



University of Saint Mary of the Lake
CATECHETICAL COORDINATOR PROGRAM
RECOMMENDATION FORM

INSTITUTE FOR
LAY FORMATION

TODAY'S DATE _____

APPLICANT'S NAME _____
(First) (Middle Initial) (Last)

The Catechetical Coordinator Program is a three-year program designed to form the laity of the Archdiocese of Chicago and the Diocese of Joliet for ministry within the Catholic Tradition. The program serves several constituencies, including adults involved in leadership positions in the parish as Coordinators of Religious Education, Coordinators of Youth Ministry, or Coordinators of Adult Faith Formation. With the successful completion of the program, students in the Archdiocese of Chicago will receive Coordinator Certification.

Adult learning style classes consist of lecture, small and large group discussions as well as written integration assignments. While this is a non-graded program, students are evaluated at the end of each course as to their successful completion and comprehension of the content, both academically as well as personally and pastorally.

All students begin the year with an Opening Retreat weekend in August. In addition to the yearly retreat, participants come together for prayer, input, and reflection, usually one Saturday a month. The formation process engages the students in the four dimensions of ministry formation: human, spiritual, intellectual and pastoral. It also includes 300 hours of supervised ministerial practicum.

1. How long have you known the applicant? _____

2. Please evaluate the applicant as EXCELLENT, GOOD, FAIR, or POOR:

Willingness to Learn _____	Motivation _____
Willingness to Work _____	Responsibility _____
Ability to Communicate _____	Adaptability _____

3. Does the applicant cultivate good relationships with others, including fellow parishioners, staff, clergy, and co-workers? Please explain.

Version 5: Jun 6 2018

4. I can recommend this person because of: *(check all that apply)*

☐ I know this person due to his or her present involvement within the parish/agency.

☐ I know this person to be dedicated to prayer and the spiritual life.

☐ I am aware of the gifts and talents he or she possesses and is able to use for the good of the Church.

☐ I know or am aware _____

5. Please indicate how confident you are in recommending this applicant to the Catechetical Coordinator Program:

☐ Recommend strongly

☐ Recommend

☐ Recommend with reservations*

☐ Do not recommend*

*If you "recommend with reservations" or "do not recommend", please share your reservations or reasons for not recommending this person:

6. We would appreciate a statement from you regarding the applicant's suitability as a Catechetical Coordinator:

7. For the CRE and CAFF roles, the cost of the program is \$1,300 per year. In addition, there are 3 ministerial courses in Year III which are \$225 each. Books are purchased by the student.

For the CYM role, the cost of the USML portion of the program is \$1,000 per year. The cost of the Office of Lifelong Formation portion of the program is \$800 per year (Year 1 and Year 2).

Do you agree to sponsor the applicant by covering all or half of the program cost?

☐ Yes, 100%

☐ Yes, 50%

☐ No

Pastor or Agency/Organization Director Name: _____

Parish or Agency/Organization: _____

8. Signature of Pastor or Director of Agency/Organization:

Signature

Date

Recommendation Forms are due by August 1st

Please return the completed form to:

University of Saint Mary of the Lake
Institute for Lay Formation

1000 E. Maple Avenue, Mundelein, IL 60060

Telephone: 847-837-4553 Fax: 847-837-4565