

# APPLICATION FOR CERTIFICATION

Name

Last

First

MI

Home  
Address

Street

City/State

Zip

Name of Parish

Parish  
Address

Street

City/State

Zip

Telephone

Home

Office

CHECK ONE:

(OPTIONAL)

Ms.  Mrs.  Sr.  Mr.  Bro.  Rev. Mr  Rev.  Other  (e.g. Dr.)

Level of Certification Being Sought: (Please check the appropriate category)

Level I

Level II

Level II DRE      -   -

Level III

Level III DRE      \_\_\_\_\_

Level IV

Director of Religious Education

**Mail all documents and application to:**

**Sr. Kathleen Matz, C.D.P.  
Archdiocese of Detroit  
Office for Faith Formation/Catechetics  
305 Michigan Avenue  
Detroit, MI 48226-2605**

1. Educational Background List in chronological order.

- Official transcripts of credits are required.
- Three letters of reference are required, one from your current supervisor or a supervisor during the last three (3) years.
- Attach additional sheets if more space is needed.
- List courses only once even if applicable in other places on this form

High School diploma

College degree or

Certificate

Institution

Year

Awarded

Major(s)

Minor(s)

2. Special qualifications and/or experience which might have a bearing on the certification being sought, e.g. administration, parish involvement, etc.

3. Please fill in the information below according to the specific areas of understandings and subjects. (Transfer all information from your transcripts.)

Prerequisite Catechist Formation Topics (Basic Certification) Year Certificate was issued

\_\_\_\_\_.

A) Academic Background in Catechesis/RE.	Course and/or Workshop Title	Credits or Hours	Year Taken	Place of course or Workshop
<u>Example:</u> 5. New Testament	Gospel of Luke, Beatitudes	3 credits 5 hours	1997 1999	St. Mary's College Notre Dame
1. History of Catechetics				
2. Catechetical Methodology				
3. Theology				
4. Hebrew Scriptures				
5. New Testament				
6. Ecclesiology				
7. Church History				
8. Sacraments/Liturgy/ Prayer/Spirituality				
9. Sacraments of Initiation: Baptism, Confirmation, Eucharist, RCIA				

10. Reconciliation/ Penance				
11. Moral Theology				
12. Christology				
<b>TOTAL CREDIT HOURS</b>				
<b>TOTAL CLOCK HOURS</b>				

B) Academic Background in Education	Course and/or Workshop Title	Credits or Hours	Year Taken	Place of course or workshop
1) Anthropology/Sociology/ Philosophy/World Religions				
2) Curriculum Planning				
3) Educational/ Developmental Psychology				
4) Educational Methods and Techniques				
5) Adult Faith Formation				
<b>TOTAL CREDIT HOURS</b>				
<b>TOTAL CLOCK HOURS</b>				

C. Academic Background in Ministry Admin.	Course and/or Workshop Title	Credit or Hours	Year Taken	Place of course or workshop
1) Ministry				
2) Organizational/ Management Skills				
3) Parish Catechetical/ Religious Education Program Skills	Please circle			
1.) I administrate a catechetical program	Yes No			
2.) I attend vicariate meetings	Yes No			
3.) I have conducted meetings with catechists	Yes No			
4.) I have prepared prayer services and prayer rituals	Yes No			
5.) I have attended New DRE Orientation	Yes No			
<b>TOTAL CREDIT HOURS</b>				
<b>TOTAL CLOCK HOURS</b>				

4. Please fill out the information below according to the specific areas of parish experience in catechetical/religious education programs:

Experience	Place/Employer	Title & Position	Dates: From - To
Experience in Catechetical/Religious Education Programming, Organization, and Administration			
Experience in Structured Catechetical/Religious Education Curriculum Development (example – level lesson planning)			

Experience	Place/Employer	Title & Position	Dates: From - To
Experience in Catechizing (Teaching Religion)			
Retreat or Reflection Day Experiences	Place	Speaker and Theme	Date

5. Other ministry, job experience which may have a bearing:

Position	Place/Employer	Number of years and dates

6. Present Employment

Name and address of employer:

Title of Position:

Nature of Work:

Reason for Leaving (if applicable)

8. Please include 3 letters of reference from your last three employers or to cover the last five years. Please attach to application or send directly to Office for Catechetics/Religious Education.

9. Give a brief description of your understanding of Catechesis and Religious Education.

## **SELF-ASSESSMENT INSTRUMENT**

This self-assessment instrument is meant to aid the person seeking certification or re-certification as a Director of Religious Education (DRE). These statements contain information as to the ability and understanding in a certain area of competence. The purpose of this instrument is to identify and document one's strengths and weaknesses, and to provide direction for one's goals, enrichment, and continuing education. The instrument will help to assess one's present level of development as a professional in the area of religious education.

Please follow these directions.

**Step I**            Read the Standard carefully.

**Step II** Rate your competency by checking the number you feel best fits your present understanding and ability in that particular area.

1. Little knowledge, ability, understanding in this area.
2. Some knowledge, ability, understanding in this area.
3. More knowledge, ability, studied subject in seminars and workshops, has general knowledge.
4. Knowledgeable, has ability and taken classes in this area.
5. Most knowledge, has ability, taken classes, able to teach this area.

**Step III**            After you select a number rating for yourself, document each section in the space titled Notes/Documentation. Describe how you have integrated the proficiencies into your ministerial life. You can choose to comment on one, some or all of the listed standards. You may write about life experiences, workshops, and formal classes. In this manner, you will document the listed standards.

<b>PART I - PERSONAL STANDARDS</b>
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- |   | Little                     |                            |                            |                            | Most                       |
|---|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| 1. Understanding of one's gifts, personality, strengths, talents  | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| 2. Understanding of one's own emotional, physical and spiritual limitations                                       | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| 3. Ability to set healthy and responsible boundaries  | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| 4. Ability to participate in on-going spiritual formation, understanding that this builds on one's baptismal call | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| 5. Able to articulate one's own faith to others   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |

NOTES/DOCUMENTATION:

- |   |                            |                            |                            |                            |                            |
|---|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| 6. Ability to commit to leadership in Christian ministry  | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| 7. Able to model and apply justice and charity in dealing with others                                       | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| 8. Able to articulate one's role and understanding of the role of catechetical leader in the parish setting | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| 9. Able to mediate and manage conflict  | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |
| 10. Able to participate in professional organizations and understand the influence of peers                 | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> | 4 <input type="checkbox"/> | 5 <input type="checkbox"/> |

NOTES/DOCUMENTATION:

**PART II - THEOLOGICAL STANDARDS**

	Little				
Most					
1. Christology - have an understanding of:					
- person of Jesus	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- mission of Jesus	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- death and resurrection of Jesus	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
2. Catholic Doctrine - understanding of and ability to present the following as presented in the documents of Vatican II and the Catechism of the Catholic Church:					
- foundations of Catholic Faith	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- foundations of Catholic Doctrine	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- current teachings of the Catholic Church	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- doctrine of the Church	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
3. Church - understanding of:					
- the development of history and tradition	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- the teachings of the Magesterium	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- the role of the Spirit in the Church	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- the role of the Spirit in the world	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- foundations and elements of Vatican II	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
4. Scripture - ability to use and understand the following:					
- Scripture at different age levels	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- types of Biblical criticism	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- development of Scripture	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- Scriptural basis of faith	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- faith sharing in small groups	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- use of Scripture in theological reflection	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- primary themes of covenant, kingdom, creation, salvation and conversion	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

NOTES/DOCUMENTATION:

**PART III - PROFESSIONAL STANDARDS**

Most	Little				
1. Understands the meaning of catechesis as nurturing growth and has the ability to explain the process, the sources and basic elements of catechesis to parents, catechists and adult learners	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
2. Understands the historical development and content of major Church documents, in particular the General Directory for Catechesis, and is able to integrate the information into catechist formation	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
3. Ability to involve the family and parish community in the formation process	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
4. Understands the challenge of all catechesis as oriented toward the adult and is able to use adult learning processes for parents and adult learners	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
5. Understands the multicultural dimensions of catechesis and is able to be sensitive to these in all catechetical efforts	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
6. Understands basic communication skills and demonstrates patience and sensitivity to all groups of the parish	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

NOTES/DOCUMENTATION:

7. Ability to:					
- explain meaning and history of liturgical and sacramental rites	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- use liturgical principles in various settings	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- teach catechists to be effective prayer leaders	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- collaborate with staff and serve as resource for RCIA	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
8. Ability to:					
- incorporate Catholic social teaching into programs	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

	Little				Most
	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- provide opportunities for learning the social teachings					
- provide service opportunities	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- provide follow-up and reflection after service opportunities	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- explain teachings on conscience and decision making to adults	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
9. Ability to:					
- network and collaborate with various personnel	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- support and challenge others	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- listen and attend to verbal and non-verbal communication	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- effectively express oneself in writing	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- provide empathy and feedback	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- facilitate problem-solving	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- accomplish goals	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

NOTES/DOCUMENTATION:

10. Ability to:					
- enable catechists to proclaim the message	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- build community	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- motivate others to service	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- recruit, screen, train, support, evaluate, and dismiss catechists	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- advocate for catechists	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- provide continuing education	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- recruit and support volunteers	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
11. Understands:					
- comprehensive catechesis	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- the vision of catechesis	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- needs of persons with disabilities	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
12: Understands:					
- principles and procedures of supervision	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- performance evaluation	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- principles of time management	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

	Little				Most
13. Understands:					
-working with various socio-economic groups	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
-effective process for meetings	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
-the need for accurate records	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
-principles and procedures of budget	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
14. Understands:					
- civil law pertaining to rights of employees	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- civil law pertaining to hiring, firing and evaluation	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- abuse issues	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- appropriate Canon Law	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- appropriate diocesan policies pertaining to sacraments and catechetical ministry	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- insurance/MCC/notaries	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
15. Understands:					
- role of bishop and pastor as well as their authority	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- role of the professional catechetical administrator as member of the parish staff	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- need for cooperation between school and program	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- relationship to the Education Commission	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
- diversity among all families and cultures	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

NOTES/DOCUMENTATION: