

Division of Education and Evangelization
THE ROMAN CATHOLIC DIOCESE OF PHOENIX
Kino Institute

CERTIFICATION APPLICATION

FOR MASTER CATECHISTS AND CATECHIST TRAINERS

For those interested in forming catechists, the Diocese of Phoenix grants a certification as either a 'Master Catechist' or 'Catechist Trainer'. Each of these certifications has the option to specialize in the areas of RCIA/Adult Faith Formation, Youth Evangelization or Children's Catechesis. A Catechist Trainer is person who has met the diocesan requirements and qualifications to train parish/school catechists and parish leaders in the above mentioned specialization areas. A Master Catechist is a person who has met the diocesan requirements and qualifications to train parish/school catechists and parish leaders in doctrine and the above mentioned specialization areas.

Applications are reviewed in the spring.

Application process includes:

- Completion of the Certification Application.
- Completion of Recommendation Form by your pastor.
- Four letters of reference that attest to your ability and success as a leader, including:
 - a. A letter by a coworker from your parish/school.
 - b. Two letters by people you directly serve at your parish/school.
 - c. A letter from a previously credentialed or certified leader currently working in a parish of the Diocese of Phoenix.

Personal Information

Please print or type information clearly.

Name:		Phone:
Address:		City, State, Zip:
Supervisor:		Your Work Email:
Parish Name:		Phone:
Address:		City, State, Zip:
Parish Start Date (mm/dd/yy)	Years of Service	Job Title:

Please list your areas of responsibility at your parish:

Please choose ONE of the following:

I am applying to be certified as (with or without an area of specialization):

- | | |
|---|--|
| <input type="checkbox"/> Master Catechist/No Specialization Area | <input type="checkbox"/> Catechist Trainer/No Specialization Area |
| <input type="checkbox"/> Master Catechist in Children’s Catechesis | <input type="checkbox"/> Catechist Trainer in Children’s Catechesis |
| <input type="checkbox"/> Master Catechist in Youth Evangelization | <input type="checkbox"/> Catechist Trainer in Youth Evangelization |
| <input type="checkbox"/> Master Catechist in RCIA/Adult Faith Formation | <input type="checkbox"/> Catechist Trainer in RCIA/Adult Faith Formation |

As a Master Catechist/Catechist Trainer, I understand that I am expected to use the instructor and participant resources developed by the Kino Institute in the formation I will be undertaking and that I am expected to teach to the objectives outlined in them. I understand that the materials are the copyright of the Diocese of Phoenix and will use them solely for the purpose of catechetical instruction within the Diocese of Phoenix.

I understand that I will need to apply for recertification in this area three years after the reception of this certification.

Your Name

Your Signature

____/____/____
Date

Name of Pastor

Signature of Pastor

____/____/____
Date

PLEASE ATTACH A \$75 APPLICATION FEE MADE PAYABLE TO THE ‘KINO INSTITUTE’.

All Catechist Trainers who will be forming *Catechesis of the Good Shepherd* catechists must attach copies of their paperwork from the National Association of *Catechesis of the Good Shepherd* that shows you have completed all their leadership formation.

Kino Institute
400 E. MONROE ST., PHOENIX, AZ 85004
p. 602-354-2300 f. 602-354-2251
kinoinstitute@diocesephoenix.org

For office use only:

Date of Participation in the Diocesan Catechist Trainer Seminar: ____/____/____

Date of Profession of Faith: ____/____/____

Date of Interview with Kino Director: ____/____/____

Intellectual and Pastoral Education

The National Directory for Catechesis indicates that the preparation for catechetical leadership requires studies in theology, Scripture, liturgy, psychology, catechetical theory and administration for the overall direction of the parish evangelistic and catechetical programs. Equivalency will be granted for other formation experiences on an individual basis. When evaluating for equivalency, the Kino Institute will consider other opportunities which provide professional knowledge or skills appropriate to the work of a parish leader. Such opportunities could include workshops, institutes, or seminars. List each academic degree and certificates you have earned in order of their receipt.

1. **Catechist Trainer:** Undergraduate or certificate level formation (such as the Kino 'Prepare the Way' program)
2. **Master Catechist:** Master's level work in Catholic theology/Catechetics

College or University or Kino	Field of Study, Degree Awarded, Date (mm/dd/yy)

Catechetical Experience and Administrative Experience

Actual experience in performing the tasks required for parish leadership is essential. Prior successful experience is needed both as a catechist and as an administrator. Requirements include:

Years in Position	Relevant Experience
3 Years Parish Catechetical experience	Service as a catechist and/or leader in a parish catechetical/youth program
2 Years Administrative experience	Experience in the direction of a parish catechetical or youth program. Minimally, and by way of exception, it refers to any legitimate administrative work that includes the organization and direction of programs, processes, and personnel.
Current Position	Must be serving as leader at a parish in the Diocese of Phoenix or seeking a position of leadership at a parish in the Diocese

List each position you have held that supports your ability to perform as a Parish Leader. You may include experience such as teaching a religion class, catechetical program, youth ministry, or adult catechetical program. A minimum of three years experience is required for a certification, however you may list additional experiences/accomplishments.

Catechetical Experience

Type of Activity (Grade level, sacrament preparation, etc.)	Parish or School Name	Dates (mm/dd/yy)

Administrative Experience

Position or Type of Activity	Name of Institution, Parish, School, Etc.	Full Time / Part Time	Date(s)

Continued Education & Formation

A point system has been developed to measure educational work required of each applicant is measured on a point system.

Twenty (20) Continuing Education Units (CEU's) for each three-year period that has elapsed since completion of the degree/certificate are required. It is not necessary for the continuing education units to have been completed during any particular time period since the degree/certificate was awarded.

Educational Activity	CEU's
Graduate level academic course in appropriate field at recognized university, college, or seminary	10 CEU's per credit hour
Undergraduate level academic course in appropriate field at recognized university, college, or seminary	5 CEU's per credit hour
Workshop, seminar, study, etc.	1 CEU per three hours (60 workshop hours in total)

List significant workshops, training programs, seminars, etc., that demonstrate your ability to perform as a Parish Leader. Exact dates and number of hours are not absolutely necessary. Workshops could include the Kino Institute Leadership Conference or equivalent formation program.

Course Title:

Facilitator:	Clock Hours/CEUs	Date(s) mm/dd/yy
Name of Institution		

Course Title:

Facilitator:

Clock Hours/CEUs

Date(s) mm/dd/yy

Name of Institution

Course Title:

Facilitator:

Clock Hours/CEUs

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Date(s) mm/dd/yy

Name of Institution

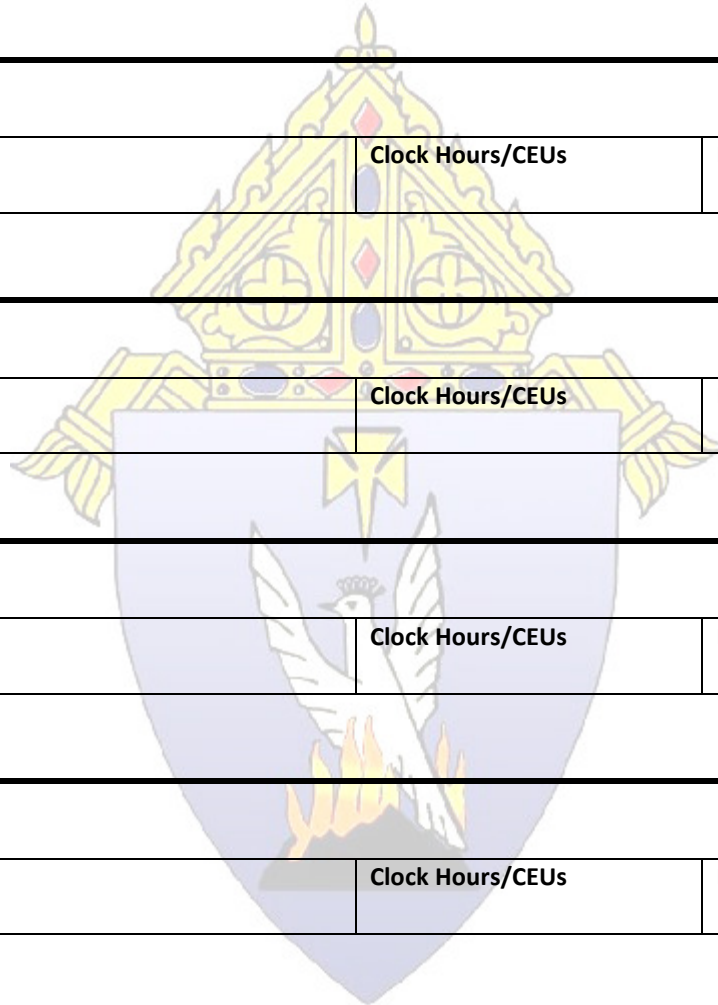
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Facilitator:

Clock Hours/CEUs

Date(s) mm/dd/yy

Name of Institution



Course Title:

Facilitator:

Clock Hours/CEUs

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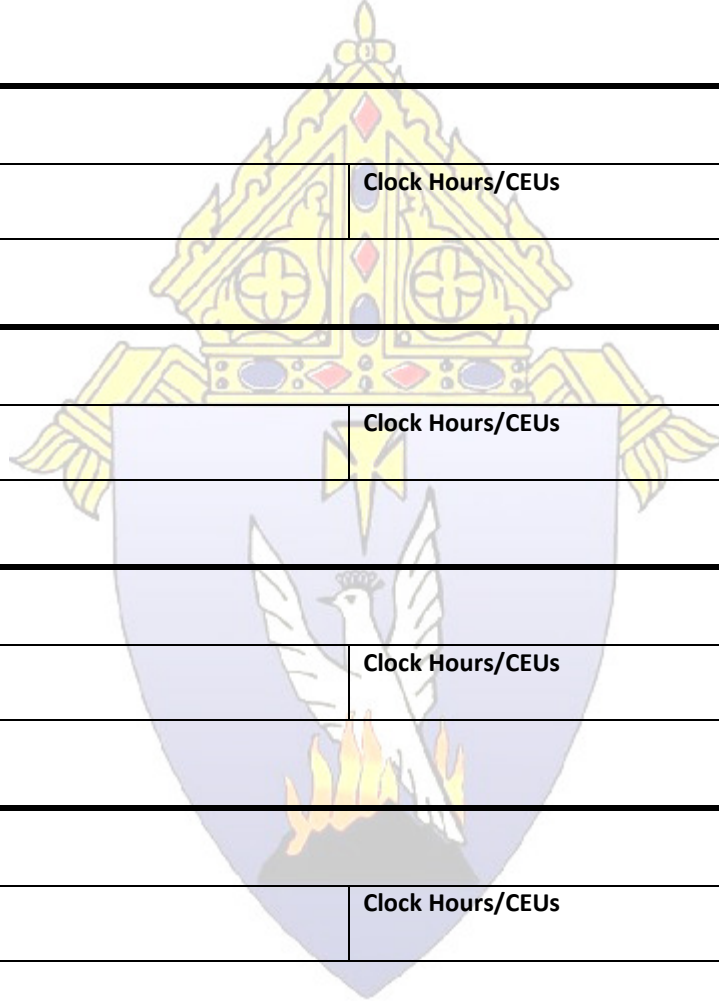
Course Title:

Facilitator:

Clock Hours/CEUs

Date(s) mm/dd/yy

Name of Institution



Pastor's Recommendation Form

For certification application as 'Catechist Trainer' or 'Master Catechist' for the Diocese of Phoenix

To be completed by Applicant:

Name of Applicant:	
Title of Leadership Position at the Parish:	
Level of Certification for which you are applying (circle one)	Master Catechist Catechist Trainer

Levels of Certification:

1. **Catechist Trainer:** After completing systematic catechetical formation on an undergraduate or certificate level (such as the Kino 'Prepare the Way' program) and catechist trainer formation, Diocesan certification means that the leader is qualified to form:
 - a. Parish and school catechists.
 - b. Catechetical/Youth Evangelization leaders in areas of specialization (specifically children's catechesis, youth evangelization and RCIA/Adult Faith Formation methodology).

2. **Master Catechist:** After completing Master's level work in Catholic theology and catechist trainer formation, Diocesan certification means that the leader is qualified to form:
 - a. Parish and School catechists.
 - b. Catechetical/Youth Evangelization leaders in the areas of doctrine and in areas of specialization (specifically children's catechesis, youth evangelization and RCIA/Adult faith formation methodology).

To be completed by Pastor:

Name of Pastor:	
Parish:	
Address:	
City/State/Zip:	
Phone:	
Email:	
How long have you known the applicant and in what capacity?	

In your opinion what is the candidate's overall rating as a leader in catechesis or youth evangelization in your parish?

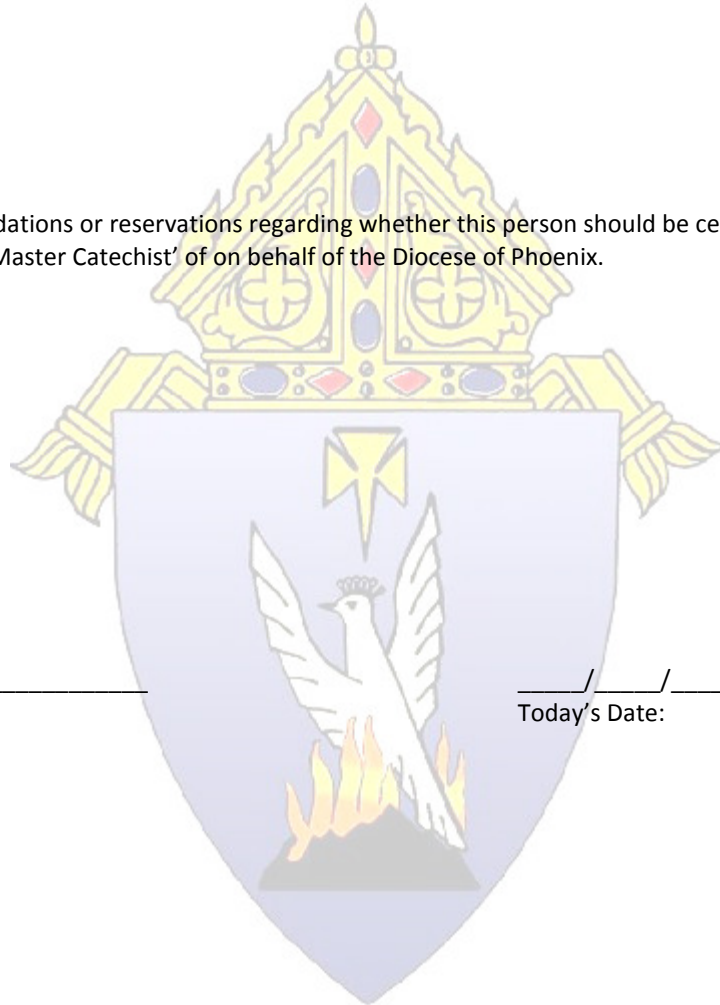
- Excellent
 Good
 Average
 Unsatisfactory

Please describe the place of prayer in the life of the candidate.

Pastor's Recommendation Form – Cont'd

Please describe the human qualities and character of this candidate.

Please give recommendations or reservations regarding whether this person should be certified as either a 'Catechist Trainer' or 'Master Catechist' of on behalf of the Diocese of Phoenix.



Your Signature

____/____/____
Today's Date: