechist Certification is required.**
- Be willing to continue professional development in areas that will benefit the faith formation program of the parish;
- Be willing to work with the Office of Faith Formation of the Diocese of Arlington, and to implement a unified accredited faith formation program in the local community;
- Must be an active member of the CLDA (Catechetical Leaders of the Diocese of Arlington);
- Be willing to serve and build up the faith formation program in the parish, including the school and homeschool communities, so to bring the Good News to all who live within the parish boundaries;
- Ensure the formation of catechists, who are called to share in this ministry;

- Coordinate various faith formation programs and ministries, supervising other lay faith formation employees (e.g., Adult Faith Formation Minister, High School Faith Formation Minister, etc.); and
- Follow all guidelines and requirements established by the Diocese of Arlington, and provide an annual evaluation.

Recommended Programs

Catholic Distance University
For more information: www.cdu.edu

Master of Arts in Theology
Master of Arts in Theology and Educational Ministry
Accredited by: Distance Education Accrediting Commission, in addition to being named a Candidate for Accreditation by the Commission on Accrediting of The Association of Theological Schools.

Christendom College Graduate School of Theology
For more information: https://graduate.christendom.edu

Beginning January 1, 2020

Directors of Religious Education who have been employed by the Catholic Diocese of Arlington for **less than three years may receive a 50% tuition scholarship** for graduate studies at Christendom College Graduate School of Theology.

Directors of Religious Education who have been employed by the Catholic Diocese of Arlington for **three years or more may receive a 100% tuition scholarship** for graduate studies at Christendom College Graduate School of Theology.

DREs must register to take the courses for the Advanced Apostolic Catechetical Diploma and may also earn a Master of Arts in Theological Studies (in any specialization). Courses may not be taken for audit. The Diocese will cover course registration and tuition for graduate courses. All additional (actual and associated) costs of the Program (e.g. application fees, technology fees, books, supplies, materials, and transportation, etc.) are the responsibility of the DRE.

Please contact the Special Consultant for Catechetical for details; see application section beginning on page 20 of this document.

Apostolic Catechetical Diplomas: Basic and Advanced
The Christendom Graduate School is authorized by the Sacred Congregation for the Clergy to award both the Basic and the Advanced Apostolic Catechetical Diplomas. **These catechetical diplomas are distinct from the academic Master of Arts degree in Theological Studies, although the two may be earned simultaneously.** The diploma is awarded by authorization of the Holy See in recognition of the catechist's competence in the field of catechesis and his or her personal commitment to teach Catholic doctrine in communion with the Magisterium of the Catholic Church.

Master of Arts in Theological Studies
(Specializations in Systematic Theology, Moral Theology, Sacred Scripture, Evangelization and Catechesis, Spirituality, or Consecrated Life)
Accredited by: Southern Association of Colleges and Schools Commission on Colleges

Course Login Instructions

Catholic Distance University:
- Go to: https://cdu.edu and click on Continuing Education.
- Select About Continuing Education and then Course Catalog (direct link: https://cdu.catalog.instructure.com/).
- Click on the course in which you wish to enroll, and select: "Enroll Now."
- Complete your profile and enter the **Promo Code: CDU15ARLINGTON,** then proceed to payment.

Catholic Education Center:
- Go to www.catholiceducationcenter.com.
- Click on the "Enter the Online Classroom" button at top (direct link: https://classroom.catholiceducationcenter.com).

3) If you have already taken a course with the Catholic Education Center:
   a. Click on the "Get Started (Login)" button.
   b. Enter your username (usually first initial last name, e.g. msmith). Your password has been reset to: **Faith2020!**
   c. Please update your password and complete your profile.

4) If you are new to the Catholic Education Center:
   a. Click on "Get Started (Login)" button
   b. Create a username and password for yourself (write these down for your reference).
   c. Complete the profile.
- Click on the course in which you wish to enroll.
- Scroll down and enter the **Arlington Enrollment Key: Arlington**
- Your course will be immediately available.

Note: Enrollment Key may be used in all Catholic Education Center courses.

Institute of Catholic Culture:

- Visit www.instituteofcatholicculture.org
- Click "Explore" at the top of the website
- Click "Self-paced Courses" in the top left of your screen

Christendom College Graduate School of Theology:
- See https://graduate.christendom.edu/ for details about on site and online programs. Their office of Admissions/Registrar will provide login information to their students.

Appendices

- Instructions for Application for Catechist Certification
- Basic Catechist Certification/Renewal Application Form
- Specialized Catechist Certification/Renewal Application Form
- Master Catechist Program Registration Form
- Master Catechist Certification/Renewal Application Form
- Director of Religious Education Scholarship Application Form for Christendom College Graduate School of Theology

Instructions for Application for Catechist Certification

Applicants for Catechist Certification (any level) must submit:
- ✓ Transcripts/certificates indicating successful course completion (80%+);
- ✓ A signed Oath of Fidelity; and
- ✓ A completed application form (see Diocesan website for application form and instructions; samples attached) sent to:

Special Consultant for Catechetics
Office of Faith Formation
200 N. Glebe Rd., Ste 265
Arlington, VA 22203

Application Forms available on Diocesan website

www.arlingtondiocese.org

CATHOLIC DIOCESE OF ARLINGTON
OFFICE OF FAITH FORMATION

Basic Catechist Certification/Renewal Application Form

Name: _____
　　　　　　　Last　　　　　　　　　　First　　　　　　　　　Middle

Address: _____
　　　　　　　　　　　　　　　　　　Street

_____
　　　　　　City　　　　　　　　　　State　　　　　　　　　　Zip

Email: _____

Telephone (preferred): _____

Parish: _____

DRE/Pastor: _____

Signature of DRE/Pastor: _____

   ☐ I am applying for BASIC CATECHIST CERTIFICATION (50 hours).
   ☐ I am renewing BASIC CATECHIST CERTIFICATION (10 hours).

Please indicate the coursework you have taken from each apostolate:

10 Hours of each:	Ministry	Creed	Sacraments	Morality	Prayer
Catholic Distance University					
Catholic Education Center					
Institute of Catholic Culture					
Franciscan University of Steubenville Catechetical Institute					

   ☐ Yes, I have attached transcripts/certificates for coursework.
   ☐ Yes, I have attached a signed Catechist Oath of Fidelity.

Signature of Applicant: _____

Send to: Special Consultant for Catechetics, 200 N. Glebe Rd, Ste 265, Arlington VA 22203

Office of Faith Formation use only:

Authorized by: _____

Date Issued: _____ Expires: _____

CATHOLIC DIOCESE OF ARLINGTON
OFFICE OF FAITH FORMATION

Specialized Catechist Certification/Renewal Application Form

Office of Faith Formation use only:

Authorized by: _____

Date Issued: _____ Expires: _____

Name: _____
　　　　　　　Last　　　　　　　　　First　　　　　　　　　Middle

Address: _____
　　　　　　　　　　　　　　　　　Street

_____
　　　　　City　　　　　　　　　State　　　　　　　　　Zip

Email: _____

Telephone (preferred): _____

Parish: _____

DRE/Pastor: _____

Signature of DRE/Pastor: _____

☐ I am applying for SPECIALIZED CATECHIST CERTIFICATION (50 hours) in:
☐ I am renewing SPECIALIZED CATECHIST CERTIFICATION (10 hours) in:
- o Classroom Methods and Management
- o Biblical Catechesis/Scripture
- o Ministry Coordination and Leadership
- o Church History
- o Catechetical Tradition
- o Morality
- o Evangelization and Discipleship
- o Apologetics
- o Faith Formation and Spirituality

☐ Yes, I have attached transcripts/certificates for coursework.
☐ Yes, I have attached a signed Catechist Oath of Fidelity.

Signature of Applicant: _____

Send to: Special Consultant for Catechetics, 200 N. Glebe Rd, Ste 265, Arlington VA 22203

CATHOLIC DIOCESE OF ARLINGTON
OFFICE OF FAITH FORMATION

Master Catechist Program Registration Form (Please print.)

Name: _____
         Last   First   Middle

Address: _____
                                      Street

_____
         City   State   Zip

Email: _____

Telephone (preferred): _____

I am applying for the MASTER CATECHIST PROGRAM:

☐ on site at Christendom Graduate School, campus at Queen of Apostles, Alexandria, VA.
☐ online through live-streaming (synchronous classes)
☐ online through prerecorded classes (asynchronous, on my own schedule)

I am:

☐ a parish catechist; I teach: _____
☐ a Director of Religious Education (DRE)
☐ in need of MASTER CATECHIST CERTIFICATION for my employment.

☐ I accept responsibility for $100/course tuition as a participant of the Master Catechist Program.

Signature of Applicant: _____

Parish: _____

Pastor: _____

☐ I accept that the parish will be billed $400/course for this Master Catechist Program participant.

Signature of Pastor: _____

Send to: Special Consultant for Catechetics, 200 N. Glebe Rd, Ste 265, Arlington VA 22203

Master Catechist Certification/Renewal Application Form
Please print.

Name: _____
<div align="center">Last   First   Middle</div>

Address: _____
<div align="center">Street</div>

_____
<div align="center">City   State   Zip</div>

Email: _____

Telephone (preferred): _____

Parish: _____

DRE/Pastor: _____

Signature of DRE/Pastor: _____

- ☐ I am applying for MASTER CATECHIST CERTIFICATION.
- ☐ I am renewing my MASTER CATECHIST CERTIFICATION (10 hours).
- ☐ I am a Director of Religious Education (DRE)
- ☐ Yes, I have attached official transcripts for coursework.
- ☐ Yes, I have attached a signed Catechist Oath of Fidelity.
- ☐ Yes, I need MASTER CATECHIST CERTIFICATION for my employment. Please send a copy to my employer:

EMPLOYER: _____

Attention: _____

Signature of Applicant: _____

Send to: Special Consultant for Catechetics, 200 N. Glebe Rd, Ste 265, Arlington VA 22203

Catechist Oath of Fidelity

I, N., with firm faith hereby profess:

I believe in one God,
the Father, the Almighty,
Maker of heaven and earth
of all things visible and invisible.

I believe in one Lord, Jesus Christ,
the only begotten Son of God,
born of the Father before all ages,
God from God, Light from Light,
true God from true God,
begotten, not made, consubstantial with the Father.
Through him all things were made.
For us men and for our salvation
he came down from heaven,
and by the Holy Spirit was incarnate of the Virgin Mary,
and became man.
For our sake he was crucified under Pontius Pilate;
he suffered death and was buried,
And rose again on the third day
in accordance with the Scriptures;
he ascended into heaven
and is seated at the right hand of the Father.
He will come again in glory to judge the living and the dead,
and his kingdom will have no end.

I believe in the Holy Spirit, the Lord, the giver of life,
who proceeds from the Father and the Son.
Who, with the Father and the Son is adored and glorified,
Who has spoken through the Prophets.

I believe in one holy catholic and apostolic Church.
I acknowledge one baptism for the forgiveness of sins.
I look for the resurrection of the dead,
and the life of the world to come. Amen.

Therefore, I believe and profess all that the Catholic Church believes, teaches, and proclaims to be revealed by God. I promise to teach sincerely and fully, through both my words and actions, this same faith to those entrusted to my care. Amen.

_____   _____   Date: _____
Catechist Signature   Printed Name

_____   _____   Date: _____
Pastor/DRE Signature   Printed Name

Director of Religious Education Scholarship Application Form
for Christendom College Graduate School of Theology
(Due 15 days before beginning of semester of course work.)

Please complete this application and send with attachments to:

Special Consultant for Catechetics
Catholic Diocese of Arlington
200 North Glebe Rd., Suite 265
Arlington, VA 22203

Or send via email with electronic attachments to: catechetics@arlingtondiocese.org.

Please PRINT clearly.

Name: _____

Home Address: _____

_____

Work email: _____

Cell phone number: _____

Parish of Employment: _____

Years employed in current position: _____   Years employed in Diocese of Arlington: _____

Please attach on separate pages:

1) A signed letter from your Pastor recognizing your satisfactory work history and his support of your participation in this program.

2) A resume, outlining your current employment responsibilities.

3) A cover letter indicating how your education would assist you in your long-term goals for your ministry. **An interview will be scheduled to discuss these goals.**

4) A letter of acceptance from Christendom Graduate School of Theology.