



# 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.*

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**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:

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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.