

# Part II: The Standards

The Alliance for the Certification of  
Lay Ecclesial Ministers (ACLEM)



## Introduction

Each of the four standards includes a brief descriptor and a vision statement followed by a set of core competencies. After the four standards are the specialized competencies of each of the Alliance partner organizations. This proposed revision of the *National Certification Standards for Lay Ecclesial Ministers* includes all of this material in its entirety. It is understood throughout this document that the revised *National Certification Standards* (or simply, the *Standards*) refers to the combined descriptors, vision statements, and core and specialized competencies. It is this material which follows in this section that is being submitted to the Subcommittee for re-approval, along with the certification procedures detailed in the next section. (Important: The indicators that appear in Appendix 2 are not being submitted to the Subcommittee for review and approval. They are included in this documentation as support material only.)

### 1.0 Standard One: Human

Lay ecclesial ministers demonstrate the qualities of human maturity needed for fruitful ministry with the people of God.

#### Vision Statement

Lay ecclesial ministers, as all ecclesial ministers, develop their human character and relational abilities so that they can be “a bridge and not an obstacle” for people in their encounter with Jesus Christ. \* This development entails the twofold dynamic of strengthening positive traits that foster ministerial effectiveness and lessening negative traits that hinder it. Accordingly, lay ecclesial ministers strive to deepen their knowledge of self and others, grow from experiences of suffering and challenge, appreciate and value, and demonstrate basic human virtues. Cultivating such traits and skills within a Christ-centered community contributes to the development of “a healthy and well-balanced personality, for the sake of both personal growth and ministerial service” (Co-Workers, p. 36).

\* Pope John Paul II, *Pastores Dabo Vobis: I Will Give You Shepherds* (1992), 43.

#### Core Competencies

A lay ecclesial minister will:

- 1.1 Appreciate and affirm the dignity of each human person and demonstrate openness and willingness to encounter the personal values of diverse cultures, races, and socioeconomic groups.
- 1.2 Identify personal gifts and limitations through self-reflection, personal prayer, collaboration with others, peer feedback, supervisory assessment processes, and/or spiritual companioning.
- 1.3 Engage in continuing lifelong formation through programs or practices of on-going

- ministerial development and personal growth.
- 1.4 Recognize both the reality of sin with its personal and social consequences and the power of forgiveness and reconciliation to heal persons and relationships.
  - 1.5 Recognize the importance of self-care by maintaining a healthy lifestyle and a reasonable balance among the legitimate claims of family, community, personal relationships, and ministry.
  - 1.6 Manifest "*psychological health*, marked by integrity, appropriate interpersonal boundaries, and the ability to honor and safeguard the trust that people place in them as Church ministers" (*Co-Workers*, p. 36).
  - 1.7 Understand the responsibility inherent in positions of pastoral leadership and be diligent in the responsible exercise of such regarding, for example, sexuality, confidentiality, financial accountability, supervision of others, and decision making.
  - 1.8 Be mindful and understand the role that family systems and dynamics play in the personal development of the minister.

## **2.0 Standard Two: Spiritual**

Sharing in the common priesthood of all the baptized, a lay ecclesial minister demonstrates Christian spirituality as foundational to ministry, integrated in service with the people of God, and possessing a sacramental view of creation that recognizes the world can be a vessel of God's presence and God's transforming grace.

### Vision Statement

Having encountered the person and message of Jesus Christ, the hunger of the lay ecclesial minister for union with the Triune God is constant. The result of this hunger is the call to holiness, founded on the Word of God, experienced in the liturgy and sacraments, formed through suffering, nurtured in joy, and sustained in community with all the baptized and through the Church as Mystical Body. The minister gives witness to a well-formed spirituality through a rich and diversified prayer life, theological reflection, and action rooted in Catholic social teaching. Spiritual formation is grounded in the understanding that "if ministry does not flow from a personal encounter and ongoing relationship with the Lord, then no matter how 'accomplished' it may be in its methods and activities, that ministry will lack the vital soul and source needed to bear lasting fruit" (*Co-Workers*, p. 38). Therefore, open to the mystery of God's love and in touch with the world's realities, all actions of the lay ecclesial minister flow from "that fundamental conversion that places God, and not oneself, at the center of one's life" (*Co-Workers*, p. 38).

### Core Competencies

A lay ecclesial minister will:

- 2.1 Embody an integrated spirituality formed by Scripture and liturgical celebration, theological reflection, and active participation in parish life.
- 2.2 Bear witness to the Eucharist as the source and summit of our lives both as individuals and within the Catholic community.

- 2.3 Live a life of liturgical and private prayer that is both formed by and reflective of the breadth and depth of the Catholic spiritual tradition.
- 2.4 Demonstrate an integration and value of the sacred arts, i.e., art, music, and architecture, into liturgical celebrations and communal prayer.
- 2.5 Honor the call to ministry that is rooted in one's baptism by developing ministerial goals that flow from one's spirituality and reflect an integration of Gospel values.
- 2.6 Accept and articulate one's ministerial vocation as coming from God and confirmed by the ecclesial community.
- 2.7 Demonstrate an ability to discern the "signs of the times" and address current realities in the Church and the world in light of the Gospel.
- 2.8 Display an openness to ecumenical prayer, works, and practices that promote Christian unity, acknowledging the gifts afforded to humanity from world religions.
- 2.9 Model the spirit of Jesus in one's life, identify with and promote the global mission of the Church.
- 2.10 Develop a spirituality responsive to the diverse cultural expression of conversion, communion, mission and solidarity.
- 2.11 Utilize new and social media and other technology to foster and develop communal spirituality.

### **3.0 Standard Three: Intellectual**

A lay ecclesial minister demonstrates understanding of the breadth of Catholic theological and pastoral studies as well as the intellectual skill to use that knowledge in ministry with God's people from diverse populations and cultures.

#### Vision Statement

"Formation for lay ecclesial ministry is a journey beyond catechesis into theological study" (*Co-Workers*, p. 43). A lay ecclesial minister's faith and ministry is formed by the study of the Catholic theological tradition focusing on the following core elements: Scripture and its interpretation, dogmatic theology, Church history, liturgical and sacramental theology, moral theology and Catholic social teaching, pastoral theology, spirituality, canon law, ecumenism and interreligious dialogue. Based upon this study, a theologically competent minister can articulate and interpret this Catholic theological tradition with disciples from diverse communities. A key dynamic of effective lay ecclesial ministry is the integration into ministry practices of the key documents and principal theories of pastoral ministry.

#### Core Competencies

A lay ecclesial minister will:

- 3.1 Know and integrate into ministerial practice a theology of revelation as God's self-disclosure, and interpretation of Scripture and tradition in accord with *Dei Verbum*.
- 3.2 Know and integrate into ministerial practice Trinitarian theology, Christology, pneumatology, missiology, theological anthropology, and ecclesiology.
- 3.3 Know the major events in the history of the Church, especially the Second Vatican

- Council, understand the perspective those events provide on the life of the Church today, and integrate this understanding into ministerial practice
- 3.4 Know and integrate into ministerial practice the liturgy and rites of the Church, liturgical theology, worship, and sacraments and traditions of liturgical spirituality.
  - 3.5 Know and integrate into ministerial practice a theology of the moral life, including Catholic social teaching, attentive to relationship with God, neighbor and the earth.
  - 3.6 Know and integrate into ministerial practice a theology of pastoral ministry as well as guiding principles for the practice of ministry in support of the Pastoral Competencies.’
  - 3.7 Know and integrate the history and theology of Catholic spiritual traditions into prayer and ministerial practice.
  - 3.8 Know and integrate into ministerial practice a foundational understanding of Canon Law and its role in the life of the Church.
  - 3.9 Know the Catholic principles for ecumenism and interfaith engagement, apply these in ministerial practice, and be able to publicly represent Catholic belief/practice in respectful engagement and collaboration with others.
  - 3.10 Know and integrate into ministerial practice a foundational understanding of the humanities and social sciences.
  - 3.11 Know and integrate into ministerial practice knowledge of intercultural communication and linguistic/cultural skills, appropriate to their cultural and ministerial context. **4.0**

#### **4.0 Standard Four: Pastoral**

A lay ecclesial minister demonstrates a range of leadership and pastoral skills needed for functioning effectively in ministry.

##### Vision Statement

As a response to their baptismal call, lay ecclesial ministers accept the grace of leadership and manifest a range of skills and pastoral gifts which allow them to function effectively in ministry. In their role as evangelizers, they operate in a parochial setting which has various dimensions—faith formation, worship, cultural diversity, community life, social justice, and apostolic service. They are effective listeners who foster respect and offer compassionate care within varied family, community, and cultural settings. In the spirit of the Gospel, they serve others as companions on the journey of faith. These ministers demonstrate good stewardship, work collaboratively with other lay and ordained ministers, and exhibit human resource and management skills. They have an ability to discern and nurture the gifts of all the baptized in order to build the Kingdom of God. Lastly, these ministers embrace a professional code of ethics worthy of Catholic ministry and abide by civil and Church law. “Pastoral formation cultivates the knowledge, attitudes, and skills that directly pertain to effective functioning in the ministry setting and that also pertain to pastoral administration that supports direct ministry” (*Co-Workers*, page 47).

## Core Competencies

A lay ecclesial minister will:

- 4.1 Manifest a pastoral charity which seeks the salvation and sanctification of those they serve.
- 4.2 Empowers people to enculturate the Gospel through critical reflection of their own culture, fostering unity in diversity by utilizing human, spiritual, theological, and pastoral approaches proper to each culture.
- 4.3 Implement the principles and processes of evangelization and faith formation as outlined in national and universal Church documents.
- 4.4 Understand contemporary communication technology and assess the best ways to employ it for proclamation of the Gospel.
- 4.5 Utilize leadership skills of collaboration, visioning, planning, communication, decision making, delegation, and conflict management to work effectively with others.
- 4.6 Employ the benefits of effective ministerial supervision of, seeking supervision oneself and providing supervision to employees and volunteers.
- 4.7 Continually seek opportunities to improve knowledge, attitudes, and skills that directly pertain to effective functioning in the ministry setting.
- 4.8 Develop, nurture, and participate in the prayer life of the community in which one serves.

## **Revised Specialized Competencies of the Five Alliance Organizations**

The specialized competencies are presented here in the following order (alphabetically by organization). Each of the specialized competencies is designated below by the abbreviation that follows each role:

Federation of Diocesan Liturgical Commissions (FDLC)

- \_ Diocesan Director of Worship–DW
- \_ Parish Director of Liturgy-DL

National Association for Lay Ministry (NALM) Parish Life Coordinator–PLC

- \_ Pastoral Associate–PA
- \_ Parish Business Manager-PBM

National Association of Pastoral Musicians (NPM)

- \_ Director of Music Ministries–DMM

National Conference for Catechetical Leadership (NCCL)

- \_ Parish Catechetical Leader–PCL
- \_ Parish Director of Evangelization-PDE

National Federation for Catholic Youth Ministry (NFCYM)

- \_ Youth Ministry Leader, including *Pastoral Juvenil Hispana* or High School Campus Ministry Leader–YML

— Diocesan Youth Ministry Leader, including *Pastoral Juvenil Hispana*—DYML  
**FDLC / Diocesan Director of Worship (DW) Specialized Competencies**

The (arch)bishop is the chief liturgist of his (arch)diocese. He appoints the pastors and other ministers to care for the liturgical life of his people.

In collaboration with these ministers, a competent lay liturgist will prepare and execute liturgies with style and grace. He/she will also be responsible for the liturgical formation of liturgical ministers and parish assemblies.

In addition to the competencies and standards listed above, the lay liturgist will be well formed in the study of Sacred Liturgy—its theology, its history, and its right praxis.

It is assumed that one who serves as a Director of Worship at an (arch)diocesan level and who serves the (arch)bishop and clergy and the faithful of the (arch)diocese, will possess at least a master's degree in liturgical studies from an accredited university program.

A Diocesan Director of worship will:

Demonstrate a knowledge of official liturgical documents and texts

- DW 1 Demonstrate facility with the Church's official liturgical books and be able to implement the various rites of the Church in their appropriate liturgical contexts.
- DW 2 Demonstrate knowledge and understanding of current legislation, documentation, and pastoral practice in order to prepare liturgical rites and celebrations
- DW 3 Demonstrate an ability to evaluate liturgical celebrations in fidelity to the official liturgical books and Catholic liturgical theology.
- DW 4 Develop parish liturgical and music guidelines and policies in accord with universal and diocesan norms.

Demonstrate a knowledge of liturgical history

- DW 5 Demonstrate an ability to explain the history of Catholic liturgy and the cultural contexts which impacted it.

Demonstrate a knowledge of the liturgical year

- DW 6 Demonstrate an understanding of the Liturgical Year by appropriately celebrating the seasons, weeks, days, and hours of the year.
- DW 7 Demonstrate a knowledge of the sanctoral cycle and its place within the liturgical year.

Demonstrate cultural sensitivity

- DW 8 Demonstrate proficiency and intercultural sensitivity in preparing, coordinating, and implementing communal celebrations which respect assemblies of various languages and cultural groups.





DW 9 Demonstrate familiarity with the richness of the devotional and sacramental life of the Church and guide its authentic celebration in a parish or broader context.

Competencies related to Music

DW 10 Demonstrate an understanding of the ritual, spiritual, and cultural dimensions of music as integral to the sacred liturgy, and demonstrate the ability to collaborate in evaluating its musical, liturgical, and pastoral appropriateness in a particular rite.

Competencies in Liturgical Formation

DW 11 Develop a parish program for the effective formation, training, enrichment, supervision, and evaluation of liturgical ministers and a similar program for a parish worship committee.

DW 12 Create opportunities for liturgical catechesis: catechesis through liturgy, catechesis for liturgy, and the link between liturgy and social justice.

DW 13 Develop a comprehensive and long-range vision for parish liturgical life based on Church documents and directives.

Portfolio Requirements for Diocesan Director of Worship (DW)

1. A cover letter in which the applicant formally requests certification.
2. All initial application materials for admission to the certification process.
3. Written assessments by the candidate, supervisor, peer or colleague, subordinate, (arch)bishop or (arch)diocesan director.
4. Minimum 150 clock hours or 15 credits in five core theological disciplines. Equivalency may be demonstrated by a paper, examination, lecture, or other approved method.
5. Eighteen graduate credits in Liturgical Studies. Equivalency may be demonstrated by a paper, examination, lecture, or other approved method.
6. Evidence of successful preparation and execution of major parish or (arch)diocesan liturgical celebrations.
7. Integration paper that applies personal, spiritual, theological, pastoral and specialized competence to the practice of pastoral ministry
8. A master's degree from an accredited institution.

## **FDLC / Parish Director of Liturgy (DL) Specialized Competencies**

The (arch)bishop is the chief liturgist of his (arch)diocese. He appoints the pastors and other ministers to care for the liturgical life of his people.

In collaboration with the Bishop and the pastor, a competent lay liturgist will prepare and execute liturgies with style and grace. He/she may also be responsible for the liturgical formation of the liturgical ministers and parish assemblies.

In addition to the competencies and standards listed above, the lay liturgist will be well formed in the study of Sacred Liturgy—its theology, its history, and its right praxis.

While it is assumed that one who directs an Office of Worship at an (arch)diocesan level will possess at least a master's degree in liturgical studies from an accredited university program, the parish director of liturgy should also be adequately trained to fulfill his/her duties.

A parish director of liturgy will:

### Demonstrate a knowledge of official liturgical documents and texts

- DL 1 Demonstrate facility with the Church's official liturgical books and be able to implement the various rites of the Church in their appropriate liturgical contexts.
- DL 2 Demonstrate knowledge and understanding of current legislation, documentation, and pastoral practice in order to prepare liturgical rites and celebrations.
- DL 3 Demonstrate an ability to evaluate liturgical celebrations in fidelity to the official liturgical books and Catholic liturgical theology.
- DL 4 Follow guidelines and policies in accord with universal and diocesan norms.

### Demonstrate a knowledge of liturgical history

- DL 5 Demonstrate an ability to explain the history of Catholic liturgy and the cultural contexts which impacted it.

### Demonstrate a knowledge of the liturgical year

- DL 6 Demonstrate an understanding of the Liturgical Year by appropriately celebrating the seasons, weeks, days, and hours of the year.
- DL 7 Demonstrate a knowledge of the sanctoral cycle and its place within the liturgical year.

### Demonstrate cultural sensitivity

- DL 8 Demonstrate proficiency and intercultural sensitivity in preparing, coordinating, and implementing communal celebrations which respect assemblies of various languages and cultural groups.

DL 9 Demonstrate familiarity with the richness of the devotional and sacramental life of the Church and guide its authentic celebration in a parish or broader context.

Competencies related to Music

DL 10 Demonstrate an understanding of the ritual, spiritual, and cultural dimensions of music as integral to the sacred liturgy, and demonstrate the ability to collaborate in evaluating its musical, liturgical, and pastoral appropriateness in a particular rite.

Competencies in Liturgical Formation

DL 11 In collaboration with the (arch)diocesan Office of Worship, develop a parish program for the effective formation, training, enrichment, supervision, and evaluation of liturgical ministers.

DL 12 Create opportunities for liturgical catechesis: catechesis through liturgy, catechesis for liturgy, and the link between liturgy and social justice.

DL 13 With the pastor, develop a comprehensive and long-range vision for parish liturgical life based on Church documents and directives.

Portfolio Requirements for Parish Director of Liturgy (DL)

1. A cover letter in which the applicant formally requests certification.
2. All initial application materials for admission to the certification process.
3. Written assessments by the candidate, supervisor, peer or colleague, subordinate, (arch)bishop or (arch)diocesan director.
4. Minimum 150 clock hours or 15 credits in five core disciplines. Equivalency may be demonstrated by a paper, examination, lecture or other approved method.
5. Eighteen undergraduate credits in Liturgical Studies. Equivalency may be demonstrated by a paper, examination, lecture or other approved method.
6. Evidence of successful preparation and execution of major parish or (arch)diocesan liturgical celebrations.
7. Integration paper that applies personal, spiritual, theological, pastoral and specialized competence to the practice of pastoral ministry.
8. A bachelor's degree from an accredited institution.

## **NALM / Parish Life Coordinator (PLC) Specialized Competencies**

A parish life coordinator is a professional minister who is entrusted by the (arch)diocesan bishop with the pastoral care of a parish (Canon 517.2). In collaboration with a presbyteral moderator appointed by the (arch)diocesan bishop, the parish life coordinator has the responsibility of overseeing the entire Catholic community within a specific locale. The parish life coordinator enables and empowers the community to be a sign of the reality of the Kingdom of God.

A parish life coordinator will:

- PLC 1 Exercise responsibility for coordinating the pastoral care of the parish in all of its dimensions: communal, liturgical, prophetic-catechetical, service, evangelization, and administration.
- PLC 2 Exhibit a capacity for leadership and collaboration in all aspects of parish life and ministry including the skills required for supervising staff and the competencies appropriate to the diversity of the community.
- PLC 3 Seek the guidance of parishioners as expressed by the pastoral council, the parish finance council, and other collaborative structures in the parish and/or region.
- PLC 4 Foster the spiritual growth of all parishioners and encourage them to put their talents and their baptismal gifts/charisms at the service of others.
- PLC 5 Integrate Catholic social teachings principles within ministry by incorporating opportunities for justice and service to the Church and broader community and provide theological reflection on those opportunities.
- PLC 6 Develop a parish rich in worship and prayer in all of its dimensions by collaborating with the worship committee and the sacramental minister (Canon 517.2) in providing for the liturgical and sacramental life of the parish.
- PLC 7 Promote the ministry of the word and preach effectively in appropriate pastoral settings in accord with national and (arch)diocesan/eparchial norms.
- PLC 8 Preside at liturgies, including Sunday celebrations in the absence of a priest, in accord with liturgical principles and national and (arch)diocesan/eparchial norms.
- PLC 9 Provide pastoral care and assistance to petitioners and respondents in marriage nullity cases.
- PLC 10 Exercise effective pastoral care for the sick, the dying, and the grieving in the parish
- PLC 11 Initiate, develop, and support specialized pastoral ministries according to the needs of the parish community.
- PLC 12 Collaborate in the catechesis and pastoral care of those preparing for sacraments and promote lifelong faith formation for all parishioners.
- PLC 13 Collaborate effectively with organizations, (arch)diocesan and parish staffs and groups, parish lay ecclesial ministers, the presbyteral moderator, and the sacramental moderator (Canon 517.2).
- PLC 14 Collaborate with the local (arch)diocese in a way that honors its vision for pastoral care of parishes, its programs for parish enrichment, its policies and procedures for parish administration, the sacramental moderator who represents the (arch)bishop and the (arch)diocese, and the deanery or regional structure in which the parish resides.

PLC 15 Ensure the observance of all applicable civil laws in accepted non-profit management practices.

PLC 16 Oversee the proper care for and use of parish's facilities in accord with (arch)diocesan/eparchial norms and civil law.

### Portfolio Requirements for Parish Life Coordinator (PLC)

1. A cover letter in which the applicant formally requests certification.
2. All initial application materials for admission to the certification process.
3. Written assessments by the candidate, supervisor, peer or colleague and subordinate.
4. Master's degree in theology, pastoral ministry or allied field. Equivalency in one or more of the core theological areas may be demonstrated by a combination of research paper, lecture, or other approved method.
5. Evidence of successful leadership in a pastoral context (e.g., job description, programs, planning documents).
6. Integration paper that applies personal, spiritual, theological, pastoral and specialized competence to the practice of pastoral ministry.

### **NALM / Pastoral Associate (PA) Specialized Competencies**

A pastoral associate is a professional minister who shares the overall care of the parish with the pastor or on-site pastoral team. He or she is a member of the parish staff, usually full-time, and is accountable to the pastor. The ministry of the pastoral associate is comprehensive, relating to all aspects of parish life, but with designated responsibilities, e.g., liturgy, faith formation and development, administration, pastoral care, or social outreach. The responsibilities assigned to the pastoral associate depend on the needs of the parish and the gifts of the pastoral associate as well as the gifts of other members of the pastoral staff.

A pastoral associate will:

- PA 1 Exhibit a capacity for leadership and collaboration in all aspects of parish life and ministry including competencies appropriate to the diversity of the community.
- PA 2 Recognize, address, respect, and assist with the implementation of the parish vision and mission.
- PA 3 Foster the faith life of the community by providing opportunities that address the spiritual, moral, and lifelong formation of all parishioners.
- PA 4 Promote evangelization as one of the primary activities of one's ministry.
- PA 5 Demonstrate a sensitivity to the concerns that affect the community and seeks ways to celebrate its cultural diversity.
- PA 6 Engage in appropriate and effective communication with persons of cultures other than one's own and recognize the need to develop intercultural competency.
- PA 7 Integrate Catholic social teachings applications within ministry by incorporating opportunities for justice and service to the Church and broader community including theological reflection on those opportunities.
- PA 8 Preach effectively in appropriate pastoral settings in accord with national and

(arch)diocesan norms.

- PA 9 Preside at liturgies and prayer services, including Sunday celebrations in the absence of a priest, in accord with liturgical principles and national and (arch)diocesan/eparchial norms.
- PA 10 Provide pastoral care and assistance to petitioners and respondents in marriage nullity cases.
- PA 11 Collaborate in the catechesis and pastoral care of those preparing for sacraments.
- PA 12 Exercise effective pastoral care of the sick, the dying, and the grieving in the parish community.
- PA 13 Initiate, develop, and support specialized pastoral ministries according to the needs of the parish community.

#### Portfolio Requirements for Pastoral Associate (PA)

1. A cover letter in which the applicant formally requests certification.
2. All initial application materials for admission to the certification process.
3. Written assessments by the candidate, supervisor, peer or colleague and subordinate.
4. Preferably a Master's degree in theology, pastoral ministry or allied field. Minimum of 300 clock hours or 30 credits. Equivalency in one or more of the core theological areas may be demonstrated by a combination of research paper, lecture or other approved method.
5. Evidence of successful leadership in a pastoral context (e.g., job description programs, planning documents).
6. Integration paper that applies personal, spiritual, theological, pastoral and specialized competence to the practice of pastoral ministry.

#### **NALM / Parish Business Manager (PBM) Specialized Competencies**

The Parish Business Manager is responsible for the supervision and management of all financial activities, administrative functions, human resources, church properties and facilities, oversight of long-term improvement projects, and all related processes and systems for the parish. Under the general direction of the pastor, the Parish Business Manager provides efficient and professional business and facility management leadership with the purpose of allowing the pastor maximum freedom to provide pastoral care to the parish community, directing these efforts within a frame work of shared ministry and Catholic values consistent with the mission and purpose of the parish. This responsibility includes safeguarding Church assets, exercising prudence in financial matters, accountability to those who provide monetary support to the Church and to regulatory authorities, and compliance with all civil regulations. The Parish Business Manager generally participates in the hiring, training and supervision of parish staff and volunteers and administers employee benefits including insurance coverage, retirement plan, scheduling, and payroll functions in accordance with (arch)diocesan and parish policies.

A parish business manager will:

- PBM 1 Demonstrate and maintain accountability and transparency to all applicable entities and individuals.
- PBM 2 Apply accepted accounting practices (GAAP) for non-profit organizations.
- PBM 3 Establish and manage comprehensive cash and asset management policies and procedures.
- PBM 4 Apply wide-ranging Human Resource best practices and ensure compliance with (arch) diocesan, federal, state, and local laws and directives,
- PBM 5 Coordinate care and maintenance of physical plant including working schedules, policies, and procedures guiding staff in applying stewardship principles and best practices.
- PBM 6 Utilize the basic vocabulary and “temporal goods” section of Canon Law related to local diocesan norms in conjunction with civil law to assist with financial and temporal affairs related to parish goods and ministries.
- PBM 7 Ensure that the parish technological resources are sufficient and administered to achieve the parish, (arch) diocesan and universal Church mission.
- PBM 8 Understand and demonstrate the Catholic catechetical teachings related to stewardship.
- PBM 9 Ensure that parish resources are allocated correctly to achieve the parish mission and work within fiscal means.
- PBM 10 Integrate new technology trends and use or direct the use of these to ensure parish communications remain current and relevant.
- PBM 11 Use wide-ranging processes to fulfil all Church, government, and other agency requirements for compliance-reporting and record-keeping.
- PBM 12 Lead by personal example and Gospel values, supporting the pastor in setting high standards for leadership.

#### Portfolio Requirements for Parish Business Manager (PBM)

1. A cover letter in which the applicant formally requests certification.
2. All initial application materials for admission to the certification process.
3. Written assessments by the candidate, supervisor, peer or colleague and subordinate.
4. Minimum of 150 clock hours or 15 credits. Equivalency in one or more of the core theological areas may be demonstrated by a combination of research paper, lecture or other approved method
5. Preferably at least a bachelor’s degree in accounting, finance, or business management or allied field. Evidence of study in non-profit management principles. Equivalency may be demonstrated by examination, paper, lecture or other approved method.
6. Evidence of successful leadership in a pastoral context (e.g., job description programs, planning documents).
7. Integration paper that applies personal, spiritual, theological, pastoral and specialized competence to the practice of pastoral ministry.

## **NCCL / Parish Catechetical Leader (PCL) Specialized Competencies**

By virtue of baptism, all Christians are called to proclaim the Good News. The Spirit elects certain individuals and calls them to the specialized role of catechetical leader within the faith community. As competent catechetical leaders they collaborate with others to develop a culture of lifelong formation within their communities that enables each adult, youth and child to know and love Jesus Christ, and to grow as a disciple and a witness to the Gospel.

As such the catechetical leader will be well formed in the study of the Catholic faith and of catechesis—its theology, its history, and its right praxis.

A parish catechetical leader will:

- PCL 1 **D**irect the parish catechetical program through design, implementation, and evaluation of parish catechetical processes.
- PCL 2 **E**mbrace the catechumenate as model and inspiration for all catechesis.
- PCL 3 **C**ollaborate with stakeholders – pastor, staff, school personnel, appropriate committees and boards – to develop a comprehensive lifelong vision and plan for parish catechesis, based on ecclesial catechetical documents and correlated with the parish and (arch)diocesan vision.
- PCL 4 **E**nsure that catechesis is age-appropriate, sensitive to diverse cultural backgrounds, responsive to learning styles across the lifespan, and adapted to those with disabilities.
- PCL 5 **P**lan and evaluate catechetical ministry through the lens of evangelization, and ensure the centrality of catechesis in the development of the parish as an evangelizing community.
- PCL 6 **D**evelop and implement parish catechetical policies in accord with (arch)diocesan policies and guidelines.
- PCL 7 **R**ecognize and support parents in their role as the first educators of their children, implement programs that engage the family as an essential partner, and champion the family as domestic church.
- PCL 8 **R**ecruit, form, and evaluate parish catechists, supporting them in their development as disciples, teachers, and witnesses of the faith.
- PCL 9 **P**rovide orientation and in-servicing of catechetical committee members and formation teams in their areas of responsibility.
- PCL 10 **E**xercise effective supervision of catechetical employees, catechists, and volunteers while fostering leadership abilities.
- PCL 11 **S**elect effective catechetical resources, programs and processes, appropriate to particular audiences, in accord with national and (arch)diocesan guidelines, and utilizing suitable technology.
- PCL 12 **M**anage communications, maintain records, administer a budget, and advocate for resources and parish support for catechetical ministry.



## Portfolio Requirements for Parish Catechetical Leader (PCL)

1. A cover letter in which the applicant formally requests certification.
2. All initial application materials for admission to the certification process.
3. Written assessments by the candidate, supervisor, peer or colleague and subordinate
4. Preferably a graduate degree in catechesis, religious education, theology or allied field. Minimum of 30 credits or 300 clock hours in theological or ministerial disciplines, documented by transcripts, diplomas or certificated from higher education, diocesan formation or other training institutes. Within total credits, clock hours or a degree, a minimum of 120 clock hours or 12 credits distributed among four or more theological disciplines.
5. Minimum of 120 hours or 12 credits of study, training and formation in catechesis and/or religious education (e.g., catechetical theory, documents, and methodologies.)
6. Four to six items of evidence for each core standard and for the specialized competencies. Evidence of successful leadership in a catechetical context (e.g., job description, meeting, outlines, program brochures).
7. Integration paper that applies personal, spiritual, theological, pastoral and specialized competence to the practice of pastoral ministry.

## **NCCL / Parish Director of Evangelization (PDE) Specialized Competencies**

A parish director of evangelization is a member of the parish staff who gives direction to evangelization efforts in the parish community. These efforts attend to the active community, to inactive Catholics, and to the unchurched, and therefore involve renewal and formation ministries within the parish, and outreach and welcome toward those not active or connected with the Church. A parish director of evangelization aims to foster conversion and growth in discipleship among the faithful, to develop a welcoming community, to animate and equip parishioners to evangelize, and to accompany seekers or returning Catholics. As such, the ministry requires leadership skills, a deep knowledge of the Catholic faith, an ability to provide formation, competent communication, and an ability to foster collaboration.

A parish director of evangelization will:

PDE 1 **C o l l a b o r a t e** with other staff, pastor, and appropriate councils and committees to articulate a vision.

PDE 2 **P l a n** and implement strategies to reach active parishioners, inactive Catholics, and the unchurched in the community.

PDE 3 **D e m o n s t r a t e** knowledge and familiarity with the vision, goals, principles, and components of evangelization as outlined in the U.S. bishops' pastoral plans and related Church documents.

PDE 4 **D e s i g n** and coordinate adult inquiry and faith formation opportunities.

PDE 5 **A n i m a t e**, equip and organize parishioners to evangelize by witness, words and action.

PDE 6 **R e c r u i t** and provide formation for volunteers and ministry leaders for evangelization and adult formation events.

- PDE 7 Coordinate or cooperate in parish ministries of outreach, welcome and renewal, such as: hospitality ministry, Rite of Christian Initiation of Adults, new member welcome, returning Catholics ministry, parish missions, or parish community-building events.
- PDE 8 Demonstrate an understanding of the dynamics of Christian conversion, faith development, and disciple-making.
- PDE 9 Collaborate with other parish leaders to collect and analyze data for pastoral planning, for example, parish census, needs assessment, interest surveys, or area demographic research.
- PDE 10 Utilize multiple means of digital and print communication (web, bulletin, newsletter, social media), creating engaging and creative content, enhancing communication with parishioners and with the public beyond.

#### Portfolio Requirements for Parish Director of Evangelization (PDE)

1. A cover letter in which the applicant formally requests certification.
2. All initial application materials for admission to the certification process.
3. Written assessments by the candidate, supervisor, peer or colleague and subordinate.
4. Preferably a graduate degree in ministry, theology or allied field. Minimum of 30 credits or 300 clock hours in theological or ministerial disciplines, documented by transcripts, diplomas or certificates from higher education, diocesan formation or other training institutes. Within total credits, or a degree, a minimum of 120 clock hours or 12 credits distributed among four or more theological disciplines.
5. Minimum of 120 hours or 12 credits of study, training and formation in evangelization, catechesis, human development, communications and/or stewardship.
6. Four to six items of evidence for each core standard and for the specialized competencies. Evidence of successful leadership in evangelization (e.g., job description, strategic plan for evangelization, program brochures or reports).
7. Integration paper that applies personal, spiritual, theological, pastoral and specialized competence to the practice of pastoral ministry.

## **NFCYM / Youth Ministry Leader, including *Pastoral Juvenil Hispana* and/or High School Campus Ministry Leader (YML) Specialized Competencies**

A lay ecclesial minister serving as a youth ministry leader is responsible for overseeing ministerial efforts directed to all the Catholic youth (*adolescentes* in Spanish) in a parish, a school, and/or a community-based setting and is pastorally responsive to the ethnic and cultural makeup and needs of the disabled in that community.

- An important and unique form of ministry in the United States is *pastoral juvenil Hispana* (PJH), which serves unmarried youth and young adults, often together. Ministry with Hispanic young people requires the competencies presented below for all youth ministry leaders (YML 1.0-4.1.12) plus those specific for *pastoral juvenil Hispana* (PJH 4.2.1-4.2.6).
- Ministry in the Catholic High School setting requires the competencies listed below for all youth ministry leaders (YML 1.0-4.1.12) plus those specific for campus ministry leader (CML 4.4).
- Diocesan youth ministry leaders are required to follow the YML competencies and the DYML competencies and may need to consider the PJH and CML competencies.

A youth ministry/*pastoral juvenil Hispana*/campus ministry leader will:

YML 1.0 Understand the history, mission, vision, goals, principles, themes, components, and dimensions of Catholic youth ministry and/or *pastoral juvenil Hispana* as outlined in the U.S. bishops' pastoral plans and related Church documents.

YML 2.0 Identify the developmental needs of youth and young adults in the U.S. context, with its particular popular, ethnic, and family subcultures, as appropriate to the faith community being served.

YML 3.0 Apply the theories, models, processes, methods, resources, and best practices of Catholic youth ministry and/or *pastoral juvenil Hispana* as appropriate to the ministry setting including parish, school and community programs, among others.

YML 4.0 Collaborate with the faith community in planning, implementing, and evaluating outreach to and pastoral ministry for young people, utilizing the components of Catholic youth ministry and/or mission and principles of *pastoral juvenil Hispana* as appropriate to the ministry setting.

YML 4.1 Be capable of implementing comprehensive Catholic youth ministry with young people by:

4.1.1 Utilizing the aims, principles, processes, and methods of catechesis set forth in the foundational catechetical documents to implement faith formation in the context of adolescent culture and development.

4.1.2 Facilitating the development of community among youth, their families, and within the Church and society, including the development of small faith communities by youth from different cultures, spiritualities, or pastoral models.

4.1.3 Inviting youth to and facilitating opportunities for youth to grow in intimate relationship with Jesus Christ and empowering them to live and witness as missionary disciples in today's world especially to their peers.

- 4.1.4 Engaging youth in the social mission of the Church in accord with Catholic social teaching, taking into account the personal, sociocultural and religious reality of the young people.
- 4.1.5 Fostering healing and promoting healthy growth and development in youth and in their relationships as a vital part of their human and Christian maturity process.
- 4.1.6 Empowering youth to celebrate and deepen their relationship with the triune God through individual and communal prayer and participation in the liturgical and devotional life of the Church and through popular religious devotions.
- 4.1.7 Engaging the Church and the broader community in voicing and addressing the rights, responsibilities, and needs of youth of diverse backgrounds without prejudice for their race, sexual orientation, gender identity, age, disability, creed, national origin, immigration status, socio-economic status, political beliefs, and ethnicity.
- 4.1.8 Affirming and calling forth the unique gifts of youth and the adults serving them by providing opportunities for their ongoing spiritual growth and leadership development.
- 4.1.9 Developing awareness of and supporting youth to consider the various vocations, priesthood, consecrated life or marriage as paths of discipleship in the Church.
- 4.1.10 Accompanying the young people in their development as whole persons through processes that integrate all the dimensions of life and faith, as they move from preadolescence to adolescence and young adulthood.
- 4.1.11 Curating resources and using appropriate digital platforms to evangelize, catechize, form community, collaborate and communicate within and outside of the faith community.
- 4.1.12 Building knowledge and skill for working with and within the diverse cultures in the ministry setting and wider community.

PJH 4.2 Be capable of implementing the mission and principles of *pastoral juvenil Hispana* with young people by:

- 4.2.1 Fostering a “*pastoral de conjunto*” across organized ministries and *pastoral juvenil Hispana* committees (i.e., catechesis, sports/recreation, prayer, Scripture study, choir, drama, dance, prevention, intervention, academic assistance, etc.), geographies (intra-parish, inter-parish, (arch)diocesan, regional, national, international), groups, communities, and movements.
- 4.2.2 Recognizing and fostering the gifts and protagonism\* of adolescents and *jóvenes* in *pastoral juvenil Hispana* and in the mission of the Church in their homes, neighborhoods, and wider community.
- 4.2.3 Nurturing the preservation of the Spanish language and cultural traditions, values, and customs in order to promote a sound Latino- integrated-with-Catholic identity through an evangelizing process.
- 4.2.4 Creating pastoral models and open ecclesial spaces that are linguistically and socioculturally appropriate for Latino adolescents and *jóvenes* of diverse backgrounds, based on a pastoral plan that responds to their needs, in a Church that is a community of communities with shared leadership and vision.

- 4.2.5 Promoting academic education among Latino young people; offering means to help them reach a high school diploma, decreasing the high level of Latino drop outs, increasing attendance in higher education, and guiding young people toward greater personal and professional achievement.

(\* Protagonism: This concept is essential in *pastoral juvenil*; it indicates that young people are the main pastoral agents among their peers, and that the role of adults is to empower them by: (a) helping them assume their baptismal call; (b) accompanying them in their faith journey; (c) advising them in their efforts of ministering to their peers; and (d) supporting them as they undertake and fulfill their call to evangelize their contemporaries and transform their social environment according to gospel values, as indicated in many Church documents.)

As a member of the high school campus staff and community a campus ministry leader (CML) will have the necessary competencies to oversee, assess, develop, model, promote and lead Catholic ministry to high school youth and advocate for the mission or charism of the high school being served.

A High School campus ministry leader, in addition to the YML competencies 1.0-4.1.12, will:

CML 4.4 Implement the mission and principles of campus ministry in a high school setting by:

- 4.4.1 Understand the history and mission of Catholic schools in the United States, the role that Diocesan and religious order schools play in local, state, and national communities, and the importance of working collaboratively with faculty, staff and administration.
- 4.4.2 Plan, coordinate, oversee, and lead retreats that are developmentally and theologically appropriate for the students being served.
- 4.4.3 Plan, prepare, coordinate and oversee liturgy, sacraments and prayer services in the school community, in accord with Church teaching, law, local norms and best practices.
- 4.4.4 Create pastoral models and open ecclesial spaces that are linguistically and socio-culturally appropriate for adolescents of diverse backgrounds, including those who are not Catholic or Christian.

Portfolio Requirements for Youth Ministry Leader with *Pastoral Juvenil Hispana* and/or High School Campus Ministry Leader (YML)

1. A cover letter in which the applicant formally requests certification.
2. All initial application materials for admission to the certification process.
3. Written assessments by the candidate, supervisor, peer or colleague, subordinate, (arch)diocesan director.
4. Minimum 120 clock hours or 12 credits in four core disciplines (see Theological Competencies), with the remainder totaling no fewer than 240 hours to be completed before the first renewal of certification. Equivalency may be demonstrated by a paper, examination, lecture or other approved method by providing certificates or diplomas and transcripts from (arch)diocesan, national or foreign pastoral institutes.

5. Ninety hours of training and formation in youth ministry and/or *pastoral juvenil Hispana* (PJH). For **PJH candidates**, additional evidence of knowledge and skill in various aspects of Hispanic ministry. For High School Campus Ministry Leader candidates, additional evidence of knowledge and skill in various aspects of campus ministry.
6. Four to six items of evidence for each core standard and the specialized YML, DYML, PJH or CML competencies (see list of preferred types of documents found in the Certification Handbook). A sample presentation on the vision, mission and overview of youth ministry in the parish, school or ministry setting. (This could be an outline, pamphlet, schedule, presentation or other method that communicates and advocates the ministry to others.)
7. Integration paper that applies personal, spiritual, theological, pastoral and specialized competence to the practice of pastoral ministry.

### **NFCYM / Diocesan Youth Ministry Leader (DYML) Specialized Competencies**

As an agent of the local ordinary, a(n) (arch)diocesan youth ministry leader (DYML) has the necessary competencies to oversee, assess, develop, model, and promote Catholic youth ministry and/or *Pastoral Juvenil Hispana* as appropriate to the local culture(s) and demographics of the (arch)diocese.

A diocesan youth ministry leader, in addition to the YML 1.0-4.1.12 competencies, will:

- DYML 4.3.1 Develop, implement, and oversee (arch)diocesan policies and procedures regarding child safety/protection and ministerial ethics in accord with the *USCCB Charter for the Protection of Children and Young People*.
- DYML 4.3.2 Design, organize, and implement gathered youth ministry programming, including retreats, conferences, rallies, pilgrimages, etc for youth in the diocese.
- DYML 4.3.3 Provide consultation, training and resources for comprehensive parish youth ministry, including *pastoral juvenil Hispana*.
- DYML 4.3.4 Cultivate volunteers through professional youth ministry leadership, including applying best practices in hiring.
- DYML 4.3.5 Develop and lead pastoral planning for youth ministry in accord with (arch)diocesan priorities, structures, policies, procedures, and resources.
- DYML 4.3.6 Lead and manage an (arch)diocesan office, including supervision of staff, managing a budget, and collaborating with other (arch)diocesan offices and departments.

### Portfolio Requirements for Diocesan Youth Ministry Leader (DYML)

1. A cover letter in which the applicant formally requests certification.
2. All initial application materials for admission to the certification process.
3. Written assessments by the candidate, supervisor, peer or colleague and subordinate.
4. Preferably a master's degree in theology, pastoral ministry or allied field. Equivalency in one or more of the core theological areas may be demonstrated by a combination of research paper, lecture or other approved method or by providing certificates or diplomas and transcripts from (arch)diocesan, national or foreign pastoral institutes.
5. One hundred twenty hours of training and formation in youth ministry and/or *Pastoral*

*Juvenil Hispana* (PJH). For PJH candidates, additional evidence of knowledge and skill in various aspects of Hispanic ministry.

6. Four to six items of evidence for each core standard and the specialized YML, DYML, PJH or CML competencies (see list of preferred types of documents found in the Certification Handbook). A sample presentation on Catholic youth ministry and/or *Pastoral Juvenil Hispana*.
7. Integration paper that applies personal, spiritual, theological, pastoral and specialized competence to the practice of pastoral ministry.

## **NPM / Director of Music Ministries (DMM) Specialized Competencies**

The parish or (arch)diocesan director of music ministries is the person who organizes and directs the program of sacred music for the liturgical and devotional life of the parish or (arch)diocese under the direction of the pastor or (arch)bishop and in collaboration with the pastoral staff.

In addition to the competencies and standards listed above, the director will be well formed in the art of music and study of liturgy.

A director of music ministries will:

- DMM 1 D e m o n s t r a t e knowledge of music theory and harmony, including basic understandings of orchestration, counterpoint, and harmonic analysis.
- DMM 2 Have knowledge of and competency in the historical treasury, contemporary body, and multicultural expressions of church music and demonstrate skills to use them effectively within the worship life of the parish or diocesan community.
- DMM 3 Demonstrate knowledge of liturgical history, legislation, documentation, and current pastoral and cultural practices in order to prepare liturgical rites and celebrations.
- DMM 4 Demonstrate knowledge of the rites of the Church and their theological underpinnings for preparing and planning parish and diocesan prayer and liturgical celebrations.
- DMM 5 Promote and develop the art of music as an integral and necessary part of the sacred liturgy and as a constitutive element of the Catholic faith experience.
- DMM 6 Demonstrate skills in leading congregational song, choral conducting, and at least one other musical specialization (organ, piano, guitar, voice).
- DMM 7 Develop parish music and liturgy guidelines and policies in accord with universal and (arch)diocesan norms.
- DMM 8 Develop a comprehensive and long-range vision for the parish music and liturgical life based on Church documents and directives and sensitivity to intercultural needs in order to promote full, conscious, and active participation of all the people.
- DMM 9 Recognize, motivate, and empower musical talent and skills from the parish community with special attention to children, youth, and young adults.

### Portfolio Requirements for Director of Music Ministries (DMM)

1. A cover letter in which the applicant formally requests certification.
2. All initial materials for admission to the certification process.
3. Written assessments by the candidate supervisor, peer or colleague and subordinate.
4. Minimum 120 clock hours or 12 credits in four core disciplines, with the remainder totaling no fewer than 240 hours to be completed before the first renewal of certification. Equivalency may be demonstrated by a paper, examination, lecture or other approved method.
5. Preferably a master's degree in liturgical music or related disciplines. Minimum of 18 graduate hours of musical study. Equivalency may be demonstrated by examination, paper, lecture or other approved method.
6. Four to six items of evidence for each core standard and the specialized competencies. Evidence of successful completion of a juried recital or concert in one's area of musical concentration.