Basic Leadership Training Course for Directors & Coordinators of Religious Education: 2019-2020

The course is required for Directors and Coordinators new to the ministry in the Archdiocese of New York. It consists in 11 sessions offered at Maryknoll Fathers and Brothers, Maryknoll Sisters’ Center, St. John - Visitation Parish Pastoral Center, NW Bronx & Our Lady of Mt. Carmel, Middletown, Orange County. Cost for the course is $385. The course should be completed within two years.

For entire year’s program and for updated information (e.g. cancellations or place changes), visit our website www.nyfaithformation.org

ORIENTATION TO CATECHETICAL MISSION AND OFFICE

Overview of Catechetical Mission:
Overview of Catechetical Office & Mission
Overview of Dept. of Youth Faith Formation
Presentation of Archdiocesan Handbook and Job Descriptions of Directors/Coordinators

Sept. 7, 2019 (Sat.) 9:30 to 4:00
MARYKNOLL FATHERS & BROTHERS

Sr. Joan Curtin, CND
Director: Archdiocesan Catechetical Office

Ms. Ela Milewska
Director: Dept. of Youth Faith Formation

Sr. Teresita Morse, RJM
Director: Formation for Directors/Coordinators

Mrs. Margaret Hoblin
Regional Catechetical Director

RELATIONSHIP WITH CATECHIST

Vocation of Catechist
Directives of Church and NY State Bishops
Catechist Formation Program
Supervision of Parish Catechists
Formation of Faith Community

Oct. 11, 2019 (Fri.) 9:30 to 4:00
MARYKNOLL SISTERS’ CENTER

Sr. Nancy Elizabeth Doran, SSC
Regional Catechetical Director
Director: Family Catechesis

Ms. Maureen McKew
Archdiocesan Liaison for Catechist Formation; Director of Communications

Mrs. Gloria Costanza
Certified Director of Religious Education
PROFESSIONAL PRACTICE

Nov. 2, 2019 (Sat.) 2:00 to 8:00
ST. JOHN’S, NW BRONX

Legal Responsibilities as identified in
Archdiocesan Handbook

Supervision, and Personnel Guidelines
Compensation & Budget Management

Crisis Management Plan
Emergency Management,
Safe Environment

Mrs. Louise Pisano
Certified Coordinator of Religious Education

Sr. Teresita Morse, RJM
Director: Formation of Directors/Coordinators

Mrs. JoAnn Griffin
Certified Coordinator of Religious Education

CATECHESIS AND CONTEMPORARY
TECHNOLOGY

Nov. 23, 2019 (Sat.) 2:00 to 6:30
Plus 1.5 hours at home online
MARYKNOLL SISTERS’ CENTER

Digital Technology at the service of
Evangelization and Catechesis

Best Practices in using Technology using
NYFaithFormation Website

Personal implementation of day’s content
done online in home office

Mrs. Lydia vanDuynhoven
Certified Director of Religious Education

Mrs. Linda Fitzsimmons
Regional Catechetical Director

Mr. James Connell
Catechetical Office Webmaster

CATECHETICAL PROGRAM
DEVELOPMENT 2

Jan. 17, 2020 (Fri.) 9:30 to 4:00
MARYKNOLL SISTERS’ CENTER

Catechesis for Children/Youth with Special
Needs (Physical, Developmental, Learning,
Behavioral, Autistic):

Best Practices in Special Needs Catechesis

Confirmation for Children/Youth with Special
Needs

Archdiocesan Guidelines for 7th & 8th

Catechesis for 7th & 8th: Session Formats,
Curriculum Materials, Confirmation Prep

Mrs. Linda Sgammato
Consultant for Catechesis for Special Needs

Mrs. Elizabeth Kogler
Certified Coordinator of Religious Education

Ms. Stephanie Gonzalez
Administrative Assistant for Special Confirmation

Mrs. Gloria Costanza
Certified Director of Religious Education

Mrs. Peg Hoblin
Regional Catechetical Director
EDUCATIONAL BASICS

Assisting Catechists in Managing the Learning Environment

Assisting Catechists in Lesson Planning and using the Catechist Manual

Assisting Catechists in Using the Archdiocesan Guidelines for Catechesis

Student Homework, Evaluation, Record-Keeping, and Working with Parents to Assist Student Learning and Behavior

March 13, 2020 (Fri.) 9:30 to 4:00
MARYKNOLL SISTERS’ CENTER

Mrs. Virginia Tannacore
Certified Coordinator of Religious Education

Mrs. Gloria Costanza
Certified Director of Religious Education

Ms. Janis Batewell
Certified Coordinator of Religious Education

CATECHETICAL PROGRAM DEVELOPMENT 1

Six Essential Goals of Catechesis

Catechesis of the Good Shepherd

Textbook and Curriculum Materials for All Religious Education Programs: Elementary through Sixth Grade

March 13, 2020 (Fri.) 9:30 to 4:00
MARYKNOLL SISTERS’ CENTER

Sr. Teresita Morse, RJM
Director: Formation of Directors/Coordinators

Mrs. Linda Sgammato
Catechetical Office Consultant on Catechesis of Good Shepherd

Mrs. JoAnn Griffin
Certified Coordinator of Religious Education

SPIRITUALITY OF MISSION FOR CATECHETICAL LEADERS

Standing on the Book; Empowered by the Flame:

Prayer and Sharing on the Mission of the Catechetical Leader in the Archdiocese of New York

April 4, 2020 (Sat.) 2:00 to 8:00
MARYKNOLL FATHERS & BROTHERS

Sr. Joan Curtin, CND
Director: Archdiocesan Catechetical Office

Mr. Oscar Cruz
Director: Catechumenate

Sr. Teresita Morse, RJM
Director: Formation of Directors/Coordinators
CATECHESIS FOR SACRAMENTS

The Ministry of Hospitality and the Relational Skills Of the Director/Coordinator

First Penance and First Eucharist: Essential Elements of Programs

Introduction to RCIA and Participation of Children/Youth in RCIA

COMMUNICATION SKILLS

Catechetical Presentations: Public Speaking & Written Communication
Organizing and Conducting Meetings for Catechetical Staff and for Parents
How to Prepare and Lead Prayer for Catechists, Parents and Other Adults

FAMILY CATECHESIS

Training in the Implementation of the Archdiocesan Mandate for Family Catechesis Offered in Each Parish:
Models, Content, Organization of Program

May 2, 2020 (Sat.) 2:00 to 8:00
ST. JOHN’S, NW BRONX

Sr. Joan Curtin, CND
Director: Archdiocesan Catechetical Office

Ms. Patricia Manuli
Certified Director of Religious Education

Mr. Oscar Cruz
Director: Catechumenate

June 5, 2020 (Fri.) 9:30 to 4:00
MARYKNOLL SISTERS' CENTER

Ms. Pam Hammond
Coordinator: Christopher Leadership Course

Mrs. Louise Pisano
Certified Coordinator of Religious Education

Mrs. Virginia Tannacore
Certified Coordinator of Religious Education

June 27, 2019 (Sat.) 9:30 to 12:30
ST. JOHN’S, NW BRONX

Sr. Nancy Elizabeth Doran
Director: Family Catechesis
Regional Catechetical Director
Registration for Basic Leadership Training Course 2019-2020

Course consists in 11 sessions to be taken over period of 1 to 2 years

Name ________________________________ Parish __________________________ Vicariate _________

I WILL ATTEND THE FOLLOWING SESSIONS DURING 2019-2020:

_____ Sept. 7 (Sat.): Orientation to Catechetical Mission & Office, Maryknoll Fathers & Brothers, 9:30 to 4:00
_____ Nov. 23 (Sat.): Catechesis and Contemporary Technology, Maryknoll Sisters’ Center, 2:00 to 6:30
_____ April 4 (Sat.): Spirituality of Mission for Catechetical Leaders, Maryknoll Fathers & Brothers, 2:00 to 8:00
_____ June 27 (Sat.): Family Catechesis, St. John’s, NW Bronx, 9:30 to 4:00

Maryknoll Sisters’ Center, Ossining, Fridays, 9:30 to 4:00

_____ Oct. 11: Relationship with Catechist
_____ Jan. 17: Catechetical Program Development 2
_____ March 13: Educational Basics
_____ June 5: Communication Skills

St. John’s, NW Bronx, Saturdays, 2:00 to 8:00

_____ Nov. 2: Professional Practice
_____ Feb. 8: Catechetical Program Development I
_____ May 2: Catechesis for Sacraments

Basic Leadership Training Course is paid for by the Parish.
Cost of course is $385 for 11 sessions ($35 per session). If you must pay per session rather than for entire course the cost is $40 a session and $440 for the course.

Enclosed is check for: ______________ please make checks payable to Catechetical Office.

Return registration by Sept. 3, 2019 to:

Sr. Teresita Morse
Catechetical Office
1011 First Ave. 12th fl
New York, NY 10022