

Maryvale Institute

in partnership with the

Diocese of Fargo



COURSE FOR THE CERTIFICATE IN CATECHESIS

This is a two-year, collaborative-learning course leading to the Certificate in Catechesis. It is intended for everyone seeking to spread the Faith more effectively, as well as those looking for formation to equip them to work with children, young people and adults in parishes, schools and families.

1. Authorization

This course is authorized by the Diocese of Fargo and leads to the Certificate in Catechesis which is approved by the Catechetical Office of the Sacred Congregation for the Clergy in Rome.

2. Aims

- Formation of a solid foundation in the Catholic Faith, including knowledge of Scripture, Doctrine, Liturgy, Morality, Prayer and Catechesis
- Personal growth in faith and spiritual life, especially through study days and retreat days
- Development of methods for communicating and sharing the faith effectively
- Development of specific catechetical skills needed for different age groups
- Understanding of the responsibilities that the Church proposes to everyone for the spread of the faith

3. The Value of Collaborative Learning

‘Collaborative-learning’ is the name given to the particular method of learning and teaching which has been developed by Maryvale Institute and designed specifically for lay people and religious so as to enable them to study and undertake formation in the context of their own lives and work, whether in the family or in a community.

Based on the European Open University’s distance-learning methodology, the Institute has developed this to encompass the particular personal and spiritual dimensions requested by the Church. It is therefore a way of studying ideally suited to lay people and religious, both flexible and supportive.

Pope John Paul II wrote that ‘The lay faithful must be formed according to the union that exists from their being both members of the Church and citizens of human society.’

The course is ‘modular’ in design, covering all the themes and disciplines necessary for a catechist, a communicator of the Faith. Students study each module in their own time following the reading and the exercises that are suggested in the module course books so that each student actively takes on the responsibility of learning.

Students are supported individually by tutors who respond to their written work. The method of marking assignments, by careful notes, is specifically designed to be of maximum help to the student at a distance, and is undertaken by markers who are all experienced in theology, catechesis and distance-learning methodology.

4. Structure and Outline

FIRST YEAR OF THE CYCLE

TERM ONE

STUDY DAY	A day to introduce the course.
MODULES	Introduction to Catechesis Foundations of Christian Faith
WORKSHOP	Introduction to the Catechism

TERM TWO

STUDY DAY	A day to introduce the next two modules of the course.
MODULES	Jesus Christ The Church
WORKSHOP	Introduction to the history of salvation

TERM THREE

STUDY DAY	A day to introduce the next two modules of the course.
MODULES	Mary in Mystery of Christ and Church Methods of Teaching
WORKSHOP	Introduction to the sign of the cross as a prayer
RETREAT DAY	A day for personal spiritual development.

SECOND YEAR OF THE CYCLE

TERM ONE

STUDY DAY	A day to introduce the next two modules of the course.
MODULES	The Old Testament The New Testament
WORKSHOP	Introduction to evaluating catechetical resources

TERM TWO

STUDY DAY	A day to introduce the next two modules of the course.
MODULES	Liturgy and Sacraments A Liturgy and Sacraments B
WORKSHOP	Introduction to creating catechetical questions

TERM THREE

STUDY DAY	A day to introduce the next two modules of the course.
MODULES	Life in Christ - Catholic Moral Teaching Ways of Praying
WORKSHOP	Introduction to running a catechetical session

RETREAT DAY A day for personal spiritual development.

CELEBRATION AND PRESENTATION OF CERTIFICATES

5. Entry Requirements

The Course in Catechesis is open to all Catholic adults who are already practicing their faith and would like to learn more about their faith so that they can confidently hand it on to others.

6. Course Content

A course book is provided for each module and the modules form a comprehensive introduction to the main areas of the Catholic Faith over the two years of the course. The course books introduce the student to the particular subject and stimulate thinking and reflection by posing questions and review exercises. The course books also indicate further reading, particularly the Catechism and scriptures, but also wider reading if you should so wish. They also assist you in linking each particular subject with the rest of the program.

A second aspect of this course is that of an introduction to the practical side of catechesis. There is a module on catechetical method and there are catechetical exercises throughout the module course books to introduce people to some basic catechetical skills for effective transmission of the faith. Each study day also includes a practical workshop on passing on a particular aspect of the faith.

7. Student Support

Maryvale provides a unique level of support for you through its method of collaborative learning through the following:

- ◆ **Coursebooks.** These are also referred to as modules. There are six per year to be worked through in your own time (5 hrs a week), contacting the Course Co-ordinator at any time if you have questions arising from your reading.
- ◆ **Study Days** are held at the beginning of each term. Each module is introduced by experts in the subject. You will also meet with your centre leader and the other students and can discuss the course with them, and share experiences. Students are also encouraged to exchange contact details and keep in touch with each other in between the study days. Each study day also includes a catechetical workshop in which a practical area of catechesis is unpacked in class and then taken home to complete before sending in for assessment. Refreshments and lunch are provided at these days, as are liturgical celebrations.

These are an important part of the course not only for catechetical input, help with ‘unpacking’ the course books, but for personal spiritual formation and the peer support which overcomes the ‘loneliness of the long distance learner’. Maryvale regards these days of face to face contact as of prime importance; our respect for the dignity of the human person means that personal contact is foundational to the structure of the course and the spiritual development of the student.

- ◆ **A Retreat Day** is held at the end of each year of the course, to help you in your personal spiritual formation too.
- ◆ **Attendance** at study days and the retreat day is a mandatory requirement for gaining the certificate.
- ◆ **The Course Co-ordinator, together with a Catechetical team** from Maryvale, provides you with encouragement, support and advice. They can be contacted by telephone (**0121 360 8118 ex 163**), or e-mail (catechist@maryvale.ac.uk) and they will help you to tackle any practical, catechetical or doctrinal questions.

◆ **The Diocese of Fargo MCC Representative** is Katie Dubas and she can also assist you. Telephone: (701)356-7908, or e-mail: katie.dubas@fargodiocese.org

◆ **Course Tutors** receive your assignments, comment helpfully on your work and grade it.

◆ **The Librarian** at Maryvale, Paul James is available to help you regarding required and further reading materials. Phone – **0121 360 8118** – or e-mail - library@maryvale.ac.uk

8. Assessment

Methods of Assessment have been devised to bring about a positive appreciation of the work accomplished. For each module either an essay or a set of catechetical exercises is required.

These Assessments include:

- **Essays** - assignments of approximately 1,500 words. These are sent by the student electronically to Maryvale with copies retained by the student for their own records.
- **Catechetical Exercises** of approximately 1,500 words per module, on an aspect of the subject studied. This is to show how the catechist would present material to a group of adults or children (according to the question). These are also sent by the student to Maryvale and a copy kept as back up. Once assessed, they will be returned to the student.
- **Catechetical Key Skills** – On each of the six study days during the course, you will be given a workshop covering a Catechetical Key Skill, something that is of central importance to you as a catechist, whatever your exact situation. You will begin a piece of work during that study day and then complete it for sending in soon afterwards.

9. Essential Books needed throughout the course are:

- **The Holy Bible**. If you do not have a bible already and need to buy one, we recommend the Revised Standard Version Catholic Edition (Ignatius Press).
- **The Catechism of the Catholic Church**. – Available from the Diocese of Fargo. \$17.00 Also available online at www.vatican.va
- **Vatican Council II: The Conciliar and Post-Conciliar Documents, Volume 1**, edited by Austin Flannery O.P. (Liturgical Press 1975) – Available from the Diocese of Fargo. \$20.00 - documents also available online at www.vatican.va
- **Catechesi Tradendae** and **Evangelii Nuntiandi** which are available as single booklets from the Diocese of Fargo (while supplies last) or through CTS (Catholic Truth Society) – or online at www.vatican.va

10. Extensions

Students will be required to complete the first year before they move into the second year. If you find that things do not go according to plan and you get behind with your assignments, you may ask for and will be granted an extension. If by the end of the year, you still have not completed your work, you will be able to “redo” the year by payment of an intercalating fee, currently £120 (British Pounds). You would then be able to join a later second year group. You will still be eligible for all the student support. At the end of that year, if you have still not completed, you will need to discuss with the course director your situation, otherwise it will be considered that you have decided not to continue with your studies.

11. Application and Fees

Applications for the course should be returned to the Diocese of Fargo together with a non-refundable **\$25.00** application fee (checks payable to Diocese of Fargo).

Once accepted into the program, the cost of the MCC Course is \$800 each year for two years (\$1600 total). Payment for each year is due two weeks prior to the first study day. (checks payable to Diocese of Fargo).

Additional fees may apply towards any out-of-diocese participants. Contact Katie Dubas for more information. Telephone: (701)356-7908, or e-mail: katie.dubas@fargodioces.org

RETURN PAYMENT & FORMS TO:

**Diocese of Fargo
Katie Dubas
5201 Bishops Blvd., Suite A
Fargo, ND 58104-7605**

701-356-7908

All course fees may increase each year, to take into account inflation.

The Maryvale Institute reserves the right to amend its course fees at any time to reflect inflation and any other financial changes which may impact on the efficient and economic running of the Institute.