

To: Faith Formation Leaders
From: Linda Porter
Re: Online Changes in Endorsement
Date: March 14, 2005

Dear Faith Formation Leaders,

Please read the information carefully and let me know if you have any questions. I will try to make this as clear as possible:

1. The Echoes series as you know is required for the Beginning Endorsement as well as the Curriculum Guide Training. The Curriculum Guide training should ideally be done in a three hour session. I don't feel it is possible to get the best formation on it in less time, that is why we developed the "Faith Formation Training" video and handouts for you.

2. The online certification report you will see now on each catechist will list the requirements separately under the Beginning Endorsement:

E1 - Getting Started	2 hours
E2 - Roles of Catechist	2 hours
E3 - Person of the Catechist	2 hours
E4 - Intro to Learner	4 hours
E5 - Methods (any one of the tapes will suffice here)	
CG - Curriculum Guide Training	3 hours

If those have been completed they will be listed as "O" needed. They will only appear that way once we have edited their record here at the office site. We are doing this in stages. The Faith Formation Leaders will be corrected first, the Christian Initiation Catechists next, and everyone else after that by parish. So you will see on the website only some records edited at a time.

3. If the individual has completed the Beginning Endorsement already and has his/her award, and did not do the Echoes, we will not edit that record, but their endorsement is still valid without these tapes. However, if their record does not show they have completed the Curriculum Guide training of 3 hours, it is still required for them to complete.

4. Catechists may continue to teach with the Beginning Endorsement if it is valid or if they have a waiver without the Curriculum Guide training completed until the **Fall, 2005** catechists lists are submitted. I will not approve ANY catechist for service in the fall, 2005 without the Curriculum Guide training.

5. A Diocesan Curriculum Guide Training is scheduled for **June 11, 2005 at the Cathedral Center from 10:00 - 2:00**. It will count for the three hours they need. We will have breaks and lunch. Even if they need only one hour credit they must attend the full session for the credits. I have to be insistent on this formation being sound. It is the basis for our doctrinal goals to be

understood in the right context and development level. I will present the training in English and Sister Angelica will do it in Spanish. Enclosed is a copy of that flyer in English.

6. You will notice that credits for C1 Beginning Catechetics has been eliminated and replaced with the Echoes. However, those credits will remain and are a good reminder to the catechist as to how much work they have done. We will not be moving those C1 credits to C2 so please do not request that. In the future you may have them do the Echoes if they have not done them and request them for C2 credit. But this is not retroactive. I have to draw the line somewhere for our record keeping.

7. Additionally, effective in **August, 2005** I will be accepting work done from the year 2000 to the present, not 10 years back as we have been doing. My concern is that if an active catechist has not attended any diocesan training at all for the past five years since our bishop has arrived, they have not heard his message and his vision of the three processes and the goals and what is expected of them as his ministers in the parish.

8. If for some reason we moved the Curriculum Guide credits from the Basic Endorsement and the individual has completed that endorsement already and has their award, it is not necessary for them to do additional hours. Remember, endorsements cannot be "taken away." It may look that way on the website, that there are still hours needed, but it is up to you as the formed leadership in the parish to explain this to your catechists.

We will be checking the list of catechists you submitted last fall and begin editing their records. The primary training for them at this time should be the Curriculum Guide training if they have not completed that.

I hope this is fairly clear. Please let me know if you have questions. I will be reviewing the procedure in detail at the August in service day.

Blessings and thanks again for all you do,

Linda Porter