Basic Leadership Training Course for Directors & Coordinators of Religious Education: 2020-2021

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

This year, due to the restrictions required by Covid-19, the Leadership Course will begin in the summer, with 3 basic training days given online via Zoom.

Although the Basic Leadership Training Sessions have been scheduled both in the Bronx and in Ossining, the virus situation may demand that some of these onsite sessions be given through Zoom instead.

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

To Register for the Summer Zoom Sessions:

You will receive a notification for the class by email from the registrar, Stephanie Gonzalez (stephanie.gonzalez@archny.org)

You must respond to her that you will attend.

Several days before the session, you will receive by email a passcode which will admit you into the session. You can sign in 5 minutes before the scheduled start time.

CATECHESIS & CONTEMPORARY TECHNOLOGY

Orientation to ZOOM
Best Practices in Using Technology
Using NYFaithFormation Website
Digital Technology as a Viable Means of Evangelization and Catechesis

JUNE ZOOM

Friday, June 5, 2020, 10 to 11:30
Session 1 with Linda Fitzsimmons
Regional Catechetical Director

Friday, June 12, 2020, 10 to 11:30
Session 2 with Lydia vanDuynhoeven
Certified Director of Religious Education

FAMILY CATECHESIS

Training in Family Catechesis Offered in Each Parish: Models, Content, Organization of Program

JUNE ZOOM

Saturday, June 27, 2020, 10:00 to 12:00
Sr. Nancy Elizabeth Doran, SSC
Regional Director & Director: Family Catechesis
### RELATIONSHIP WITH CATECHIST

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

### PROFESSIONAL PRACTICE

- Legal Responsibilities as Identified in Archdiocesan Handbook
- Crisis Management Plan, Emergency Management, Safe Environment
- Supervision & Personnel Guidelines, Compensation & Budget Management

### ORIENTATION TO CATECHETICAL MISSION AND OFFICE

- Overview of Catechetical Mission: Overview of Catechetical Office
- Overview of Dept. of Youth Faith Formation
- Presentation of Archdiocesan handbook
- Job Descriptions of Catechetical Leaders
- Explanation of Essential Reports

### JULY ZOOM

- **Friday, July 10, 2020, 10:00 to 11:30**
  - **Session 1 with Gloria Costanza**
  - Certified Director of Religious Education

- **Friday, July 17, 2020, 10:00 to 11:30**
  - **Session 2 with Maureen McKew**
  - Director: Catechetical Formation & Communications

- **Friday, July 24, 2020, 10:00 to 11:30**
  - **Session 3 with Sr. Nancy Elizabeth Doran, SSC**
  - Regional Director & Director: Family Catechesis

### AUGUST ZOOM

- **Friday, August 7, 2020, 10:00 to 11:30**
  - **Session 1 with Louise Pisano**
  - Certified Coordinator of Religious Education

- **Friday, August 14, 2020, 10:00 to 11:30**
  - **Session 2 with JoAnn Griffin**
  - Certified Coordinator of Religious Education

- **Friday, August 21, 2020, 10:00 to 11:30**
  - **Session 3 with Sr. Teresita Morse, RJM**
  - Director of Formation for Directors/Coordinators

### ORIENTATION TO CATECHETICAL MISSION AND OFFICE (Continued)

- Sept. 12, 2020 (Sat.) 9:30 to 4:00
  - **ST. AUGUSTINE PARISH HALL, OSSINING**
  - **Sr. Joan Curtin, CND**
  - Director: Archdiocesan Catechetical Office

- **Ela Milewska**
  - Director: Dept. of Youth Faith Formation

- **Sr. Teresita Morse, Director:**
  - Formation for Directors/Coordinators of Religious Education

- **Mrs. Margaret Hoblin**
  - Regional Catechetical Director
<table>
<thead>
<tr>
<th>Catechetical Program Development 1</th>
<th>Nov. 6, 2020 (Fri.)</th>
<th>9:30 to 4:30</th>
<th>St. Augustine Parish Hall, Ossining</th>
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<tbody>
<tr>
<td>Six Essential Goals of Catechesis</td>
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<td>Catechesis of the Good Shepherd</td>
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<td>Textbook and Curriculum Materials</td>
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<td>For All Religious Education Programs:</td>
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<td>Elementary through Sixth Grade</td>
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<tr>
<th>Catechetical Program Development 2</th>
<th>Jan. 16, 2021 (Sat.)</th>
<th>2:00 to 8:00</th>
<th>Bronx: Place TBA</th>
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<tbody>
<tr>
<td>Catechesis for Children/Youth with Special Needs (Physical, Developmental, Learning, Behavioral, Autistic)</td>
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<tr>
<td>Best Practices in Special Needs Catechesis</td>
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<td>Confirmation for Youth with Special Needs</td>
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<td>Archdiocesan Guidelines for 7th &amp; 8th</td>
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<td>Catechesis for 7th &amp; 8th: Session Formats, Curriculum Materials, Confirmation Prep</td>
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<tr>
<th>Catechesis for Sacraments</th>
<th>Feb. 5, 2021 (Fri.)</th>
<th>9:30 to 4:00</th>
<th>St. Augustine Parish Hall, Ossining</th>
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<tr>
<td>The Ministry of Hospitality and the Relational Skills of the Director/Coordinator</td>
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<td>First Penance and First Eucharist: Essential Elements of Programs</td>
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<td>Introduction to RCIA and Participation of Children/Youth in RCIA</td>
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**Sr. Teresita Morse, RJM**
Director: Formation of Directors/Coordinators

**Linda Sgammato**
Catechetical Office Consultant: Catechesis of Good Shepherd

**JoAnn Griffin**
Certified Coordinator of Religious Education

**Sr. Joan Curtin, CND**
Director: Archdiocesan Catechetical Office

**Patricia Manuli**
Certified Director of Religious Education

**Oscar Cruz**
Director of the Catechumenate (RCIA)
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

EDUCATIONAL BASICS

Assisting Catechists in Managing the Learning Environment, in Lesson Planning and in using the Catechist Manual

Assisting Catechists in Using the Archdiocesan Guidelines for Catechesis

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

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 Family Catechesis Offered in Each Parish: Models, Content, Organization of Program

May 7, 2021 (Fri.) 9:30 to 4:00
ST. AUGUSTINE PARISH HALL, OSSINING

Pam Hammond
Coordinator: Christopher Leadership Course

Louise Pisano
Certified Coordinator of Religious Education

Virginia Tannacore
Certified Coordinator of Religious Education

June 26, 2021 (Sat.) 9:30 to 4:00
ST. AUGUSTINE PARISH HALL, OSSINING

Sr. Nancy Elizabeth Doran, SSC
Regional Director & Director: Family Catechesis
Registration for Basic Leadership Training Course 2020-2021
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 2020-2021:

____ June 5 & 12, 2020 (2 Fridays): Catechesis & Contemporary Technology Zoom 10:00 to 11:30
____ June 27, 2020 (Sat.): Family Catechesis Zoom 10:00 to 12:00
____ July 10, 17 & 24, 2020 (3 Fridays): Relationship with Catechist Zoom 10:00 to 11:30
____ Aug. 7, 14 & 21, 2020 (3 Fridays): Professional Practice Zoom 10:00 to 11:30
____ Sept. 12, 2020 (Sat.): Orientation to Catechetical Mission & Office St. Augustine 9:30 to 4:00
____ Nov. 6, 2020 (Fri.): Catechetical Program Development 1 St. Augustine 9:30 to 4:30
____ Jan. 16, 2021 (Sat.): Catechetical Program Development 2 TBA, Bronx 2:00 to 8:00
____ Feb. 5, 2021 (Fri.): Catechesis for Sacraments St. Augustine 9:30 to 4:00
____ March 20, 2021 (Sat.): Spirituality of Mission for Catechetical Leaders Maryknoll Fathers 2:00 to 8:00
____ April 17, 2021 (Sat.): Educational Basics TBA, Bronx 2:00 to 8:00
____ May 7, 2021 (Fri.): Communication Skills St. Augustine 9:30 to 4:00
____ June 26, 2021 (Sat.): Family Catechesis St. Augustine 9:30 to 4:00

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.
N.B. Any unused tuition for Basic Leadership Training from 2019-2020 will be applied to the current year’s tuition.

Return registration by September 4, 2020 to: Sr. Teresita Morse, Catechetical Office, 1011 First Ave, 12th floor, New York, NY 10022