



## Ministerial Development Expectations for Catechetical Leaders

“Go, therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, until the end of the age.” Matthew 28:19-20

“from loving knowledge of Christ springs the desire to proclaim him, to ‘evangelize,’ and to lead others to the ‘yes’ of faith in Jesus Christ.” *Catechism of the Catholic Church*, 429

*Directory for Catechesis* (Vatican, 2020)

Chapter IV: The Formation of Catechists, paragraphs 130-150

**Being** = maturing “as a person, as a believer, and as an apostle”; personal, relational identity with a missionary awareness of “knowing-how to be with” God, self and others

**Knowing** = Biblical-theological formation and understanding of human beings and the social context

**Savoir-faire** = pedagogical and methodological formation in the art of communication and educating in the faith

“The catechist, recognizing that his hearer is an active participant in whom the grace of God is dynamically at work, will present himself as a respectful facilitator of an experience of faith of which he is not in charge” (148)

*National Directory for Catechesis* (USCCB, 2005)

#55. Preparation and Ongoing Formation of Catechists (pp 235-241)

“The ongoing formation of catechists is to include all aspects of the catechist’s life” (p 239). human, spiritual, and intellectual formation that encourages and strengthens their witness to Jesus Christ in the Church and in the world along with training in catechetical methodology

*Roman Catholic Diocese of Portland Diocesan Catechetical Plan July 2020-June 2027*

[Pathways for Formation and Certification of Catechists and Catechetical Leaders](#) pp11-13.

Level 1: Basic Catechist = initial formation, ongoing development at least 5 hours/year

Level 2: Advanced Catechist = ongoing ministerial development at least 10 hours/year

Level 3: Basic Catechetical Leader = ongoing ministerial development at least 20 hours/year, annual ministerial formation reflection and planning, member of state or national catechetical ministry organization

Level 4: Advanced Catechetical Leader = ongoing ministerial development at least 20 hours/year, mentoring others in annual ministerial formation reflection and planning, member of state or national catechetical ministry organization

***Catechetical Leader Ongoing Formation and Development Annual Report***

[pdf](#)     editable [Word file](#)

# GRANT BASICS

## When to Apply?

*Only if you have all three ingredients!*

### IDENTIFY A FELT NEED

Name a specific concern or hope that, if addressed, will improve the lives others, the wider community, or yourself. Be clear about why there is urgency in doing something about this now.



### CRAFT DETAILED PLAN TO ADDRESS NEED

Who? What? Where? When? How?  
Map out who will benefit from your effort, what the intended outcomes will be and how will you know if achieved them, how you will address the need including specifics like activities, timeline, and required resources including people and detailed budget



### DESIRE & COMMITMENT TO EXECUTE THE PLAN

You (and those you hope to impact) must be passionate about addressing the identified need and determined to following-through on the plan as described if funded; if for work, secure the support of your supervisor before applying



## How to Apply to Increase Success?

*Tell a compelling story in the format outlined by the funder*

**CONNECT YOUR PROJECT TO FUNDER'S PRIORITIES**

**READ DIRECTIONS CAREFULLY & FOLLOW THEM ALL**



**WRITE CLEARLY & CONCISELY**

**PROVIDE SUPPORTING DOCUMENTATION AS REQUESTED**

*"Without a vision the people lose restraint; but happy is the one who follows instruction."*

**PROVERBS 29:18**

## Helpful Links

"Grant Writing Basics, 11 Things You Need to Know" from Instrument1  
<https://www.instrument1.com/blog/grant-writing-basics>

Diocese of Portland Lay Continuing Education & Formation Endowment Fund  
<https://portlanddiocese.org/lay-grants>

Leader Learning Session Recordings Showcase  
<https://vimeo.com/showcase/9787291>

Lori Dahlhoff, EdD  
Office of Lifelong Faith Formation, February 2023

## **Potential Grant Sources for Ministerial Development**

compiled Feb 21, 2024

### **Diocese of Portland Lay Continuing Education and Formation Grants**

<https://portlanddiocese.org/ministries/lay-continuing-education-formation-endowment-fund>

The Lay Continuing Education & Formation Endowment Fund provides grants to current employees and volunteers of parishes, Maine Catholic schools, and diocesan offices to further the education and training related to professional service within the Church. Applications typically open each January with a submission deadline on or near March 30 for awards that fund training in the following fiscal year (July 1 to the following June 30).

Next application deadline: April 5, 2024 to fund activities in FY25 (7/1/24 through 6/30/25)

### **ACTA Foundation**

<https://www.actafoundation.org/grant-application-process>

The ACTA Foundation funds the creation, development and production of catechetical projects which foster and support adult faith development in the Roman Catholic tradition. Through its grants the ACTA Foundation supports innovative catechetical initiatives for adults that will have a broad impact on the life of the Roman Catholic Church. The Foundation is ordinarily able to accept grant proposals within the \$5,000 - \$50,000 range.

Next Application Deadline: May 31, 2024

### **The Reflective Leadership Grant**

Leadership Education at Duke University

<https://leadership.divinity.duke.edu/what-we-offer/grants/reflective-leadership-grants/>

The Reflective Leadership Grant supports an opportunity for structured reflection for lay or clergy leaders of Christian organizations that are advancing their mission following the multiple pandemics — COVID-19, racial inequity, economic disruption and mental distress — that emerged and/or intensified throughout the past few years. This grant is offered occasionally.

Applications open March 18, 2024. Submission deadline is May 28, 2024

### **The GIVEN Institute**

<https://giveninstitute.com>

Young adult Catholic women, ages 21-35, seeking leadership training, faith formation, and mentoring to better understand and pursue their particular mission and vocation.

Applications to participate in a subsidized “GIVEN Catholic Young Women’s Leadership Forum” open each Fall for attending the following summer (for example, apply in Fall 2024 to be considered for the June 2025 Forum)

### **Catholic Funding Guide (paid service)**

<https://www.catholicfundingguide.com/find-funders/>

Service provided by Foundations and Donors Interested in Catholic Activities (FADICA), the leading Catholic philanthropic network of foundations and donors supporting Catholic activities and initiatives. Coordinate any applications through the diocesan Development Office.