

One who is a teacher should use his gift for teaching.

ROMANS 12:7

PARISH FAITH FORMATION

- I. INTRODUCTION
- II. GENERAL PRINCIPLES APPLICABLE TO PARISHES
- III. PARENTAL RIGHTS AND RESPONSIBILITIES
- IV. LAY ECCLESIAL MINISTERS

APPENDIX A: OFFICE OF CATHOLIC FAITH FORMATION PROGRAMS AND SERVICES

APPENDIX B: K-6/8 RELIGION TEXTBOOKS RECOMMENDED FOR ADOPTION BY PARISHES/SCHOOLS OF THE ARCHDIOCESE OF SEATTLE

APPENDIX C: K-8 RELIGIOUS EDUCATION CURRICULUM

APPENDIX D: FORMATION FOR LOVE AND CHASTITY

APPENDIX E: GUIDELINES FOR CATHOLIC RELIGIOUS EDUCATION IN THE HOME

APPENDIX F: CRITERIA FOR MAKING CULTURAL ADAPTATIONS

APPENDIX G: GUIDELINES FOR SELECTION OF TEXTBOOKS FOR USE IN MULTI-CULTURAL CATECHESIS

APPENDIX H: SPANISH RESOURCES AVAILABLE IN THE LIBRARY AT THE CATHOLIC ARCHDIOCESE OF SEATTLE

APPENDIX I: CATECHETICAL CERTIFICATION PROGRAM GUIDELINES

APPENDIX J: GUIDELINES FRO RENEWAL OF CATECHIST CERTIFICATION

APPENDIX K: GUIDELINES FOR THE PARISH FAITH FORMATION ASSESSMENT PROGRAM

APPENDIX L; GUIDELINES FOR PARISH FAITH FORMATION ASSESSMENT STANDARDS

APPENDIX M: GUIDELINES FOR ADULT FAITH FORMATION IN PARISHES AND FAITH COMMUNITIES

APPENDIX N: MINISTRY CLEARANCE REQUIREMENTS FOR VISITING LAITY COMING INTO THE ARCHDIOCESE OF SEATTLE

APPENDIX O: MINISTRY CLEARANCE REQUEST FORM FOR VISITING LAITY

PARISH FAITH FORMATION

I. INTRODUCTION

But who do you say that I am? Mk 8:29

At the heart of the mystery of God's revelation of His Love is the experience of Jesus Christ. The aim for every Christian is to deepen the knowledge, experience, and understanding of the person of Jesus. In Communion, through the intimate relationship with Jesus Christ, the encounter of Him in each other, we are joined to the fullness of the Trinity. Both Scripture and the Faith Tradition reveal that Jesus was a teacher, whose message and life formed all those He encountered. He calls the faithful to discipleship and in knowing Him they are able to embody his teaching and to offer the Faith to others.

Knowledge and understanding of the Faith is a most reliable path to encountering Jesus Christ and opens the way to respond to his call to discipleship, and so, every baptized believer, regardless of age or circumstance, has a right to receive a lifelong systematic formation in the faith (*GDC*, 167). This catechesis, which leads to and flows from prayer and worship, finds its most vital expression within the context of the local community of faith. The local Church and each parish are responsible for providing faith formation.

The quality of catechesis and the experience of the faith as lived in the parish leads to the enlarging of the community and an ongoing and deepening of the commitment of the members. "Catechetical instruction aims at rendering that faith lively, explicit and operative. In other words, it is the local community's efforts to make disciples out of believers, to nurture them in Christian living, and help them develop and mature in faith. The entire community is responsible for this ongoing process, especially those charged with pastoral leadership and parents in regards to their own children" (*CIC*, c. 773–74). The methods for accomplishing catechesis should be diverse (*GDC*, 148) and should be capable of showing how "the Gospel fully satisfies the longing of the human heart" (*GDC*, 117).

In the local Church, the bishop is to facilitate and oversee the catechetical effort in the diocese, making sure that guidelines and materials are available and that catechists are properly trained. The pastor has a central, coordinating responsibility to provide for catechetical formation of adults, young people and children in the parish. For assistance in this complex task, he can call upon other clerics, religious, catechists and other lay persons, all of whom are admonished to be generous with their help (*CIC*, c. 775–76,780).

The content of the presentation of the Gospel must be centered on the person of Jesus Christ and by its inherent dynamic introduces the Trinitarian dimension. The message of liberation and salvation is core to the proclamation

of the Good News. Communication of the Gospel is not complete without the ecclesial, historical nature of the faith described and defined. In accord with Church teaching and discipline, teaching of the faith shall include proclamation, community, and service and shall invite a response in faith and prayer. Faith formation and catechesis are intrinsically bound to every liturgical and sacramental action. While the Gospel message is transmitted with purity and integrity through each generation, we are also called to the task of inculturation whenever the faith is taught. The Gospel message is a comprehensive message, with its own hierarchy of truth. It is this harmonious vision of the Gospel, which converts it into a profoundly meaningful event for the human person (*GDC*, 30, 97).

For flesh and blood have not revealed this to you, but my heavenly Father. Mt 16:17

The communication of the human relationship with God is always purely a gift from God. The Policy and Guidelines for Parish Faith Formation have been developed to support the ministry of the parish and faith communities in receiving the revelation of the faith, as they encounter the living Christ and share in Communion.

II. GENERAL PRINCIPLES APPLICABLE TO PARISHES

- FF 1. Pastors, priest administrators, or other appointed pastoral leaders, and their delegates must ensure that faith formation is offered to all in the parish, either directly or in cooperation with one or more other parishes.**
- FF 2. Pastors, priest administrators, or other appointed pastoral leaders, and their delegates must ensure the development of a parish faith formation plan with an integrated approach that utilizes the standards, guidelines, and resources of the Archdiocese and the parish. The parish plan should include the following:**
 - 2.a. The centrality of adult faith formation shall be evident and “considered the chief form of catechesis. All other forms with other age groups are in some way oriented to it” (*GDC*, 59).
 - 2.b. Pastors, priest administrators, or other appointed pastoral leaders, and their delegates must ensure that there are parish programs of faith formation for children and youth in grades 1-12, and are encouraged to provide programs of faith formation for early childhood, pre-K and kindergarten-aged

children. Such programs must always be consistent with archdiocesan policies.

- 2.c. Pastors, priest administrators, or other appointed pastoral leaders, and their delegates must ensure that the faith formation plan includes all who are to receive the Sacraments of Initiation (Baptism, First Eucharist, and Confirmation), according to the sacramental policies and guidelines established by the Archdiocese of Seattle.
- 2.d. Sacramental catechesis must reflect the model of the catechumenate evident by the participant's movement through the stages of conversion: Inquiry, Catechumenate, Purification/Enlightenment, Initiation, and Mystagogia (see archdiocesan *Sacramental and Liturgical Policies: IA*, "Initiation of Adults")
- 2.e. Pastors, priest administrators, or other appointed pastoral leaders, and their delegates must ensure proper catechesis for all sacramental life, including ongoing catechesis for the Sacraments of Reconciliation and the Eucharist, as established in the sacramental policies and guidelines of the Archdiocese of Seattle.
- 2.f. Parish programs of faith formation at all levels must include opportunities for community service and theological reflection that integrate the principles of Catholic Social Teaching.
- 2.g. Faith formation instruction must include adaptations, as appropriate, for people with developmental, emotional, or physical disabilities using regional, archdiocesan, and community resources when necessary.
- 2.h. Faith Formation programs must provide evidence of learning in order to evaluate a participant's knowledge of Catholic teaching and the program's strengths and weaknesses.
- 2.i. The plan must integrate the principles and policies outlined in the program "Formation for Love and Chastity."
- 2.j. Pastors of schools must ensure that the parish school collaborates and participates in the development and implementation of the parish plan for faith formation.

- FF 3. Pastors, priest administrators, or other appointed pastoral leaders, and their delegates are responsible for deciding when children and adults are prepared to receive the Sacraments, according to sacramental policies and universal law.**
- FF 4. Pastors, priest administrators, or other appointed pastoral leaders, and their delegates must appoint qualified catechists/religion teachers.**
- FF 5. Parish faith formation programs must include appropriate cultural adaptations, based upon an assessment of the needs of the faith community, and using standards, guidelines, and resources of the Archdiocese. Cultural adaptations of texts may be permitted upon request of the pastor, priest administrator, or other appointed pastoral leader, and approval of the Archbishop. The Office of Catholic Faith Formation will be a resource for small and rural parishes that lack resources for cultural adaptation.**
- FF 6. Parish catechists, paid and volunteer, must be a practicing Catholic and qualified by experience, education, and formation. Catechists employed by the Archdiocese must follow the archdiocesan policies and guidelines for Human Resources (HR).**
- FF 7. Parish volunteer catechists will comply with the United States Bishops' Charter for the Protection of Children and Young People and the Essential Norms and follow archdiocesan policies and guidelines, and must successfully complete a criminal background check.**
- FF 8. The parish must allocate funds and resources to provide an adequate and appropriate faith formation program.**
- FF 9. All parish catechists not teaching in the school must receive the invitation and support to receive formation and education that qualifies them according to norms established by the Office of Catholic Faith Formation.**
- FF 10. The parish must evaluate all its faith formation programs at regular intervals and especially at the times of parish transition in leadership.**
- FF 11. The parish must use the archdiocesan Religious Education Curriculum and the archdiocesan guidelines in selecting published materials to be used in parish faith formation programs for children in grades K through 8 (see Appendix B).**
- FF 12. In parish faith formation, the topic of human sexuality is to be presented according to the norms set forth in "Formation for Love and Chastity" (see Appendix D).**

FF 13. Prior to inviting any speaker or group from outside the Archdiocese to speak or serve in any parish, faith community, lay organization, or school event, within the Archdiocese of Seattle, written permission is required from the Archbishop's office.

III. PARENTAL RIGHTS AND RESPONSIBILITIES

FF 14. The parish must recognize the rights and responsibilities of parents as the primary religious educators of their children. Pastors, priest administrators, or other appointed pastoral leaders, and their delegates must acknowledge and assist parents in establishing their role in the faith formation of their children, with a special sensitivity to language, culture, and immigration status.

FF 15. Pastors, priest administrators, or other appointed pastoral leaders, and their delegates must ensure the fostering of communication concerning faith formation with parents and all other members of the parish through personal contact, electronic and print media, and the Sunday homily.

FF 16. Pastors, priest administrators, or other appointed pastoral leaders, and their delegates must support parents who elect to provide the faith formation program for their children in the home by offering registration in the parish program, welcoming them to participate in events for parents and children, and providing access to recommended materials, guidance, and consultation.

FF 17. Pastors, priest administrators, or other appointed pastoral leaders, and their delegates must encourage parents who teach the faith formation program in the home to follow guidelines for Catholic religious education in the home and to seek qualification as catechists according to standards established by the Archdiocese.

IV. LAY ECCLESIAL MINISTERS

FF 18. Lay Ecclesial Ministers in the parish will qualify as teachers and leaders in the Catholic Faith through education, ministerial experience, and certification according to standards established by the Archdiocese, and by meeting the following requirements:

- 18.a. Certified Lay Ecclesial Ministers in the Archdiocese of Seattle must have competence in ministerial, relational and managerial areas.
- 18.b. Certified Lay Ecclesial Ministers will be required to obtain renewal of their certification, as defined by the requirements of their particular program of certification.
- 18.c. The parish will make every effort to provide an annual benefit for all Lay Ecclesial Ministers for their continuing formation, as defined by the archdiocesan policies and guidelines.
- 18.d. Lay Ecclesial Ministers employed by a local Church must follow archdiocesan policies and guidelines.
- 18.e. Foreign extern religious and laity must observe the same archdiocesan documentation requirements for foreign extern clergy (see PM, XII, “Extern Priests, Temporary Assignment”).

FF 19. The following are the recognized programs of certification established in the Archdiocese of Seattle:

- The Christifideles Program;
- Certification Program for Lay Ecclesial Ministers;
- Catechist Certification Program (Spanish and English);
- Mastery of the Catechism;
- Other: Programs of Certification for specific ministries (e.g., Youth Ministry; Liturgical Ministers).

FF 20. Graduates of the *Christifideles* Program, offered in collaboration with the School of Theology and Ministry at Seattle University, receive certification through procedures established for that program.

FF 21. Lay Ecclesial Ministers may apply for Archdiocesan Ministerial Certification through the following:

21.a. Prerequisites for application:

- An advanced degree in theology, religious education or related degree;
- A minimum of three years ministerial experience in a parish or Catholic institution in the Archdiocese of Seattle.

21.b. Process for application:

- Candidate will submit the following materials to the Director of Lay Ecclesial Ministry which will include:
 - Resume
 - Transcripts for graduate school
 - Contact information for three references, including applicant's parish pastor; and pastor where employed, or pastoral supervisor
 - Completion of a criminal background check.
- Submitted material is reviewed and qualified candidates will be interviewed by a review committee, which will include the Director of LEM and/or another staff member from the Office of Catholic Faith Formation, a pastor, and a certified Lay Ecclesial Minister.
- Qualified candidates will be asked to participate in two weekend retreats, sponsored by the Office of Catholic Faith Formation, based on the Vatican II documents, *Lumen Gentium* and *Gaudium et Spes*.
- Following each retreat, candidates will submit an essay reflecting the candidate's understanding of their ministry in light of the Vatican II document and ministry in the Archdiocese of Seattle.
- Final review and approval of participants' record of faith and theological formation prior to certification.
- Upon certification, the Lay Ecclesial Ministers will receive appropriate public recognition.

FF 22. All certified Lay Ecclesial Ministers will renew their certification every five years by acquiring fifty continuing education clock hours during the five-year period in courses, retreat and in-service approved by the Office of Catholic Faith Formation.

22.a. Distribution of Continuing Education Hours:

- Theology: 15
- Spirituality: 10
- Scripture: 15
- Area of Ministry: 10 (i.e., liturgy, catechesis, RCIA)

22.b. A clock hour is 60 minutes of course work, retreat or in-service approved by the Office of Catholic Faith Formation.

Opportunities and options for obtaining continuing education hours will be published annually by the Office of Catholic Faith Formation.

22.c. Forms acknowledging completed clock hours will be provided to participants at archdiocesan events. It is the responsibility of the Lay Ecclesial Minister to ensure that a copy is sent to the Office of Catholic Faith Formation.

FF 23. Lay associations that teach the faith must demonstrate special vigilance and respect for communion with the local Church by following the policies and guidelines of the Archdiocese of Seattle.

APPENDIX A: OFFICE OF CATHOLIC FAITH FORMATION PROGRAMS AND SERVICES

Catechist Certification Program

The Catechist Certification Program is designed for religious educators in parishes and schools and provides a foundational overview of the basic teaching of the Catholic faith. The content of the program contains Scripture, Systematic Theology, Morality, Sacraments, Liturgy, Prayer, and Church History. The program can be completed in three-years, but there is flexibility for the participant to go at their own rate. The program includes a faculty of thirty-five plus priests and laity, all with advanced degrees in theological education. Registered participants complete coursework; respond to worksheets for assessment for each class, participate in a catechetical practicum observed by catechists/teachers, and make a brief retreat, which focuses on the spirituality of the catechist.

Christifideles

Christifideles is a formation program for lay ecclesial ministers established by the Archdiocese in collaboration with the School of Theology and Ministry at Seattle University. The purpose of the program is to call forth lay ecclesial ministers to serve in the Archdiocese of Seattle, to orient them to ministry in the local Church, with sound programs of financial support, pastoral mentoring, and spiritual direction while supporting their graduate studies at Seattle University.

Formation for Love and Chastity Program Schools

Following the policies and guidelines established in Archbishop Brunett's pastoral decree *Formation for Love and Chastity*, schools submit a plan to the Office of Catholic Faith Formation (OCFF) outlining how they are implementing the policy demonstrating greater reliance on parental instruction for children about sexuality. OCFF provides speakers for parent meetings held in each school to assist parents in understanding their responsibility and the Church's teaching on sexuality. OCFF recommends resources for parents to use and provides access to these in the Media Resource Center.

Formation for Love and Chastity Parish

Following the policies and guidelines established in Archbishop Brunett's *Formation for Love and Chastity*, the Office of Catholic Faith Formation (OCFF) assists parishes in identifying ways to educate parents in the Catholic understanding of human sexuality, and assist parents in speaking to their children about this important topic. The program can be integrated into sacramental and adult education programs, and is encouraged to be presented in cooperation with the parish school.

LEM Professional Certification

Experienced lay ecclesial ministers who have not participated in the *Christifideles* program, but have advanced theological degrees, will be certified through the Office of Catholic Faith Formation by participation in a program of retreats and the submission of academic records, a ministry portfolio, a written personal statement of a theology of ministry, interview and review by a peer group. Description of opportunities and requirements for recertification every five years will be published by the OCFF.

Mastery of the Catechism Certification

A program designed to provide both an overview and an integrated study of the scripture and documents of the Church that create the framework of the Catechism of the Catholic Church. The program is aimed at Principals, Pastoral Associates for Faith Formation, Certified Catechists, Priests and Deacons and all qualified participants responsible to provide instruction and faith formation in the Catholic Faith Tradition.

All Ministers Formation Day

An annual one-day conference offered in three regional locations that brings together priests, parish ministers, school principals and teachers for a major presentation and series of workshops to enrich understanding of the Faith and support *communio* of the ministers.

Ministry Clearance for Visiting Laity

Names of lay speakers from outside the Archdiocese of Seattle must be submitted for approval by the Archdiocese prior to their invitation (see Appendix N and Appendix O).

Hispanic Basic Formation Program

A two semester basic religious education program offering a variety of classes beginning with the call (Christian Ministry), the daily communication (Communication techniques), the discovery of the One who comes to serve (Christology), how to communicate with God (Prayer and Spirituality), our history (Church History), our foundations (Church Doctrine), our faith filled life (Sacraments and Liturgy), making decisions (Moral Teachings), and the openness for service (Mission and Discipleship) 120 hours completes the program.

Word and Mission-Spanish Language

Word-Mission is a program that brings together knowledge and commitment to the embodiment of the Word and is a sequential and systematic program, not a Bible study, but rooted in Scripture. The program uses specific Scripture readings for understanding the topic and for individual/group faith experience. There are 16 or more two hour sessions for each topic which are listed as the Pentateuch (the mankind's life), the Prophets (the people's life), the Synoptics and Acts (The Kingdom has come), Paul (the Life for different cultures), John (confessing and witnessing Life in hostile world), and Sapientials and Psalms (Rivers of Life). Two hundred hours are required to complete the program.

Hispanic Basic Catechesis Course

Hispanic Basic Catechesis is a short catechetical program designed to respond to immediate needs in forming catechists. There are several sessions which present learning styles, human development, the catechist as a person and teacher, the spirituality of the catechist, the family and the catechesis, the cultural perspectives of the catechesis, catechesis and liturgy and a practical lesson planning for basic presentations, pre-school, elementary, middle-school, high school and adults. The practicum is conducted over the sessions but specifically in two additional sessions. Participants who have completed the Basic Hispanic Ministry program are eligible for Hispanic Ministry Certification.

Hispanic Catechist Certification

Hispanic Catechist Certification is a catechetical certification program in Spanish following the same guidelines and content of the Catechetical Certification program offered to the English speaking community and granting the catechetical certification.

Hispanic Retreat Program

Hispanic Retreat Program provides an opportunity to celebrate significant moments in the liturgical year and offers participants opportunities for reflection and prayer. There are at least two retreats per season (Advent, Lent, Easter, and Pentecost) and two additional for couples (10 retreats). Everyone is invited but is a requirement for those in formation as part of the process. The attendance has been very good and suggests a way of forming community.

JustFaith Programs

The JustFaith Program (JFP) is an extended justice education process that consists of weekly meetings and employs books, videos, lecture, discussion, prayer, retreats and hands-on experiences. The JFP is a conversion-based process that seeks to provide a context in which participants can grow in their commitment to be about the care of the vulnerable and to become advocates of justice. The program is sponsored by Catholic Charities USA, receives support from Catholic Campaign for Human Development and Catholic Relief Services, a serve to strengthen the growing commitment of parishes and churches to be tools of social transformation.

Rice Bowl

Operation Rice Bowl (ORB) brings families, parishes, schools and other faith communities together during Lent to pray, fast, learn and give, and challenges us to put our faith into action and walk in solidarity with our neighbors in need around the world. This is not a collection, but an education and formation that includes an opportunity to do fundraising. Funds collected through ORB are distributed to worthy projects around the world with 25% staying in the local Church to serve local issues of poverty and hunger.

Campaign for Human Development

Mandated by the US Bishops to “address the root causes of poverty in America through promotion and support of community-controlled, self-help organizations and transformative education.”

Quarterly Updates

Quarterly Updates and an e-mail or hard copy mailing to almost 500 persons responsible for faith formation programs in the parish.

Annual Parish Leadership In-service

Regional meetings for education and formation of catechetical leadership are held at four sites with a topic of interest for all catechetical leadership.

Pastoral Assistant Faith Formation Annual Deanery Visits

Annually, either the Director of Lay Ecclesial Ministry or the Director of Religious Education visits each deanery to provide an overview of the goals and activities of the OCFE and to receive feedback from the Pastoral Assistants for Faith Formation.

Library Media Resource Center (LMC)

The Library Media Center supports and enhances the mission of faith formation in the Archdiocese by making available current and useful materials as well as technical expertise in media use. The LMC's collection includes over 5600 books and 2600 videos available for circulation to Catholic parishes, schools, and organizations as well as ecumenical organizations and individuals. The LMC assists in responding to reference questions through their ability to access: papal documents, USCCB materials, Catholic periodicals, specific research reference items, etc. The LMC also houses a religious education curriculum section, which includes textbooks available from various publishers so that parishes/schools can review a full series before purchase.

Annual Faith Formation Staff Meeting

Annually the Office of Catholic Faith Formation invites the Pastoral Assistants for Faith Formation gather at the Palisades for prayer, update, and community building. This meeting includes catechetical representation from nearly all of our parishes has become a touchstone: to introduce new programs, to explore new catechetical documents, to review current publisher materials, and to respond to questions from our parish religious education leadership.

Annual Pastor/PAFF Luncheon

The annual Pastor/PAFF Luncheon includes a presentation in a topic of interest to pastors and leadership of religious faith formation and lunch. This event provides an opportunity for parish pastoral leadership to be updated on new directions in catechesis and to discuss these topics with their staff.

Formation and Education Directory

This is a directory that includes all the major programs of education and formation offered by the offices in the Chancery and the calendar of other additional activities. This is a planning tool for those responsible for programs sponsored by the parish or the Archdiocese.

LEM Retreats

An annual retreat for lay ecclesial ministers sponsored by the Office of Catholic Faith Formation and held at the Palisades Retreat and Faith Formation Center. The retreat provides lay ecclesial ministers an opportunity to reflect prayerfully on their ministries while enjoying one another's fellowship. Occasional days of reflection are also offered for lay ecclesial ministers at Far-A-Way on the Kitsap Peninsula.

Parish Faith Formation Assessment Program

An assessment program designed to be used in parishes at the time of the pastor's assessment or transition. The program is initiated by the Office of the Vicar for Clergy and organized by the Office of Catholic Faith Formation. Parish Faith Formation staff provide a portfolio of events, programs and other evidence of the faith formation programs. The portfolio is reviewed by a team of peer ministers who also visit the parish to interview staff and participants. Pastors receive a final report of the assessment.

Catholic Identity Assessment in Secondary Schools Program

Working with the Catholic Schools Department and the secondary principals, OCFE has developed a program for assessment of the Catholic identity of the high school. This program is initiated at the same time the school is engaged in their accreditation process.

Religious Education Curriculum Schools and Parish

The Religious Education Curriculum is a curriculum developed by the Office of Catholic Faith Formation that provides content that is comprehensive, catechetically appropriate and assists teachers and catechists in identifying the Church teaching appropriate for their particular age/grade level. The Religious Education Curriculum has three global standards: Seeing as a Catholic, Celebrating as a Catholic and Living as a Catholic. Accompanying the Curriculum is a Prayer Card, which lists the required prayers for each grade level and a Prayer Book, which contains all the prayers.

Secondary Schools Religious Education Curriculum Program

Using standards developed by the Office Catholic Faith Formation in collaboration with the Catholic Schools Department, Catholic high schools are assisted in the develop of their religious education curriculum so that the curriculum is informed and shaped by these standards and addresses each schools particular gifts and necessities.

APPENDIX B: K-6/8 RELIGION TEXTBOOKS RECOMMENDED
FOR ADOPTION BY PARISHES/SCHOOLS OF THE
ARCHDIOCESE OF SEATTLE

The following have been found to be in conformity with the *Catechism of the Catholic Church*.

Company: Harcourt Religion Publishers
Sales Representative: Pamela Raines
425-557-8755/866-375-2925
pamela.raines@harcourt.com

Textbooks: *Call to Faith* (1–6) c.2005
Walking by Faith (K-6) c.1999
Celebrating our Faith: Reconciliation & Eucharist 2000
Celebrating our Faith: Reconciliation & Eucharist Level II 2002 (10–14 year olds)
(Bilingual materials)

Company: Sadlier Program
Sales Representative: Susan-Rae Bell
877-790-1922
sueraebell@aol.com

Textbooks: *Coming to Faith* K-6 c. 1998, 1999
We Believe (K-6) c. 2004
(Parish & School Editions)
Creemos (Bilingual, K–6) c. 2005
Faith & Witness Program (7–8) c.1998–1999
Sacrament Program (First Reconciliation & Eucharist)
One Faith, One Lord (Bilingual, 7–8) c. 2003
Confirmation: Vietnamese, Spanish
(Bilingual materials)

In 2007, Resources for Christian Living (RCL), Benziger, and Silver Burdett merged into RCL Benziger. The resources below include materials from the three original publishers that are recommended for use in parishes and schools of the Archdiocese.

Benziger Program Material

Company: RCL Benziger

Sales Representative: Bill Beckman
303-767-5403/877-275-4725 ex 3401
bbeckman@rclbenzinger.com

Textbooks: *Come Follow Me*, (K–8) c.1998
Share the Joy, (K-6) c.1997*
**Most publishers provide both school and parish versions*
Family Life Program (5–8) c. 2001
Christ Jesus, The Way! (K-6) c. 2003

Silver Burdett Program Material

Textbooks: *This is Our Faith* (K-8) c. 1998
The Gift of Eucharist c. 2000
The Gift of Reconciliation c. 2000
Blest are We (1-6) c. 2002 (P)
(Parish & School Editions) c. 2004 (S)
Blest are We (7–8)* c. 2003, 2005
** indicates that this is available for parish religious education programs only.*

Resources for Christian Living Program Material

Textbooks: *Our Catholic Identity* 1–8 c.1998
Faith First, K–6 c. 2001
Faith First, 7–8 c. 2001
Eucharist: Do This in Memory of Me [c.2003]
Reconciliation: We are your people the sheep of your flock [c. 2003]
(Bilingual materials)

APPENDIX C: K-8 RELIGIOUS EDUCATION CURRICULUM

Seeing as a Catholic

Jesus said to him, “You have seen him [the Son of Man] and the one speaking with you is He.” He said, “I do believe, Lord,” and he worshiped him. John 9:37

1. Faith enables a person to make sense of life.
2. Knowledge and skills are needed to find in Scripture a source of nourishment for their own life with God and neighbor.
3. Creation is God’s first revelation of love and invitation for men and women to grow in a loving relationship with creation, their neighbor and God.
4. Jesus Christ is the Eternal Son of God and the Son of Mary (fully Divine and fully Human) and reveals to us the Trinity: Father, Son and Spirit.
5. The Church is the community of Christ’s disciples.

Celebrating as a Catholic

Mother Church earnestly desires that all the faithful should be led to take that full, conscious, and active participation in liturgical celebrations which is demanded by the very nature of the liturgy. (*SC*, 14)

6. The seven sacraments of the Church are encounters with the Risen Christ in which one responds and grows as a disciple.
7. The prayer of the Church Community nourishes the life of each member and the community itself.

Living as a Catholic

Coming to see in the faith their new dignity, Christians are called to lead henceforth a life “worthy of the gospel of Christ. (*CCC*, 1692; Phil 1:27)

8. Christ calls us to be grateful disciples committed to praising God and proclaiming the Good News through the promotion of justice and loving service of neighbor.
9. Sacred Scripture and Church teaching provide us with:
 - the meaning and sources of morality;

- the key concepts framing the moral life and
 - the guidance for making moral decisions in a complex world.
10. There are various forms of personal prayer that enable one to deepen their sense of being loved, of belonging and of making a difference.

APPENDIX D: FORMATION FOR LOVE AND CHASTITY

(See also Archbishop Alex J. Brunett, *Formation for Love and Chastity*, 2000)

The Church's Teaching

With God's help, each person can experience, enjoy, and make wise and loving use of the gift of human sexuality.

1991, *Human Sexuality: A Catholic Perspective for Education and Lifelong Learning*, p. 14

Human sexuality is a gift that shares in God's own creative love and life. The human person is created in God's own image, and inscribed in each human heart is the same message: that the one, core, universal vocation is to love and to be loved. As the Preface for Marriage (III) states, "Love is our origin, our constant calling on earth and our fulfillment in heaven." The need to relate sexual feeling with the Christian call to love and to be loved is a lifelong task for each of us. Therefore, education and formation in sexuality is a continual process, an invitation for each of us to grow and develop as morally mature sexual beings, whatever our age or calling in life.

Foundational Principles

- Each person is created unique in the image of God.
- Each person, created in God's likeness, is called to love and to be loved, just as Jesus—loved by the Father—loves us.
- Despite original sin, all human life in its physical, psychological and spiritual dimensions is fundamentally good.
- The Holy Trinity, as the model of loving relationship, should characterize the family.
- Each person is a sexual being from conception to death. Sexuality is integral to our personal identity and maturity.
- The sacrament of marriage entails a lifelong unitive and procreative covenant of love bound by an unbreakable pledge of fidelity deeper than any civil contract.
- All persons are called to be chaste by doing what is sexually responsible for one's state in life.
- Discerning a proper course of action requires careful and continuing formation of a correct conscience, a process best

served by the accurate articulation and study of Church teaching.

- Although the human person is frail and capable of sin, God's abiding presence and forgiveness are always available.

Catechesis in Human Sexuality

Parents are by right the primary educators of their children in teaching about love and sexuality. At the same time, the Church can provide positive and faith-filled assistance for parents and children. While local needs may differ, all catechesis in human sexuality should proceed from the basic context of the Church's belief in and respect for the dignity of all creation. The broader spectrum of the Church's moral wisdom provides a backdrop for the following policies.

- Parents are recognized as the primary educators of their children. Church educators will work collaboratively with parents to help them carry out this responsibility.
- Human sexuality programs for children and youth will be rooted in the teachings of the Church.
- Human sexuality information will be presented in a manner sensitive to the children's development, to cultural issues, and to pastoral concerns.
- It is the right of children to be adequately informed about their sexuality in an appropriate setting.
- Parents have legitimate authority to ensure the right of children to withdraw from any form of sexual instruction imparted outside the home. At the same time, parents are called to remember that the family is not the only or exclusive formative community. In our faith tradition, the parish is the basic structure within which most Catholics express and experience faith and catechesis. In the area of human sexuality formation, the parish will be a strong partner with the home.

APPENDIX E: GUIDELINES FOR CATHOLIC RELIGIOUS EDUCATION IN THE HOME

I. GENERAL GUIDELINES FOR HOME CATECHESIS

A time-honored tradition within the Catholic Church is the handing on of the faith in the home by the example and instruction of parents to their children. Catholic schools and parish religious education programs came into existence to assist families in their responsibility for the education of their children. Catholic schools and parish religious education programs offer a variety of formats that most parents find suitable for the faith growth and development of their children.

Families are not always able, and sometimes, choose not to avail themselves of either Catholic schools or parish religious education programs, and thus need to provide religious instruction and sacramental preparation at home. Such instruction and preparation differ from secular subjects in that catechesis involves building up the Kingdom of God on earth and participation in the Trinity through communion with Christ and neighbor. Catholic home religious educators have a serious obligation to guide their children in the light of the magisterial teachings of the Church.

Catechesis is an esteemed term in Christian tradition. Its purpose is to make a person's "faith become living, conscious and active through the light of instruction." While aiming to enrich the faith life of individuals at their particular stages of development, every form of catechesis is oriented in some way to the catechesis of adults, who are capable of a full response to God's word. Catechesis is a lifelong process for the individual and a constant and concerted pastoral activity of the Christian community. (*Sharing the Light of Faith*, 32)

The family as a *locus* of catechesis has a unique privilege: transmitting the Gospel by rooting it in the context of profound human values. On this human base, Christian initiation is more profound: the awakening of the sense of God; the first steps in prayer; education of the moral conscience; formation in the Christian sense of human love, understood as a reflection of the love of God the Father, the Creator. It is, indeed, a Christian education more witnessed to than taught, more occasional than systematic, more ongoing and daily than structured into periods. (*GDC*, 255)

"All parents have an obligation to involve their children in the life and mission of the Church. Since their children are being initiated into the life of the Church, which is fundamentally realized in the local parish, parents who provide catechesis for their children in their homes should participate fully in the life of the local parish" (*NDC*, p. 260).

II. THE FOUR FUNDAMENTAL PRINCIPALS

The Right of Parents

Parents, who are the first to communicate the faith to their children through their example and through formal instruction, have the first responsibility for the education of their children. (See *CCC*, 2223; *GE*, and the *CIC*, cc. 226, 796 §2, 1136)

The Parish-Church as Community

The parish is, without doubt, the most important locus in which the Christian community is formed and expressed. This is called to be a fraternal and welcoming family where Christians become aware of being the people of God. In the parish, all human differences melt away and are absorbed into the universality of the Church. The parish is also the usual place in which the faith is born and in which it grows. It constitutes, therefore, a very adequate community space for the realization of the ministry of the word at once as teaching, education and life experience. (*GDC*, 257)

The Church is a universal community of believers. Through the sacrament of Baptism each of us becomes an integral part of the wider Catholic Christian family of God. Deriving from this reality, participation in liturgical, catechetical, and sacramental activities of the parish is an expectation, which flows naturally from the communal nature of the Catholic Church. The *Catechism of the Catholic Church* states: “The home is the natural environment for initiating a human being into solidarity and communal responsibilities” (*CCC*, 2224). It states also: “The parish is the Eucharistic community and the heart of the liturgical life of Christian families; it is also a privileged place for the catechesis of children and parents.” (*CCC*, 2226)

“The parish is “the primary experience of the Church” for most Catholics. It is where the faithful gather for the celebration of the sacraments and the proclamation of the word of God, and where they are enabled to live distinctively Christian lives of charity and service in their family, economic, and civic situations. It is ‘the living and permanent environment for growth in the faith.’ The parish energizes the faithful to carry out Christ’s mission by providing spiritual, moral, and material support for the regular and continuing catechetical development of the parishioners” (*NDC*, p. 254).

Role of the Bishop and Pastor

It is the responsibility of the diocesan (arch) bishop to issue norms concerning catechetics, to make provision that suitable instruments for catechesis are available...and to foster and coordinate catechetical endeavors. (*CIC*, c. 775)

By virtue of his office, and in accord with the norms established by the diocesan (arch) bishop, the pastor is bound to provide for the catechetical formation of adults, young people, children and those handicapped in body and mind in so far as their condition permits. In promoting and fostering the role of parents in the catechesis of their children, the pastor is also to provide for proper and suitable sacramental preparation to be given over an appropriate period of time. (*CIC*, c. 777)

The Church as Magisterium

Catechesis is the work of the whole Church. The teaching Church is the guarantor of the soundness of Christian doctrine. There is no authentically Catholic way to teach except in union with the pope and the local archbishop through his pastors and designated assistants.

The Church commissions bishops and pastors to take seriously their obligations to ensure that the authenticity of the Gospel message is taught, and private interpretation of doctrine can never supercede the legitimate teaching authority of the Church.

The Church, guided by the Holy Spirit in every age, must interpret the word of God. The Church performs this function authoritatively through her living, teaching office, the Magisterium. The Magisterium ensures the Church's fidelity to the teaching of the apostles in matters of faith and morals. "The task of giving an authentic interpretation of the Word of God, whether in its written form or in the form of Tradition, has been entrusted to the living teaching office of the Church alone. Its authority in this matter is exercised in the name of Jesus Christ." (*NDC*, pp. 53–54)

III. SUPPORT BY THE OFFICE OF CATHOLIC FAITH FORMATION

The Office of Catholic Faith Formation of the Archdiocese of Seattle supports the mission of the Archbishop in his role as teacher and as the catechetical leader of the archdiocesan schools, parishes and homes. Such support extends to Pastors and their designees through the development of guidelines and policies, and assistance to schools and parishes in developing and updating authentic instructional programs sensitive to the multicultural and diverse ethnicity of the Archdiocese of Seattle.

Support for Home Religious Education

The Office of Catholic Faith Formation is committed to supporting pastors and parents in their catechetical home schooling responsibilities and to providing and fostering a sense of discipleship, as well as an awareness of

belonging to, and being connected with, the larger Catholic Church community. The Office also supports home religious education through the parish by providing stated Archdiocesan policies and guidelines regarding preparation and reception of the sacraments, curriculum guidelines, and a list of texts and instructional resources. These resources have been determined to be sound in methodology, age-appropriate, and in conformity with the published standards and teachings of the Catholic Church.

The texts and resources recommended support a systematic approach to catechesis, which assures that all aspects of faith and faith life are presented in such a way that the child and parent can engage in sharing the treasures of faith.

These are available to guide and assist parents in the choice of instructional material. The Office recognizes that the instructional language used in the home is the parent's choice.

Archdiocesan-wide training and certification is the standard for school and parish catechists. Home catechists are encouraged to avail themselves of these opportunities for their own faith and spiritual growth, as well as to gain additional competency in catechizing their children.

It is recommended that Catholic home school libraries contain at least the following:

Catholic Study Bible
Documents of Vatican II (The Liturgical Press, 1992)
Sharing the Light of Faith (NCCB, 1979)
General Directory for Catechesis (USCCB, 1997)
Catechism of the Catholic Church (The Liturgical Press, 1999)
Growing in Wisdom, Age and Grace (Wm. H. Sadlier, Inc., 1997)
National Directory for Catechesis (USCCB, 2005)

and that parents are familiar with the content of these Church documents and resources.

Because each family situation is unique, parents should meet with the pastor or his designee so that a suitable plan can be developed. The pastor or his designee should make the parents and the children aware of the activities and ministries available to all children and youth in the parish (such as children and youth choirs, altar servers, social and sporting events), and invite and encourage their active participation. In addition, the pastor or his designee should make available to parents appropriate catechetical materials. Parents are to follow the guidelines of the Archdiocese and parish with regard to curriculum and sacramental preparation.

The resurgence of home schooling calls forth-new approaches from those in catechetical leadership. In recognition of this vital and vibrant area of education, it is important that parent's and their children feel invited, welcomed, wanted, and included in all pastoral and sacramental activities and ministries of the parish.

Guidelines for Parish Implementation

The parish will offer assistance to parents in selecting instructional materials, which the parents may purchase through the parish. As appropriate, this will include presenting the curriculum guidelines of the particular grade level that will be used in the parish religious education programs. Where possible, the parish will endeavor to recommend or provide language-appropriate materials.

The parish may require the parents to register with the parish religious education programs so that the home-schooled children will be included in all mailings and dissemination of information regarding parish activities. The parish may request some record keeping of the student's progress. If a family moves to another parish these records will enable the parish to transfer official documentation on the student's progress, as well as sacramental preparation and reception. The parish will provide information concerning religious education functions, which involve all the children and youth in the parish. Parents may be required to meet monthly or bi-monthly with the pastor or his designee to discuss lessons and other issues.

Sacramental Preparation Guidelines

The pastor is to make particular provisions:

- that suitable catechesis is given for the celebration of sacraments,
- that children are properly prepared for the reception of the sacraments of Reconciliation, Eucharist, and Confirmation by means of catechetical formation given over an appropriate period of time,
- that catechetical formation also be given to those handicapped in body and mind insofar as their condition permits,
- that the faith of young people and adults be strengthened, enlightened and developed through various means and initiatives.
- Pastors can require children and youth in home school programs to attend all practices, retreats and rehearsals associated with their grade level. Parents may also be required to attend parent meetings. In some cases students may be required to attend several classes at the parish just prior to the reception of the sacrament. Parents should be given a copy of the Archdiocesan Sacramental Guidelines as they pertain to their child.

The pastor or his designee should interview children and youth prior to the reception of the sacraments to assure their readiness, and to emphasize the importance of parish involvement in sacramental preparation.

Parish sacramental programs need to make provisions for including the parents, who home school, in the planning of the sacraments. Children who are home schooled also need to be included in the actual celebration.

Home Schooling Other Children

While parents have the right to home school, the Archdiocese strongly discourages other children being catechized in the home by anyone other than their parent or guardian.

The Christian family constitutes a specific revelation and realization of ecclesial communion, and for this reason too it can and should be called “the domestic church.”

Familiaris Consortio, 21

APPENDIX F: CRITERIA FOR MAKING CULTURAL ADAPTATIONS

Texts and manuals are selected the *Conformity Listing of Catechetical Texts and Series* published quarterly by the USCCB. The listing has a category titled: “Materials in Other Languages.”

Archdiocesan recommended materials from the USCCB list are available for review through the Library Media Center.

Director of Religious Education and Director of Cultural and Ethnic Faith Formation collaborate in the review of these books and select the recommended texts.

Recommended texts appear on the archdiocesan website.

APPENDIX G: GUIDELINES FOR SELECTION OF TEXTBOOKS FOR USE IN
MULTI-CULTURAL CATECHESIS

1. Texts and manuals are selected the *Conformity Listing of Catechetical Texts and Series* published quarterly by the USCCB. The listing has a category titled: *Materials in Other Languages*.
2. Archdiocesan recommended materials from the USCCB list are available for review through the Library Media Center.
3. Director of Religious Education and Director of Cultural and Ethnic Faith Formation collaborate in the review of these books and select the recommended texts.
4. Recommended texts appear on the archdiocesan Website.

APPENDIX H: SPANISH RESOURCES AVAILABLE IN THE LIBRARY AT
THE CATHOLIC ARCHDIOCESE OF SEATTLE

I. RELIGIOUS EDUCATION CURRICULUM

God's Family, Benzinger, 1997.

God's Gifts, Benzinger, 1996.

Primera Comunion: Una Catequesis para los Grados de Primaria,
Benzinger, 2000.

*La Primera Reconciliacion: Una Catechesis is para los Grados de
Primaria*, Benzinger, 2000.

Oraciones y Guías para Jóvenes Católicos / Luz A. Giraldo, Dayton, OH:
Pflaum, 2005.

Together in Jesus, Dayton, OH: Pflaum, 2004.

Summary: First Eucharist and First Reconciliation Prep in English and
Spanish.

We Believe / Curriculum Series by Sadlier, Sadlier, 2004.

Summary: Sadlier's "We Believe" religious education curriculum.
Separate boxed editions for parish and school use. Each box contains:
1. Teacher Book; 2. Student Book; 3. Review and Resource Book.
Kindergarten: God Made the World; First Grade: God Loves Us;
Second Grade: Jesus Shares God's Life; Third Grade: We Are the
Church; Fourth Grade: God's Law Guides Us; Fifth Grade: We Meet
Jesus in the Sacraments; Sixth Grade: We Are God's People. Bilingual
Spanish editions have only Teacher and Student Book.

*(Religious Education texts have been reviewed and recommended for use in programs of
religious education and faith formation in grades K-8.)*

II. BOOKS

La Navidad Hispana at Home and at Church, Miguel Arias, Mark R. Francis, Arturo J. Pérez-Rodríguez. Chicago, IL: Liturgy Training Publications, c. 2000.

Summary: Our Lady of Guadalupe and the Advent wreath? Christmas continuing into February? How can multicultural parishes draw on the wisdom in Hispanic devotions and still hold everyone together? The authors of this exciting and useful new book extend the insights they offered in *Primero Dios* to the Advent and Christmas seasons, showing how to create a liturgical link between the rituals of Hispanic homes and neighborhoods and the liturgies of the entire parish. Brief fictional narratives initiate all of us into a Hispanic perspective on the seasons of Advent and Christmas. Pastoral notes recommend helpful adaptations of homeland customs. Bilingual rites are provided which can be modified for specific parish or community needs. This treasure-trove of hard-to-find information is a unique and valuable resource for parish staffs, liturgical ministers, catechists, small groups and families. Text in English; rituals in English and in Spanish.

Quinceañera, Angela Erevia. San Antonio, TX: Mexican American Cultural Center, c. 1980. Text in English and Spanish.

Quince Anos: Celebrando Una Tradicion, Angela Erevia. San Antonio, Tex. (4650 Eldridge St., San Antonio 78237): Missionary Catechists of Divine Providence, St. Andrew's Convent, c. 1985. Bilingual: Spanish/English.

Primero Dios: Hispanic Liturgical Resource, Mark R. Francis, Arturo Pérez-Rodríguez; edited by Martin E. Connell. Chicago: Liturgy Training Publications, c. 1997.

Summary: The English text is supplemented with bilingual examples of liturgical ritual adaptations that honor the religious experience of Spanish-speaking Catholics and the liturgical renewal of Vatican II. Includes rites of early childhood such as La Presentación Del Niño, rites of adolescence such as the Quinceañera, rites of betrothal and marriage such as the Lazo and Arras and rites associated with sickness and death such as the Velorio and Novenario. May be used in conjunction with English video series "Un Pueblo Sacramental."

From Age to Age: A Challenge of Worship with Adolescents, The National Federation for Catholic Youth Ministry, Inc. Winona, MN: St. Mary's Press, 1997.

Summary: Explores strategies of renewal for vibrant worship with adolescents. Bilingual: Spanish/English.

The Days of the Dead: Mexico's Festival of Communion with the Departed. Photographs by John Greenleigh; text by Rosalind Rosoff Beimler. *Los días de muerto: un Festival de Comunion con los Muertos en México.* Fotografías de John Greenleigh; texto de Rosalind Rosoff Beimler. Rohnert Park, CA: Pomegranate, c. 1998.

Summary: This bilingual book (English/Spanish) offers a glimpse into the Day of the Dead, Mexico's traditional holiday honoring departed friends and family. Each aspect of the holiday is explored through beautiful color photographs taken in small Mexican towns.

Dios Llega al Hombre: El Nuevo Testamento de Nuestra Señora Jesucristo, Versión Popular. 2nd ed. Asunción: Sociedades Bíblicas Unidas, c. 1970.

Catecismo de La Iglesia Católica. 2nd ed. revisado según el texto oficial en latín promulgado por el Papa Juan Pablo II. Washington, D.C.: United States Catholic Conference, 2001.

Manual Para la Familia Católica Hispana de Hoy: Fundaciones, Oraciones, Recursos. Liguori, Mo.: Liguori Publications, 1980.

Guía Para los Diaconos en la Liturgia, Richard Vega. Chicago: Liturgy Training Publications, 2000.

Manual Para el Catolico de Hoy: Con Referencias al Catecismo de la Iglesia Católica, prologo de John Cardinal O'Connor. Liguori, Mo.: Liguori Publications, c. 1994.

Rito de la Iniciación Cristiana de Adultos, preparado por el Comité Episcopal de Liturgia. Washington, D.C.: United States Catholic Conference, 1991.

Guía Para la Asamblea, Joseph Bernardin. Chicago: Liturgy Training Publications, 1997.

Los Documentos Liturgicos: Un Recurso Pastoral. Chicago: Liturgy Training Publications, c. 1997.

Summary: Includes liturgical documents promulgated during and after Vatican II.

Bienvenido a La Vida!: Libro para Los Padres. Dubuque, Iowa: Brown-Roa.

Proyecto de Iniciación Cristiana: Cómo se Hace un Cristiano?, Cómo Se Renueva una Comunidad? Dionisio Borobio. Bilbao: Desclée de Brouwer, 1980.

Fe y Cultura: Manual de Dirección, Curso Básico para Catequistas, por María de la Cruz Aymes, Francis J. Buckley; consultantes, Virgilio Elizondo, et al. New York: Paulist Press, c. 1986.

Guía para Católicos: Creencias de la Iglesia, por Padre George A. Lane, et. al. Chicago, Ill: Loyola Press, c. 1997.

En Nombre de Dios Pedimos Posada: Nueve Noches de Esperanza antes de Navidad, Eduardo Pinzón-Umaña. 1a ed. Liguori, Mo.: Liguori Publications, c. 1995.

Spanish Stories: Cuentos Españoles: Stories in the Original Spanish with New English Translations, edited by Angel Flores. New York: Dover Publications, 1987.

Summary: Thirteen short stories by Cervantes, Unamuno, Borges and others in the original Spanish and in an English translation.

Lluvia de Oro, Victor Villaseñor. New York, N.Y: Delta Trade Paperbacks, 1996.

Summary: Follows the life story of the author's mother, Lupe, whose family was forced to flee their homeland during the Mexican Revolution, and who, despite hardship, met and fell in love with the man who became her husband. Spanish.

Entre dos Lunas, Sharon Creech; traducción, Ester Arnó. 1st ed. Barcelona: Noguer y Caralt, 1998.

Summary: After her mother leaves home suddenly, thirteen-year-old Sal and her grandparents take a car trip retracing her mother's route. Along the way, Sal recounts the story of her friend Phoebe, whose mother also left.

Lejos del Polvo, Karen Hesse; traducción, María Luisa Balseiro. León [Spain]: Everest, 1999.

Summary: In a series of poems, fifteen-year-old Billie Jo relates the hardships of living on her family's wheat farm in Oklahoma during the dust bowl years of the Depression.

Concilio Vaticano II: Documentos Completos. Novena edición. San Pablo, 2000.

III. JUVENILE BOOKS

Dominga's Wonderful Year: El Año Maravilloso de Dominga. By/por Sandi Yonikus; illustrated by/illustraciones de Annika Marie Nelson; translation of English text to Spanish by Lisa Ann Twomey. Collegeville, Minn: Liturgical Press, c. 2003.

Summary: Dominga invites her friends to discover the meaning of the liturgical seasons and to celebrate the Sundays and feast days from Advent through ordinary time.

Handbook for Today's Catholic Children. Francine M. O'Connor. Liguori, Mo.: Liguori Pubs, c. 2002.

Summary: Uses charming illustrations, creative analogies and simple text to explain the basic beliefs of the Catholic faith at a level children will comprehend. Also available in Spanish.

A Gift for Abuelita: Celebrating the Day of the Dead, story by Nancy Luenn, illustrated by Robert Chapman; *Un regalo para Abuelita : en celebración del Día de los Muertos,* cuento por Nancy Luenn, ilustrado por Robert Chapman. Flagstaff, AZ: Rising Moon, c. 1998.

Summary: The magic of love and rituals surrounding the Day of the Dead, a memorial day celebrated in many Mexican-American communities, are woven together in this bilingual (English/Spanish) illustrated story as a young girl remembers her departed grandmother through a special gift.

Stories that Must Not Die, Juan Sauvageau. Austin: Oasis Press: distributed by Pub. Services, c. 1975–1976. Text in English and Spanish.

The Old Charcoal Man, Po Chu-I, Cen Long; English text by Rion and Yoko Reece. Japan: Shinseken, 2002.

Summary: An old man barely makes a living collecting wood and burning it to make charcoal. Every day he prays that the weather would turn cold so that he can sell his merchandise. When it finally snows, the man fills his cart and goes to market only to see his merchandise taken to the palace by a decree of the Emperor. Also available in Spanish.

The Lazy Bee, Text by Horacio Quiroga, illustrations by Alfredo B. Bedoya; English text by Laura Valle and Sean Nelson. Japan: Shinseken, c. 2002.

Summary: The story of a lazy bee, who, because she would do no work, is expelled from her hive. She must face a night with a snake and somehow keep him from eating her. Also available in Spanish.

Francisco y Clara, texto de Guido Visconti, inspirado en las biografías y en los escritos de los dos santos de Asís, recogidos en las fuentes franciscanas, ilustrada por Bimba Landmann; traducción, Mònica Torras Mingueza. 1. ed. en castellano. Barcelona: Tuscania Editorial, 2003.

Summary: Reviews the lives and works of two members of Assisi society, Francis and Clare, who renounced their wealth and founded religious orders dedicated to relying on God and living in peace, poverty, and humility. In Spanish.

Un Niño Llamado Giotto, historia de Paolo Guarnieri; ilustrada por Bimba Landmann; versión es español, Susana del Moral Zavariz. 1. ed. en español. México, D.F: Casa Autrey, 1999.

Summary: Eight-year-old Giotto the shepherd boy confesses his dream of becoming an artist to the painter Cimabue, who teaches him how to make marvelous pigments from minerals, flowers, and eggs and takes him on as his pupil. In Spanish.

La Abeja Haragana, texto, Horacio Quiroga; ilustraciones, Alfredo Benavidez Bedoya. Japan: Shinseken, c. 2002.

Summary: The story of a lazy bee, who, because she would do no work, is expelled from her hive. She must face a night with a snake and somehow keep him from eating her.

IV. REFERENCE BOOKS

Oracional Bilingue: A Prayer Book for Spanish-English Communities.
Collegeville, MN : Liturgical Press, 1994.

Sunday Celebrations in the Absence of a Priest. Leader's edition. New York: Catholic Book Publishing Co, c1994.

Administration of Communion of the Sick: From Pastoral Care of the Sick.
Washington, D.C.: United States Catholic Conference, c. 1999.
Bilingual.

Catechism of the Catholic Church. Liguori, MO: Liguori Publications, c. 1994.

Ustedes Son las Ramas: Principios y Normas para Estructuras Consultativas Parroquiales. Seattle, WA: Archdiocese of Seattle, 1990.

V. UNITED STATES CONFERENCE OF CATHOLIC BISHOPS BOOKLETS

Many Faces in God's House —Parish Guide: A Catholic Vision for the Third Millennium. Washington, D.C.: United States Catholic Conference, 2001.

Summary: Discover inventive ways for Catholic communities, strengthened by diverse cultures and ethnicities, to be one Church. Six three-hour sessions provide a framework for sharing faith experiences, reflecting on faith tradition, putting faith into action, gathering experiences, and celebrating faith as a community. Developed by the U.S. bishops' Secretariat for Hispanic Affairs in conjunction with the Encuentro 2000 gathering. English/Spanish Edition.

Celebrando la Presencia de Jesucristo. Washington, D.C.: United States Catholic Conference, 1996.

Summary: A reflection manual in Spanish and English for adult migrant workers based on the sacramental life.

Ejercicios Devocionales Populares: Preguntas y Respuestas Básicas. Washington, D.C.: United States Conference of Catholic Bishops, April 2004.

Haciendo un Lugar en la Mesa. Washington, D.C.: United States Conference of Catholic Bishops, October 2003.

The Hispanic Experience in the United States: Pastoral Reflections Using the Catechism of the Catholic Church. Washington, D.C.: United States Catholic Conference, 1996.

Summary: This English/Spanish edition builds on the Principles for Inculturation of the Catechism of the Catholic Church and is designed to facilitate the use of the Catechism with Hispanics in a Holistic way. The material is presented in six sections: the Hispanic presence; general characteristics and values of Hispanic cultures; a brief introduction to the Catechism; a process of discernment for action; application of the process; and procedure.

The Hispanic Presence in the Evangelization in the United States. Washington, D.C.: United States Catholic Conference, 1996. (Variant Title: *LA presencia Hispana en La Nueva Evangelizacion en los Estados Unidos.*)

Summary: In commemoration of the Fiftieth anniversary of the establishment of a national office for Hispanic ministry in this country, the U.S. bishops issued this English/ Spanish publication on the Hispanic presence and the relationship between faith and culture.

En Marcha Hacia el Señor/ Journeying Together Toward the Lord.
Washington, D.C.: United States Catholic Conference, 1993.

Summary: A bilingual (Spanish/English) catechetical resource offering support and direction for developing the faith life of migrant workers. Bilingual Edition.

Juntos en el Camino de la Esperanza: Ya No Somos Extranjeros.
Washington, D.C.: United States Conference of Catholic Bishops,
April 2004.

El Ministerio Laico de la Iglesia: El Estado de las Interrogantes.
Washington, DC.: United States Catholic Conference, 2001.

Summary: A must for all active church ministers and for those preparing for such ministry. Presenting a summary of the “Leadership for Ecclesial Lay Ministry” project, the Subcommittee on Lay Ministry invites the U.S. bishops to determine the future course of the project in order to serve the need for leadership at the national level and provide practical assistance at the local level. The report offers conclusions and background information on the following areas: 1) the term lay ecclesial minister, 2) toward a theology of lay ecclesial ministry, 3) preparation of lay ecclesial ministers, 4) the relationship between lay ecclesial ministers and ordained ministers, 5) financial and human resource issues, 6) multicultural issues. (Also found in *Origins* V. 29, no. 31, January 20, 2000).

Prayer Services and Retreats for the Catechetical Year. Washington,
D.C.: United States Conference of Catholic Bishops, 2004.
(Publication No. 5-589)

Promesa de Proteger; Compromiso para Sanar: Esatutos para la Proteccion de Ninos y Jovenes Normas Basicas. Washington, D.C.:
United States Conference of Catholic Bishops, September 2003.

El Reto de Ser Ciudadanos Comprometidos: Un Llamado Catolico a la Responsibilidad Politica. Washington, D.C.: United States Conference of Catholic Bishops, 2004.

Stewardship: A Disciple's Response: A Pastoral Letter on Stewardship.
Bilingual edition. Washington, D.C.: United States Catholic Conference, 1993.

Summary: The bishops present stewardship as an expression of discipleship that recognizes God as the source of all gifts. Mature disciples make a conscious decision to act as followers of Christ, no matter the cost to themselves. This English/Spanish edition contains not only the pastoral letter but also the summary version.

VI. RELIGIOUS EDUCATION CURRICULUM

God's Family. Benzinger, 1997.

God's Gifts. Benzinger, 1996.

Primera Comunion: Una Catequesis para los Grados de Primaria.
Benzinger, 2000.

*La Primera Reconciliacion: Una Catechesis is para los Grados de
Primaria.* Benzinger, 2000.

Oraciones y Guias para Jovenes Catolicos / Luz A. Giraldo. Dayton, OH:
Pflaum, 2005.

Together in Jesus. Dayton, OH: Pflaum, 2004. Summary: First Eucharist
and First Reconciliation Prep in English and Spanish.

We Believe / Curriculum Series by Sadlier. Sadlier, 2004.

Summary: Sadlier's "We Believe" religious education curriculum.
Separate boxed editions for parish and school use. Each box contains
1. Teacher Book; 2. Student Book; 3. Review and Resource Book.
Kindergarten: *God Made the World*; First Grade: *God Loves Us*;
Second Grade: *Jesus Shares God's Life*; Third Grade: *We Are the
Church*; Fourth Grade: *God's Law Guides Us*; Fifth Grade: *We Meet
Jesus in the Sacraments*; Sixth Grade: *We Are God's People.* ;
Bilingual Spanish editions have only Teacher and Student Book.

VII. VIDEOS

Bernadette: The Princess of Lourdes. Irving, TX: Creative
Communication Center, N.V./CCC of America, 1993.

Summary: Animated story of Blessed Mary's 1858 apparition in
Lourdes, France to Bernadette that left all the world a source of health
for the body and soul. Spanish version also available; 30 min, video
cassette.

The Day the Sun Danced: The True Story of Fatima. Irving, TX: Creative
Communication Center, N.V./CCC of America, 1993.

Summary: Animated version of the inspiring true story of Blessed
Mary's 1917 appearance in Portugal to Lucia, Francisco, and Jacinta,
children whose great faith and courage brought the message of Our
Lady of Fatima to the world. Spanish version also available; 30 min,
videocassette.

Video Guide for Ministers of Communion. Victoria M. Tufano. Chicago, IL: Liturgy Training Publications, 1997.

Summary: A minister of communion should be one who knows what it means to say “The Body of Christ” and “The Blood of Christ.” This video explores the spiritual dimensions and meaning of this ministry as well as the practical aspects of Holy Communion at Mass and of ministering to the sick and homebound. Available in English and in dubbed Spanish. 1 videocassette, 26 min.

A History of the Mass. Chicago, IL: Liturgy Training Publications, 2001.

Summary: Traces the evolution of the mass, showing how it was shaped and reshaped by times and cultures, by theologies and the arts. We see the visual record of our past and hear from witnesses along the way, people who got engaged in conversation about the meaning and celebration of Sunday Mass. Especially useful for catechumens, high school and college students, liturgy committees and parish staff. Available in English or Spanish; 1 videocassette, 40 min.

New Life: A Parish Celebrates Infant Baptism. Archdiocese of Chicago and Tabor Publishing. Chicago, Ill; Allen, Tex: Liturgy Training Publications: Tabor Pub, c. 1995.

Summary: The parish is a “begetting community.” Each baptism is a celebration of a new life born into Christ, into Christ's body, the Church. Christ the King Catholic Community in Las Vegas, Nevada, baptizes their infants at Sunday Eucharist. The parishioners are full, conscious, and active participants. This video will open up the meaning of the sacrament for parish staff, baptism preparation team, catechists, parents of children to be baptized and adult and teen members of parishes. 1 videocassette, 20 min.

Celebrating Our Faith: Eucharist (Families). Dubuque, IA: Brown Roa, 1999.

Summary: An explanation for parents and families on what it means for children who are preparing for First Communion. Also available in Spanish. 1 videocassette, 30 min.

Hermie: A Common Caterpillar. Max Lucado; GlueWorks Entertainment; Tommy Nelson; produced by Rick Eldridge. Nashville, Tenn : T. Nelson, c. 2002.

Summary: Best friends Hermie and Wormie are sad each time they see that other creatures are special when they, themselves, are so ordinary, but they trust that they are special in God's eyes and that He is not finished with them yet. Available in English and Spanish. 1 videocassette, 40 min.

Romero. A Paulist Picture written by John Sacret Young; produced by Ellwood E. Kieser; directed by John Duigan. Los Angeles: Vidmark Entertainment, c.1989.

Summary: Powerful dramatization of the last three years in the life of Archbishop Oscar Romero of San Salvador whose condemnation of human rights abuses led to his assassination in 1980. Director John Duigan gets a brilliant performance from Raul Julia who invests the title role with an intense spiritual dimension that makes credible Romero's courage in condemning the immorality of a ruthless regime. Its graphic scenes of violence are not for the immature, though most adolescents will understand the justice issues involved. (A-II) (PG-13) Available in English and dubbed Spanish; 1 videocassette, 105 min.

Joshua and the Battle of Jericho. Hanna-Barbera Productions, Inc. in association with Wang Film Productions, Co. & Cuckoo's Nest Studios; producer, Kay Wright; supervising director, Ray Patterson. Atlanta, GA: Turner Home Entertainment, 1994, c. 1986.

Summary: Joshua's faith in God is vindicated when the walls of Jericho tumbldtroops have marched for 7 days. Dubbed in Spanish. 1 videocassette, c. 30 min.

Moses. Hanna-Barbera; producer, Kay Wright; story adaptation, Harvey Bullock. United States: Turner Home Entertainment, c. 1994.

Summary: Three young archeologists step through a door that transports them into the past. They arrive in Egypt when Moses is coming into conflict with the pharaoh over the issues of the Israelites slavery. Moses calls down a succession of plagues on Egypt in an effort to sway pharaoh. The Israelites finally escape pursued by the pharaoh's men, who perish in the Red Sea. 1 videocassette, 30 min.

Noah's Ark. Hanna-Barbera; story adaptation, Harvey Bullock; producer, Kay Wright. Hollywood, Calif.: Hanna-Barbera Productions, c.1985.

Summary: Three young archaeologists step through a door that leads to the past. They witness Noah building his ark, the jeering of Noah's neighbors, the leading of the animals onto the ark and the flood.

Animated. 1 videocassette (VHS), 30 min.

The Easter Story. Hanna-Barbera Productions; producer, Kay Wright; director, Don Lusk. Atlanta, GA: Turner Home Entertainment, 1994, c. 1989.

Summary: The story of Easter as seen through the eyes of 3 young time travel from the 20th century. Based on the Gospel according to Mark. 1 videocassette, ca. 30 min.

El Ha Resucitado. Irving, TX: Nest Entertainment.

Summary: This is the story of the passion, death and victorious resurrection of Jesus. Sorrow and despair turn to complete joy and love as the women and disciples behold their resurrected Master. (Available in English as *He is Risen*.) 1 videocassette, 25 min.

El Rey Ha Nacido. Irving, TX: Nest Entertainment, 1987.

Summary: The account of the events beginning with Mary being visited by an angel asking her to become the Mother of Jesus. 1 videocassette, 25 min.

El Descarriado. Teleketics, 1971.

Summary: This recreation of the parable of the Lost Sheep shows 12 first-graders at the San Diego Zoo where one "strays from the flock." The bus driver searches with single-minded concern for the lost one, and happily finds the stray. 1 videocassette, 14 min.

El Comienzo / the Genesis Project. New York, NY: New Media Bible, Genesis Project, 1994.

Summary: Dramatization of the beginnings of the world, Adam and Eve in the Garden of Eden, the story of Cain and Abel and the venture of Noah. Covers Genesis, chapters 1–11. 1 videocassette, 58 min. (Title shown on container: *The Bible on Video*.)

Abraham / the Genesis Project. New York, NY: New Media Bible, Genesis Project, c. 1994.

Summary: Dramatization of the story of Abraham from the time of God's Promise, includes the tale of Sodom and Gomorrah, ending with the sacrifice of Isaac. 1 videocassette, 69 min. (Title shown on container: *The Bible on Video*.)

Isaac, Esau & Jacob / the Genesis Project. New York, NY: New Media Bible, Genesis Project, c. 1994.

Summary: Dramatization of the story of Isaac, Esau, Jacob, Rachel and Leah, ending with the death of Isaac. 1 videocassette, 94 min.

Jose / the Genesis Project. New York, NY: New Media Bible, Genesis Project, c. 1994.

Summary: Dramatization of the story of Joseph. 1 videocassette, 127 min.

Abraham. Cerritos, Calif: Diamond Entertainment: Gateway Films/Vision Video, c1998.

Summary: When God told Abraham that he and his wife Sarah would have a son, Abraham was astounded, for Sarah was long past child-bearing age, but God assigned to Abraham the honor of being the "Father of many nations." Overjoyed at the birth of Isaac, Abraham was horrified by the next command from God, to offer his son as sacrifice to Him. 1 videocassette, 30 min.

The Creation. Hanna-Barbera Productions, Inc. in association with Wang Film Productions, Co., Cuckoo's Nest Studios; producer, Kay Wright; director, Don Lusk. Atlanta, GA: Turner Home Entertainment, 1994, c. 1987.

Summary: A master storyteller recounts the Biblical version of the creation the universe, the earth, man, and the story of Adam and Eve in the den of Eden. Dubbed in Spanish. 1 videocassette, c. 30 min.

Daniel. Cerritos, Calif: Diamond Entertainment: Gateway Films/Vision Video, c. 1998.

Summary: For many years Daniel is a captive under the rule of the Babylonian kings. He earns the love and respect of the conquering king. He is appointed governor, which provokes the jealousy of court advisors who throw Daniel into a lions' den. 1 videocassette, 30 min.

David y Saúl. Cerritos, Calif: Diamond Entertainment: Gateway Films/Vision Video, c1998.

Summary: As the humble shepherd boy David grows up, his skills as a musician and a great warrior strike fear and envy into the heart of his former mentor, King Saul. As Saul becomes increasingly desperate, he makes several attempts on David's life. However, David becomes King of Israel. 1 videocassette, 30 min.

Elías. Cerritos, Calif: Diamond Entertainment: Gateway Films/Vision Video, c. 1998.

Summary: Elijah's plight as a sole persecuted prophet of God took true faith to overcome. He had to prove that the prophets of Baal were false, incurring the wrath of Queen Jezebel and her weak husband, Ahab. Despite the defeat of the false prophets, Elijah's work could not be completed until he found the one who would take up his mantle and his work. 1 videocassette, 30 min.

Jonás. Cerritos, Calif: Diamond Entertainment: Gateway Films/Vision Video, c. 1998.

Summary: Jonah's flat refusal to preach the word of the Lord to the people of the wicked city of Ninevah leads to his upsetting an entire boatful of sailors, and being heaved overboard to be swallowed by a whale. Even after accomplishing his task, Jonah remains as grumpy as ever, but God's patience and humor lead him to understand the meaning of mercy—eventually! 1 videocassette, 30 min.

José, Cerritos, Calif: Diamond Entertainment: Gateway Films/Vision Video, c. 1998.

Summary: Joseph's privileged status as favorite son was shattered when his jealous brothers sold him into slavery. Through suffering and betrayal in Egypt, Joseph kept his faith in God. Interpreting Pharaoh's nightmares as warnings of famine to come, he was rewarded with the highest office in the land, and saved the people from starvation. When Joseph's brothers came to Egypt seeking food, he tested their honesty and humility before revealing his identity and being happily reunited with his family. 1 videocassette, 30 min.

La Creación y El Diluvio. Cerritos, Calif: Diamond Entertainment: Gateway Films/Vision Video, c. 1998.

Summary: When the flood comes, Noah and his family begin life in the ark, and as the storm rages outside, Noah plays storyteller, weaving the tale of Adam and Eve, God and the serpent through the dark days on the water. 1 videocassette, 30 min.

Moisés. Cerritos, Calif: Diamond Entertainment: Gateway Films/Vision Video, c. 1998.

Summary: At the heart of the action of this film is the development of Moses from persecuted youth to wise, charismatic leader. Although he overcomes many obstacles in liberating the Israelites from the Egyptians, he has to convince his own people to have faith. 1 videocassette, 30 min.

Ruth. Cerritos, Calif: Diamond Entertainment: Gateway Films/Vision Video, c. 1998.

Summary: Ruth follows her mother-in-law Naomi back to Naomi's native Bethlehem after the deaths of both women's husbands. Working hard in the fields to feed herself and Naomi, Ruth finds her feelings for her kinsman Boaz run deeper than gratitude for his help with the work. Prepared to marry him for Naomi's sake, Ruth's loyalty touches Boaz and he decides to challenge the claim of a closer relative for Ruth's hand. 1 videocassette, 30 min.

Caminos de Libertad. San Antonio, TX: Tabor Publishing, 1996.

Summary: The commandments are divided into groups and presented in a way that invites us to greater love and happiness. V.1: *Amar es Buscar la Felicidad; Introduction*. V.2: *Amar es Confiar en Dios*. V.3: *Amar es Respetar*. V.4: *Amar es Aceptar la Sexualidad Como un Don Dagrado*. V.5: *Amar es Usar Bien los Bienes Materiales*. V.6: *Amar es Decir y Vivir en la Verdad*. 6 videocassettes, 17–30 min.

La Navidad / Genesis Project. New York: New Media Bible, Genesis Project, [1989?], c. 1977.

Summary: The beginning portion of the story of Jesus, in 3 chapters: Annunciations, The Nativity, and Baptism, temptation, and rejection. 1 videocassette, 50 min.

El Ministerio / Genesis Project. New York: New Media Bible, Genesis Project, [1989?], c. 1977.

Summary: The story of Jesus' early works, in 4 chapters: The Sermon on the Plain, The Anointing, The Transfiguration, The Lord's Prayer. 1 videocassette, 76 min.: sd., col ; 1/2 in.

Las Parabras / Genesis Project. New York: New Media Bible, Genesis Project, [1989?], c. 1977.

Summary: The story of Jesus' teachings, in 4 chapters: The mustard seed, The prodigal son, Teachings, Entry into Jericho. 1 videocassette, 57 min.

La Pascua / Genesis Project. New York: New Media Bible, Genesis Project, [1989?], c. 1977.

Summary: The story of Jesus' last days, in 4 chapters: Jerusalem, The Last Supper, The Crucifixion, Resurrection and Ascension. 1 videocassette, 66 min.

Las Parabras: Historias de Ayer, Imagenes de Hoy. Los Angeles, CA: Franciscan Communications, 1991.

Summary: Videos in Spanish dialogue present contemporary problems that parallel the parables of Jesus. V.1: *Honores de Papel*; V.2: *A Pesar de las Nubes*; V.3: *Por Drecho Propio*; V.4: *Tambien me Puede Pasar*; V.5: *La Guitarra Camina dos Veces*; V.6: *Suenos*. 6 videocassettes, 15–25 min.

Video Guia Para Reunarse Fielmente en Asamblea. Liturgy Training Publications. Chicago: Liturgy Training Publications, c. 1998. 1 videocassette, 30 min.

Dia de Triunfo. Reforma TV, 1989. Summary: The action and intrigue of the revolutionary zealots of Israel is interlaced with the passion, death, and resurrection of Jesus Christ. 1 videocassette, 108 min.

El Cristo Viviente. Reforma TV, 1990.

Summary: Dramatization of the life of Christ. V.1: The Holy Night of Christ's Birth, The Flight to Egypt, Christ's Youth and Baptism; V.2: Men of the Desert, The Challenge of Faith, Discipleship; V.3: Return to Nazareth, The Conflict, The Destiny of St. John the Baptist; V.4: The Retreat and the Decision, The Triumph and the Defeat, The Crucifixion and the Resurrection. 4 videocassettes, 90 min. ea.

El Revolucionario. Worcester, PA: Gateway Films Vision Video, 1996.

Summary: Esta excelente filmacion es de la vida de Jesus. Los eventos principales registrados en los evangelios son presentados con cuidadoso detalle y tomando en consideracion el contexto historico y cultural. 1 videocassette, 48 min.

Juan Diego: Mensajero de Guadalupe. Irving, TX: CCC, 1999.

Summary: In 1531 Juan Diego found himself caught between 2 worlds: that of the Spanish conquerors and that of his own Aztec heritage. He turned to Jesus and His Mother, Mary, for their help in uniting his people. 1 videocassette, 33 min.

Medjugorje: A Message of Peace for Us. Center for Peace, 1986.

Summary: The story of Mary's apparitions at Medjugorje. 1 videocassette, 25 min.

La Virgen Morena: Nuestra Madre de las Americas. Oblate Media and Communications; HTN Productions; producer, Will Shaw; quionistas, Carlos Castañeda, Roberto Gutierrez; director, Carlos Castañeda. United States: Videos with Values, 2003.

Summary: Produced in honor of the canonization of St. Juan Diego, this program provides valuable insight into the historical, cultural and religious significance of the devotion to Our Lady of Guadalupe. In a dramatization, the conquest of the Aztecs is seen through in different perceptions through the eyes of an indigenous woman and a Spanish priest. The appearance of the Mestiza Virgin marked the beginning of a reconciliation between the colonizers and the indigenous people that continues today. In Spanish; 1 videocassette, 12 min.

La Primera Navidad. Worcester, PA: Gateway Films, distributed by Vision Video, c. 1998.

Summary: Presents the traditional story of the birth of Jesus, beginning with Mary and Joseph's trip from Nazareth to Bethlehem. We witness their encounter with the innkeeper who "has no room for them," but provides shelter in a stable where Mary gives birth. We see the announcement to the shepherds and follow the Magi who trek across the desert guided by the mysterious star. 1 videocassette, 21 min.

La Navidad, El Don Más Grande de Dios: Jesús : Club del Sagrado Corazón. Sr. Ida Peterfy. Los Angeles, CA: Sisters of the Society Devoted to the Sacred Heart, 1992.

Summary: Through puppets, live action and animation, children come to know and understand the meaning of Christmas as the birth of Christ. In dubbed Spanish. 1 videocassette, 30 min.

The Last Supper. Worcester. PA: Vision Videos, 1993.

Summary: Filmed in locations of the Holy Land and the Middle East with authentic historical and cultural background. Emphasized the Christian tradition and the Jewish roots of the meal, including recipes. 1 videocassette, 60 min.

Nuestra Senora de Guadalupe. Los Angeles, CA: Franciscan Communications, 1977.

Summary: Guadalupe is an ancient story of the apparition of the Virgin to the Indian, Juan Diego. Rev. Virgilio Elizondo, well-known theologian, explores the Guadalupe narrative and the dynamics at work between classes of people in any society. 1 videocassette, 23 min.

Yo Presencie Su Gloria! Reforma TV, 1990.

Summary: Cornelio, a Roman centurion, is witness to the crucifixion of Jesus Christ. While he guards Christ's grave, an inexplicable experience makes him look for answers from Thomas. Thomas' testimony about his personal contact with Jesus results in Cornelio's conversion who declares, "With all that I have seen in my life, I will tell this story: that Jesus lives and is the only hope for humanity. I know, I witnessed His glory." 1 videocassette, 55 min.

Introduccion a Los Sacramentos. Sepi Institute, 1987.

Summary: Fr. Casiano Floristan presents the origin, the history and the effects of Vatican II on the sacraments. He discusses the relationship between sacraments and life, sacraments and the Word of God, sacraments and action as well as the rites of the sacraments. 1 videocassette, 60 min.

Los Sacramentos: Por Los Frutos Los Conoceran. San Antonio, TX: Tabor Publishing, 1995.

Summary: Explains the meaning of sacrament and the special graces of the seven sacraments. Gives real life situations. V.1: *Sacramentos: Frutos Del Amor de Dios*; V.2: *Bautismo: Semilla, Promesa de Abundantes Frutos*; V.3: *Eucaristia-Pan de la Vida Eterna*; V.4: *Confirmacion; Reconciliation*; V.5: *Matrimonio-Floreecer del Amor Comparitido*; V.6: *Ordenes Sagradas; La Uncion*. 6 videocassettes, 20 min. ea.

Los Sacramentos: Signos de Amor. San Antonio, TX: Tabor Publishing, 1990.

Summary: A catechesis program to explain and prepare youth and adults into the meaning of the 7 sacraments. V.1: *Los Sacramentos en General*; V.2: *Bautismo Agua/Luz*; V.3: *Confirmation*; V.4: *La Eucharistia*; V.5: *La Reconciliacion el Pecado/Perdon*; V.6: *La Uncion de los Enfermos*; V.7: *El Matrimonio*; V.8: *Orden Sacerdotal*. 8 videocassettes, 30 min. ea.

El Bautismo. Sepi Institute, 1987.

Summary: This program presents the history of Baptism as a sacrament, its reason, its significance, its effect and its theology. 1 videocassette, 60 min.

Bienvenido Sea Usted a la Comunidad Christiana. Twenty-Third Publications, 1988.

Summary: Baptism is a celebration of a new life, the beginning of a destiny that develops into eternal life. The day of your child's baptism

is one of happiness not only for you and your family, but also for the whole Christian community. 1 videocassette, 15 min.

Preparando para el Bautismo de Su Niño. Paulist Press, 1986.

Summary: The goal of this video is to give an understanding of Baptism in our Church today so that parents and people involved with your child become responsibly involved in the sacrament. 1 videocassette, 38 min.

La Opcion. Los Angeles, CA: Franciscan Communications, 1984.

Summary: Teenage Kim is asked by her father to finish her Confirmation preparation before deciding if she wants to be confirmed. She meets Christina who teaches her that service to others is its own reward. 1 videocassette, 19 min.

Así Vivimos Porque Creemos: El Credo. San Antonio, TX: Tabor Publishing, 1995.

Summary: Features real-life situations and gives personal witness of Hispanics on how their Catholic faith affects their daily life. Shows insight into the doctrines in the Creed. V.1: *Que Significa Creer?* V.2: *Quien es Dios Nuestro Padre?* V.3: *Jesus Nos Enseña a Responder a Su Llamada;* V.4: *Porque Jesus Murio y Resucito, Tenemos Esperanza;* V.5: *El Espiritu de Dios Esta con Nosotros;* V.6: *Como Iglesia Celebramos Nuestra Fe.* 6 videocassettes, 20 min. ea.

Catecismo de la Iglesia Católica / una presentación de La Campaña Católica de la Comunicacion. Washington, D.C.: United States Catholic Conference, c. 1997. 1 videocassette, 70 min.

Perdon y Paz. Los Angeles: Franciscan Communications, 1983.

Summary: The story of David, a teenage runaway whose pain and brokenness make him long for home. He encounters Abe, an old man who reflects on how hard it is to say "I'm sorry." A retelling of the Prodigal Son. 1 videocassette, 11 min.

Un Camino de Esperanza: El Rosario, Devocion del Pueblo. Hollywood, CA: Family Theatre Productions, 1997.

Summary: The rosary reminds us that the Virgin Mary accompanies us through the joyful, sorrowful, and glorious mysteries of life. This video invites us to discover her presence in the stories of real people: The joyful birth of a family's children, the sorrow of widowhood and cancer, and the glorious transformation of a gang member into a father and husband. 1 videocassette, 55 min.

Rumbo al Mar. Gospel Films, 1988.

Summary: Fighting with his parents and frustrated with his girlfriend, a young sailor launches out to sea to discover solitude and peace. In the middle of a violent storm, Jim is sought by Coast Guard searchers. An old sea captain rescues him and Jim discovers that personal faith in Christ is the only true answer to the problems in life. 1 videocassette, 55 min.

Bautismo: Sacramento de la Acepacion. Teleketics, 1969.

Summary: A parable based on a true incident where Alfredo, a Mexican boy, homeless and badly scarred by a fire, is drawn by the warmth and love he sees among the children of the Hacienda and asks to join them. 1 videocassette, 15 min.

Yolanda. Los Angeles, CA: Franciscan Communications, 1988.

Summary: Yolanda is a Latin American immigrant, a single mother in search of a better life. But in the United States she finds herself alone, fighting to survive with her son. Unexpectedly she meets Carlos who offers her companionship and understanding. He introduces her to a Christian community that welcomes her when she wants to baptize her son and when she and Carlos decide to marry. 1 videocassette, 26 min.

El Pan de la Abuelita. Los Angeles: Franciscan Communications, 1985.

Summary: Mario's grandmother dies before she can fulfill her promise to bake her traditional Easter bread for his First Communion. Mario's mother prepares the Pane de Pasqua, they all join hands and echo Grandma's memory. 1 videocassette, 17 min.

La Tabla de Patinaje. Los Angeles: Franciscan Communications, 1985.

Summary: Sandy and her parents make an agreement about the use of her new skateboard. When she breaks the agreement, Sandy learns about good and bad choices, and about listening to those who care about us. 1 videocassette, 12 min.

El Guardian de Mi Hermano. Muskegon, MI: Gospel Films, 1990.

Summary: Hector, recently released from prison where he discovered a life-changing faith in Jesus, finds his brother Miguel beginning a life of crime. Hector steps in to take the blame for a crime Miguel committed. 1 videocassette, 36 min.

Consejos Pastorales: Instrumentos de Vision y Planacion. Dallas, TX: Catholic Television Network, 1993.

Summary: Assists pastors and parish pastoral councils to understand the purpose, role and responsibilities of the parish pastoral council.

Divided into 3 segments: 1. Historical development of councils; 2. Nature of church governance. 3. Practical suggestions for pastors and councils on planning. 1 videocassette, 40 min.

Comunidad. Washington, D.C: U.S.C.C, 1995.

Summary: In response to the question “What makes a community viable and Catholic?” this video follows the small church community of Pasadena, TX through prayer, discussion and parish activities to reveal the contributions such small groups can make to the Church. English subtitles. 1 videocassette, 17 min.

Proclamadores de la Palabra: Formacion Para los Lectores en la Liturgia / Producido por Hispanic Telecommunications. Chicago, IL: Liturgy Training Publications, 1996.

Summary: Spiritual formation and basic formation for new lectors and for those with experience, including priests and deacons. Through use of instruction, example, and testimony, each segment explores a different aspect of the lector ministry and concludes with questions for discussion. Themes include the role of the lector, the significance of the ministry, how to prepare and examples of proclaiming. 1 videocassette, 43 min.

El Bautismo de su Bebe. Ligouri, MO: Ligouri Publications, 1990.

Summary: This culturally sensitive video contains highlights from the Rite of Baptism for infants, with personal reflections from the parents and the priest. It introduces the symbols of Baptism, gives an over. 1 videocassette, 20 min.

La Misa Para Niños: Guía Para Entender La Misa. Liguroi, MO: Liguori Publications, 1996.

Summary: This upbeat video centers around a group of children who are unruly and uninvolved during the celebration of Mass. When the celebrant, Fr. Maurice Nutt, asks the children why they refused to participate, he finds that they really don't understand the Mass at all. As Fr. Nutt explains the details of the Mass and answers the students' questions, the video cuts to scenes of a Mass celebrated by Bishop Paul Zipfel. Dubbed in Spanish; also available in English; 1 videocassette, 45 min.

Celebrating our Faith: Reconciliation (Families). Dubuque, IA: Brown Roa, 1999.

Summary: An explanation for parents and families on what it means for children who are preparing for the Rite of Reconciliation. Available in Spanish also; 1 videocassette, 30 min.

El Catecumenado en Breve. Archdiocese of Miami, Florida, Department of Religious Education. Dubuque, IA: Harcourt Religion Publishers, 2000.

Summary: In Spanish. The catechumenate is a process whereby people prepare for initiation into the Catholic Church. This video follows actual candidates in various Miami parishes as they journey toward baptism and a full acceptance into the Catholic Church and includes commentary by Sr. Rosa Monique Peña. A useful tool for candidates, sponsors, and members of the catechumenate team. Also available in English; 1 videocassette, 30 min.

This is the Night: A Parish Welcomes New Catholics. Archdiocese of Chicago: Liturgy Training Publications. Chicago, IL: Liturgy Training Publications, c. 1992.

Summary: Presents a few moments in the life of an ordinary parish focusing on the rites of Christian initiation. Available in English or Spanish. 1 videocassette, 30 min.

La Buena Semilla. Hampshire, England: Bagster Video, 1988.

Summary: Marianna Slocum and Florence Gerdel work with the Tzeltal people and the Paez Indians of Colombia to evangelize and translate the Bible into their languages. A missionary success story. 1 videocassette, 30 min.

Ecos de Fe. Allen, TX: Resources for Christian Living, 2003.

Summary: Spanish language translation of the *Echoes of Faith* series, a video resource for the formation and enrichment of catechists in parishes and schools aimed at providing the foundations of the Catholic doctrine and tradition, and introducing catechists to the principles and practice of sound catechesis. Each participant should buy a Participant's Manual available through Resources for Christian Living at toll-free 1-877-275-4725. *Il Catequistaei* Volume 1: *La Iniciación del Catequista*; Volume 2: *Las Funciones del Catequista*; Volume 3: *La Persona del Catequist.* Teologia Volume 4: *Creo/Creemos*; Volume 5: *Liturgia y Sacramentos*; Volume 6: *La Moralidad Católica*; Volume 7: *Oración y Espiritualidad*; Volume 8: *Introducción a la Sagrada Escritura.* Metodologia Volume 9: *Introducción al Catequizando*; Volume 10: *Métodos para Grados 1 y 2*; Volume 11: *Métodos para Grados 3 y 4*; Volume 12: *Métodos para Grados 5 y 6*; Volume 13: *Métodos para Grados 7 y 8*. Also available in English; 13 videocassettes, each 60 min.

The Fifth Word: The First Animated Film Biography of Mother Teresa of Calcutta. Barcelona, Spain: Paso Alto Original Media Films.

Summary: *Film:* This video captures the life of a young woman who discovered the secret to happiness in a way that few ever think of doing, through giving up everything, including her own personal life, to the poorest of the poor, seeing in them the image of Christ himself. *Documentary:* Monsignor Foley and Spanish journalist Paloma Gomez Borrero give anecdotes about their personal experiences with Mother Teresa, which are interwoven with scenes from the animated film. Available in English or Spanish; 1 videocassette, 60 minutes.

Muchos Rostros en La Casa de Dios: Many Faces in God's House. Washington, D.C.: United States Conference of Catholic Bishops, 2002.

Summary: USCCB publication No. 5-900. With vibrant images from the multicultural liturgies and celebrations from Encuentro 2000 in Los Angeles, this video explores the Christian call for unity between different ethnic, cultural and linguistic groups. In Spanish; 1 videocassette, 25 min.

La Ultima Jugada. Gospel Films, 1988.

Summary: It's tough to be in 7th grade, with a dad who's left you and a mom who's too busy to care. Jose had baseball and he dreams of the day when he can join the ranks of the baseball heroes. If only we were playing pro instead of Little League, Jose wouldn't have to put up with players like Wilbur. Baseball can be fun, but players can be mean. 1 videocassette, 30 min.

Un Compromiso Para Toda La Vida. Liguori, MO: Redemptorist Pastoral Communications, 1996.

Summary: To create a happy marriage, engaged couples should examine themselves, their partnership and what they want to achieve in their marriage. These videos, through narration and interviews with married couples, explore the themes of matrimony and encourage couples to communicate better among themselves to resolve their problems. Divided into four parts: V. 1: Part 1: "Ability to Communicate" examines the importance communication plays in a happy marriage and includes ideas to improve relations. Part 2: "Resolution of Conflicts" discusses the nature of marital conflicts, gives ideas to resolve arguments and underlines the importance of arriving at a compromise and of having patience and compassion. V. 2: Part 3: "The Family" explores the important role that the family plays in the marriage and the ways to divide your time between your children and your spouse. Part 4: "Spirituality and Matrimony" speaks

of marriage through the Church, marital spirituality and the role that God plays in the relationship between man and woman. Each of the four parts concludes with questions and commentary by the hosts. In Spanish.

Wrath of Grapes. Keene, CA: United Farm Workers of America, 1988.

Summary: Tells the story of Cesar Chavez and the United Farm Workers' fight against the use of pesticides in the cultivation of table grapes and other produce; illustrates the claim that pesticides are poisoning farm workers and consumers. 1 videocassette, 15 min.

Ropa Nueva para Felipe. Vision Video, 1990.

Summary: For seven and a half years Felipe has suffered a debilitating illness. His parents have tried all types of cures from herbal medicines to witchcraft, but to no avail. 18-year-old Felipe is told he only has a few weeks to live. While his parents sadly gather money to buy him a new suit for his funeral, Felipe asks for a Bible and finds in its pages courage and wisdom and hope for the health of his suffering body. 1 videocassette, 40 min.

El Derecho de Vivir. New York, NY: Sadlier, 1996.

Summary: The emotional story of a pregnant teen who fights to find acceptance and help from those she loves in a time of loneliness, rejection and fear. It is a pro-life message of hope and courage relevant in today's world. 1 videocassette, 30 min.

Santa Claus: La Verdadera Historia / Creative Communication Center.
S.1 : CCC of America, c. 1990.

Summary: Basada en hechos historicos y tradiciones antiguas, he aqui la fascinante historia del nino cuya generosidad y amor lo convirtio en una de las figuras mas queridas de todos los tiempos y que hoy llamamos Santa Claus. (Based on historical facts and ancient traditions, here is the fascinating history of a boy whose generosity and love made him into one of the most loved figures of all time: today we call him "Santa Claus.") 1 videocassette, 30 min. : sd., col ; 1/2 in.

Amie. Franciscan Communications, 1986.

Summary: Amie is a photojournalist for a big city newspaper who gets involved with the poor in the inner city and helps their plight make headlines. The Gospel message and meaning of Jesus' life is mirrored in the people and events of this film, as Amie eventually lays down her life for those she cares about. 1 videocassette, 16 min.

VeggieTales: ¿Dónde está Dios Cuando Tengo M-miedo? Chicago, IL: Big Idea Productions, 1997.

Summary: Veggie Tales. Two fully animated stories that teach children a Biblical perspective on handling everyday fears (a) Tales from the Crisper: When Jr. Asparagus watches a Frankencelery movie that scares him, Bob the Tomato and Larry the Cucumber come to the rescue. (b) Daniel in the Lion's Den: VeggieTales characters stage a musical adaptation of the classic story. 1 videocassette, 30 min.

VeggieTales: Drac, Sac y Benny: La Historia de Sadrac, Mesac y Abednego Nunca Antes Vista. Chicago, IL: Big Idea Productions, 1997.

Summary: Veggie Tales. By paralleling the Biblical story of Shadrach, Meshach, Abednego and the Fiery Furnace, Rack, Shack & Benny helps children learn how to resist peer pressure and stand up for what they believe in. Translated into Spanish; 1 videocassette, 30 min.

VeggieTales: ¿Eres mi Projimo? Chicago, IL: Big Idea Productions, 1993.

Summary: Veggie Tales. Two fully computer animated stories that teach kids a Biblical perspective on loving others. Translated into Spanish; 1 videocassette, 30 min.

VeggieTales: ¿Quiere Dios que Los Perdone? Chicago, IL: Big Idea Productions, 1997.

Summary: Veggie Tales. Two stories that teach children a Biblical perspective on forgiveness and reconciliation. (a) "The Grapes of Wrath": Four cranky grapes make fun of five-year-old Jr. Asparagus. Jr.'s Dad points out the error of their ways and Jr. learns how to forgive. (b) "Larry's Lagoon": shipwrecked, the passengers discover the real reasons God wants us to forgive. 1 videocassette, 30 min.

El Curandero. Maryknoll, 1989.

Summary: An American missionary who works among the Aymara Indians of Peru finds God in an unexpected way. A relationship begins between him and an Indian holy man. Ancient rites and customs of the Aymara are contrasted with traditional rites of Latin American Catholics. 1 videocassette, 24 min.

El Arbol Orgullosa. Liguori, Mo. : Publicaciones Liguori, c. 1993.

Summary: Based on a children's book, this video tells the story of the Crucifixion from the viewpoint of Rex who was the tree that became the cross Jesus carried to Calvary. Rex, who was proud and ungrateful, comes to learn a lesson from the humble, gentle Jesus. Sadness and sympathy for the suffering Jesus mingle with joy and exultation of the

Resurrection. In Spanish; available in English as *The Proud Tree*. 1 videocassette, 25 min.

El Papa Juan Pablo II: Su Biografía / una producción de Dan Dalton/Mission de San Fernando. Newark, NJ: Parade Video: distributed by PPI Entertainment Group, 1999.

Summary: Formerly known as Karol Wojtyla from Poland, Pope John Paul II is one of the most famous Fathers in the history of the Catholic Church. This video takes a look at all aspects of his life. 1 videocassette, 37 min.: sd., col ; 1/2 in.

Con Quien Te Vas? una producción de Messenger Films; guion, Gerardo Paz y Cristobal Krusen; producida y dirigida por Cristobal Krusen. Virginia Beach, VA and Madera, CA: Messenger Films: Distributed by Madera CineVideo, 1996.

Summary: Prosperity and success in business have made Sergio and Rina Davila anything but happy. On the brink of divorce, they have nothing left in common but their 5 children, and one of them isn't giving up. Does God answer the prayers of a small child? Or is life just a series of random coincidences? 1 videocassette, 77 min.

The Juggler of Notre Dame. Directed by Mike Rhodes; written by Lan O'Kun; producers, Mike Rhodes, Terry Sweeney; a presentation of Capital Cities Communications, Inc.; Paulist Productions. Pacific Palisades, Calif: Paulist Productions, c. 1982.

Summary: Barnaby, a wandering street juggler, teams up with a hero-worshipping hobo. The two embark on a journey filled with joy, laughter and ultimately terror. The road takes Barnaby to the home of a gentle sculptor and his sister where the juggler's past catches up with him and forever changes the lives of those around him. 1 videocassette, 50 min.

The Mission. Warner Home Video, 1986.

Summary: A powerful epic about a man of the sword and a man of the cloth who unite to shield a South American Indian tribe from brutal subjugation by 18th century colonial empires. 1 videocassette, 125 min.

APPENDIX I: CATECHETICAL CERTIFICATION PROGRAM GUIDELINES

I. INTRODUCTION

Firstly, it is a question of forming catechists for the need to evangelize in the present historical context, with its values, challenges and disappointments. To accomplish this task, it is necessary for catechists to have a deep faith, a clear Christian and ecclesial identity; as well as a great social sensitivity. (*GDC*, 237)

In all the ministries and services which the particular Church performs to carry out its mission of evangelization, catechesis occupies a position of importance...[Catechesis] is a fundamental ecclesial service, indispensable for the growth of the Church. It is not an action that can be realized in the community on a private basis or by purely personal initiative. The ministry of catechesis acts in the name of the Church by its participating in mission. (*GDC*, 219)

Catechist formation programs cooperatively developed by parishes and dioceses must ensure that catechists receive assistance in developing their knowledge of the faith and the Gospel message as well as ‘the dimension of savoir-faire, of knowing how to transmit the message, so that it is an act of communication.’ Faith is the result of the initiative of God’s grace and the cooperation of human freedom. Catechists should humbly acknowledge, with St. Paul, ‘I planted, Apollos watered, but God caused the growth’ (*NDC*, p. 230).

II. PARISH GUIDELINES

Pastors/Pastoral Life Directors/Pastoral Coordinators shall approve the catechists prior to their appointment to the position of catechist.

The Archdiocese will make available a sequential and comprehensive program for Catechetical Certification. Participants will engage in formation opportunities outlined by the Program.

Pastors/Pastoral Life Directors/Pastoral Coordinators shall provide financial assistance for Catechetical Certification classes for their catechists. In general, the parish would pay one-third, the Archdiocese one-third, and the catechist one-third. The Archdiocese will make every effort to keep the costs of these classes at a modest level.

Participants enrolled in archdiocesan programs for Catechetical Certification require the approval of their Pastor/Pastoral Life Director/Pastoral Coordinator.

Parishioners not seeking certification may participate in archdiocesan programs of Catechetical Certification with the approval of their Pastor/Pastoral Life Director/Pastoral Coordinator.

III. SCHOOL GUIDELINES

Pastors/Pastoral Life Directors/Pastoral Coordinators shall approve the catechists/teachers prior to their appointment to the position of catechist/teacher of religion. The Archdiocese will make available a sequential and comprehensive program for Catechetical Certification.

Participants will engage in formation opportunities outlined by the Program.

Parishes/schools shall provide financial assistance for Catechetical Certification classes for their catechists/teachers. The Archdiocese will make every effort to keep the costs of these classes at a modest level.

Initial

Religion teachers new to the Catholic schools will begin the three-year program for regular Catechetical Certification using the time, place, and format that is most convenient. New religion teachers are required to have completed the program by their sixth year of continuous employment in a Catholic school.

Renewal

Catechists/teachers who have already completed the Intermediate level of Catechetical Certification will continue with the Renewal process (i.e., teachers were required to attend 50 clock hours in certain religious education areas every five years in order to keep their Certification updated). With the advent of this program, teachers will attend coursework offered/approved by the Archdiocese to complete these hours. The Office of Catholic Faith Formation will work closely with the Catholic Schools Office to ensure both availability and accessibility. Renewal applications submitted in 2002–2004 may include a mix of offerings (i.e., Archdiocesan Catechetical Certification and other classes).

APPENDIX J: GUIDELINES FOR RENEWAL OF CATECHIST
CERTIFICATION

1. All certified catechists will renew their certification every five years by acquiring a total of fifty (50) continuing education clock hours during the five-year period.

1.a. Distribution of Continuing Education Hours:

- Theology: 10
- Scripture: 10
- Spirituality: 5
- Methodology: 5
- Chosen by participant: 20

1.b. A clock hour is 60 minutes of course work, retreat or in-service sponsored by the Archdiocese. A list of approved formation events will be published by the Office of Catholic Formation annually.

1.c. Forms acknowledging completed clock hours will be provided to participants at Archdiocesan formation events. It is the responsibility of the catechist to ensure that a copy is sent to the Office of Catholic Faith Formation and a copy is retained for the catechist's personal records.

APPENDIX K: GUIDELINES FOR THE PARISH FAITH FORMATION ASSESSMENT PROGRAM

Goal

To assist the pastor and parish leadership in assessment of the quality of faith formation programs in order to promote the continuing development of these programs.

Protocol

- The pastor is contacted by Office of the Vicar for Clergy Office and agrees to collaborate with OCFF to begin the Parish Faith Formation Assessment Program.
- A self-report is developed by leadership responsible for programs of faith formation.
- OCFF develops an assessment team that includes local Pastor Assistants for Faith Formation, Youth Ministers and Liturgical Ministers.
- A date is set for a one-day on site visit to review the self-report and meet leadership and participants of programs.
- Using the content of the portfolio, the experience of the site visit and the Faith Formation Assessment Standards, OCFF staff will provide a written report for the pastor with program commendations and recommendations.

Assessment Team

- The Assessment Team is a volunteer group of seasoned ministers who have received training to assist in parish assessment.
- The teams will be 3-5 members and will always include members with expertise in primary faith formation, youth ministry, adult faith formation and liturgy.

Self-Report

- The self-report will be a portfolio of materials from education events, activities, mission projects, trainings, prayer services, liturgies and meetings that demonstrate that the Six Tasks of Catechesis (*GDC*, 85–86), Three Standards for Youth Ministry (*Renewing the Vision*) and the Parish Faith Formation Plan.

APPENDIX L: GUIDELINES FOR PARISH FAITH FORMATION ASSESSMENT STANDARDS

Standards

Parish programs, events and activities for faith formation will demonstrate agreement with Archdiocesan standards, guidelines and policies with sensitivity to issues of culture and ability.

Staff, paid and volunteer, of parish faith formation programs will be qualified according to standards of the Archdiocese of Seattle and able to promote and implement classes, activities and programs in the service of faith formation.

The parish demonstrates its commitment to teach and provide knowledge of the faith by offering resources, programs and activities for faith development, active participation of members in formation activities, and by the evidence that members practice the faith.

Liturgical education will be evident through parish-wide participation in the liturgy, formation opportunities in the sacraments and the demonstrated understanding by the members of the parish of the meaning and significance of the liturgy.

The moral formation of the community is recognized in the quality of life within the parish, the offering of service beyond the community and the evidence of a developed conscience of the individual members.

Teaching to pray is evident through opportunities to learn to pray and demonstrated encouragements to practice prayer in the context of family, parish and community.

Education for community life is demonstrated by degree and quality of service to the community life of the parish as well as, opportunities to learn and develop as leaders and servants in family, parish and the wider community.

Formation for missionary initiation includes opportunities to learn and understand the mission of the Church and the demonstrated commitment to serve the Church and the wider world.

APPENDIX M: GUIDELINES FOR ADULT FAITH FORMATION IN PARISHES AND FAITH COMMUNITIES

We are convinced that the energy and resources we devote to adult faith formation will strengthen and invigorate all the charisms that adults receive and the activities they undertake, in the Church and in society, to serve the gospel of Christ and the people of today. Every Church ministry will be energized through a dynamic ministry of adult catechesis. “The Church wisely and repeatedly insists that adult faith formation must be ‘situated not at the periphery of the Church’s educational mission but at its center.’”

(Our Hearts Were Burning Within Us: a Pastoral Plan for Adult Faith Formation in the United States, §39§, USCCB, 1999; To Teach as Jesus Did: A Pastoral Message on Catholic Education, USCC, 1972)

1. Content for Adult Faith Formation:

- The Six Tasks of Catechesis (*GDC*)
- Knowledge of the Faith
- Liturgical Life
- Moral Formation
- Prayer
- Communal Life
- Missionary Spirit

2. Approaches for Adult Faith Formation

(Our Hearts Were Burning Within Us: A Pastoral Plan for Adult Faith Formation in the United States, USCCB, 1999.)

2.a. Liturgy Opportunities

- Weekly Mass including: hospitality; physical environment; liturgical ministries; congregational participation; parish bulletin; RCIA rituals
- Daily Mass and other communal prayer experiences
- Sacramental Preparation
- Participation and education about liturgical year

- Family or Home-Centered Activities including: Archdiocesan Newspaper; Catholic magazines; seasonal booklets; monthly calendars with outline of proposed family activities
- Pastoral visits
- Home blessings
- Communion to the sick, shut-ins, and residents of nursing homes

2.b. Communal Life and moral teaching

- Family-to-Family ministries
- Videos that promote faith sharing
- Catholic internet sites
- Home-based component in programs of catechesis for children and youth
- Small Groups
- Official church movements and associations
- Small intentional learning communities and faith-sharing groups
- Peer ministry (groups for widowed, divorced, young mothers, etc.)
- Study groups (scripture, Catholic social teaching, Catholic book clubs, etc.)
- Intergenerational gatherings
- Parish “town meetings”
- Spiritual Direction

2.c. Knowledge of the Faith and moral teaching

- Speakers, courses, workshops, mini-courses (Archdiocesan Catechist Certification as adult faith formation)
- Resources for personal study of *The Catechism of the Catholic Church*
- Archdiocesan Library Media Resource Center materials for study
- Potluck supers with speakers
- Book discussions
- Learning through the use of technology (Online courses)

- Ministry training (lectors, ushers, parish council, catechists, etc.)
- Film festivals
- Dinner theater

2.d. Mission and moral teaching

- Pilgrimages
- Parish Missions
- Service opportunities
- Ecumenical activities

2.e. Prayer

- Retreats
- Materials for personal prayer and study (written and audio-visual)
- Instruction in prayer

3. Formation of Adult Faith Formation Parish Leaders

- Archdiocesan Catechist Certification Program
- *Christifideles* Lay Ecclesial Ministry Formation Program
- Specific training offered annually for liturgical ministers
- Special archdiocesan formation opportunities (i.e., *Mastery of the Catechism*)
- Archdiocesan Ministry Day and Religious Education Conferences and Workshops
- National conferences (i.e., the Los Angeles Religious Education Congress)

APPENDIX N: MINISTRY CLEARANCE REQUIREMENTS FOR VISITING LAITY COMING INTO THE ARCHDIOCESE OF SEATTLE

This policy must be followed to qualify for use of archdiocesan facilities, publicity and/or inclusion in the “Organization and Services” listing within the *Catholic Directory of Western Washington*.

The Process

Prior to inviting any lay speaker or ministry event provider to come from outside the Archdiocese of Seattle, the canonical pastor needs to complete the Ministry Clearance Requirements and obtain a letter of permission from the Office of the Archbishop. Clearance requests may also be submitted by the institutional leaders of those organizations listed in the *Catholic Directory*. This ministry clearance process is confidential. Prospective speakers and other ministry event providers **may not** be informed that they are under specific consideration until **after** the letter granting permission is received. As part of the event planning process, the parish or sponsoring organization may contact the prospective speaker or ministry event provider to determine the person’s availability and request additional information about his or her ministry experience and services. However, no invitation may be extended. *If a person is invited before the letter of permission is received, the request for clearance will not be considered.*

Submitting a Clearance Request

The canonical pastor or institutional leader must submit the ministry clearance request form, available from the Office of the Archbishop, to initiate the clearance process. Completed forms include detailed information about the prospective speaker or ministry event provider, type of ministry, topic of presentation, and purpose of the proposed event.

Following the review, a letter of permission or refusal will be sent to the organization or parish making the request.

Required Documents

Upon acceptance of the speaker or ministry event provider, the parish or sponsoring organization must file the following information with the Office of the Archbishop:

- Detailed background such as curriculum vitae, service history, and relevant contact information regarding and sponsoring organization (e.g.: Couples for Christ, Cursillio, etc.)

- Those who will have unsupervised contact with children or vulnerable adults, or who will have access to cash or negotiables, must have a background check provided by City Investigations Corporate Security (CICS) completed within the last three years. The sponsoring parish is responsible for running this background check.

Clearance is valid only once on an event-by-event basis and must be sought each time a speaker or ministry event provider is being considered, no matter how many times the person may have spoken or served before in the Archdiocese of Seattle. Please allow at least eight weeks to complete the clearance process prior to inviting the speaker or ministry event provider. All requests should be submitted via mail or fax to:

Archdiocese of Seattle
Office of Catholic Faith Formation
710 9th Avenue
Seattle WA 98104
Fax: 206-264-2084

Our Goal: Providing Quality Pastoral Care

The Archdiocese of Seattle has developed this process for clearing lay speakers and other ministry event providers from outside the Archdiocese **prior to your issuing any invitation**. The goal of this process is twofold:

1. to ensure the fidelity to Church teaching, and
2. to obtain the required background reviews done on all those engaged in ministry.

For more information, please contact us at: 206-382-4096.

APPENDIX O: MINISTRY CLEARANCE REQUEST FORM FOR VISITING LAITY

Please submit all requests to:

Archdiocese of Seattle, Attn: OCFF • 710 9th Avenue • Seattle, WA 98104 • Fax: 206-264-2084

Personal information:

Name: _____

Title/Occupation: _____

Diocese of Residence: _____

Parish: _____ Pastor: _____

Parish phone: _____ Parish fax: _____

Parish address: _____

Type of ministry (e.g., speaker, musician, support person, etc.) _____

Event information:

Title: _____

Date(s): _____ Location: _____

Will the presenter have access to youth or vulnerable adults? Yes No

If yes, then describe interaction: _____

In the case of speakers, please attach background information (curriculum vitae) and samples from printed publications and websites that relate to the topic on which the person will speaker.

Contact information:

Name: _____

Title/Occupation: _____ Email: _____

Parish/Organization: _____ Pastor/Chaplain: _____

Phone: _____ Fax: _____

Address: _____

How did you decide to invite this person? Please include qualifications of the speaker or ministry event provider and any recommendations regarding this person's ministry that led you to consider inviting him/her.

What is the purpose of the event at which this person would provide ministry?

What are the formational needs of the audience and how will this person address an aspect of those needs (i.e., intellectual formation, pastoral formation, human formation, and/or spiritual formation)?

Who has observed this person speak before and what kind of feedback has been given? Please provide the name, date, event title, location, and general reaction.

Has this person spoken or ministered to this audience before? If yes, when was the event and what are the reasons for having him/her return?

How will this person promote communion with the Universal Church and vision of the Archbishop?

Please allow at least eight weeks to complete this process prior to inviting the speaker or ministry event provider. For more information, please call: 206-382-4096.