

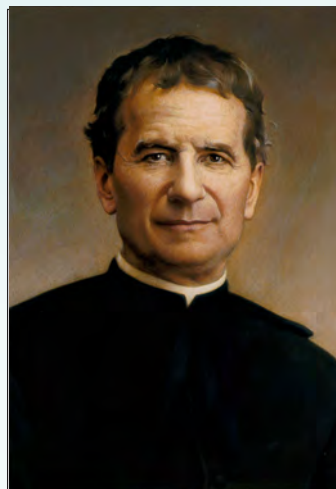
ONLINE

# Diocesan Officials (DO) Track

This Track is  
Coming in  
**2024**

The purpose of the track is to assist the Church in building up diocesan officials in excellence. Our workshops, taught by veterans in the field, encourage faithful innovation, and an understanding of how to work collaboratively, seek success, avoid burnout, and not make huge mistakes in this *uniquely* challenging form of ministry. This track offers an array of *pragmatic* workshops, speaking not only to newer diocesan officials, but also to more senior leaders, and even to bishops, chancellors, and vicar generals. In the many dioceses working with Franciscan University, demand for this assistance is expanding, as diocesan budgets tighten and indicators of Church strength in many categories create increasing challenges and urgency in unfolding the new evangelization effectively. This track also supports the existing and growing gathering of diocesan officials at the annual St. John Bosco Conference, providing encouragement and intentional opportunities for networking and sharing of strategies.

*F*orming those who form others.





# Diocesan Officials (DO) Track

## Year One Certification (9 hrs + 3 electives)

### SPIRITUAL & HUMAN FORMATION

1. Christ Before Me: The Christocentric Nature of Diocesan Administration
2. Having an Ecclesial Vision: Weaving Catholic Sensibility & Evangelization into Every Aspect of Service
3. Administration as Ministry & How to Balance the Relationship between Administration & Your Calling to Teach & Form Others

### CORE RELATIONSHIPS

4. Working for a Bishop in Support of His Priests
5. Working with Priests & Providing Strategic Assistance for Parish Ministry
6. Relational Administration & Accompaniment in Diocesan Ministry: Building Relationships with Diocesan, School & Parish Officials

### PASTORAL PLANNING

7. Discerning & Developing a Vision for an Evangelizing & Catechetical Diocesan Ministry
8. Fruitful Planning: Aligning Diocesan Structures for Mission Effectiveness
9. Planning & Execution: Determining Needs, Setting Goals, Implementing Solutions & Evaluating Results

## Year Two Certification (9 hrs + 3 electives)

### SPIRITUAL & HUMAN FORMATION

1. Balancing Life & Ministry as a Professional: Finding & Implementing a System that Works For You
2. Generational Traits of Leaders that Impact Relationships & Ministerial Understanding
3. Key Spiritual & Human Practices & Disciplines for the Diocesan Official: Humility, Prudence, Docility, Listening, Flexibility, Confidence

### RELATIONSHIP & RESOLUTION: TEAM FORMATION

4. Personnel is Policy: Recruitment, Onboarding & Supervision of Staff
5. Conflict Management & Problem-Solving within a Diocesan Setting
6. Missionary Discipleship: Rethinking Catechetical Certification

### ORGANIZATIONAL HEALTH

7. Introduction to Organizational Health: A Critical Component of Success
8. How to Avoid Bad Meetings: A Strategy for Healthy Leadership Teams
9. Effective Communications, Internal & External

**Individuals taking this two-level certification are required to take a total of six electives from the lists below, but would be allowed to take as many as they wish at no additional cost. All the workshops listed on this page will be available to take as enrichment by individuals in any other course or track.**

### ELECTIVES: SPECIAL TOPICS FOR DIOCESAN OFFICIALS

1. The Marian Precedes the Petrine: The Role of the Bishop as Catechetical Leader
2. Building Blocks, Tools & Resources that Diocesan Officials Need to Provide to Parishes & Schools
3. Advice from Veterans: Lessons Learned
4. Hiring, Employee Evaluation, Employee Discipline, Delegation, Firing
5. Inter-Cultural Competence: Reaching Out to Various Ethnicities & Cultural Experiences
6. Canon Law for Diocesan Officials
7. Non-Profit Organization & Management for Diocesan Leaders
8. Funding, Development & Resource Collaboration
9. Sacramental Preparation Norms to Assist Parishes
10. Adult Formation Norms to Assist Parishes
11. Collaborating with Homeschooling Families & Issues of Sacramental Preparation
12. Discerning the Choice of Diocesan-Level Lay Ministry: How is it Different from Parish & School Ministry?
13. Colleagues or Competitors: Catholic Schools & Religious Education Offices in Chanceries
14. Key Leadership Resources & Consultative Aids
15. Self-Awareness & Self-Knowledge: Using Perceivers (Myers Briggs, MCare, temperaments, spiritual inventories, charisms, etc.)

### ELECTIVES: LEAD WORKSHOPS FROM VARIOUS MINISTRY TRACKS

1. The Vocation of the Catechist
2. The Mission of Catholic Schools & the Role of Teachers
3. The Catechumenal Process: A Modern Restoration of an Ancient Practice

5. A Vision for Effective Youth Ministry
6. Personality & Profile of the Successful PCL
7. Introduction to Hispanic Ministry
8. The Universal Call to Holiness
9. The Chief Characteristics of Mentorship
10. The Most Important Life: Gospel Patterns of Jesus' Life
11. Basic Counseling Techniques
12. Foundational Relationships: The Father & the Son
13. Developing a Missionary Mindset

### ELECTIVES: KEY WORKSHOPS FROM VARIOUS MINISTRY AREAS

1. The Catholic Family: Context of Catechesis – Parts I & II
2. The Educational Leader in a Catholic Setting
3. Facilitating Conversion in a Catholic School
4. Forming Souls through Small Groups
5. Shifting to Family-Centered Parishes
6. Preventive System of St. John Bosco
7. The Human Person: God's Masterpiece
8. The Human Person in God's Loving Plan
9. The Sacramental Economy
10. The Kerygma: Key Doctrines
11. The Kerygma: Catholic Distinctives
12. Engaging Youth Culture
13. Evangelizing Catechesis: The 21st-Century Mandate
14. Developing Religious Education Policies & Procedures
15. Legal Issues for PCLs: Ecclesial & Civil
16. The Parish as Workplace: Essential Realities & Relationships
17. The Catholic Vision: Christifideles Laici
18. The Catholic Vision: The Community of the Family
19. Being Guided & Guiding Souls
20. Domestic Church & School of Holiness

21. Spiritual Accountability
22. Discipling Adults
23. Adult Catechetical Methodologies & Learning Styles
24. Getting Parents Involved as Primary Educators
25. Parental Fortitude & Sunday Spirituality
26. The Catechumenate: Paradigm for All Catechesis
27. Catechetics & Counseling
28. Empathic Listening
29. Asking Good Questions
30. Teaching Catechesis for Conversion
31. Essential Link Between Liturgy & Catechesis
32. What is the Way Forward for a Diocese, Parish, School, or Family to Develop Mentoring Skills?
33. What is the Way Forward for a Diocese, Parish, School, or Family to Develop Spiritual Accompaniment?
34. What is the Way Forward for a Diocese, Parish, School, or Family to Develop Counseling Approaches?
35. Baptism Preparation Ministry
36. First Penance & First Eucharist Preparation
37. Confirmation Preparation: Issues, Catechesis, & Liturgy
38. Marriage Preparation Ministry
39. Catechesis for Persons with Physical or Developmental Disabilities
40. Observing & Measuring Discipleship in Children
41. Child Faith & Moral Development – Parts I-III
42. Adolescent Faith & Moral Development
43. The Best of Effective Contemporary Teaching Strategies
44. The Elephant in the Classroom: Psychosocial Issues Affecting Learning
45. Training Parents to Form their Children in a Catholic Vision of Sexuality