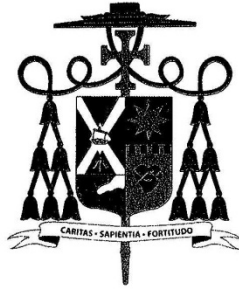


Most Reverend David Laurin Ricken, D.D., J.C.L.



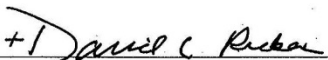
By the Grace of God and the Authority of the Apostolic See  
Bishop of Green Bay

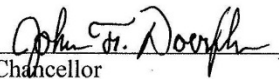
### DECREE

The teaching of religion is ever to be fostered as part of the mission of the Church to proclaim the Gospel and provide formation in the Catholic Faith. To better form disciples of the Lord in service of this mission, our policies for Religion Certification have been revised.

Thus, I hereby establish and promulgate the following policies for the certification of all catechetical personnel in Catholic Schools, Religious Education, and Youth Ministry as particular law for the Diocese of Green Bay, effective May 25, 2012. These policies replace all previous policies for the certification of catechetical personnel.

Given at the Chancery on March 30, 2012.

  
Most Reverend David L. Ricken, D.D., J.C.L.  
Bishop of Green Bay

  
Chancellor

Diocese of Green Bay  
Department of Education  
Catechetical Certification

**I. Introduction:**

- A. The purpose of catechetical certification is to “*help the whole community of faith to come to at least a basic standard of knowledge of Christ and of the teachings of the Church*” and to “*prepare the next generations to answer generously the call to holiness.*” (from Bishop David L. Ricken’s Pastoral Letter A New Moment for Catechesis in the Diocese of Green Bay, November 2009). Further, Bishop Ricken announced that the new adult catechism, The United States Catechism for Adults (USCCA) is to be the foundational text for all adult faith formation and catechesis in the Diocese of Green Bay. Our certification process is to engage the whole community in the ongoing formation of their Catholic faith and to provide the **best possible** training for all people involved in catechesis.
- B. Catechetical certification is a requirement for all religious education administrators, youth ministers, catechists, Catholic school teachers and school administrators.
- C. The *2008 Standards for Educators in Catholic Parishes and Schools* from the Wisconsin Catholic Conference set the minimum standards for the dioceses in the State of Wisconsin, and the Diocese of Green Bay has created their own standards based on these minimums.

**II. Definitions:**

For the purpose of these policies the following terms are defined:

<b>Term</b>	<b>Defined as . . .</b>
“catechetical leaders”	School Principals, Directors of Religious Education (DRE), Coordinators of Religious Education (CRE), Youth Ministers (YM),
“catechist”	All individuals that teach or facilitate in a parish religious education program
“teacher”	Any individual contracted to teach in a Catholic school and teacher-aides
“Foundational Catechetical Certification”	The completion of six standardized components of instruction based on the <i>United States Catholic Catechism for Adults (USCCA)</i> .
“Ongoing Formation”	Annual completion of approved continuing education in Religious Studies or Theology.

**III. Requirements:**

- A. All catechetical leaders, catechists and teachers will achieve Foundational Catechetical Certification within six years of their hiring by successfully completing the series of six components, consisting of ten classroom hours each:
- Creed
  - Liturgy and Sacraments
  - Morality
  - Prayer & Spirituality
  - Bible
  - Methods (either Catechist Track or Teacher Track, as appropriate)
- B. These components may be accomplished in any order, but must be successfully completed and documented in order to be valid for the purpose of certification. Courses must be conducted in accordance with the standardized lesson plans as developed and published by the Department of Education, meet for the required duration (minimum of ten classroom hours), and be taught by a trained facilitator.
- C. Once Foundational Catechetical Certification is achieved, a renewal of that status (“On-going Formation”) is required annually through additional coursework by taking an approved Adult Faith

Formation or other Department of Education course; a Catholic college course (on an appropriate topic); a Foundational Catechetical Certification Course the individual is lacking; or an appropriate online course from an accredited source. Courses must meet a minimum duration requirement of ten “classroom” hours and be approved in advance by the Department of Education.

IV. **Fulfilling the Requirements:**

A. Prior/Existing Certification.

1. From the Diocese of Green Bay: Holders of current certification will be granted equivalency for the appropriate components according to what USCCA certification courses they have completed and will be required to pursue remaining components as described in paragraph III.C above.

<b>Theology 101/USCCA (12 sessions)</b>	<b>Corresponding Components of Foundational Catechetical Certification</b>
Creed (formerly BASIC)	Creed
Liturgy & Sacraments (formerly INTERMEDIATE)	Liturgy & Sacraments
Morality (formerly ADVANCED)	Morality

2. From other Dioceses: A review of previously earned certification (including the certification requirements of the Diocese in question and a copy of the individual’s certificate from that Diocese) will take place by the Department of Education, and equivalency for the appropriate components will be granted as warranted.
3. From prior, formal education (including Commissioned Ministry): Individuals will submit a copy of their college/commissioned ministry transcripts documenting appropriate coursework (in one or more of the six component subject matter) to the Department of Education. If equivalency to any of the six components is granted, a certificate/letter will be issued by the Department of Education for that/those component(s) and mailed to the individual’s parish/school.
4. From a lapsed certification: Individuals with lapsed certification, must pursue Foundational Catechetical Certification by completing all six of the components as outlined in III.A above. Certification that has been lapsed is subject to review and evaluation by the Department of Education.

B. Foundational Catechetical Certification.

1. Upon completion of any one of the components, the certification candidate should complete a verification form and submit it to the Department of Education. From this verification form, a certificate/letter acknowledging the completed component will be issued by the Department of Education and mailed to the individual’s parish/school.
2. Upon completion of all six components, a certificate of Foundational Catechetical Certification will be issued by the Department of Education and mailed to the individual’s current parish/school. To maintain one’s certification, the individual will pursue On-going Formation as described in paragraph III.C above.

V. **Conclusion.** All certification processes are subject to review by the Department of Education. For more information, please contact the Department at [education@gbdioc.org](mailto:education@gbdioc.org).

**Diocese of Green Bay; Department of Education  
Ongoing Formation  
Component Schedule 2018-2019**

Welcome! These Ongoing Formation courses serve as part Foundational Certification process, but are open to any interested adult. Ongoing Formation is for teachers/catechists/administrators who have already completed the five components of Certification.

- To register to attend one of the components listed below, please contact the host parish/school directly.
- Hosts are responsible for notifying registered participants of any cancellations.
- Attendance at all sessions of each course is required for certification purposes. Please make arrangements with the instructor in case of any missed sessions to make-up the work and get credit for that particular session.
- Please direct any questions about the certification process to [education@gbdioc.org](mailto:education@gbdioc.org) Thank you.

Course Name	Location	Host School/Parish Point of Contact	Date/Time Session 1	Date/Time Session 2	Date/Time Session 3	Date/Time Session 4	Date/Time Session 5	Comments
The One Thing is Three	St. John the Evangelist (mornings) St. Francis Xavier Cathedral (evenings) GreenBay	Jan Phillips 920-432-4348	Session 1 Thursday 9/13/2018 9:30-11am & 6-7:30pm	Session 2 Thursday 9/20/2018 9:30-11am & 6-7:30pm	Session 3 Thursday 9/27/2018 9:30-11am & 6-7:30pm	Session 4 Thursday 10/4/2018 9:30-11am & 6-7:30pm	Session 5 Thursday 10/11/2018 9:30-11am & 6-7:30pm	\$15 workbook required. Purchase through Cathedral Book & Gift
			Session 6 Thursday 10/18/2018 9:30-11am & 6-7:30pm	Session 7 Thursday 10/25/2018 9:30-11am & 6-7:30pm	Session 8 Thursday 11/1/2018 9:30-11am & 6-7:30pm	Session 9 Thursday 11/8/2018 9:30-11am & 6-7:30pm	Session 10 Thursday 11/15/2018 9:30-11am & 6-7:30pm	
Live Your Faith	St. John the Baptist Parish 2597 Glendale Ave. Green Bay	Sue Castleton 920-434-2145 x204	Session 1 Monday 9/10/2018 6-7:30pm	Session 2 Monday 9/24/2018 6-7:30pm	Session 3 Monday 10/8/2018 6-7:30pm	Session 4 Monday 10/22/2018 6-7:30pm	Session 5 Monday 11/5/2018 6-7:30pm	Fr. John Girotti, Presenter
			Session 6 Monday 11/19/2018 6-7:30pm	Session 7 Monday 12/3/2018 6-7:30pm	Session 8 Monday 1/7/2019 6-7:30pm	Session 9 Monday 1/21/2019 6-7:30pm	Session 10 Monday 2/4/2019 6-7:30pm	
			Session 11 2/18/2019 6-7:30pm	Session 12 3/4/2019 6-7:30pm	Session 13 3/18/2019 6-7:30pm	Session 14 4/1/2019 6-7:30pm	Session 15 4/15/2019 6-7:30pm	