



Catechetical Institute Leaders Guide

(For Institutional Leaders)

The purpose of this Catechetical Institute Leaders Guide is to help our “Institutional Leaders” implement the Catechetical Institute (CI) in an orderly and intentional way to maximize its success in the parish.

We have identified 8 easy steps to follow to implement the CI into your parish and have elaborated on each for understanding in the following pages. Our hope is that by following these steps you will create a system in your parish that not only delivers the content to your recipients but initiates a process by which they will enter a process of personal conversion and greater understanding of their call as followers of Christ.

Please know the Office of Evangelization and Discipleship is with you both in prayer and support in your ministry as an institutional leader in the Diocese of Raleigh.

The Steps for Successful Parish Implementation:

PHASE I Initiation

- Step 1: Register your parish with the CATECHETICAL INSTITUTE.
- Step 2: Become familiar with the CI format

PHASE II Mentorship Preparation

- Step 3: Choose your mentors
- Step 4: Form your mentors

PHASE III Onboarding your Parish

- Step 5: Present the CI to your target audience
- Step 6: Begin registration of your target audience
- Step 7: Assign learners to mentors and introduce them

PHASE IV Continuation

- Step 8: Monitor progress

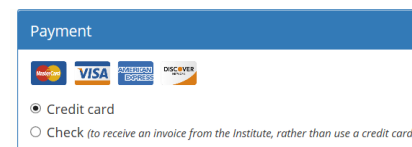
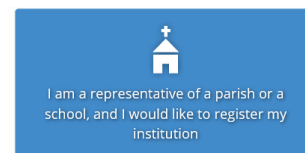


STEP 1

Register Your Parish

The CI has made life easy by setting up a simple registration process for your parish. It shouldn't take more than 5 minutes to finish. Here is a quick guide to accomplishing this first step.

- Visit Diocese of Raleigh CI Landing page:
<https://franciscanathome.com/raleigh>
- Go to the bottom of the page and click on this tab:
- Select "Diocese of Raleigh"
- Fill in parish information
- Choose payment option. For those who have applied for a grant from the Office of Evangelization and Discipleship choose "check" then send invoice to terrie.baldwin@raldioc.org
- Once you have made the payment your institution has been registered.



STEP 2

Become Familiar with Format

While you will eventually have mentors to assist you in answering technical questions about the program, you will be the one to field these questions from your initial team of mentors and will ultimately be the point of reference for learners in your parish. There are several concepts and activities you should become familiar with before you attempt to onboard learners.

PART I

FUNCTIONS FOR THE INSTITUTIONAL LEARNER

Once you sign in you can view your Dashboard by clicking on the tab towards the top-right hand of the Landing Page screen.

 My Dashboard

Once in your Dashboard you will see some tabs that are accessible only to you, the Institutional Leader. The most important tabs are "Dashboard" which is the default and "Learners" that gives you a list of all of your learners, and the progress that they have made.

Dashboard Edit My Account Learners My Subscriptions Stored cards Order history

On the Dashboard you can look at a snapshot of your parish learners, add more leaders, and assign mentors to your learners, etc.

YOU ARE AN INSTITUTIONAL LEADER

YOUR INSTITUTIONS

PART II

FAMILIARIZE YOURSELF WITH THE LEARNING FORMAT OF THE WORKSHOPS

It is important to know how to navigate the format of the workshops. Familiarize yourself with the components that are present in each workshop as you will have to explain them in your presentation. These include:

- Workshop Description
- Workshop Patron Saint
- Workshop Scripture Quote
- Workshop Objectives
- Resources for Workshops
- PDF Download (good for use in groups)
- Workshop presenters
- Content (Video) and Task format

STEP 3

Choose Mentors

This could be the most crucial aspect of the success of the implementation of this program into your parish.

The program is designed to be effective not just by the content presented in the workshops or the corresponding tasks, but the one-on-one mentoring and discipleship moments that seek to bring the learners through a process of spiritual conversion that will assist them in becoming more committed followers of Christ and members of His body, the Church.

Mentors do not catechize, teach, correct or administrate. They simply accompany the learners through the process of formation through encouragement, discussion, insight, and presence. The goals of the mentor-learner relationship are primarily ensuring that the person is:

- Persevering through the program
- Being formed adequately
- Growing in their relationship with Christ

GUIDANCE FOR CHOOSING YOUR MENTORS

When choosing your mentors, some of the characteristics that are preferable are that they:

- Have at least four to five years of experience in the field of ministry
- Have achieved basic diocesan catechist certification or its equivalency
- Is willing to go through the mentorship training provided by CI
- Have been vetted in some substantive way to ensure that the person is in line with the teachings of our Church and understands the Church's mission and practice
- Have a developed spiritual life including the areas of prayer, good moral life and holy habits, a faithful sacramental life and an eagerness to do God's will
- If your parish is fortunate to have leaders over individual ministries like RCIA, youth ministry, adult formation, confirmation, etc. it is imperative that they become mentors for those they lead

OTHER TIPS FOR CHOOSING AND INVITING MENTORS

- Pray that God lead you to a good discernment of who you should invite to be a mentor
- Invite your choices personally, explaining the role and why you think they would be a great choice for this role
- Emphasize the goals of the mentor. The role is one of relationship, not administration or teaching
- Try not to overload mentors with too many learners. 3-5 is probably the maximum number of learners per mentor



STEP 4

Forming Your Mentors

Your mentors really make the job easy for you. It takes the burden of accompanying and encouraging all learners of your parish through the CI experience. While you are still the point of reference and the main presenter and administrator of the program, the most important aspect of your role as an Institutional Leader will be to choose, form and accompany your mentors.

CI MENTORSHIP TRAINING

The good news is the CI has provided us with a “Mentor Training” track that will assist you in providing them with the skills to take on the role of mentor. Suggestions for how to do this include:

- Setting up a retreat weekend and going through the 5 workshops together in a group setting
- Spreading the workshops over 5 weeks and meeting to do one workshop per week in a group setting
- Have the mentors complete the workshops at their own leisure and set up a meeting with them (individually or as a group) to discuss how to carry out the role
- If, for some reason, you cannot meet with the mentors still have them complete the CI training

It is strongly suggested that you ensure their completion of this track before they start in the official role of a CI mentor. The “Mentor Training” track can be found on the Diocesan Landing Page: <https://franciscanathome.com/raleigh>

ACCOMPANYING THE MENTORS

Besides content and mentorship relations, the CI is also interested in transforming Parish Catechetical Leaders (PCL) into leadership mentors. The PCL's most important relationships are with those who help carry out the ministry in the parish. Depending on the size of your parish it may be difficult to have a meaningful and fruitful relationship with all those who volunteer.

If implemented correctly:

- The PCL's energies are mostly aimed at the mentors and developing them as spiritual leaders in the parish
- The mentor's energies are mostly aimed at the learners (catechists and volunteers)
- The learner's energies are then aimed at the evangelization and formation of the people who come to us, the faithful of our parish

SOME TIPS FOR ACCOMPANYING MENTORS

- Check in with them periodically (once a month for example) to make sure they are doing alright. At your check in:
 - Pray with them
 - Encourage them in their spiritual life
 - Prepare by reviewing the progress of the learners assigned to them
 - Ask about their successes and challenges
- Provide them with opportunities for spiritual enrichment (retreats, conferences, workshops, etc.)



STEP 5

Present CI to Target Audience

Your preparation is complete. You have registered and become familiar with the program. You have chosen and formed your mentors. Now it is time to turn to your target audience and present the CI to them.

PART I

IDENTIFYING YOUR TARGET AUDIENCE

First, you must identify the purpose of your participation in the CI as a parish. Who are you trying to bring through this process of spiritual, pastoral and intellectual conversion? While you may simply open it up to the whole parish in hopes that random parishioners moved by the Spirit register, you must have a more intentional plan if you want to affect change in the most critical parishioners; those who make up your ministry team. This is not a “set it and forget it” program. You must be intentional about targeting those who are tasked with the conversion of the parishioners they minister to. You must have a plan!

The process is simple... identify the existing ministries in your parish that are engaged in the evangelization of parishioners. These include but are not limited to catechesis, adult formation, RCIA, youth ministry, etc. These ministries are tasked with the formation and the conversion of souls and the people engaged in these ministries are those that need the most immediate attention.

PART II

PRESENTING TO YOUR TARGET AUDIENCE

Presentation of the CI has two main goals:

1. Win them over to the program.
2. Explain how to use the program properly.

WINNING THEM OVER:

- Explain the teaching method of the CI:
 - o Workshops have content and tasks that aim to integrate the knowledge into the person and truly form them.
 - o Mentors help assimilate the formation and apply it in their lives and ministries.
 - o The workshops are about the learner, not the content.
- Emphasize the accessibility of the CI:
 - o Not a traditional academic format, no time constraints, no grades, workshops can be completed in the comfort of home, workshops only take a few hours, etc., no cost to the participant.
- If you can, have a kick-off event! Get your ministry team members excited about this. If you can, provide food and create a relaxed and social atmosphere for the event. Try to eliminate the perception of this being a burden and an obligation.

EXPLANATION OF HOW TO USE THE PROGRAM PROPERLY:

- Whether you present in a large group with all your ministry team members, to each ministry separately or on an individual basis be sure to present the following:
 - o How to register for the program
 - o What track you are asking them to complete and why
 - o Enter a workshop and show them all the features like the intro, objectives, patron saint, PDF handout, content videos and tasks and how to submit at the end.



STEP 6

Begin Registering the Target Audience

Be diligent about ensuring that your target audience is registering for the CI. In the business of their lives, registering can end up on the bottom of their list of priorities.

PART I

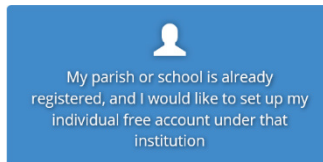
SOME TIPS FOR THIS INCLUDE

- Making a list of your potential learners and checking them off when they register
- Sending periodic email or text reminders with links and brief instruction as to how to register
- Inviting them to bring their laptops to the kick-off event and register
- Have them register at the kick-off event if possible
- Be sure to show them how to register with the CI at the kick-off event or whatever way you introduce them to the program

PART II

DIRECTIONS FOR INDIVIDUAL REGISTRATION

- Direct the learner to the Diocese of Raleigh landing page:
<https://franciscanathome.com/raleigh>
- Have the learner click on the individual registration link:



- Click the link that reads “create a new account”
- Fill in all the information asked, including the parish attended
- Click “create new account” and begin



STEP 7

Assign Learners to Mentors and Introduce Them

Be diligent about ensuring that your target audience is registering for the CI. In the business of their lives, registering can end up on the bottom of their list of priorities.

PART I

PAIRING MENTORS AND LEARNERS

Once your learners begin to register you can begin to assign them to mentors. Put a little thought into the mentor-learner relationship. Consider partnership commonalities including assigning team members with leaders, persons with similar ministries, age, gender, friendships, etc.

PART II

ASSIGNING IN THE CI SYSTEM

1. Make sure they can request a mentor. They must initiate the mentor relationship. Go to your dashboard and look at your learners. Make sure that you change the “no” to “yes” under the column that reads “Can Request a Mentor?”

Can Request a Mentor?
No
No

2. Make sure that your mentors are identified as such on the dash board. Change to “no” to “yes” under the column that reads “Institutional Mentor”

Institution Mentor?
No
No

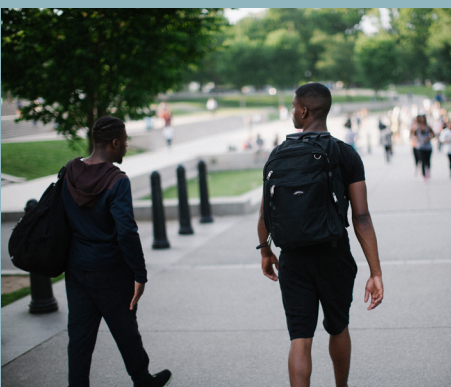
3. Instruct your learners to request a mentor. If a learner has already registered, explain to them that when they start a track they should click the button that says “Start this track and request a mentor from Your parish name”
4. If they choose to request a mentor, they will appear on the list on your dashboard under the heading “Learners Needing a Mentor”

LEARNERS NEEDING A MENTOR

5. At this point select a mentor from your list of designated mentors and click “assign”

Learner	Track	Mentor	
Patrick Ginty Catholic Center	Youth Ministry (YM) Track	- Select mentor -	Assign
		<input type="text"/>	
		- Select mentor -	

6. When your learners enter into their track, they will see the name and a picture of their mentor and the option to “send message” to the mentor.



STEP 8

Monitor Progress

While the spiritual fruits of your labor may not be immediately apparent there are ways that you can gauge how effective your implementation has been.

PART I

CI PROGRESS TOOL

While you can see the list of the learners by clicking on the name of your institution on your dashboard if you click the blue “View the progress of these learners” tab

[View the progress of these learners](#)

it will give you instant access to all the learners in your institution and the progress that they have made. You can narrow your search to view according to tracks, mentored or not, and whether they are active or dormant in their learning.

PART II

ACCOMPANYING MENTORS

If you have chosen mentors and assigned learners to them your job has been made easy because it falls to your mentors to ensure that the learners are continuing along and in good spirits. Contact your mentors periodically for a check-in and ask them about their experience as well as the progress of their learners. Encourage them to be proactive in interacting with the learners and model that relationship through your own relationship with them. Don't be afraid to remind them that the success of the learners and the program depends on them.

PART III

SETTING GOALS

Set realistic goals and keep track of them. Some statistical goals to strive towards might be:

- Number of learners
- Number of mentors
- Number of mentored learners
- Number of people certified through the program

Celebrate your victories with those closest to you and thank God for making your efforts bear fruit.

NEED FURTHER INFORMATION OR SUPPORT?

The Office of Evangelization and Discipleship is here to support the ministry of faith formation leaders in the Diocese of Raleigh.

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