The Catholic Church of the
TRANSFIGURATION
Welcome ▪ Celebrate ▪ Grow ▪ Serve

Small Group Leader Addition to the Faith Formation Handbook

2022—20223



www.transfiguration.com/journey



SEEKERS (PRESCHOOL –K), TRAVELERS, (GRADES 1-3)
VOYAGERS (GRADES 4-5), CHRISTEEN (GRADES 6-12)
& SOJOURNERS (ADULTS)

GROWING IN FAITH

We are all on a journey to learn about God, our Catholic faith and how we are to live His love.

With a team of very dedicated and creative friends, our interactive mural in the downstairs hallway was created to reflect Our Great Journey. As you enter the first floor hallway, the first art print is a picture of the earth from space. "In the beginning, God created the heavens and earth (Gen 1:1) and the Journey begins! As you travel down the hallway, the story of salvation history continues,
The prints tell of God's unfathomable love and invitation to Journey home to Him. Many different styles of art were selected to speak to the hearts of many types of learners. It has been amazing to hear people's conversations about the stories of our faith as they enjoy the art. What do you see? What do you know? If you were there, would you be in this story?

- Adam & Eve
- The Three Angels appearing to Abraham telling of God's promise that Sarah will have a son, named Isaac, and Abraham will become the Father of All Nations
- Noah's Ark
- The Twelve Tribes of Israel

- Moses & the Ten Commandments
- Jonah and the Whale
- The Annunciation… with God all things are possible
- You are the Potter, we are the Clay (Isaiah)
- Daniel and the Lions Den
- The Birth of Christ

- The First Miracle, the Wedding Feast at Cana
- Jesus found in the Temple

As you continue through the hallway and back to the front of the building:

- The Baptism of Jesus
- The Transfiguration
- The Calling of the Apostles — I will make you fishers of people
- Jesus Walks on Water
- Feeding of the 5000
- The parable of the Vine and the Branches

- The Last Supper
- The Empty Tomb on Easter morning
- Good Friday & Jesus' crucifixion
- Pentecost
- The Ascension of Jesus and the Great Command, "Go and make disciples."

Join us on the Journey to live our Parish Mission Challenge to Welcome · Celebrate · Grow · Serve.

SMALL GROUP LEADER GENERAL INFORMATION

Curriculum:

It is necessary for small group leaders to follow the schedule for a variety of reasons:

- If sessions need to be combined, everyone will be on the same lesson.
- Resource materials (crafts) and activities (music/prayer services) are planned to teach and compliment the sessions.
- Omitting sessions may cause youth to miss the Faith and Doctrine that is to be taught in accordance with the Catechism of the Catholic Church.
- Small group leaders may supplement the listed session, but should participate in all the scheduled activities.

Grades K-12: Use the session plan, resources and centers provided. Use a variety of activities: The session plan provided to you has a variety of activities to engage students in small group. The average attention span for children (per activity) is usually their chronological age:
1st grade: 5-6 minutes, 2nd grade: 7-8 minutes...and middle school students/adults: 10-15 minutes.

Small Group Session Folders:

Pick up your small group folders prior to the session. Take home your copy of your small group detail with parent names and contact info, to send regular email updates and in case of a closing due to weather. You can take a picture with your phone of your small group list/parent contact etc. Session folders are NOT for storage of materials. Small Group folders are for the class medical info envelope, attendance sheet and things TO and FROM the Faith Formation office only.

Take Attendance:

Attendance should be taken at the beginning of each session by one of the small group leaders, (not a student). For uniformity, place an "**√**" or **checkmark in the box for present, "A" for absent**. Weekly session materials should be saved in the attendance folder for students who are absent.

Kindergarten through grade 12 Small group leaders should record attendance on the attendance sheet and return the folder to the Faith Formation office at the end of session.

Make Up Work:

K-Grade 12: **If possible, save materials to give to the student at the next session.**

Early Dismissal:

All students must be signed out in the office. Never release a student to any one other than an office volunteer. Parents must come to the office to sign out a student and the child will be escorted to meet them at the desk.

Facility Rules:

- **Small group leaders should wear their nametags to all sessions.** Small group leader signs out room key. Small group room door is locked while children are present. Key is returned at the end of the session.
- Doors can not be propped open at any time (fire regulations).
- **NO LIT CANDLES in the room at any time.**
- Food and drink are not permitted in rooms without prior permission from the Faith Formation office.
- If you'd like something displayed in the hallway, check with program director. With approval, please use the cork strip in the hallway designated for "Our Great Journey" (remove after two weeks). Nothing should be taped on the walls.
- Hazardous room conditions (broken fixtures, large spills, etc.) should be reported to the Faith Formation office immediately.
- Rooms should be left neat for the next class. Large messes picked up, tables wiped down (if necessary), and supplies/books returned to the cabinets. Small spills should be cleaned up using the supplies in the room (Please use provided table cloths for crafts. There is also a broom/dust pan in each class.
- At the end of each small group, students should assist small group leaders in moving furniture so it matches the picture on your wall in your room.
- If you lit the battery prayer candle, please turn off.
- If you used the monitor, please turn off.
- If you borrowed any computer equipment or an HDMI adaptor, please return it to the office.

Small group leader Supplies and Resources

Small group room supplies:

♦ Each room has one cabinet with a supply bin (pencils, crayons, pens, marker, stapler, scissors, glue, etc.), 15 Bibles, CD player, 2 plastic tablecloths, and basic cleaning supplies that are shared among small groups. Tablecloths should be used for all craft projects. In the FLC, each class has a crate.

♦ Please do not store any additional materials in the cabinets. Many groups meet in the rooms.

♦ If additional supplies are needed, please contact the Faith Formation office 24 hours prior to your session time. (The beginning of sessions is pretty hectic & we'd love to be able to honor all requests).

♦ Pencil sharpeners are available in the Faith Formation Office.

Small group leader Resources:

In addition to the session plan provided, textbook, publishers' websites offer additional components.
www.loyolapress.com
www.smp.org/eSource/CatholicConnections

For all Small group leaders: www.small group leader/catechist.com www.catechist.com
www.loyolapress.com www.catholicicing.com www.usccb.org www.catholicchild.com
www.ecatechist.com

When searching additional resources & websites, please use caution that the material is reliable, Catholic and reflects Vatican II theology. If there are any questions, please check with the Faith Formation staff.

Supplemental materials:

The Faith Formation office stocks a variety of craft supplies that are available to small group leaders upon request. Supply Request forms are available in the vertical file in the Faith Formation office (or email your request to the program coordinator) 48 hours in advance.

Books, videos, CDs, and DVDs may be checked out by small group leaders. Equipment (TVs, DVD players, CD players, flip camera, iPads, etc.) can be reserved by emailing the Staff a request at least 48 hours in advance.

The Faith Formation office can provide small group leaders with ready made die cuts. Include the color of construction paper, quantity, and shape on the Supply Request form.

Angel	Crayon	Lamb	Rabbit
Apple	Cross	Ladybug	Shamrock (small)
Bare Tree	Dinosaur (Brontosaurus)	Leaf (holly)	Shamrock (medium)
Bell	Dinosaur (Pterodactyl)	Leaves (birch)	Shamrock (large)
Birthday Cake with Candle	Dinosaur (Tyrannosaurus)	Leaves (oak)	Star
Boy (Generic)	Dove	Leaves (small maple)	Stars (tiny)
Butterfly	Easter Lily	Leaves (tiny maple)	Starburst (small)
Camera	Egg (cracked)	Letters (alphabet)	Teddy Bears (tiny)
Candle	Egg (folded)	Nativity (Joseph)	Train (box car)
Chalice	Eggs (2" and 3")	Nativity (manger w/ Jesus)	Train (caboose)
Chick	Fish	Nativity (Mary)	Train (locomotive)
Christmas Ornament	Flower Pot	Nativity (shepherd)	Train (tank car)
Christmas Tree	Gingerbread Man	Nativity (Wiseman)	Tulip
Christmas Wreath	Girl (generic)	Noah's Ark Animals	Turkey
Church	Hand (Don't Forget)	Numbers	Heart
Church Window	Pumpkin	Circles (2" and 3")	Key Praying Hands

Safe Environment

All volunteers having regular contact with youth must have these completed forms on file:

- Volunteer Application
- Background Check*
- Abuse Policy
- Ministerial Standards
- VIRTUS Training*
- Driver Form (if applicable, renew every 3 years)
- Code of Conduct
- Social Media Form

- Must be renewed every 5 years. Virtus recertification is an online learning module.

Reporting Child Abuse

REMEMBER: Your Role is to Report. There is to be no investigation by you or anyone else at the parish/school/diocesan level.

As of July 1, 2012, Georgia law states that all employees, volunteers, and clergy are Mandatory Reporters and are required to report any suspected child abuse or neglect.

What do I need to know?

All suspected child abuse must be immediately reported but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made immediately to the Supervisor of the Parish or School (Pastor or Principal) and the Department of Family and Children Services (DFACS).

Who Is a Mandatory Reporter?

Mandatory reporters are legally required to report allegations and suspicions of child abuse. Failure to report can result in legal action. Mandatory reporters include:

- Physicians licensed to practice medicine; interns; residents; hospital or medical personnel; dentists; podiatrists; registered professional nurses or licensed practical nurses; or nurse's aides
- School teachers; school administrators; school guidance counselors, visiting teachers, school social workers, or school psychologists;
- Licensed psychologists; persons participating in internships to obtain licensing as psychologists; professional counselors, social workers, or marriage and family therapists; child-counseling personnel;
- Child welfare agency personnel (including any child-caring institution, child-placing agency, maternity home, family day-care home, group day-care home, and day-care center); child service organization personnel;
- Child service organization personnel (see below for definition)
- Law enforcement personnel;
- Persons who process or produce visual or printed matter; and
- Reproductive health care facility or pregnancy resource center personnel and volunteers Ga. Code Ann. §§ 19-7-5(c)(1)

The new law defines "child service organization personnel" to include volunteers as follows: 'Child service organization personnel' means persons employed by or volunteering at a business or an organization, whether public, private, for profit, not for profit, or voluntary, that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children. (includes all priests, all deacons, all seminarians, all religious, all staff, and all volunteers) Ga. Code Ann. §§ 19-7-5(b)(5)

Are Volunteers Mandatory Reporters?

Yes, volunteers as well as employees are included as Child Service Organization Personnel. For example, a volunteer at a church's children's service or nursery; a parent helping in a classroom or chaperoning on a field trip; or an individual coaching or supervising children at summer camp or weekend retreat, are all Mandatory Reporters under the Georgia Law. (Note, these are examples and do not constitute an exhaustive list of those volunteers who may be Mandatory Reporters).

REMEMBER….

When in **Doubt,** report. Contact the Safe Environment office for assistance via email or phone at jweldin@archatl.com, or 404-920-7550.

Transfiguration Catholic Church Internet Acceptable Use Policy

All rooms are wired for internet use. Our goal is to provide opportunities to use technology so all of our parish family can learn about God and our Catholic faith through experience. Small group leaders are encouraged to use technology that is appropriate and meaningful to enhance the session. Videos need prior approval, please send the link to your program coordinator for preview. Below is the acceptable use policy for utilizing the internet. All small group leaders, parents and students should be familiar with this policy.

Transfiguration Catholic Church is happy to provide internet service in our facility for educational and recreational purposes. It is understood that there are many reasons for the use of the internet; therefore, this policy has been adopted to ensure that internet use in our facilities is of a Christian spirit and of moral nature.

All users of the internet are subject to follow these rules and regulations:

- All illegal activities are strictly prohibited.
- The use of profanity, vulgarities, or other inappropriate language is prohibited.
- The use of an identity other than the user's own is prohibited.
- Use of the internet to access inappropriate matter is prohibited. Inappropriate material includes but is not limited to: obscene or lewd material; sexually explicit material; threatening, abusive, harassing, and/or illegally damaging of reputation to another person; demeaning to genders, race, ethnicity, religion, and/or national origins.
- Uploading and intentionally spreading viruses, vandalizing data, infiltrating systems, or any other abuse of the network is strictly prohibited.
- Supervising adults and/or staff members have the right to determine whether material or use of the internet is inappropriate.

Internet access is a privilege. Any inappropriate use of this privilege will result in a cancellation of the privilege for the user and may result in further disciplinary action subject to the discretion of the staff members.

Guidelines for Internet Safety

- Full name, address, telephone number, social security number, or any other personal information should never be provided on-line. Messages that make a user feel uncomfortable or messages from unknown origin should not be responded to. Tell a supervising adult, staff member, or your parent if you receive messages of this nature. Photos should only be posted with the approval of a parent and should not include a full name. Face-to-face meetings with someone a user meets on-line should not be arranged.

Guidelines for the Use of Social Networking Sites with Minors

The Archdiocese of Atlanta recognizes the various ways, both positive and negative, that technology and social media can be used. It is important that technology be used in a responsible and ethical way and that Archdiocesan staff, volunteers and parents be transparent in all forms of communication, particularly when ministering to young persons. Social networking sites should be used for ministry and education rather than for befriending people or socializing. Parents must have access to everything provided to their children.

For example, parents should be made aware of how social media are being used, be told how to access the sites, and be given the opportunity to be copied on all material sent to their children via social networking (including text messages). While parents should be provided with the same material as their children, it does not have to be via the same technology (that is, if children receive a reminder via Twitter, parents can receive it in a printed form or by an e-mail list).

After receiving written parental permission to communicate with young people via social media, Archdiocesan employees should be encouraged to save copies of conversations whenever possible, especially those that concern the personal sharing of a teen or young adult. (This may be especially important with email and text messaging.)

Make everyone aware of the Children's Online Privacy Protection Act, which is federal legislation that oversees how websites interact with children under age 13.

SOURCE: USCCB Social Media Guidelines

Guidelines:

- Written permission must be obtained prior to posting photographs, or other identifying information, of minors/young people on websites. When posting photographs of minors/young people, it is advisable to caption the photographs using only the individuals' first name.
- The site administrator is an adult considered to be working with minor and thus should have completed all safe environment requirements per the Archdiocesan policy.
- Parents should be informed that a social networking site is being utilized as a standard part of youth ministry and any materials posted on the site must also be available through other communication mediums.
- There is a difference between initiating a "friend request" and accepting one. Friend/connection requests should be initiated by the young people, not the adult representative of the Archdiocese of Atlanta and/or its entities.
- In photographs of youth activities, youth should not be "tagged," or identified by name in the photograph.
- On the original social networking site, it is recommended that the "no tagging" option be set.
- Because of the potential of teen crises or time relevant information, any pages with high volumes of youth involvement should be monitored frequently by official organizational personnel. A plea for help that goes unanswered can be damaging to the parish, school, and/or organization and dangerous for teens and their families.
- It is recommended that clear guidelines or parameters be established with regard to times of communication between adults and young people. While young people may be on the phone/texting in the late evening hours, those who minister with young people should pre-determine a timeframe when it is too late to take a professional call, except in the case of serious urgency.
- All Archdiocesan employees must maintain separate personal and ministry based social media accounts to ensure that any information posted on one's personal account is not made available to young people.
- If youth are to engage in blogging as a part of an officially sanctioned organizational activity; such activity must be monitored by at least 2 adults, no youth should be identified by name or other personal information, and the content of such a blog must be in compliance with Catholic Church teaching and values.

ADAPTED FROM: The National Federation for Catholic Youth Ministry

Personal Use of Social Networking Sites

The Archdiocese of Atlanta respects the right of employees, volunteers and independent contractors to create and maintain personal social networking websites.
Employees, Volunteers and Independent Contractors who choose to identify his or her affiliation with the Archdiocese of Atlanta and/or its entities (parishes, schools and agencies) on personal social networking websites may be seen by their readers as a representative of the Archdiocese of Atlanta. As a result, Employees, Volunteers and Independent Contractors must adhere to the following guidelines:

- **Under no circumstances should confidential, privileged or private matters relating to the Archdiocese of Atlanta and its affiliates be addressed.** This would also include (but not limited to) the advertisement of archdiocesan, school or parish sponsored events and activities.
- **Always include a Disclaimer.** Please add a notice to your personal website that clearly communicates to your readers that the comments or views you chose to share do not reflect the views of the Archdiocese of Atlanta.
- **Adhere to the Confidentiality Policy.** Employees, Volunteers and Independent Contractors must maintain the confidentiality of the Archdiocese of Atlanta and it's entities at all times.
- **Be mindful of time spent on personal websites during your normal scheduled working hours.** All time spent on personal social networking websites should be spent on your personal time. Time spent on personal networking websites should not interfere with an employee's job performance. Do not use the Archdiocese of Atlanta e-mail addresses to register on social networking sites, blogs or other online tools utilized for personal use.
- **Respect all of our workplace policies and procedures at all times, even on social networking sites.**
- **Adhere to Archdiocese policies.** Policies regarding workplace conduct in our churches, offices and schools also apply to online activities. Inappropriate postings that may include discriminatory remarks, harassment or threats of violence will not be tolerated.
- **Be mindful that the information posted on your personal social networking site, or on other social networking sites could potentially be grounds for discipline or possible termination of employment.**
- **Consult the Human Resources Department of the Archdiocese of Atlanta for more information.**

Acknowledgements
Compiled by the Communications Department of the Archdiocese of Atlanta, utilizing the policies and guidelines of USCCB, the Diocese of Salt Lake City, Orlando and the Archdiocese of St. Louis. *Revised June 2016*

To read this document in entirety, www.transfiguration.com/education/small group leader/catechists.

Policy on Outdoor Activities for Parish Youth

- Any "Our Great Journey" small group that goes outdoors must let the Faith Formation office staff know where, when, and for how long their group will be outdoors. They must also notify office staff once they have returned inside.

Reason: Should a parent need to reach a child or we need a small group leader located, we need to know *immediately* where to find the small group.

- Groups may sit on the grassy slope facing Blackwell, but they may NOT play any game involving a ball, Frisbee, etc.

Reason: Toys can roll near the street, causing dangerous conditions for students and passing motorists.

- Groups may not play games such as Red Rover—even on the grass.

Reason: Such games are dangerous if a child flips over the arms of other children.

- Youth should not be playing in the driveways or in the parking lot. We have seen children running around in the lot behind the Social Hall. When they see a car coming, the children often back into another parked car. This is dangerous.

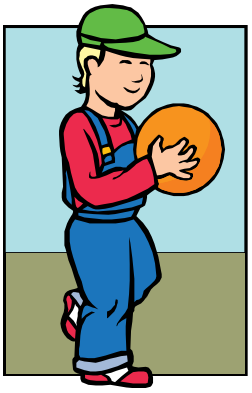
Reason: The driver may be backing out of the parking spot and not see a child behind the car. Children move very quickly. A clear path seen by the driver may not be clear a moment later.

- Small groups may use the playground, however children 8 years old and older may not play on the equipment.

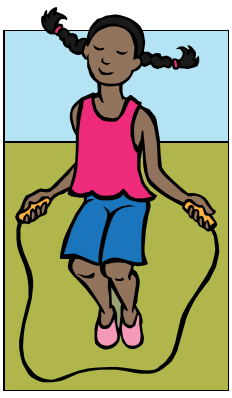
AT NO TIME SHOULD A CHILD BE IN THE PARKING LOT UNSUPERVISED!!!

- Also, we remind groups that no child under 18 can be left alone waiting for a ride home. Please look around to see that all in your care have been picked up.

Reason: A youngster may be embarrassed that his/her parent is late and will sneak around the building to wait for the late parent. This sets up all kinds of dangers.







SMALL GROUP LEADER/EVENTS

Nursery will be available for most programs. Except for Family Faith sessions, reservations are required at least 5 days before each event (770-977-1442, ext. 145.

Small group leader/catechist Certification Classes

A schedule of the 2022-2023 Small group leader Certification classes is posted on the Adult Faith website. Most Adult Faith classes, webinars, Bible Studies, resources on FORMED, etc, can be applied to certification.

Catechetical Sunday /Small Group Leader Commissioning

Transfiguration has designated Sunday, **August 28** as Catechetical Sunday. All Faith Formation volunteers will be commissioned at all the Masses. Volunteers with name tags should wear them to Mass that weekend.

Planning Meetings

Dates will be scheduled for small group leader planning and methodology meetings. The parish bulletin will list the most current information. All classroom small group leaders should attend.

Volunteer Appreciation Mass & Party

SAVE the DATE: Please join us to celebrate you on **Saturday, April 22, 2023. Mass at 5 pm, Party to follow.** This year we will be part of huge celebration for all who volunteer at Transfiguration.



SMALL GROUP LEADER/CATECHIST CERTIFICATION PROCESS

Archdiocese of Atlanta, updated 2014

Certification encourages small group leaders to be life-long learners in the Catholic faith. A small group leader may be working toward three levels of certification (Basic, Intermediate, Advanced) at the same time. However, Basic Certification must be complete before an Intermediate or Advanced Level Certificate will be issued.

Many Adult Faith programs at Transfiguration offer small group leader/catechist certification credits. Courses that offer credit will be publicized in the parish bulletin. Nursery service may be available, transfiguration.com/nursery/

The Archdiocese of Atlanta also offers certification classes: www.archatl.com for current offerings. We are also partnered with Spring Hill, Loyola and University of Dayton virtual learning classes and University of Dallas (Spanish).

Basic Certification

- Basic Certification requirements should be completed within two years of beginning to teach.
- To renew Basic Certification, a small group leader must complete at least 15 hours of documented faith formation classes/activities every five years. These hours may be applied toward Intermediate or Advanced Certification.

Safe Environment Forms— all volunteers are required to complete this process before working with children.

Theology:

Overview of Scripture..... 2 hours
What the Church Believes.... 2 hours
Catholic Morality..... 2 hours
Liturgy and Sacraments.....2 hours
Prayer and Spirituality.....2 hours
Church Development.....2 hours

Methods:

Catechetical Methods and Effective Teaching and Discipline .....1 hour**
General Methods Elective .....1 hour**
Observation of 2 Experienced Small group leaders .....2 hours**
Ministry of Catechesis.....2 hours
Spirituality of the Small group leader/catechist.....1 hour
Spiritual Enrichment .....2, 1 hour each

Learner:

Faith and Moral Development.....2 hours
Spirituality of the Child .....1 hour

**not required for anyone who has had a teacher's certificate

Youth Ministry Certification:

Theology & Methodology requirements (above)
Renewing the Vision .....1 hour
Evangelization of Youth .....1 hour

Intermediate Certification

- Intermediate Certification requirements should be completed within three years of attaining Basic Certification.
- To renew Intermediate Certification, a small group leader must complete at least 15 hours of documented faith formation classes/activities every five years. These hours may be applied toward Advanced Certification.

Theology:

Scripture..... 4 hours
Morality..... 4 hours
Liturgy .....4 hours
Church Doctrine/History.....4 hours
Prayer & Spirituality.....4 hours
Sacraments..... 4 hours

Methods/Learner:

One hour earned per one year of teaching ..... 12 hours*

*If the small group leader/catechist is a certified teacher, 6 hours are credited for Catechetical Methods.

Small group leader:

Spiritual Enrichment Experiences: ..... 6 hours

Advanced Certification

- Advanced Certification requirements should be completed within three years of attaining Intermediate Certification.
- To renew Advanced Certification, a small group leader must complete at least 12 hours of documented faith formation classes/activities every three years.

Theology: ..... 24 hours*

Scripture	Church Doctrine/History	Liturgy
Morality	Prayer & Spirituality	Sacraments

*must have at least 12 hours in one area

Methods/Learner:

One hour earned per one year of teaching ..... 12 hours*

*If the small group leader has been a certified teacher, 6 hours are credited for Catechetical Methods.

Small group leader:

Spiritual Enrichment Experiences: ..... 12 hours

Spiritual Enrichment Options:

Bible Study/Prayer Group	Cursillo	Marriage Encounter	Parish Missions
Days of Recollection/Retreats	Mission Trip	Eucharistic Congress	Parish Renewal Programs
St. Vincent de Paul	Soup Kitchen	Habitat for Humanity	Pax Christi
Respect Life Ministry	Directed Readings/Webinars (please consult with your Faith Formation Director)		

Catechetical Methods Electives/Options:

Curriculum Development	Learning Styles	Psychology of the Learner	Media Resources
Liturgical Catechesis	Study of Catechetical Documents	Catechesis in specialized circumstances	
Planning & Leading Prayer	Webinars on methodology (please consult with your Faith Formation Director)		

Staff Development Unit (SDU) Credits

Two *State of Georgia Approved Teacher Certificate* renewal credits are available to currently certified teachers. Every ten hours of Basic Small group leader Certification class work equals one SDU credit.

Master Catechist Certification

Master catechists are individuals recognized by the Archdiocese of Atlanta and their parish community as exemplifying the ideals of adult catechesis and have completed formal course work. They demonstrate a comprehensive understanding of the Catholic faith tradition and transmit this knowledge in a variety of ways.

Master catechists are eligible to present catechist certification classes for the Archdiocese of Atlanta in their identified areas of expertise. This includes Basic Theology and Methods classes, as well as the opportunity to develop and implement Intermediate and Advanced courses.

- Master Catechist Certification must be renewed every 3 years
- Master catechists receive a certificate and a specially designed pin

Requirements:

- Completed application forms
- Supporting evidence of formal coursework in Theology and/or Religious Studies
- At least three years experience as small group leader/catechist
- Three recommendations from Catechetical Leaders in the applicant's parish (one must be from the pastor or the Parish Catechetical Leader)

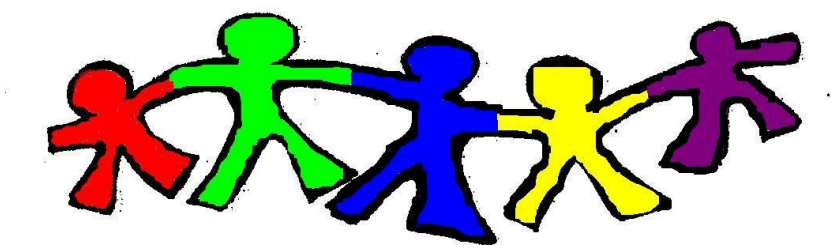
Interested individuals should contact the Faith Formation office for more information.

JESUS THE TEACHER

Jesus' most common title was "teacher". In the four Gospels, Jesus is addressed or referred to as "teacher" almost fifty times. Jesus communicated the Good News by teaching in the synagogues and by sharing His message wherever groups gathered around Him. Teacher is an honorable and respected title, and those who teach are following in the footsteps of Jesus, the Master Teacher.

How did Jesus teach? He told stories or parables. He used examples from the experiences of the people He was with and taught them His way through His life. Jesus used the best teaching methods of His day to communicate His message.

Catechesis is the transmission of Christ's message through words and actions. It is helping people to meet Christ and to act upon the encounter. It requires communication. All Small group leaders should look to Christ, the Master Teacher, for insights into this special communication.



With God, we can make a difference.

WHAT IS A SMALL GROUP LEADER?

"I don't know when, or where, or how it happened, but I used to be a religion teacher, and now I am a small group leader," reflected a woman who had been teaching religion in a Catholic school for more than fifteen years.

What is a catechist? Interestingly enough, catechist is not a new term. It has its roots in the very early church. It comes from a Greek word meaning *to teach, to inform.* In the time of St. Augustine, the word took on the meaning *to resound, to echo, to sing out.*

"Catechesis" is the process of helping people acquire and deepen Christian faith and identity. This happens through initiation rites, instruction, and formation of conscience. Catechesis includes the message presented and the way in which the message is presented. It has been chosen as the word that best describes the process that includes instruction, but also goes beyond that to commitment, action, and involvement. It is a word used almost exclusively by the Catholic community. Small group leaders accompany their learners, creating opportunities to encounter Christ and go deeper through thoughtful listening and discussion to know Him.

Parents, teachers, principals in Catholic schools, directors of faith formation, deacons, priests, and bishops are small group leaders. All of these small group leaders have their own role and unique responsibilities in helping people acquire and deepen Christian faith. A small group leader is committed to four things:

- to proclaim the mysteries of faith and accompany others to encounter Christ
- to foster community
- to encourage worship and prayer
- to motivate service to others

If you were simply teaching the facts of Christian Doctrine, you probably could rest comfortably with the expression CCD teacher. The title is adequately descriptive.

If you teach religion the same way you would teach science, math, or reading, the term religion teacher might be sufficiently suitable.

But if you consider not only what you teach but who you are in that faith formation small group, you might find that you are a small group leader. That's right, the question is not *what* is a small group leader but *who* is a small group leader and the answer is:

"I am a small group leader!"

Walking with others in faith is a work of Heart.

Parish Catechist Certification Log: Basic

Please use the following list to track your certification. When all requirements have been met for a level, please review this list with your parish catechetical leader. Attach copies of any certificates issued for individual courses.

Name_____

Email_____ Phone_____

Basic Catechist Requirements	Hours	Date	Course Title	Presenter
Safe Environment compliance	NA		NA	NA
BC1 Ministry of Catechesis	2		Ministry of Catechesis	
BC2 Spirituality of the Catechist	1		Spirituality of the Catechist	
BC3 Spiritual Enrichment	1			
BC3 Spiritual Enrichment	1			
BT1 Overview of Scripture	2		Overview of Scripture	
BT2 Catholic Morality	2		Catholic Morality	
BT3 Church History	2		Church History	
BT4 What the Church Believes	2		What the Church Believes	
BT5 Liturgy and Sacraments	2		Liturgy and Sacraments	
BT6 Prayer and Spirituality	2		Prayer and Spirituality	
BL1 Faith and Moral Development	2		Faith and Moral Development	
BL2 Spirituality of the Child/ Adolescent ***	1		Spirituality of Preschool/ Elementary Child or Adolescent	
BM1 Effective Catechesis and Session Management *, **	1		Effective Catechesis and Session Management	
BM2 General Methods Elective *	1			
BM3 Session Observation	1			
BM3 Session Observation	1			

**Not required for those pursuing Youth Ministry Methods*

***Not required for those having previous or current teacher's certificate*

****Not required for those pursuing Adult Methods*

Most Basic Certification Courses (BC1, BC2, BT1- BT6, BM1, YM1-YM9, AM1, AM2) follow specific course content outlines. The outlines were designed to be taught in a two hour classroom session, however, alternative methods for covering course content such as self-study or online study may require more or less than the prescribed 2 hours. Provided that the content listed in the course outlines is covered, the learner may be credited as completing the requirement. Extra time taken to complete an online or independent study cannot be applied to other course requirements.

Youth Ministry Methods	Hours	Date	Course Title	Presenter
YM1 The Vision of Youth Ministry	2		The Vision of Youth Ministry	
YM2 Developing Leadership in Youth	2		Developing Leadership in Youth	
YM3 Youth Ministry Planning	2		Youth Ministry Planning	
YM4 Evangelization of Youth	2		Evangelization of Youth	
YM5 Adolescent Development and Pastoral Care of Youth	2		Adolescent Development and Pastoral Care of Youth	
YM6 Ministry with Diverse Populations	2		Ministry with Diverse Populations	
YM7 Liturgy, Worship, and Music	2		Liturgy, Worship, and Music	
YM8 Moving From Service to Justice	2		Moving From Service to Justice	
YM9 The Legal Environment of Youth Ministry	2		The Legal Environment of Youth Ministry	

Adult Methods	Hours	Date	Course Title	Presenter
AM1 The What and How of Adult Faith Formation	3		The What and How of Adult Faith Formation	
AM2 Focusing on Adult Faith Formation	3		Focusing on Adult Faith Formation	

Most Basic Certification Courses (BC1, BC2, BT1- BT6, BM1, YM1-YM9, AM1, AM2) follow specific course content outlines. The outlines were designed to be taught in a two hour classroom session, however, alternative methods for covering course content such as self-study or online study may require more or less than the prescribed 2 hours. Provided that the content listed in the course outlines is covered, the learner may be credited as completing the requirement. Extra time taken to complete an online or independent study cannot be applied to other course requirements.

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Archdiocese of Atlanta

Parish Catechist Certification Log: Intermediate

Please use the following list to track your certification. When all requirements have been met, please review this list with your parish catechetical leader. Attach copies of any certificates issued for individual courses.

Name_____

Email_____ Phone_____

Intermediate Requirements	Hours	Date	Course Title	Presenter
IAT1 Scripture	1			
IAT1 Scripture	1			
IAT1 Scripture	1			
IAT1 Scripture	1			
IAT2 Catholic Morality	1			
IAT2 Catholic Morality	1			
IAT2 Catholic Morality	1			
IAT2 Catholic Morality	1			
IAT3 Church Doctrine/History	1			
IAT3 Church Doctrine/History	1			
IAT3 Church Doctrine/History	1			
IAT3 Church Doctrine/History	1			
IAT4 Prayer/Spirituality	1			
IAT4 Prayer/Spirituality	1			
IAT4 Prayer/Spirituality	1			
IAT4 Prayer/Spirituality	1			
IAT5 Sacraments	1			
IAT5 Sacraments	1			
IAT5 Sacraments	1			
IAT5 Sacraments	1			
IAT6 Liturgy	1			
IAT6 Liturgy	1			
IAT6 Liturgy	1			
IAT6 Liturgy	1			
IALM Methodology	1			
IALM Methodology	1			
IALM Methodology	1			
IALM Methodology	1			
IALM Methodology	1			

Intermediate Requirements	Hours	Date	Course Title	Presenter
IALM Methodology	1			
IALM Methodology	1			
IALM Methodology	1			
IALM Methodology	1			
IALM Methodology	1			
IALM Methodology	1			
IALM Methodology	1			
IAC Spiritual Enrichment	1			
IAC Spiritual Enrichment	1			
IAC Spiritual Enrichment	1			
IAC Spiritual Enrichment	1			
IAC Spiritual Enrichment	1			
IAC Spiritual Enrichment	1			

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Parish Catechist Certification Log: Advanced

Use the following list to track your certification. When you have met all requirements, please review this list with your parish catechetical leader. Attach copies of any certificates issued for individual courses. Twelve hours must be concentrated in one content area. Remaining hours should be accomplished in other content areas.

Name_____

Email_____ Phone_____

Advanced Requirements	Hours	Date	Course Title	Presenter
IAT1 Scripture	1			
IAT1 Scripture	1			
IAT2 Catholic Morality	1			
IAT2 Catholic Morality	1			
IAT3 Church Doctrine/History	1			
IAT3 Church Doctrine/History	1			
IAT4 Prayer/Spirituality	1			
IAT4 Prayer/Spirituality	1			
IAT5 Sacraments	1			
IAT5 Sacraments	1			
IAT6 Liturgy	1			
IAT6 Liturgy	1			
Concentrated Topic *	1			
Concentrated Topic *	1			
Concentrated Topic *	1			
Concentrated Topic *	1			
Concentrated Topic *	1			
Concentrated Topic *	1			
Concentrated Topic *	1			
Concentrated Topic *	1			
Concentrated Topic *	1			
Concentrated Topic *	1			
Concentrated Topic *	1			
Concentrated Topic *	1			
IALM Methodology	1			
IALM Methodology	1			
IALM Methodology	1			
IALM Methodology	1			
IALM Methodology	1			

Advanced Requirements	Hours	Date	Course Title	Presenter
IALM Methodology	1			
IALM Methodology	1			
IALM Methodology	1			
IALM Methodology	1			
IALM Methodology	1			
IALM Methodology	1			
IALM Methodology	1			
IAC Spiritual Enrichment	2			
IAC Spiritual Enrichment	2			
IAC Spiritual Enrichment	2			
IAC Spiritual Enrichment	2			
IAC Spiritual Enrichment	1			
IAC Spiritual Enrichment	1			
IAC Spiritual Enrichment	1			
IAC Spiritual Enrichment	1			

**Concentrated Topic (12 hours) needs to be in one area of theology.*

A Small group leader Is...

A Small group leader is an ordinary person who is extraordinary because he or she teaches as Jesus did.

A Small group leader is a sign of Christian hope in a world turned in on itself.

A Small group leader is an expression of the mission entrusted by Jesus to God's People.

A Small group leader is the "good news" in flesh and blood in today's humanity.

A Small group leader is proof that someone is still wise enough to care about all the most important things in life.

A Small group leader is faithful to the past, open to the future, but especially dedicated to deepening the faith of the present generation.

A Small group leader is the Bible and the Church in human form.

A Small group leader is St. Paul in modern disguise.

A Small group leader is the gem who makes it possible for priests, sisters, and faith formation staff to sleep a bit better at night.

A Small group leader supports the Parish mission.

A Small group leader is the person who makes Christ come alive.

A Small group leader is the busiest person at Transfiguration, who somehow finds time to do those important things which everyone else is too busy to do.

A Small group leader is faith, hope and love attached to arms and legs, aches and pains, family duties and not enough time.

A Small group leader is a person with no time for him/herself who finds enough time for other people's children to share about Jesus.

Adapted from Father John Francis Murphy, S.T.D.