



The Catechesis of the Good Shepherd

An Association of Children and Adults

www.cgsusa.org

Office of Formation

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Hosting Formation in Catechesis of the Good Shepherd

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

Formation courses in Catechesis of the Good Shepherd not only form catechists and help to prepare them to work with children, but also build a community of catechists who are connected to others in this country and around the world. Therefore, **all CGS formation courses in the United States** (and in some cases, where USA formation leaders lead internationally) **need to be registered with the National Association of Catechesis of the Good Shepherd, USA.**

You will find in this document a **Formation Course Checklist, Formation Course Registration Form** and the **Agreement Form between the Formation Leader and the Hosting Community**. The Registration Form needs to be completed for the course to be registered along with the Agreement Form between the hosting site and the formation leader recognized by the National Association of Catechesis of the Good Shepherd.

Registered courses, in which a tuition is charged for participants and, in most cases, where the formation leader receives a stipend, will pay the Association a **Registration Fee**. The Office of Formation for the National Association of Catechesis of the Good Shepherd seeks to be in relationship with you in helping to pass along the gift of this Catechesis to adults, and ultimately, to children and will work with each course host and formation leader to offer support and resources.

The Registration Fee is based on the number of participants registered at the beginning of the course. Our office will follow up with you towards the end of the course when certificates are issued to the formation leader as we need to know the number of certificates needed and who of those enrolled are receiving certificates.

Some courses in Catechesis of the Good Shepherd serve mission areas in which no payment is exchanged for the course; a tuition fee is not collected from participants; and stipend, housing, or travel is not paid to the formation leader. These mission courses are also not advertised through the CGSUSA website's course listing, however, these courses still need to be registered so we can provide valuable support and resources during the course as well as issue certificates at the conclusion of the course.

In the pages that follow, you will find the following topics for hosting formation:

- 1) Initial Course Planning (page 3)
- 2) Hosting Budget (page 10)
- 3) Usual Responsibilities of the Hosting Committee (page 13)
- 4) How the CGSUSA Office of Formation Can Help You (page 18)
- 5) Other Frequently Asked Questions about Hosting Formation (page 19)
- 6) Formation Course Checklist (page 21)
- 7) Formation Course Registration Form (page 24)
- 8) Formation Course Agreement Form (page 25)

We are eager to assist you in whatever way we can as you begin this process. 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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Hosting Formation in Catechesis of the Good Shepherd

Initial Course Planning

Where do I even begin?

It can feel a little overwhelming in the beginning to plan a course. 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 will have when the course occurs.

How do I know that it is the right time for a course?

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

- ***Is there sufficient interest in the community to host 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 persons to another training 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 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 in formation to experience the atrium environment in order to best understand the prepared environment. It is helpful for the formation leader to have materials on hand, but there are times when the formation leader may prefer to bring her own materials.
- ***Are there others who will be able to assist you in hosting the course?*** The planning and hosting of a course can be a lot of work for one person. It is wonderful when there can be a team of persons who can split up some of the tasks among themselves.

- **Who is sponsoring this formation?** Sometimes courses are sponsored by a group of interested catechists 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.

How do I find the right formation leader or formation leaders for our course?

The Director of Formation can assist you in recommending formation leaders recognized by the Association who are either in your vicinity or available to travel. Formation Leaders who represent the National Association of Catechesis of the Good Shepherd are first recognized to lead Level I formation. After experience with Level I courses, Formation Leaders are then recognized to lead Level II and Level III formation. Not all CGS Formation Leaders are recognized to lead all levels of formation.

It is beneficial, if possible, 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 experience in the formation leader discernment process. There are various arrangements of a formation team and you will need to discuss this 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 states,

“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 National 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 states, “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; and
- 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 her 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 assure 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 formation to catechists whatever their denominational background. Formation Leaders also should be aware of any denominational differences and be sensitive to how this needs to be shared in an ecumenical setting.

Catechesis of the Good Shepherd began in the Roman Catholic tradition, and it is from this tradition that this work 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 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 needs to 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 8-10 day course over two summers" model:

Participants meet for about a week to two weeks during consecutive summers, for a total of four weeks. The advantage of this model is that it can serve the needs of schoolteachers and other potential catechists from other parts of the U.S. who may not be able to travel for frequent sessions. If you are flying in a formation leader from a distance, it minimizes airfare. This model also allows an intense focus on the themes and presentations of a particular level of CGS, time for informal networking among participants, time for work in the atrium and making materials as well as opportunities for sharing prayer. It also offers a participant a solid amount of information of CGS that may allow him/her 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 are spending a series of days together at one time and usually are staying 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 of this formation model. Since a year elapses 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 persons who work full-time and potentially manageable for those traveling from a distance. Some of the same advantages apply for this model as for the concentrated 8-10 day, two-summer model. With a fewer number of days that this formation meets each time, 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 very accessible for those living locally for whom a short amount of time committed once a month is doable should taking off from a job prove to be challenging. It allows time for integration of the content matter. 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 with your formation leader the model that you are considering and find out what format works best for the formation leader’s schedule.

Stipends and other expenses: Most stipends are paid as a daily rate and are normally based upon a 6-7 hour training day. 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 do vary according to the area, the need, and 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 taking on the responsibility to train catechists for the formation leader(s) requires much preparation before the course begins, during the course, and even in following up after the course concludes so a just payment for their services needs to be considered.

Stipends range on average between \$250.00 and \$350.00 for a 6-7 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 this 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 a normal tuition range for a course offering?

Tuition for CGS formation can range from \$400 - \$1000 per participant for the entire course and varies around the country. It also varies depending upon the sponsorship of the course. 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 more for higher level courses because of the time commitment involved in these courses. An average tuition for Level I formation averages from \$400.00 - \$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 the 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.

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 the training – one would be a meeting space for the participants with tables and chairs, a chalk board/white board or large note pad with easel; and the other would be the atrium for the appropriate level of the training. 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 think about lodging options for them. Sometimes retreat or conference centers make ideal hosting facilities because participants can have the option of staying in the same place where the course will be held. If all participants are local, however, 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?

Consult first with your formation leader(s) about the possibility of bringing materials for the course or guiding potential catechists in making materials as the course progresses. 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. If there is too much to be done in creating an atrium environment, it may make more sense to send two persons from your church or school to a formation course first in order to establish the atrium environment before hosting 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 persons 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 talk with your formation leader or the Director of Formation regarding course planning.

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

Send the **Formation Course Registration Form**, the **Formation Course Agreement Form** and a copy of your **Course Brochure** to the CGSUSA Office of Formation, 4771 Old Timber Ridge Road, Marietta, GA 30068 or you can scan and email these documents to debbiedobson@cgsusa.org.

Hosting Budget

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

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
2. Travel expense (air travel or mileage if formation leader is driving) for the formation leader(s) and, also, for 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 National Association of Catechesis of the Good Shepherd towards the beginning of 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 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 course. Sometimes, if distance and expense are factors, it may be helpful to send photos of the atrium environment and materials to the formation leader(s) for review.
- **Rental fee for the space** in which to host the course (if needed)
- **Creation of the brochure** and its mailing
- **Postage and paper cost** if correspondence is sent by mail to participants prior to the start of each part of the course (reminder of upcoming dates, what to bring, what to read, etc.) This may all be done via email, but consideration needs to be given to possible participants who don't access email.

- **Welcome folders** for each participant (These are especially nice if you have participants attending from out of town and where additional information is provided about places to eat, places 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 lunches catered; others just choose to 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 – There are a set of core texts that are important to every course level. You will need to speak to your formation leader about what will be required reading. The National Association of Catechesis of the Good Shepherd offers what is referred to as a **Bundle for Level I Courses** which includes the three key texts: *Religious Potential of the Child*, *The Good Shepherd and the Child: a Joyful Journey*, and *Listening to God with Children* for one discounted price. There is also a **Bundle for Level II and III Courses** with the three key texts for these levels: *Religious Potential of the Child, 6 to 12 years*, *The History of the Kingdom of God, Part 1 From Creation to Parousia* and *The History of the Kingdom of God, Part 2, Liturgy and the Building of the Kingdom*.

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 want to order a supply of CGS books so that they are available for participants to purchase at the first course session. To do this, go to the Association's website – www.cgsusa.org – and place the order under the Publications Catalog. For courses with 10 or more participants, hosting sites can receive a discount on a single order of the book bundles needed for participants. To place this order, contact our Scottsdale office at 480-874-3758. Please provide the course number along with the order to obtain the additional discount. Please issue one check for payment of group orders of book bundles.

- It may also be helpful to have a **receipt book** when selling publications and supplies or the ability to print receipts for participants who purchase publications or materials from the hosting community.

- **Child care** (if offered). This can be a challenge to do as the cost of offering child care for the time frame of a training may be more than what can be handled in a course budget or even what participants are able to pay.
- **Stipend for the hosting course coordinator** if the amount of work required for the course is not adequately shared by a volunteer hosting team.
- **Scholarships** for those not able to pay full-tuition (This could be done by including this 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 under the tab for Become a Member.)
- **A simple gift for participants** given at the end of the course. (E.g. a small picture of the Good Shepherd, a pack of mustard seeds, a nice bookmark, or there may be items from Shepherd's Closet or the CGSUSA Publications catalog that could make good gifts.)
- **A simple thank you gift** to the formation leader(s) and team
- **Membership fees** for the National Association of Catechesis of the Good Shepherd (Some courses leave this fee to participants to take care of on their own, but some have included a one year membership in the tuition to give new catechists an opportunity to remain in contact with other catechists world-wide as they begin their ministry.)

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 in getting ready for the course. 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 Course Coordinator:

- Send Formation Course Registration Form, Agreement Form and a Course Brochure to the CGSUSA Course Coordinator
- Prepare a course brochure that can be distributed to all inquiries. This may be done both electronically as well as by paper copy
- Mail out brochures to interested parishioners in your church as well as to area churches
- May want to ask your diocese as well as other denominational dioceses to post information about your formation
- Gather a list of catechists in your area from the CGSUSA website member listing to send information about the course in your area
- 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 to 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.
- Prepare name tags.
- Send a copy of the roster with participants' contact information to the Office of Formation soon after the course begins.
- Keep attendance each day of the course to facilitate granting certificates and any make-up work. (This may be something taken care of by the formation leader.)
- The hosting course coordinator may need to collaborate with the formation leader to address any pastoral concerns that arise during a course. Be sensitive to any concerns and share with formation leader(s).
- If there are pastoral concerns that arise in the course where additional consultation would be helpful, please contact the Director of Formation.
- Inform the CGSUSA Course Coordinator or Director of Formation of any changes in the course dates or any new dates to the course.
- Order certificates from the CGSUSA Course Coordinator no later than six weeks before the course ends.

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

1. Financial

- May need to establish a local bank account or arrange for deposits and check writing through the sponsoring host community account
- Secure W-9 tax forms through the hosting community 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 National Association and formation leaders.

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 easel with large newsprint and markers available,
 - Provide small Bible, small vase of flowers or plant, Good Shepherd statue or icon, small cloth for these items, candle, matches, small tray or container to hold matches, spent matches, candlesnuffer and bell. This will be for the main table the formation leader(s) uses 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 so very important:*** The atrium needs to be prepared for the training at a level that offers a good example of what the atrium environment needs to look like for the catechists in training. 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 and in order for the formation leader. It is helpful to ask the formation leader or the Director of Formation for a Materials List to use as a guide. Consult with the formation leader about what his/her expectations are for the atrium environment.
- 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 (or in the case of Level III, with the Level III Materials Manual CD-ROM) to make sure the materials are up to date.
- With the guidance of the formation leader, make sure the atrium is in order before each session. 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

- Oversee copying of handouts and album pages
- Order books for participants, if needed
- If there will be material making and participants will be asked to pay a fee, then arrangements need 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 ahead of time to see if she would prefer to complete all information on the certificates or if she would like to have 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
Office of Formation is located at 4771 Old Timber Ridge Road, Marietta, GA 30068
404-580-2960

Director of Formation,

Karen Maxwell, karenmaxwell@cgsusa.org, 404-580-2960

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

Administrative Assistant,

Debbie Dobson, debbiedobson@cgsusa.org

1. Receives the Registration Form, registers the course in our CGSUSA database. (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.)
2. Follows up regarding receipt of rosters shortly after the course has begun.
3. Sends out invoices to the hosting coordinator for the Registration Fee paid to CGSUSA. (This fee is based upon the number of participants enrolled at the beginning of the course.)
4. 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 to the National Association of CGS for?
How is this different from the National Association of CGS Membership fees?**

The Registration Fee supports the various services offered by the National Association of Catechesis of the Good Shepherd in sustaining the legacy and integrity of formation in Catechesis of the Good Shepherd around the country. Registering courses helps to ensure that the formation your course participants receive is of high quality!

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 at the beginning of the course with **one check** by the hosting community. It is **not** to be paid by individual participants enrolled in the course.

Mission Courses, generally speaking, are courses in underserved areas in which no tuition is charged to participants and the formation leader is not receiving 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.

Membership in the National Association is not required for participants, but highly recommended, especially to stay connected to this work. Members receive our annual Journal and regular e-communications regarding information and resources of Catechesis of the Good Shepherd. Membership in the National 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. Membership in the National Association includes access to the online Materials Manuals for Level I and Level II and the opportunity to purchase the Level III Materials Manual CD. Access to these materials manuals is reserved to those who are either enrolled in the formation or who have completed that level of formation. Membership is available at multiple giving tiers and is renewable annually.

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 the enrollment increase dramatically from the start of the course to the end of the course then an additional Registration Fee may be invoiced to the hosting community.

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.

The Registration Fee supersedes the previous Certificate Fee payment policy as the National Association of Catechesis of the Good Shepherd does not charge a fee to obtain certificates.



The Catechesis of the Good Shepherd

An Association of Children and Adults

Office of Formation Office:

Karen Maxwell, Director of Formation, karenmaxwell@cgsusa.org
Debbie Dobson, Administrative Assistant, debbiedobson@cgsusa.org
4771 Old Timber Ridge Road, Marietta, Georgia 30068, 404-580-2960
www.cgsusa.org

CGSUSA Checklist for Formation Course Registration

Thank you for taking the time to review this checklist and completing the Formation Course Registration forms. Please note: Karen's office hours are Monday – Friday 9:00 – 5:00 ET. Debbie Dobson works part-time, two days a week. Should you have any questions about this process, please feel free to contact the Director of Formation.

TO REGISTER YOUR FORMATION COURSE:

- **Complete the Registration Form and send to CGSUSA Office of Formation, 4771 Old Timber Ridge Road, Marietta, GA 30068. Or you may scan and send by email to our office to debbiedobson@cgsusa.org.**
- **With the completed Registration Form and the completed Agreement Form, please also send the Course Brochure to our office.**
- Upon receipt of the Formation Course Registration Form, the Hosting Course Coordinator and the Formation Leader(s) for each course registered will be notified of the course reference number. Please reference this number on all correspondence related to the course.
- You may place orders of CGS core texts for participants by going to the Publications Catalog on our website: www.cgsusa.org. When you purchase any book **bundle** from CGSUSA, you will always receive a discounted price. We appreciate your support of our Association in purchasing publications from CGSUSA for your course.

WHEN YOUR FORMATION COURSE BEGINS:

- **After the beginning session of your course**, the Host Course Coordinator needs to send the roster of participants to the CGSUSA Office of Formation. Please use the template sent with your registration confirmation – the CGSUSA Formation Course Roster spreadsheet.
The roster needs to contain the following information for each participant:

- First and last name
 - Mailing address (street address, city, state, and zip code)
 - Email address
 - Telephone number
 - It would be helpful to know the name of the church or school the participant attends where the participant will serve as a catechist.
 - It would also be important to share if the participant is a member of the National Association of Catechesis of the Good Shepherd.
- The **Registration Fee is based on the number of persons registered in the course and is paid at the beginning of the course. Our office will invoice the Hosting Community with the payment due.** If someone is visiting your course for a session or two who is not registered, he or she would not be considered a participant in the course. Since the roster is sent during the first part of a course, the fee is based upon the participants registered at the beginning of the course. If this number changes during the remainder of the course, the registration fee will not change. Auditors who are re-taking the entire course are considered participants in the course. The Registration Fee is not based upon the participants who complete the course for a certificate. There needs to be only one check written by the hosting community to the association for the Registration Fee. Please do not ask participant to write checks individually for this Registration Fee.
- **Please encourage the participants to become members of the National Association.** We have a “Welcome Kit for New Members.” Please distribute this welcome kit to anyone interested in membership in CGSUSA. You can find a copy of the kit in our Document Library at:
http://www.cgsusa.org/assets/document/CGSUSA_Welcome_Kit_for_New_Members_Website_Spring_20153.pdf
- We would like to **maintain communication with you** during the course. If you have any questions or concerns about your CGS formation course. Please feel free to contact our office.

PRIOR TO THE CONCLUSION OF YOUR FORMATION COURSE

- At some point during the course or at the conclusion of your course, our Office of Formation may be in touch with you concerning an evaluation of the course experience both from participants as well as from the host coordinator.
- Certificates will be awarded to all participants who have completed the requirements of the formation course, most particularly, to those who have participated in all or most all, of the course sessions. The Formation Leader for the course OR the Hosting Coordinator will **need to contact the Office of Formation four to six weeks before the course ends to order certificates and will need to indicate how many certificates are needed along with the name and mailing address where the certificates will be mailed.** Typically, these certificates are sent by Flat Rate Priority Mail and will take 3-5 business days to arrive. In order to help us improve our system for knowing who is completing formation at your course, we will ask you to help us update the roster provided at the beginning of the course with the names of participants receiving certificates.
- The Office of Formation monitors all CGSUSA courses in order to find those that will be ending within a four to six week period. However, with many courses to track, it is helpful if the Formation Leader or Hosting Course Coordinator contacts our office with this information. We want to avoid the added expense of overnight delivery of certificates at the end of a course.

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 how Catechesis of the Good Shepherd is being offered around the country. The Association currently offers discounted book bundles for the three core texts. Our website offers wonderful resources for formation leaders and members, such as the online materials manual for making materials.

Formation Course Registration Form

DATE: _____ *National Association of Catechesis of the Good Shepherd, USA*

Course Level: Level I Level II Level III / Part 1 Part 2 Complete

Name of Hosting Site: _____

(church, school, retreat center)

Street address: _____

City: _____ State: _____ Zip: _____

Do you want this course listed on the CGSUSA website? Yes No

Name of Course Coordinator: _____

Best phone # to contact: _____ Email address: _____

Formation Leader(s):

Lead Formation Leader: _____ email: _____

Formation Leader: _____ email: _____

Invoice sent to: _____

(name)

Email address: _____

Certificates sent to: _____

(name)

Street address: _____

City: _____ State: _____ Zip: _____

Dates for Course (it is preferred to have the dates for the complete course listed):

Complete course dates: _____

OR

Part 1: _____

Part 2: _____

Tuition charged for ENTIRE course: _____

Formation Course Agreement between Formation Leader and Host Community

National Association of Catechesis of the Good Shepherd, USA

This document is offered to clarify details of the agreement to lead a CGS formation course between the Host Community and the Formation Leader recognized by the National Association of Catechesis of the Good Shepherd. Please direct questions to Karen Maxwell, Director of Formation, 404-580-2960 or karenmaxwell@cgsusa.org.

Course Level: Level I Level II Level III / Part 1 Part 2 Complete Course

Course Dates

Complete course:

Part 1: _____

Part 2: _____

Name of Host Community (church, school, diocese, retreat center):

Host Coordinator name:

Email: _____ **Phone #:** _____

Formation Leader(s)

Lead Formation Leader: _____ email: _____

Formation Leader: _____ email: _____

Formation Leader: _____ email: _____

Will there be an Assistant helping with this course?

Name: _____

What is the Formation Leader's stipend? _____ Circle one: per day/ per hour/ per course part

When will the stipend be paid to the Formation Leader? _____

If the Formation Leader is local, will s/he:

Provide own transportation Yes No N/A

Be reimbursed for mileage Yes No N/A

Provide own meals Yes No N/A

If the Formation Leader is coming from out of town, travel, meals, and lodging need to be covered.

- What arrangements have been made to cover these expenses?
- How will transportation be handled?
- Please list any other special arrangements made with the Formation Leader for additional services such as a site visit prior to the course or a seed planting workshop.

What is the **Maximum number** of course participants? _____

What is the **Minimum number** of course participants to make the course viable?

What is the tuition being charged for this course? _____

CERTIFICATES CAN ONLY BE SIGNED BY FORMATION LEADERS RECOGNIZED BY THE NATIONAL ASSOCIATION OF CATECHESIS OF THE GOOD SHEPHERD.

Is there agreement between the Host Community and the Formation Leader(s) about how all fees will be paid to Formation Leader(s)?

_____ (initials)

Is there agreement between the Host Community and the Formation Leader(s) about how the Registration Fee will be paid to the National Association of CGS? _____
(initials)

Signature of the Formation Leader(s)

Signature of the Course Coordinator representing the Hosting Community:

Date Agreement Finalized: _____