



The United States Association of

*The Catechesis of the Good Shepherd*<sup>®</sup>

## **Hosting Catechist Formation in The Catechesis of the Good Shepherd**

Thank you for your interest in hosting catechist formation in The Catechesis of the Good Shepherd! Hosting catechist formation is quite an undertaking but richly rewarding. This document will offer you guidance in discerning the right time for a formation course in your area and how to plan one.

Formation courses in The Catechesis of the Good Shepherd (CGS) not only help adults become CGS catechists by preparing them to serve the religious life of children but also, through each adult formation, contribute to the larger community of catechists who connect with other CGS catechists in this country and even around the world.

Therefore, **all CGS catechist formation courses in the United States** (and in some cases, where USA formation leaders lead internationally) **must be registered with the United States Association of The Catechesis of the Good Shepherd (CGSUSA).**

The Office of Formation for the United States Association of Catechesis of the Good Shepherd seeks to partner with you as the hosting site coordinator and with the formation leader, helping you pass along the gift of the Catechesis of the Good Shepherd to adults and, ultimately, to children. We work with each hosting site coordinator and formation leader to offer support and resources.

We are eager to assist you in whatever way we can as you begin planning this catechist formation. Please feel free to contact us as questions occur to you. May you walk in the guiding love of the Good Shepherd as you prepare this rich adult formation for catechists who will serve children in drawing closer to God.

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## **INITIAL CATECHIST FORMATION COURSE PLANNING**

### **Where do I even begin?**

It can feel a little overwhelming in the beginning to plan catechist formation. Know that the Catechesis of the Good Shepherd is a “mustard seed work;” it begins very small and in hidden ways. Sometimes it takes a long time to take root and sprout, and this is good. Sometimes the longer it takes for interest to begin and a course to start in an area, the deeper and stronger the roots the Catechesis of the Good Shepherd will have when the catechist formation occurs.

### **How do I know that it is the right time for CGS catechist formation?**

This is an important question! Please use the following as a guide:

- ***Is there sufficient interest in the community in hosting CGS formation at present?*** Although the number of participants needed to make a course viable will vary with particular circumstances, generally, it takes at least 5-10 potential catechists to start a course. If there are fewer than ten, you will need to consider whether it would be good stewardship of your community’s and the formation leader’s resources and energies to hold the course. Perhaps it might be more viable to send a small group of interested people to catechist formation taking place elsewhere in the region.
- ***Do you have the financial and physical resources to host CGS formation?*** The cost of formation can vary significantly depending on whether a formation leader is available nearby or needs to travel to your city. You must also take into consideration whether suitable training space is available at no cost or if space will need to be rented. More on this below.
- ***Is there an atrium environment already in place with a full set of materials for the catechist formation course?*** This is often one of the most difficult challenges to meet if the Catechesis of the Good Shepherd is new to an area. It is valuable for catechists who attend this formation to experience the atrium environment in order to understand what it means to have a prepared atrium environment for children. It is necessary for the formation leader to have the presentation materials on hand. Sometimes, a formation leader may also prefer to bring some atrium materials for the presentations they will give in catechist formation.
- ***Are there others who will be able to assist you in hosting the course?*** The planning and hosting of catechist formation can be a lot of work for one person. It is wonderful when a formation or hosting team can share the tasks among themselves.
- ***Who is sponsoring this formation?*** Sometimes CGS catechist formation is sponsored by a group of interested persons who are able to coordinate the hosting on their own, but more often, a church, a diocese, or even a school will sponsor and host CGS formation. It can be easier to have a sponsor who is willing to host and take on the financial risk of underwriting the course. Sometimes such a sponsor can assist with grant-writing for participant scholarships, if needed, and assist with

promoting the formation. A sponsor could also be a diocese, several churches, a university, a school, or a seminary, while the hosting site could be in a church.

### **How do I find the right formation leader or formation leaders for the CGS catechist formation?**

The Director of Formation can assist you in recommending formation leaders recognized by CGSUSA who are either in your vicinity or available to travel. Formation Leaders who represent the United States Association of Catechesis of the Good Shepherd have been involved in the association's Formation Leader Discernment Process to determine their readiness to take on this role. Formation Leaders are first recognized to lead Level I catechist formation. After experience in giving Level I courses, Formation Leaders are then recognized to lead Level II formation and may in time be then recognized to lead Level III formation. Not all CGS Formation Leaders are recognized to lead all levels of formation.

It is beneficial to have a team of two formation leaders to lead a course, especially if the course has more than 12-15 participants. Having a team of two formation leaders is encouraged by the International Council (*Consiglio*) of Catechesis of the Good Shepherd. However, the arrangement of a formation team could also be with one formation leader and one assistant who is an experienced catechist or a catechist who seeks to gain experience as an assistant because they are also involved in the Formation Lader Discernment Process. There are various arrangements of a formation team. You will need to discuss with the formation leader (s) who you think will be the best match for your church and the setting of the course.

According to our *Characteristics of Official Formation Courses in Catechesis of the Good Shepherd*, point #11:

“All formation courses should be given by a team of formation leaders. This can be two recognized formation leaders. The primary formation leader could also form a team with a catechist who is in the process of being recognized as a formation leader or with a catechist who has solid experience with children at a particular level. At least one person on the formation team must be a recognized formation leader with the United States Association of Catechesis of the Good Shepherd.”

The original expectation is that two formation leaders work side by side throughout the entire course, and this is often done in courses around the country and especially for nationally sponsored courses. There are some occasions when two formation leaders who know each other very well can alternate attendance at course sessions in a tag-team fashion. Whatever the arrangement, many formation leaders working on teams are willing to negotiate their stipends to make this option more affordable to the hosting community.

From the *Characteristics of Official Formation Courses in Catechesis of the Good Shepherd*, point #12: “Among the most important criteria in forming the team are:

- 1) Finding those with CGS experience that most closely match the course participants (e.g., the ecumenical make-up of the group, whether they are working in parishes or independent atria).

- 2) Having a formation leader or catechist with Montessori training and experience.
- 3) Taking into consideration local formation leaders or catechists with gifts and talents to share for adult formation (such as one who is in the discernment process for recognition as a formation leader who seeks experience in leading formation and is in a mentoring relationship with a formation leader).

It is helpful to consider a formation team in which each person can share their strengths and experience in scripture, liturgy, and with children in the atrium, as well as an understanding of Montessori's vision of the human person and discoveries of the child. The creation of a strong formation team can ensure that participants receive the benefit of multiple perspectives and varied expertise in their training.

Formation Leaders are trained in the tradition of Catechesis of the Good Shepherd as given to us by Sofia Cavalletti and Gianna Gobbi. Their work is to convey the message of this catechist formation to adults, whatever their denominational background. Formation Leaders should also be aware of denominational differences and be sensitive to addressing Catechesis of the Good Shepherd in an ecumenical setting.

Catechesis of the Good Shepherd began in the Roman Catholic tradition, and it is from this tradition that this method of catechesis is offered to participants. In a course where there are several denominations represented, whenever possible, time needs to be allocated to sharing adaptations in materials or presentations or giving those interested in adapting CGS to their tradition an opportunity to discuss how these adaptations might occur. This is an area in which the formation leader(s) for the course could be of help, and it is also an important area where the Director of Formation can offer guidance.

When contacting a potential formation leader (s), consider discussing the following:

**The Course Format:** In conjunction with the formation leader, you will want to discuss the course format that would be best for potential participants in your area and the availability of the formation leader (s). Generally speaking, you will need to consider a course that will encompass *at least* 90 hours or 14-15 training days, but at the request of the formation leader (s), it may be that the course will need to be more like 100 – 120 hours or 15-18 training days. Formation in Catechesis of the Good Shepherd includes giving adults all presentations as they are given to the children and discussing scriptural, theological, liturgical, and pedagogical background for these presentations. It is also important that ample time is given to integrating a solid understanding of Montessori's discoveries of the development of the human person and principles of education as they apply to Catechesis of the Good Shepherd. This is an area of CGS formation that we, as an Association, would like to see strengthened. Finally, time during formation must be given for prayer, atrium practicum, observation, material making, and album page discussion and writing.

- **What kind of format would work best for our group?**

Formation in CGS is structured in various formats. Listed below are just some format options to consider:

***The “concentrated 7-10 day course over two summers” model:***

Participants meet for about a week to two weeks during consecutive summers, for three to four weeks. The advantage of this model is that it can serve the needs of teachers and other potential catechists from other parts of the U.S. who may not be able to travel for frequent sessions. If a formation leader is traveling from a distance, this minimizes airfare. This model also allows an intense focus on the themes and presentations, time for informal networking among participants, time for work in the atrium and making materials, and opportunities for sharing prayer. It also offers participants a solid amount of information on CGS that may allow the catechist the opportunity to begin an atrium, follow it through for a year, and then return for more formation at that level. This course model encourages a strong bond within the group as participants spend a series of days together at one time and usually stay on site for the training. The disadvantage of this model is that for some people, the amount of information given at once may seem overwhelming, so the pace of each day will be an important consideration for this formation model. Since a year elapse between course sessions, attrition of participants could result. However, each formation model will sustain some attrition of participants for various reasons. Usually, participants commit to both summer sessions if they can plan ahead.

***The “long weekends” model:***

Participants meet for several long weekends (3 to 5 days each) over the course of a year. This format can be more accessible for people who work full-time and potentially manageable for those traveling from a distance. Some of the same advantages apply to this model as to the concentrated 7- 10 day, two-summer model. With fewer days, this model allows time to absorb a particular theme and series of presentations without being too overwhelming. If a formation leader is traveling from a distance for this formation, this model could require more travel expenses.

***The “one day a month” model or the weekend model of an evening and all-day session:***

Participants meet one day a month, generally on a Saturday, for about a year and a half to two years. The model is accessible for those living locally for whom a short amount of time committed once a month is doable. It allows time for the integration of the content. The challenge of this model is that it may be more difficult to keep the cohort of participants constant; there is a greater likelihood of someone missing portions of the training. It also is only viable if you have a local formation leader in your area since airfare would likely be prohibitive. Variations on these models are endless. Some courses begin and end with a long weekend and then meet one day a month in between. Some courses meet for four weeklong blocks at various times in the year. You can discuss the model you are considering with your formation leader and find out what format works best for the formation leader’s schedule.

- **Stipends and other expenses:** Most stipends are paid at a daily rate and are normally based upon a 7-8 hour training day including lunch. A few formation leaders prefer to be paid by the course, while others prefer to be paid by the hour. Stipends paid to formation leaders vary according to the area, the need, and the experience of the formation leader. Some formation leaders are willing to negotiate their stipend or are willing to serve mission courses where no stipend is given, but travel, room, and board are covered. It is important to keep in mind that the formation leader (s) takes on the responsibility to train catechists, which requires much preparation before the catechist formation begins, during the catechist formation, and even in following up after the formation concludes, so a just payment for their services needs to be considered.

Stipends range on average between \$250.00 and \$350.00 for a 7-8 hour training day. There are formation leaders who receive less than this at \$150.00 - \$250.00 per training day and a few formation leaders ask for more than this at \$350.00 - \$500.00 a training day. Those who travel to lead courses may charge a little more because of the additional challenges traveling requires as well as the time away from home. Some formation leaders do not charge a stipend for local courses if they are on staff for a church and leading a course in the church where they work.

Formation leaders need to have their travel, meals, and lodging paid by the hosting community when being hired to lead a course. Some of these may be negotiable and can depend on whether the formation leader is leading a local course or if the formation leader will travel out of town. It is important to discuss expenses for travel, meals, and lodging when hiring a formation leader(s) to lead a course.

### **What is the normal tuition range for a course offering?**

There can be a range in tuition pricing for CGS formation per participant for the entire course, and it varies around the country. It also varies depending on the course's sponsorship. Some CGS formation courses need to be self-sustaining, while others may receive some sponsorship from the diocese or the church hosting. Tuition can be better for higher-level courses because of the time commitment involved in these courses. The average tuition for Level I formation ranges from \$400.00 to \$600.00. Tuition for Level II formation averages from \$500 - \$700. Tuition for Level III formation averages from \$600 - \$800.

Sometimes tuition is charged for the first half of the course and then charged again for the second half of the course. It is preferred, however, that participants know that they are making a commitment to an entire course when they register. Therefore, it is better to promote tuition for the whole course. Many hosting teams budget enough to be able to offer some scholarship assistance to participants who cannot pay full price. Often times, hosting teams also budget a discounted tuition rate for parishes or schools sending two or more participants to the training. Some courses offer a discount for those participants (or churches) who are members of the National Association of Catechesis of the Good Shepherd (CGSUSA).

### **What kind of facilities do we need to host a course?**

Usually, it is best to have at least two rooms in which to hold catechist formation – one would be a meeting space for the participants with tables and chairs, a chalkboard/whiteboard

or large notepad with easel, and the other would be the atrium for the appropriate level of the formation. This atrium will be used primarily for the presentations and for personal work time for the participants to practice presentations. It is also helpful to have (if possible) a third room convenient to the meeting room where material-making supplies could be kept and perhaps with a good-sized table or tables for participants to use as a workspace for making materials.

If your formation leader and/or course participants will be from out of town, you will also want to consider lodging options for them. Sometimes, retreat or conference centers make ideal hosting facilities because participants can stay in the same place where the course will be held. However, if all participants are local, formation is most often held in a parish or school with an atrium.

### **What if we do not have an established atrium for the course?**

In order to best capture the vision of what it means to prepare an atrium for the children and to have access to the materials needed for presentations given to the children, the formation leader and participants will need to have an atrium.

It is often helpful to see what churches in the atrium have already started an atrium to see about the possibility of hosting catechist formation with such a church. If you are not sure of the churches in your area who may be offering CGS, you could also check with the Director of Formation to see if there is a church with an atrium nearby who may be willing to co-host and allow their atrium and materials to be used for the formation.

There may be occasions for small groups (5-7 people) where the formation leader may be in a position to bring materials to begin a small sample atrium, but this isn't ideal for participants. Consult first with the formation leader(s) about the possibility of bringing materials for the course or guiding potential catechists in making materials as the course progresses.

For new areas where CGS hasn't taken root yet, it often makes more sense to send two persons to the catechist formation first to establish the atrium environment before hosting the training. After catechists have completed the course and started an atrium, a local formation course could be hosted to train additional catechists.

### **What else is important in planning formation?**

Depending on the size of the course, it can be beneficial to form a hosting team or committee who can work with you in planning and hosting this formation. If there is a parish or diocesan office or school who will be helping you to sponsor the formation, make sure to include people from these institutions on your team. If you are a Director or Coordinator of Religious Education for your parish interested in hosting a course but without CGS experience, it may be helpful to have CGS catechists assist in hosting the course, if available. Feel free to discuss course planning with the formation leader or the Director of Formation.

Having conversed with the formation leader(s) about stipend and other fees, establish a budget for the course based on estimated income received from tuition with minimum/maximum number of participants as well as the anticipated course expenses.

Create a brochure to promote the catechist formation course to a wide regional audience. You can request a sample of a course brochure from the Director of Formation.

## **HOSTING BUDGET**

Most formation courses offered in the United States charge tuition to participants. Some receive financial assistance from the hosting church, school or diocese to subsidize the expenses of the catechist formation.

The four most significant and consistent budgetary items in planning a formation course are:

1. The stipend(s) for the formation leader(s) and possibly additional formation team members, such as an assistant serving with the formation leader.
2. Travel expenses (air travel or mileage if the formation leader is driving) for the formation leader(s) and additional formation team members, especially if they are coming from out of town.
3. Meals and lodging for the formation leader (s) and possibly formation team members, especially if they are coming from out of town.
4. The Registration Fee paid to the United States Association of Catechesis of the Good Shepherd (CGSUSA) towards the beginning of the course. This fee is for the service offered to the course and is based upon the number of people enrolled in the course.

Other potential costs that should be considered when constructing a budget include:

- **Atrium materials** may need to be made, repaired, revised, or purchased to complete the atrium and bring it to a level needed for training catechists. It is important that the hosting course coordinator, along with volunteer catechists, do an inventory of the atrium that will be used for the course using the online Materials Manual as a guide. It is also important to work with the formation leader(s) to see what items need to be prepared or updated for the atrium environment for each session of the formation course. It can be beneficial for the formation leader(s) to visit ahead of the course to see the atrium environment and help to make the necessary arrangements for the catechist formation. If distance and expense are factors, sending photos of the atrium environment and materials to the formation leader(s) for review may be helpful. Some formation leaders have even had FaceTime or Zoom meetings with the hosting site coordinator to look at the atrium and materials well in advance of the course if visiting in person is not possible.
- **Rental fee for the space** in which to host the course (if needed)
- **Creation of the brochure** and mailing it, although many churches now also post a digital registration brochure on their website.
- **Most correspondence with registered participants, such as the welcome letter and updates, is handled by email, but** consideration needs to be given to possible participants who don't access email.
- **Welcome folders or binders** for each participant, including the syllabus and handouts. (These are especially nice if you have participants attending from out of town and where additional information is provided about places to eat, to stay overnight, local churches, hospitals, interesting shops, etc.)



- **Copying of course handouts** (sometimes a parish may donate this)
- **Morning and afternoon snacks and beverages:** the hosting team may be willing to shop for these items, prepare them, and set up these items for you. Some items may need to be reimbursed.
- **Lunches:** Some courses have catered lunches; others just invite participants to bring their lunches or, if restaurants are convenient, participants can go out for lunch.)
- **Material-making supplies** for participants to use during the course. Participants may need to pay a small fee to help curb this cost. It may also be possible to ask for small grants or donations of these supplies from area craft stores.
- **CGS Books** – A set of core texts is important to every course level. You will need to speak to your formation leader about what will be required reading. The CGSUSA Online Store offers the **Level I Course Texts**, which are: *Religious Potential of the Child*, *The Good Shepherd and the Child: a Joyful Journey*, and *Nurturing the Whole Child*. The CGSUSA Online Store also provides the **Level II and III Course Texts:** *Religious Potential of the Child, 6 to 12 years*, *The History of the Kingdom of God, Part 1 From Creation to Parousia*, *The History of the Kingdom of God, Part 2, Liturgy and the Building of the Kingdom and Life in the Vine*.

Some courses ask participants to buy their books on their own, while some include the costs of the key texts in the course tuition. The hosting coordinator may order a supply of CGS books so that they are available for participants to purchase at the first session. However, texts that participants have not purchased cannot be returned to CGSUSA for a refund.

- **Childcare** (if offered): This can be a challenge to do as the cost of offering childcare for the time frame of the catechist formation may be more than what can be handled in a course budget or even what participants are able to pay.
- **A stipend for the hosting site coordinator** if a volunteer hosting team does not adequately share the amount of work required for the course.
- **Scholarships:** For those unable to pay full tuition. This could be done by including it within the course budget or by making an appeal to a diocesan fund if it is available. Participants may also apply for a partial scholarship from the [Tina Lillig Memorial Fund](#). Find applications on the CGSUSA website: [www.cgsusa.org](http://www.cgsusa.org) under the LEARN menu link.)
- **A simple gift for participants:** This is given at the end of the course. (e.g. a small picture of the Good Shepherd, a nice bookmark, or there may be items from Shepherd's Closet or the CGSUSA Publications catalog that make good gifts.) and **A simple thank-you gift** to the formation leader(s) and team.

## **THE USUAL RESPONSIBILITIES OF THE HOSTING COMMITTEE**

Preparing for and hosting a formation course is a great deal of work for one person. We highly recommend that you form a team of volunteers who can assist with the many details. A team for a course could be from 3-7 people. It depends upon the work that needs to be done to get ready for the catechist formation. If it is shared, the preparation will feel less burdensome. An example of how the hosting responsibilities could be divided up is listed below:

Hosting Site Coordinator:

- Complete the Formation Course Registration found on the CGSUSA website ([www.cgsusa.org](http://www.cgsusa.org)) under LEARN and then Register a Course. Register an Adult Formation Course: <https://www.cgsusa.org/learn/courses-for-adults/host-a-course/register-a-course/>
- Prepare a course brochure that can be distributed to all inquiries. This may be done both electronically as well as by paper copy. It is beneficial to include this brochure when registering the course with CGSUSA.
- Send brochures to interested parishioners in your church as well as to area churches.
- May want to ask your diocese and other denominational dioceses to post information about the catechist formation.
- In some areas you can gather a list of catechists in the area from the CGSUSA website member listing to send information about the course.
- Respond to all inquiries about the formation course.
- Receive registration forms and fees, send receipts and letters of confirmation to participants.
- Arrange for transportation, housing, and meals for the formation leader (s) (and perhaps also for the other team members, if needed).
- The formation leader may write a welcome letter to participants with information about the course that will need to be sent before the course begins. You may need help in sending this letter to participants.
- If there are out-of-town participants, you may want to provide welcome folders with local information that will help them find area restaurants, pharmacies, grocery stores, office supply stores, etc.
- If needed, help out-of-town participants find housing either in catechists' homes or nearby hotels.

- Compile a roster of formation course participants with contact information for the formation leaders and course participants so that they can remain in contact with each other as needed throughout the course. A roster template link is sent to the hosting site coordinator when the course is registered so that the registration information can all be compiled and recorded in one document.
- In preparing the registration form for participants to complete, ask for the following information, as this will also be added to the Roster:
  - First and Last Name
  - Address
  - City
  - State
  - Zip
  - Country
  - Email address
  - Phone
  - Participant's Church or School, City, State
  - Participant Faith Tradition
  - For Auditors, it is important to ask for their previous formation course information
- Prepare name tags.
- The Course Registration Confirmation email will include a link to the online Roster template in GSheets. You will need to complete the roster soon after the course begins.
- Maintain an attendance list each day of the course so that the formation leader will know who will receive certificates at the end of the course or who needs to make up sessions. (This may be something taken care of by the formation leader.)
- The hosting site coordinator will need to discuss with the formation leader any pastoral concerns that arise during a course. Be sensitive to any concerns and share them with the formation leader(s).  
If pastoral concerns arise in the course that would benefit from additional consultation, please contact the Director of Formation.
- Inform the CGSUSA Course Registrar or Director of Formation of any changes in the course dates or any new dates to the course.
- Order certificates from the CGSUSA Course Registrar no later than four weeks before the course ends.

**Other responsibilities** that may be shared among members of the hosting committee or may be handled by the hosting site coordinator:

### **1. Financial**

- May need to establish a local bank account or arrange with church or school staff for deposits and checks to be written through the sponsoring hosting site account.
- Secure W-9 tax forms through the hosting site and have them completed by the formation team.
- Keep records of tuition payments and provide receipts.
- Pay formation leader/team at the end of each part of the course or as arranged with the formation leader/team.
- Purchase any supplies needed for making materials or for snacks and beverages.
- Secure checks for all expenses
- Notify participants of scholarships, if offered, as part of your course.
- Sell books and supplies if this service is needed and provide receipts
- Follow up to make sure all payments have been made to the United States Association and formation leader (s)/team.

### **2. Site management**

- Make sure the course has approval and space is reserved on the church calendar with the parish administrator well enough in advance and before the dates are advertised.
- Check in with the same person prior to the start of each session to confirm the room reservations. In some parishes where space is limited securing a meeting room as well as the atrium for the course may need to be planned well in advance.
- Prepare the meeting space where course participants will first gather.
  - Have a chalkboard/whiteboard with fresh chalk/markers and erasers or an easel with large newsprint and markers available,
  - Provide a small Bible, a small vase of flowers or a plant, a Good Shepherd statue or icon, a small cloth for these items, a candle, matches, a small tray or container to hold matches, spent matches, a candle snuffer, and a bell. This will be for the main table where the formation leader(s) sit in the meeting room. This will help set the prayerful tone of the course.
  - Arrange tables and chairs in a manner that is conducive to engaging the participants. (Discuss with the formation leader for his/her preference.)

- Set up refreshments daily, clean up at the end of the day.
- Lock and unlock the site, check heat or air conditioning, windows, fans, and make sure the bathroom facilities are well stocked and clean.
- Give advance notice and make all arrangements about the course session with the site building manager, if there is one.

### 3. Atrium Environment Preparation

***This is very important:*** The atrium must be prepared for each session's catechist formation.

- Conversation should begin early with the formation leader about his/her expectations for the atrium environment. The atrium needs to be an excellent example of what the atrium environment needs to look like for the children so that adults in formation can capture the vision and details of such an environment. It is important that the atrium environment and materials are inventoried before the course begins to make sure that all the materials needed for the presentations for any given session are complete for each presentation that the formation leader will give. It is helpful to ask the formation leader or the Director of Formation for a Materials List to use as a guide.
- It is often necessary to make materials for a course, whether it is because of a change in the material or a need to update the material. Please check all atrium materials against the online Materials Manual for that level to ensure the materials are current.
- Double check with the formation leader about the materials needed for each day of the session. The atrium needs to be clean, in order, and each presentation material needs to be complete before each session and each presentation.
- Sometimes it is helpful, especially if the formation leader isn't able to see the atrium before arriving for the course, to send photos of the atrium and materials for review.

### 4. Resources

- Consult with the formation leader about the handouts that will need to be copied and when and if album pages completed by participants will be copied or how they will be handed out to participants if a group album is prepared.
- Order books for participants, if needed.
- If material will be made and participants will be asked to pay a fee, arrangements need to be made to collect this fee.
- Sometimes, during a course, special copying of timelines or charts can be offered for participants to order. This needs to be coordinated with the formation leader and with participants. Any fees charged for these special copies will need to be

collected.

- Talk with the formation leader beforehand to see if she would prefer to complete all information on the certificates or if she would like assistance with this before signing the certificates. If there is someone with a particularly wonderful hand at calligraphy, it is always a nice touch to ask that person to complete the name and details on the certificate before the formation leader signs the certificates.
- Find a small gift for participants – something for their atrium work (may need to consult with the formation leader for ideas).
- Provide song books, extra Bibles, a Roman Missal, Book of Common Prayer (Episcopal, if Episcopalians will be participants in the course) and perhaps have on hand a computer for work on album pages or ask participants to bring their computers with them to work on album pages.

## **HOW THE CGSUSA OFFICE OF FORMATION CAN HELP YOU**

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- Will be happy to discuss any aspect of hosting formation with you by phone or email.
- Suggest possible formation leaders, may be able to assist in getting substitutes during the course, if needed.
- Provide the formation leader(s) with practical help, advice, and updated information on materials for presentations.
- Promote the catechist formation through the association's website course list and with inquiries.
- Assist with pastoral concerns that may come up in a course where the formation leader needs some additional help.
- Suggest appropriate gifts for participants, if needed.
- Listen to and discuss any concerns regarding the formation course before, during, or after the course.
- May be in touch with you regarding evaluating the course experience.

### **CGSUSA Course Registrar, *Nancy Kujawski***

Once the Course Registration Form has been received, follow up with the hosting site coordinator and formation leader regarding the registration process. (The course will be listed on the CGSUSA website Course Listing, if it is open to the public. Courses not open to the public will not be visible on the CGSUSA website Course Listing but will be registered with the Association.)

Will follow-up regarding rosters shortly after the course has begun.

Works with CGSUSA Business Manage regarding invoices sent to the Hosting Site for the Registration Fee paid to CGSUSA. (This fee is based upon the number of participants enrolled at the beginning of the course.)

Towards the end of the course, sends certificates to be signed by the Formation Leader.

## **OTHER FREQUENTLY ASKED QUESTIONS ABOUT HOSTING FORMATION**

### **What is the Registration Fee for the United States Association of Catechesis of the Good Shepherd? How is this different from the CGSUSA Membership fees?**

**The Registration Fee** supports the various services offered by CGSUSA in sustaining the legacy and integrity of formation in the Catechesis of the Good Shepherd around the country. Registering courses helps ensure that your course participants receive an authentic catechist formation of Catechesis of the Good Shepherd. The Registration Fee supersedes the previous Certificate Fee payment policy as the United States Association of Catechesis of the Good Shepherd does not charge a fee to obtain certificates.

**Every formation course in Catechesis of the Good Shepherd needs to be registered with the Association.** The Registration Fee is based on the number of participants enrolled in the course and is paid by the hosting site organization at the beginning of the course. It is **not** paid by individual participants enrolled in the course.

### **Exceptions to payment of the Registration Fee**

There are sometimes exceptions to determining who is enrolled in a course.

If a participant has already received a certificate from another course and will not be paying tuition while attending a second course as **an auditor**, then the participant **does not** need to be included in the enrollment count for the Registration Fee.

Participants who join Part 2 or the second half of a course having completed Part 1 or the first half of formation in a course in another location **will not** need to be included in the enrollment count towards the Registration Fee as this fee should have been paid at the beginning of the course.

The Registration Fee for a course is paid soon after the course begins. Should enrollment dramatically increase from the start to the end of the course, an additional Registration Fee may be invoiced to the hosting site organization.

Mission Courses, generally speaking, are courses in underserved areas in which no tuition is charged to participants, and the formation leader does not receive a stipend. These courses still need to be registered with the CGSUSA Office of Formation. The Registration Fee may be reduced or waived. Please contact the Director of Formation concerning this possibility.

International Courses led by CGSUSA Formation Leaders are exempt from paying the Registration Fee.

**Membership** in the National Association is not required for participants but is highly recommended, especially in order to receive access to the online Materials Manual and to stay connected to this work. Access to these materials manuals is reserved to those who are either enrolled in the formation or who have completed that level of formation.

Members receive our annual Journal and regular e-communications regarding information and resources of Catechesis of the Good Shepherd. Membership in the United States Association



of the Catechesis of the Good Shepherd allows catechists to remain in contact with each other and receive news about presentations, material updates, or national events being offered.

We are committed to supporting our formation leaders and those who host courses in Catechesis of the Good Shepherd. Registering courses with our National Association is an important beginning and helps our office stay informed of the ways in which Catechesis of the Good Shepherd is being offered around the country, the number of course participants attending these courses, and the catechists being trained. It also helps us see how best this method of catechesis is offered to children in various settings.