# Program Prospectus Approval Form

##### Processing and Approval for Diocesan Certification Hours

**Use this form for programs sponsored by local administrators, including theology and religious education courses, workshops, and other adult faith formation opportunities. Complete the prospectus and return to the Office of Faith Formation and Lay Ecclesial Ministry four weeks before the program date or the first session scheduled.**

**Qualifications of Presenters/facilitators:**

#### Presenters from outside the Diocese of Youngstown must submit to the Chancellor a letter of suitability from their Diocesan Bishop.

#### Presenters must be qualified in the topic about which they will be speaking. Normally, presenters will

#### hold an M.A. in Theology or related field.

* **Presenters must be a Catholic in good standing and a registered member of a parish, unless speaking from an ecumenical or interfaith perspective, in which case the contact person will verify their standing in their faith tradition.**

Part I: Core Course Please check \_\_\_\_\_YES \_\_\_\_\_NO

(if no, proceed to part II on reverse)

|  |  |  |
| --- | --- | --- |
| **Today’s Date** |  | **Deanery** |
| **Contact** | | **Facilitator** |
| **Position** | | **Parish** |
| **Address** | | **City/State/Zip** |
| **Phone** | | **Email** |
| **Core Courses may be provided only by an approved facilitator.**  **Required textbooks are made available on consignment.**  **Please indicate number of books requested: \_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_ Adolescent Catechesis: Forming Youth as Disciples (10 hours)**  **\_\_\_\_\_ Catholic Belief and Tradition (20 hours)**  **\_\_\_\_\_ Catholic Social Teaching (10 hours)**  **\_\_\_\_\_ Elementary Catechesis: Forming Children As Disciples (10 hours)**  **\_\_\_\_\_ Introduction to Scripture (20 hours)**  **\_\_\_\_\_ Issues and Topics in Christian Initiation (20 hours)**  **\_\_\_\_\_ Morality (10 hours)**  **\_\_\_\_\_ Ready Your Hearts: Forming Adults as Disciples (10 hours)**  **\_\_\_\_\_ Sowing God’s Word: The Heart of Catholic Evangelization (10 hours)**   |  |  | | --- | --- | | Course Date(s) | Time(s) | | **Open to others interested:** 🞏 Yes 🞏 No |  | | | |

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2023

**Part II: General Course**

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| **Today’s Date** |  | | **Contact** | | | |
| **Facilitator** | | | **Credentials/Certification** | | | |
| **Parish** | | | **City/State/Zip** | | | |
| **Program Site** | | | | | | |
| **Phone** | | | **Email** | | | |
| **Course Title:** | | | | | | |
| **Date(s)** | | | **Time(s)** | | | |
| **No. Sessions** | | | | **\*Number of Contact Hours may differ from the number of hours assigned.** | | |
| **Target Audience** | | | | | **Open to all interested?**  **🞏 Yes 🞏 No** | |
| Description | |  | | | | |
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| **Course Goals** | |  | | | | |
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| **Learning Outcomes** | |  | | | | |
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| **Catechetical /**  **Instructional**  **Methods** | |  | | | | |
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| **Resources and Texts** | | **Title/s** | | | | Publisher/s |
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**This form may be copied as needed.**



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| **Office of Faith Formation and Lay Ecclesial Ministry use only**. | | | | | | | |
| Approved | Not Approved | | Hours: | | Core: \_\_\_\_\_\_\_\_ | | General \_\_\_\_\_\_ |
| Signature | |  | |  | | Date | |
| Notes: | |  | |  | |  | |

F-9

2023