LAY MINISTRY
FORMATION PROGRAM

OFFICE FOR LAY ECCLESIAL MINISTRY
DIOCESE OF SPRINGFIELD IN ILLINOIS

[ALL RIGHTS RESERVED, 1997]
REVISED – MAY 2016
From the reception of these charisma or gifts, including those which are less dramatic, there arise for each believer the right and duty to use them in the Church and the world for the good of humankind and for the up building of the Church.

*(Decree on the Apostolate of the Laity, #3)*

Baptism and confirmation empower all believers to share in some form of ministry. Although the specific form of participation in ministry varies according to the gifts of the Holy Spirit, all who share in this work are united with one another. Just as each of us has one body with many members, and not all the members have the same function, so too we, though many, are one body in Christ and individually members of one another. We have gifts that differ according to the favor bestowed on each of us. (Rom. 12:4-6)

*(Called and Gifted: The American Catholic Laity, NCCB)*

Indeed, everyone should painstakingly ready himself or herself personally for the apostolate, especially as an adult. For the advantage of age brings with it better self-knowledge, thus enabling each person to evaluate more accurately the talents with which God has enriched each soul and to exercise more effectively those charismatic gifts which the Holy Spirit has bestowed on all for the good of others.

*(Decree on the Apostolate of the Laity #30)*

The ministries which exist and are at work at this time in the Church are all, even in their variety of forms, a participation in Jesus Christ’s own ministry as the Good Shepherd who lays down his life for the sheep, the humble servant who gives himself without reserve for the salvage of all.

*(Christifideles Laici, No. 21)*

“The term ‘laity’ is here understood to mean all the faithful except those in Holy Orders and those who belong to a religious state approved by the Church. That is, the faithful, who by Baptism are incorporated into Christ and integrated into the People of God, are made sharers in their particular way in the priestly, prophetic, and kingly office of Christ, and have their own part to play in the mission of the whole Christian people in the Church and in the world.”

*(Catechism of the Catholic Church, #897)*

“The laity can also feel called, or be in fact called, to cooperate with their pastors in the service of the ecclesial community, for the sake of its growth and life. This can be done through the exercise of different kinds of ministries according to the grace and charisms which the Lord has been pleased to bestow on them.”

*(Catechism of the Catholic Church, #910)*
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAY MINISTRY STAFF</td>
<td>4</td>
</tr>
<tr>
<td>MISSION STATEMENT</td>
<td>5</td>
</tr>
<tr>
<td>PROGRAM: CONTENT, VISIONS, VALUES</td>
<td>6</td>
</tr>
<tr>
<td>PROGRAM: PURPOSE AND GOALS</td>
<td>7</td>
</tr>
<tr>
<td>CANDIDATE SELECTION CRITERIA</td>
<td>9</td>
</tr>
<tr>
<td>PROGRAM CURRICULUM</td>
<td>12</td>
</tr>
<tr>
<td>OVERVIEW OF THE FORMATION PROCESS</td>
<td>15</td>
</tr>
<tr>
<td>YEAR II SPECIALIZATIONS</td>
<td>21</td>
</tr>
</tbody>
</table>
LAY MINISTRY STAFF

The Reverend Monsignor David S. Lantz
Director, Office for Lay Ecclesial Ministry
Diocese of Springfield in Illinois

Mrs. Joan Reed, Secretary
Office for Lay Ecclesial Ministry

Mr. Eliot Kapitan
Director, Office for Divine Worship and the Catechumenate
Liturical Ministry: Liturgical Leadership Skills

Mr. Eliot Kapitan
Director, Office for Divine Worship and the Catechumenate
Liturical Ministry: Christian Initiation of Adults Leadership Skills

Mrs. Chris Malmevik
Associate Director, Office for Catechesis
Catechetical Leadership Ministry
OFFICE FOR LAY ECCLESIAL MINISTRY
DIOCESE OF SPRINGFIELD IN ILLINOIS
MISSION STATEMENT

SINCE CHRISTIAN INITIAITON IS THE CALL TO ACTIVE PARTICIPATION IN THE MISSION AND MINISTRY OF THE CHURCH, WHETHER ONE IS CALLED TO THE ORDAINED OR LAY MINISTRY, AND REALIZING THAT EACH PERSON HAS GIFTS AND CHARISMS TO SHARE IN THE SERVICE OF THE PEOPLE OF GOD, THE OFFICE FOR LAY ECCLESIAL MINISTRY OF THE DIOCESE OF SPRINGFIELD IN ILLINOIS SEEKS TO ENHANCE THE MINISTRY OF THE ORDAINED CLERGY AND LAITY BY PROVIDING ACADEMIC, SPIRITUAL AND PASTORAL OPPORTUNITIES WHICH GIVE PARTICIPANTS A BROADER SENSE OF SELF, MINISTRY, CHURCH AND GOD.

GOALS

- To provide opportunities for lay formation especially as served through the Lay Ministry Formation Program.
- To provide formation opportunities to clergy (e.g.) sabbaticals, continuing education programs, workshops, etc.
- To serve as a clearing house for parishes and institutions who may be seeking qualified pastoral ministers for employment.
- To assist potential permanent deacon candidates.
- To act as a liaison of the diocesan Bishop in the screening and placement of qualified Parish Life Coordinators who seek appointment of the Diocese.
LAY MINISTRY FORMATION PROGRAM
CONTENTS, VISIONS, VALUES

The following CONTENTS, VISIONS and VALUES will be

- common throughout every dimension of the Lay Ministry Formation Program, Year 1 and all specializations

- integrated thoroughly by each instructor, module or specialization coordinator, field education supervisors, etc.

CONTENTS

- Sacred Scriptures
- Vatican Council II Documents
- other Church documents [Origins]
- Code of Canon Law
- Catechism of the Catholic Church
- diocesan policies, procedures, forms, applications, etc.

VISIONS

- adult learning
- pastoral skills
- spiritual formation
- collaborative leadership
- self-care
- what Church/diocese/parish is

VALUES

- family
- stewardship
- justice: consistent ethic of life
- inclusion
- evangelization
THE LAY MINISTRY FORMATION PROGRAM
PURPOSE AND GOALS

The Office for Lay Ecclesial Ministry of the Diocese of Springfield in Illinois offers a program of formation for lay persons who share in parish/institutional ministry and life. The program is designed, over a period of two years, to give the candidates some of the pastoral, spiritual and academic formation they will need to serve more effectively as ministers in the Church.

The general program goals are designed to help candidates:

--understand that Baptism is a call to ministry

--realize personal gifts and to help them use those gifts in ministry to God’s people

--grow spiritually in word, worship and service within the faith community

--develop ministerial leadership skills

--be formed for more effective volunteer, part-time and full time ministry

--gain a broader vision of the Church and its theology
CANDIDATE SELECTION CRITERIA
SAMPLE PROCEDURE FOR PASTORAL/INSTITUTIONAL STAFF
DISCERNMENT IN SELECTING CANDIDATES FOR THE LAY MINISTRY PROGRAM

STEP ONE:

At a pastoral staffing (e.g. Pastoral Council Meeting) and after prayerful consideration, the following questions might be discussed:

➢ More than likely, lay persons are already involved in leadership in some ministries of the parish/institution. In which of these areas could their leadership be more skilled and enhanced thereby allowing them to be more effective ministers?

➢ Would there be any new areas of responsibility in ministry that lay persons in the parish could assume? If so what are they? (Try and keep in mind the six specialization areas that the program offers.

➢ What skills would you want lay leaders to gain from the lay ministry formation process?

➢ How many lay persons would you want to participate in the ministry formation process for the year?

STEP TWO:

The next step in the selection process is to invite a number of active parish leaders to consider possible admission to the Lay Ministry Formation Program. Perhaps this could be accomplished at a general information session. The possible candidates should be asked to discern prayerfully their gifts, strengths, limitations and willingness to make the commitment to join the Lay Ministry Program of the diocese. (If you would like assistance in conducting this meeting, please contact the diocesan Office for Lay Ecclesial Ministry.)

STEP THREE:

After prayerful discernment, selection and acceptance by the candidates, complete the necessary application form and pastor recommendation form can be found on the diocesan website at www.dio.org.
LAY MINISTRY FORMATION PROGRAM
GENERAL CRITERIA FOR SELECTING CANDIDATES

CANDIDATES:

..should possess a personal desire to serve others by leading them in the practice of the faith

..should be mature men and women actively practicing the faith

..should possess the ability to work collaboratively with others

..should adhere to contemporary theology and ecclesiology

..should have the ability to read, comprehend and reflect on college level materials

..should have passed the GED or have earned a high school diploma

..should be baptized and confirmed and if married, the marriage should be recognized as valid by the Church

..should have some active parish/institutional experience

..should have the support and consent of ones family

..should be recommended formally by their pastor, institution head, or when applying independently, Church leadership

CANON 231-1. LAY PERSONS WHO DEVOTE THEMSELVES PERMANENTLY TO SOME SPECIAL SERVICE OF THE CHURCH ARE OBLIGED TO ACQUIRE THE APPROPRIATE FORMATION WHICH IS REQUIRED TO FULFILL THEIR FUNCTION PROPERLY AND TO CARRY IT OUT CONSCIENTIOUSLY, ZEALOUSLY AND DILIGENTLY.
LAY MINISTRY CURRICULUM
Each year of the program is composed of ten (10) units of approximately seven (7) hours each. During YEAR I all participants are presented with Catholic teaching in several areas of Church discipline. The units are devoted to:

- ORIENTATION TO MINISTRY
- SCRIPTURE
- OVERVIEW OF THE CATHOLIC FAITH
- CATHOLIC MORAL TEACHING
- CATHOLIC SOCIAL TEACHING
- HISTORY OF THE CHURCH
- LITURGY AND PRAYER
- LITURGY AND SACRAMENTS
- CHRISTIAN HUMAN GROWTH AND DEVELOPMENT
- THEOLOGY OF CHURCH

During the second year of the program candidates will choose to specialize in one of six (6) areas. Each area of study will be composed of 10 units of approximately seven hours each. The Office for Lay Ecclesial Ministry will provide assistance for both pastoral staff and candidate in choosing the Year II area of specialization.
The six areas of specialization currently offered are:

ADULT FAITH FORMATION IN LIFE ISSUES
CATECHETICAL LEADERSHIP MINISTRY
CLINICAL PASTORAL CARE MINISTRY
LITURGICAL MINISTRY: CHRISTIAN INITIATION OF ADULT LEADERSHIP SKILLS
LITURGICAL MINISTRY: LITURGICAL LEADERSHIP SKILLS MINISTRY
YOUTH MINISTRY
OVERVIEW OF FORMATION PROCESS
# OVERVIEW OF THE FORMATION PROCESS

## STRUCTURE

All sessions will meet one Saturday a month from late August through the following May. The sessions are generally held at one common location and last from 9:00 a.m.- 4:00 p.m. on the designated Saturday.

## FORMATION/ADULT LEARNING MODEL

A variety of adult learning techniques will be utilized in each class session. Instructors will facilitate the group process through dialogue regarding the required reading assignments and appropriate faith sharing.

Candidates are expected to attend **ALL** class sessions, complete the assigned pre-readings, submit the required reflection papers and complete all evaluation materials.

Candidates should also meet on a regular basis with a spiritual director/mentor as well as their pastoral leadership team in the parish/institution to reflect upon the formational process and their progress.

## ATTENDANCE

Candidates are required to participate in each class session. Also, candidates are required to attend all retreat experiences and any other additional programs as required by the Office for Lay Ecclesial Ministry. This is very important for continuity and faith sharing which is integral to the formation process. *The Lay Ministry Formation Program is not an adult enrichment program where one is free to pick and choose which classes to attend or not attend.* The key word in the program is FORMATIONAL and the process in the program is one of academic, pastoral and spiritual building over the two years.

## FACULTY

Instructors for the Lay Ministry Program are selected from the professional pastoral personnel of the Springfield Diocese. All instructors minimally hold a Masters Degree in the specialty area. All instructors are individuals who are academically sound, theologically orthodox and pastorally experienced.

## LEARNING

The Office for Lay Ecclesial Ministry exists to provide sound
**AGREEMENT**

Theological, pastoral and spiritual formation to and for each candidate who chooses to enter the program. To this measure one who is accepted into the program is asked to make a **LEARNING AGREEMENT** with the Office for Lay Ecclesial Ministry. This agreement serves as a commitment between the candidate and the director so that each party is aware of the obligations that must be met in order to gain acceptance into the Lay Ministry Formation Program and to receive the “Certificate of Completion” from the program.

**PROGRAM COMPLETION**

Upon successful completion of all the program requirements for the two year program candidates will receive a Certificate of Completion for their work in the Lay Ministry Formation Program of the Diocese of Springfield in Illinois. *This certificate in no way serves as a guarantee for church employment but serves as a statement that the candidate has completed the requirements of the Lay Ministry Program.* Candidates in the program should never assume that their pastor/institutional leadership has the obligation to hire them for a ministry position after completion of the program. That is negotiated on an individual and local basis. Generally, the Office for Lay Ecclesial Ministry does not enter into these discussions. The Office for Lay Ecclesial Ministry does serve the diocese as the official clearing house for those seeking ministry employment opportunities in the diocese and all resumes should be forwarded to the Office for Lay Ecclesial Ministry.

**COST**

Tuition is charged per semester for the Lay Ministry Program. *This tuition is the responsibility of the candidate.* Parishes or sponsoring institutions may help in the cost but this is to be negotiated between the candidate and their sponsoring parish/institution. *A candidate should not assume the parish or institution will pay for the costs of the program.* In addition, each candidate is responsible for the purchase of all required textbooks as well as copy fees, retreat fees, etc.

If a participant finds it necessary to withdraw from the program and tuition has been paid, a pro-rated amount of the tuition will be refunded. Limited financial assistance may be available by writing the director of the Office for Lay Ecclesial Ministry. Each candidate will be asked to sign a tuition agreement at the beginning of each academic year. All tuition billing is handled through the Office for Finances of the diocese.
The Lay Ministry Formation Program is under the direction of the Diocese of Springfield in Illinois. The Director is the Reverend Monsignor David S. Lantz. The Office for Lay Ecclesial Ministry is located at the Catholic Pastoral Center, Springfield, Illinois. The address is:

Office for Lay Ecclesial Ministry
Catholic Pastoral Center
1615 West Washington Street
Springfield, IL 62702-4757
(217) 698-8500
FAX (217) 698-0802
Email: dlantz@dio.org
LEARNING AGREEMENT

OVERVIEW

The Office for Lay Ecclesial Ministry exists to provide sound and orthodox theological, pastoral and spiritual formation to and for each candidate who chooses to enter the program. A candidate once accepted into the program is asked to enter into a “Learning Agreement” with the Office for Lay Ecclesial Ministry. This agreement serves as a commitment between the candidate and the director so that each party is aware of the obligations that must be met in order to continue in the program and receive the “Certificate of Completion.”

SESSION ATTENDANCE POLICY

Attendance at each class session is one of the highest expectations we have of a candidate in the formation process. Each session is designed to be formational and candidate input/interaction is crucial to faith development.

The candidate agrees:

- To attend all class sessions as scheduled.
- To be present on time and leave only when the session is completed.
- To make up a foreseen absence by contacting the course instructor/specialization director; by having the class tape recorded with instructor permission and to arrange for the pick up of all session materials.
- To make up an unforeseen class session by contacting the instructor/specialization director within one (1) week after the class session meets to agree on all make-up work to be completed.

Over the course of the academic year only one (1) excused absence is allowed. Any additional absence(s) need to be made up the next time the class session is offered. Please remember that this course may be a year or two away. The “Certificate of Completion” will not be granted until the time when the class is completed.

SESSION PREPARATION and ASSIGNMENT POLICY

Each candidate in the Lay Ministry Formation Program will come to class sessions having made the concerted effort to complete all pre-reading and written assignments as given by the instructor.

Each candidate will complete the post class assignment within the two (2) week completion period and return the assignment to the instructor for grading. The candidate is reminded to make a copy of all their written work.

In the event that a pattern of missing assignment begins to develop, the candidate will meet with the director of the program to discuss the issue of continuance.
SPIRITUAL FORMATION AND DEVELOPMENT

The Candidate will make every effort to meet with a mentor/spiritual director or minimally parish leadership to review and process their journey in the program.

The candidate will make every effort to be an active group participant during the class and will make every effort to articulate faith experiences where appropriate.

I, the undersigned, have read the “Learning Agreement” and understand its content. I further agree to abide.

Signature: ___________________________ Date: ________________

Approval

Program Director: ___________________________ Date: ________________
YEAR II SPECIALIZATIONS
Year II specializations are designed to expose the candidate to an area of specific concentration in Church Ministry. Currently, the Office for Lay Ecclesial Ministry offers six areas of specialization for Year II of the program. **A candidate must complete Year I of the formation program before selecting a specialization area.** During the course of Year I candidates will be introduced to all six specialization areas with the intention of formally declaring their area of specialization in the spring of the year prior to Year II. A minimum number of candidates (or graduates of the program) is required for each specialization to be offered.

The specialization sessions will meet once a month from September through May on a designated Saturday. August is reserved for the orientation session. Candidates are required to attend the class sessions and complete all pre and post class assignments as given by the instructor.

Upon completion of all requirements the candidate will be recommended by the Year II director for the reception of the Program/Institute Certificate of Completion. A graduate of the Lay Ministry Program is able to complete another specialization in the future without repeating Year I of the Program.

For further information regarding the area of specialization please consult the Year II Director or the Director of the Office for Lay Ecclesial Ministry.

The following pages contain sample syllabi for each specialization. All syllabi are subject to constant revision but it will give a sense of the material covered in the given specialization area.
LAY MINISTRY FORMATION PROGRAM
YEAR II SPECIALIZATIONS

**Adult Faith in Life Issues**

Our faith calls us to work for justice, to protect families, to serve those in need, to pursue peace and to defend the life, dignity and rights of all persons. A certificate in Life Ministry educates the student in Catholic social teaching which comes from scripture and the life of Jesus. The student is challenged to become a more just person, with the option of a direct call to ministry in parish, diocesan or civic life. Through a study of current issues of family, peace, justice and life, the students will learn the skills necessary to facilitate integration of justice and family into parish worship, education, planning and evangelization. They will learn how to organize parish social concerns committees and to develop family ministry. The participant will be challenged to integrate action rooted in the spirituality of justice while learning the skills needed to assist a parish in reflecting the Gospel call to family, charity and justice. Specific skills include education in understanding the scriptural basis for justice and peace, understanding the Church’s theology of marriage and family life, developing social ministry and building family within the parish and advocacy for all life issues.

**Year II Director:** Vacant

**CATECHETICAL LEADERSHIP MINISTRY**

This course will provide the background and skills needed to help parish coordinators of religious education programs understand and perform the tasks necessary to their ministry. It helps the coordinator to define his/her role in the parish after studying basic catechetical documents and learning the skills necessary to coordinate a parish religious education program.

**Year II Director:** Mrs. Chris Malmvik

**E-mail:** cmalmvik@dio.org

**CLINICAL PASTORAL CARE MINISTRY**

This specialization seeks to contribute to the ministerial formation of persons who will be able to function as pastoral caregivers in their parishes. The group's life experiences will serve as the core text. We will discuss the spiritual issues inherent in relationships, illness, change, loss, death and grief and we will identify and practice the communication skills vital to pastoral ministry especially listening and the sacrament of presence. Students in this specialization will be prepared for pastoral ministry in hospitals, care facilities, parishioners' homes or on the phone.
They will have the skills for providing bereavement ministry and/or developing bereavement ministry programs in their churches. Recognizing God in the encounter and practicing self-care will be constant themes in this specialization.

**Year II Director: Vacant**

**LITURGICAL MINISTRY: CHRISTIAN INITIATION OF ADULTS LEADERSHIP SKILLS**

This specialization in liturgical ministry seeks to introduce the candidates to skills that will enable them to coordinate the parish catechumenate effort and to be effective team members. It will enable the lay ministry candidates to do suitable adult catechumenal catechesis while providing the appropriate pastoral care to both catechumens and baptized candidates. It will also enable the candidates to provide for the special needs of children, to form ministries and ministers for the catechumenate and to prepare and collaborate with others on appropriate liturgical celebrations.

**Year II Director: Mr. Eliot Kapitan**

E-mail: ekapitan@dio.org

**LITURGICAL MINISTRY: LITURGICAL LEADERSHIP SKILLS**

This specialization in liturgical ministry introduces the candidates to liturgical leadership skills. It will enable the candidates to coordinate liturgy preparation, to oversee one or more liturgy needs and to be an effective liturgy team member. It will provide an overview of the liturgical books and focus on the celebrations of Mass, the Word of God, sacramental liturgy and daily prayer as well as the requisite needs for faith, culture, space, art and music.

**Year II Director: Vacant**

**YOUTH MINISTRY SPECIALIZATION**

The Certificate in Youth Ministry Studies (CYMS) is a two year certification process in youth ministry co-sponsored by the Center for Youth Ministry Development and our diocese. A two-year, four weekend a year program is currently offered at the Shrine of Our Lady of the Snows in Belleville, Illinois. Those persons wishing this program will complete Year I of the Lay Ministry Formation Program of the diocese and then transfer into the Belleville Program.

Contact: Kyle Holtgrave

E-mail: kholtgrave@dio.org
LAY MINISTRY FORMATION PROGRAM
YEAR II SPECIALIZATION
Adult Faith Formation in Life Issues

Director - Vacant
1615 West Washington Street
Springfield, IL 62702-4757
(217) 698-8500

General Description of the Specialization:

Adult Faith Formation in Life Issues Specialization is for lay ministry students interested in becoming more knowledgeable of family, marriage, justice and life. This educational experience provides knowledge, skills and resources for persons as they strive to be people of faith.

The overall goal is to develop solid groups of leaders for the Diocese of Springfield in Illinois who can work pastorally in their local parish or community.

Required Texts

Familiaris Consortio: The Role of the Family in the Modern World, USCCB website
Humanae Vitae: Of Human Life, USCCB Website
Catechism of the Catholic Church
The Compendium of the Social Doctrine of the Church by Pontifical Council for Justice and Peace, Office for Social Concerns
Better Boundaries, Jan Black & Greg Enns
The Good Listener, James E. Sullivan
Riding the Dragon, Robert J. Wicks
Caritas in Veritate, Vatican Website

Personal and Spiritual Formation of the Pastoral Minister

This session will lay a solid foundation for parish pastoral ministry. It will identify the issues that cause stress and give practical suggestions for addressing the causes of fatigue and burn-out. The personal and spiritual formation of the pastoral minister, the importance of clarity of ministry and of self-care will be discussed.

The Christian Family; The Domestic Church

This session will focus on the theology of marriage and family. Using church teaching and documents we will explore the four tasks of the family: forming a community of persons, serving life, participating in the development of society and sharing in the mission of the Church. We will take a brief overview of parish family ministry as it relates to marriage preparation, marriage and family enrichment, sexuality and life issues, ministry to the separated and divorced and bereavement ministry.
Adult Faith in Life Issues, Continued

**Marriage Preparation in the Diocese of Springfield**

This session will prepare the student to facilitate all aspects of marriage preparation on a parish level. We will examine the diocesan marriage preparation policy and the elements of marriage preparation. We will follow the step by step process required of a parish marriage preparation coordinator from the initial interview and pre-nuptial questionnaire to the facilitation of the FOCCUS marriage inventory through the formal marriage preparation program, the Rite of Marriage and the diocesan guidelines for the Sacrament of Matrimony.

**Theology of Justice, Peace and Life**

This session will examine the scriptural themes of creation, covenant and community and their vision for parish social ministry. We will study the USCCB framework for integrating justice, peace and life into all aspects of the parish as found in ‘Communities of Salt and Light’. (USCCB, Nov. 1993) We will introduce ‘Doing Christ’s Work.’

**Human Dignity – A Seamless Garment**

Pope John Paul II begins his encyclical Evangelium Vitae by saying, “The gospel of Life is at the heart of Jesus’ message.” To attend to life, as scripture calls us, requires living with a consistent ethic toward all of life. Using the Catechism and USCCB documents, we will examine the importance of forming our conscience. Our Catholic Bishops tell us “…as a people, we face serious challenges that are clearly political and profoundly moral.”

**Reconciliation and Healing in Family Ministry**

This session will provide an overview of the various parish ministries available to families in crisis. We will learn the steps to implementing a parish bereavement ministry that offers resources and coping skills to families in the midst of grief. We will become aware of how to provide support to those who are separated and divorced and we will examine the role of the family minister as an advocate for those seeking a declaration of nullity through the diocesan tribunal.

**Family as the Sanctuary of Life**

This session will focus on basic Catholic morality as it pertains to marriage and family life. In particular we will explore what it means to live the Gospel of Life in the context of daily family life. We will examine the Church’s teaching on contraception, sterilization, in vitro fertilization, stem cell research, homosexual activity, abortion, euthanasia and end of life decisions.

**Liturgy and Social Justice**

Being converted to Christ is essential for Catholics who are active in social ministry. We will illustrate how the most important setting for the Church’s social teaching is in prayer and worship, especially gathered around the altar for Eucharist. It is in liturgy we find the direction,
Adult Faith in Life Issues, Continued

motivation and strength for social ministry. The relationship of poverty, racism, non violence and rural life issues will be examined in light of Eucharist and our Catholic tradition.

**Day of Integration and Commissioning**

This session will provide time for personal prayer and reflection. Participants will have an opportunity to identify the gifts the Spirit has given them and develop personal and professional goals for their future involvement in the Church.
General Description of the Specialization:

This course will provide the background and skills needed to help parish coordinators of religious education programs understand and perform the tasks necessary to their ministry. It helps the coordinator to define his/her role in the parish after studying basic catechetical documents and learning the skills necessary to coordinate a parish religious education program.

Required Textbooks:


Goal of the Specialization:

To provide background and skill development necessary to coordinating a religious education program in the parish.

Objectives:

The participant will know the principles of and develop competencies and skills in Catechesis training and formation of catechists; catechetical program planning; communication and collaboration. These competencies and skills will enable the participant to develop an understanding of catechesis in the Church today; to cultivate an understanding and appreciation of the person of the coordinator; to perform the task of coordinator including catechist apprenticing and in-servicing, program planning, scheduling, textbook evaluating, etc.; to become aware of the resources in the Diocesan Office for Catechesis.
Specialization Requirements:

Each student is asked to submit written assignments within two (2) weeks of the assignment date. Each student is asked to complete all pre-class reading assignments.

Statement on Attendance:

Regular class attendance is required for program completion. Each student in the Lay Ministry Formation Program enters into a "Learning Agreement" with the Office for Lay Ecclesial Ministry which states that a student can have one excused absence for which the student is responsible for making up all work by contacting the instructor directly. Excessive absences warrant a meeting with the Director of the Office for Lay Ecclesial Ministry to discuss the possibility of program continuation.

Statement on Director Availability:

The director of the specialization, Chris Malmevik, can be reached at the Office for Catechesis by telephone (217) 698-8500, Extension 178 or e-mail emalmevik@dio.org. If I can help you in any way, please do not hesitate to call.

ADA Statement:

The Diocese of Springfield in Illinois provides individuals with disabilities reasonable accommodations to participate in education programs, activities and services. Students with disabilities requiring accommodations to participate in class activities or meet course requirements should contact the instructor as early as possible.

Session by Session Course Outline:

<table>
<thead>
<tr>
<th>September</th>
<th>Introduction to Catechesis</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- the history of catechesis</td>
</tr>
<tr>
<td></td>
<td>- the definition of catechesis</td>
</tr>
<tr>
<td></td>
<td>- parish catechesis</td>
</tr>
<tr>
<td></td>
<td>- document introduction</td>
</tr>
<tr>
<td></td>
<td>- preview of upcoming sessions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>October</th>
<th>The Person of the Coordinator (Part 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- personality inventory</td>
</tr>
<tr>
<td></td>
<td>- leadership skills/administration skills</td>
</tr>
<tr>
<td></td>
<td>time management</td>
</tr>
<tr>
<td></td>
<td>conflict resolution</td>
</tr>
<tr>
<td></td>
<td>- relationship development</td>
</tr>
<tr>
<td></td>
<td>pastor</td>
</tr>
<tr>
<td></td>
<td>catechists</td>
</tr>
<tr>
<td></td>
<td>board of education</td>
</tr>
<tr>
<td></td>
<td>pastoral council</td>
</tr>
<tr>
<td>Month</td>
<td>Event</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------------------------------------------------------------</td>
</tr>
<tr>
<td>November</td>
<td><strong>The Person of the Coordinator (Part 2)</strong> - IFG (Information For Growth)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
<td><strong>The Job of Coordinator (Part 1)</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>January</td>
<td><strong>The Job of Coordinator (Part 2)</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td><strong>Teacher In-Service (Part 1)</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>March</td>
<td><strong>Teacher In-Service (Part 2)</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td><strong>AV Equipment and Textbooks</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LAY MINISTRY FORMATION PROGRAM
YEAR II SPECIALIZATION
Clinical Pastoral Care

Director: Vacant
1615 West Washington Street
Springfield, IL 62702-4757
(217) 698-8500 ext. 153

GOAL

To contribute to the ministerial formation of persons who will be able to function as pastoral caregivers (possibly as organizers of pastoral caregivers) with a sense of rootedness, self knowledge and faith.

OBJECTIVES

The participant will experience the theories and principles of pastoral care as well as develop skills in the following: being pastorally present with persons encountering stressful situations (active listening) such as ministry with persons in nursing homes, hospitals, etc., becoming more aware of oneself both in terms of one’s identity and one’s role with persons by understanding the impact of significant loss and grief; becoming aware of the theological and sociological implications of illness, suffering and crisis for the individual and the family; being able to access personal, professional and spiritual supports and resources for self and others.

METHODOLOGY

This area of specialization will utilize the adult learning model. During each class session, the students will be given theoretical input on various topics as proposed on this outline. This is the formal curriculum.

Through their field experience (as mutually agreed with their field supervisor), participants will contribute to the common learning experience. This sharing will utilize the clinical pastoral tools of faith sharing, theological reflection, verbatim and integrative processing. This is the informal curriculum.

Required Textbooks

*Helping Skills for the Non Professional Counselor* - Joseph Moore
*Collaborative Ministry* - Loughland Sofield and Carroll Juliano
*Getting Through Grief: Caregiving by Congregations* - Ronald Sunderland
*Healing as a Parish Ministry* - Leo Thomas, and Jan Alkire
*Grief Ministry Helping Others Mourn* - Donna Williams, and Joanne Sturzl
*Good Grief* - Granger Westberg

CLASS SCHEDULE

Each class will meet from 9 a.m. - 4 p.m. will begin with a prayer experience prepared by the participants. Two topics will be presented by the specialization director and/or another speaker during the day, and one verbatim will be presented by a participant and processed by the group. Ministerial skills will be practiced and processed within the group.
Clinical Pastoral Care continued

SESSION BY SESSION OUTLINE

September

I. Orientation
   A. Who are we?
   B. What are our expectations?
   C. What are the tools of Pastoral Care?
      1. Theological Reflection
      2. Verbatim
      3. Faith Sharing
      4. Journal
      5. Processing

II. Ministry Skills
   A. Active Listening
   B. Paraphrasing

III. Modeling & Processing the Verbatim

October

I. Aging
   A. Gifts and Crosses
   B. Ministry with Residents of Nursing Homes and People who are Homebound

II. Prayer
   A. The Pastoral Person's Own Prayer Life
   B. Prayer with and for Others

November

I. Substance Abuse
   A. Disease
   B. Family Dynamics
   C. Co-dependency

II. Ministry Skills - Language of Feelings

December

I. Loss and Grief
   A. Types of losses, including death
   B. Role and Characteristics of Grief
   C. Facilitating Mourning

II. Thea Bowman Video: Almost Home
   A. Discuss
   B. Reflect
   C. Process

January

I. Death of Infants and Children
   A. Miscarriage, Stillbirth
   B. Sacraments, Rituals, Prayer
   C. Share, Compassionate Friends

II. Self-Care: Dealing with our own Grief and Sadness while Helping Others Deal with Theirs (Loneliness in Ministry)
Clinical Pastoral Care continued

February
   I. Domestic Violence: Secrets, Suffering, and Images of God
   II. Ethical Issues
       A. Living Wills, Durable Power of Attorney for Health Care
       B. Nutrition, Hydration
   III. Ministry Skills: Collaboration and Assertiveness

March
   I. Ministry with Persons with AIDS and their Families
   II. Presentations of Projects

April
   I. Ministering through Art and Music
   II. Presentations of Projects
LAY MINISTRY FORMATION
PROGRAM YEAR II
SPECIALIZATION
Liturgical Ministry: Christian Initiation of Adults Leadership Skills

Director: Eliot L. Kapitan
Diocese of Springfield in Illinois
Office for Divine Worship and the Catechumenate
1615 West Washington Street
Springfield IL 62702-4757
(217) 698-8500 ext. 177
Fax: (217) 698-0802
E-mail: ekapitan@dio.org

General Description of the Specialization

This specialization in liturgical ministry introduces the candidates to skills that will enable them to become familiar with the ritual book *Rite of Christian Initiation of Adults*, to coordinate the parish catechumenate effort and to be effective team members. It will enable the lay ministry candidates to do suitable adult catechumenal catechesis while providing the appropriate pastoral care to both catechumens and baptized candidates. It will also enable the candidates to provide for the special needs of children, to form ministries and ministers for the catechumenate and to prepare and collaborate with others on appropriate liturgical celebrations.

Required Texts


Diocese of Springfield in Illinois. From the *Pastoral Leadership Manual*.


Liturgical Ministry: Christian Initiation of Adults Leadership Skills Continued


Liturgical Ministry: Christian Initiation of Adults Leadership Skills Continued


- **Optional Texts – very helpful but not required**
  See the bibliographies in

- **OUT OF PRINT - but very helpful**

- **And the following books used in the first year**

**Goal of the Specialization**

This specialization academically, pastorally and spiritually forms the candidates to oversee and coordinate the parish ministries for catechumenal training in the Christian life.

**Objectives**

The candidate will know the principles of and develop competencies and skills in training and formation of team members; adult learning methods; ongoing structures for inquiry, catechumenate, purification and mystagogy; lectionary and liturgy and doctrine based catechesis suited to catechumens and candidates; collaboration with those who prepare liturgy.
Liturgical Ministry: Christian Initiation of Adults Leadership Skills Continued

Specialization Requirements

In order to complete the specialization and be granted a lay ministry certificate the candidate will complete all pre-session reading and written assignments; the candidate will submit post-session written assignments within two (2) weeks of the session. The candidate will negotiate extensions with the director.

Attendance

Regular session attendance is required for program completion. Each candidate in the lay ministry formation program enters into a "Learning Agreement" with the Office for Lay Ecclesial Ministry which states that a candidate can have one excused absence to which the candidate is responsible for making up all work by contacting the Liturgical Ministry: Christian Initiation of Adults Leadership Skills instructor directly. If more than one session is missed, the candidate must take it the next time it is offered. The Certificate of Completion will not be issued until session attendance and work is completed. Excessive absences warrant a meeting with the director of the Office for Lay Ecclesial Ministry to discuss the possibility of program continuation.

Director Availability

The director of this specialization can be reached at the address listed at the beginning of this specialization description. Messages may also be left with the office secretary. Voice mail and e-mail may be left even after business hours. Every effort will be made to return calls as soon as possible and arrange for meetings that are mutually agreeable.

ADA Statement

The Diocese of Springfield in Illinois provides individuals with disabilities reasonable accommodations to participate in education programs, activities and services. Students with disabilities requiring accommodations to participate in session activities or meet course requirements should contact the instructor as early as possible.

Session by Session Course Outline

The following major topics will be covered in the course of the eight sessions. Additional topics may also be addressed as interest and time permits. Prayer will be a part of each session using the liturgy of the Church, adaptation of the ritual texts as appropriate and faith sharing.

September - Beginnings
  The Rite and the Ritual Book
  Vision: Initiation, Church and Mission
  Easter Vigil as Context
  Adult Faith and Spirituality
  Questions, Issues, Problems and Concerns
Liturgical Ministry: Christian Initiation of Adults Leadership Skills Continued

October – Team and Teams
  Membership and Formation
  Some Principles and Some Methods

November – Liturgy and Life
  Liturgical Law, Tradition and Texts
  Liturgical Year: Sundays and Seasons
  Roman Missal: Sacramentary and Lectionary
  Liturgical or Ritual Catechesis

December – Getting Started
  The Shape of Inquiry Sessions
  Of Evangelization and Precatechumenate
  Interviews, Discernment and Sponsors
  Collaboration with the Parish

January – Training in the Christian Life, Part I
  Acceptance and Welcoming
  Of the Catechumenate
  Suitable Catechesis and the Christian Way of Life

February – Training in the Christian Life, Part II
  Suitable Catechesis Revisited
  Suitable Liturgical Rites and Apostolic Life
  Looking to Lent, Discernment and Readiness

March – The 40 Days
  Discernment to End the Period
  Sending and Election and Call
  Of Purification and Enlightenment
  Lent Celebrated with the Faithful

April - THE 50 DAYS AND BEYOND
  The Easter Triduum
  Of Postbaptismal Catechesis or Mystagogy
  Initiation for What?
  The Octave, 50 Days, the Year, Till We See God
LAY MINISTRY FORMATION PROGRAM
YEAR II SPECIALIZATION
Liturgical Ministry: Liturgical Leadership Skills

Vacant
1615 West Washington Street
Springfield, IL 62702-4757
(217) 698-8500

Course Description

The aim of this specialization is to give the student a greater appreciation and deeper understanding of the Church’s saving work of liturgy. Students will study underlying theory that goes into liturgical practice as well as some historical development of the liturgy. Also, in understanding the liturgy, especially in its relationship to the sacraments, one can then truly understand the old maxim of Lex Orandi, Lex Credendi – “the law of prayer is the law of belief.”

Required Texts

ROMAN RITUAL: The Rites of the Catholic Church, Volume 1
The Spirit of the Liturgy - Joseph Cardinal Ratzinger
The Church at Prayer, Volume IV – The Liturgy and Time - A.G. Martimort et al
Catholic Customs and Traditions: A Popular Guide - Greg Dues
The Essential Catholic Handbook of Sacraments - The Redemptorists
The Liturgy Documents: A Parish Resource Volume I - David Lysik, Editor
The Liturgy Documents: A Parish Resource Volume 2 - David Lysik, Editor
Rite of Baptism Booklet
Mediator Dei (The Sacred Liturgy) - Pope Pius XII
Code of Canon Law
Catechism of the Catholic Church
Rite of Christian Initiation of Adults (Study Edition)
Order of Christian Funerals
Holy Communion and Worship of the Eucharist Outside of Mass
Liturgical Ministry: Liturgical Leadership Skills - Continued

Objectives

- To develop a greater understanding and appreciation for the Church’s liturgical life.
- To be familiar with and able to use the liturgical books of the Church such as the Sacramentary, Lectionary and other books.
- To understand the flow of the liturgical year and seasons.
- To understand that liturgical celebrations are truly the “source and summit” of the Church’s life and conveyors of its theology.
Liturgical Ministry: Liturgical Leadership Skills Continued

- To be able to serve as a parish resource on the parish liturgy committee, to be able to serve as a trainer for those wishing to exercise liturgical ministries.

Course Requirements

- Class attendance and participation, which includes preparation of assigned readings for each class.
- A two-page typed, double spaced paper following each class on a topic to be assigned by the instructor. The assignment must be received by e-mail or postmarked no later than two weeks to the day following the class session it was assigned. Proper organization and clear writing are fundamental to these papers. If for some reason you need an extension, please contact the instructor to discuss it. Please do not assume an extension. Papers that are late within the first week after the due date will be lowered one letter grade. Papers received after that will be assigned a failing grade.

Attendance

Attendance is crucial and mandatory in order to successfully complete the Year II specialization. Any situation in which a student misses more than one (1) class will be given to the director of the Office for Lay Ecclesial Ministry, for review and will most likely require the repeating of the Year II specialization.

Session Outline

Unless otherwise noted, all sessions for the Liturgical specialization will take place at the Catholic Pastoral Center in Springfield, from 9:00 a.m. - 4:00 p.m.

September
- The Liturgy
- Mediator Dei and Sacrosanctum Concilium
- Liturgical Law
- Jewish Roots (time permitting)

October
- Jewish Roots (continued)
- Sacred Time
- The Liturgical Year
- The Liturgy of the Hours
Liturgical Ministry: Liturgical Leadership Skills - Continued

November
• Development of the Mass
• The Structure of the Mass
• The General Instruction of the Roman Missal
• The Sacramentary and Lectionary

December
• The Sacraments and their celebrations: Initiation

January
• The Sacraments and their celebrations: Healing and Commitment

February
• Liturgy of the Hours (revisited)
• Christian Burial
• Worship of the Eucharist Outside of Mass
• Other devotions

March
• Liturgical Music
• Art and Environment
• The Sacristy

April
• Planning Liturgy
• Final Questions/Comments/Anything Else