



**Office of Catechesis  
Catholic School Teacher  
Catechist Formation Record Form**

NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_

GRADE LEVEL \_\_\_\_\_

**DIOCESE OF LANSING**  
M I C H I G A N

**MENTOR/COACHING**

1. Faith Sharing with mentor
2. Observing Experienced Catechist
3. Curriculum Mapping
4. Being Observed/Evaluated
5. Reflection with Mentor

**These five steps are not workshops but are part of the ongoing experience of teaching and catechist formation. Teachers are expected to experience these each year.**

**FOUNDATIONAL CERTIFICATION COURSE WORK**

Kerygma Encounter Retreat

1. The Mission of Catholic Schools and the Role of the Teacher
2. Sacred Scripture: The Big Picture
3. Teaching Catechesis for Conversion
4. The Human Person (Fulfilled by TOB training)
5. Jesus: The Christocentricity of Catechesis
6. Essential Link Between Liturgy and Catechesis

DATE COMPLETED

**ADVANCED CERTIFICATION COURSE WORK**

1. The Human Person in God's Loving Plan (Fulfilled by TOB training)
2. The Role of Prayer
3. Praying with Scripture: Lectio Divina
4. The Four Last Things (Fulfilled by TOB training)
5. Elective\* (Fulfilled by TOB Training)
6. Elective\*

DATE COMPLETED

\* To fulfill electives (and enrichment) Principals or Mentors should direct Teachers to workshops appropriate for their role. Here are a few workshops to consider: "Confirmation Preparation", "The Preventive System of St. Don Bosco", "Introducing the Liturgy to Children", "Introducing the Scriptures to Children". See Catholic School Teacher Catechist Certification handout for more information.

**REQUIREMENTS FOR CERTIFICATION LEVELS:**

1. Attend Kerygma Encounter Retreat
2. Foundational Certification: Kerygma Encounter Retreat + Mentoring/Coaching + 6 workshops
3. Advanced Certification: Foundational Certification + 6 workshops
4. To maintain certification: Catechists must complete at least 5 clock hours of adult faith formation annually. See note on page two for details.

When a catechist has completed workshops that qualify for a level of certification, according to the box on the left, please check the level of certification requested and submit a copy of this form to the Office of Catechesis, Liz Neuens: [eneuens@dioceseoflansing.org](mailto:eneuens@dioceseoflansing.org)

**Level of Certification Requested:**

\_\_\_ Foundational \_\_\_ Advanced \_\_\_ Master

**Approved by Office of Catechesis:**

\_\_\_\_\_

PRINT

\_\_\_\_\_

SIGNATURE

