



ARCHDIOCESE OF NEW YORK

YOUTH FAITH FORMATION

Catechetical

Basic Leadership Training Course for Directors & Coordinators of Religious Education: 2021 - 2022

This course is required for Directors and Coordinators new to the ministry in the Archdiocese of New York. It consists in 11 Seminars. Due to the Pandemic, each Seminar will be given virtually via Zoom over a several-week period of sessions. Sessions will last an hour and a half. In order to receive credit for the seminar all weekly sessions must be taken.

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

June 2021: Professional Practice Seminar, Saturdays 10 to 11:30

(All 3 of the following sessions must be taken on the dates listed. If one is missed, no credit can be given.)

June 5:	Legal Responsibilities as Identified in Archdiocesan Handbook	Louise Pisano, Certified Coordinator of Religious Education
June 12:	Crisis 7 Emergency Management, & Safe Environment	JoAnn Griffin, Certified Coordinator
June 19:	Supervision, Personnel Guidelines Budget Management	Sr. Teresita Morse, RJM, Director of Formation for Directors/Coordinators

June 2021: Family Catechesis Seminar, Saturday 10 to 12:00

June 26	Family Catechesis & Catechetical Models	Sr. Nancy Elizabeth Doran, SSC Director of Family Catechesis
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July 2021: Relationship with Catechist Seminar, Saturdays 10 to 11:30

(All 3 of the following sessions must be taken on the dates listed. If one is missed, no credit can be given.)

July 10:	Regular Supervision of Catechists, Formation of Faith Community	Gloria Costanza Certified Director of Religious Education
July 17:	Catechist Formation Program	Maureen McKew Director of Catechist Formation
July 24:	Vocation of the Catechist Personnel Management	Sr. Nancy Elizabeth Doran, SSC Regional Catechetical Director

August 2021: Catechesis & Technology Seminar, Saturdays 10 to 11:30

(All 3 of the following sessions must be taken on the dates listed. If one is missed, no credit can be given.)

August 7:	Digital Technology at Service of Catechesis	Lydia vanDuynhoven Certified Director of Religious Education
August 14:	Using <i>NYFaithFormation.org</i> Website	Linda Fitzsimmons Regional Catechetical Director
August 21:	Applying Technology to the Religious Education sessions	Louise Pisano, Certified Coordinator of Religious Education

September 2021: Orientation to Catechetical Office and Mission, Saturdays, 1:30 to 3:00

(All 3 of the following sessions must be taken on the dates listed. If one is missed, no credit can be given.)

Sept. 11:	Opening Prayer and Introductions Overview of Catechetical Mission & Office Essential Elements of Religious Education	Sr. Joan Curtin, CND, Director Archdiocesan Catechetical Office
Sept. 18:	Overview of Dept. of Youth Faith Formation Catechetical Office Handbook	Ela Milewska, Executive Director of the Dept. of Youth Faith Formation Sr. Teresita Morse, RJM
Sept. 25:	Essential Reports Formation Program for Directors/Coordinators	Margaret "Peg" Hoblin Regional Catechetical Director Sr. Teresita Morse, RJM

November 2021: Catechetical Program Development 1 Seminar, Saturdays, 1:30 to 3:00

(All 3 of the following sessions must be taken on the dates listed. If one is missed, no credit can be given.)

Nov. 6:	Catechesis of the Good Shepherd	Linda Sgammato Consultant to Catechetical Office
Nov. 13:	Textbook & Curriculum Materials for all Religious Education Programs Elementary through Sixth Grade	JoAnn Griffin, Certified Coordinators of Religious Education
Nov. 20:	Essential Goals of Catechesis New Directory for Catechesis	Sr. Teresita Morse, RJM

January 2022: Catechetical Program Development 2 Seminar, Saturdays 1:30 to 3:00

(All 3 of the following sessions must be taken on the dates listed. If one is missed, no credit can be given.)

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| Jan. 15: | Catechesis for Children/Youth with Special Needs (Physical, Developmental, Learning, Behavioral, Autistic) | Linda Sgammato
Consultant to Catechetical Office

Elizabeth Kogler, Certified Coordinator of Religious Education |
| Jan. 22: | Archdiocesan Guidelines: Grades 7 & 8 | Gloria Costanza
Certified Director of Religious Education |
| Jan. 29: | Catechesis for Grades 7 & 8 | |

February 2022: Catechesis for Sacraments Seminar, Saturdays 1:30 to 3:00

(All 3 of the following sessions must be taken on the dates listed. If one is missed, no credit can be given.)

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| Feb. 5: | Ministry of Hospitality & Relational Skills | Sr. Joan Curtin, CND, Director:
Archdiocesan Catechetical Office |
| Feb. 12: | Administration of Sacrament Programs:
First Penance, First Eucharist, Confirmation | Patricia Manuli
Certified Director of Religious Education |
| Feb. 26: | Introduction to RCIA & Participation of Children/Youth in RCIA | Oscar Cruz
Archdiocesan Director: Catechumenate |

March 2022: Spirituality of Mission for Catechetical Leaders, Saturday Time TBA

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| March 12: | Prayer & Sharing on the Mission of the Catechetical Leader in the New York Archdiocese | Sr. Joan Curtin, CND, Director:
Archdiocesan Catechetical Office

Oscar Cruz
Archdiocesan Director: Catechumenate

Sr. Teresita Morse, RJM |
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March 2022: Educational Basics Seminar, Saturdays, 1:30 to 3:00

(All 3 of the following sessions must be taken on the dates listed. If one is missed, no credit can be given.)

March 19:	Assisting Catechists in Managing the Learning Environment and in Lesson Planning, using Catechist Manual	Virginia Tannacore Certified Director of Religious Education
March 26:	Assisting Catechists in Using Archdiocesan Guidelines for Catechesis & Lesson Plans	Gloria Costanza Certified Director of Religious Education
April 2:	Student Evaluation, Recordkeeping, Homework Working with Parents to assist Child/Youth	Janis Batewell, Certified Coordinator of Religious Education

April 2022: Communication Skills Seminar, Saturdays, 1:30 to 3:00

(All 3 of the following sessions must be taken on the dates listed. If one is missed, no credit can be given.)

April 9:	Catechetical Presentations: Public Speaking & Written Communication	Pam Hammond, Coordinator Christopher Leadership Course
April 23:	Organizing and Conducting Meetings for Catechists and Parents	Louise Pisano, Certified Coordinator of Religious Education
April 30:	How to Prepare and Lead Prayer for Catechists, Parents and other Adults	Virginia Tannacore Certified Director of Religious Education

To Register for the Year:

Complete attached Registration Form.

By May 7, 2021, mail in payment with Registration Form to Stephanie Gonzalez, Archdiocesan Catechetical Office, 1011 First Ave., New York, NY 10022. No registrations can be accepted by phone.

All checks should be made payable to the **Catechetical Office**

Questions may be addressed to Stephanie Gonzalez, Program Registrar:
Stephanie.Gonzalez@archny.org phone 646 - 794 - 2822

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A week before each Seminar you will receive an email from Stephanie to remind you of the upcoming seminar which you need as part of your Basic Leadership Training.

You must respond to that reminder by the date specified in Stephanie's email.

Name _____
Parish _____
Vicariate _____

Registration
for Basic Leadership Training Course 2021-2022

Check those seminars that you will attend during 2021-2022

- _____ **June 2021: Professional Practice**
consists in 3 Saturdays: 10 to 11:30am: June 5, 12, 19
- _____ **June 2021: Family Catechesis**
consists of 1 Saturday: 10 to 12:00pm: June 26
- _____ **July 2021: Relationship with Catechist**
consists in 3 Saturdays: 10 to 11:30am: July 10, 17, 24
- _____ **August 2021: Catechesis & Technology**
consists in 3 Saturdays: 10 to 11:30am: Aug. 7, 14, 21
- _____ **Sept. 2021: Orientation to Catechetical Office and Mission**
consists in 3 Saturdays: 1:30 to 3:00pm: Sept. 11, 18, 25
- _____ **November 2021: Catechetical Program Development 1**
consists in 3 Saturdays: 1:30 to 3:00pm: Nov. 6, 13, 20

- _____ **January 2022: Catechetical Program Development 2**
consists in 3 Saturdays: 1:30 to 3:00pm: Jan. 15, 22, 29
- _____ **February 2022: Catechesis for Sacraments**
consists in 3 Saturdays: 1:30 to 3:00pm: Feb. 5, 12, 26
- _____ **March 2022: Spirituality of Mission**
consists in 1 Saturday: Time TBA: March 12
- _____ **March 2022: Educational Basics**
consists in 3 Saturdays: 1:30 to 3:00pm: March 19, 26, April 2
- _____ **April 2022: Communication Skills**
consists in 3 Saturdays: 1:30 to 3:00pm: April 9, 23, 30

All sessions listed for each seminar must be attended to receive credit for the seminar. The Catechetical Office cannot give partial credit. It is all or nothing.

Basic Leadership Training Course is paid for by the Parish. The Cost of course is \$35 per seminar. Please send a single check to cover the cost of all the seminars you have selected above. If you must pay per seminar that is acceptable but difficult in this year when access to the main office is limited.

Enclosed is check for: _____ Please make checks payable to Catechetical Office.
N.B. Any unused tuition for Basic Leadership Training from 2020-2021 will be applied to the current year's tuition.

Return registration by May 7, 2021 to: Stephanie Gonzalez, Catechetical Office, 1011 First Ave, 12th floor, New York, NY 10022
Additional Contact Information: Stephanie.Gonzalez@archny.org Phone: 646 794 2822