

Division of Education and Evangelization  
THE ROMAN CATHOLIC DIOCESE OF PHOENIX  
DEPARTMENT OF FAMILY CATECHESIS

# CREDENTIAL APPLICATION

FOR DIRECTOR/COORDINATOR OF PARISH CATECHESIS/YOUTH EVANGELIZATION

A leader in catechesis or youth evangelization is a person, appointed by the pastor, with the responsibility of administering a particular parish program. All leaders charged with the work of evangelization and catechesis by a pastor of the Diocese of Phoenix are strongly encouraged to adhere to all credentialing requirements set forth by the Department of Family Catechesis.

Application process includes: **(Applications are reviewed in the spring)**

- Completion of the Credentialing Application.
- Completion of Recommendation Form by your pastor
- Three letters of reference that attest to your ability and success as a leader, including:
  - a. A letter by a coworker from your parish
  - b. Two letters by people you directly serve at your parish.
  - c. A letter from a previously credentialed leader currently working in a parish of the Diocese of Phoenix.

### ***Personal Information***

*Please print or type information clearly.*

Name:		Phone:
Address:	City, State, Zip:	
Supervisor:	Your Work Email:	
Parish Name:	Phone:	
Address:	City, State, Zip:	
Parish Start Date (mm/dd/yy)	Years of Service	Job Title:

**Please briefly list your areas of responsibility:**

**Please choose one of the following:**

I am applying to be credentialed as: (select one)

- |   |  |
|---|--|
| <input type="checkbox"/> Director of Children's Catechesis      | <input type="checkbox"/> Coordinator of Children's Catechesis      |
| <input type="checkbox"/> Director of Youth Evangelization       | <input type="checkbox"/> Coordinator of Youth Evangelization       |
| <input type="checkbox"/> Director of RCIA/Adult Faith Formation | <input type="checkbox"/> Coordinator of RCIA/Adult Faith Formation |

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***Intellectual and Pastoral Education***

The parish leader has a principal responsibility to supervise catechetical program, including the training of catechists and core teams. *The National Directory for Catechesis* indicates that the preparation for this service requires studies in theology, Scripture, liturgy, psychology, catechetical theory and administration for the overall direction of the parish evangelistic and catechetical programs. Equivalency will be granted for other formation experiences on an individual basis. When evaluating for equivalency, the Department of Family Catechesis will consider other opportunities which provide professional knowledge or skills appropriate to the work of a parish leader. Such opportunities could include workshops, institutes, or seminars. List each academic degree and certificates you have earned in order of their receipt.

College or University or Kino	Field of Study, Degree Awarded, Date (mm/dd/yy)

***Catechetical Experience and Administrative Experience***

Actual experience in performing the tasks required for parish leadership is essential. Prior successful experience is needed both as a catechist and as an administrator.

Requirements include:

Years in Position	Relevant Experience
3 Years Parish Catechetical experience	Service as a catechist and/or leader in a parish catechetical/youth program
2 Years Administrative experience	Experience in the direction of a parish catechetical or youth program. Minimally, and by way of exception, it refers to any legitimate administrative work that includes the organization and direction of programs, processes, and personnel.
Current Position	Must be serving as leader at a parish in the Diocese of Phoenix or seeking a position of leadership at a parish in the Diocese

List each position you have held that supports your ability to perform as a Parish Leader. You may include experience such as teaching a religion class, catechetical program, youth ministry, or adult catechetical program. A minimum of three years experience is required for a credential, however you may list additional experiences/accomplishments.

***Catechetical Experience***

Type of Activity (Grade level, sacrament preparation, etc.)	Parish or School Name	Dates (mm/dd/yy)

**Administrative Experience**

Position or Type of Activity	Name of Institution, Parish, School, Etc.	Full Time / Part Time	Date(s)

**Continued Education & Formation**

A point system has been developed to measure educational work required of each applicant is measured on a point system.

Twenty (20) Continuing Education Units (CEU's) for each three-year period that has elapsed since completion of the degree/certificate are required. It is not necessary for the continuing education units to have been completed during any particular time period since the degree/certificate was awarded.

Educational Activity	CEU's
Graduate level academic course in appropriate field at recognized university, college, or seminary	10 CEU's per credit hour
Undergraduate level academic course in appropriate field at recognized university, college, or seminary	5 CEU's per credit hour
Workshop, seminar, study, etc.	1 CEU per three hours (60 workshop hours in total)

List significant workshops, training programs, seminars, etc., that demonstrate your ability to perform as a Parish Leader. Exact dates and number of hours are not absolutely necessary.

Workshops could include the Department of Family Catechesis January Leadership Conference or equivalent formation program.

**Course Title:**

<b>Facilitator:</b>	<b>Clock Hours/CEUs</b>	<b>Date(s) mm/dd/yy</b>
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**Name of Institution**



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**Course Title:**

**Facilitator:**

**Clock Hours/CEUs**

**Date(s) mm/dd/yy**

**Name of Institution**

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**Course Title:**

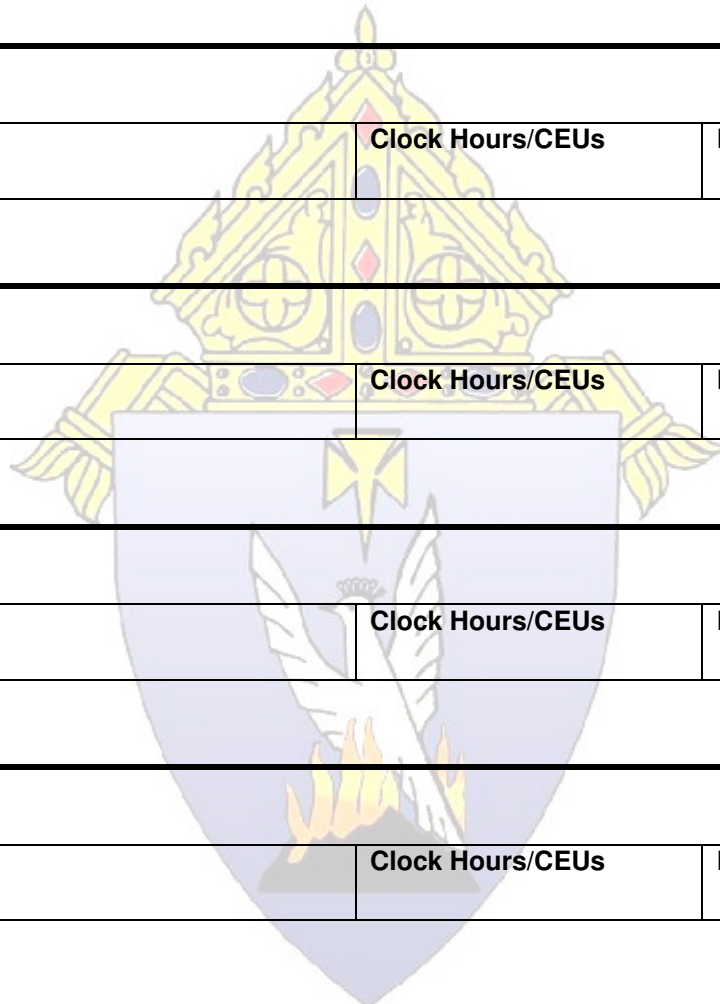
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**Name of Institution**

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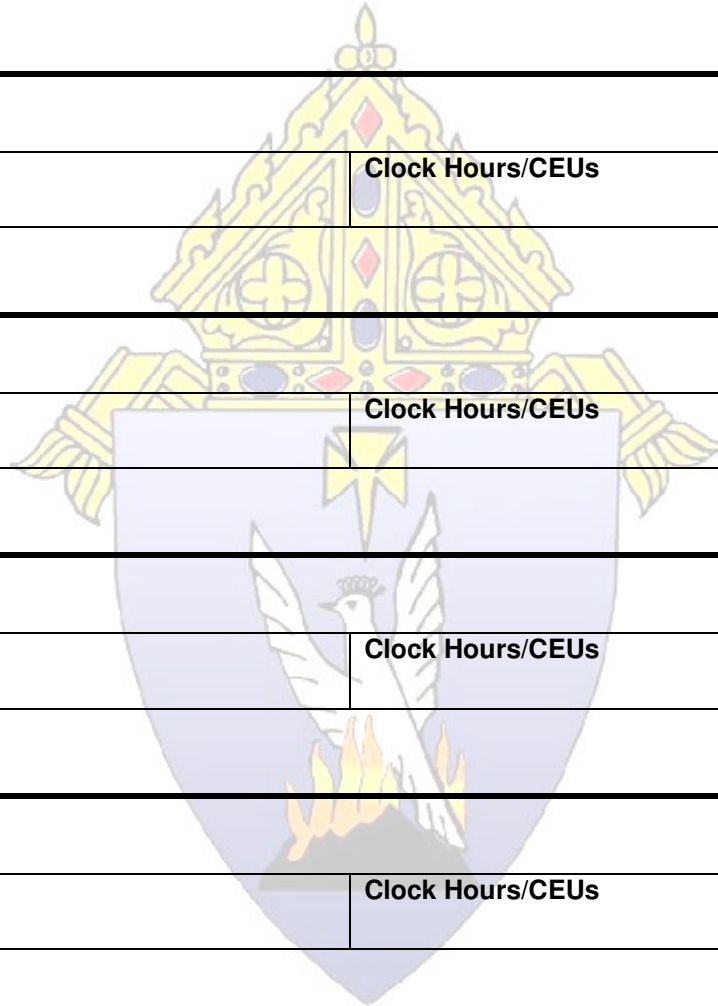
**Facilitator:**

**Clock Hours/CEUs**

**Date(s) mm/dd/yy**

**Name of Institution**

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# Pastor's Recommendation Form

For Credential Application as 'Coordinator' or 'Director' for the Diocese of Phoenix

*To be completed by Applicant:*

Name of Applicant:	
Title of Leadership Position at the Parish:	

Please provide a copy of the 'Credential Information and Application, Parish Catechetical and Youth Evangelization Leadership' for your pastor.

*To be completed by Pastor:*

Name of Pastor:	
Parish:	
Address:	
City/State/Zip:	
Phone:	
Email:	
Date:	
How long have you known the applicant and in what capacity?	

In your opinion what is the candidate's overall rating as a leader in catechesis or youth evangelization in your parish?

- Excellent
- Good
- Average
- Unsatisfactory

Please describe the place of prayer in the life of the candidate.

Please describe the human qualities and character of this candidate.

Please give recommendations or reservations regarding whether this person should be credentialed as either a 'Coordinator' or 'Director' of Catechesis or Youth Evangelization on behalf of the Diocese of Phoenix.