

Archdiocese of Detroit - Lay Ecclesial Ministry Certification

Initial/Catechist Level Certification Instructions and Checklist



This document is provided for the candidate to assist them in keeping track of what they will need to present when they apply for certification. **This is NOT the application form**, and will not be submitted during the application process.

Intellectual Formation

Standard: Complete all listed workshops from franciscanathome.com. To register for these you may need to join “The Guild” and then lookup each workshop. Track your progress using the chart attached. You must also meet with your supervisor or someone they designate to discuss your progress.

Spiritual Formation

Standard: Complete an Encounter retreat or an approved equivalent. For a list of upcoming Encounter retreats or approved equivalents visit www.shms.edu/encounter. Track your retreat on the form attached. This information will be required when you apply for certification

Pastoral Formation

Standard: 5 hours methodology or ministry specific training. You should consult with your supervisor about their expectations for how you complete this training. This can be training offered by your parish, the Archdiocese of Detroit, Sacred Heart Major Seminary or another organization/apostolate that your supervisor approves.

Meet with Your Supervisor

Before you apply for certification, connect with your supervisor to make them aware of your application. During the process they will receive a form via email which will ask them to verify the following:

- Your status as an employee or stable volunteer
- There is an official baptismal certificate which shows you have received Baptism, Eucharist and Confirmation and are in good standing with the Catholic Church.
- The applicant has an up to date criminal background check on file, has completed Protecting God's Children and their certificate of completion is on file at the parish/school
- Your completion of the On Fire for the Faith Courses and discussions
- Your completion of the Encounter Retreat or equivalent.
- That you participate in the sacramental life of the parish/school, including attending mass regularly, confession, etc., and that you are growing in your relationship with Christ

Apply for Certification

Visit www.shms.edu/certification, and click the link that says Initial/Catechist Certification. You will find an online application there to complete. If approved, a certificate will be email to you and to your supervisor.

INTELLECTUAL FORMATION Complete all of the workshops listed below on franciscanathome.com and discuss them with your supervisor		
Initial Catechist Track	Date Complete	Reviewed with Supervisor
1. Vocation of the Catechist		
2. Jesus: The Christocentricity of Catechesis		
3. Deposit of Faith: Intro to the Catechism		
4. Scripture, the Heart of Catechesis		
5. The Ecclesial Method		
6. Philosophical Foundations of Catechetics		
7. Prayer: Introduction to the Spiritual Life of the Catechist		
8. Sacramental Economy		

Advanced Catechist Track	Date Complete	Reviewed with Supervisor
9. Intro to the Old Testament		
10. Intro to the New Testament		
11. Trinity		
12. Church - Dispenser of the Mysteries and Guardian of the Deposit of Faith		
13. Ten Commandments and Beatitudes		
14. The Blessed Virgin Mary		
15. Magisterial, Conciliar & Catechetical Documents I		
16. The Family as the Context of Catechesis		
17. Catholic Social Teaching		
18. Essential Link Between Liturgy and Catechesis		
19. Our Life in Christ: The Basics of Catholic Morality		
20. The Four Last Things		

Complete all requirements and keep records
 Gather all documentation in PDF Format ready for upload
 Meet with your supervisor and review all requirements
 Go to www.shms.edu/certification and apply for certification

SPIRITUAL FORMATION Attend an Encounter Retreat or it's equivalent
Retreat Name:
Retreat Date:
Retreat Presenter(s):
Retreat Location:

PASTORAL FORMATION Attend 5 contact hours of methodology or ministry specific training
Training Title:
Training Leader/Presenter:
Training Hours:
Training Location:

Training Title:
Training Leader/Presenter:
Training Hours:
Training Location:

Training Title:
Training Leader/Presenter:
Training Hours:
Training Location: