



Office of Catholic Schools
Office of Faith Formation and Lay Ecclesial Ministry
Directory for Catechesis

DIOCESAN CERTIFICATION FOR CATHOLIC SCHOOL ADMINISTRATORS

I. Ministry of Catholic School Administrators

As the spiritual leader of the school with the responsibility for leadership of mission and ministry, continued growth in knowledge of and formation in our Catholic faith is a foundational requirement of the ministry of a Catholic School Administrator.

The principal serves primarily as one who inspires and guides the staff in the creation of a faith community within a program of academic excellence. The principal must assume responsibility for the ongoing Christian formation and religious development of the teachers as well as the students. Because of this religious leadership role of the principal, there is a continuing need for the principal to be aware of and apply a current Catholic perspective to daily school life.

II. Safe Environment Compliance

All persons who work with children and youth must be in full compliance with the Diocese of Youngstown Safe Environment Policy before an application for diocesan certification will be processed.

III. Levels of Certification

A. Basic Catholic School Administrator Catechist Certificate (Level 1)

Intended to provide a basic knowledge and experience of the Catholic faith, administrators with little previous catechetical coursework will take advantage of the catechetical courses offered by the Diocese of Youngstown Office of Faith Formation and Lay Ecclesial Ministry.

Completion of 100 Hours of formation in: The Mission and Ministry of the Catholic School (10), Sowing God's Word (10), Elementary or Adolescent Catechesis (10), Morality (10), Catholic Social Teaching (10), Introduction to Scripture (20), Catholic Belief and Tradition (20), General (10), with 5 hrs. of General satisfied through a personal faith formation experience (retreat, parish small faith community, spiritual direction).

Courses are to be taken through the Diocesan Catechist Café (<https://catechistcafe.weebly.com/catechist-courses.html>) or other sources approved by the Office of Faith Formation and Lay Ecclesial Ministry.

A one year Basic Catholic School Administrator Catechist Certificate is renewable annually with the completion of a minimum of 20 hours until all requirements are completed. The Basic Catholic School Administrator Catechist Certificate may be renewed one time without completion of the required hours. Case by case circumstances may be considered.

B. Catholic School Administrator Catechist Certificate (Level 2)

Prerequisite: Diocese of Youngstown Diocesan Certification for Catholic School Personnel, Basic Catholic School Administrator Catechist Certificate or approved equivalent.

Completion of Mission and Ministry of the Catholic School (35 hours), with up to 10 hours satisfied through a personal faith formation experience (retreat, parish small faith community, spiritual direction) and 20-35 hours in each of the following: Catholic Doctrine, Catholic Understanding of Scripture, Sacraments and Liturgy, Morality and Catholic Social Teaching.

Courses are to be taken through the Diocesan Catechist Café (<https://catechistcafe.weebly.com/catechist-courses.html>) or other sources approved by the Office of Faith Formation and Lay Ecclesial Ministry.

A one year Catholic School Administrator Catechist Certificate is renewable annually with the completion of 20-35 hours in a required course. The Catholic School Administrator Catechist Certificate may be renewed one time without completion of the required hours. Case by case circumstances may be considered.

C. Advanced Catholic School Administrator Catechist Certificate (Level 3)

Prerequisite: Diocese of Youngstown Catholic School Administrator Certificate or approved equivalent.

A four year Advanced Catholic School Administrator Catechist Certificate is renewable every four years with 30 clock hours of religious education, preferably in a variety of topics pertinent to one's area of ministry.

IV. Formation Options (Dependent on Level of Certification)

A. Catholic Colleges and Universities

1. Undergraduate and graduate religion courses from Catholic colleges and universities may be accepted for credit toward the issuance of a Catholic School Administrator Catechist Certificate. Courses on the specific topics, with the required objectives must be taken. Transcripts and course description must accompany the application for certification.
2. Non-degree courses from online institutes through the University of Dayton, Notre Dame McGrath Institute, and Boston College may be used for Level 2 and Level 3 credit.

B. Diocesan Parishes, other Catholic Institutions

1. Formation opportunities sponsored by the Diocese will be automatically recorded in the individual's record.
2. Formation opportunities provided at a parish or school may be applied to certification hours with prior approval from the Office of Faith Formation and Lay Ecclesial Ministry.
3. Programs and workshops taken in the area of theology and religious education from a Catholic institution outside the Diocese of Youngstown may be accepted for credit toward diocesan certification with prior approval from the Office of Faith Formation and Lay Ecclesial Ministry. A certificate of completion and program brochure or other descriptive information must accompany the application for certification.