



DIOCESE OF SACRAMENTO APPLICATION FOR BASIC CERTIFICATION

- I am a Deacon Candidate applying for Basic Ministry Certificate
- I am a Lay Minister in a Parish applying for a Basic Ministry Certificate
- I am a Catechist in a Parish applying for a Basic Catechist Certificate
- I am a Catholic School Teacher applying for a Basic Catechist Certificate
- I am a Non-Catholic School Teacher applying for a Certificate in Catholic Doctrine

Record of Courses Completed for:

Legal Name _____ Date of birth mm/dd/yyyy : _____

Address _____

City _____ State _____ Zip Code _____

Parish _____ City _____

Phone _____ Cell Phone _____

E-Mail Address (please print) _____

Name as it should appear on Certificate: _____

A. COURSE OF STUDIES: Please complete the section that reflects your course of studies.

I.

Catechetical Foundations Course

Date Completed: _____

Facilitator: _____

OR

II.

Alternate Course of Studies

Completed (mm/yy) _____

Alternate Courses of Studies must be pre-approved by the Office of Family and Faith Formation. Documentation of completion must accompany this application.

B. SPIRITUAL DEVELOPMENT: *The Spiritual Development Component is completed through participation in an activity from two or more of the following categories:*

- *Full-Day or Weekend Retreat*
- *Ministry Days or another Region XI Diocesan Conference*
- *Full-Day Justice/Service Project*
- *Ongoing Spiritual Direction*
- *Ongoing Faith Sharing Group.*

All retreats/spiritual direction/faith-sharing groups must be Catholic in nature. Activities not on this list may be submitted for approval to the Office of Family and Faith Formation. Please list activity, date/time, topic and presenter/facilitator.

C. CATECHIST OBSERVATION:
(Not required for Lay Ministers)

Date of Observation: _____

DRE/CRE or Pastor: Please indicate your observations of the Catechist in each area, with 5 indicating excellence:

| | | | | | |
|--|---|---|---|---|---|
| Catechist knows content well and is prepared for class | 1 | 2 | 3 | 4 | 5 |
| Catechist creates a positive Christ-centered atmosphere | 1 | 2 | 3 | 4 | 5 |
| Catechist gathers students & enables them to pray | 1 | 2 | 3 | 4 | 5 |
| The Catechist is aware of the needs of each student and makes a good effort to involve all of the students | 1 | 2 | 3 | 4 | 5 |
| The main topic of the lesson is clearly communicated | 1 | 2 | 3 | 4 | 5 |
| Catechist makes connections between life and faith | 1 | 2 | 3 | 4 | 5 |
| Students have the opportunity to ask questions & explore | 1 | 2 | 3 | 4 | 5 |
| Catechist affirms the attention & participation of students | 1 | 2 | 3 | 4 | 5 |
| Doctrinal content of the lesson is explained well & in depth | 1 | 2 | 3 | 4 | 5 |
| Students are attentive & interested in learning the faith | 1 | 2 | 3 | 4 | 5 |
| Connections are made with Liturgy & the Liturgical Year | 1 | 2 | 3 | 4 | 5 |
| Lesson makes good use of Scripture and Bible passages | 1 | 2 | 3 | 4 | 5 |
| The Catechist is in communication with parents of students | 1 | 2 | 3 | 4 | 5 |

Additional comments & suggestions for further development of skills in the catechetical ministry:

Signature of Observer: _____

Printed Name of Observer: _____

ACKNOWLEDGEMENT

APPLICANT: *Please read, date and sign.*

I have completed the coursework above and have met all requirements. I hereby request Basic Certification from the Diocese of Sacramento.

Date: _____ **Applicant Signature** _____

DRE/CRE or School Principal: *Please initial each statement and sign at the end. (Not required for lay ministers in the Parish)*

I hereby attest that the applicant is a catechist/teacher in our parish/school _____, has at least one year of ministry experience and has been observed teaching _____.

Date: _____ **Approved By (Signature)** _____
DRE/CRE or Principal

Print Name of *DRE/CRE or Principal*: _____

Phone number: _____ Email: _____

PARISH SAFE ENVIRONMENT COORDINATOR: *Please check the boxes if complete and sign.*

BACKGROUND CHECK

SAFE ENVIRONMENT TRAINING

Expiration Date: _____

I hereby attest that the applicant has the necessary diocesan requirements for Safe Environment.

Date: _____ **Signature** _____
PARISH SAFE ENVIRONMENT COORDINATOR

Print Name: _____

Phone number: _____

PASTOR: *Please sign.*

I hereby attest that the above candidate is in good standings with the parish and I recommend him/her for Basic Certification.

Date: _____ **Signature** _____
PASTOR

Print Name of Pastor: _____

Phone number: _____

For Office of Family and Faith Formation Staff Use Only

CERTIFICATION GRANTED:

- Basic Catechist Certificate**
- Basic Ministry Certificate**

Date: _____ **Approved By** _____
Office of Family and Faith Formation Staff

Completion of this form is the responsibility of the catechist. The Parish Director/Coordinator of Religious Education should verify the accuracy of the records and send this completed form to: **Diocese of Sacramento, Office of Family and Faith Formation**, 2110 Broadway, Sacramento, CA 95818. When this form is received and reviewed at the Pastoral Center, a Basic Certificate will be issued and sent to the DRE/CRE to be awarded to the catechist or lay minister.