

Archdiocese of Indianapolis Lay Ministry Formation May 2011

Our Program

- *Provides High Quality Formation* – We partner with Catholic Distance University and the University of Notre Dame to offer well-designed, highly-informative continuing education courses on a non-credit basis.
- *Leverages Technology* – All courses are offered online, which increases convenience and eliminates travel time
- *Minimizes Cost* – Course fees range from \$30 to \$80, and there is usually no expense for books since most readings are available online. For part-time and full-time employees of parishes, schools, and agencies of the Archdiocese of Indianapolis, there is also full or partial reimbursement of fees upon course completion.
- *Provides Flexibility* – Some people may want to take just one class, and that is fine. Others may want to take several classes or pursue a Certificate in Lay Ministry, which involves the completion of 12 non-credit continuing education classes offered through the Satellite Theological Education Program (STEP) from the University of Notre Dame. The classes can be taken in any order, and there is no deadline for completing all 12 classes.

Our Model for Formation

The Foundation: Basic Catechetical Formation

It is always good to begin with the basics. Our Catholic Faith is based on fundamental teachings and truths, and there is tremendous value in learning about them in a systematic way, so they can fully illuminate your relationship with God and with other people. Catholic Distance University (CDU) offers a 5-course series on the Catechism of the Catholic Church that is an excellent introduction for people new to the Catholic Faith or a refresher for people who want to re-visit these essential building blocks of our identity as Catholics.

The Core: Ministry-Specific Formation

The Satellite Theological Education Program (STEP) through the University of Notre Dame offers 45 non-credit continuing education classes that are all available online. For most of the classes, no books are required. There are classes to support many different areas of ministry, including youth ministry, religious education, social work, and liturgy. Catholic Distance University also offers a variety of online seminars related to Church ministry. You can take one class or several classes to meet your personal formation needs.

The Capstone: Certificate and Degree Programs

Certificate Program

Completion of 12 designated non-credit continuing education classes through the Satellite Theological Program (STEP) of the University of Notre Dame, as well as meeting the other requirements listed, will lead to a Certificate in Lay Ministry through the Archdiocese of Indianapolis. Classes are discounted, and for part-time and full-time employees of the parishes, schools and agencies of the Archdiocese there is partial reimbursement upon course completion.

Degree Programs

On this page, there is information about Catholic colleges and universities in the Archdiocese that offer undergraduate and graduate degree programs. Although there is currently no reimbursement available through the Lay Ministry Program for for-credit classes, we encourage you to visit their websites to learn more about their programs.

Questions

Please contact:

Human Resources Office
Archdiocese of Indianapolis
1400 N. Meridian St
Indianapolis, IN 46202
hr@archindy.org
(800) 382-9836, ext. 1594

Our Partner for Basic Catechetical Formation

The Archdiocese of Indianapolis partners with Catholic Distance University (CDU), which was founded in 1983 as the first catechetical institute in the United States to teach the Catholic faith to adults using distance education. From their office in Hamilton, Virginia, they provide both non-credit adult faith formation and academic degrees to students in all 50 states and over 60 countries.

The Catechism Series

CDU offers a 5 course non-credit, continuing education series on the *Catechism of the Catholic Church*:

1. Introduction to the *Catechism of the Catholic Church*
2. The Profession of Faith (The Creed)
3. The Celebration of the Christian Mystery (The Sacraments)
4. Life in Christ (Morality)
5. Christian Prayer

The courses can be taken in any order, but CDU recommends beginning with Introduction to the *Catechism of the Catholic Church* and then taking Christian Prayer, followed by any of the remaining courses

Other Online Courses

In addition to the 5 courses in the Catechism Series, CDU offers two other non-credit continuing education classes:

1. Mary, Mother of the Redeemer, Mother of the Church
2. Basic Catechetics for Discipleship

Course Enrollment and Content

- Students may enroll at any time, eliminating the need to wait for a course starting date
- Students have two months to complete a course
- All course material can be accessed through a specially-designed course room where students can interact with course instructors to discuss assignments and to ask questions.
- The course is available 24/7 to provide the flexibility to work on course material at a time that works best for you.
- A certificate of completion will be sent to you upon course completion.

Cost

Normally, online non-credit courses from CDU cost \$150 each. Through our partnership with CDU, our employees, volunteers, and parishioners can enroll at a discounted cost of only \$30 per non-credit course. In addition, all full-time and part-time employees of the parishes, schools, and agencies of the Archdiocese receive full reimbursement of the \$30 fee upon course completion. Please send your certificate of course completion to the Human Resources Office, Archdiocese of Indianapolis, 1400 N Meridian St., Indianapolis, IN, 46202, fax: (317) 261-3389, e-mail: hr@archindy.org.

Registration

Enroll any time at <http://www.cdu.edu/Indianapolis-Archdiocese/index.html>

Questions

Please contact the Human Resources Office at hr@archindy.org or (800) 382-9836, ext. 1594

Ministry-Specific Formation

Options to Meet Your Needs

No matter what your ministry is, there are options available for ongoing formation. We partner with the University of Notre Dame and Catholic Distance University to offer convenient, high-quality, low-cost online non-credit courses.

STEP: Where Technology Meets Theology

Now the University of Notre Dame is as close as your computer screen. The university's Satellite Theological Education Program (STEP) provides 45 online non-credit continuing education classes, ranging from four-week book reviews to seven-week theological explorations. Courses rely on weekly participation by all members of the online learning community, including:

- Exploring a topic through video lecture or assigned readings
- Posting/replying to class discussion board messages
- Participating in a live one-hour class discussion online directed by a STEP facilitator
- Completing a short written assignment
- Exploring further through recommended readings and resources

STEP Registration

You can view a list of courses and register online at www.step.nd.edu. During registration, select the Archdiocese of Indianapolis from the drop-down menu to get a 20% discount. Registration only takes about 5 minutes.

STEP Costs

Normally, classes cost \$39 to \$99, but employees, volunteers, and parishioners of the Archdiocese get a 20% discount on enrollment. In addition, full-time and part-time employees of our parishes, schools, and agencies, receive an additional 30% reimbursement upon course completion and a \$50 reimbursement for a retreat or day of reflection within 12 months of course completion (with a limit of one \$50 retreat reimbursement per person per calendar year). Please send your certificate of course completion and receipts to the Human Resources Office, Archdiocese of Indianapolis, 1400 N Meridian St., Indianapolis, IN 46202, fax: (317) 261-3389, e-mail: hr@archindy.org

CDU Online Seminars

Another option for ministry-specific formation is through Catholic Distance University's online seminars. Like STEP courses, they allow for interaction with fellow students as well as course instructors and have many convenient features:

- Cover a variety of contemporary topics in a flexible three-week format
- Meet asynchronously, which means "not at the same time", so students choose the day and time that is most convenient for them to log into their courserooms
- Allow access to reading assignments, weekly questions, group discussion, and chapel meditations using a user-friendly format that is supported with a help desk for questions

CDU Seminar Registration

You can view a list of courses and register online at www.cdu.edu/Indianapolis-Archdiocese/index.html. During registration, select Archdiocese of Indianapolis from the drop-down menu to get our group discount. Registration only takes about 5 minutes.

CDU Costs

Online seminars are provided to the Archdiocese of Indianapolis at a discounted cost of \$30 per seminar. In addition, full-time and part-time employees of our parishes, schools, and agencies, can receive full reimbursement of the \$30 cost by sending a certificate of course completion to the Human Resources Office, Archdiocese of Indianapolis, 1400 N Meridian St., Indianapolis, IN 46202, fax: (317) 261-3389, e-mail: hr@archindy.org

Certificate Program

We offer a convenient, flexible process to achieve a Certificate in Lay Ministry from the Archdiocese. You can take courses online at your own pace to fit your needs and your schedule.

STEP Theology Classes

We partner with the Satellite Theological Education Program (STEP) of the University of Notre Dame to provide convenient online courses for an affordable cost. The following 12 classes can be taken (in any order) to receive a Certificate in Lay Ministry from the Archdiocese:

1. Biblical Literary Forms
2. The Old Testament: the Pentateuch
3. The Old Testament: the Prophets
4. Introduction to the New Testament
5. An Introduction to the Sacraments
6. Liturgy: A Guide for the Perplexed
7. The Christian Conscience and Ethical Dilemmas
8. In God's Image: The Mystery of Creation
9. The Doctrine of Salvation in Jesus Christ
10. Jesus Christ: Yesterday and Today
11. The Papacy
12. Catholic Social Teaching

STEP Registration

You can view a list of courses and register online at www.step.nd.edu. During registration, select the Archdiocese of Indianapolis from the drop-down menu to get a 20% discount. Registration only takes about 5 minutes.

STEP Costs

Normally, classes cost \$99, but employees, volunteers and parishioners of the Archdiocese receive a 20% discount on enrollment. In addition, full-time and part-time employees of our parishes, schools, and agencies receive an additional 30% reimbursement upon course completion and a \$50 reimbursement for a retreat or day of reflection within 12 months of course completion (with a limit of one \$50 retreat reimbursement per person per calendar year). Please send your certificate of course completion and receipts to the Human Resources Office, Archdiocese of Indianapolis, 1400 N. Meridian St., Indianapolis, IN 46202, fax: (317) 261-3389, e-mail: hr@archindy.org

Other Certificate Requirements

In addition to completing the 12 theology classes listed above, the following items are also required to receive a Certificate in Lay Ministry from the Archdiocese:

1. Letter of recommendation from your pastor
2. Virtus "Protecting God's Children" class and monthly online bulletins
3. Criminal history check
4. Application form
5. Interview with a panel of lay ministers and Archdiocesan staff members
6. Annual retreat or day of reflection
7. Gatherings for networking and skill development
8. Spiritual direction (recommended, but not required)

Application

The application may be submitted at any time either prior to or during the process of course completion