Diocesan Institute
for Catechetical and Pastoral Formation
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*Photos taken by Chris Hisey*
Dear Friends in Christ,

Our late beloved Holy Father, Pope John Paul II, called the whole Church to embark on a “new evangelization” and called upon lay people to become involved in this important and exciting mission. Indeed, the laity’s part in the new evangelization is not only valuable; it is indispensable.

The Diocesan Institute for Catechetical and Pastoral Formation offers a wonderful opportunity for our Catholic laity to grow in their knowledge of the faith and to receive the formation needed for the service of the new evangelization in various ministries and apostolates of our diocese.

I hope that many of our lay faithful, called to cooperate in building the Church and advancing the kingdom of God, will take advantage of the education and formation offered by our Diocesan Institute.

It is encouraging and edifying to see so many of our lay faithful serving the Church with deep commitment and love of the Lord. I thank all who generously share their time and talents in service to the Church and her mission of evangelization.

May the Lord bless all who participate in our Diocesan Institute and may He give us all the strength to proclaim His Word with courage and love in the work of the new evangelization. Holy Mary, Star of Evangelization, pray for us!

Sincerely yours in Christ,

Most Reverend Kevin C. Rhoades
Bishop of Harrisburg
Mission Statement

The Diocesan Institute for Catechetical and Pastoral Formation exists to provide a program of academic and pastoral formation for Catholic laity interested in service to the Church and personal enrichment. The Institute will assist laity in their life-long journey of formation, growth and service by deepening their understanding of scripture, theology and authentic spirituality. This process of formation seeks to develop their skills and abilities in order to become more efficacious signs of Christ's presence among all of God's people.

Objective of the Institute

The Institute offers theological, spiritual and pastoral formation through academic and personal experiences for adults who are seeking one or more of the following:
- Enrichment of their faith life
- Diocesan certification for ministry
- Preparation for entrance into degree programs

Strategies of the Institute

The education and formation offered by the Institute is accomplished through the cooperation of various diocesan offices, with theological and pastoral formation provided by professional/degreeed instructors drawn from the diocesan community and the wider Church.

The Institute courses are offered in various formats, time frames and locations in order to allow the widest possible participation of adult Catholics in the diocese. Courses are open to all Catholic adults (age 18 or older) although many classes are designed specifically for formation in the Catholic faith for catechesis and lay ministry within Catholic parishes and diocesan communities.

The Institute respects the unique nature of each Secretariat and the Offices contained within them. Toward this end the participating Secretariat will develop its own process for certification. The respective Secretariat or Office will be responsible for awarding the corresponding certificate to the student in formation.

Levels of Formation

Candidates enrolled in the Institute will have the opportunity to select from three levels of courses depending upon the formation they need and desire. Most of the Introductory level course offerings are not prerequisites for the Advanced level course offerings; however, there may be some exceptions.

- The Introductory level courses will provide students with an introduction and overview through a variety of courses related to Church teaching.
- The Advanced level courses will provide a more comprehensive academic and formational program.
- Professional Development: (College Credit Courses) The Diocesan Institute, in cooperation with accredited institutions, provides students the opportunity to obtain undergraduate credit for some of the courses offered through the Institute.

Introductory Courses

Introductory courses are designed for all individuals engaged in ministry in parishes and schools. These courses are ideally suited for Catholic elementary school teachers, catechists in parish religious education programs and individuals seeking to establish a solid foundation in Church teaching. Course titles that have been assigned an asterisk (*) are considered prerequisite courses for the Advanced Certificate program. Each office awarding a Basic Certificate will list the necessary requirements. Most of the following courses are comprised of 10 or 12 class hours.

- Teaching Methodology
- Overview of Doctrine
- Introduction to Scripture*
- Introduction to Church
- Introduction to Morality
- Introduction to the Catechism
- Introduction to Canon Law
- Introduction to Philosophy*
- Introduction to Liturgy/Worship
- Introduction to Spirituality/Prayer
- Introduction to Sacraments
- Introduction to Parish Ministry*
Advanced Courses

Advanced courses are designed for all individuals who are preparing for ministry (full time, part time, paid or volunteer) in the life of the Church. These courses are ideally suited for pastoral ministers, youth ministry coordinators, coordinators of religious education, advanced catechists, liturgical ministers, directors of R.C.I.A. processes or anyone who is currently engaged in ministry and hopes to become involved with a specialized form of parish or institutional ministry. Generally the Advanced Certificate program consists of two components: academic formation and pastoral formation. Upon successful completion of all requirements, each candidate will receive a certificate in a specific area of ministry. Each Office awarding an Advanced Certificate will list the necessary requirements for the certificate and procedures for application to enter the certificate program. Most of the following courses are comprised of 15 to 22 class hours.

Academic Formation

Sacramental Theology  Spirituality and Prayer
Morality  Celebrating the Sacraments
Old Testament  Christology
Special Moral Issues  Liturgy and Worship
New Testament I/II  Ecclesiology
Church History  Specialized Courses
Canon Law

Pastoral Formation

Most candidates working toward an Advanced Certificate will participate in a variety of pastoral formation experiences to include such activities as retreats, days of reflection and spiritual direction.

Professional Academic Credit

Professional degree programs are those offered by institutions accredited to issue professional and academic degrees. The Institute will, in cooperation with Catholic colleges and universities, arrange for the opportunity to receive undergraduate credit for some of the courses offered by the Institute. Direction and guidance will be available to individuals seeking additional professional formation.

Tuition and Fees

Introductory Certificate level courses will be offered at a cost of $15.00 per course. If an individual is teaching in a Catholic school or parish program of religious education it is the custom in the diocese for the parish to provide the full cost of tuition.

Advanced Certificate level courses will be offered at a cost of $40.00 per course. If an individual is seeking a certificate in a specialized area of ministry and is sponsored by a parish or institution it is expected that the sponsoring entity will contribute toward the cost of tuition and pastoral formation activities. The balance of the tuition cost is to be paid by the student. The cost of all required textbooks or other class material is the responsibility of the student. [Each student automatically will receive diocesan tuition assistance as is reflected in the printed tuition and fee schedule.]

Certificate Programs Available Through the Diocesan Institute

Courses are open to all individuals interested in deepening their knowledge in a particular area of study. Certificates are available on basic and more advanced levels. However, the Basic and Advanced level certificates have varying requirements for admission. Some programs of study have extensive formational requirements. Interested individuals are encouraged to make application as soon as possible. Please consult the catalog listing for all necessary requirements for the specific class or certificate you wish to receive from the Institute.

Individuals interested in making application to a particular certificate program are encouraged to contact the Secretariat sponsoring the particular certificate.
Professional Degree

Academic institutions may accept Advanced Certificate academic credits awarded by Saint Vincent's College, Latrobe, PA as part of any prerequisite requirements. Each institution offering a degree program determines eligibility and admittance requirements.

Inter-Secretarial Oversight Committee

An Inter-Secretarial Oversight Committee will have responsibility to ensure the integrity of the academic and pastoral formation objectives of the Institute. It will be the duty of this committee to establish and promote diocesan goals and values through effective collaboration, consultation, and discernment in conjunction with the Bishop. This committee shall be composed of, although not limited to, the following individuals:

- Diocesan Bishop
- Secretary for Education
- General Secretary
- Secretary for Canonical Services
- Secretary for Catholic Life and Evangelization

Institute Administrative Advisory Committee

The Institute Administrative Advisory Committee will be accountable to the Oversight Committee. This committee will be entrusted with supporting the goals and values of the Institute as established by the oversight committee. Responsibilities will include the evaluation of the quality of academic and pastoral formation. This body will also make recommendations for changes or alterations relating to the overall structure and design of the Institute to the Oversight Committee. This committee shall be composed of, although not limited to, the following individuals:

* Secretary for Canonical Services
* Secretary for Education
* Secretary for Catholic Life and Evangelization
* Coordinator - Canonical Services
* Coordinator - Education
* Coordinator - Parish and Special Ministries
* Director of the Institute
* Representative for Faculty
* Representative for Pastors
“Behold! A sower going out to sow” (Mk 4:3)

In the gospels, our Lord uses many rich images to portray the gift of faith as this gift takes its place in the human heart; images such as the parable of the sower and the seed. In one parable after another, Jesus points out that a growth in faith is expected of us as His disciples. In fact, growth is the sign of vitality. As adult Catholics, and most especially as persons who have accepted the special call to join in the ministry of teaching in the Church, there is a clear mandate to deepen our own knowledge of the faith.

The Holy Father has repeatedly called the Church to undertake a “new evangelization”. This effort is described as a renewed and more comprehensive out reach to those who have not yet heard the gospel, as well as those who have only had the most minimal contact with their faith. In this, both ongoing adult formation and training for teachers at all levels is essential.

The Secretariat for Education has been engaged in offering adult education programs and training for those engaged in the ministry of teaching. The General Directory for Catechesis (1997) outlines a series of tasks in the formation of teachers and notes: “…all of these tasks are born of the conviction that the quality of any form of pastoral activity is placed at risk if it does not rely on truly competent and trained personnel.” The Diocesan Institute for Catechetical and Pastoral Formation is designed with the mission of faith formation in mind. The Institute has been structured to meet the needs of adults who are seeking to broaden their appreciation of their faith, as well as meeting the needs of the many teachers and catechists who labor in the vineyard of the Lord. Certificate programs are offered in various levels of catechesis, and for leaders in parish catechetical ministry.

I am delighted to extend this invitation to all who seek to grow in the Catholic faith to participate in the many and varied offerings of the Diocesan Institute. Your personal life in Christ will be enriched, and your service to His Church will be more effective.

Sincerely yours,
Very Rev. Edward J. Quinlan
Secretary for Education
The Basic Catechetical Certificate offers teachers and catechists in parish religious education programs the preparation needed to successfully enter the classroom and begin the ministry of catechesis. The certificate is required for Catholic teachers in elementary schools in the diocese, and is strongly recommended for all parish catechists. This certificate is a prerequisite for all further catechetical certificates.

The courses required to earn the Basic Catechetical Certificate are all of an introductory nature and will help catechists grow in their understanding of the Catholic faith.

This certificate program offers courses that provide:

- A general introduction to Catholic doctrine and practice.
- An introduction to general teaching methods and the teaching of religion.

**Requirements for the Certificate**

The certificate requires completion of the following academic and formational requirements:

**Academic**

Teaching Methodology

*Part I* - Teaching Methods (Waived for any person with an education degree)

*Part II* - Religion Workshop

Overview of Catholic Doctrine: The Creed
Introduction to Scripture
Introduction to the Sacraments
*Introduction to the Church
Introduction to Morality
*Introduction to Prayer

*(10 Hours of approved electives may be substituted for the Introduction to the Church course)*

**Formation**

Completion of Pastor's Recommendation for Catechetical Certificate form. (Waived for Catholic School Teachers.)
Advanced Catechetical Certificate

The Advanced Catechetical Certificate builds on the foundations of the Basic Certificate by offering teachers and catechists in parish religious education programs additional academic preparation and skills for the ministry of handing on the faith. The certificate is required for Catholic teachers in elementary schools in the diocese, and is encouraged for all parish catechists. This certificate is a pre-requisite for the Master Catechist certificate.

The courses required to earn the Advanced Catechetical Certificate are all of a higher level and will help the catechist to continue their growth in faith on an adult level.

This certificate program offers courses that provide:

- A more in-depth understanding of the key topics of faith and morals.

Requirements for the Certificate

The certificate requires completion of the following academic and formational requirements:

Pre-requisite- Basic Catechetical Certificate

**Academic**
- Christology
- Advanced Scripture (1 course)
- Advanced Morality
- Elective*
  *(Any Advanced course, or combination of short courses and/or workshops totaling a minimum of 15 hours.)*

**Formation**

The candidate for the Advanced Catechetical Certificate must participate in a retreat or other approved spiritual exercise.

Certificates are valid for 5 years from date of issue. Renewal may be granted with the completion of 25 hours of continuing education every 5 years.
Certificate for Catechist of Adults

This certificate offers a basic foundation in the Church's teaching and tradition as well as specialized instruction in the area of adult methodology. Persons presently working with adults in various ministries, or those aspiring to do so, would benefit from this course of study.

This certificate program offers courses that provide a basic understanding of:
- Church teaching and tradition
- adult development
- adult learning
- spirituality
- liturgy
- working with adults in a catechetical setting

Requirements for the Certificate

The student is expected to complete the following courses and experiences, or show proof of completion of courses, which are approved as substitutes.

Introductory Program
- Overview of Doctrine: The Creed
- Introduction to Scripture
- Introduction to Church
- Introduction to Prayer
- Introduction to the Sacraments
- Introduction to the Morality

Courses of Specialization
- Adult Methodology I
- Adult Methodology II

Pastoral Formation
- Retreat or two annual days of prayer

Certificate Renewal

This certificate is to be renewed every five years by the submission of proof of completion of at least twenty-five (25) classroom hours of additional courses from any/all of the basic areas of study listed above.
Certificate for Coordinator of Adult Religious Education

This certificate provides a basic foundation for those who would be entrusted with coordinating parish adult religious education. Prerequisite for the acceptance of application to this course of study is the successful completion of the courses required for the certificate for catechist of adults, or its equivalent.

The courses provide a basic understanding of:
- canon law
- ecclesiology
- Church history
- facilitation of groups
- program planning
- the U.S. Bishops' Pastoral, “Our Hearts Were Burning Within Us”

Requirements for the Certificate

The student is expected to complete the following courses or approved substitute courses.

**Introductory Program**
- Introduction to Canon Law
- Introduction to Philosophy

**Courses of Specialization**
- U.S. Bishops' Pastoral Plan, “Our Hearts Were Burning Within Us”
- Facilitation of Groups
- Program Planning

**Advanced Program**
- Ecclesiology
- Church History
- Christology

**Pastoral Formation**
- Retreat or Two Annual Days of Prayer
- Project in Adult Religious Education

Certificate Renewal

This certificate is to be renewed every five years by the submission of proof of completion of at least twenty-five (25) classroom hours of additional courses in the area of theology and/or adult methodology.
Certificate for Coordinator of Religious Education

The Certificate for Coordinator of Religious Education provides the doctrinal and administrative foundation necessary for coordination of a religious education program. People who would benefit from this certificate would be those who are currently acting as parish Coordinators of Religious Education, or those who are interested in doing so in the future. To be accepted into this certificate program, one must minimally have the Basic Catechist Certificate, three years teaching experience as a catechist, and be working toward the Advanced Catechetical Certificate.

The certificate program offers courses that provide:

- A general orientation to Church teaching in the fundamental disciplines.
- An orientation to key catechetical documents of the Church.
- Knowledge and practical skills necessary for the coordination of a parish religious education program.

Requirements for the Certificate

Basic Catechist Certificate
Advanced Catechetical Certificate

Courses of Specialization
Catechetical Documents of the Church
Catechetical Leadership
(including legal issues for the C/DRE)
Adolescent Catechesis

Pastoral Formation
A two Day Retreat (one overnight)
Paper on Assigned Book on Prayer, Spirituality, or Theology
Certificate for Leaders of Scripture Study

This certificate offers foundational information about Sacred Scripture, its study and interpretation, and the facilitation of adult groups.

This certificate program offers courses that provide a basic understanding of:
- the Old and New Testament
- the writings of St. Paul
- the writing and teaching of the Church fathers
- adult learning
- working with adult groups

Requirements for the Certificate
The student is expected to complete the following courses and experiences, or show proof of completion of courses, which are approved as substitutes.

Introductory Program
Overview of Catholic Doctrine: The Creed
Introduction to Scripture
Introduction to the Sacraments
Introduction to the Church
Introduction to Morality
Introduction to Prayer

Advanced Program
Advanced Scripture: Old Testament
Advanced Scripture New Testament
Writings of St. Paul
Introduction to the Church Fathers

Courses of Specialization
Adult Methodology I/II
Facilitation Groups

Pastoral Formation
Retreat or two annual days of prayer

Certification Renewal
This certificate is to be renewed every five years by submission of proof of completion of at least twenty-five (25) classroom hours of additional courses from any/all of the basic areas of study listed above.
**Master Catechist Certificate**

The Master Catechist Certificate builds on the foundations of the Advanced Catechetical Certificate. Teachers and catechists in parish religious education programs are eligible to pursue this certificate. The Master Catechist Certificate will be required for persons desiring to teach religion at the secondary level, and who already posses a Baccalaureate or Masters degree in a field other than Theology.

The courses required to earn the Master Catechist Certificate are all of a higher level and will help the teacher or catechist to continue his/her formation in formal teaching of the faith.

This certificate program offers courses that provide:

- A comprehensive understanding of the major topics of faith and morals.
- An overview of the catechetical mission of the Church.
- Additional training in the art of teaching.

**Requirements for the Certificate**

The certificate requires completion of the following academic and formational requirements:

**Pre-requisite**
Advanced Catechetical Certificate

**Advanced Program**
Sacramental Theology
Ecclesiology
Church History
Liturgy and Worship
Catechetical Documents of the Church
Scripture

**Pastoral Formation**
The candidate for the Master Catechist Certificate must participate in a retreat day and a workshop/practicum in advanced teaching methodology, if he/she does not hold Pennsylvania teaching certification.

Certificates are valid for 5 years from date of issue. Renewal may be granted with the completion of 25 hours of continuing education every 5 years.
Diocesan Institute
for Catechetical and Pastoral Formation

Application Process for Certificates: Secretariat for Education

Certificates Offered

- Basic Catechetical Certificate
- Advanced Catechetical Certificate
- Certificate for Catechist for Adults
- Master Catechist Certificate

And

- Certificate for Coordinator of Adult Religious Education
- Certificate for Coordinator of Religious Education
- Certificate for Leaders of Scripture Study

Sponsorship

Teachers in Catholic schools and catechists in parish religious education programs are generally sponsored by the parish/school. The course application forms should be submitted to the Institute by the parish C/DRE or school principal for processing and payment.

Application for Certificates

For the four Catechist certificates, and the Certificate for Leaders of Scripture Study the applicant would request an application form from the Secretariat for Education. The form will ask the applicant to submit evidence of the course work completed, a copy of any certificate required as a pre-requisite, indicate the completion of any pastoral formation requirements, and submit the Pastor's reccomendation for Catechetical Certificate form attesting to their regular practice of the faith.

Persons interested in obtaining a Coordinator's certificate should request an application form and instructions from the Director of Religious Education for the Certificate for Coordinator of Religious Education, and the Director of Adult Education for the Certificate for Coordinator of Adult Religious Education. Prior acceptance into these certificate programs will be required for persons to participate in some of the required courses and formation programs related to these certificates.
Dear Friends,

For the past two years a diocesan initiative has been underway to present ministry formation, education and training initiatives in a more unified manner. The Diocesan Institute for Catechetical and Pastoral Formation is the new model of lay ministry formation for the Diocese of Harrisburg. This newly created Institute builds upon the success of the current diocesan Ecclesial Lay Ministry Program. The development of this Institute has been a collaborative effort of the Secretariats for Education and Parish and Special Ministries.

Since not all individuals seeking to further their understanding of Church teaching and pastoral ministry will require the same level of formation, the Institute will offer two distinct certificates. The first will be a Basic Certificate for those interested in a general overview of the teachings of the Church. The second will be an Advanced Certificate intended for those individuals who desire to focus their work and study in a specialized area of pastoral ministry.

The Secretariat for Parish and Special Ministries will offer six certificates in pastoral ministry with concentration in the following areas:

- Family Ministry
- Liturgical Music
- Liturgical Studies
- Parish Ministry
- RCIA
- Youth Ministry

The Offices of Family Ministries, Ministry Development, Worship and Youth and Young Adult Ministry within the Secretariat designed the certificate program and created specialized course requirements for each area of ministry. The course requirements will offer students a solid, practical and pastoral understanding of the specific discipline in which they are being formed.

The materials that follow provide an outline of the course requirements for each certificate offered. In addition to the classroom component there will also be pastoral formation requirements. The Advanced Certificate program provides each student with an integrated process of formation that personally, spiritually and academically challenges and nurtures him or her to minister in parishes, institutions and the larger diocesan community.

Prospective candidates are encouraged to apply directly to the Secretariat for Parish and Special Ministries for admittance into this program.

Sincerely Yours in Christ,
Very Rev. William C. Forrey
Secretary for Catholic Life and Evangelization
The Certificate in Pastoral Ministry offers adults substantive learning by providing a solid foundation in academic disciplines relating to Church teaching and tradition. In addition, through specialized formational opportunities and instruction, the primary focus will be on effective parish ministry. Persons engaged or interested in the following avenues of Catholic life could benefit from this certificate program: Pastoral Associates, RCIA Coordinators, and all those working in the areas of parish evangelization and ministry, volunteer or salaried. Acceptance into the certificate program requires completion of an application and sponsorship of the pastor.

The certificate program offers courses that provide:

- A general orientation to basic aspects of Church teaching in the fundamental disciplines.
- A program of study, especially geared to strengthen a person's gifts and leadership abilities to bring an overall understanding of Catholic teaching and offering current insights within the parish setting.
- Practical training to interpret and meet the challenges of contemporary Catholic living in accord with the vision of the United States Conference of Catholic Bishops.
- Knowledge, skills, practical tools and techniques needed for creative and comprehensive ministry within the parish.

This certificate requires completion of the following academic and formational requirements:

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<td>Three Weekend retreats</td>
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<td>Morality</td>
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<td>Special Moral Issues</td>
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<tr>
<td>Old Testament</td>
<td>- Closing</td>
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<tr>
<td>New Testament I/II</td>
<td>Three Annual Days of Prayer</td>
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<tr>
<td>Church History</td>
<td>Ongoing spiritual direction</td>
</tr>
<tr>
<td>Ecclesiology</td>
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<tr>
<td>Liturgy &amp; Worship</td>
<td>Servant Leadership:</td>
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<td>Spirituality &amp; Prayer</td>
<td>Human Resource Issues</td>
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<tr>
<td>Celebrating the Sacraments</td>
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<td>Christology</td>
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The certificate in Family Ministry offers a solid foundation in academic disciplines relating to Church teaching and tradition. In addition, through specialized instruction the essential components of effective ministry with families will be a primary focus. Persons who would benefit from this area of ministry might include: parish family ministers and pastoral associates, parish volunteers, catechists, teachers and parents.

This certificate program offers courses that provide:

- A general orientation to basic aspects of Church teaching in the fundamental disciplines.
- A thorough orientation in documents related to family ministry, especially (but by no means limited to): *Familiaris Consortio, Humanae Vitae, Follow the Way of Love*, and *A Family Perspective in Church and Society*.
- A special focus on the concept of family perspective in ministry with an understanding of the intrinsic relationship between the institutional church and the Church of the Home.
- Knowledge, skills and practical tools and techniques needed for creative and comprehensive ministry with all families, whatever their circumstances.

This certificate requires completion of the following academic and formational requirements:

**Introductory Program**
- Introduction to Scripture
- Introduction to Canon Law
- Introduction to Philosophy
- Introduction to Parish Ministry

**Advanced Program**
- Sacramental Theology
- Morality
- Special Moral Issues
- Old Testament
- New Testament I/II
- Church History
- Ecclesiology
- Liturgy & Worship
- Spirituality & Prayer
- Celebrating the Sacraments
- Christology

**Courses of Specialization**
- Ministry with Families
- Theology of Marriage and the Family
- The Family in Society - Joys and Challenges

**Pastoral Formation**
- Three Weekend retreats
  - Beginning
  - Leadership
  - Closing
- Three Annual Days of Prayer
- Ongoing spiritual direction
- Project in Ministry
- Servant Leadership:
  - Human Resource Issues
The Certificate in Liturgical Music offers adults substantive learning that provides a solid foundation in academic disciplines relating to Church teaching and tradition. Through specialized instruction the essential components of liturgical music will be a primary focus. Those who could benefit from this certificate program include: those seeking to become, or already serve as parish directors of music, pastoral musicians, choir directors, music ministers, and all those seeking to further their understanding about the rites, ritual, and liturgical music of the Catholic Church.

This certificate program offers courses that provide:

- A general orientation to basic aspects of Church teaching in the fundamental disciplines.
- A program of study specifically geared to strengthen a person's understanding and knowledge of liturgical music by enriching their understanding of Catholic teaching, liturgical documents and law, liturgical music history and development, rites and rituals and offering current insights on liturgical music in celebrations, catechesis, and formation within the parish setting.
- Practical training to interpret and meet the challenges of contemporary Catholic living in accord with the vision of the United States Conference of Catholic Bishops.
- Knowledge, skills, resources, and practical tools needed for liturgical music ministry and celebration in the parish setting.

**Requirements for the Certificate**

This certificate requires completion of the following academic and formational requirements:

**Introductory Program**
- Introduction to Scripture
- Introduction to Canon Law
- Introduction to Philosophy
- Introduction to Parish Ministry

**Advanced Program**
- Sacraments
- Morality
- Scripture: Old and New Testament I/II
- Church History
- Ecclesiology
- Liturgy and Worship
- Celebrating the Sacraments
- Christology
- Spirituality and Prayer

**Courses of Specialization**

- **Liturgical Music Composite Course One**
  - Music in Catholic Worship
  - The History of Sacred Music
  - Medium and Mode: Chant, Hymnody and Psalms

- **Liturgical Music Composite Course Two**
  - The Church at Prayer
  - Liturgical Repertoire: Music for the Liturgy
  - The RCIA: Rite and Ritual

- **Liturgical Music Composite Course Three**
  - The Liturgies of Consolation
  - Liturgy and Children: Lifting Up Young Heart
  - Parish Liturgy: Committees and Planning

**Pastoral Formation**
- Three Weekend Retreats
  - Beginning
  - Leadership
  - Closing
- Three Annual Days of Prayer
- Ongoing Spiritual Direction
- Project in Liturgical Studies
- Servant Leadership:
  - Human Resource Issues
With a Concentration in Liturgical Studies

The Certificate in Liturgical Studies offers adults substantive learning that provides a solid foundation in academic disciplines relating to Church teaching and tradition. Through specialized instruction the essential components of the Sacred Liturgy will be a primary focus. Those who could benefit from this certificate program include: those seeking to become, or already serve as parish directors of liturgy, liturgy committee members, liturgical ministers, and all those seeking to further their understanding about the rites and ritual of the Catholic Church.

This certificate program offers courses that provide:

- A general orientation to basic aspects of Church teaching in the fundamental disciplines.
- A program of study specifically geared to strengthen a person's understanding and knowledge of the liturgical life of the Church by enriching their understanding of Catholic teaching, liturgical documents and law, liturgical history and development, rites and rituals and offering current insights on liturgical celebrations, catechesis, and formation within the parish setting.
- Practical training to interpret and meet the challenges of contemporary Catholic living in accord with the vision of the United States Conference of Catholic Bishops.
- Knowledge, skills, resources, and practical tools needed for liturgical ministry and celebration in the parish setting.

Requirements for the Certificate

This certificate requires completion of the following academic and formational requirements:

**Introductory Program**
- Introduction to Scripture
- Introduction to Philosophy
- Introduction to Canon Law
- Introduction Parish Ministry

**Advanced Program**
- Sacraments
- Morality
- Old Testament
- New Testament I/II
- Church History
- Ecclesiology
- Liturgy and Worship
- Celebrating the Sacraments
- Christology
- Spirituality and Prayer

**Courses of Specialization**
- Liturgical Music Composite Course One
  - Music in Catholic Worship
  - The History of the Liturgy
  - Sacred Space
- Liturgical Music Composite Course Two
  - The Church at Prayer
  - Liturgical Ministries
  - The RCIA: Rite and Ritual
- Liturgical Music Composite Course Three
  - The Liturgies of Consolation
  - Liturgy and Children: Lifting Up Young Heart
  - Parish Liturgy: Committees and Planning

**Pastoral Formation**
- Three Weekend Retreats
  - Beginning
  - Leadership
  - Closing
- Three Annual Days of Prayer
- Ongoing Spiritual Direction
- Project in Liturgical Studies
- Servant Leadership: Human Resource Issues
With a Concentration in the RCIA

The Certificate in RCIA offers adults substantive learning that provides a solid foundation in academic disciplines relating to Church teaching and tradition. Through specialized instruction the essential components of the Rite of Christian Initiation of Adults will be a primary focus. Those could benefit from this certificate program include: those seeking to become, or already serve as parish RCIA coordinators, RCIA team members, RCIA Catechists, and all those seeking to further their understanding about the rites, ritual, and process of the Christian initiation of adults.

This certificate program offers courses that provide:

- A general orientation to basic aspects of Church teaching in the fundamental disciplines.
- A program of study specifically geared to strengthen a person's understanding and knowledge of the liturgical life of the Church by enriching their understanding of Catholic teaching, and the liturgical documents, law, history, development, rites and rituals of the RCIA and offering current insights on RCIA liturgical celebrations, catechesis, and formation within the parish setting.
- Practical training to interpret and meet the challenges of contemporary Catholic living in accord with the vision of the United States Conference of Catholic Bishops.
- Knowledge, skills, resources, and practical tools needed for RCIA ministry and celebration in the parish setting.

Requirements for the Certificate

This certificate requires completion of the following academic and formational requirements:

**Introductory Program**
- Introduction to Scripture
- Introduction to Philosophy
- Introduction to Canon Law
- Introduction Parish Ministry

**Advanced Program**
- Sacraments
- Morality
- Old Testament and New Testament I/II
- Church History
- Ecclesiology
- Liturgy and Worship
- Celebrating the Sacraments
- Christology
- Spirituality and Prayer

**Courses of Specialization**

**RCIA Composite Course One**
- RCIA: Theology and Praxis
- RCIA: Rite and Ritual
- RCIA and Children

**RCIA Composite Course Two**
- Adult Methodology I
- Adult Methodology II
- The Lectionary
- Parish RCIA Experience:
  - Process and Policy

**Pastoral Formation**

- Three Weekend Retreats
  - Beginning
  - Leadership
  - Closing
- Three Annual Days of Prayer
- Ongoing Spiritual Direction
- Project in Liturgical Studies
- Servant Leadership:
  - Human Resource Issues
With a Concentration in Youth Ministry

The Certificate in Pastoral Ministry with a Concentration in Youth Ministry offers adults substantive learning with a solid foundation in academic disciplines relating to Church teaching and tradition. In addition, through specialized instruction, the essential components of effective ministry to, by, for and with young people will be a primary focus. Persons engaged, or interested in the following avenues of Catholic life, who could benefit from this program include: those seeking to become, or already serving as, parish coordinators of youth ministry, youth ministry volunteers in parish and school settings, high school campus ministers, catechists and parents.

This certificate program offers courses that provide:

- A general orientation to basic aspects of Church teaching in the fundamental disciplines utilizing the NFCYM competency-based standards.
- Practical training to interpret and meet the challenges of contemporary Catholic living in accord with the vision of the United States Conference of Catholic Bishops.
- A program of study especially geared to strengthen a person's talents and gifts by enriching their understanding of Catholic teaching and offering current insights on youth ministry.
- Knowledge, skills and practical tools and techniques needed for creative and comprehensive ministry to, by, for and with young people.

Requirements for the Certificate

This certificate requires completion of the following academic and formational requirements:

**Introductory Program**
Introduction to Scripture
Introduction to Canon Law
Introduction to Philosophy
Introduction to Parish Ministry

**Advanced Program**
Sacramental Theology
Morality I / II
Old Testament
New Testament I / II
Church History
Ecclesiology
Liturgy & Worship
Spirituality and Prayer
Celebrating the Sacraments
Christology

Courses of Specialization
- Principles of Comprehensive Youth Ministry
- Adolescent Development and Youth/Young Adult Culture
- Components of Effective Youth Ministry

Pastoral Formation
- Three Weekend Retreats
  - Beginning
  - Leadership
  - Closing
- Three Annual Days of Prayer
- Ongoing Spiritual Direction
- Project in Youth Ministry
- Servant Leadership:
  - Human Resource Issues


Criteria for Potential Candidates

- A practicing Catholic, in good standing, who participates in the Sacramental life of the Church.
- An integrated Christian Faith.
- Personal Integrity.
- Committed to the authentic teachings of the Church, with an understanding and an appreciation for the call to holiness and the vision of the Church, as articulated by the Second Vatican Council.
- A willingness to serve the Church.
- Stability in current lifestyle whether married, single or living a consecrated life.
- Ability to work well with others, including an appreciation for diverse backgrounds and points of view.
- Openness to conversion and change.
- Possessing leadership potential.
- Ability to commit to demands of a catechetical and pastoral program of formation.

Sponsorship

A parish, school or diocesan institution must sponsor persons who seek entrance into the advanced ministry certificate program. Pastors, Principals and Administrators of diocesan offices or institutions are invited to call forth men and women possessing the potential for leadership in ministry. They should engage in conversation about the needs of the parish/school/diocese and about mutual expectations.

Application Process

Application packets are available upon your request.

Letters of Recommendation

Letters of Recommendation are requested from:
- Pastor/Principal or Administrator of Sponsoring Parish/School/Institution
- Pastor (If not sponsoring parish)
- Two references from non-family members

The completed letters of recommendation are to be mailed directly to the Coordinator of Formation, Secretariat for Parish and Special Ministries.

Admission

After all forms have been received and processed and the consultation with the sponsoring parish, school or diocesan institute is completed, a letter of acceptance or non-acceptance will be mailed to the applicant. A copy of this letter will be sent to the sponsoring parish, school or diocesan institution.
The Diocesan Tribunal is a Court of Law which adjudicates matters involving the canon law of the Catholic Church. Many of the cases heard by the Tribunal involve the validity of marriage. The judges and staff of the Tribunal are assisted in marriage cases by qualified permanent deacons and laypersons, known as Case Assessors. Although they serve as unpaid volunteers, Case Assessors perform a vital and highly specialized function within the Church. They are an invaluable help to Tribunal ministry, meeting with Catholics and others who are seeking to move on with their lives after a failed marriage. This ministry is extremely pastoral in nature, while based in law and legal reasoning, and is personally rewarding.

A Case Assessor normally meets two times with about six to twelve Petitioners each year. During these meetings, always held in a parish office, the Case Assessor helps the Petitioner in understanding the Church's teaching on marriage and the Tribunal process. The Case Assessor also guides the Petitioner in preparing the petition and supporting documentation. The Case Assessor puts warmth and understanding to a process that some may view as impersonal. The Case Assessor listens to the stories of failed marriages with kindness and compassion. The Case Assessor is bound to observe strict confidentiality.

Each Case Assessor is required to attend two update meetings each year. These meetings are designed to keep the Case Assessor's knowledge and skills updated. Currently over forty Case Assessors serve throughout the Diocese of Harrisburg. Because of the normal retirement and relocation of Case Assessors we have an ongoing need for new Case Assessors.

If you have an interest in this ministry, I encourage you first to speak with your pastor. Then, with his prior approval, I invite you to call the Tribunal for an application for the Certificate in Tribunal Ministry. Please note that the specialized courses are offered only as new Case Assessors are needed and a sufficient number is enrolled, normally every three to five years.

As you pray to discern God's loving will in your life, please consider this important, unusual, and fulfilling ministry. In South Central Pennsylvania, the great majority of persons contacted in Tribunal ministry are not Catholic; the kind, compassionate, and competent labor of our Case Assessors introduces them to an oft-misunderstood part of the Catholic Church in what may be seen as a ministry of evangelization.

Very truly yours,
Very Rev. Edward C. Malesic, JCL
Judicial Vicar and Secretary for Canonical Services
Case Assessors assist those who seek the ministry of the Church's Court of Law (Tribunal) in marriage cases, especially by helping persons who are seeking a declaration of invalidity ("annulment") from a failed marriage. As a ministry, the Case Assessor presents "the human face" of a process that may seem distant, difficult, and cold to many people. Case Assessors must be knowledgeable about the Church's teaching on marriage, the various reasons for declaring a failed marriage to be invalid, and the procedures the Tribunal uses when examining the question of marital validity. They must also have the pastoral and personal skills needed to minister to persons who, in many instances, are still filled with frustration or anger at a previous spouse and confusion about the Church's requirements. Acceptance into the certificate program requires a completed application, the recommendation of the proper pastor, and the approval of the Judicial Vicar. Applications are available by contacting the Tribunal.

**The certificate program offers courses that provide:**

- The philosophy of law and the history of Catholic Church's legal system
- An overview of the universal law of the Catholic Church
- The role of the Church in the life of the Christian
- A review of the Church's theology of marriage
- An overview of Tribunal terminology
- An in-depth study of Tribunal jurisprudence
- An overview of Tribunal procedures and practices
- Pastoral approaches to meeting with persons petitioning the Tribunal

**Requirements for the Certificate**

30 hours of Specialized classes on Canon Law
Marriage and Jurisprudence**

**Requires acceptance into the Case Assessor Certificate Program

**Continuing Formation**
Two updates every year
Certificate Offered:
- Case Assessor

Criteria for Potential Candidates:
- A practicing Catholic in good standing
- Favorable recommendation of proper pastor
- In a valid marriage for a minimum of five years, or if divorced, having received a declaration of invalidity from a Catholic Tribunal at least three years prior to application, with no remaining restrictions.
- Ability to maintain strict confidence
- Ability to work within a structured legal environment
- Ability to understand legal terminology and concepts, and to explain them accurately to others
- Ability to relate to others who may be emotional
- Excellent communication skills, verbal and written

Application Process:
- An application packet is available from the Tribunal upon request, which includes an outline for the applicant's statement of faith and religious history, and a list of other required documents
- A criminal background check is required before acceptance

Letter of Recommendation:
- A letter of recommendation from your pastor is required in order for you to be considered for admission to the certificate program.

Admission:
- Applications and letters of recommendation will be reviewed by the Judicial Vicar and a review team assembled by him. Each applicant will be notified in writing of acceptance or non-acceptance into the certificate program. A copy of this letter will be sent to your pastor.

Commissioning:
- Following successful completion of the specialization courses and a period of mentoring, candidates may be commissioned by the Judicial Vicar for a term of office. Commissioning may be renewed at the expiration of each term upon review of each person's performance in the ministry and attendance at update sessions.
The Diocese of Harrisburg affirms the inherent value of every individual and upholds the respect due to each person of his/her uniqueness as a child of God; therefore, the diocese is committed to providing for its employers, employees, students, and volunteers a working and educational environment free from physical, psychological, sexual or verbal harassment.

The diocese prohibits any form of harassment of or by employers, employees, students or volunteers.

Complaints and conflicts, which warrant intervention by administrative authorities, can and do arise. When complaints and conflicts occur the director of the Diocesan Institute is to be contacted. The procedure for investigating complaints and/or resolving conflicts will be provided.
Diocesan Institute
for Catechetical and Pastoral Formation

Request for Application

To request an application for admission to a certificate program complete this form, detach, and mail to: Diocese of Harrisburg, Diocesan Institute, 4800 Union Deposit Rd., Harrisburg PA 17111

Name___________________________________________________________

Address________________________________________________________

_______________________________________________________________

Daytime phone number___________________________________________

E-mail address (optional)__________________________________________

Please send me the application for admission to the certificate program for:
(Please check)

☐ Catechist

☐ Coordinator of Religious Education

☐ Catechist of Adults

☐ Coordinator of Adult Religious Education

☐ Leader of Scripture Study

☐ Case Assessor

☐ Pastoral Ministry with concentration

☐ Family Ministry

☐ RCIA

☐ Liturgical Music

☐ Youth Ministry

☐ Liturgical Studies

☐ Parish Ministry