



Seat of Wisdom Diocesan Institute

“Do whatever he tells you” (Jn. 2:5)

A Formation Program for
Adults of the Diocese of Madison

Program Overview



Diocese of Madison
Office of Evangelization and Catechesis

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Objective

In an effort to clarify and improve the effectiveness of diocesan catechetical efforts, the *Office of Evangelization and Catechesis* has unified the missions of what was previously referred to as the *Diocesan Lay Institute (DLI)* and the current *Formation of Religious Education Ministers (FOREM)* by subsuming both into the new “umbrella” *Seat of Wisdom Diocesan Institute*. In so doing, the *OEC* aims to achieve the ends of both efforts with greater relevance, effectiveness and accessibility.

Background

FOREM was designed “to prepare catechists to serve in the ministry of Catholic education.” It was “intended for Catholic school (principals and) teachers, parish (directors and coordinators of) religious education, catechists, youth ministers, all those involved in any form of adult religious education and education commission/committee personnel.” In compliance with educational standards of the *Wisconsin Catholic Conference (WCC)*, *FOREM* offered three levels of certification – basic, intermediate and advanced – each of which requires a certain number of course hours in each of four categories: *Sacred Scripture*, *Theology (Doctrine)*, *Methods*, and *Christian Spirituality*. Only the *FOREM* basic level specified systematic topical material to be covered for certification at that level; the other levels simply required accumulation of *ad hoc* course hours within the four categories. Diocesan standards required certain levels of *FOREM* certification for particular catechetical roles, and each individual was responsible for his or her own record keeping. However, this certification requirement has not, in recent years, been effectively provided, nor, therefore, rightfully expected to be fully pursued and achieved by those involved in the apostolate of catechesis.

Several factors have also emerged which logically lead to the restructuring now underway. First, many who work in religious education found it difficult to meet expected requirements. It was possible to accumulate numerous course hours at the intermediate and advanced levels without ever acquiring the systematic fundamentals required for basic certification. Relatively few course opportunities have been offered at the basic level. Some found it difficult to understand what was expected of them, to keep proper records, or to apply for certification had they received acceptable formation elsewhere.

Secondly, many adults who are not necessarily interested in helping with the formal work of catechesis are nonetheless seeking a deeper understanding of the basics of their Catholic faith. A good number of these come from smaller parishes without substantial existing adult faith formation opportunities. Over the last decade, the diocese has attempted to address this need for adult education by involving interested laity in the *Lay and Diaconate Institute* (2000 to 2004), and more recently (since 2006) with the *OEC*’s establishment of the *Diocesan Lay Institute (DLI)*. In many respects, the *DLI*’s objectives of providing a means for faith formation overlapped with those of the *FOREM* program, particularly in the course categories of *Theology (Doctrine)*, *Sacred Scripture* and *Christian Spirituality*.

For these reasons, it seems prudent at this time to unify the diocesan *DLI* and *FOREM* efforts with a renewed and joyful apostolic vigor. Desiring to clarify the transition, the *OEC* is designing a new umbrella institute—the *Seat of Wisdom Diocesan Institute*—which will fulfill the objectives of both efforts with a refined structure of course offerings and certifications along with a greatly enhanced accessibility.



Seat of Wisdom Diocesan Institute

“Do whatever he tells you” (Jn. 2:5)

The **Seat of Wisdom Diocesan Institute** is a program of **Adult Faith Formation** and **Catechetical Certification** in the Roman Catholic Diocese of Madison, Wisconsin.

“Seat of Wisdom” is one of the titles of the Blessed Virgin Mary, for the Son of God, the Eternal Wisdom, took flesh from her womb and as an infant rested in her arms. In pondering her divine Son Jesus Christ, Mary “*became the model of all those who hear the word of God and keep it (cf. Lk 11:28), and merited the title ‘Seat of Wisdom’*” (John Paul II, *The Splendor of Truth*, 120).

With Holy Mary as our model, the **Seat of Wisdom Diocesan Institute** seeks to serve the catechetical mission of the Church in leading the faithful to study and ponder the “mystery of Christ” and accordingly, put them “*not only in touch but in communion, in intimacy, with Jesus Christ: only He can lead us to the love of the Father in the Spirit and make us share in the life of the Holy Trinity*”(John Paul II, *Catechesi Tradendae*, 5).

The fundamental objective of this program, therefore, will be to study each of our topics in the light of Jesus of Nazareth, “*the only Son from the Father ... full of grace and truth*”(Jn 1:14). Whether we are studying how Christ fulfills the Old Testament, His words and actions in the Gospels, His founding and abiding presence in the Church and sacraments, Catholic moral teaching, prayer, the saints, cultural trends, other religions, etc., we seek to systematically explore all of these topics in light of Jesus Christ who is “*the way, and the truth, and the life*”(Jn 14:6).

In addition, we wish to answer such questions as: How do these realities relate to living as a disciple of Jesus today? How will these truths assist me in drawing others to Christ in my role as a teacher, catechist, principal, parent, friend, or simply as a baptized Catholic? How will this assist me in raising my family in the Faith?

The primary sources and reference points for our program are Sacred Scripture, the *Catechism of the Catholic Church* (and its *Compendium*), the *General and National Directories of Catechesis*, and the *United States Catholic Catechism for Adults*.

Our Blessed Mother, Seat of Wisdom, invites all to accept and grow in deeper communion with her Son, Jesus Christ, “*the Eternal Word of God, who perfectly reveals and accomplishes the will of the Father (cf. Heb 10:5-10) ... To us too she addresses the command she gave to the servants at Cana in Galilee during the marriage feast: ‘Do whatever he tells you’ (Jn 2:4)*” (John Paul II, *Splendor of Truth*, 120).

I. Certifications and Policies

The catechesis of adults ... is the principal form of catechesis, because it is addressed to persons who have the greatest responsibilities and the capacity to live the Christian message in its fully developed form. The Christian community cannot carry out a permanent catechesis without the direct and skilled participation of adults, whether as receivers or as promoters of catechetical activity (John Paul II, Catechesi Tradendae, 43).

A. Certifications

Accommodating the objectives of both adult faith formation and catechetical certification, the *Seat of Wisdom Diocesan Institute (SOWDI)* will offer the following certifications. Additional certifications may be offered with the future development of additional programs.

Basic Course Certificates

Certificate in Catholic Foundations: Awarded to those completing the Basic Courses, or their approved equivalents, in the categories of Sacred Scripture, Doctrine, and Christian Spirituality.

Anyone currently holding *FOREM* Basic certification or a diploma from *DLI* will be automatically recognized as having earned this level of certification.

Basic Catechetical Certification: Awarded to those completing both the “Catholic Foundations” course requirements described above and the course track in Basic Catechetical Methods.

As is the current policy for all Catholic dioceses of the Province of Milwaukee in the State of Wisconsin,¹ this certificate is required, within the applicable timeframe of appointment (see page 4), for certain individuals who participate in the catechetical mission of a diocese, including but not limited to: parish catechists and Catholic school teachers.

¹ These dioceses include the Archdiocese of Milwaukee and the Dioceses of Madison, Green Bay, La Crosse, and Superior. All five have collaborated to develop these standards through their collaborative organization, the [Wisconsin Catholic Conference \(WCC\)](#), which serves the bishops of the State of Wisconsin.

Anyone currently holding a *FOREM* Basic certification will be automatically recognized as having earned this level of certification.

Advanced Course Certificates

Certificate in Advanced Catholic Foundations: Awarded to those completing all the “Catholic Foundations” requirements described above and the necessary Advanced courses in the categories of Sacred Scripture, Doctrine, and Christian Spirituality.

In the future, this certificate may be expected of those holding certain designated ecclesial functions.

Anyone currently holding advanced *FOREM* certification will be automatically recognized as having earned this level of certification.

Advanced Catechetical Certification: Awarded to those completing the Basic Catechetical Certification, the Advanced Foundations course requirements described above, and a sufficient set of courses in Advanced Catechetical Methods.

As is the current policy for all Catholic dioceses of the Province of Milwaukee in the State of Wisconsin, this certificate is required, within the applicable timeframe of appointment, for leaders who participate in the catechetical mission of a diocese, including but not limited to: parish catechetical directors and coordinators, school presidents and principals, and religion teachers in Catholic schools.

Anyone currently holding advanced *FOREM* certification will be automatically recognized as having earned this level of certification.

B. Additional Policies

Current *FOREM* Intermediate Certification Discontinued

The Intermediate Level certification which was part of the process under the *FOREM* program has been discontinued. Our Intermediate Level *FOREM* certificates will thus be recognized until their next respective expiration date which is three years from their being awarded or renewed upon the satisfactory completion of their requirements.

While this certificate itself will no longer be awarded or renewed, the hours earned in the process of its completion will be honored and applied toward the achievement of Advanced Level Certifications.

Particulars of Participation in *SOWDI* Certification Program

The general processes of beginning in the certification program, keeping records, applying for and renewing certification, at the completion of respective requirements, will remain essentially unchanged from the *FOREM* certification program. For explicit directions on how to participate in the program, see section III of this document, titled “Participation.”

The normative way for new participants in the certification process to pursue Basic certification is to attend *SOWDI* Basic courses as they are offered in various locations throughout the diocese. Due to the systematic nature of catechetics, the first four courses (CAT 101 through CAT 111) are designed to be taken sequentially. Therefore, new participants are to complete the courses in proper order.

Other Options for completing Basic Courses

Other means for completing the equivalent of the Basic Courses will be identified and selected by the *Office of Evangelization and Catechesis*, including online studies, DVD presentations, other self-study programs, or some combination thereof.

DVD presentations must be hosted by a competent coordinator (for example, the parish catechetical leader). The role of the coordinator is to personalize the formation process, guide discussion and application, facilitate written assignments, etc. Parishes or schools may simply purchase the DVD presentations and use them indefinitely, or they can be checked out from the Audio and Video Library of the *Office of Evangelization and Catechesis*. The list of selected DVD programs and online studies will be posted on our website in the *Seat of Wisdom Diocesan Institute* section.

Any possible fees associated with an online offering are the responsibility of the student, parish or school, or any combination thereof.

Current *FOREM* Participants

Course work completed under the *FOREM* certification program will be honored under the *SOWDI* program.

In addition, for those already participating in the diocesan *FOREM* program, the new Basic courses will be applicable for both **Basic** and **Advanced** certification purposes. Taking the basic courses to complete one's Basic or Advanced certification hours is preferred.

Timeframe Requirements

Parish catechetical directors and coordinators, school presidents, principals and teachers, should have earned Basic Catechetical Certification within three years of being appointed by a Catholic school or parish in the diocese.²

Parish catechetical directors and coordinators, school presidents, principals and teachers who teach Religion class, should have earned Advanced Catechetical Certification within seven years of being appointed by a Catholic school or parish in the diocese.³

Parish Catechists should have earned Basic Catechetical Certification within five years of being appointed by a Catholic parish in the diocese.⁴

² Participants in all of these categories appointed between September 1, 2006 and September 1, 2009, may consider the start date for this timeframe requirement to begin September 1, 2009.

³ The policy articulated in the previous footnote applies here as well.

⁴ Parish Catechists may simply consider the start date for this timeframe requirement to begin September 1, 2009, or the date of their appointment, whichever is later.

II. Courses

In updating and revising the certification and adult education programs in the Diocese of Madison, we approach the process in two general phases. Presently, we are establishing the course offerings for Basic Certification. Secondly, we will revise and further develop the means for obtaining Advanced Certification on an ongoing basis.

A. Standard Basic Courses

Catholic Foundations

This course track is designed to provide a systematic foundation in the fundamentals of our Catholic faith. Ideally, every adult Catholic would continue to grow in greater communion with Jesus Christ by deepening their understanding and assimilation of these truths into his or her daily life. These courses could also provide an exceptional academic component for RCIA and confirmation prep programs. Those who successfully complete these courses are awarded a *Certificate in Catholic Foundations*.

<u>Sacred Scripture</u>	(12 hours)
Introduction to Sacred Scripture	12
Salvation History in Sacred Art (2 hours)	
Scriptural and Theological Foundations (2 hours)	
The T3 Bible Timeline (DVD Series) (8 hours)	
<u>Doctrine</u>	(14 hours)
The Creed: What Catholics Believe	6
Life in Christ: Introduction to Christian Morality	8
<u>Christian Spirituality</u>	(12 hours)
Sacraments: Celebration of the Christian Mystery	6
Christian Prayer	6

Basic Catechetical Methods

These courses listed below are designed to assist all Catholics in understanding the Church's teaching on Evangelization and Catechesis: their origin, purpose, necessity and method. Since all baptized Catholics are called, and naturally inclined, to bring others to Christ, all adults would benefit from these courses, but especially parish religious education catechists, youth ministers, and those involved in adult religious education. Wisconsin State certified Catholic school teachers may apply for a waiver of this requirement. Those who successfully complete this track in addition to those of the Catholic Foundations track, are awarded a *Basic Catechetical Certification*.

<u>Methods</u>	(12 hours)
Evangelization*	6
Catechesis*	6

* New participants in the certification program who petition for an Advanced Catechetical Certification must have completed the Evangelization and Catechesis courses. Furthermore, participants who merely seek a renewal of their Basic Catechetical Certification and have not completed these two courses must do so for their first renewal.

B. Basic Level Course Descriptions

“Catechesis is an education of children, young people and adults in the faith, which includes especially the teaching of Christian doctrine imparted, generally speaking, in an organic and systematic way, with a view to initiating the hearers into the fullness of Christian life... I am stressing the need for organic and systematic Christian instruction, because of the tendency in various quarters to minimize its importance.”
(John Paul II, *Catechesi Tradendae*)

In our efforts to provide the most effective systematic catechetical training possible, the Basic Courses are designed to be taken sequentially. Therefore, new participants are to take the courses CAT 101 through CAT 111 in proper order, qualifying for each successive course after having completed the previous requirements.⁵ CAT 115 through CAT 119 may be taken earlier. The proper order of the courses, along with their respective descriptions, is as follows.

Sequential Courses:

CAT 101 Introduction to Sacred Scripture (12 hours) (SS 1-12)

(Sacred Scripture) Divided into three parts:

(SS 1-2) Introduction: Salvation History in Sacred Art (2 hours)

How quickly can we summarize “the big picture” of salvation history? Utilizing a power-point presentation of masterpieces in Sacred Art, this course traces the entire scope of salvation history from creation, the fall, God’s preparation for the Christ as recorded in the Old Testament, the Incarnation, public life, passion, death, resurrection and ascension of Jesus Christ the Savior, and His abiding presence and action in His Church founded on “the rock” of St. Peter and his successors. As an introduction to Salvation History, this course is ordered toward preparing participants in properly categorizing every other topic they will study in the Basic Course Track.

(SS 3-4) Scriptural and Theological Foundations (2 hours)

We will introduce and discuss the foundational concepts and principles necessary for the study of theology. Such concepts include: the study of Man and his capacity for God, how we can know God and many of his properties through reason alone, how God has revealed himself most fully in the person of Jesus Christ, the transmission of divine revelation in the Church, the origin and principles of Sacred Scripture, and the nature of faith as an assent to what God has revealed.

(SS 5-12) The T3 Bible Timeline by Mark Hart (DVD Series) (8 hours)

An 8-Part DVD introduction to The Bible Timeline learning system, this course is designed to provide a concrete yet relatively brief overview of salvation history, from Genesis through the resurrection of Christ and the establishment of the Catholic Church. Students will learn about the spiritual benefits of Bible study, and

⁵ Exceptions may be made to this requirement with the written permission of the *Office of Evangelization and Catechesis*.

how to enter deeper into "His-story" as they begin their study of the Scriptures. This study is an excellent introduction to the full, 24-Part *Bible Timeline* study, and offers a compelling overview of God's plan of salvation. The eight successive hours cover the following topics:

- SS 5 Introduction to the Bible
- SS 6 The Early World
- SS 7 The Patriarchs
- SS 8 Egypt & Exodus, Joshua, and Judges
- SS 9 The Kingdom of God: United and Divided
- SS 10 The Exile, the Return, and the Maccabean Revolt
- SS 11 Jesus and the Gospels, The Messianic Fulfillment
- SS 12 The Early Church and the Church Today

CAT 107 THE CREED: What Catholics Believe (6 hours) (CRD 1-6)

Catechism of the Catholic Church Pillar I (Doctrine)

We recite the Nicene Creed every Sunday and Holy Day of Obligation, but how aware are we of the beliefs we are professing? Unpacking the articles of the Creed, using both the tools of faith and reason, we discover the compelling truths we are privileged to have received from Christ and His Church. The Creed summarizes the most fundamental truths of our faith, aiding in our own catechetical development, and providing the means to pass the Faith along to those we teach.

- CRD 1 God the Father Almighty
- CRD 2 Creation
- CRD 3 The Fullness of Revelation: Jesus Christ
- CRD 4 The Holy Spirit
- CRD 5 The Holy Catholic Church
- CRD 6 The Blessed Virgin Mary & the Last Things

CAT 109 THE CELEBRATION OF THE CHRISTIAN MYSTERY (6 Hours) (SAC 1-6)

Catechism of the Catholic Church Pillar II (Christian Spirituality)

The mysteries confessed in the Creed are communicated and actualized in the sacraments of the Church, making Christians “children of God” and “partakers of the divine nature”(CCC, 1692). This course provides a deeper understanding of the divine origin, nature and central role of the sacraments in our lives. It will provide a thorough introduction to each of the seven sacraments and other liturgical celebrations.

- SAC 1 The Sacramental Economy
- SAC 2 The Sacraments of Baptism and Confirmation
- SAC 3 The Sacrament of the Eucharist
- SAC 4 The Sacraments of Healing: Reconciliation and Anointing
- SAC 5 The Sacrament of Holy Orders
- SAC 6 The Sacrament of Marriage and Other Liturgical Celebrations

CAT 111 LIFE IN CHRIST - CHRISTIAN MORALITY (8 Hours) (LIF 1-8)

Catechism of the Catholic Church, Pillar III (Doctrine)

What is the purpose of the moral life? What does it mean with regards to who we are, what we are to become, and the means of getting there? What is the role of the natural moral law, Christian Revelation and the formation of conscience in living the “abundant life” Christ came to give us (John 10:10)? What is the teaching of the Catholic Church regarding the unique moral issues we face today?

- LIF 1 The Dignity and Vocation of the Human Person Part I
- LIF 2 The Dignity and Vocation of the Human Person Part II
- LIF 3 The Human Community
- LIF 4 God’s Salvation: Law and Grace
- LIF 5 The Ten Commandments Part I
- LIF 6 The Ten Commandments Part II

(LIF 7-8) The Gift: Your Call to Greatness (DVD) (2 hours)

This short course provides an outstanding introduction to John Paul II’s revolutionary Theology of the Body, a message which has been a life-changing experience for countless Christians throughout the world. Participants will, perhaps for the first time, gain a refreshing contemporary vision of who they are and what they are called to be. God’s plan for us is stamped right into our bodies, and understanding this plan will give you a new lens through which to see your life, your relationships, and the world around you.

Non-Sequential Courses:

CAT 115 CHRISTIAN PRAYER (Prayer and Spirituality) (6 Hours) (PR 1-6)

Catechism of the Catholic Church Pillar IV (Christian Spirituality)

All of us are made for an intimate communion with the Holy Trinity through prayer and the sacraments. In growing closer to God, we become more of who we are meant to be and experience the abundant life Christ came to give us. We will learn how to grow in friendship and “abiding” love with Jesus Christ and the Father, through the Holy Spirit, according to Christ’s own example, directives on “how to pray,” and recourse to the sacramental means He Himself established for this purpose.

- PR 1 Prayer in the Christian Life
- PR 2 Jesus and the Age of the Church
- PR 3 The Tradition of Prayer
- PR 4 The Life of Prayer
- PR 5 The Lord’s Prayer: “Our Father!” Part I
- PR 6 The Lord’s Prayer: “Our Father!” Part II

CAT 117 Evangelization. *Course under development.* (6 hours) (EVG 1-6)

CAT 119 Catechesis. *Course under development.* (6 hours) (CTS 1-6)

C. Options for Basic Course Delivery

Regularly Scheduled Courses

Utilizing the gifts and efforts of several experienced and qualified teachers, a certain number of standard Basic Courses will be offered at several locations around the diocese. Listings of available courses will be available at the *SOWDI* web page on the Diocese of Madison web site, and in brochure format. Participants may register on line. For classes requiring an instructor, a minimum of 12 registered participants is necessary.

Sponsoring Your Own Basic Course

Should schools or parishes wish to sponsor *SOWDI* Basic Courses at their own locations they can download and complete the “Course Request Form” on the *Seat of Wisdom Diocesan Institute* web page and send it to the *OEC* office, via regular mail, fax, or e-mail. For this option, monetary fees will normally apply to the sponsoring entity (parish or school).

Other Options for completing Basic Courses

Other means for completing the equivalent of the Basic Courses will be identified and selected by the *Office of Evangelization and Catechesis*, including online studies, DVD presentations, other self-study programs, or some combination thereof.

DVD presentations must be hosted by a competent coordinator (for example, the parish catechetical leader). The role of the local coordinator is to personalize the formation process, guide discussion and application, facilitate written assignments, etc. Parishes or schools may simply purchase the DVD presentations and use them indefinitely, or they can be checked out from the Audio and Video Library of the *Office of Evangelization and Catechesis*. The list of selected DVD programs and online studies will be developed on an ongoing basis, and available on the diocesan website on the *Seat of Wisdom Diocesan Institute* page.

Any possible fees associated with an online offering chosen to fulfill this requirement are the responsibility of the student, parish or school, or any combination thereof.

D. Current Status of Advanced Certification

For the present, advanced courses will continue to be offered and approved in an *ad hoc* fashion as appropriate speakers and other opportunities, including self-study, present themselves. The *Seat of Wisdom Diocesan Institute* will also offer live courses on a variety of subjects and will be available to design other courses on additional topics upon request. Additional resources and opportunities will be identified and developed on an ongoing basis as the Advanced Certification Program undergoes further revision and expansion. The courses and resources listed below, however, are all currently approved for Advanced Certification purposes.

Advanced Catholic Foundations Courses

The course track for this certificate currently consists of successfully completing a prescribed number of approved course hours in each of three categories. A *selection of courses designated with an “*” are required for certification*. Though all Christians may benefit from these courses, they should be particularly profitable for parish catechetical directors / coordinators, youth ministers, those who teach religion in Catholic schools, principals of Catholic schools, and others who serve in a leadership capacity in religious education. Those who successfully complete an adequate number of these courses, in addition to those of the Catholic Foundations track, are awarded a certificate in *Advanced Catholic Foundations*.

Approved courses available from the *Seat of Wisdom Diocesan Institute* which fulfill these requirements are listed below.

Sacred Scripture (25 Hours)

Approved and available courses currently include the following:

DVD Series (offered by a local coordinator):

The Bible Timeline (24 Part Series) Ascension Press
Question Booklet is \$10 from the Curriculum Library
Adventures in Matthew (24 Part Series) Ascension Press
Adventures in Acts (20 Part Series) Ascension Press
Adventures in Revelation (10 Part Series) Ascension Press
Adventures in Exodus (10 Part Series) Ascension Press (5)
Adventures in 1 Corinthians (10 Part Series) Ascension Press (5)
Thy Kingdom Come, The Book of Matthew by Mark Hart.
Question Booklet is \$10 from the Curriculum Library

Doctrine (25 Hours)

Approved and available courses currently include the following:

DVD Series (offered by a local coordinator):

**The Theology of the Body: Created and Redeemed. Eight talk series with questions (12 hours).*
Taking a Stand: Helping Our Kids Win the Battle for Sexual Purity, by Tom Curran and Mary Beth Bonacci, with discussion questions (10 hours).
**Creed: Ecclesiology: The Splendor of the Church and the Bible and the Church –*

videos by Scott Hahn with discussion questions (4 hours).

Live Courses Currently Available for scheduling:

Heresies

The Natural Law and the Church's teaching on Social Justice (8 Hours)

Foundations of Natural Law (1 Hour)

Definition of Law and Types of Law (1 Hour)

Natural Law in Particular (2 Hours)

Issues and Applications of Natural Law (4 Hours)

Catholic Apologetics (May be presented as a series, or individually, 1 hour each)

Faith, Reason, and the Existence of Truth

Proofs for the Existence of God

Proofs for the Existence of the Human Soul

The Quadrilemma of Christ: Liar, Lunatic, Legend, or Lord?

Scripture and Tradition

The Papacy and Infallibility

The Most Holy Eucharist

The Blessed Virgin Mary

Humanae Vitae and the Contemporary World

An Introduction to Modern Catholic Social Teaching

Other topics available upon request.

Self-Study:

Creed: Christology: Read *Deus Caritas Est* "God is Love," by Pope Benedict XVI and answer questions (4 hrs.). Booklet and questions available for \$4.75.

*Life in Christ: Read *The Truth and Meaning of Human Sexuality* by the Pontifical Council for the Family and answer prepared questions (4 hours). Booklet available for \$2.60.

Christian Spirituality (25 Hours)

Approved and available courses currently include the following:

DVD / Video Series (offered by a local coordinator):

**Feast of Faith: The Transforming Power of the Eucharist*, Marcellino D'Ambrosio, Ph.D. Four sessions with discussion questions (4 hrs).

The Seven Sacraments of the Catholic Church, videos by Dr. Scott Hahn with discussion questions (8 hrs).

Live Courses Currently Available for Scheduling:

Foundations of Catholic Spirituality (8 Hours)

Spiritual Theology I - Doctrinal Foundations (1 Hour):

Nature and scope of spiritual theology, the goal of our striving, life in Christ and Mary, the supernatural organism, and Christian Perfection

Spiritual Theology II - Growth in Holiness (3 Hours)

Conversion from sin, progressive purgation, principal means of spiritual growth, sin and virtue, and secondary aids to spiritual growth

Prayer/Discernment/Pitfalls (2 Hours)

Definition of prayer, some aspects of prayer, grades of prayer, discernment of spirits, a simple discernment method, detachment, extraordinary mystical phenomena and private revelations, and pitfalls to holiness including the demonic and heresies

The Last Things – Judgment, Purgatory, Heaven, Hell (2 Hours)

Foundational concepts include immortality of the human soul, original justice, original sin, and redemption. Then the section covers death, particular judgment, heaven, hell, purgatory, end of the world, and miscellaneous concepts including limbo, predestination, and indulgences.

Self Study Options:

Read *On The Eucharist* by John Paul II. Answer prepared questions (4 Hours)

Read *Deus Caritas Est* “God is Love,” by Pope Benedict XVI and answer questions (4 hours). Booklet and questions available for \$4.75.

Advanced Catechetical Methods

These courses are designed to help those in catechetical leadership roles become more effective in their work. They are intended primarily for parish catechetical directors/coordinators, youth ministers, those who teach religion in Catholic schools, principals of Catholic schools, and others who serve in leadership roles in religious education. Those who successfully complete the *Basic Catechetical Certification*, the Advanced Foundations course requirements described above, and a sufficient set of courses in Advanced Catechetical Methods (25 Hours) are awarded an *Advanced Catechetical Certification*.

Methods (25 Hours)

Approved and available courses currently include the following:

DVD / Video Series (offered by a local coordinator):

Applying Our Faith to Our Families, videos by Dr. Scott Hahn with discussion questions (9 hours).

Live Courses:

**Evangelization* Basic Course (6 hours)

**Catechetics* Basic Course (6 hours)

Self-Study Options:

*Read *On Catechesis in our Time* by John Paul II and answer questions (4 hours). Booklet available for \$6.00

*Read *Commentary on the General Directory for Catechesis*, by Archbishop Raymond L. Burke and answer questions (10 hours). Booklet: \$3.50.

Read and answer questions to *Guide for Catechists* by Congregation for the Evangelization of Peoples (4 hours). Booklet available for \$4.

III. Participation

As stated in the program introduction, the primary objective of the *Seat of Wisdom Diocesan Institute* is to help put adults “*not only in touch but in communion, in intimacy, with Jesus Christ,*” that His joy may be in us, and our joy may be complete (cf. Jn 15:11). Understanding that this supernatural joy experienced in authentic discipleship “naturally inclines and charges the faithful, as members of God’s family, to continue the mission of Christ the Redeemer through evangelization and catechesis,”⁶ it is the natural expectation that such formation will not only serve the spiritual benefit of participants, but all those they touch in their lives and serve in an official instructive capacity.

The simple procedures for participation in the certification program below are aimed at helping participants get started in the program, track their progress, and apply for certification once particular milestones are achieved. There is also an explanation on how *SOWDI* courses may be requested, or other resources approved.

A. Getting Started in the Program

1. If you have never achieved certification at any level through the Diocese of Madison *FOREM* or *DLI* process, nor any other diocese:
 - a. You start by attending the first course, *Salvation History in Sacred Art*, where a brief introduction to the program will be provided, including all of the appropriate directions and materials, with the course itself. Since four of the **Basic Courses** are designed to be taken sequentially (CAT 101 through CAT 111), new participants are to take the courses in proper order, only qualifying for each successive course after having completed the previous requirements.
 - b. You then progress through the **Basic**, and **Advanced** levels, applying for certificates according to your goals or requirements as described in section I.A. on page 2. A certificate is presented when you complete and apply for your desired levels.
2. If you have completed some college course credits from the theology department of a Catholic College or University, but have not yet achieved **Basic** level certification:
 - a. You request a review of your file and transcripts by the *Office of Evangelization and Catechesis*.
 - b. The Office will give credit for courses taken which comply with the *Seat of Wisdom Diocesan Institute* program.
 - c. You will be advised on what is needed to complete **Basic** and / or **Advanced** levels.
3. If you have already achieved a level of certification in the Diocese of Madison:
 - a. Your level of certification continues to be recognized provided you have followed the requirement concerning the maintenance of the level in that program.

⁶ *Standards For Educators in Catholic Parishes and Schools*, Wisconsin Catholic Conference, 2008, Preamble.

(Certification at any level is valid for 3 years; it can be renewed at the same level if 15 credit hours of additional courses have been completed in a 3 year period.)⁷

NOTE: If the newly designated (or their equivalent) **SOWDI Basic** level courses have not been taken by a person who has achieved **Basic** certification previously, taking these courses and applying them to one's **Advanced** certification is preferred.

4. If you are just moving into the Diocese of Madison from another diocese:
 - a. If you have achieved a level of certification elsewhere:
 - You submit your file to the *Office of Evangelization and Catechesis* for review.
 - The *OEC* will determine what level of certification you have in the Diocese of Madison.
 - b. If you have not achieved any level of certification elsewhere, but have completed some Catholic college or university theology department course credits, you follow the procedure in Section #2 above.
 - c. If you have not achieved any course credits toward certification elsewhere, you follow the procedure in Section #1 above.

B. Keeping Records and Tracking Your Progress

In the *Seat of Wisdom Diocesan Institute* certification program, each person is responsible for keeping his or her own record of courses completed. A binder and forms will be provided for this purpose by the *Office of Evangelization and Catechesis (OEC)*. These forms are usually available from each parish and school program administrator as well and can be downloaded from *Seat of Wisdom Diocesan Institute* web page.

Each course will provide a basic questionnaire or learning tool which can be retained for the participant's future reference and provide administrative verification of the course's successful completion. Course instructors or facilitators will be directed to evaluate the student's learning tool upon completion of the course, and to indicate his or her successful completion by signing the Learning Tool / Course Credit Form. These forms are to be appropriately stored in the participant's *SOWDI* binder.

As has been the option in the past, DREs, CREs or school principals may keep the respective documents of their own teachers or catechists. Individual records will not presently be kept by the *OEC*. However, as resources allow, the *OEC* will be investigating means of maintaining these records and having them electronically available via the internet in the future.

C. Applying for Certification

When a person has completed a level of certification, he or she submits their well organized summary packet to the *OEC* according to the directions below. The documents are reviewed by the *OEC*, and if the requirements have been fulfilled, the *OEC* recommends certification to the bishop. The applicant's packet is then returned to them with their new

⁷ A "grace period" for certification renewal applicants (generally from September 1, 2006 to September 1, 2009) may be available and will be reviewed on a case by case basis.

certificate, or it may be reserved for the purpose of being awarded by the bishop at special celebratory mass.

A record of certification level achieved is kept by the *Office of Evangelization and Catechesis*.

Directions for Certification Application

1. Thoroughly and legibly complete all respective Course Summary Sheets.
2. Beneath each respective Course Summary Sheet place the Learning Tool and / or Course Credit Form for each class listed on the summary sheet *in the order* they are listed collectively. You may stack several of these summary sheets with their respective course credit forms together in one mailing.
3. On the top of this packet, place your Participant Identification Sheet, slide it into a 9 X 12 or 10 X 13 inch envelope and mail it to:

Seat of Wisdom Diocesan Institute
Office of Evangelization and Catechesis
Diocese of Madison
702 S. High Point Rd.
Madison, WI 53719

4. Certification applications will be reviewed and approved in the months of July and August. Please submit your application by July 1st of the respective year. Your applicant packet will be returned to you with certification results by September 15th.

D. Requesting *Seat of Wisdom Diocesan Institute* Courses

The *Office of Evangelization and Catechesis* will regularly facilitate standard *Seat of Wisdom Diocesan Institute* **Basic** Courses at specific times and places around the Diocese of Madison. These specific courses, along with their times and places will be posted on the *Diocese of Madison* website in the *OEC / SOWDI* section.

Should schools or parishes wish to make them available at other times, or if they desire courses from the **Advanced** category, they can download and complete the "Course Request Form" on the *Seat of Wisdom* web page and send it to the *OEC* office, via regular mail, fax, or e-mail. Requests may also be made for courses on catechetical subjects that are not yet listed as available, and the *OEC* will do its best to provide them. For this option, monetary fees will normally apply.

E. Planning Your Own Advanced Course

Wishing to facilitate ease in providing excellent **Advanced** certification courses, the *Seat of Wisdom Diocesan Institute* has compiled a generous and growing list of approved Audio / Video, live and text resources for this purpose (see pages 9-11). The updated document can always be located on the diocesan web site. Some of these courses are designated as required ("*") for new applicants in the program.

If, however, you are an administrator of a religious education program (a priest, DRE, CRE, or principal) and wish to organize your own *SOWDI Advanced* course for your parish or school catechists, this option remains available at the present time.

The process for obtaining approval is as follows:

1. Complete one of the **Application for Course Approval** forms. This is preferably done prior to the program, but can be done after the program. Copies can be downloaded from our *OEC / SOWDI* web page.
2. Send the **Application** to the *OEC*. It will be reviewed, and if it is consistent with the goals of the *SOWDI* Certification Program, it will be approved. A copy will be returned to you, and a copy kept on file at the *OEC*.
3. Record the information on your permanent file, and keep the copy of the **Application** in your file.
4. Download the **Application for Course Credit / Learning Tool** form, fill in the pertinent information which correlates with the signed Course Approval form, and have copies available for participants who attend and complete the respective class.