



DIocese OF WILMINGTON

POST OFFICE BOX 2030
WILMINGTON, DE 19899

PHONE: (302) 573-3100
FAX: (302) 573-6817
pbossi@cdow.org

MOST REVEREND W. FRANCIS MALOOLY, DD
BISHOP OF WILMINGTON

May 24, 2015
Pentecost

Dear Catholic School Educator:

This year marks the fiftieth anniversary of *Gravissimum Educationis*, the *Declaration on Christian Education*, promulgated by the Second Vatican Council in October 1965. In that document our Church Fathers noted the significance of the vocation of the Catholic school educator.

Beautiful indeed and of great importance is the vocation of all those who aid parents in fulfilling their duties and who, as representatives of the human community, undertake the task of education in schools. This vocation demands special qualities of mind and heart, very careful preparation, and continuing readiness to renew and to adapt.

(5. The Importance of Schools)

The Diocese of Wilmington holds its Catholic educators in high regard as both teachers and witnesses of the faith. To this end, a professional development program of faith formation has been developed for all administrators and teachers in Catholic schools. Your ongoing participation in the catechetical certification program will extend your knowledge, deepen your understanding, and enhance your participation in this sacred vocation.

On behalf of the many students whom you educate in our Catholic schools, I thank you. May you be blessed for the work you do in proclaiming Jesus Christ to our youth by your teaching and witness.

Sincerely yours in Our Lord,

Most. Rev. W. Francis Malooly, D.D.
Bishop of Wilmington

NATIONAL DIRECTORY FOR CATECHESIS

“All members of the community of believers in Jesus Christ participate in the Church’s catechetical mission... ‘The Catholic School forms part of the saving mission of the Church, especially for education in the faith.’ It is ‘not simply an institution which offers academic instruction of high quality, but, even more important, is an effective vehicle of total Christian formation.’ ” (P.217, no.53; p.230, no.717)

“The religion teacher is the key, the vital component, if the educational goals of the school are to be achieved...’ The distinctive Catholic identity and mission of the Catholic school also depend on the efforts and examples of the whole faculty... All teachers in Catholic schools share in the catechetical ministry. ‘All members of the faculty, at least by their example, are an integral part of the process of religious education... Teachers’ life style and character are as important as their professional credentials.’ Their daily witness to the meaning of mature faith and Christian living has a profound effect on the education and formation of their students.” (p.232, no. 9c; p.233, no. 9d)

RATIONALE

The Catechetical Certification Policy pertains to all administrators and teachers in the elementary and secondary schools of the Catholic Diocese of Wilmington. This includes full-time and part-time, Catholic and non-Catholic members of the faculty. It is designed to strengthen the Catholic identity and culture in our schools, to provide ongoing education in the tenets of the Catholic Faith, and to offer an opportunity for teachers to cultivate their own personal spirituality.

This policy provides a practical, flexible framework designed to assist administrators and teachers in participating in ongoing faith formation annually, through Diocesan and school-sponsored offerings. The focus for this faith formation plan encompasses the four pillars of the Catechism of the Catholic Church: Creed, Liturgy, Sacraments, and Prayer. The integration of the Diocesan yearly theme by the individual school serves to further enhance the involvement in and practice of the faith for our teachers and in turn for the students.

This approach to the certification of our elementary and secondary teachers in the Catholic Diocese of Wilmington, therefore, ensures that our “Catholic Schools are indeed part of the saving mission of the Church, especially for education in the faith.”

USCCB Teach Them (Washington, DC , 1975, p. 5)

PHASE I

INITIAL FAITH FORMATION PLAN

**Teachers: Elementary and Secondary / Catholic and Non-Catholic
NEW to the Catholic Diocese of Wilmington**

- ❖ Full-time and Part-time (elementary and secondary)
- ❖ Religion and Non-religion Teachers (elementary)
- ❖ Non-Theology Teachers (secondary)

First-year Expectations

- ❖ Diocesan Spirituality Day
- ❖ Orientation Session for new teachers (2 hours)
- ❖ Three subsequent sessions (2 hours each)
- ❖ Retreat Day at the local school (Optimal time recommended: full day)
Focus of the day should be personal spirituality, not academic or instructional
- ❖ Professional Development Sessions: 3 contact hours provided at local school

PHASE II

ONGOING FAITH FORMATION PLAN

**Teachers: Elementary and Secondary / Catholic and Non-Catholic
Catholic Diocese of Wilmington**

- ❖ Full-time and Part-time (elementary and secondary)
- ❖ Religion and Non-religion Teachers (elementary)
- ❖ Theology and Non-Theology Teachers (secondary)
- ❖ **NB: Secondary Theology Teachers Certification Requirements – See pages 5-6**

Annual Expectations

- ❖ Diocesan Spirituality Day
- ❖ Retreat Day at the local school (Optimal time recommended: full day)
Focus of the day should be personal spirituality, not academic or instructional
- ❖ Professional Development Sessions: 3 contact hours (*e.g., 3 one-hour sessions*)
- ❖ Principal provides professional development sessions from diocesan-approved curricula to cover one or more of the four pillars of the Catechism.
(webinars, speakers, video programs, etc.) See Resource pages 7-8

ACCOUNTABILITY

- ❖ Annual Catechetical Certification is a requirement for all teachers and administrators.
- ❖ The principal or a designee of the principal will record attendance information for the faculty on the electronic attendance document. **See template**
- ❖ Principals will verify documentation for each teacher annually.
- ❖ Non-compliance by a teacher is the responsibility of the local principal.
Continued non-compliance, after a written warning, could result in serious consequences up to and including non-renewal of employment.
- ❖ Non-compliance by an administrator is the responsibility of the Superintendent.
Continued non-compliance, after a written warning, could result in serious consequences up to and including non-renewal of employment.
- ❖ Electronic certificates documenting attendance will be available to principals for placement in teachers' professional files.
- ❖ CEUs will be awarded by the department chair to secondary theology teachers, who are approved as professional development presenters. CEUs are awarded upon completion of preparation (1x only) and each time a presentation is given.

RESOURCES

The following resources will be made available to principals via the CDOW Intranet:

- ❖ Suggested speakers for retreat experiences
- ❖ Presenters for academic sessions on topics related to the pillars of the Catechism
- ❖ Webinar offerings for academic sessions on topics related to pillars of the Catechism
- ❖ On-line courses (free/nominal fee) available through Catholic universities
- ❖ DVD series on Catholicism and other theological topics related to the pillars of the Catechism

Secondary Theology teachers may accrue CEUs toward the required 90-hour continuing Theology certification by becoming a presenter for professional development days. Proposal forms are available through your department chairperson and submitted to the Catechetical Certification Committee for review.

*Other persons (priests, religious, and laity) may apply to become presenters by submitting a Proposal form to the Catechetical Certification Committee for review. **See pages 9-10***

SECONDARY SCHOOL THEOLOGY TEACHER CERTIFICATION

“Religion teachers in Catholic schools not only teach the Catholic faith as an academic subject but also bear witness to the truth of what they teach... ‘Therefore, they should be practicing Catholics with a thorough knowledge of the Christian message and the ability to communicate it completely, faithfully, and enthusiastically; they should also meet diocesan standards for certification as a catechist.’ ”
(National Directory for Catechesis p.232, no. 9b; p233, no. 9c)

The Catholic Diocese of Wilmington requires that all secondary Theology teachers be baptized, practicing Roman Catholics.

Degree Criteria

❖ Bachelor of Arts – Catholic College / University

Documentation of a minimum of 24 hours in the field of Catholic Theological Studies is required, if the degree is more than 10 years old or if religion has not been taught during the past five years.

❖ Bachelor of Arts (unrelated field) – Catholic College / University

24 undergraduate / graduate credit hours in Catholic Theological Studies are required. Documentation of a minimum of 24 hours in the field of Catholic Theological Studies is required, if the degree is more than 10 years old or if religion has not been taught during the past five years.

Certification Procedure

- ❖ The principal or department chair will submit resumes and transcripts of all new hires in the Theology Department to the Catholic Schools Office within 30 days of hire.
- ❖ Department chairs will submit a report on certification and maintenance status to the principal, who in turn will submit the report to the Secretary / Superintendent.

Maintaining Certification

- ❖ Prior approval by the department chair and/or the principal must be sought before participation in certification maintenance courses / workshops.
- ❖ Successful completion of 90 clock hours (45 of which must be in Catholic Theological Studies) **every five years.**
- ❖ Documentation of successful completion must be presented to the department chair, who in turn will submit a report to the principal, and the Secretary / Superintendent annually.
- ❖ Non-compliance, after a written warning, could result in serious consequences up to and including non-renewal of employment.

May 2015

Catechetical Certification Resources

Diocesan Certification In-House Courses (Suggested length: 3 contact hours)

Diocesan Certification Courses are presented by secondary theology teachers of the Catholic Diocese of Wilmington and other qualified, approved presenters who have submitted a Course Proposal to the Catechetical Certification Committee. A list of presenters will be posted on the Catholic Schools Office Intranet as they become available.

- ❖ Catholic Faith: Dogmas and Doctrines
- ❖ Catholic Social Teaching
- ❖ Christian Existentialism
- ❖ Christology
- ❖ Church History
- ❖ Ecumenism
- ❖ Hebrew Scriptures
- ❖ History of the Diocese of Wilmington
- ❖ Marian Theology
- ❖ Medical Ethics
- ❖ Pauline Literature and Theology
- ❖ Sacraments
- ❖ Science and Religion
- ❖ Spiritual Writers
- ❖ The Gospels (individually or collectively)
- ❖ The Problem of Fundamentalism
- ❖ U.S. Church History
- ❖ Vatican II
- ❖ World Religions (individually or collectively)

On-line Courses

The Catechetical Certification Committee recommends that the principal or a designee (Religion Coordinator or Theology Chair) research on-line courses for content, length, and topics that best fit the needs of the school community. Several recommended sites are listed below:

- ❖ Yale University oyc.yale.edu *May be downloaded for FREE*
- ❖ Notre Dame Open Courseware ocw@nd.edu *May be downloaded for FREE*
- ❖ Various Universities openculture.com *May be downloaded for FREE*
- ❖ Teach12.com
- ❖ Magisreason.com

Webinars

Religious Education Webinars are available through multiple sources. Many major publishers of religious education materials provide free resources to those schools using their programs. The Catechetical Certification Committee recommends that principals or a designee (Religious Coordinator or Theology Chair) research the availability of free webinars offered by book publishers whose materials are used in the department or school. Several examples are listed below:

Ave Maria Press (AMP) Religious Education Webinar Series

<http://www.avemariapress.com/webinars/religiouseducation>

Sadlier Religion Webinars

<http://www.pinterest.com/sadlierreligion/sadlier-religion-webinars/>

DVD Programs

The Catechetical Certification Committee recommends that funding be made available through the school budget or principals' organization (CEPO) for the purchase of several sets of DVD programs that may be shared among schools. Two examples are listed below:

Catholicism DVD Box Series

www.wordonfire.org

This box set includes five DVD's, each containing two episodes. Each episode runs 50-60 minutes. This series was created by Reverend Robert Barron and is narrated by Mike Leonard, veteran NBC Today Show correspondent, acclaimed filmmaker, and Executive Producer of this groundbreaking series.

Symbolon™ — Augustine Institute

www.augustineinstitute.org/symbolon

This program is a stunning new video series that systematically presents the BIG picture of the Catholic Faith. Filmed on location in Rome, the Holy Land, Calcutta, and elsewhere, dozens of nationally-known teachers clearly present the beauty and brilliance of Catholicism.



**COURSE PROPOSAL:
CATECHETICAL CERTIFICATION PROGRAM**

PRESENTER'S CONTACT INFORMATION

- Name:
- Address:
- Phone:
- Email:
- School/Parish:
- Position/Title:
- Teaching Experience—Grade(s) and Subject(s):

COURSE PROSPECTUS

- Course Title:
- Course Description:
- Topics Covered:
- Objectives/Learning Outcomes:

➤ Instructional Methods/Technology:

➤ Practical Relevance to Participants:

APPLICATION TO THE CATECHISM OF THE CATHOLIC CHURCH

➤ With which of the four pillars of the Catechism is this course most directly aligned?

- CREED
- LITURGY
- SACRAMENTS
- PRAYER

➤ Explain how and by what specific means this pillar fits into the overall content of this course.

LOGISTICS

✓ This course is best suited for:

- PHASE I: INITIAL FAITH FORMATION PLAN
- PHASE II: ONGOING FAITH FORMATION PLAN
- BOTH

✓ Number of Contact Hours (minimum of 1; maximum of 3):

✓ Availability:

- Date(s):
- Time(s):
- Location(s):