

equip

FOR MINISTRY



GUIDELINES & REGULATIONS – UPDATED 2015
FOR THE FORMATION OF LAY MINISTERS
IN THE ARCHDIOCESE OF BALTIMORE



Table of Contents

Introduction	4
Lay Ministry Formation	5
Lay Ministers and Priests	6
Lay Ministers and Lay Ecclesial Ministers	6
Framework for Formation of Lay Ministers	7
Formation Process for Lay Ministers	7
Equip for Ministry: A process for Lay Ministry Formation in the Archdiocese of Baltimore	9
Registration	9
Courses and Requirements for Level One Formation for Lay Ministers	10
Courses and Requirements for Level Two Formation for Lay Ministers	11
Requirements for Level Three	12
Requirements for Recognition as a Lay Minister by the Archdiocese of Baltimore	13

Introduction

St. Paul's letter to the Ephesians presents a challenge to all who minister in the Church. Paul calls on us to...

live in a manner worthy of the call you have received, with all humility and gentleness, with patience, bearing with one another through love, striving to preserve the unity of the Spirit through the bond of peace: one body and one Spirit, as you were also called to the one hope of your call; one Lord, one faith, one baptism; one God and Father of all, who is over all and through all and in all. But grace was given to each of us according to the measure of Christ's gift.¹

Paul's challenge to us is great. We are to live a life worthy of the call. We are to live in the unity that is grounded in the very relationship that is Father, Son and Spirit. We are challenged to live our lives as Church in community. Paul goes on to tell us that Jesus *"gave some as apostles, others as prophets, others as evangelists, others as pastors and teachers, to equip the holy ones for the work of ministry, for the building up of the body of Christ."*² A different translation reads *"equip the saints for the work of ministry."*³ And why does Paul write that equipping the saints for the work of ministry is important? His words resound with meaning today. He says, *"so that we may no longer be infants, tossed by waves and swept along by every wind of teaching arising from human trickery."*⁴ Paul has a nobler goal for disciples. He holds out the hope that *"living the truth in love, we should grow in every way into him who is the head, Christ."*⁵

The laity responds to their baptismal call to service in the mission of the Church. Pope John Paul II wrote "The call is a concern not only of Pastors, clergy, and men and women religious. The call is addressed to everyone: lay people as well are personally called by the Lord, from whom they receive a mission on behalf of the Church and the world. In preaching to the people Saint Gregory the Great recalls this fact and comments on the parable of the laborers in the vineyard: *"Keep watch over your manner of life, dear people, and make sure that you are indeed the Lord's laborers. Each person should take into account what he does and consider if he is laboring in the vineyard of the Lord."*⁶ Parishes and schools throughout the archdiocese should create a culture of formation where the baptismal call to service in the mission of the Church can be heard and responded to.

¹ Ephesians 4: 1-7

² Ephesians 4:11-12

³ *New Revised Standard Version-Catholic Edition*

⁴ Ephesians 4:14

⁵ Ephesians 4:15

⁶ *Christifideles Laici*, Introduction

We are blessed to have lay ministers throughout the Archdiocese of Baltimore whose work is primarily in the secular world, but who minister and labor in the vineyard of parishes and prisons, schools and hospitals, and other institutions. This truly is the Lord's work. It is a great grace as well to minister in an Archdiocese that celebrates diversity. We are many, and we are one. We are different ages, races, with different ways of approaching Church, and different backgrounds and callings. We serve a Church that is diverse, and are encouraged to promote the Gospel to all. We need to be prepared. As Canon 231 states "Lay persons who permanently or temporarily devote themselves to special service of the Church are obliged to acquire the appropriate formation required to fulfill their function properly and to carry out this function conscientiously, eagerly, and diligently." The purpose of these regulations and guidelines is to provide a process whereby people can undertake their formation for ministry with a clear sense of what is required for a particular ministry.

Lay Ministry Formation

There is for each disciple a universal call to holiness. "Everyone in the Church, precisely because they are members, receives and thereby shares in the common vocation to holiness. In the fullness of this title and on equal par with all other members of the Church, the lay faithful are called to holiness: "All the faithful of Christ of whatever rank or status are called to the fullness of Christian life and to the perfection of charity" ⁷

The call to holiness is *rooted in Baptism* and proposed anew in the other Sacraments, principally in the *Eucharist*. Since Christians are re-clothed in Christ Jesus and refreshed by his Spirit, they are "holy". They therefore have the ability to manifest this holiness and the responsibility to bear witness to it in all that they do. The apostle Paul never tires of admonishing all Christians to live "*as is fitting among saints*" (Eph 5:3). ⁸

Lay ministers are part of the Christian faithful who live out that call to holiness primarily in the secular world. They are found "in each and every one of the world's occupations and callings and in the ordinary circumstances of social and family life which, as it were, form the context of their existence. There they are called by God to contribute to the sanctification of the world from within, like leaven, in the spirit of the Gospel, by fulfilling their own particular duties."

⁷ *Lumen Gentium*, #40

⁸ *Christifideles Laici*

Lay Ministers and the Ordained

Beginning at Baptism and strengthened through the sacraments of initiation, lay ministers are all called to a life of holiness and to participate in the priesthood of Christ. This participation is different in degree and essence from those who are ordained priests. While there is an essential difference, lay ministers and priests are ordered to one another for the building up of the Kingdom of God.

I believe that this is one of the important and positive results of the Council: the co-responsibility of the entire parish, for the parish priest is no longer the only one to animate everything. Since we all form a parish together, we must all collaborate and help so that the parish priest is not left on his own, mainly as a coordinator, but truly discovers that he is a pastor who is backed up in these common tasks in which, together, the parish lives and is fulfilled.

Thus, I would say that, on the one hand, this coordination and vital responsibility for the whole parish, and on the other, the sacramental life and preaching as a centre of parish life, could also today, in circumstances which are of course more difficult, make it possible to be a parish priest who may not know each person by name.

Benedict XVI, "Meeting with Clergy," *Origins*, 37, no. 11 (August 16, 2007: 190.)

Lay Ministers & Lay Ecclesial Ministers

When we think of the term "lay ecclesial ministers", we most often think of those who serve on pastoral staffs. Who is a lay ecclesial minister? Lay ecclesial ministers as described by *Co-Workers in the Vineyard*, are those whose service to the parish or other institutions includes:

- *"Close mutual collaboration* with the pastoral ministry of bishops, priests, and deacons
- *Preparation and formation* appropriate to the level of responsibilities that are assigned to them
- *Authorization* of the hierarchy to serve publicly in the local church
- *Leadership* in a particular area of ministry"⁹

Lay ecclesial ministers include but are not limited to A/C/DREs, Coordinators of Youth Ministry, Pastoral Associates, Parish Nurses, Pastoral Musicians, Coordinators of Liturgy, often Parish Business Managers and others. These are clearly people that exercise leadership on a pastoral staff, collaborate closely with ordained ministers, are called to a level of formation commensurate with their role, and have received the authorization to serve in the local church. The term "lay ecclesial ministers" was a term agreed to by a bishops' committee trying to explain the growing phenomena of pastoral staff members who worked full or part time for the church, as opposed to secular positions.

Equip for Ministry is not intended as the formation process for lay ecclesial ministers. It is intended for the formation of other lay ministers.

⁹ *Co-Workers in the Vineyard of the Lord*, USCCB, 2005

Framework for Formation of Lay Ministers

Each priest, deacon, and lay ecclesial minister is called to a formation process that is unique to their roles. All have the same four components of formation. These four components are the standard for formation for lay ministers in the Archdiocese of Baltimore as well. Those four areas are:

- Human
- Spiritual
- Intellectual
- Pastoral

Lay ministers, in order to be effective in their ministries, need the qualities described in *Co-Workers in the Vineyard* for lay ecclesial ministers.

Lay ministers must have “*Human qualities* critical to form wholesome relationships and necessary to be apt instruments of God’s love and compassion.” They need “a *spirituality* and practice of prayer that root them in God’s Trinitarian life, grounding and animating all they do in ministry.” Called particularly at this point in our history, it is essential that they have “Adequate *knowledge* in theological and pastoral studies, along with the *intellectual skill* to use it among the people and cultures of our country.” And finally, all need “the practical *pastoral abilities* called for in their particular ministry.”¹⁰

Throughout this document there will be a stronger explanation of these four areas of formation.

Formation Process for Lay Ministers

The Christian faithful who are, or who are seeking to become, lay ministers in their parish, school or other institution should undergo appropriate preparation for the role. “Lay persons who permanently or temporarily devote themselves to special service of the Church are obliged to acquire the appropriate formation required to fulfill their function properly and to carry out this function conscientiously, eagerly, and diligently.” (Canon 230) The bishop is charged

¹⁰ *Co-Workers in the Vineyard*, USCCB, 2005, page 34

under canon law with the responsibility “to take care that catechists are duly prepared to fulfill their function properly, namely, that continuing formation is made available to them, that they understand the doctrine of the Church appropriately, and that they learn in theory and in practice the methods proper to the teaching disciplines.” (Canon 780) “Lay persons are bound by the obligation and possess the right to acquire knowledge of Christian doctrine appropriate to the capacity and condition of each in order for them to be able to live according to this doctrine, announce it themselves, defend it if necessary, and take their part in exercising the apostolate.” (Canon 229)

Pastors, pastoral life directors, pastoral staff members and supervisors at parishes and schools have important roles in determining what the expectations of formation are for various lay ministries in the parish, schools or institutions in which a lay minister serves. There are obligations on the part of the lay minister to acquire proper formation as well as expectations that the bishop and pastoral leaders sustain that formation. In the Archdiocese of Baltimore, the responsibility of establishing guidelines and regulations for formation of ministers is the role of the Divisions of Catechetical and Pastoral Formation, Youth and Young Adult Ministry as well as the Office of Worship & Sacraments and other divisions and offices charged by the archbishop. Each of us, lay ministers, pastoral staffs, pastoral life directors, priests and deacons, work together with the Archbishop in advancing the mission of the Church. Each brings a unique perspective, along with their individual gifts and talents, and places them at the disposal of the community.

Recognizing that lay ministers have various background experiences, and acknowledging that lay ministers approach this process of formation with different levels of preparation, the *Equip for Ministry* formation process is divided into three levels. These levels are simply identified as Level One, Level Two and Level Three.

equip FOR MINISTRY

A Process for Lay Ministry Formation in the Archdiocese of Baltimore

Registration

Each person who is, or who is seeking to be, a lay minister in the Archdiocese of Baltimore should clearly know the expectations of the ministry he or she is about to undertake. This is best accomplished by meeting with the pastoral leader, or his or her designee, to discuss the requirements of the ministry and the formation it will entail.

Persons who are invited into lay ministry are:

- Catholics who are in good standing with the Church
- Catholics whose belief in God and love for the Church makes them willing to authentically represent Church teaching
- Persons who participate in the sacramental life of the church
- People of prayer, conscious of the gift of faith in their life
- Committed to on-going formation and working toward the formation required for a particular ministry in which they want to be involved

Additional information can be obtained from accessing our website at www.archbalt.org/equip.

In order to participate in the *Equip for Ministry* formation process, each person must complete an on-line registration. Participants who do not have access to a computer are asked to call the Division of Catechetical and Pastoral Formation at 410.547.5405.

Courses & Requirements for Level One

Formation of Lay Ministers

The course content for Level One formation is based on the aforementioned framework for lay ministry formation. Level One consists of four courses, one for each of the area: Spiritual, Human, Intellectual and Pastoral.

Recognizing our call to discipleship, the Level One Spiritual course is offered as a retreat for the participants.

The courses for the Human, Intellectual and Pastoral areas of formation are offered in several different formats and should take the participant 24-25 hours of time to complete:

- There are **hybrid courses** with 10 hours of gathered session time and 14-15 hours of reading and online work.
- There are **all online courses** that are typically offered over a 5 week period, requiring 5 hours per week from the participants.

The four areas of formation and the courses associated with them are as follows:

HUMAN: Servant Leadership in the Church or Faith and Human Development

SPIRITUALITY: A Call to On-Going Conversion - Retreat

INTELLECTUAL: Introduction to Theology or Catholic Beliefs

PASTORAL: Courses are designated by specific area of ministry. Level One courses are as follows:

IF YOUR AREA OF MINISTRY IS:	LEVEL ONE PASTORAL COURSE
• Elementary Catechist K-5 (Parish)	Introduction to Elementary Catechesis
• Middle/High School Catechist (parish)	Seminars in Youth Ministry
• Catholic School Teachers K-5	Called to Teach I– The Elementary Teacher
• Catholic School Teachers 6-12	Seminars in Youth Ministry
• Adult Faith Formation	Forming Adult Faith: Level I
• Evangelization	Foundations in Catholic Evangelization: Level I
• Marriage	Formation for Marriage Preparation Ministry
• Youth Ministry	Seminars in Youth Ministry
• Parish Social Ministry	Parish Social Ministry: Level I
• Ministry to the Sick and Bereaved	Ministry to the Sick Bereaved: Level I
• Liturgy	Liturgy in the Parish: Level I
• Marriage Tribunal	Advocacy

Updated lists of current courses can be found at <http://www.archbalt.org/evangelization/equip/equip-for-ministry-course-information-and-schedule.cfm>

CEUs are provided for these courses. An update of college equivalencies may be found on the *Equip for Ministry* website www.archbalt.org/equip.

Courses & Requirements for Level Two

Formation of Lay Ministers

The course content for Level Two is also based on the framework for lay ministry formation. Human, Intellectual and Pastoral areas of formation are offered in several different formats and should take the participant 24-25 hours of time to complete:

- There are **hybrid courses** with 10 hours of gathered session time and 14-15 hours of reading and online work.
- There are **all online courses** that are typically offered over a 5 week period, requiring 5 hours per week from the participants.
- There is also formation that is done in **all gathered sessions**, recognizing that community is a critical element of formation.

The four areas of formation and the course(s) associated with them are as follows:

HUMAN: Pastoral Approach to Culture, Leadership in Ministry, Communication & Community or Study of the Joy of the Gospel

SPIRITUALITY: Schools of Catholic Spirituality, Introduction to Prayer, On Bended Knee, or Marianist Studies: Prayer

INTELLECTUAL: Three courses specific to your particular ministry

- **Christian Scriptures** - Introduction to Scripture, New Testament, Introduction to Paul's Life & Letters
- **Trinity and Christology** – Images of Jesus, Survey of Catholic Doctrine
- **Liturgy and Sacraments** – Introduction to Liturgy, Sacraments
- **Moral Theology** – Introduction to Christian Morality, Introduction to Practical Morality, Conscience
- **Catholic Social Teachings** – Survey of Catholic Social Teaching, Advanced Catholic Social Teaching
- **Hebrew Scriptures** – Old Testament, Prophets
- **Church History** - Church History 1, Church History 2, The Second Vatican Council: An Overview
- **Canon Law**

PASTORAL: A course specific to your particular ministry

IF YOUR AREA OF MINISTRY IS:	THREE REQUIRED COURSES FOR INTELLECTUAL AREA OF FORMATION
<ul style="list-style-type: none"> • Elementary Catechist K-5 (Parish) 	<ul style="list-style-type: none"> • Liturgy and Sacraments • Moral Theology • Either Christian or Hebrew Scriptures (choose one of these two Scripture courses)
<ul style="list-style-type: none"> • Middle/High School Catechist (parish) 	<ul style="list-style-type: none"> • Christian Scripture • Catholic Social Teaching • Liturgy and Sacraments
<ul style="list-style-type: none"> • Catholic School Teachers K-5 	<ul style="list-style-type: none"> • Liturgy and Sacraments • Moral Theology • Either Christian or Hebrew Scriptures (choose one of these two Scripture courses)
<ul style="list-style-type: none"> • Catholic School Teachers 6-12 	<ul style="list-style-type: none"> • Christian Scriptures • Catholic Social Teaching • Trinity and Christology

<ul style="list-style-type: none"> • Adult Faith Formation 	<ul style="list-style-type: none"> • Trinity and Christology • Liturgy and Sacraments • Moral Theology
<ul style="list-style-type: none"> • Evangelization 	<ul style="list-style-type: none"> • Trinity and Christology • Liturgy and Sacraments • Moral Theology
<ul style="list-style-type: none"> • Marriage 	<ul style="list-style-type: none"> • Trinity and Christology • Liturgy and Sacraments • Moral Theology
<ul style="list-style-type: none"> • Youth Ministry 	<ul style="list-style-type: none"> • Christian Scriptures • Liturgy and Sacraments • Catholic Social Teaching
<ul style="list-style-type: none"> • Parish Social Ministry 	<ul style="list-style-type: none"> • Catholic Social Teaching • Moral Theology • Either Christian or Hebrew Scriptures (choose one of these two Scripture courses)
<ul style="list-style-type: none"> • Ministry to the Sick and Bereaved 	<ul style="list-style-type: none"> • Liturgy and Sacraments • Moral Theology • Christian Scriptures
<ul style="list-style-type: none"> • Liturgy 	<ul style="list-style-type: none"> • Liturgy and Sacraments • Hebrew Scriptures • Christian Scriptures

PASTORAL: A course specific to your particular ministry

IF YOUR AREA OF MINISTRY IS:	LEVEL TWO PASTORAL COURSE
<ul style="list-style-type: none"> • Elementary Catechist K-5 (Parish) 	Elementary Catechesis: Level II
<ul style="list-style-type: none"> • Middle/High School Catechist (parish) 	Youth Ministry Next
<ul style="list-style-type: none"> • Catholic School Teachers K-5 	Called to Teach II– The Elementary Teacher
<ul style="list-style-type: none"> • Catholic School Teachers 6-12 	Youth Ministry Next
<ul style="list-style-type: none"> • Adult Faith Formation 	Forming Adult Faith: Level II
<ul style="list-style-type: none"> • Evangelization 	Foundations in Catholic Evangelization: Level II
<ul style="list-style-type: none"> • Marriage 	Formation for Marriage Preparation Ministry II
<ul style="list-style-type: none"> • Youth Ministry 	Youth Ministry Next
<ul style="list-style-type: none"> • Parish Social Ministry 	Parish Social Ministry: Level II
<ul style="list-style-type: none"> • Ministry to the Sick and Bereaved 	Ministry to the Sick Bereaved: Level II
<ul style="list-style-type: none"> • Liturgy 	Liturgy in the Parish: Level II

Level Three

Lay Ministers who have been granted an academic certificate, academic degree or 18 academic credits across spiritual, human, intellectual and pastoral areas within an appropriate field and have completed the Spirituality for Ministry Component will be recognized at the Level Three.

Requirements for Recognition as a Lay Minister by the Archdiocese of Baltimore

There are three levels of recognition for Lay Ministers within the Archdiocese of Baltimore.

Level One

Each Lay Minister will have successfully completed the four Basic Components (Spiritual, Human, Intellectual, and Pastoral) to be recognized at Level One by the archdiocese.

Level One recognition is valid for a five year period and is not renewable. Within that five year period of time, every Lay Minister is encouraged to continue their formation by engaging in courses in the Four Component Areas of Spirituality, Human, Intellectual, and Pastoral. Upon the completion in that five year period of time of one Spiritual, one Human, three Intellectual (determined by each specific ministry) and one Pastoral Component, the Lay Minister will be recognized at a Level Two.

Level Two

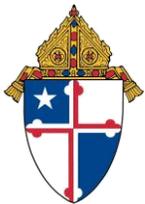
Level Two recognition is valid for a five year period of time and may be renewed as many times as necessary by the Lay Minister.

Level Two may be renewed at the end of the five year validity period by successfully completing one Spiritual Component, one Human Component, one Intellectual Components, one Pastoral Components. Courses taken at approved academic institutions whether on campus or online may be accepted for renewal of recognition.

Level Three

Lay Ministers who have been granted an academic certificate, academic degree or 18 academic credits across Spiritual, Human, Intellectual, and Pastoral areas within an appropriate field and have completed the Level One Spirituality for Ministry Component will be recognized at the Level Three.

Level Three is valid for a ten year period of time and may be renewed either by academic work (six credits) in the context of your pastoral ministry and across the four areas of formation or by successfully completing one Spiritual, one Human, one Intellectual, one Pastoral Components.



Equip for Ministry is a process for Lay Ministry formation sponsored by the Department of Evangelization of the Archdiocese of Baltimore.

WWW.ARCHBALT.ORG/EQUIP