

ACL-5 (AFF-5) Catechetical Processes and Faith Sharing Methodologies

In this workshop participants consider various methodologies and processes which enable faith to become living, conscious and active through the light of instruction.

ACL-6 (AFF-6) Understanding How Adults Learn

To achieve maximum results in planning for adult faith formation, understanding how adults learn is crucial. This workshop provides reflection on various principles of adult learning and their implications for and applications within catechetical ministry.

ACL-7 Keeping Records and Budgets

This workshop will offer proven, practical information on record keeping: what, how long, in what manner? In addition, budget and financial record keeping issues will be addressed: developing a budget, monitoring income and expenditures and preparation of financial reports.

ACL-8 (AFF-8) Catechizing for a Just World

Our faith is rooted in justice. In this workshop, based on the Social teachings of the Church, which will be reviewed, catechetical leaders will learn ways to assist catechists and families to put these faith understandings into practice.

ACL-9 Civil and Canon Law: Pastoral and Legal Concerns

This workshop will introduce legal injunctive which affect the catechetical setting, such as screening and supervision of volunteers/staff, negligence, health procedures, permission slips, child abuse, sexual abuse, transportation.

ACL-10 (AFF-10) Roman Catholic and Ecumenical

This workshop addresses the need to articulate one's own Catholic beliefs, values, practices and ecclesial identity while being skilled at conversing, working, praying with others from other Christian denominations. It will also address questions that often come up in mixed religion families such as sacraments, family catechesis and inter-marriage.

ACL-11 Communicating Effectively

Effective communications involves listening as well as speaking. When you do speak to a group, how you deliver your message plays a part in how it's received. In the workplace, effective communication techniques can help foster positive relationships. In this workshop, participants will learn how to avoid some communication pitfalls so that you don't undermine your good work.



**Archdiocese of Santa Fe
Office of Faith Formation**

Description of Basic and Advanced Skills for Catechetical Leaders



**For more information call
Office of Faith Formation
505-831-8142**

Basic Level Skills Workshops for Catechetical Leaders

(3 clock hours each workshop)

CL-1 Catholic Identity

This workshop focuses on the Catholic faith tradition and belief, its essential elements and how to catechize in a way that is faithful to the “heart” of Catholicism.

CL-2 The Meaning of Catechesis

This workshop focuses on the vision and purpose of catechesis in the Catholic Church as understood through Church documents from Rome and the U.S. Bishops. It will support catechetical leaders in their efforts to fulfill their responsibility for offering the best possible programs and catechesis.

CL-3 The Aims of Catechesis

Catechesis has six aims: promoting knowledge of the faith, liturgical education, moral formation, teaching to pray, education for community life, and missionary education. This workshop explores how we plan catechetical programs to accomplish these aims.

CL-4 Recruiting, Training and Supporting Others for the Ministry of Catechesis

Topics that are covered in this workshop include: finding good catechists and assistants; what to look for and where to look; the role of parents; assessing readiness for this ministry; setting clear expectations; offering training; giving continual support; affirming others in catechetical ministry.

CL-5 Formation for Christian Service

This workshop introduces catechetical leaders to the process of formation and skills training that leads to certification for catechists. In giving catechists a firm foundation in theology and catechetical skills, we empower and inspire them to share their growing faith.

CL-6 Planning the Catechetical Year

This workshop focuses on the principles of planning, the process of short and long range planning, and ways of including and encouraging others (such as pastor, parish staff and catechists) to also plan.

CL-7 Appreciating the Richness of Culture and It’s Significance in Catechesis

The focal point of this workshop is perceiving how culture is a part of religious expression and experience. It aims to help us grow in understanding cultures other than our own and appreciating their enriching impact on the Faith Community.

CL-8 Catechetical Leader: Joining in the Ministry of Jesus

This workshop will address these important questions: How do we stay grounded in what is essential to our call in service to the Faith Community? How do we balance the many things that need to be done, challenges to be met, and our relationship with God and the Faith Community?

CL-9 Creating a Parent/Student Handbook

The Student/Parent Handbook is provided to all students and their parents at the start of the religious education year or upon enrollment. It is loaded with information about rules, policies, protocols, and general information -- the Student/Parent Handbook is a valuable tool and every parish should have one. This course is designed to help the catechetical leader design a handbook for their ministry of religious education.

CL-10 Family Faith Formation

This workshop introduces Catechetical leaders to the NCCL Echoes of Faith formation process, and teaches them to facilitate the formation sessions in an interesting, creative, and skillful way.

CL-11 How to Start a Vacation Bible School

Vacation Bible school (VBS) is an excellent experience for kids of all ages during the summer months. Learn the steps for planning a successful *Vacation Bible school* that fits into your program.

Advanced Level Skills Workshops for Catechetical Leaders

(3 clock hours each workshop)

ACL-1 (AFF-1) Understanding Catechesis: Catechetical Document Study

This workshop involves choosing a document - *Sharing the Light of Faith, General Directory for Catechesis, Rite of Christian Initiation of Adults, The Challenge of Adolescent Catechesis, On Evangelization in the Modern World, The Catechism of the Catholic Church*—to read and reflect on prior to gathering in a seminar group to share and discuss learnings.

ACL-2 Effective Catechetical Administration

This workshop focuses on administrative and management aspects of catechetical programs, in particular development of policies and procedures, development of job descriptions, supervision of volunteer or paid staff, and catechetical boards or committees.

ACL-3 (AFF-3) Catechetical Program Development

This workshop presents aspects of program development: needs assessment; goals and objectives; strategic planning; staffing; evaluation. The workshop includes presentation of theory as well as practical application to the participant’s circumstances.

ACL-4 (AFF-4) Curriculum Planning and Development

In this workshop participants explore various types of curriculum that would be appropriate for their parish setting. They develop the skills and competencies necessary for the selection and utilization of catechetical texts and resources.