INSTITUTE FOR LAY FORMATION

University of Saint Mary of the Lake

DIRECTOR OF RELIGIOUS EDUCATION / PASTORAL ASSOCIATE CERTIFICATION REQUIREMENTS

TODAY'S DATE: _____

CANDIDATE'S NAME: _____

(First) *(Middle Initial)* *(Last)*

General Requirements

	LEM/MAPS Program Application
	LEM/MAPS Program Application Fee ($75)
	Recommendation Forms *(1. Annual RFs from Pastor, 2. Colleague in ministry, 3. Professor or Supervisor)*
	Original Baptism Certificate *(original certificate dated within six months, with parish seal and notations)*
	Admissions Interview
	Archdiocesan Child Protection Documents *(photocopies)*: - Virtus Certificate (*Protecting God's Children)* - Code of Conduct Form - Criminal Background Check Summary Webpage *(eAPPS)* - CANTS Form - Mandated Reporter Training Certificate
	Ministry Role Description
	Academic Transcripts *(unofficial copy annually, plus official copy at end of program)*
	Resume
	Supervised Ministerial Practicum *(A total of 500 hours, typically 5 hours per week over two years. Refer to* www.instituteforlayformation.org *for forms)* - *Basic Site Information* form - *Learning Plan* form - *Student Evaluation* form - *Final Evaluation* form
	Personal Growth Plan *(Refer to* www.instituteforlayformation.org *for form)*
	Self-Assessment Instrument – Competencies (Refer to www.instituteforlayformation.org *for form)*
	Final Interview

USML MAPS Academic Courses (for other MAPS programs, refer to Loyola or CTU programs of study)

	Canon Law – LF 527 (2 credits)
	Capstone Thesis Project – LF 580 (1 credit)
	Catholic Social Teaching – LF 575 (2 credits)
	Christian Anthropology – LF 515 (3 credits)
	Christology – LF 511 (3 credits)
	Church History – LF 528 (3 credits)
	Ecclesiology – LF 519 (3 credits)
	Field Placement – LF 504 (2 credits)
	Foundations of Catholic Doctrine – LF 520 (3 credits)
	Lay Leadership of Prayer – LF 516 (2 credits)
	Moral Theology – LF 513 (3 credits)
	New Testament – LF 502 (3 credits)
	Old Testament – LF 507 (3 credits)
	Pastoral Care – LF 512 (2 credits)
	Sacramental Theology – LF 532 (3 credits)
	Spiritual Theology – LF 517 (2 credits)

(continued on page 2)

DIRECTOR OF RELIGIOUS EDUCATION / PASTORAL ASSOCIATE CERTIFICATION REQUIREMENTS – CONTINUED

Ministerial Courses and Workshops (DREs only)

	Faith and Human Development (Online course)
	The Intercultural Church (Online course)
	Introduction to Catechesis (Online course)
	Catechetical Methodology I Workshop
	Catechetical Methodology II Workshop
	Catechist Formation and Certification Workshop
	Religious Education Curriculum Development Workshop

Formation Days and Retreats (typical 3-year LEM Formation Program)

YEAR 1	
	Opening Retreat, Year 1
	Formation Day 1:
	Formation Day 2:
	Formation Day 3:
	Formation Day 4: Meeting with the Cardinal
	Formation Day 5:
	Formation Day 6:
	Formation Day 7:
	Formation Day 8:
YEAR 2	
	Annual Retreat, Year 2
	Formation Day 1:
	Formation Day 2:
	Formation Day 3:
	Formation Day 4: Meeting with the Cardinal
	Formation Day 5:
	Formation Day 6:
	Formation Day 7:
	Formation Day 8:
YEAR 3	
	RCIA Workshop I (DAFFs only)
	RCIA Workshop II (DAFFs only)
	Formation Day 1:
	Formation Day 2:
	Formation Day 3:
	Formation Day 4: Meeting with the Cardinal
	Formation Day 5:
	Formation Day 6:
	Formation Day 7:
	Formation Day 8:
	Closing Retreat, Year 3

Note: For more information, please contact Bob Alexander at 847-837-4553 or balexander@usml.edu.

May 8 2019