FRANCISCAN UNIVERSITY CATECHETICAL INSTITUTE RESOURCES
For Adult Formation

Effective Practices

Step by Step Implementation

Strategies for Success

Diocesan Certification

Personal Support

Simplifying Catechetical Institute

Resource Manual Contents & Purpose

10 Steps to Success

1. Determine ministries to use the resource.

2. Determine administrative institutional leader.

3. Choose pastoral institutional leaders.

4. Determine learners.

5. Choose mentors.

6. Train mentors.

7. Create a timeline.

8. Celebrate the start.

9. Introduce mentors to learners.

10. Choose model for continued accompaniment.

This guide is designed to share effective practices and to design an implementation strategy for your parish community.

The Office of Evangelization and Discipleship staff is here in prayer and support for parishes embarking on using this process for adult faith formation, ministry formation, or diocesan certification for catechists, RCIA teams or youth ministers. Please feel free to contact us anytime for personal assistance.

Simplifying Catechetical Institute

Discover Franciscan at Home

https://www.franciscanathome.com/raleigh

The site is designed to be intuitive and easy to use. It contains an online library of video-based catechetical workshops for diocesan certification, tracks for pastoral ministries, parenting and adult formation. Once subscribed, onboard for free as many people as desired.

The cost for an annual parish subscription is $300.

Grants are available from the Diocese of Raleigh for parishes in need. Go to https://forms.gle/4v8uYNE8VicATsNo8 for an application. Contact Patrick Ginty for more information.

Parish Benefits

FUCI offers excellent Catholic catechetical and evangelizing content as well as material to inspire personal and communal conversion.

Diocesan Partnership

The diocese is a partner with the Franciscan University Catechetical Institute (FUCI). Features of this partnership include:

- Use for parish, parish school or mission

- Unlimited users per parish/institution

- Online library of video-based workshops

- Catholic content available 24/7 completed at the user's own pace

- English and Spanish content (new courses are added continuously)

- Specialized ministry tracks are available

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Ministry Possibilities

From the tracks listed below, a parish community can discover multiple ways to use this resource to make disciples and create evangelizing churches by informing minds and enlightening hearts.

Review the parish ministry list. Some of the obvious ministries who would benefit include catechetics, faith formation, youth ministry and RCIA. However other tracks such as the pastoral accompaniment or mentor track could be used for pastoral outreach ministries or liturgical ministries such as Eucharistic Ministers to the homebound. Additionally the Ministry of Parenting or Familia Fe Hispana offerings may be useful for all families in the parish.

Workshops from the First Proclamation and Evangelization and Forming Faith at Home may be applicable to all members of the parish.

Track Offerings

- Catechist Track
- Youth Ministry Track
- Catechumenal Ministry (RCIA) Track
- Parish Catechetical Leader Track
- Mentor Formation Track
- Catholic Schools Track
- Español: Áreas de Especialización
- Español: Certificación Básica Para Catequistas
- Familia y Fe Hispana (Hispanic Faith and Family Track)
- Forming Faith at Home Track
- Four Pillars of the Catechism Track
- Ministry of Parenting Track
- Pastoral Accompaniment Track
- First Proclamation and Evangelization Track

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Diocesan Certification

The courses offered can be used as the formation for the following:

⇒ *Basic Catechist Certificate*

⇒ *Youth Ministry Certificate*

⇒ *RCIA Certificate*

See page 43 for more information.

Institutional Leaders

The pastor may be or may designate a person as the administrative institutional leader who will manage the overall account. The pastor may delegate more than one institutional leader. However one person must be named as primary in handling the initial payment and renewal.

Other institutional leaders may be assigned for managing pastoral or relational ministry using this resource.

The pastor with the assistance of pastoral staff or parish council could prayerfully discern which ministries would benefit from using this formation resource and in what order to invite them:

1.

2.

3.

4.

5.

6.

7.

Spiritual Accompaniment Model

The pastoral institutional leaders energies are mostly aimed at the discipleship growth of mentors and developing them as spiritual leaders in the parish.

The mentors energies are mostly aimed at accompanying and supporting the learners, those they serve.

The learners energies are then aimed at personal intellectual pursuits, spiritual growth, discipleship and evangelization.

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Administrative Institutional Leader Functions

The administrative Institutional leader is the person who will set up the account, manage payment and renewal for the account and understand the features of the dashboard.

They will communicate and work with the pastoral institutional leaders on technological issues as needed.

The administrative institutional leader can be a pastoral institutional leader as well.

Registering the Parish

Visit Diocese of Raleigh Catechetical Institute page at https://franciscanathome.com/raleigh

Go to the bottom of the page and click on the blue box resembling the one on the left.

Select "Diocese of Raleigh".

Fill in parish information.

Choose payment option. (Note: If you choose to pay by check an email will be generated instantly and sent to the e-mail inbox used for registering.)

For those who have been approved for a grant from the Office of Evangelization and Discipleship choose to pay by check. An invoice will be sent to the e-mail inbox used to register the parish. Once received, send invoice to patrick.ginty@raldioc.org for processing. A check will be sent to Franciscan University from the Diocese of Raleigh on behalf of the parish.

The FUCI resource set up is now complete and ready to use.

I am a representative of a parish or a school, and I would like to register my institution
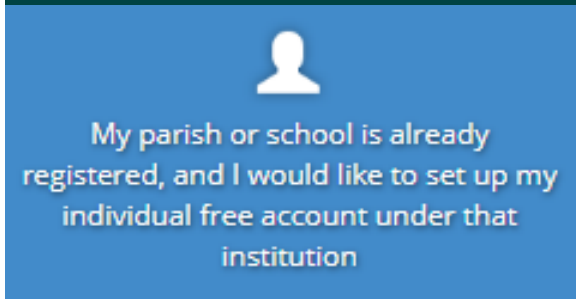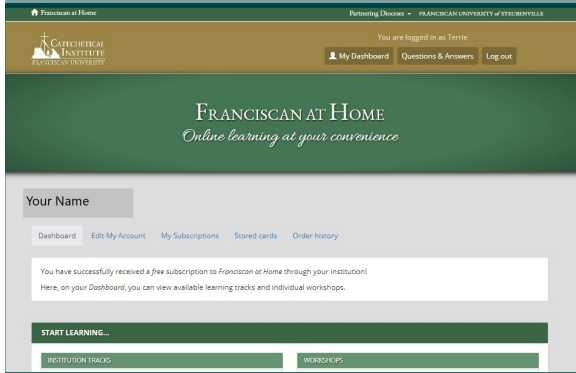
How to Create a Personal Account

Visit Diocese of Raleigh Catechetical Institute page: https://franciscanathome.com/raleigh

Go to the bottom of the page and click on the blue box resembling the one on the left. Click on this button and arrive at a page that says: "Welcome to Franciscan at Home" .

Click on "create a new account" .

A "User Account" page will appear to set up a personal account.

Type in name and e-mail, create a unique password, set the time zone, upload a profile picture, enter phone number and mailing address.

Under diocese, scroll down and choose Diocese of Raleigh.

Complete the demographic information, parish name and location.

Enter ministry area as it applies. (Ministry experience is not required to take a course.)

Click on the "Create an Account" box at the bottom .

"Sign Up for Free Through Your Institution" page will appear:
Choose Country—United States
Diocese—Diocese of Raleigh
Institution—Choose [PARISH NAME]
Click "Sign Up" box at the bottom

You will be directed to a personal page and there choose a workshop by searching by track or title. Get started today!

My parish or school is already registered, and I would like to set up my individual free account under that institution

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Understanding the Dashboard

Once signed in , view the Dashboard by clicking on the tab towards the top-right hand of the Landing Page screen.
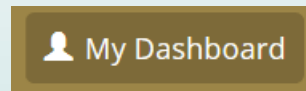
Once in the dashboard note the tabs that are accessible.

The most important tabs are "Dashboard" which is the default and "Learners" that gives you a list of all of enrolled learners.

Dashboard	Edit My Account	Learners	My Subscriptions	Stored cards	Order history

An institutional leader can view reports on individuals' progress, evaluations, demographics, and assessments of training effectiveness, and can use the site to keep all records digitally, both from this platform's workshops and from courses and training taken elsewhere.

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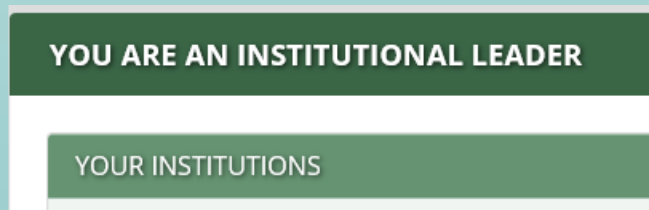
Pastoral Institutional Leader Functions

The pastoral institutional leader has primarily a role of spiritual accompaniment. Secondly, they are the organizers of the process to be used for those they serve.

They will discern the target audience of learners, create a timeline, choose and accompany mentors, introduce mentors to learners, determine the start of the process and continually accompany mentors.

The first step for pastoral institutional leaders is to create their account (see page 8 for instructions). Once the account is set up, the administrative institutional leader will need to change the status for the pastoral institutional leader on the dashboard to be institutional leader.

Once assigned the pastoral institutional leader may refer back to page 9 to re-log-in to their account to learn about the features of the dashboard available to them.

Pastoral institutional leaders will communicate and work with the administrative institutional leaders as needed.

Understanding the Workshops

It is important to know and understand the format of the workshops. It may be helpful to take a workshop prior to beginning to work with mentors or learners. Just choose a course of interest and begin.

The components present in each workshop include:

⇒ Description
⇒ Patron Saint
⇒ Scripture quote
⇒ Objectives
⇒ Resources
⇒ PDF download (good for use in groups)
⇒ Presenters
⇒ Content: videos and tasks

Changing Status

The administrative institutional leader will need to change the status of newly created pastoral institutional leaders from learner to institutional leader as their accounts are created.

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Choosing Learners

Pastoral institutional leaders will choose the people to work with first. While prayerfully discerning here are some considerations:

Do you want to do a large group or small?

Is there a small group of people who get along and work together well?

Who are the individuals who have had interest in continued learning in their lives?

Is there a natural group of people with a common life interest such as preschool moms, middle school catechists, youth retreat team, or RCIA team to work with?

Who are people on a spiritual quest?

Who are people comfortable sharing their faith and ready to evangelize?

Start Small...Grow Big

Effective practice: Some parishes have found success in starting with a small group with slower growth as they are getting started. Once comfortable, add individuals or start new small groups to work together.

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Create a List of Learners

Create a list of the people or groups discerned to invite. If the list is large, prioritize who to work with first, second and third.

Continue to pray for these people while proceeding with the process of mentorship.

1.

2.

3.

4.

5.

One-on-One Mentoring

The program is designed to be effective not just by the content presented in the workshops or the corresponding tasks, but the one-on-one mentoring and discipleship moments that seek to bring the learners through a process of spiritual conversion assisting them in becoming more committed followers of Christ.

The institutional leader does not need to be the organizer of the mentors. A separate role of a mentor organizer can be established.

The discernment of a mentor organizer and mentors is an important aspect of the role of the pastoral institutional leader.

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The Role of a Mentor

Mentors do not catechize, teach, correct or administrate. They simply accompany the learners through the process of formation through encouragement, discussion, insight, and presence.

The goals of the mentor-learner relationship are primarily ensuring that the learner is:

- Persevering through the program
- Being formed adequately
- Growing in their relationship with Christ

Mentors Make It Easy!

Mentors assist in sharing the spiritual accompaniment and discipleship of learners allowing the pastoral institutional leader the opportunity to more fully spiritually accompany the mentors or mentor organizer.

Discernment of Mentors

Pray for guidance during the process of choosing mentors. Here are a few qualities to look for:

- Faith-filled person

- Possess a full sacramental and prayer life

- Follow the teachings of the Catholic faith

- Demonstrates the ability to engage comfortably in conversations of faith

- Possesses a spirit of encouragement and joy

- Understands and appreciates the ministry position to be mentored (Optimally would be a person with experience in the ministry being mentored.)

- Openness to taking a course or completing the mentor training track

- Has the technological ability to use the online tool and e-mail.

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Expectations

Creating a list of expectations for the mentor is important. Here are some questions to consider:

- How often the mentor will meet with the institutional leader and/or mentor organizer?

- What will be the frequency of mentors meeting with learners?

- Will completion of the mentorship track, in part or all, be necessary before beginning or can it be ongoing as they are mentoring?

- What response will the mentors provide to the learners upon completion of a workshop and/or track

- Will there be interactions or meetings with other mentors?

How Many Mentors are Needed?

A good rule of thumb is to have approximately 3 –5 learners per mentor.

It is a good practice after inviting a mentor to ask how many learners they would be comfortable managing.

Mentor Training Options

Here are some options for how to accomplish mentor training:

- Set up a retreat weekend going through some or all of the mentor workshops together as a group.

- Spread the workshop over 12 weeks, meeting virtually or personally once every other week.

- Allowing mentors to complete the mentoring track in their own time frame. Be sure to agree on a date of completion. Connect with them during this time period for encouragement and support. Model mentoring behavior.

- For experienced mentors, ask them to review the list of workshops in the mentor training track and discover which workshops they feel would be most useful and have them complete those.

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Tips for Inviting Mentors

Invite personally using these steps:

1. Let the individual know of the prayerful discernment process and state some of their personal qualities fitting the position.

2. Explain the Franciscan Catechetical Institute and its benefits of continued formation, enlightening one's spirit, discipleship and evangelization.

3. Ask them to prayerfully consider the opportunity to serve in mentorship as a ministry and to advise at a later time of their acceptance or decline.

4. Follow up in a week or so. If no answer is received, offering patience for their decision, reiterating their giftedness, and continued prayer and spiritual support as they discern.

5. Express appreciation for their consideration whether the answer is yes or no.

12 Week Plan—Mentoring Track

This plan is designed for mentors wishing to complete the workshops at a fairly quick pace. Daily work may be needed to accomplish this timeline.

Mentor Track Courses

The Vocation of Catechist

Being Guided & Guiding Souls

Personal Vocation and the Mentoring Relationship

Building the Mentoring Relationship - Asking Good Questions

Building the Mentoring Relationship - Empathic Listening

12 Week Plan

Week	Participant Work	Segments
Week 1	The Vocation of Catechist	1-4
Week 2	The Vocation of Catechist	5-8
Week 3	Being Guided and Guiding Souls	1-4
Week 4	Being Guided and Guiding Souls	5-8
Week 5	Being Guided and Guiding Souls	9-11
Week 6	Personal Vocation and the Mentoring Relationship	1-4
Week 7	Personal Vocation and the Mentoring Relationship	5-8
Week 8	Personal Vocation and the Mentoring Relationship	9-11
Week 9	Building the Mentoring Relationship - Asking Good Questions	1-5
Week 10	Building the Mentoring Relationship - Asking Good Questions	6-9
Week 11	Building the Mentor Relationship: Empathic Listening	1-5
Week 12	Building the Mentor Relationship: Empathic Listening	6-10

Initial Mentor Meeting

The initial meeting with the mentor could include:

Thank you & a small token of appreciation.

Computer orientation including setting up of personal account.

Expectations including:

> Communicating with the pastoral institutional leader and/or mentor organizer
>
> Confidentiality
>
> Frequency of communicating with the learner through e-mail and the Catechetical Institute system
>
> Opportunity for training using the mentorship track and /or possibly starting the first workshop together

Discussion regarding learners:

> Have a discussion with each mentor to determine how many learners would be comfortable for them to start with; noting they could increase or decrease this at a later time.
>
> Discuss any personal preferences they may have in pairing with learners including personal relationships, cultural, or linguistic similarities and differences.
>
> Share with mentors how the learners will be assigned in the computer. (See page 18 for instructions)

Explain next steps in the process.

Mentor Training

The Mentor Training Track prepares an individual to carry out the role of a mentor.

Hint: Let prospective mentors know training is available and suggest trying one of the courses and provide encouragement to complete all of them.

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This page is provided as a worksheet to match mentors with learners.

GROUPING LEARNERS WITH MENTORS

Mentor #1: _____

    Learner #1: _____

    Learner #2: _____

    Learner #3 _____

    Learner #4 _____

    Learner #5 _____

Mentor #2: _____

    Learner #1: _____

    Learner #2: _____

    Learner #3 _____

    Learner #4 _____

    Learner #5 _____

Mentor #3: _____

    Learner #1: _____

    Learner #2: _____

    Learner #3 _____

    Learner #4 _____

    Learner #5 _____

Assigning Mentors on the Dashboard

1. Make sure learners can request a mentor. Learners must initiate the mentor relationship. Go to the dashboard and look at the learners. Make sure to change the "no" to "yes" under the column that reads "Can Request a Mentor?"

Can Request a Mentor?
No
No

2. Make sure mentors are identified as such on the dashboard. Change to "no" to "yes" under the column that reads "Institutional Mentor"

Institution Mentor?
No
No

3. Instruct leaners to request a mentor. If a learner has already registered, explain to them that when starting a track to click the button that says "Start this track and request a mentor from [PARISH NAME].

LEARNERS NEEDING A MENTOR

4. If learners choose to request a mentor, their names will appear on the list on your dashboard under the heading "Learners Needing a Mentor"

Learner	Track	Mentor	
Patrick Ginty *Catholic Center*	Youth Ministry (YM) Track	- Select mentor - ▾	Assign
		🔍	
		- Select mentor -	

5. At this point select a mentor the list of designated mentors and click "assign"

6. When learners enter into a track, the name and a picture of the mentor and the option to "send message" to the mentor will appear.

Introducing Learners to Mentors

Here are a few ideas on introducing mentors to learners:

1. Have an event (in-person or online) where mentors and learners can share a little bit about themselves and an announcement of pairings can be made and contact information can be exchanged.

2. Arrange in-person meetings after Mass or after ministry time to make the introduction.

3. Call each mentor and learner personally and share contact information.

4. E-mail mentors and learners with contact information.

5. Make an introduction with a fun icebreaker/get to know you activity at the kick-off event.

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Creating a Timeline

Creating a timeline is important to keep the formation process on track. Not only for the leader but by communicating this to the mentors and learners helps everyone to stay together in the process.

For basic catechist certification, there are 98 segments of videos, tasks and reflection questions. For RCIA there are 80 an d 57 for youth ministry. On the pages to follow, each type of certification is listed with names of workshops and related number of segments noted to assist in the planning process.

In addition, on the following pages have timeline examples ranging from a slower pace to a fast pace to assist pastoral institutional leaders in planning a process suitable for learners.

Basic Catechist Certification Courses:

Foundations

The Vocation of the Catechist	- 8 Segments
Jesus: The Christocentricity of Catechesis	- 8 Segments
The Deposit of Faith: An Introduction to the Catechism	-6 Segments
Essential Link Between Liturgy and Catechesis	- 9 Segments

Scripture

Scripture: The Heart of Catechesis	- 6 Segments
Sacred Scripture: The Big Picture	- 7 Segments

Philosophy

The Ecclesial Method	- 7 Segments
Child Catechetical Methodologies & Learning Styles	- 8 Segments
Adult Catechetical Methodologies & Learning Styles	- 8 Segments

Spiritual

Prayer: Introduction to the Spiritual Life of the Catechist—5 Segments

Doctrinal

The Trinity	- 4 Segments
Christ: His Person & Works	- 7 Segments
The Sacramental Economy	- 9 Segments
Unlocking the Rich Treasure of the CCC: Part 3	– 6 Segments

2-Year Plan—Basic Catechist

This plan is designed to take a slower paced in engaging with the learners and the material. Learners would meet with the mentor or pastoral institutional leader on a monthly basis over a 2-year period.

Month	Monthly Participant Work	Segments
January	The Vocation of the Catechist	1 - 4
February	The Vocation of the Catechist	5 - 8
March	Jesus: The Christocentricity of Catechesis	1 - 4
April	Jesus: The Christocentricity of Catechesis	5 - 8
May	The Deposit of Faith: An Introduction to the Catechism	1 - 3
June	The Deposit of Faith: An Introduction to the Catechism	4 - 6
July	Essential Link Between Liturgy and Catechesis	1 - 4
July	Essential Link Between Liturgy and Catechesis	5 - 9
August	Scripture: The Heart of Catechesis	1 - 3
September	Scripture: The Heart of Catechesis	4 - 6
October	Sacred Scripture: The Big Picture	1 - 4
November	Sacred Scripture: The Big Picture	5 - 7
December	The Ecclesial Method	1 - 4
January	The Ecclesial Method	5 - 7
February	Child Catechetical Methodologies & Learning Styles	1 - 4
March	Child Catechetical Methodologies & Learning Styles	5 - 8
April	Adult Catechetical Methodologies & Learning Styles	1 - 4
May	Adult Catechetical Methodologies & Learning Styles	5 - 8
June	Prayer: Introduction to the Spiritual Life of the Catechist	1 - 3
June	Prayer: Introduction to the Spiritual Life of the Catechist	4 - 5
July	The Trinity	1 - 4
August	Christ His Person & Works	1 - 4
August	Christ His Person & Works	5 - 7
September	The Sacramental Economy	1 - 5
October	The Sacramental Economy	7 - 9
November	Unlocking the Rich Treasure of the CCC - Part 3	1 - 3
December	Unlocking the Rich Treasure of the CCC - Part 3	4 - 6

14 –Month Plan—Basic Catechist

This plan is designed to take an average pace in engaging with the learners and the material. Learners would meet with the mentor or pastoral institutional leader on a monthly basis over 14 months or could meet every other week during this time period.

Week	Weekly Participant Work	Segments
Jan - Week 1-2	The Vocation of the Catechist	1 - 4
Jan - Week 3-4	The Vocation of the Catechist	5 - 8
Feb - Week 1-2	Jesus: The Christocentricity of Catechesis	1 - 4
Feb - Week 3-4	Jesus: The Christocentricity of Catechesis	5 - 8
Mar - Week 1-2	The Deposit of Faith: An Introduction to the Catechism	1 - 3
Mar - Week 3-4	The Deposit of Faith: An Introduction to the Catechism	4 - 6
April Week 1-2	Essential Link Between Liturgy and Catechesis	1 - 4
April Week 3-4	Essential Link Between Liturgy and Catechesis	5 - 9
May - Week 1-2	Scripture: The Heart of Catechesis	1 - 3
May - Week 3-4	Scripture: The Heart of Catechesis	4 - 6
June - Week 1-2	Sacred Scripture: The Big Picture	1 - 4
June - Week 3-4	Sacred Scripture: The Big Picture	5 - 7
July - Week 1-2	The Ecclesial Method	1 - 4
July - Week 3-4	The Ecclesial Method	5 - 7
Aug - Week 1-2	Child Catechetical Methodologies & Learning Styles	1 - 4
Aug - Week 3-4	Child Catechetical Methodologies & Learning Styles	5 - 8
Sept - Week 1-2	Adult Catechetical Methodologies & Learning Styles	1 - 4
Sept - Week 3-4	Adult Catechetical Methodologies & Learning Styles	5 - 8
Oct - Week 1-2	Prayer: Introduction to the Spiritual Life of the Catechist	1 - 3
Oct - Week 304	Prayer: Introduction to the Spiritual Life of the Catechist	4 - 5
Nov - Week 1-2	The Trinity	1 - 4
Nov - Week 3-4	Christ His Person & Works	1 - 4
Dec - Week 1-2	Christ His Person & Works	5 - 7
Dec - Week 3-4	The Sacramental Economy	1 - 5
Jan - Week 1-2	The Sacramental Economy	7 - 9
Jan - Week 3-4	Unlocking the Rich Treasure of the CCC - Part 3	1 - 3
Feb - Week 1-2	Unlocking the Rich Treasure of the CCC - Part 3	4 - 6

School Year—8-Month Plan—Basic Catechist

This plan is designed to take slightly quicker pace in engaging with the learners and the material and would be completed in one school year. Learners could meet with the mentor or parish institutional leader at the conclusion of each semester, monthly, every other week, or weekly using this plan.

Week	Weekly Participant Work	Segments
Sept - Week 1	The Vocation of the Catechist	1 - 4
Sept - Week 2	The Vocation of the Catechist	5 - 8
Sept - Week 3	Jesus: The Christocentricity of Catechesis	1 - 4
Sept - Week 4	Jesus: The Christocentricity of Catechesis	5 - 8
Oct - Week 1	The Deposit of Faith: An Introduction to the Catechism	1 - 3
Oct - Week 2	The Deposit of Faith: An Introduction to the Catechism	4 - 6
Oct - Week 3	Essential Link Between Liturgy and Catechesis	1 - 4
Oct - Week 4	Essential Link Between Liturgy and Catechesis	5 - 9
Nov - Week 1	Scripture: The Heart of Catechesis	1 - 3
Nov - Week 2	Scripture: The Heart of Catechesis	4 - 6
Nov - Week 3	Sacred Scripture: The Big Picture	1 - 4
Dec - Week 1	Sacred Scripture: The Big Picture	5 - 7
Dec - Week 2	The Ecclesial Method	1 - 4
Christmas Break Weeks		
Jan - Week 1	The Ecclesial Method	5 - 7
Jan - Week 2	Child Catechetical Methodologies & Learning Styles	1 - 4
Jan - Week 3	Child Catechetical Methodologies & Learning Styles	5 - 8
Jan - Week 4	Adult Catechetical Methodologies & Learning Styles	1 - 4
Feb - Week 1	Adult Catechetical Methodologies & Learning Styles	5 - 8
Feb - Week 2	Prayer: Introduction to the Spiritual Life of the Catechist	1 - 3
Feb - Week 3	Prayer: Introduction to the Spiritual Life of the Catechist	4 - 5
Feb - Week 4	The Trinity	1 - 4
March - Week 1	Christ His Person & Works	1 - 4
March - Week 2	Christ His Person & Works	5 - 7
March - Week 3	The Sacramental Economy	1 - 5
March - Week 4	The Sacramental Economy	7 - 9
April - Week1	Unlocking the Rich Treasure of the CCC - Part 3	1 - 3
April - Week 2	Unlocking the Rich Treasure of the CCC - Part 3	4 - 6

Quarter Year Plan—Basic Catechist

This plan is designed for the dedicated learner wishing to complete the workshops at a fast pace and would be completed in one quarter of a year. Participants would need to work nearly every day to accomplish this timeline. Learners could meet with the mentor or pastoral institutional leader monthly, every other week, or weekly using this plan.

Week	Daily Participant Work	Segments
Jan - Week 1	The Vocation of the Catechist	1 - 8
Jan - Week 2	Jesus: The Christocentricity of Catechesis	1 - 8
Jan - Week 3	The Deposit of Faith: An Introduction to the	1 - 6
Jan - Week 4	Essential Link Between Liturgy and Catechesis	1 -9
Feb - Week 1	Scripture: The Heart of Catechesis	1 - 6
Feb - Week 2	Sacred Scripture: The Big Picture	1 - 7
Feb - Week 3	The Ecclesial Method	1 - 4
Feb - Week 4	Child Catechetical Methodologies & Learning Styles	1 - 8
Mar - Week 1	Adult Catechetical Methodologies & Learning Styles	1 - 8
Mar - Week 2	Prayer: Introduction to the Spiritual Life of the	1 - 5
Mar - Week 3	The Trinity	1 - 4
Mar - Week 4	The Sacramental Economy	1 - 9
Mar/Apr - Week 5	Unlocking the Rich Treasure of the CCC - Part 3	1 - 6

Creating a Timeline

RCIA Certification Courses:

The Vision for Christian Initiation

      The Catechumenal Process: A Modern Restoration of an Ancient Practice

      Three Approaches to the RCIA Process

      Entrance into Christ and Participation in God's Life

Liturgical Aspect of Christian Initiation

      Essential Link Between Liturgy and Catechesis

      Liturgical Components of the Christian Initiation Process

Catechetical Aspect of Christian Initiation

      Catechesis Echoing What God has Revealed

      Catechetical Components of the Christian Initiation Process

      Scripture the Heart of Catechesis

Pastoral Aspect of Christian Initiation

      The Challenge of Charity: Life in the Family of God

      Pastoral Components of the Christian Initiation Process

Accompaniment

      The Chief Characteristics of Mentorship (not yet available)

      Being Guided and Guiding Souls

      Attunement and Openness to Others (not yet available)

      Building the Mentor Relationship: Empathic Listening

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2-Year Plan—RCIA

This plan is designed to take a slower paced in engaging with the learners and the material. Learners would meet with the mentor or pastoral institutional leader on a monthly basis over a 2 year period.

Month	Monthly Participant Work	Segments
January	Catechumenal Process: A Modern Restoration of an Ancient Practice	1-3
February	Catechumenal Process: A Modern Restoration of an Ancient Practice	4-5
March	Three Approaches to the RCIA Process	1-2
April	Three Approaches to the RCIA Process	3-4
May	Entrance into Christ and Participation in God's Life	1-3
June	Entrance into Christ and Participation in God's Life	4-5
July	Essential Link Between Liturgy and Catechesis	1-3
July	Essential Link Between Liturgy and Catechesis	4-5
August	Liturgical Components of the Christian Initiation Process	1-4
September	Liturgical Components of the Christian Initiation Process	5-7
October	Catechesis Echoing What God has Revealed	1-3
November	Catechesis Echoing What God has Revealed	4-6
December	Catechetical Components of the Christian Initiation Process	1-3
January	Catechetical Components of the Christian Initiation Process	4-7
February	Catechetical Components of the Christian Initiation Process	8-10
March	Scripture the Heart of Catechesis	1-3
April	Scripture the Heart of Catechesis	4-6
May	The Challenge of Charity: Life in the Family of God	1-3
June	The Challenge of Charity: Life in the Family of God	4-5
June	Pastoral Components of the Christian Initiation Process	1-3
July	Pastoral Components of the Christian Initiation Process	4-6
August	Being Guided and Guiding Souls	1-4
August	Being Guided and Guiding Souls	5-7
September	Being Guided and Guiding Souls	8-11
October	Building the Mentor Relationship: Empathic Listening	1-3
November	Building the Mentor Relationship: Empathic Listening	4-6
December	Building the Mentor Relationship: Empathic Listening	7-10

14 –Month Plan—RCIA

This plan is designed to take an average pace in engaging with the learners and the material. Learners would meet with the mentor or pastoral institutional leader on a monthly basis over 14 months or could meet every other week during this time period..

Week	Weekly Participant Work	Segments
Jan - Week 1-2	Catechumenal Process: A Modern Restoration of an Ancient Practice	1-3
Jan - Week 3-4	Catechumenal Process: A Modern Restoration of an Ancient Practice	4-5
Feb - Week 1-2	Three Approaches to the RCIA Process	1-2
Feb - Week 3-4	Three Approaches to the RCIA Process	3-4
Mar - Week 1-2	Entrance into Christ and Participation in God's Life	1-3
Mar - Week 3-4	Entrance into Christ and Participation in God's Life	4-5
April Week 1-2	Essential Link Between Liturgy and Catechesis	1-3
April Week 3-4	Essential Link Between Liturgy and Catechesis	4-5
May - Week 1-2	Liturgical Components of the Christian Initiation Process	1-4
May - Week 3-4	Liturgical Components of the Christian Initiation Process	5-7
June - Week 1-2	Catechesis Echoing What God has Revealed	1-3
June - Week 3-4	Catechesis Echoing What God has Revealed	4-6
July - Week 1-2	Catechetical Components of the Christian Initiation Process	1-3
July - Week 3-4	Catechetical Components of the Christian Initiation Process	4-7
Aug - Week 1-2	Catechetical Components of the Christian Initiation Process	8-10
Aug - Week 3-4	Scripture the Heart of Catechesis	1-3
Sept - Week 1-2	Scripture the Heart of Catechesis	4-6
Sept - Week 3-4	The Challenge of Charity: Life in the Family of God	1-3
Oct - Week 1-2	The Challenge of Charity: Life in the Family of God	4-5
Oct - Week 3-4	Pastoral Components of the Christian Initiation Process	1-3
Nov - Week 1-2	Pastoral Components of the Christian Initiation Process	4-6
Nov - Week 3-4	Being Guided and Guiding Souls	1-4
Dec - Week 1-2	Being Guided and Guiding Souls	5-7
Dec - Week 3-4	Being Guided and Guiding Souls	8-11
Jan - Week 1-2	Building the Mentor Relationship: Empathic Listening	1-3
Jan - Week 3-4	Building the Mentor Relationship: Empathic Listening	4-6
Feb - Week 1-2	Building the Mentor Relationship: Empathic Listening	7-10

School Year—8-Month Plan—RCIA

This plan is designed to take slightly quicker pace in engaging with the learners and the material and would be completed in one school year. Learners could meet with the mentor or pastoral institutional leader at the conclusion of each semester, monthly, every other week, or weekly using this plan.

Week	Weekly Participant Work	Segments
Sept - Week 1	Catechumenal Process: A Modern Restoration of an Ancient Practice	1-3
Sept - Week 2	Catechumenal Process: A Modern Restoration of an Ancient Practice	4-5
Sept - Week 3	Three Approaches to the RCIA Process	1-2
Sept - Week 4	Three Approaches to the RCIA Process	3-4
Oct - Week 1	Entrance into Christ and Participation in God's Life	1-3
Oct - Week 2	Entrance into Christ and Participation in God's Life	4-5
Oct - Week 3	Essential Link Between Liturgy and Catechesis	1-3
Oct - Week 4	Essential Link Between Liturgy and Catechesis	4-5
Nov - Week 1	Liturgical Components of the Christian Initiation Process	1-4
Nov - Week 2	Liturgical Components of the Christian Initiation Process	5-7
Nov - Week 3	Catechesis Echoing What God has Revealed	1-3
Dec - Week 1	Catechesis Echoing What God has Revealed	4-6
Dec - Week 2	Catechetical Components of the Christian Initiation Process	1-3
Christmas Break Weeks		
Jan - Week 1	Catechetical Components of the Christian Initiation Process	4-7
Jan - Week 2	Catechetical Components of the Christian Initiation Process	8-10
Jan - Week 3	Scripture the Heart of Catechesis	1-3
Jan - Week 4	Scripture the Heart of Catechesis	4-6
Feb - Week 1	The Challenge of Charity: Life in the Family of God	1-3
Feb - Week 2	The Challenge of Charity: Life in the Family of God	4-5
Feb - Week 3	Pastoral Components of the Christian Initiation Process	1-3
Feb - Week 4	Pastoral Components of the Christian Initiation Process	4-6
March - Week 1	Being Guided and Guiding Souls	1-4
March - Week 2	Being Guided and Guiding Souls	5-7
March - Week 3	Being Guided and Guiding Souls	8-11
March - Week 4	Building the Mentor Relationship: Empathic Listening	1-3
April - Week1	Building the Mentor Relationship: Empathic Listening	4-6
April - Week 2	Building the Mentor Relationship: Empathic Listening	7-10

Quarter Year Plan—RCIA

This plan is designed for the dedicated learner wishing to complete the workshops at a fast pace and would be completed in one quarter of a year. Participants would need to work nearly every day to accomplish this timeline. Learners could meet with the mentor or pastoral institutional leader monthly, every other week, or weekly using this plan.

Week	Daily Participant Work	Segments
Jan - Week 1	The Catechumenal Process: A Modern Restoration of an Ancient Practice	5
Jan - Week 2	Three Approaches to the RCIA Process	4
Jan - Week 3	Entrance into Christ and Participation in God's Life	5
Jan - Week 4	Catechesis Echoing What God has Revealed	6
Feb - Week 1	Catechetical Components of the Christian Initiation Process	1-5
Feb - Week 2	Catechetical Components of the Christian Initiation Process	6-10
Feb - Week 3	Scripture the Heart of Catechesis	1-6
Feb - Week 4	The Challenge of Charity: Life in the Family of God	5
Mar - Week 1	Pastoral Components of the Christian Initiation Process	6
Mar - Week 2	Being Guided and Guiding Souls	1-5
Mar - Week 3	Being Guided and Guiding Souls	6-11
Mar - Week 4	Building the Mentor Relationship: Empathic Listening	1-5
Mar/Apr - Week 5	Building the Mentor Relationship: Empathic Listening	6-10

Creating a Timeline

Youth Ministry Certification Courses:

Foundations

A Vision for Effective Youth Ministry

Personal Spirituality & the Call to Holiness

Forming Disciples for the New Evangelization

Culture and Context of Youth Ministry

Mobilizing Teens for Service, Leadership and Vocation

Partnering with Families in Youth Ministry

Principles of Intercultural Communication

Catechetical Formation of Adolescents

Incarnational Ministry: Relational Ministry with Teenagers

Effective Catechesis in Youth Ministry

Methods and Practical Skills for Youth Ministry

2-Year Plan—Youth Ministry

This plan is designed to take a slower paced in engaging with the learners and the material. Learners would meet with the mentor or pastoral institutional leader on a monthly basis over a 2-year period.

Month	Monthly Participant Work	Segments
January	A Vision for Effective Youth Ministry	1-2
February	A Vision for Effective Youth Ministry	3-4
March	A Vision for Effective Youth Ministry	5-6
April	Personal Spirituality & the Call to Holiness	1-3
May	Personal Spirituality & the Call to Holiness	4-5
June	Forming Disciples for the New Evangelization	1-2
July	Forming Disciples for the New Evangelization	3-4
July	Forming Disciples for the New Evangelization	5-6
August	Mobilizing Teens for Service, Leadership and Vocation	1-2
September	Mobilizing Teens for Service, Leadership and Vocation	3-4
October	Mobilizing Teens for Service, Leadership and Vocation	5-7
November	Partnering with Families in Youth Ministry	1-2
December	Partnering with Families in Youth Ministry	3-4
January	Partnering with Families in Youth Ministry	5-6
February	Partnering with Families in Youth Ministry	7-8
March	Principles of Intercultural Communication	1-2
April	Principles of Intercultural Communication	3-4
May	Principles of Intercultural Communication	5-7
June	Principles of Intercultural Communication	8-9
June	Incarnational Ministry: Relational Ministry with Teenagers	1-2
July	Incarnational Ministry: Relational Ministry with Teenagers	3-4
August	Incarnational Ministry: Relational Ministry with Teenagers	5-6
August	Effective Catechesis in Youth Ministry	1-2
September	Effective Catechesis in Youth Ministry	3-4
October	Methods and Practical Skills for Youth Ministry	1-2
November	Methods and Practical Skills for Youth Ministry	3-4
December	Methods and Practical Skills for Youth Ministry	4-6

10 –Month Plan—Youth Ministry

This plan is designed to take an average pace in engaging with the learners and the material. Learners would meet with the mentor or pastoral institutional leader on a monthly basis over 14 months or could meet every other week during this time period..

Week	Weekly Participant Work	Segments
Jan - Week 1-2	A Vision for Effective Youth Ministry	1-3
Jan - Week 3-4	A Vision for Effective Youth Ministry	4-6
Feb - Week 1-2	Personal Spirituality & the Call to Holiness	1-3
Feb - Week 3-4	Personal Spirituality & the Call to Holiness	4-5
Mar - Week 1-2	Forming Disciples for the New Evangelization	1-3
Mar - Week 3-4	Forming Disciples for the New Evangelization	4-6
April Week 1-2	Mobilizing Teens for Service, Leadership and Vocation	1-3
April Week 3-4	Mobilizing Teens for Service, Leadership and Vocation	4-7
May - Week 1-2	Partnering with Families in Youth Ministry	1-3
May - Week 3-4	Partnering with Families in Youth Ministry	4-6
June - Week 1-2	Partnering with Families in Youth Ministry	7-8
June - Week 3-4	Principles of Intercultural Communication	1-3
July - Week 1-2	Principles of Intercultural Communication	4-6
July - Week 3-4	Principles of Intercultural Communication	7-9
Aug - Week 1-2	Incarnational Ministry: Relational Ministry with Teenagers	1-3
Aug - Week 3-4	Incarnational Ministry: Relational Ministry with Teenagers	4-6
Sept - Week 1-2	Effective Catechesis in Youth Ministry	1-2
Sept - Week 3-4	Effective Catechesis in Youth Ministry	3-4
Oct - Week 1-2	Methods and Practical Skills for Youth Ministry	1-3
Oct - Week 3-4	Methods and Practical Skills for Youth Ministry	4-6

School Year 7-Month Plan—Youth Ministry

This plan is designed to take slightly quicker pace in engaging with the learners and the material and would be completed in one school year. Learners could meet with the mentor or pastoral institutional leader at the conclusion of each semester, monthly, every other week, or weekly using this plan.

Week	Weekly Participant Work	Segments
Sept - Week 1	A Vision for Effective Youth Ministry	1-3
Sept - Week 2	A Vision for Effective Youth Ministry	4-6
Sept - Week 3	Personal Spirituality & the Call to Holiness	1-3
Sept - Week 4	Personal Spirituality & the Call to Holiness	4-5
Oct - Week 1	Forming Disciples for the New Evangelization	1-3
Oct - Week 2	Forming Disciples for the New Evangelization	4-6
Oct - Week 3	Mobilizing Teens for Service, Leadership and Vocation	1-3
Oct - Week 4	Mobilizing Teens for Service, Leadership and Vocation	4-7
Nov - Week 1	Partnering with Families in Youth Ministry	1-3
Nov - Week 2	Partnering with Families in Youth Ministry	4-6
Nov - Week 3	Partnering with Families in Youth Ministry	7-8
Dec - Christmas Break		
Jan - Week 1	Principles of Intercultural Communication	1-3
Jan - Week 2	Principles of Intercultural Communication	4-6
Jan - Week 3	Principles of Intercultural Communication	7-9
Jan - Week 4	Incarnational Ministry: Relational Ministry with Teenagers	1-3
Feb - Week 1	Incarnational Ministry: Relational Ministry with Teenagers	4-6
Feb - Week 2	Effective Catechesis in Youth Ministry	1-2
Feb - Week 3	Effective Catechesis in Youth Ministry	3-4
Feb - Week 4	Methods and Practical Skills for Youth Ministry	1-3
March - Week 1	Methods and Practical Skills for Youth Ministry	4-6

Quarter Year Plan—Youth Ministry

This plan is designed for the dedicated learner wishing to complete the workshops at a fast pace and would be completed in one quarter of a year. Participants would need to work nearly every day to accomplish this timeline. Learners could meet with the mentor or pastoral institutional leader monthly, every other week, or weekly using this plan.

Week	Daily Participant Work	Segments
Jan - Week 1	A Vision for Effective Youth Ministry	1-6
Jan - Week 2	Personal Spirituality & the Call to Holiness	1-5
Jan - Week 3	Forming Disciples for the New Evangelization	1-6
Jan - Week 4	Mobilizing Teens for Service, Leadership and Vocation	1-4
Feb - Week 1	Mobilizing Teens for Service, Leadership and Vocation	5-7
Feb - Week 2	Partnering with Families in Youth Ministry	1-4
Feb - Week 3	Partnering with Families in Youth Ministry	5-8
Feb - Week 4	Principles of Intercultural Communication	1-4
Mar - Week 1	Principles of Intercultural Communication	5-9
Mar - Week 2	Incarnational Ministry: Relational Ministry with Teenagers	1-6
Mar - Week 3	Effective Catechesis in Youth Ministry	1-4
Mar - Week 4	Methods and Practical Skills for Youth Ministry	1-6

Celebrate the Start

If you can, have a kick-off event! Get key team members on board to help plan. Have food and beverages if possible. The main idea is to get learners excited about the new resource and plan. Some practicalities for the meeting:

1. Share how this is not a traditional academic format. Workshops can be completed in the comfort of their home at any time and there is no cost.

2. Explain the workshops are designed to teach them knowledge as well as form them by assimilating the learning into their ministry roles and lives.

3. Demonstrate the resource and how easy it is to sign on and get started. Remind them to bring laptops if brought to meeting have them register at the event using sign up resource on page 41.

4. Start a track and make a plan using learner plan resource on page 40.

5. Encourage the option to choose a mentor.

6. Share support for them every step of the way.

Encourage Progress of Learners

Progress of learners can be viewed on the pastoral institutional leader's dashboard by clicking on the "Learners" tab.

It will provide instant access to all learners and the progress made for each.

Options for choosing a learner by name, by track, mentored or status are available by setting the filters at the top of the page.

Discover who is working diligently and celebrate successes. Encourage others who may be falling behind anticipated deadlines with a phone call or encouraging e-mail.

Simplifying Catechetical Institute

Celebrate Every Step

An evangelizing community is filled with joy; it knows how to rejoice always. It celebrates every small victory, every step forward in the work of evangelization.

(Joy of the Gospel, 24)

Continual Accompaniment of Mentors

Check in with mentors regularly

Preparing for the meeting:

- Pray for the mentor.

- Reviewing the progress of the learners assigned to them in the dashboard.

Suggestions for the mentor meeting:

- Pray with them.

- Encourage them in their spiritual life.

- Ask about their successes.

- Discover the challenges.

- Provide them with opportunities for their own personal spiritual enrichment (retreats, conferences, workshops, virtual spiritual articles or videos, prayer cards, etc.).

- Appreciate them with a card or small token of appreciation.

Presentation/Kick-off Planning Sheet–Page 1

Details of the event:

What date and time?

_____

Where will the event happen and where will the presenter stand?

_____

Where will group be seated? Tables or chairs needed?

_____

What technology will you need for the event?

_____

Will refreshments be provided? Who can set up and bring them?

_____

Winning them over:

Describe the unique features of the Franciscan Catechetical Institute:

_____
_____
_____
_____
_____
_____

What do you hope that the learners get out of this program?

_____
_____

Inviting people to attend:

Using one method of invitation is never 100% effective. What are the three different ways to invite them to attend the presentation?

_____
_____
_____

Presentation/Kick-off Planning —Page 2

Do you want the mentors for this group to be present? How will they be invited?

_____

Will learners be shown how to register?

_____

Will a workshop be demonstrated or will the aspects of the workshop be shown ?

Describe what this will look like.

_____
_____

Setting expectations:

Will there be a completion date announced? _____

If "yes" what is the target date? _____

How long of a period is in between the presentation date and the target date?

_____

What is the pace of completion that learners will have to keep up in order to hit the target date?
_____

How do you plan on celebrating or recognizing those who have completed the track?

_____
_____

Explanation of mentors:

What are the most important aspects of the mentor/learner relationship needed to be explained?

_____
_____
_____
_____

What is the plan for introducing the learners to their mentors?

_____
_____

Catechetical Institute Learners Goals Sheet
Planning for Success!

Name: _____

Email: _____

Phone:_____

What track do you plan on completing?

_____

When would you like to have completed this track?

_____

What do you hope to gain from taking this track?

_____

_____

_____

A workshop takes anywhere from 2 to 4 hours to complete. The workshops do not have to be finished all at once. They can be done in stages. How much time per week can you dedicate to moving through the workshops?

_____

_____

What day(s) and at what time of the day will you dedicate completing the workshops? (example: "every Tuesday evening from 6:30pm to 8:00pm" or "every Saturday morning")

_____

_____

Where will you go to work on the track? Pick a spot where you know you will have limited distractions.

_____

_____

_____

Adult Formation for the Parish

Using this resource is possible for faith formation for all adults in the parish.

Choose a track (collection of workshops) or just one specific workshop that might appeal to the community.

Choose a time when there is an openness to new learning, such as Advent, Lent, Pentecost, Summer of Fall.

Determine a time frame, weekly, bi-weekly, monthly, session length and what segments could reasonably be accomplished at the gathering.

Choose whether this will be in person or virtual.

Advertise to the group sharing the relevance of the topic and the structure. Invite them to sign –up using the flyers on page 41 and 42 and encourage them to check out the resource before hand if they are able.

Choose a facilitator who is conversant with the video and texts and is comfortable with sharing faith and drawing faith experiences from others. The facilitator keeps the discussion flowing and free from being dominated by one person.

Facilitators may benefit from taking some or all of the mentor training workshops.

Tips for Success:

Use one track and explore a few of the offerings in this track to begin.

Use the online presenters biographical videos found in each workshop for promotion.

Participants can bring a laptop to type their answers or have paper available for those who wish to write their answers.

Have bibles and catechisms available at each table

Consider printing handouts for everyone.

A large group could be divided into smaller groups by assigning a facilitator to each.

Set aside time for group prayer, at the beginning, or conclusion of the session or both.

Create a calendar showing when certain workshops will be offered.

If possible, provide hospitality, appropriate food or beverage and be sure chairs and table are set up before start time.

Have extra pens and pencils available

Consider using nametags and make time for introductions at each session .

Franciscan At Home Sign Up

FREE ONLINE FAITH ENRICHMENT COURSES

Go to the following link: https://franciscanathome.com/raleigh

On the right of this web page is a large blue button

> My parish or school is already registered, and I would like to set up my individual free account under that institution

By clicking on this button, you are taken to **"Welcome to Franciscan at Home"**

Click on **"create a new account"**

"User Account" page will appear to set up a personal account
Type in your name and e-mail, create a unique password, set your time zone, upload a profile picture, enter your phone number and mailing address

Under Diocese, scroll down and choose Diocese of Raleigh

Complete your Demographic Information, Parish Name and Location

Enter your ministry area as it applies to you. (Ministry experience is not required to take a course.) Click on **Create an Account** box at the bottom

"Sign Up for Free Through Your Institution" page will appear

Choose *Country—United States*, *Diocese—Diocese of Raleigh*, and Institution—Your Parish Nme and click **Sign Up** box at the bottom

You will be directed to your personal page... where you can start your first workshop by searching by track or title.

Start A Workshop Today!

Parish Name

presents

Franciscan at Home

FREE ONLINE FAITH ENRICHMENT COURSES

VARIETY OF COURSES AT YOUR CONVENIENCE

1. FREE unlimited access
2. Designed for you!
3. Lifelong learners, Parents, Mentors, Facilitators, Leaders, Pastoral Care Workers, Social Outreach and Lay Ministers
4. Diocesan Certification Process for Catechists, Youth Ministers, RCIA Ministers, and Mentors

FOR MORE INFORMATION CONTACT:

Name
Title
E-mail
Phone
Parish Website
Other

REGISTER TODAY!

1. Go to: https://franciscanathome.com/raleigh
2. Create an Account using Blue Button
3. Complete Registration Process

OFFICE OF
Evangelization + Discipleship
Equipping Catholic Leaders

Diocesan Certification

The Franciscan University Catechetical Institute can be used as the formation piece for:

> Basic Diocesan Catechist Certification Track is applicable to anyone serving in catechetical ministry.

> Youth Ministry Certification applies to anyone serving youth in the parish and includes Basic Catechist Track plus the Youth Ministry Track.

> RCIA Certification is for anyone serving in RCIA ministry and includes Basic Catechist Certification Track plus the RCIA Ministry Track

> Equivalencies from other institutions may be combined for certification.

Simplifying Catechetical Institute

Note:

Safe Environment Training and a Recommendation Letter are additional requirements for certification. For more information: https://dioceseofraleigh.org/faith-formation/catechist-certification

FUCI in Spanish

Some of the Catechetical Institute's Courses are in or dubbed in Spanish. The Español: Certificación Diocesana Básica Para Catequistas can be used as the formation piece for basic catechist certification.

For help with this resource in the Spanish language, contact Patrick Ginty at patrick.ginty@raldioc.org

Ongoing Diocesan Support

The Office of Evangelization and Discipleship Faith Formation team members are here to support the work of parish leaders in their endeavors with Catechetical Institute.

Contact us anytime for a personal consultation. We are here to help bring success!

Diocese of Raleigh
7200 Stonehenge
Raleigh NC 27613

Simplifying Catechetical Institute

Patrick Ginty
Director of Faith Formation

919.612-8252
patrick.ginty @raldioc.org

Worksheet Note:

Resources on pages 38-41 are available as individual PDF's.

If you would like one of these resources emailed , contact Patrick Ginty