

Professional Lay Ecclesial Ministerial Re-certification

Liturgical Musicians, Youth Ministers, Rite of Christian Initiation for Adults (RCIA) Coordinators,
Parish Catechetical Leaders/Directors of Religious Formation (PCL/DRE),
Pastoral Ministers, Christian Service Coordinators, & Family Life Ministers

Re-certification APPLICATION CHECKLIST

- Application Form for Professional Lay Ecclesial Ministerial Re-certification
- Self-Assessment Instrument
- Enrichment Reporting Log
- Profession of Faith
- 1-Personal Reference Form (e.g. Colleague, Instructor, Friend)
1-Pastor Reference Form or Letter of Recommendation
2(Total References)
- Volunteer & Church Personnel Criminal Background Check (verification only)
- Protecting God's Children Workshop Certificate (copy is sufficient)
- Baptismal Certificate
Original copy (obtained from baptizing parish)
- Wallet Sized Photograph

*** Additional information may be requested.

RETURN THE APPLICATION TO:

- Ministerial Certification
Archdiocese of Detroit
305 Michigan Avenue
Detroit MI 48226-2605
PH: 313-596-7312
FAX: 313-237-5867
ministerialcertification@aod.org



Application for Professional Lay Ecclesial Ministerial Re-certification

1. Personal Information (Please use ALL CAPS and print your name as you wish it to appear on your certificate.):

Title (optional): Rev. Br. Rev. Dr. Rev. Mr. Sr. Mr. Mrs. Ms. Dr.

First Name Middle/Maiden Name

--	--

Last Name Suffix

--	--

Email Address

--

Preferred Mailing Address

--

City State Postal Code

--	--	--

The above preferred mailing address is my: Home Office

Name of Parish where you were Baptized _____ City _____ ST _____

Name of Parish where you are registered: _____ City _____ ST _____

Name of Parish where you are employed: _____ City _____ ST _____

2. Type of Re-certification:

- | | |
|----------------------------------------------|------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Liturgical Musician | <input type="checkbox"/> Parish Catechetical Leader/Director of Religious Formation |
| <input type="checkbox"/> Youth Ministry | <input type="checkbox"/> Rite of Christian Initiation of Adults (RCIA) Coordinator |
| <input type="checkbox"/> Pastoral Ministry | <input type="checkbox"/> Christian Service Coordinator <input type="checkbox"/> Family Life Ministry |

3. Academic Record:

(Begin with your high school education and include college, certificate and post-degree training institute education.)

Name of Institution	Major Area of Study	Dates Attended (From/To)	Certificate/Degree Earned	Date Earned/Expected

4. Ministry Experience:

Place of Ministry	Major Area of Ministry	Dates (From/To)	Supervisor

5. Recommendation from Colleague, Instructor, or Friend: List name and contact information & submit completed form.

6. Recommendation from Pastor: List Pastor's name from Place of Employment & submit completed form

6. Please provide a listing of all professional organizations of which you are a current member (Attach an additional sheet if necessary).

8. Applicant Statement and Signature:

I affirm that the above statements are true and correct. I hereby give the Certification Review Board authorization to investigate any violation found or any case opened against me. I also give permission to the Certification Review Board to request appropriate information regarding the action(s) named from the relevant regulatory bodies, professional association(s), agencies or court(s). If admitted to certification as a professional lay ecclesial minister, I agree to abide by the Code of Ethics appropriate for my ministry. Furthermore, I will support the goals of certification. I understand that violation of certification policies and/or the Code of Ethics could result in termination of my certification.

Print Name: _____

Signature: _____

Date: _____

Record of Ministerial Experience

1. Special qualifications and/or experience which might have a bearing on the re-certification being sought, i.e. administration, parish involvement, etc.

2. Give a brief description of your understanding of your area of lay ecclesial ministry.

3. Please complete the information in the chart below according to the specific areas of parish lay ecclesial ministry experience.

Experience	Place/Employer	Title & Position	Dates: From - To
Experience Programming, Organization, &/ or Administration			
Experience in training lay ministry personnel or volunteers			
Experience in Evangelization & Catechesis			
Retreat or Reflection Day Experiences	<u>Place</u>	<u>Speaker and Theme</u>	<u>Date</u>

Self –Assessment Instrument

This self-assessment instrument is meant to aid the person seeking certification or Re-certification as a Professional Lay Ecclesial Minister. These statements contain information as to the ability and understanding in a certain area of competence. The purpose of this instrument is to identify and document one's strengths and weaknesses, and to provide direction for one's goals, enrichment, and continuing education. The instrument will help to assess one's present level of development as a professional in the area of ministry.

Step 1: Read each Standard carefully

Step 2: **Rate your perceived competency** by checking the number you feel best fits your knowledge and experience level in each standard.

1. **None/Minimal:** No or minimal knowledge/experience in this area.
2. **Some:** Some knowledge & experience. Has taken formal classes, studied the subject in seminars/workshops &/or dealt with this in ministry.
3. **Proficient:** Proficient knowledge. Has taken formal classes, has dealt with this in ministry, & is able to teach this area.

Step 3: **Required:** For each standard provide comments describing your knowledge and experience.

PART I - PERSONAL STANDARDS

	None	Some	Proficient
Understanding of one's gifts, personality, strengths, talents	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Understanding of one's own emotional, physical and spiritual limitations	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Ability to set healthy and responsible boundaries	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Ability to participate in on-going spiritual formation, committing to build on one's baptismal call	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Able to articulate one's own faith to others	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>

NOTES/DOCUMENTATION:

	None	Some	Proficient
Ability to commit to leadership in Christian ministry	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Able to model and apply justice and charity in dealing with others	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Able to articulate one's own role and understanding of the role of catechetical leader in the parish setting	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Able to mediate and manage conflict	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Able to participate in professional organizations and understand the influence of peers.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>

NOTES/DOCUMENTATION:

PART II - THEOLOGICAL STANDARDS

	None	Some	Proficient
Christology - have an understanding of:			
– the person of Jesus	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
– mission of Jesus	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
– the death and resurrection of Jesus	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Catholic Doctrine - understanding of and ability to present the following as detailed in the documents of Vatican II and the Catechism of the Catholic Church:			
– foundations of Catholic Faith	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
– foundations of Catholic Doctrine	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
– current teachings of the Catholic Church	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
– doctrine of the Church	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Church - understanding of:			
– the development of history and tradition	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
– the teachings of the Magisterium	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
– the role of the Spirit in the Church	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
– the role of the Spirit in the world	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
– foundations and elements of Vatican II	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
– foundations and elements of Post Vatican II documents	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Scripture - ability to use and understand the following:			
– Scripture at different age levels	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
– types of Biblical criticism	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
– development of Scripture	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
– Scriptural basis of faith	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
– faith sharing in small groups	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>

NOTES/DOCUMENTATION:

PART III - PROFESSIONAL STANDARDS

	None	Some	Proficient
Understands the historical development and content of major Church documents, in particular the General Directory for Catechesis, and is able to integrate the information into catechist formation	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Ability to involve the family and parish community in the formation process	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Understands the challenge of all catechesis as oriented toward the adult and is able to use adult learning processes for parents and adult learners	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Understands the multicultural dimensions of catechesis and is able to be sensitive to these in all catechetical efforts	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Understands basic communication skills and demonstrates patience and sensitivity to all groups of the parish	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>

NOTES/DOCUMENTATION:

Ability to:	None	Some	Proficient
- explain meaning and history of liturgical and sacramental rites	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- use liturgical principles in various settings	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- teach catechists to be effective prayer leaders	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- collaborate with staff and serve as resource for RCIA	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>

Ability to:	None	Some	Proficient
- incorporate Catholic social teaching into programs	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- provide opportunities for learning the social teachings	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- - provide service opportunities	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- provide follow-up and reflection after service opportunities	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- explain teachings on conscience and decision making to adults	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Ability to:			
- network and collaborate with various personnel	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- support and challenge others	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- listen and attend to verbal and non-verbal communication	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- effectively express oneself in writing	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- provide empathy and feedback	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- facilitate problem-solving	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- accomplish goals	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Ability to:			
- enable catechists to proclaim the message	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- build community	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- motivate others to service	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- recruit, screen, train, support, evaluate, and dismiss catechists	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- advocate for catechists	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- provide continuing education	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- recruit and support volunteers	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>

NOTES/DOCUMENTATION:

Understands:	None	Some	Proficient
- comprehensive catechesis	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- the vision of catechesis	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- needs of persons with disabilities	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Understands:			
- principles and procedures of supervision	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- performance evaluation	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- principles of time management	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Understands:			
- working with various socio-economic groups	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- effective process for meetings	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- the need for accurate records	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- principles and procedures of budget	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Understands:			
- civil law pertaining to rights of employees	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- civil law pertaining to hiring, firing and evaluation	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- abuse issues	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- appropriate Canon Law	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- appropriate diocesan policies pertaining to sacraments and catechetical ministry	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- insurance/MCC/notaries	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
Understands:			
- role of the professional catechetical administrator as member of the parish staff	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- need for cooperation between school and program	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- relationship to the Education Commission	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
- diversity among all families and cultures	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>

NOTES/DOCUMENTATION:

Profession of Faith

Adapted from Pope John Paul II's Apostolic Letter
Motu Proprio Ad Tuendam Fidem, this *Profession of Faith*

PROFESSION OF FAITH

I, _____, with firm faith believe and profess everything that is contained in the Symbol of faith: namely:

I believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is seen and unseen. I believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten not made, one in Being with the Father. Through him all things were made. For us men and for our salvation, he came down from heaven: by the power of the Holy Spirit he became incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate; he suffered death and was buried. On the third day he rose again in accordance with the Scriptures; he ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son he is worshiped and glorified. He has spoken through the Prophets. I believe in one holy catholic and apostolic Church. I acknowledge one baptism for the forgiveness of sins. I look for the resurrection of the dead, and the life of the world to come. Amen.

With firm faith, I also believe everything contained in the Word of God, whether written or handed down in Tradition, which the Church, either by a solemn judgment or by the ordinary and universal Magisterium, sets forth to be believed as divinely revealed.

I also firmly accept and hold each and everything definitively proposed by the Church regarding teaching on faith and morals.

Moreover, I adhere with religious submission of will and intellect to the teachings which either the Roman pontiff or the College of Bishops enunciate when they exercise their authentic Magisterium, even if they do not intend to proclaim these teachings by a definitive act.

Signature: _____

Date: _____

Printed name: _____

Reference Form

To be completed by the Applicant:

Legal Name: _____

To be read by applicant and recommender:

Under the Family Educational Rights and Privacy Act of 1974, students enrolled in colleges have access to their admission records, including letters of recommendation. However, you may waive your right to see letters of recommendation, whereupon such letters will be held in confidence. If the applicant has not signed a waiver, it is assumed that this letter is submitted with the recommender's understanding that the applicant may request to see the letter. Failure to waive access will not affect consideration of the applicant for certification.

- I have retained my right of access to this recommendation.
 I have waived my right of access to this recommendation.

Signature of Applicant: _____ Date: _____

To be completed by the recommender:

(Please use the following scale: 3-excellent; 2-average; 1poor; unknown.)

___ **Personal Qualities:**

the ability to be self-reflective, reveal oneself, share one's faith, use one's knowledge to encourage others to reflect and share their faith, sense of holistic development, integrate boundaries, contribute and utilize a support system?

___ **Spirituality and Prayer:**

the ability to reflect theologically on one's faith experience, enable others to reflect, appreciates baptismal ministry, commit to a regular pattern of personal prayer, articulate one's relationship with God and one's vocational call?

___ **Theological Competencies:**

have working knowledge of Scripture, Christology, Revelation, Ecclesiology, Moral Theology, Decision Making, Worship, Liturgy, Sacraments, Pastoral, Catholic Identity and Ecumenism?

___ **Communication Skills:**

the ability in oral and written expression?

___ **General Ministry:**

the ability to work collaboratively, empower others, recognize multi-cultural giftedness, organizational management skills, and technology (audio, video, computer)?

In conclusion, please check one of the following options.

- I highly recommend this individual for certification as a professional lay ecclesial minister.
 I recommend this individual for certification as a professional lay ecclesial minister.
 I have reservations about this individual. (Please attach description of reservations.)
 I do not recommend this individual for certification. (Please attach explanation.)

Recommender's Name: _____

Signature: _____

Title: _____

Address: _____

Phone/Email: _____

Relationship to Applicant: Colleague Instructor Friend

Pastor's Reference Form

To be completed by the Applicant:

Legal Name: _____

To be read by applicant and recommender:

Under the Family Educational Rights and Privacy Act of 1974, students enrolled in colleges have access to their admission records, including letters of recommendation. However, you may waive your right to see letters of recommendation, whereupon such letters will be held in confidence. If the applicant has not signed a waiver, it is assumed that this letter is submitted with the recommender's understanding that the applicant may request to see the letter. Failure to waive access will not affect consideration of the applicant for certification.

- I have retained my right of access to this recommendation.
 I have waived my right of access to this recommendation.

Signature of Applicant: _____ Date: _____

To be completed by the recommender:

(Please use the following scale: 3-excellent; 2-average; 1poor; unknown.)

_____ **Personal Qualities:**

the ability to be self-reflective, reveal oneself, share one's faith, use one's knowledge to encourage others to reflect and share their faith, sense of holistic development, integrate boundaries, contribute and utilize a support system?

_____ **Spirituality and Prayer:**

the ability to reflect theologically on one's faith experience, enable others to reflect, appreciates baptismal ministry, commit to a regular pattern of personal prayer, articulate one's relationship with God and one's vocational call?

_____ **Theological Competencies:**

have working knowledge of Scripture, Christology, Revelation, Ecclesiology, Moral Theology, Decision Making, Worship, Liturgy, Sacraments, Pastoral, Catholic Identity and Ecumenism?

_____ **Communication Skills:**

the ability in oral and written expression?

_____ **General Ministry:**

the ability to work collaboratively, empower others, recognize multi-cultural giftedness, organizational management skills, and technology (audio, video, computer)?

In conclusion, please check one of the following options.

- I highly recommend this individual for certification as a professional lay ecclesial minister.
 I recommend this individual for certification as a professional lay ecclesial minister.
 I have reservations about this individual. (Please attach description of reservations.)
 I do not recommend this individual for certification. (Please attach explanation.)

Pastor's Name: _____

Signature: _____

Parish: _____

Address: _____

Phone/Email: _____



Volunteer & Church Personnel Criminal Background Check Authorization Form

(Parish staff responsible for Criminal Background Check information must verify in written form that the background check has been run for applicant. This form is a sample of the actual form used for such background checks)

Archdiocese of Detroit

Hiring Entity: _____
(Address) (City) (State) (Zip)

As a church we value the safety of children in our care, our employees and volunteers and the people whom we serve. We want to take prudent measures to protect our human and material resources. Therefore, the Archdiocese mandates that criminal history background checks be conducted for all employees and volunteers who may have unsupervised contact with a child, the elderly or persons with disabilities. Please complete this form of basic information about you, which assures the best possible program and safety for all.

Please complete your responses to the following questions and return this form to the designated Administrator for Criminal Background Checks at your Parish or School.

Name:		*Date of Birth:	
Address:	City:	State:	Zip:
Known by any other name(s):			

Place of Employment:	Work Phone:	Home Phone:
----------------------	-------------	-------------

Number of years in Michigan:	If less than 7 years, previous residence(s) outside of Michigan:
	a. _____ <small>Street City State Zip County</small>
	b. _____ <small>Street City State Zip County</small>

Position(s) you are seeking, if volunteering:

Driver's license #:	State:	*Race:	*Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
---------------------	--------	--------	---------------------------------------------------------------------------

Authorization:

I understand that investigative inquiries on my background are to be made on me, to assess whether any reason exists that would suggest that I not be accepted for the position. These inquiries will be made according to policies of the hiring entity and will consist of a criminal history background check and/or driving record check using the services of the Archdiocese of Detroit / Department of Human Resources or a designated outside firm. The information received will be kept confidential and will be used only to determine my suitability to volunteer for the above noted position.

I authorize without reservation, any party contacted to furnish any or all of the above-mentioned information. Further, I will allow a photocopy of this authorization to be as valid as the original for purposes conducting the necessary investigation.

In addition, I agree to abide by the policies, procedures and code of conduct that currently exist or may be amended in the future.

(Signature of Volunteer / Church Personnel) (Date)

*NOTE: Date of birth, sex, and race requested only for purposes of identification in obtaining accurate retrieval of records.