



Office of Faith Formation and Lay Ecclesial Ministry
Directory for Catechesis

DIOCESAN CERTIFICATION FOR PARISH PERSONNEL

I. Safe Environment Compliance

All persons employed or volunteering in the diocese must be in full compliance with the Diocese of Youngstown Safe Environment Policy for the Protection of Children and Vulnerable Adults before an application for diocesan certification will be processed.

II. Types of Certification

A. Parish Elementary Catechist Certificate: CCD Principal and Elementary Catechist

Completion of 100 hours of formation as follows: Sowing God's Word (10 hours), Elementary Catechesis: Forming Children as Disciples (10 hours), Morality (10 hours), Catholic Social Teaching (10 hours), Catholic Belief and Tradition (20 Hours), Introduction to Scripture (20 hours), and General (20 hours).

B. Parish Adolescent Catechist in Youth Ministry Certificate: Parish Youth Ministry Catechist, Leader, and Advisor

Completion of 100 hours of formation as follows: Sowing God's Word (10 hours), Adolescent Catechesis: Forming Youth as Disciples (10 hours), Morality (10 hours), Catholic Social Teaching (10 hours), Catholic Belief and Tradition (20 hours), Introduction to Scripture (20 hours), and General (20 hours).

C. Adult Faith Formation Certificate: Adult Faith Formation Chairperson, Team Member and Facilitator of Faith Sharing/ Study Groups

Completion of 100 hours of formation as follows: Sowing God's Word (10 hours), Ready Your Hearts (10 hours), Morality (10 hours), Catholic Social Teaching (10 hours), Introduction to Scripture (20 hours), Catholic Belief and Tradition (20 hours), and General (20 hours).

D. Christian Initiation Ministry Certificate: Initiation Team Member

Completion of 100 hours of formation as follows: Issues In Christian Initiation (20 hours), Sowing God's Word (10 hours), Ready Your Hearts (10 hours), Morality (10 hours), Catholic Social Teaching (10 hours), Introduction to Scripture (20 hours), and Catholic Belief and Tradition (20 hours).

E. Parish Director of Faith Formation, Director of Youth Ministry, Young Adult Ministry, Pastoral Associate, and Diocesan Office of Faith Formation and Lay Ecclesial Ministry Staff

A Master's Degree in Religious Education, or Pastoral Ministry, or approved equivalent, one year of experience in administration and three years of pastoral or catechetical experience. College course areas include: administration, educational methods, supervision, catechetics and theology, scripture, liturgy, sacraments, systematics and morality.

F. Parish Coordinator of Faith Formation, Coordinator of Youth Ministry, Young Adult Ministry Pastoral Minister

A Bachelor's Degree in Religious Education, or Pastoral Ministry, or approved equivalent, one year of experience in administration of Religious Education programs and three years of supervised catechetical or pastoral experience. College course areas include: administration, educational methods, catechetics and theology, scripture, liturgy, sacraments, systematics and morality.

III. Application for Certification

A. Obtaining a One Year Certificate

1. Persons not yet able to apply for a Four-Year Certificate will be granted a One Year Certificate annually by the completion of 20 hours for people requiring clock hours or 3-6 college credits for persons requiring college credit hours.
2. Persons may have a study plan mutually approved by the supervisor - the diocesan director of faith formation and lay ecclesial ministry, or by the pastor, or administrator.
3. Persons newly hired for the ministry year with no hours or less than the minimum for the one year certificate will be granted a Certificate valid until June 30 of the same ministry year. To acquire a One Year Certificate at the end of the first year, courses must be taken according to the ministry requirement.

B. Renewal of a One Year Certificate

All One Year Certificates are granted for one year or less.

C. Obtaining a Four-Year Certificate

A Four-Year Certificate can be achieved within a five year time span.

D. Renewal of a Four Year Certificate

Renewal of a Four-Year Certificate is granted upon completion of 30 clock hours of formation preferably in a variety of topics pertinent to one's area of ministry.

IV. Formation Options

A. Catholic Colleges and Universities

1. Persons required to obtain a number of college credits with or without a degree matriculation, may obtain undergraduate or graduate hours from Catholic Colleges and Universities. Courses in the specific topics, and with the required objectives must be taken. Transcripts must accompany the application for certification.
2. Undergraduate and graduate college courses from Catholic colleges are accepted for diocesan certification. Approved college courses may be converted into clock hours at the ratio of 12 hours per semester credit or 8 hours per quarter 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 diocesan certification hours with prior approval from the Office of Faith Formation and Lay Ecclesial Ministry.
3. Programs/workshops taken in the area of theology and religious education from a Catholic institution outside the Diocese of Youngstown may be accepted for diocesan certification when a brochure or other descriptive information and certificate of completion is attached to the application form.