

SCHOOL PARTICIPANT HANDBOOK

August 2022



**a state-wide adult faith formation program
organized by the Roman Catholic Diocese of Portland**

FOR MORE RESOURCES VISIT:

<https://portlanddiocese.org/olff/echoing-faith-participants>



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Program Overview

“Sanctify Christ as Lord in your hearts. Always be ready to give an explanation to anyone who asks you for a reason for your hope” *1 Peter 3:15*

“The Christian community is the origin, locus and goal of catechesis (*General Directory for Catechesis* # 254) ... The community that experiences the power of faith and is able to live and bear witness to love proclaims and educates in an entirely natural way” *Directory for Catechesis*, Vatican, 2020, no. 133

The vision for catechesis in the Roman Catholic Diocese of Portland is that “every Catholic in Maine accepts the gift of faith and wants to keep unpacking that gift for themselves and others, especially through participating in the sacramental life of the Church and serving one another in the world” *Diocesan Catechetical Plan*, 2021, p. 2

The desired outcomes for basic catechist training are: “grow as a person of faith; understand foundational Catholic beliefs; develop effective teaching/facilitating skills; and recognize need for own ongoing training development for ministry” *Diocesan Catechetical Plan*, 2021, p. 11

Program Purpose

- 1) Provide solid, consistent basic adult faith formation for Catholics in Maine utilizing the national catechist formation program [Echoes of Faith® Emmaus Edition](https://www.rclbenziger.com/Echoes-Emmaus)
<https://www.rclbenziger.com/Echoes-Emmaus>
- 2) Offer learning and coaching through virtual and in-person formats that exemplify quality blended catechesis and effective adult learning and Catholic spiritual development

Intended Audience

Fully initiated Catholic adults over 18 years old, especially women and men serving as catechists or religious educators in parishes and Catholic schools in Maine. Those seeking basic catechist certification must participate in the Community Gatherings (live or by watching the recordings) and do self-reflection on their progress.

Instructional Materials

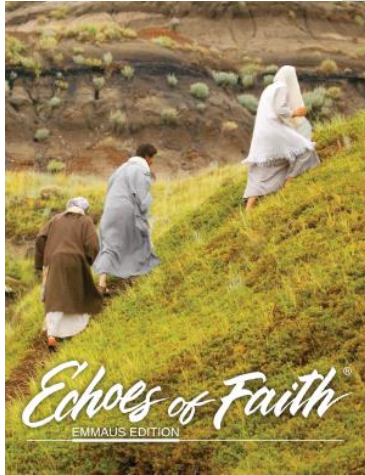
Echoes of Faith® Emmaus Edition consists of 11 modules or “courses” designed to form adults in the basics of knowing, loving, and handing on the Catholic faith. There are six theology modules and five non-theology modules. [Click](#) to see the content overview of the 11 modules in the *Echoes of Faith®* program. All adults will benefit from participating in the non-theology modules aimed at getting a better understanding of why and how the Church teaches as she does and ideas for how to share the Catholic faith with family and friends as well as other ways for personal faith grow and missionary activity. Those seeking catechist certification can apply the content of all the modules to their service in handing on the faith as part of parish programs.



LEARNING DESIGN

The *Echoes of Faith*[®] content and learning process serves as the “instructor” for all program participants. The registration fee provides 18 to 24 months access to the online learning and diocesan gatherings to allow participants to complete all 11 modules in the *Echoes of Faith*[®] online learning and engage with other Catholics in Maine to process and deepen the learning through interactions in the learning platform and in other real-time gatherings (virtual or in person).

Online Learning



THE EMMAUS LEARNING DESIGN

Each segment of each module of *Echoes of Faith* has been developed according to RCL Benziger’s unique Emmaus Learning Design process. This process has been inspired by the story of The Road to Emmaus (Luke 24:12-35). This unique learning design has been developed to assist you in enriching your relationship with Christ as a disciple and as a catechist.

This chart explains five major moments that occur in the Emmaus story. They make up the same process you’ll experience in every segment of *Echoes of Faith*. It’s also the same process you can use as you catechize others, for the *National Directory for Catechesis* (NDC) teaches, “The pedagogy for catechist formation should model the pedagogy proper to the catechetical process (NDC 55E).”

The Road to Emmaus

Jesus joins the two disciples on the road and begins to walk with them. He **invites** them to tell him what they are discussing.

As Jesus describes all the passages that referred to him in the Scriptures, the disciples **discover** a deeper meaning to God’s Word.

Through **dialogue** with Jesus and with each other, the two disciples continue on their way of encountering God.

During a meal with the two disciples, Jesus breaks and blesses the bread. They **recognize** him in this moment.

With hearts burning, the two disciples eagerly return to Jerusalem to **witness** to the others all that happened.

The Catechetical Journey

We **invite** you to join us on a faith journey. Each segment begins with prayer and a reflection on personal experience.

As God’s Word is opened up, you will **discover** a deeper understanding of the Church’s teachings.

As a disciple in a community of faith, you will **dialogue** with others sharing new insights.

As you take time to seeing the signs of faith in your life, you will **recognize** Jesus and his presence in your life.

In this final moment of the segment, you will make a choice on how you will **witness** the Gospel message to others.

Each segment includes prayers, short video selections, reflection questions, and opportunities to dialogue and connect with peers to help you apply what you have learned. At the conclusion of each segment, you will find a summary and an optional assessment to check your understanding. Each segment also includes options for further study.

To see the content overview of the 11 modules in *Echoes of Faith*[®] go to [https://portlanddiocese.org/sites/default/files/files/EOF_ContentOverviewContributors 10-22-19 \(002\).pdf](https://portlanddiocese.org/sites/default/files/files/EOF_ContentOverviewContributors%2010-22-19%20(002).pdf)

Each online modules consists of 3 to 4 subtopics called “segments.” Activities within each segment are organized in the five steps of the Emmaus Learning Design. Learners work through the activities at his/her own pace within the month(s) scheduled for the module. Learners are only able to see one another’s responses in the sections marked “dialogue” or “connect.” Moderators and Administrators are able to see all response, though will keep them confidential to each learner and will be used to help guide learning. Journal entries are private unless a learner is working toward catechist certification; the certification coordinator will review journal entries as part of the rubric assessment.



Discipleship Groups and recorded Diocesan-wide Gatherings*

Learners complete materials online on own and participate in online discussion boards or “dialogues” with their assigned discipleship group in the *Echoes of Faith*[®] platform.

- A moderator of a parish/school group may organize local in-person gatherings to engage the module content as a group. Those seeking catechist certification must fill out the online activities and may do this in brief if meeting with a local group as well.
- Learners have access to all 11 modules for the entire time there are enrolled in the program so at any time may return to modules already covered by the group to complete missed activities or to begin work on the next scheduled topic. Realize that other participants are unlikely to respond to any discussion threads posted outside of the scheduled time for that module.

* School moderators may choose to do something similar locally. OLEFF hosted a virtual 30-minute “Opening Gathering” during the first week of each scheduled module for learners to share prayer and brief conversation about key concepts and discipleship skills that will be explored in the module. They also hosted a virtual 60-minute “Closing Gathering” near the end of the scheduled month(s) for each module. The primary purpose was for learners to have real-time discussions with one another about what was covered in the module and to give opportunities for participants to practice sharing a short theological reflection, creative work, or faith witness related to the module. Recordings of these sessions for all 11 modules are available in the [Echoing Faith YouTube playlist](#).



ROLES AND RESPONSIBILITIES IN ECHOING FAITH

Participant (Disciple-Learner)

A participant is a fully initiated Catholic adult, 18 or over, who will engage with the *Echoes of Faith*[®] *Emmaus* learning platform, as part of a discipleship group or as an individual.

A participant is a disciple-learner who:

- Participates for personal faith development and to support our Church’s mission of echoing the Gospel to the ends of the earth
- May also choose to participate as a pathway for ministerial development as a catechist, religion teacher, or adult small group facilitator
- Commits to regular prayer on the ‘Emmaus journey’
- Remains open to the broad spectrum of learning that will address the Church’s vision of adult faith formation
- Commits to completing the activities of the modules (estimate 6-8 hours of work for each theology module and 4-6 for each non-theology module; recommend logging in to read and post in discussions each week)
- Participates in occasional small group gatherings led by the group moderator (if scheduled)
- Utilizes the *Rubric for Fruitful Participation* (page 10) to assess contribution to own learning and the development of the whole group



Discipleship-Group Moderator

A moderator is a disciple-leader who actively accompanies a small group of disciple-learners, typically 5-10 individuals, in their encounters with our Lord and each other; who facilitates the discipleship group, using *Echoes of Faith*[®] *Emmaus* as the “teacher”; who supports our common mission of echoing the Gospel.

A moderator:

- Acts as liaison between the disciple-learner group and the diocesan administrative team
- Coordinates moderator training session with OLFF
- Sets the calendar for when school participants will complete learning modules
- Helps the learners through the format and flow of the *Echoes of Faith*[®] *Emmaus* modules
- Prays for the individuals in the discipleship group
- Monitors discussion boards within the modules, commenting to encourage proficiency as described in the rubric (page 10)
- Schedules occasional gatherings with the discipleship group and facilitates the conversations and reflections using these guidelines:
 - Expresses hospitality, welcome and inclusion
 - Initiates the opening and closing prayer
 - Honors the gathering time by keeping the group on topic and moving forward
 - Gives each learner the option to ‘participate’ or ‘pass’ in conversation
 - Participates without dominating
- Models positive leadership and keeps an open spirit for potential disciple-leaders

Diocesan Administrative Team – Office of Lifelong Faith Formation (OLFF)

The OLFF team makes the *Echoes of Faith*[®] *Emmaus* digital learning platform available to Maine Catholic adults and clarifies pathways for ongoing ministerial development for catechists/teachers and catechetical leaders.

The OLFF team:

- Creates materials for diocesan and local promotion, recruitment, and development
- Sets the calendar for learning modules
- Invites, trains, and supports disciple-group moderators
- Receives participant registrations
- Assists in addressing technical issues
- Collaborates with learners in end-of module assessments necessary for catechist certification (as applicable)



Diocesan Certification Coordinator (designated by OLFF)

The diocesan certification coordinator accompanies participants seeking basic catechist certification.

The certification coordinator:

- Provides orientation to the assessment process based on the participation rubric
- Receives participants' self-assessment following the conclusion of each module
- Reviews individual's participation in each module and assesses progress based on the program rubric
- Creates final assessment report including constructive feedback to recognize individuals' development throughout the program and suggest ways to expand skills, attitudes, and or understanding
- Provides individual with certificate of completion for each module and records this in OLFF records
- Meets with individuals or group occasionally via phone or video conference to talk about a process and what assistance is needed meet program expectations or for additional resources of interest
- **AFTER COMPLETION OF ALL 11 MODULES:** Verify eligibility for certification with local pastor and/or faith formation coordinator then arrange for an official certificate to be presented to the catechist at a local, regional or diocesan celebration.

Participating Maine Parishes or Catholic Schools

Parishes and Catholic schools promote the opportunity for adult faith formation, through *Echoes of Faith*[®] *Emmaus*, and assist with registering individuals for the program.

Each participating parish/Catholic school:

- Identifies a primary contact person for parish/school participant group; this person shows hospitality and checks in with the parish participants on occasion
- Helps with local promotion of the *Echoes of Faith*[®] *Emmaus* adult learning opportunity
- Provides individuals with link to registration for the program
- (Recommended) Covers the registration fee for anyone working towards catechist certification
- Supports local participants with community prayer



HELPFUL TERMS

Browser: software program used to access the internet and translate the code computers use to create different kinds of media into what you see; also referred to as a web browser or search engine

Dashboard: the summary page when you first log onto the *Echoes of Faith*[®] platform

Digital Platform: a digital environment where a software (computer program) is executed, for example web browsers, communication tools, learning management systems, hardware, etc.

Disciple: baptized follower of Christ who keeps the faith, lives it, professes it, confidently bears witness to it and spreads it (*Catechism of the Catholic Church* #1816)

Flourish: an online learning management system originally designed by Kendall Hunt publishers for classroom use in general education. RCL Benziger, the publisher of *Echoes of Faith*[®] Emmaus, is a subsidiary of Kendall Hunt. The platform is most often used by elementary schools so this chart can help translate the terms used in Flourish to the language used in the diocesan Echoing Faith program

<i>Flourish/Echoes of Faith</i> [®] <i>Emmaus</i>	<i>Diocese Echoing Faith Program</i>
Student.....	Participant / Disciple-Learner
Teacher	Moderator
Class	Small Group
School Administrator	OLFF Administrator

Module: *Echoes of Faith*[®] “course” focused on one topic divided into multiple learning segments

Rubric: set of guidelines for learning; a tool for assesment based on participant expectations aimed toward reaching program purpose and goals

Segment: a learning subtopic within an *Echoes of Faith*[®] module



Important Dates

The school moderator will determine the schedule for when local group(s) will cover each module in the program. Theology* modules typically take 6-8 hours to complete fully online. Skills modules typically take 4-6 hours to complete. Below is a sample of the program organized for parish-based participants.

Sample Program Calendar for final round of parish-based participants

Echoes of Faith® Module	Dates and Activities	Digital Platform
*The Scriptures	October – November 2022 <i>Opening Gathering: Wed, October 5, 6:30-7p</i> Complete module segments on own <i>Closing Gathering: Wed, Nov 16, 6:30-7:30p</i>	Teams Flourish Teams
<i>Advent/Christmas break</i>	<i>December 2022</i>	
Roles of the Catechist	January 2023 <i>Opening Gathering: Wed, January 4, 6:30-7p</i> Complete module segments on own <i>Closing Gathering: Wed, January 25, 6:30-7:30p</i>	Teams Flourish Teams
*I Believe, We Believe	February – March 2023 <i>Opening Gathering: Wed, February 1, 6:30-7p</i> Complete module segments on own <i>Closing Gathering: Wed, March 22, 6:30-7:30p</i>	Teams Flourish Teams
The Learner	April 2023 <i>Opening Gathering: Wed, April 5, 6:30-7p</i> Complete module segments on own <i>Closing Gathering: Wed, April 26, 6:30-7:30p</i>	Teams Flourish Teams
*Prayer & Spirituality	May – June 2023 <i>Opening Gathering: Wed, May 10 (SECOND WEEK of May) 6:30-7p</i> Complete module segments on own <i>Closing Gathering: Wed, June 21, 6:30-7:30p</i>	Teams Flourish Teams
<i>Summer Break</i>	<i>July – August 2023</i>	
Getting Started as a Catechist	September 2023 <i>Opening Gathering: Wed, September 6, 6:30-7p</i> Complete module segments on own <i>Closing Gathering: Wed, September 27, 6:30-7:30p</i>	Teams Flourish Teams
*The Church	October – November 2023 <i>Opening Gathering: Wed, October 4, 6:30-7p</i> Complete module segments on own <i>Closing Gathering: Wed, Nov 15, 6:30-7:30p</i>	Teams Flourish Teams
<i>Advent/Christmas break</i>	<i>December 2023</i>	
Adult Faith Formation	January 2024 <i>Opening Gathering: Wed, January 3, 6:30-7p</i> Complete module segments on own <i>Closing Gathering: Wed, January 31, 6:30-7:30p</i>	Teams Flourish Teams
*Liturgy & Sacraments	February – March 2024 <i>Opening Gathering: Wed, February 7, 6:30-7p</i> Complete module segments on own <i>Closing Gathering: Wed, March 20, 6:30-7:30p</i>	Teams Flourish Teams
*Catholic Morality	April – May 2024 <i>Opening Gathering: Wed, April 3, 6:30-7p</i> Complete module segments on own <i>Closing Gathering: Wed, May 22, 6:30-7:30p</i>	Teams Flourish Teams
Grade Level Methodology	June 2024 <i>Opening Gathering: Wed, June 5, 6:30-7p</i> Complete module segments on own <i>Closing Gathering: Wed, June 26, 6:30-7:30p</i>	Teams Flourish Teams



Online or Downloadable Resources

Participant Resource Webpage <https://portlanddiocese.org/olff/echoing-faith-participants>

- School Participant Handbook
- [Learner Guide to Navigating Flourish/Echoes of Faith®](#)

Echoes of Faith® Emmaus on the Flourish Platform <https://www.flourishkh.com>

LOGIN CREDENTIALS

Username: email address you used to register for the program

Password: Echoes207 (case sensitive; DO NOT CHANGE because OLFF cannot retrieve forgotten passwords)

Pin: 04103

Microsoft Teams Video Conferencing

Microsoft Teams is video conference platform OLFF uses for the opening and closing gatherings. Each session will have a unique link that you will receive by email at least two days before the scheduled session. Here a few tips for accessing and using this platform:

Accessing the Virtual Meeting

1. In your email invite, select **Click here to join the meeting.**

You can also use a dial-in number and conference ID from the email to call in.

2. You have three choices:

- **Continue on the browser:** Join a Teams meeting on the web.
- **Download the Teams app:** Download the Teams desktop app.
- **Open your Teams app:** If you already have the Teams app, go right to your meeting.

3. Type your name.

4. Choose your audio and video settings.

5. Select **Join now.**

6. You'll get in right away or go to a lobby where someone in the meeting will admit you.

Raise your hand and show reactions

- Under Reactions, choose how to engage in a meeting:
- Select Raise hand to let others know you'd like to speak up without interrupting the conversation.
- Choose a reaction like Applause or Heart to show how you feel.

Microsoft Teams meeting

Join on your computer or mobile app
[Click here to join the meeting](#)

App on a computer provides best function



Echoing Faith YouTube Playlist (list private to program participants; do not share the url)

<https://youtube.com/playlist?list=PLOjN2JhFnSaUMjws1x9-F9ZjaALs92gug>



Community Norms

RUBRIC FOR FRUITFUL PARTICIPATION & SKILLS PRACTICE

The quality of the community experience relies on the engagement of all learners. A rubric gives clear expectations for how we will help one another bear rich fruit as Christian disciples. After the first three modules those seeking Catechist Certification need to consistently participate at levels 2 and 3 (See page 15 for more details). Self-reflection and faith-sharing are skills practiced in this program.

PARTICIPATION CRITERIA	LEVELS OF PARTICIPATION		
	3—Meets expectations	2—Partially meets expectations	1—Does not meet expectations
Engages in Learning Conversation 2 or more times in each module	Starts a new discussion thread or replies in two or more segments of the module and demonstrates authentic listening and curiosity about what others share	Interacts in two or fewer new discussion threads in a whole module shows minimal reflection on the segment content or without connecting to prior post(s)	Replies only once in an entire module or makes irrelevant comments or starts off-track discussion
Thoughtfulness	Responses are thoughtful, clear, on topic, and show clear connections to segment content	Responses are clear and on topic though express opinions without support of segment content or other credible reference	Responses are unclear, off topic, or show little integration of material
Adherence to Church teaching	Responses adhere to the teachings of the Catholic Church found in Scripture, the Magisterium, the Catechism, and other Church documents	Responses partially adhere to the teachings of the Catholic Church, with misunderstandings that do not affect the overall message and content of the entry	Responses do not adhere to the teachings of the Catholic Church found in Scripture, the Magisterium, the Catechism, or other authoritative sources
Attitude/Discipleship	Displays enthusiasm about learning, respects co-learners, frequently shares with others the fruit of their learning and prayer, and seeks to implement learning into life and service as a Catholic	Displays some enthusiasm about learning, occasionally shares a comment about how growing in faith or skill, shows minimal interest in integrating learning into way of life	Displays no enthusiasm for learning, belittles or attacks another learner, or does not share anything about how learning is impacting his/her thinking or acting

SKILL	Self-Reflection	Faith Sharing
Prompts for Practice	What is one thing I discovered about myself as lifelong learner of faith? What aspect of the Catholic faith addressed in the module challenges me to keep growing as a disciple of Christ?	How will I communicate with others about the truth, beauty, or goodness of the Catholic faith explored in the module?



✚ Suggested Guidelines for Faith Sharing (from *Echoes of Faith*®, Fourth Edition)

Catechist formation involves accompaniment, or companionship. Jesus walked with the two disciples on the road to Emmaus. Your leader is accompanying you on your formation journey, and you too are walking with a group of learners. Probably, you've been working alone in this module so far, but now you will have a chance to dialogue with others in your group and with your leader. Begin your sharing by responding to the first question posted for this segment. You will be able to see what others have posted, and comment or ask questions related to the posts.









1. Be respectful of others' points of view and be positive in your responses.
2. Ask questions where you need clarification of what someone else has said.
3. Rather than criticizing the posts of others, explain your own position and why you hold it. Remember that others can hold views different from yours that are nonetheless as valid.
4. Be willing to appropriately share your personal faith experiences where it is relevant to the lesson content.
5. Do not attempt to arbitrate disputes that may arise among participants. That is the role of your leader. Contact your leader if you see posts from others that trouble you.

✚ Online Etiquette from <https://fireflies.ai/blog/online-meeting-etiquette/>

SOURCE: <https://blog.gotomeeting.com/>

ONLINE MEETING ETIQUETTE

To have meetings wherever you are does not mean there aren't basic guidelines you should follow. Here are some meeting etiquettes everyone should observe

<p>JOIN EARLY</p>  <p>Make sure your microphone and camera are working properly.</p>	<p>DRESS APPROPRIATELY</p>  <p>You'll also put yourself in the right headspace to be productive.</p>	<p>BE AWARE OF YOUR SURROUNDINGS</p>  <p>Make sure your background is tidy, professional and work appropriate.</p>
<p>MUTE YOUR MICROPHONE WHEN YOU'RE NOT TALKING</p>  <p>Avoid noisy distractions while others are speaking.</p>	<p>STAY SEATED AND STAY PRESENT</p>  <p>Sit up straight, don't make big extraneous movements and always give your attention.</p>	<p>MINIMISE DISTRACTIONS</p>  <p>Avoid rustling papers, eating or making other distracting noises in the background.</p>
<p>GIVE GRACE</p>  <p>Be patient with participants and allow some grace to any miscommunications.</p>	<p>PLAN FOR AN EFFECTIVE WRAP-UP</p>  <p>End with a quick recap providing decisions made and actions agreed on.</p>	

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Rules for Disciple-building Virtual Gatherings

adapted from <https://blog.gotomeeting.com/7-rules-virtual-meeting-etiquette-every-professional-know/>

General Rule: Approach virtual gatherings as if we were together in the same physical spaces

Prepare

Offer a prayer of thanksgiving for the learning community and lift up your own intention for participating in the Echoing Faith program

Dress and groom appropriately, i.e. business casual

Be aware of your surroundings:

- set up so that you face a window or are exposed to plenty of light
- make sure your background has minimal distractions like a bed, pets, messes, or other people

Review material or topic before joining a virtual gathering

Participate

Listen respectfully:

- mute your microphone when you are not talking to eliminate background noise
- avoid interrupting others
- avoid speaking right away since there is a slight delay in transmission
- be patient with participants and allow some grace for any miscommunications that occur

Stay present and use attentive body language:

- keep camera on unless that causes connectivity issues
- sit up/stand straight, eyes on speaker
- turn off notifications or sounds from other devices
- close/turn off all other apps and browser windows
- refrain from trying to multitask, in other words: don't check your email, carry on a side conversation, or work on another project
- no food: eating/chewing on camera is very distracting

Contribute to the group conversation, sharing only once until all others have had the opportunity to respond or you are called on directly by meeting host/moderator

Problem Solve

Communicate challenges or frustrations to meeting host soon after the session so we can address them together before the next gathering



Simple Theological Reflection Processes

Theological reflection is a process of meaning-making.

Theological reflection is the discipline of exploring our individual and corporate experience in conversation with the wisdom of a religious heritage. The conversation is a genuine dialogue that seeks to hear from our own beliefs, actions, and perspectives, as well as from those of the tradition. It respects the integrity of both. Theological reflection therefore may confirm, challenge, clarify, and expand how we understand our experience and how we understand the religious tradition. The outcome is new truth and meaning for living. Robert Kinast (1990).

Let ministry teach. Maderia Beach, FL: Center for Theological Reflection, p. 3.

Practicing theological reflection in ministry brings the resources of Christian faith (Sacred Scripture, Catholic teaching, Church history, wisdom of the faith community, prayer, etc.) into practical decisions. Telling one’s story of an experience or situation to others is part of this process.

During the opening community gathering for each *Echoes of Faith*[®] module, questions will be posed for each learner to reflect on during the learning module time frame. These questions will be revisited at each closing gathering, for community interaction and sharing. These can also be seeds for personal theological reflection where the outcome is expressed in some external form such as a written statement, a drawing, a poem, etc.

In the closing gathering of each module, the community will follow simple prompts to recall the concepts, skills, and interactions addressed in the most recent module (see), analyze how these either support or distracted from the Gospel call to discipleship (judge), indentify new insights or areas of weakness that will lead to continued personal growth (act). Volunteer disciple learners will also be invited to share a personal witness of what they have discovered through the module and the theological reflection process. This can be a 2-3 minute talk, a presentation of a creative work, telling a story, or engaging with each other in a learning conversation.



Sharing Your Story

As part of the Spring 2021 presentation for Partnered in Mission ([In Word and Witness](#)), spiritual director and marketing strategist Jenny Hoffman said “A changed life is dramatic evidence of God’s presence, power, and love.” She offered a basic framework for creating an authentic, impactful story about an experience of faith:

Structure	<i>Ms Hoffman’s example</i>
Beginning: 1-2 sentences of a universal learning that surprised you	<i>“I never thought I wanted to be a nun, but sometimes God reveals desires I don’t even know I have.”</i>
Middle: 5-6 sentences about what happened	<i>“I was living my life, went on a silent retreat, felt God’s invitation, and embarked on a journey.”</i>
End: 1-2 sentences on the purpose on what you learned or do differently	<i>“It taught me to always be open to where God may be calling me.”</i>



Guidance for Preparing a Personal Witness for a Community Closing Gathering

Each closing gathering includes opportunities for disciple learners to practice sharing personal expressions of what they have discovered through the module and the theological reflection process. This is sometimes referred to as a personal witness. This can be a 2 to 3-minute talk, a presentation of a creative work like a poem or drawing, telling a story, or leading the group in a learning conversation. OLF will work with 1 to 3 volunteers from the learning community to prepare them for giving a personal witness during the gathering.

Presenting a Creative Work

- Show or perform the work, allowing a few moments for participants to take it in
- Share what inspired this work and how it is connected to module
- Invite other participants to share comments about how they connect to the work or ask clarifying questions

Preparing a Witness Talk/Reflection

- Talks are 2-3 minutes long
- The goal of the reflection is to articulate one's **experience** with the *Echoes of Faith Emmaus* module content and theme, as it relates to one's spiritual development.
 - What is your “before” and “after” story? Tell us of your experience, the “high, low and in-between” experience. Do you feel differently about the content/theme of this module? Who was/is on your “Road to Emmaus” during this module? How were Christ and your community present to you? How do you feel about being a faith witness today?

Rose, Thorn, Bud Reflection



Another reflection model that might help guide your reflection examines one experience from three different perspectives:

Rose – identify a new insight, highlight a success or positive understanding feeling/sentiment

Thorn – identify a challenge, difficulty, or stress that needs attention

Bud – identify something you are looking forward to, or an area that needs further growth



Basic Catechist Certification Process

The *Echoes of Faith*[®] Emmaus program was originally designed for use as a tool for basic training for “catechists,” forming the being, knowing, and savior-faire of women and men called to hand on faith in the name of the Catholic Church. The Diocese of Portland choose to extend this learning opportunity to all adult Catholics in Maine since all the baptized share the responsibilities of echoing the Gospel to the ends of the earth and of forming one another in truth, beauty, and goodness of the Catholic faith.

Anyone who currently serve as a catechist for adults, youth, or children or open to serving in this ministry in the future can also utilize the Echoing Faith process to earn basic catechist certification.

1. Register for the *Echoes of Faith*[®] Emmaus program through the diocese and indicate your intent to be certified.
2. Complete all 11 modules of the program (see page 6 for Program Calendar)
 - a. Participate in the Discipleship Group/Diocesan-wide activities scheduled for each module following the expectations in the *Rubric for Fruitful Participation & Skills Practice* (see page 10).
 - b. Reach out to your group moderator or diocesan administration with questions or, if the module seems too basic for you, to ask for additional ways to challenge yourself
 - b. Review your posts and participation in the *Echoes of Faith*[®] learning platform and other community interactions at the end of each module and compare your experience to the descriptions in the rubric. in comparison to the rubric.
3. Engage with the diocesan certification coordinator for feedback on progress and to verify completion of each module.

When: Ideally within 2 weeks after the scheduled end of a module

How: This can be accomplished in written or oral formats.

- o Written: Complete Online Self-Assessment Form and Email Exchange
 - a) After completing all the activities in a module and reflecting on the experience, fill out the online self-assessment form that corresponds to the rubric (see page 10). You will find the online form at <https://forms.office.com/r/WxKFdULMsx>
 - b) The diocesan certification coordinator will also assess your participation and practice using rubric. S/he will add this to your self-assessment along with any comments on how you are meeting expectations or with suggestions for growing in understanding or skill.
 - c) The diocesan coordinator will email you a final assessment report and include the certificate of completion for that module.
- o Oral: Video Conference (may cover 1 to 3 completed modules in a single session)
 - a) Contact the diocesan certification coordinator to schedule a video conference to review completed module(s). Request about 15 minutes for each module you want to cover and indicate the titles for the module(s) to be covered.
 - b) Before the scheduled conference, complete a self-assessment of your participation and skill practice in comparison to the rubric (see page 10). The coordinator will do the same.
 - c) During the conference discuss the results of your self-assessments, especially your responses to the skills practice prompts, and feedback from the coordinator.
 - d) Diocesan coordinator with email you a final assessment report including the certificate of completion for module(s) discussed.



4. After satisfactorily completing the entire *Echoes of Faith*® Emmaus program, email the diocesan certification coordinator at EchoingFaith@portlanddiocese.org to request certification.
5. The diocesan coordinator will verify eligibility with local pastor and/or faith formation coordinator then arrange for an official certificate to be presented to the catechist at a local, regional or diocesan celebration.

Post-Module Assessment Questions

<https://forms.office.com/r/WxKFdULMsx>

Echoes of Faith: Post-Module Self Assessment (rev February 2022)

Set aside 5 to 10 minutes to complete this form in one sitting.

Provide your name and parish along with the module you just completed.

For each of the five formation criteria, review the participation descriptions and choose the level/number you feel most closely matches your activities in the module . Respond to the questions to practice the skills of self-reflection and faith-sharing. You can also make comments or asks questions related to this module in blank provided. Sign and date the form by putting your first and last initials in the signature box and pressing "Submit"

* Required

1. First & Last Name *

2. Parish Name/Town *

3. Echoes of Faith Module just completed (choose one from the drop down menu) *

- | | | |
|---|--|---|
| <input type="radio"/> The Scriptures | <input type="radio"/> Getting Started as a Catechist | <input type="radio"/> Adult Faith Formation |
| <input type="radio"/> I Believe, We Believe | <input type="radio"/> The Learner | <input type="radio"/> Catholic Morality |
| <input type="radio"/> The Role of the Catechist | <input type="radio"/> The Church | <input type="radio"/> Grade Level Methodology |
| <input type="radio"/> Prayer & Spirituality | <input type="radio"/> Liturgy & Sacraments | |



4. CRITERIA: Engages in Learning Conversation *

- 1=Replies only once in an entire module or makes irrelevant comments or starts off-track discussion
- 2=Interacts in two or fewer new discussion threads in a whole module shows minimal reflection on the segment content or without connecting to prior post(s)
- 3=Starts a new discussion thread or replies in two or more segments of the module and demonstrates authentic listening and curiosity about what others share

5. CRITERIA: Thoughtfulness *

- 1= Responses are unclear, off topic, or show little integration of material
- 2= Responses are clear and on topic though express opinions without support of segment content or other credible reference
- 3= Responses are thoughtful, clear, on topic, and show clear connections to segment content

6. CRITERIA: Adherence to Church teaching *

- 1=Responses do not adhere to the teachings of the Catholic Church found in Scripture, the Magisterium, the Catechism, and other Church documents
- 2=Responses partially adhere to the teachings of the Catholic Church, with a few misunderstandings that do not affect the overall message and content of the entry
- 3= Responses adhere to the teachings of the Catholic Church found in Scripture, the Magisterium, the Catechism, and other Church documents

7. CRITERIA: Attitude/Discipleship *

- 1= Displays no enthusiasm for learning, belittles or attacks another learner in post, or does not share anything about how learning is impacting his/her thinking or acting
- 2=Displays some enthusiasm about learning, occasionally shares a comment about how growing in faith or skill, shows minimal interest in integrating learning into way of life
- 3= Displays enthusiasm about learning, respects co-learners, frequently shares with others the fruit of their learning and prayer, and seeks to implement learning into life and service as a Catholic



8. PRACTICE Self-Reflection : What is one thing I discovered about myself as lifelong learner of faith? OR What aspect of the Catholic faith addressed in the module challenges me to keep growing as a disciple of Christ? *

9. PRACTICE Faith-Sharing : How will I communicate with others about the truth, beauty, or goodness of the Catholic faith explored in the module? *

10. Comments or Questions (optional)

11. E-signature: enter first and last initials *



Sample Catechist Certification Module Final Assessment Report

Roman Catholic Diocese of Portland

Basic Catechist Certification Process

Catechist Certification Process: Module Assessment Report

Name August Angel

Parish, City/Town Our Lady of Sorrows

Echoes of Faith Module Title I Believe, We Believe

Review the criteria and participation descriptions for all six areas of formation. In the "Self" column, right the number that most closely matches your level of participation in the activities related to the Echoes of Faith Module named above. Add any examples, comments or questions related to this module in the space at the top of the next page. Sign (or type name with "e-signature" after it) and date the form and email a copy to EchoingFaith@portlanddiocese.org

Criteria	Levels of Participation			Self	Coord
	3	2	1		
Engages in Learning Conversation 2 or more times in each module	Starts a new discussion thread or replies in two or more segments of the module and demonstrates authentic listening and curiosity about what others share	Interacts in two or fewer new discussion threads in a whole module shows minimal reflection on the segment content or without connecting to prior post(s)	Replies only once in an entire module or makes irrelevant comments or starts off-track discussion	2	2
Thoughtfulness	Responses are thoughtful, clear, on topic, and show clear connections to segment content	Responses are clear and on topic though express opinions without support of segment content or other credible reference	Responses are unclear, off topic, or show little integration of material	3	3
Adherence to Church teaching	Responses adhere to the teachings of the Catholic Church found in Scripture, the Magisterium, the Catechism, and other Church documents	Responses partially adhere to the teachings of the Catholic Church, with a few misunderstandings that do not affect the overall message and content of the entry	Responses do not adhere to the teachings of the Catholic Church found in Scripture, the Magisterium, the Catechism, and other Church documents	3	3
Attitude/Discipleship	Displays enthusiasm about learning, respects co-learners, frequently shares with others the fruit of their learning and prayer, and seeks to implement learning into life and service as a Catholic	Displays some enthusiasm about learning, occasionally shares a comment about how growing in faith or skill, shows minimal interest in integrating learning into way of life	Displays no enthusiasm for learning, belittles or attacks another learner in post, or does not share anything about how learning is impacting his/her thinking or acting	2	3

SKILL Practice	Self	Coordinator Feedback
What is one thing I discovered about myself as lifelong learner of faith? What aspect of the Catholic faith addressed in the module challenges me to keep growing as a disciple of Christ?	I discovered I really hadn't given much thought to how church teaching developed. Learning about the Creed helps me appreciate the importance of Church history and that just because Catholic beliefs remain the same doesn't mean there isn't always something new to learn	I resonate with your awakening to the need for continued learning as an adult Catholic and a new appreciation for Church history. I had a similar experience when I first studied how the Creed developed and now I tend to always trace roots of different teachings.
How will I communicate with others about the truth, beauty, or goodness of the Catholic faith explored in the module?	The next time my friend and I go to breakfast after Mass I will share what I learned about the Creed and my excitement to keep learning about the faith.	This is a very effective way to evangelize and, hopefully, a comfortable way for you to practice sharing faith. Consider inviting your friend to sign up to join you in the Echoes program 😊

Comments or questions

I struggled with how to have conversations on the platform when people weren't all online at the same time. I did better and contributing to the dialogue during the closing gathering

Catechist's E-Signature AA Date 6/9/2021 7:31:27 PM

For office use only.....

Certification Coordinator Name Lori Dahloff

Feedback for catechist:

I agree that learning how to have online dialogues slowly over a week or more is a skill in itself. I noted how you were trying in your posts to connect the module content with how you interact with the kids in your sessions as the parish. I also appreciated how you volunteered to share your insights during the group gathering at the end of the module.

Next step: Verify Completion (certicate on next page) Develop Improvement Plan

Coordinator Signature Lori Dahloff Date 6/18/2021

Certificate is the size of a full page in the actual report





Tech Troubleshooting Guide

Below are problems some participants have faced in using the *Echoes of Faith*® online platform and solutions that have resolved them. If you do not find your issue in the list or have tried all the solutions offered without success, please reach out for further assistance:

- **Weekdays:** Email or call Hannah Gonneville at Hannah.gonneville@portlanddiocese.org or (207)-773-6471 x7885.
- **Weekends:** Contact the tech support team for RCL Benziger at techsupport@rclbenziger.com or by calling 1-800-770-3544. **Be sure to either cc Hannah on any emails to RCL Benziger’s tech support team or notify Hannah that you reached out to them.** This helps the diocese notice any pattern of problems among participants or to learn how to better support you while using the platform.

Problem	Solution	Did it work?
Trouble logging into account	Make sure you are logging in using the www.flourishkh.com website	Yes —Great! Easy fix! No —Try the next solution
	Make sure you are using the correct credentials (<i>See p. 6 of this handbook</i>)	Yes —Great! Easy fix! No —Try the next solution
	If you are using Safari as your browser, log in from a different web browser, preferably Firefox or Google Chrome (download the browser from your app store if needed)	Yes —Awesome! Glad you’re in. No — Try the next solution
	If you have a Windows 10 device and use Microsoft Edge, try logging into <i>Echoes</i> using Google Chrome or Firefox instead	Yes —Awesome! Glad you’re in. No — Try the next solution
	Check to see if your computer system needs updates. If yes, make them then restart your computer	Yes —Awesome! Glad you’re in. No — Try the next solution
	Clear your cache*. <i>*A cache stores small bits of info, like cookies, some images for faster referencing when accessing a page more than once. Go to the web browsers “Settings” and search for “cache” to learn how to clear it.</i>	Yes —Wonderful! Enjoy the module. No — Try the next solution
	Contact Hannah to reset your password.	Yes —Wonderful! Enjoy the module. No —Email Hannah a screenshot of what you are seeing after you try to log in



Can't access the modules	This is an internal error of the <i>Echoes of Faith</i> ® platform. Refresh your browser or come back to the platform later to try again.	Yes —Great! Easy fix! No —Call or email Hannah and she will contact RCLB IT to work to resolve this
Not seeing all the controls or text in a module	Adjust your display settings or the screen orientation on your personal device, especially if using a mobile device (iPad, tablet, or smart phone).	Yes —Hooray! It's fixed No — Check devise user manual for suggestions or use a computer to access the platform
Getting booted off the program	The Echoes platform does not have a time out feature. Most likely you are being booted off the platform by the browser on your local devise. The platform works best on Google Chrome and Firefox web browsers.	Yes —Great! Easy fix! No — Contact Hannah
	Check to see If your computer system needs updates. If yes, make them then restart your computer.	Yes —Hooray! It's fixed No —Send Hannah screenshot of what you are seeing
Not seeing a post I thought I submitted in a module	Make sure you pause for a few seconds after you click the "Submit your answers" button. Do no move away from that page until you get a message saying "Submitted answers".	Yes —Great! Easy fix! No —Contact Hannah

Your problem not on the list? None of the solutions given fixed your problem?



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Weekends Contact the tech support team for RCL Benziger at techsupport@rclbenziger.com or by calling 1-800-770-3544. **Be sure to either cc Hannah on any emails sent to RCL Benziger's tech support team or notify Hannah that you reached out to them by phone.** This helps the diocese recognize patterns of problems among participants and to learn how to better support you while using the platform.



Quick Guide to Who to Contact

ECHOING FAITH

Diocesan-wide Adult Faith Formation Program



Roman Catholic Diocese of Portland (Maine)
Office of Lifelong Faith Formation
EchoingFaith@PortlandDiocese.org
207.773.6471

