



REQUEST FOR RENEWAL OF BASIC CERTIFICATION

DIOCESE OF SACRAMENTO

- I am a Deacon Candidate requesting Renewal of a Basic Catechist/Ministry Certificate
- I am a Lay Minister in a Parish requesting Renewal of a Basic Ministry Certificate
- I am a Catechist in a Parish requesting Renewal of a Basic Catechist Certificate

Please Print

Name:	Month/Day of Birth:	
Address:		
City:		
Zip:	Home Phone:	Cell Phone:
E-Mail :		
Parish Name:	Parish City:	
Name as it should appear on Certificate:		

A. RENEWAL COURSEWORK: *30 clock hours of coursework are required for renewal*

I. **Church History (5 hours required)**

Please list Workshop Title(s), Date/Time (Total Hours), Location, and Presenter/Facilitator

II. **Sacred Scripture (5 hours required)**

Please list Workshop Title(s), Date/Time (Total Hours), Location, and Presenter/Facilitator

III. **Other (20 hours required)**

Please list Workshop Title(s), Date/Time (Total Hours), Location, and Presenter/Facilitator

Completion of this form is the responsibility of the catechist or lay minister. The Parish Director/Coordinator of Religious Education or Pastor should verify the accuracy of the records and send this completed form to the **Diocese of Sacramento, Office of Family and Faith Formation**, 2110 Broadway, Sacramento, CA 95818. A certificate will be issued and sent to the DRE/CRE or Pastor to be given to the catechist or lay minister.

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 (Outside of your regular Lay Ministry or Catechetical Role)
- 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.

We, the undersigned, verify that the above record is an accurate representation of the workshops that the applicant has attended. We request that a Basic Certificate be issued for the above named individual.

Original certificate issued: _____ Certificate expires: _____

Applicant Signature: _____

DRE/CRE Signature:
(Not required for Lay Ministers) _____

Pastor/Parochial
Administrator Signature: _____

Date of Application: _____

*** SAFE ENVIRONMENT:** *Safe Environment clearance must be up to date in order to issue renewal*

RENEWAL GRANTED:

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

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

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