



Catechetical Leader Ongoing Formation and Development Annual Report (for *Pathways* Level 3 and 4 Leaders)

Expectations

Christian disciples, especially those who are leaders, continue their formation and development. The Diocese of Portland expects those with delegated responsibilities of leading parish catechetical and evangelization to model lifelong learning by doing the following each year:

- a) establish a goal for her/his ministerial formation and development,
- b) strive toward accomplishing that goal through completing 20 or more hours of approved and verified formation that shapes one's being, knowing, and artistry as a catechist, and
- c) reflect on his/her efforts to celebrate accomplishments and inform discernment of future goals and needs for ongoing formation and development.

Each leader is responsible for sending documentation of the above to the Office of Lifelong Faith Formation by the end of each fiscal year (June 30). The report should only be submitted after all 20 hours are completed. Please note that up to five hours of documented ongoing formation in excess of 20 hours can be "rolled over" to the following year.

Examples of Appropriate Formation and Development

Below are some approved methods of ministerial formation and development:

- Complete an undergraduate or graduate course in theology or related field.
- Participate in diocesan trainings or workshops.
- Participate in 1-hour learning/formation segments of the state Lifelong Faith Formation Association (LFFA).
- Engage in webinars or other online learning.
- Attend a national or regional Catholic Conference.
- Read one or more books (see details below).
- Other form of development pre-approved by the Office of Lifelong Faith Formation (OLFF).

Find other ideas curated by the OLFF staff at https://portlanddiocese.org/olff/ongoing_development . If you have any questions whatsoever regarding your goals or whether your choice of ongoing formation will be approved, contact any of the staff from the OLFF. Please note: if a workshop/training/course has any documentation for CEU's include this with your report so OLFF can honor the hours listed.

Formation through Reading and Reflection*

Up to ten (10) hours of the ongoing formation may be met each year through the following process:

- Pick a book from the pre-approved list of titles.
- Read the book.
- Prepare a summary of three (3) pieces of information that you learned and how they will influence your service or ministry offered in the parish (sample format included with report form).
- Include the summary as part of your annual report.

**Using the same reflection process to note insights and influences for any formation or development activity increases the likelihood of the experience having a lasting impact on your being, knowing, or artistry as a catechetical leader.*

Submitting Annual Report

Please complete the report form on the following page(s) by the end of each fiscal year (June 30). Either mail your completed report with supporting documents to Office of Lifelong Faith Formation, 510 Ocean Ave, Portland, ME 04103 or email a pdf of it to olff@portlanddiocese.org. Please retain a copy of the report for your own records.



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Record of Formation through Reading and Reflection

Name _____

 Title, Author, Publisher, Date:

Insights and Influence:

- 1.
 - 2.
 - 3.
-

 Title, Author, Publisher, Date:

Insights and Influence:

- 1.
 - 2.
 - 3.
-

 Formation/Development Activity, Date:

Insights and Influence:

- 1.
- 2.
- 3.