

*Handbook for
Certification for
Professional Campus
Ministers*



Catholic Campus Ministry Association

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Section 1.0 Introduction

This Handbook for Certification of Professional Catholic Campus Ministers (Handbook) is intended for those seeking initial certification and renewal of certification through the Catholic Campus Ministry Association (CCMA). The handbook contains information about the eligibility requirements for applying for certification, the design of the process for their initial certification and renewal of certification, and the standards, procedures and forms by which they will be assessed.

1.1 Purpose of the Certification Handbook

The CCMA has created this handbook to assist those who are applying for certification to meet the requirements. It also serves as a guidebook for those overseeing the certification process, including the interview team and the certification committee. Certification itself is designed to foster the professional and theological development of professional Catholic campus ministers and to promote the mission of the church in higher education.

1.2 Developments in the History of Certification

The work of the Catholic Campus Ministry Association is informed by the United States Conference of Catholic Bishops and its pastoral letter, *Empowered by the Spirit*, 1985 (EBTS). The standards, competencies and procedures the CCMA uses for certification were approved initially by the United States Catholic Conference (USCC) Commission on Certification and Accreditation (CCA) in 1992. These initial standards were enhanced and re-accredited by the CCA over the subsequent decade, most recently in 2011. As of 2012, the commission's successor, the United States Conference of Catholic Bishops (USCCB) Subcommittee on Certification for Ecclesial Ministry and Service, is now responsible for review and approval (not accreditation) of certification standards implemented by arch/dioceses and regional or national organizations and is CCMA's partner in the review and approval of these revised 2019 standards and competencies.

The six aspects of campus ministry as defined by EBTS and the consequent competencies (personal, professional and theological) previously formed the primary criteria for evaluation of campus ministers. In 2005, the USCCB published the statement *Co-Workers in the Vineyard of the Lord: A Resource for Guiding the Development of Lay Ecclesial Ministry*. This document highlighted four dimensions of integral formation: human, spiritual, intellectual and pastoral. As part of its most recent review of certification standards and competencies

1.2 Developments in the History of Certification

with the USCCB Subcommittee, the CCMA has synthesized insights from both EBTS and Co-Workers to guide the revision of its competencies for certification.

The four pillars of formation stipulated by Co-Workers have been incorporated into this newly revised 2019 Handbook and into the certification process.

1.2.1 Distinctions Between Certification, Endorsement, and Authorization

While the benefits of certification are highlighted in detail below (Section 2.0), it is important to note a clarification regarding certification and ecclesial endorsement or authorization by a local ordinary (bishop) or his equivalent. Such authorization or endorsement can only be granted by local ordinaries. Certification indicates evaluation by peers, according to norms and guidelines regarding competency for a particular ecclesial ministry, but does not serve as ecclesial endorsement by a bishop. Certification does not automatically guarantee endorsement and is not guaranteed to be portable when one moves from one arch/diocese to another. Each arch/diocese may have additional local requirements to be met before endorsement is given by its bishop.

Certification also does not guarantee official ecclesial status as a lay ecclesial minister or the authorization as a lay ecclesial minister by the bishop unless it is the policy of the specific arch/diocese to recognize this designation or authorize the campus minister in this way.

However, certification provides an opportunity to present information about recently certified professional campus ministers to a local ordinary for his consideration regarding endorsement, authorization, or acknowledgment of them.

1.2.2 How CCMA Supports Ongoing Formation and Certification

As a professional organization, CCMA's principal activities involve the continuing education of professional campus ministers, advancement of the ministry and establishment of a national network. CCMA accomplishes these activities through educational programs, professional publications and resources, and through its outreach to those constituencies with an interest in campus ministry.

The specific educational programs CCMA sponsors include: a national convention every two years, regional conferences held during non-convention years, periodic workshops on special topics. In 2019, CCMA introduced Launch (new ministry training for 1st-5th year campus ministers), a training initiative for campus ministers in their 1st-5th years of service.

Professional publications and resources include a membership directory, CCMA Facebook

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and the CCMA Member Portal discussion groups, and the CCMA website. In addition, CCMA publishes works of special interest to campus ministers such as the Small Groups Field Guide.

CCMA offers professional services and resources to campus ministers. These include an on-line job bank and Lift (a resume review service for members), a service whereby resumes can be reviewed and modified.

Certification is a significant service the association provides for campus ministers and includes the unique aspect of having the standards, competencies and procedures used for it approved by the USCCB Subcommittee on Certification for Ecclesial Ministry and Service.

In addition to its services, CCMA seeks the advancement of campus ministry itself. CCMA supports the advancement of campus ministry by promoting campus ministry on the national level, networking with other church and university related organizations and supporting research in campus ministry and higher education.

In addition to these very tangible values, CCMA provides a greater service by being a network of campus ministers who can support one another. This is accomplished through the conventions and conferences, one-day events, retreats, on-line “Mastermind Groups” and through various social media platforms.

Since 2016, CCMA has undergone a renaissance, offering new resources and programs. Its membership has grown as a result.

1.3 History and Mission of Catholic Campus Ministry Association

Between 1780 and 1850, religious groups founded the first colleges and universities in the New World. Catholic higher education in the U.S. as we know it today began in 1789 with the founding of Georgetown College by John Carroll. His purpose was to recruit priests and begin training them. Early concerns surfaced, such as serving the rapidly growing Catholic population and recruiting vocations. Religious orders were brought in to start the schools, which became essential to the growth of these orders. The 1850s were a time of rapid expansion due to immigration and 41 Catholic colleges and universities were founded.

By Thanksgiving 1883, Mr. and Mrs. John Melvin founded the Melvin Club at the University of Wisconsin, for the purpose of keeping Catholics on campus in touch with their Catholic heritage and providing opportunities to discuss a wide variety of Catholic topics. The first

1.3 History and Mission of Catholic Campus Ministry Association

president of the Melvin Club was John McAnaw, a student whose teacher had slandered Catholicism during class.

In 1893, Timothy Harrington, a member of the Melvin Club, went on to found the Newman Club at the University of Pennsylvania. His goal was to help Catholic students improve themselves intellectually and religiously in the university setting. The students largely ministered to one another, with support from faculty and priests, and very little “official” church support. The Newman Club was named for Blessed John Henry Newman, a professor at Oxford University, as well as the rector of the Oxford University Chapel. He converted to Catholicism in 1845 after closely studying the faith. He then studied in Rome and was ordained a Catholic priest, establishing a school for boys in Birmingham, England, and helped found the Catholic University of Ireland. At that time, students in Ireland could not attend the Irish universities because one had to declare an oath of loyalty to the Crown of England as the head of the Anglican Church.

One of Newman’s principal contentions was that a university cannot truly be a university without a department of theology. In 1870, Newman was invited to be a consulting theologian at the first Vatican Council. Over the years, he published many materials on the defense and explanation of the Roman Catholic Church. At age 79, Newman was invited to become a Cardinal by Pope Leo XIII.

Largely due to the writings and works of Newman, the educational roles of Newman Clubs were seen as essential. Classes for credit in the areas of scripture and Catholicism were being offered through the Newman Centers on their respective campuses. In 1905, Pope Pius X recommended that “lay schools of religion be founded to instruct in truths of faith and in principles of Christian life, youth who attend public universities, Lycea, and Gymnasia, wherein no mention of religious matters.” (Acerbo Nimis)

1908: Establishment of the Federation of Catholic College Students (FCCS) at Purdue University

1915: Establishment of the Federation of Catholic College Clubs (FCCC) in New York

1921: The newly formed National Catholic Welfare Conference (NCWC) states that Newman Clubs are “one of the most powerful aids for developing Catholic leaders in higher education.”

1940s: Post-war G.I. bill leads to establishment of many more Newman Centers FCCS and FCCC united as the College and University Section of the NCWC Youth Department

Section 1.0 Introduction

1950: Establishment of the National Newman Chaplains Association for ordained chaplains at non-Catholic colleges and universities

1960s: National Catholic Education Association recognizes Newman Centers for associate membership National Newman Apostolate established with Archbishop Paul Hallinan as Episcopal Moderator; Bishops establish a separate office to coordinate the Newman Movement; Chaplains at Catholic colleges and universities become campus ministers, ministering to entire campus of students, faculty and staff

1969: National Newman Chaplains Association becomes Catholic Campus Ministry Association (CCMA)

1970-1977: The new organization continued in the spirit of what it had inherited, but also began to focus on the development of the professional campus minister, offering national workshops to assist the growth of experienced campus ministers, with an eye toward training those new to the field. The United States Catholic Conference (successors to the National Catholic Welfare Conference) assisted in this effort by offering two annual training conferences for newly appointed campus ministers. This was one of the first concrete benefits experienced as a result of the new USCCB's formation of a Department of Christian Education with a newly included Division of Campus Ministry. Campus Ministry had finally, officially found its place at the table!

By 1977, CCMA had grown to the point that it seemed advisable to hire its first full-time Executive Director. In 1981, the National Council of Catholic Bishops addressed the role of campus ministry on Catholic campuses in their pastoral letter, "Catholic Higher Education and the Pastoral Mission of the Church." They followed this document with another in 1985, which addressed for the first time Catholic ministry on the campuses of public and private non-Catholic colleges and universities. "Empowered by the Spirit: Campus Ministry Faces the Future," became the road-map for campus ministry in the United States and brought credence to the important work conceived of and brought to birth by the efforts of so many, beginning with the Newman Movement, and continuing with the work of CCMA and its partner ministries in the U.S. today.

CCMA began to investigate certification in 1986 when it became an associate member of the United States Catholic Conference Commission on Certification and Accreditation (CCA). Early consultations among the CCMA members indicated a strong desire for certification among the lay members of the association. The development of CCMA's certification program was in two phases. First, a national certification task force gathered to write the standards and the code of ethics. Three drafts of these documents were sent to all CCMA members for critique. The CCMA Executive Board approved standards in May 1990.

1.4 Relationship of CCMA to the USCCB Subcommittee on Certification for Ecclesial Ministry and Service

The second phase involved finalizing the code of ethics, writing the certification process and designing a plan of implementation. This phase was accomplished in May 1992.

The USCC CCA approved CCMA's standards, code of ethics and certification process on October 16, 1992. CCMA expanded the grand-parenting process in the spring of 1993. The CCMA Executive Board appointed the first National Certification Committee at its May 1993 meeting. The first certificate was issued to Ms. Lois Congdon Pridgen of Saint Mary's University in San Antonio, Texas. The first meeting of the National Certification Committee was September 28-30, 1993. The regular certification materials were issued January 1, 1994. The Executive Board approved revisions in standards and procedures, upon the recommendation of CCMA's National Certification Committee, December 20, 1995.

Led by an Executive Board, the executive Director continues to assist CCMA in the attainment of its goals as the Church moves forward in its desire to impact the world of Higher Education as the landscape of the life in the United States continues to change. CCMA recently underwent a revision of its bylaws and constitution in 2016 which has enabled it to continue to respond to the changing needs of campus ministers in recent developments in the U.S., especially in its inclusion of the newer evangelical movements in Campus Ministry, such as Evangelical Catholic, FOCCUS, and Saint Paul's Outreach. Since 2016, CCMA has introduced on-line groups (Mastermind Groups), One-Days for training new campus ministers, Launch (which takes the place of the Frank J. Lewis Institute), CCMA webinars and CCMA podcasts.

CCMA follows a long line of tradition in attempting to respond to the needs of the Church. In this way, CCMA continues to see itself as one of the harbingers of the "New Evangelization" in the Church's Ministry to Higher Education.

1.4 Relationship of CCMA to the USCCB Subcommittee on Certification for Ecclesial Ministry and Service

The standards and competencies for certification are derived from campus ministry's original source document, Empowered By the Spirit, and the four dimensions of formation and additional categories of competency articulated in Co-Workers in the Vineyard of the Lord. These standards and competencies were developed by CCMA to further expand those originally approved by the former USCCB CCA in 2011 with guidance from the USCCB Subcommittee for Certification for Ecclesial Ministry and Service and the Secretariat on Catholic Education. CCMA is the certifying agent, not the USCCB or the USCCB Subcommittee.

The USCCB Subcommittee for Certification of Ecclesial Ministry and Service assists the

bishops in establishing, reviewing and approving certification standards and procedures to be used on a voluntary basis by dioceses and national organizations in the certification of specialized ecclesial ministers. It also offers consultative services aimed at improving the quality of lay ministry formation programs that are sponsored by dioceses and by academic institutions.

1.5 Periodic Review of the Certification Handbook

CCMA's Certification Committee reviews the Handbook on an annual basis in order to update procedures, adapt policies to any changes made to its Constitution and Bylaws, and for any other updates deemed necessary.

This handbook is reviewed by the USCCB Subcommittee as part of the approval of CCMA's standards and procedures. Subsequent review by the USCCB Subcommittee occurs every seven years, or earlier when requested by CCMA to enable the Certification Committee, staff and officers of CCMA to make revisions and additions to the certification standards and procedures as needed, and as recommendations from the USCCB Subcommittee have suggested.

The national office also submits biennial reports to the Subcommittee that describe the developments and changes in certification standards and procedures and national office updates as they have occurred during the calendar year. The certification standards and procedures are also regularly reviewed by appropriate persons in the national organization. This periodic review of the of the national organization certification standards and procedures is facilitated by the office staff. The process involves receiving input on how well the certification standards and procedures facilitate the assessment of the competencies of the specialized ministers. The process also considers how the certification process is being implemented and ways it can continue to improve.

The Certification Committee evaluates the effectiveness of the Handbook annually. They rely upon suggestions and comments from members who are participating in the certification process, as applicants and interviewers. In addition, suggestions for improving or clarifying the Handbook are welcome from the general membership at any time.

Section 2.0 Benefits of Certification

Professional organizations throughout American history and in various branches of secular society have sought to provide a peer oversight process to bring standards of service to a level which both protects the integrity of these professions and provides confidence for the public served. For the Church, this same level of professional peer oversight holds lay ministers to a standard of pastoral care which guarantees that the needs of individuals and communities served will be met with competence and the care, modeled by the life and teachings of Jesus Christ.

2.1 Benefits to the Catholic Church and the United States

Certification will serve the Church by helping to ensure that its campus ministers are spiritually and ethically grounded. Such ministers will be properly formed so as to effectively discharge their responsibilities within the Catholic Church and to society. Further, certified campus ministers will be well prepared to use their gifts as “a participation in and expression of Christ’s ministry” (Co-Workers, page 20).

2.2 Benefits to Provinces, Regions and State Catholic Conferences

Certification will connect campus ministers to a national network of colleagues and resources. Certified campus ministers will therefore be better able to assist provinces, regions, state conferences and other organizations in assessing programs, seeking solutions to challenges, mentoring ministers and so on. They will be better prepared to take on roles of leadership that will effectively serve the broader church.

2.3 Benefits to the Arch/Diocese

Certified campus ministers will be well prepared to assist the bishop in his ministry of communion within the church. Certification will offer assurance to proper ecclesial authority that a minister is competent to serve the people of the diocese.

Certified campus ministers, by virtue of their experience within a national network of professionals, may also provide expertise that will help establish new, or strengthen established campus ministries, within the diocese. They will also be able to enrich the life of the diocese and serve as a potential resource for other dimensions of its mission.

Where appropriate, hiring institutions such as a diocese or parish may choose to view certification as a portable professional credential demonstrating a campus minister's competency and dedication to excellence. When such a determination is made, certification will help assess a candidate's suitability for a given position. The three-tiered model of certification will be particularly helpful in this regard.

2.4 Benefits to Academic Institutions

Certification will help prepare campus ministers to serve as effective partners with institutions of higher education. Certified campus ministers will be grounded in Catholic Intellectual Tradition and be able to support the mission of the institution. They will understand some of the complexities of academic culture and will contribute in a substantive way to the life of the whole academic community.

Where appropriate, hiring institutions may choose to view certification as a portable professional credential demonstrating a campus minister's competency and dedication to excellence. When such a determination is made, certification will help assess a candidate's suitability for a given position. The three-tiered model of certification will be particularly helpful in this regard.

2.5 Benefits to Mentors of Candidates

Professional, certified campus ministers will be better able to serve as mentors and guides to those discerning a vocation which might include a career in campus ministry. They will be able to outline formation requirements, suggest opportunities for education and share their professional experience and wisdom.

For new members of the profession, certified campus ministers will be better able to model professional excellence, a depth of spiritual integration and a passionate commitment to discipleship. They will be able to more effectively supervise new campus ministers and help deepen their experience of ministry to God's people.

Ultimately, mentoring candidates will be a way for mentors to give back to the profession that nurtured their professional and spiritual lives. It will be an opportunity to "pay it forward" with gratitude and to exercise servant leadership within the field of campus ministry.

2.6 Benefits to Specialized Lay Ecclesial Ministers

Certification is an opportunity for campus ministers who seek excellence in their ministry to assess their own professional competency relative to national standards. It is also a chance to have their ministry affirmed and acknowledged by an outside authority, CCMA. As such, being certified enhances the campus minister's credibility as a lay ecclesial minister and as a partner in higher education.

Certification also provides the campus minister with a portable professional credential that demonstrates a campus minister's competency and dedication to excellence. Having a nationally recognized credential can assist campus ministers in securing a new ministry position.

2.7 Benefits to Agencies, Institutions and Church Communities

Certification provides a portable professional credential that demonstrates a campus minister's competency and dedication to excellence. For institutions seeking to hire new campus ministers, certification will provide reliable evidence of a candidate's suitability for the position.

2.8 Benefits to the Organization/CCMA

As an organization that seeks to foster theological and professional growth and to promote the ministry of the Catholic Church in higher education, CCMA will receive a wide range of benefits from its certified members. Certified campus ministers will be able to serve effectively on various CCMA committees and commit their considerable expertise to the development of new programs and initiatives. They will be better prepared to share their expertise and experience through CCMA workshops, webinars, Launch and other programs. Certified campus ministers will also be well situated to promote the organization as a resource to the broader church and encourage mutually beneficial partnerships. Certified campus ministers will model professionalism to colleagues and encourage new campus ministers to excellence.

Section 3 Eligibility Requirements

3.1 Verification of Reception of the Sacraments of Christian Initiation

A candidate is a fully initiated member of the Catholic Church. Candidates obtain a letter from their ecclesial authority (e.g. pastor, superior, or bishop) stating that the candidate is a “Catholic in good standing.” This process usually proceeds in this manner:

1. Candidates obtain copies of their sacramental records, particularly the Sacraments of Initiation, and also Matrimony (as appropriate). These are presented to their ecclesial authority
2. As the sacramental life demonstrates the relationship with the parish, Church, and the bishop, such a letter demonstrates a foundation for competency in ministry and a relationship with the Church.
3. The ecclesial authority provides a letter of good standing. A priest would obtain a letter from his bishop, a religious would obtain a letter from his or her superior, and a lay minister would obtain a letter from his or her pastor. Information in the letter reflects having seen the sacramental records and may attest to additional activities of the candidate in the life of the church (e.g. sacramental marriage).

3.2 Registration and Participation in the Life of a Parish Community

A candidate nourishes their faith through participation in a worshipping Catholic community and a commitment to prayer and spiritual growth.

3.2.1 Verification of Catholic Marriage

Since only those persons who adhere to the Church’s teaching in faith and morals and who are models of Christian virtue should be designated in leadership roles, it is essential to the integrity of the ministry that, if married, Catholic Campus Ministers who are married, were married within the Catholic Church, or that they were married with the blessing (convalidation) of the Catholic Church. This should be addressed and resolved prior to initial certification. If married, the letter of good standing (refer to 3.1) must include the verification of Catholic marriage by an appropriate ecclesial authority.

3.2.2 Adults Who Have Come into Full Communion with the Catholic Church

Adults who have recently been fully initiated into, or have been brought into full communion with the Catholic Church must be practicing Catholics at least three years before being eligible for certification as campus minister.

3.3 Verification of CCMA's Formation requirements (Tier Information)

CCMA offers a developmental certification process in three tiers. This represents a significant change from its prior one-tiered structure.

The tiers are designed to do two things:

- Allow more entry points for campus ministers to achieve certification based on their age, background and professional development
- Maintain the highest levels of excellence in ministry that have always been present in CCMA's certification process

Tier 1 – Essential Certification	Tier 2 – Integral Certification	Tier 3 – Advanced Certification
<p>Essential certification is conferred upon those who have achieved the most essential competencies for effective Catholic campus ministry.</p> <p>This certification attests to essential levels of 1) experience within campus ministry, 2) education 3) formation, and 4) mastery of professional/ecclesial competencies.</p> <p>The essential tier is appropriate for individuals who typically serve as missionaries, graduate assistants, or post-graduate interns.</p>	<p>Integral certification is conferred upon those who have achieved professional expertise within Catholic campus ministry.</p> <p>This certification attests to integral professional levels of 1) experience within campus ministry, 2) education 3) formation, and 4) mastery of professional/ecclesial competencies.</p> <p>The integral tier is appropriate for individuals who are supervised and/or serve with a well-defined set of responsibilities.</p>	<p>Advanced certification is for those who have achieved a comprehensive expertise within Catholic campus ministry.</p> <p>This certification attests to advanced professional levels of 1) experience within campus ministry, 2) education 3) formation, 4) mastery of professional/ecclesial competencies.</p> <p>The advanced tier is appropriate for individuals who serve as directors of campus ministry and others with substantial supervisory, administrative and pastoral responsibilities and/or institutional leadership.</p>

Section 3 Eligibility Requirements

3.3.1 Formal Education Requirements

Tier 1 - Essential Certification	Tier 2 – Integral Certification	Tier 3 – Advanced Certification
<p>Bachelor’s degree in any field from an accredited college or university.</p>	<p>Bachelor’s degree in any field from an accredited college or university</p> <p style="text-align: center;">+</p> <p>12 graduate credits in theology, religious studies, or pastoral ministry from an accredited college or university.</p> <p style="text-align: center;">-- OR --</p> <p>Bachelor’s degree in theology, religious studies, or pastoral ministry from an accredited college or university</p> <p style="text-align: center;">+</p> <p>6 graduate credit hours in theology, religious studies, or pastoral ministry from an accredited college or university.</p>	<p>An advanced degree beyond the bachelor degree, i.e. M.Div., M.A., MTS, MPS, MBA, D.Min, Ph.D. , MSW.</p> <p>PLUS or INCLUDING</p> <p>At least 18 graduate credit hours in theology, religious studies, or pastoral ministry from an accredited college or university.</p>

3.3 Verification of CCMA's Formation requirements (Tier Information)

3.3.2 Documentation of Professional Competency

Tier 1 - Essential Certification	Tier 2 - Integral Certification	Tier 3 - Advanced Certification
One of the following or similar:	One of the following or similar:	One of the following or similar:
<p>a. Documented completion of post-undergraduate ministry formation in higher education program (e.g. FOCUS, St. Paul Outreach, or other missionary organization, Campus Ministry graduate assistantship, supervised internship, etc.).</p>	<p>a. Any prior supervised ministry experience, including those in other pastoral ministry settings. One semester or 200 hours of ministry under supervision is required.</p>	<p>a. Any prior documented supervised ministry experience, including those in other pastoral ministry settings. One semester or 400 hours of ministry under supervision is required.</p>
<p>b. Documented completion of a post-undergraduate certificate program, covering basic competencies for ministry in higher education, including but not limited to Empowered by the Spirit, Ex Corde Ecclesiae and other relevant Church documents.</p>	<p>b. A supervised ministry experience in your current ministry position that you create. This learning experience must include the development of learning objectives and be evaluated and documented by a mentor who must be a certified campus minister. A regional representative of the CCMA Certification Committee can help design this process.</p>	<p>b. A supervised ministry experience in your current ministry position that you create. This learning experience must include the development of learning objectives and be evaluated and documented by a supervisor that you select. A regional representative of the CCMA Certification Committee can help design this process. Skill building objectives in areas such as spiritual direction, mental health competencies, administration, supervision, development, inter-cultural competencies, etc. are encouraged.</p>

Continued on next page

Section 3 Eligibility Requirements

Tier 1 - Essential Certification (continued)	Tier 2 - Integral Certification (continued)	Tier 3 - Advanced Certification (continued)
<p>c. Documented completion of a comprehensive orientation for new campus ministers (e.g. CCMA School for Campus Ministers - Launch, FJL, or other campus ministry orientation) which meet comparable requirements to the above.</p>	<p>c. One unit of Clinical Pastoral Education (CPE), completed or in process at the time of application.</p>	<p>c. One unit of Clinical Pastoral Education (CPE) completed.</p>
	<p>d. A documented field internship in pastoral ministry that would include an assessment of the experience.</p>	<p>d. A documented field internship in pastoral ministry.</p>
	<p>e. Peer Review Process for campus ministers with greater than five years full-time or seven years part-time professional campus ministry experience. The peer review is an informal collegial discussion about the campus minister's experience of ministry in higher education. The instructions for the Peer Review Process are included in the Certification Portfolio.</p>	<p>e. Peer Review Process (for campus ministers with greater than five years full-time or seven years part-time professional campus ministry experience). The peer review is an informal collegial discussion about the campus minister's experience of ministry in higher education. The instructions for the Peer Review Process are included in the Certification Portfolio..</p>

3.4 Assessment of Formal Education Requirements

Transcripts or other documents evidencing completion of the formal education programs in Section 3.3.1 above should be sent to the CCMA office, directly from registrars of the institution or supervisors of ministry.

The Certification Committee evaluates the candidate’s transcripts and credit hours to assess that requirements are met for the tier of certification sought. The committee may offer a list of additional courses needed and, when appropriate, outline any grand parenting processes which might be called for.

3.5 Employment in (Parish or Arch/Diocesan) Campus Ministry

Tier 1 - Essential Certification	Tier 2 - Integral Certification	Tier 3 - Advanced Certification
Complete one academic year full-time or equivalent post-bachelors ministry experience in a college or university campus ministry.	Complete 2 academic years of full-time (4 years part-time) professional experience in a college or university campus ministry setting.	Complete 3 academic years of full-time (6 years part-time) professional experience in a college or university campus ministry setting.

3.6 Adherence to a Code of Ethics

Candidates for certification agree to abide by the Code of Ethics of the Catholic Campus Ministry Association. A copy of the Code is found in Section 11.7. A signature of understanding and acceptance of the expectations of the code is required as part of the application.

3.6.1 Completion of Criminal Background Checks

Candidates must have completed and passed a criminal background check as a condition for employment. The candidate’s immediate supervisor must verify that the candidate has completed and passed a criminal background check.

3.6.2 Compliance with the Charter for the Protection of Children, Young People, and Vulnerable Adults (2019)

Candidates must have completed training through a program such as Virtus (or others in compliance with the charter. Candidates must also be up-to-date in their continuing education. The candidate's immediate supervisor must verify that the candidate has completed training and is current in continuing education.

3.7 Membership in the Professional Organization

All applicants for certification are expected to be active members of CCMA. Applicants must be up-to-date in paying their membership dues for the current year.

3.8 Participation in Required Organizational Meetings/Workshops

The Certification Orientation Webinar is required for all those seeking certification. Participation in national and regional gatherings of Catholic campus ministers is strongly encouraged when feasible and available. Ongoing professional development is an expectation and documentation is required for both initial certification and renewals. Ongoing professional development (webinars, courses, conferences) offered both by CCMA and outside institutions is encouraged.

3.9 Participation in a Ministerial Support Group

While not required, participation in a local ministerial support group would count toward ongoing formation.

Section 4.0 Standards for Campus Ministers

Campus Ministers are defined by appropriate local Catholic ecclesial leadership as those charged with ministry to members of the campus community, regardless of title or type of ministry. In the ministry they practice, Campus Ministers lead by Gospel values and personal example. They also strive to meet the following standards in a way consistent with their position and years of experience.

The process of Certification for Professional Catholic Campus Ministers utilizes three tiers--Essential, Integral, and Advanced. Further information on the three tiers is found in the Handbook for Certification of Professional Catholic Campus Ministers, Section 3.3-3.5.

4.1 Standard One: HUMAN FORMATION

STANDARD:

Campus Ministers display the characteristics of human maturity necessary for effective ministry.

VISION:

In their role as mentors, guides, and facilitators in the spiritual life of students, faculty, and staff and staff at institutions of higher education, Campus Ministers must strive to be effective instruments through which others encounter Christ. This includes knowing their strengths and weaknesses, striving for growth in the areas that need it, having the ability to build positive relationships with diverse people across the campus community, to maintain appropriate boundaries, and to create a healthy work-life balance. In all of these areas, Campus Ministers demonstrate basic human and Christian virtues such that their personal and ministerial life is a witness to the presence of Christ. 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” (CV, 36).¹

COMPETENCIES:

Campus Ministers will demonstrate the following competencies in all three tiers of certification--Essential, Integral and Advanced:

1

Abbreviation Guide:

CV: Co-Workers in the Vineyard of the Lord: A Resource for Guiding the Development of Lay Ecclesial Ministry

NCS: National Certification Standards for Lay Ministers

ES: Empowered by the Spirit- Campus Ministry Faces the Future

Sons and Daughters: Sons and Daughters of the Light: A Pastoral Plan for Ministry with Young Adults

Section 4.0 Standards for Campus Ministers

- 4.1.1 Psychological and physical health and the sense of humor necessary to maintain a pastoral presence and minister on a college campus. (NCS 1.6)
- 4.1.2 A mature sexuality, which “cultivates the expression of chastity appropriate to their state of life [and] understands and respects appropriate sexual boundaries.” (CV, 36)
- 4.1.3 Awareness of their own strengths and weaknesses and a recognition of the need for continuing self-growth. (NCS 1.2, 1.3)
- 4.1.4 Capacity to cultivate relationships across a wide range of persons, including students, faculty, staff, administrators. (ES, 28)
- 4.1.5 Sensitivity to and appreciation for cultural diversity as well as an ability to recognize and address implicit bias. They cherish encounters with people who are different and learn from them. (NCS 1:1)
- 4.1.6 Creativity and adaptability in changing situations and an openness to learning new things. (ES, 21)
- 4.1.7 Ability to 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. (NCS 1.5)
- 4.1.8 A solid network of supportive relationships that does not look for excessive affirmation, intimacy, or sole sense of community from undergraduate students, but also from God, family, friends and professional contacts as well as a healthy detachment from the ups and downs of ministry. (NCS 1.7)
- 4.1.9 Ability to recognize their own limitations including when to ask for help or refer a person seeking pastoral care to another caregiver whose skills and experience best support their need. (NCS 1.2)
- 4.1.10 A commitment to mentoring and being mentored by another campus minister or wisdom figure for the purpose of professional development. (NCS 1.2, 1.3)

4.2 Standard Two: SPIRITUAL FORMATION

STANDARD:

Campus Ministers understand that a relationship with Christ is the foundation of all ministry. They live out their baptismal call through prayer and in service to and with the people of God. They embrace a sacramental worldview in which God’s grace is present and transformative.

4.2 Standard Two: SPIRITUAL FORMATION

VISION:

Campus Ministers understand 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” (CV 38). Thus Campus Ministers have personally encountered the living Christ and seek constantly to deepen that relationship and share it with others. Through Scripture, prayer, sacrament, and life in the Christian community, Campus Ministers live out the call to holiness. They witness to a mature spirituality through a deepening and diverse* prayer life, a regular reading of Scripture and other sacred writings, theological reflection on their experience, and service rooted in Catholic Social Teaching. *Note: The Certification Committee discussed the distinctions between deepening and diverse. The Committee decided to retain the original word and include the recommendation.

COMPETENCIES:

Campus Ministers will demonstrate the following competencies in all three tiers of certification- Essential, Integral and Advanced:

- 4.2.1 Live out their experience of the living Christ through active participation in Catholic life and in the community of faith by: (ES, 27)
 - participating regularly in the liturgy and the sacramental life of the church, (NCS 2.1, 2.3)
 - commitment to regular personal prayer and periodic retreats (NCS 2.2)
 - advocating for and serving with poor, marginalized, and vulnerable people (s)
 - living a life of continued reflection, discernment and response to God’s call
 - a passionate desire to heed the call to holiness.
 - with continuing efforts to deepen personal conversion and growth in virtue.
- 4.2.2 Ability to reflect theologically both on personal life events and on current world events to discern both the presence of God and the call to action in given situations. (NCS 2.6; ES, 27)
- 4.2.3 A joy and willingness to witness to the power of Christ in their own lives and in the life of the Church, and a desire to share that faith life with others.
- 4.2.4 An understanding that their own ministry flows from their baptismal call and is coupled with a desire to continue ongoing reflection and discernment of their own vocations. (NCS 2.5; ES, 25)

Section 4.0 Standards for Campus Ministers

- 4.2.5 Knowledge of and inspiration from the Communion of the Saints including Mary, mother of God, and Saint John Henry Cardinal Newman.
- 4.2.6 Understanding and appreciation of diverse cultural expressions of spirituality as well as an ability to see the sacred in art, music, dance, and other cultural and artistic expressions. (NCS 2.10, 2.4)
- 4.2.7 Identification with the mission of Christ and understanding that all prayer and ministry, whether personal or global flows from that mission. (NCS 2.9)
- 4.2.8 A desire for mentors or spiritual directors to accompany and support them in their own spiritual growth.
- Campus Ministers seeking the Integral and Advanced tiers of certification will also demonstrate:
- 4.2.9 Welcome of opportunities for ecumenical prayer and practices which promote the cause of Christian unity, and interfaith prayer or inter-religious dialogue which acknowledges the gifts of the various world religions. (NCS 2.8)

4.3 Standard Three: INTELLECTUAL FORMATION

STANDARD:

Campus Ministers are familiar with the breadth of Catholic theological and pastoral studies and have the skill to use that knowledge in ministry with diverse populations in higher education. Campus Ministers are committed to continued education in Catholic thought and appreciate and adhere to Catholic teaching.

VISION:

The Catholic theological tradition provides support for the Campus Minister's faith life and ministry. Accordingly, Campus Ministers strive to be familiar with and engage the breadth of Catholic theology. They have the ability to articulate and interpret the theological and pastoral tradition in such a way that it becomes accessible for anyone from the casual questioner to the most devoted Catholic student. Their goal is always to invite students to engage with the fullness of the Catholic faith. Effective Campus Ministers will integrate knowledge of key documents and the practices of pastoral ministry into their own ministerial practice and will know where to look for answers that lie beyond the minister's immediate knowledge. Campus Ministry is "a journey beyond catechesis into theological study" (CV p. 43).

COMPETENCIES:

4.3 Standard Three: INTELLECTUAL FORMATION

Campus Ministers will demonstrate the following competencies at the Essential, Integral and Advanced tiers of certification:

- 4.3.1 Ability to teach and dialogue with students and others regarding theology, scripture, current issues and the Church. (ES, 45,52)
- 4.3.2 Understanding of the hierarchy of truths and an awareness of primary source material in Church Teaching.
- 4.3.3 Knowledge and understanding of adult learning principles
- 4.3.4 Familiarity with current trends and issues in campus ministry across the nation, particularly as they relate to making diverse, marginalized, and vulnerable people in our Church feel welcome and fully integrated.
- 4.3.5 A familiarity with stress and mental health issues facing students on a college campus; a knowledge of campus resources for mental, emotional, and physical health; and basic skills to assist students and refer elsewhere when student exhibits behavior or language suggesting the need for more skilled care. (ES, 29)
- 4.3.6 Ability to address global and social justice concerns, drawing upon Catholic theology, social teaching, and Tradition. (ES, Section IV, D)
- 4.3.7 A familiarity with issues at the intersection of faith and science

Campus Ministers seeking the Integral and Advanced levels tiers of certification will also demonstrate:

- 4.3.8 Intentional and growing awareness and knowledge of Catholic theology and Tradition and ability to articulate that knowledge. Theology and Tradition include, but are not limited to:
 - Sacred Scripture and its interpretation (NCS 3.1)
 - Catholic theology and the intellectual tradition of the Church including
 - Dogmatic theology and its development
 - Non-European/Western theologies and their development (NCS 3.2)
 - Liturgical and Sacramental theology (NCS 3.4)
 - Moral Theology and Ethics (NCS 3.5)
 - Catholic Social Teaching (NCS 3.5)
 - Pastoral Theology (NCS 3.6)
 - Church History (NCS 3.3)
 - Canon Law (NCS 3.8)
 - Ecumenism and inter-religious dialogue (NCS 3.9)

Section 4.0 Standards for Campus Ministers

- The Church's teaching on the human person and human sexuality (Sons and Daughters, p. 10)
- The Church's teaching on the Apostolate of the laity, the universal call to holiness, and developments of lay ecclesial ministry in the life of the church.
- Current research in the social sciences, humanities, and culture and language studies (NCS 3.10, 3.11)
- 4.3.9 Commitment to ongoing study and growth so as to stay current with cultural, generational and political developments and the latest teachings and documents of the Church. (ES, 29)
- 4.3.10 Basic understanding of the stages of faith development and stages of catechesis. (ES, 29)

Campus Ministers seeking the Advanced level tier of certification will further demonstrate:

- 4.3.11 Appreciation for the dynamic of faith and reason in the intellectual life of the Church.
- 4.3.12 Appreciation for the ongoing development of Catholic thought about campus ministry (beginning with Empowered by the Spirit) and a general knowledge of the role of the Church in dialogue with higher education. (ES, Section I)
- 4.3.13 An ability to engage in ecumenical/interfaith dialogue drawing upon Catholic theology and tradition.

4.4 Standard Four: PASTORAL FORMATION

STANDARD

Campus Ministers are servant leaders striving to foster the fullness of Catholic life in higher education settings through a wide range of ministry offerings which meet the relational, developmental, and formational needs of the particular collegiate community and are consistent with the model of campus ministry and the particular role of the minister.

VISION

Catholic campus ministers live out their baptismal call to mission in the unique setting of higher education. As servant leaders, campus ministers respect the dignity of each person they encounter on a university campus. As pastoral leaders, they understand that campus ministry is multi-faceted: celebrating sacramental life and vibrant worship, forming faith and character, developing leaders for the Church and the world, embracing the cultural diversity of the church,

4.4 Standard Four: PASTORAL FORMATION

fostering community life, and educating for social justice. Campus ministers prioritize direct, relational outreach throughout campus. Authentic relationships are the building blocks of strong ministries which decrease isolation, increase communications between peers, and foster growing friendship in Jesus Christ. Campus ministers accompany all, meeting people, especially students, “where they are.” Campus ministers witness to the love of Jesus and the gift of Christian community and the Church in everyday life. They are knowledgeable in ways of discernment as they walk with students who face significant career and vocational decisions, helping them identify and nurture their God-given gifts in a critical time in their lives. Grounded in Catholic teaching and decades of ecumenical and inter-religious dialogue, campus ministers embrace the call to be “peacemakers” and thus intentionally foster unity and mutual respect between the varied faith traditions. Campus ministers practice good and just stewardship of human and financial resources, work collaboratively with other lay and ordained ministers and exhibit responsible management skills. Campus ministers are conscientious citizens of campus and society, abide by the policies and procedures put forth by their local ordinary, and embrace the CCMA code of ethics. “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” (CV, 47)

COMPETENCIES:

Campus Ministers will demonstrate the following competencies in all three tiers of certification - Essential, Integral and Advanced:

- 4.4.1 A lived understanding of and an ability to effectively communicate the saving message of Jesus Christ and the teachings of the Catholic Church coupled with pastoral and practical experience of ministry, related to working on campus. (ES, 50)
- 4.4.2 A capacity to create community environments, in the campus ministry setting, which promote positive Gospel values for all as well as ongoing faith formation for Catholics. (ES, 34)
- 4.4.3 An ability and capacity for fostering the work of the Church by engaging in evangelization as the context shapes it with:
 - Adapting evangelization methods to respond to different learning styles, spiritual development, culture, gender, contemporary issues, or other factors
 - a portfolio of diverse tactics and strategies including prayer, in-person conversation, programmatic and event-based outreach, use of technology, and service.
- 4.4.4 Concrete expressions of compassion through service, advocacy and prayer with and for vulnerable, marginalized and poor people, as indispensable components of their ministry. (ES, 79)

Section 4.0 Standards for Campus Ministers

- 4.4.5 Sound practices of compassionate pastoral care, including (but not limited to) spiritual companionship and/or direction, pastoral counseling, theological reflection, and the ability to refer to other professionals when necessary. (NCS 4.1)
- 4.4.6 Creative integration of the six aspects of Campus Ministry (cf. Empowered by the Spirit #33-102) according to each campus ministry's unique mission, and with respect to other apostolates. Campus Ministers also recognize the various models of campus ministry and the ways in which campus ministry is both different from parish ministry and also a bridge to full parish participation. (ES, #30-32)
- 4.4.7 Cultural, academic, and spiritual understanding of the campus which serves not only the unique needs of Catholic students, but also the common good of the campus. (ES, 13,21)
- 4.4.8 An effective working relationship with national, diocesan and local university resources and personnel for programs and resources relevant to the mission and purpose of campus ministry.
- 4.4.9 The effective and prudent use of technology, social media and the Internet to enhance mission, promotion, intercommunication and pastoral formation. (NCS 4.4)
- 4.4.10 Dedication to the improvement of personal skills and continued advancement of the ministry through stewardship, training, networking, regular assessment, and means of accountability. (NCS 4.7)

Campus Ministers seeking the Integral and Advanced levels tiers of certification will also demonstrate:

- 4.4.11 A capacity for raising up and mentoring student leaders whose work in evangelization and campus ministry prepares them to leave campus to be prophetic servant leaders in the Church and the world. (ES, 99)

Campus Ministers seeking the Advanced level tier of certification will further demonstrate:

- 4.4.12 An ability to work effectively with (and, if necessary, build and manage a) multi-generational and diverse staff and/or student team to provide for a vibrant and comprehensive campus ministry. (NCS 4.5)
- 4.4.13 Collegial and respectful leadership of the campus ministry staff in one's area of responsibility. (NCS 4.5) This includes, but is not limited to:
 - Spiritually discerning and communicating vision.
 - An ability to set and prioritize goals, do strategic planning and evaluate personnel and programs
 - Short term planning, decision-making, delegating, and conflict management.

4.4 Standard Four: PASTORAL FORMATION

- A capacity to mentor those under one's supervision, whether student or colleague, to advance formation and learning, mission objectives, and the increased capacity to evangelize and serve others.
- A basic set of skills in administration, technology, finance and development, including budgeting and evaluation of staff.

Section 5.0 Process for Initial Certification

5.1 Participate in CCMA Orientation Webinar

To begin their initial application for certification, campus ministers must participate in a Certification Orientation Webinar offered by CCMA.

5.2 Completing the Application Form

Catholic campus ministers access and complete the initial online application by logging into the CCMA Member Portal..

5.3 Payment of Certification Application Fees

The application fee is due at the time when the initial application is submitted.

The fee is based on the tier of certification:

- Essential: \$50
- Integral \$75
- Advanced \$100.

The fee covers the administrative costs of processing the application and is non-refundable. The fee can be paid on-line through the CCMA website.

5.4 Term of Active Status for Applications

Once the initial application is submitted, the candidate has one year to complete his or her certification portfolio. An extension may be requested and will be granted at the discretion of the regional representative of the Certification Committee.

5.5 Receiving a Portfolio Checklist and “What’s Next” email

Once the initial application has been submitted and the appropriate fee paid, a dedicated

5.5 Receiving a Portfolio Checklist and “What’s Next” email

online portfolio checklist will be set up for the candidate and a link will be provided for the candidate to access. The candidate’s portfolio checklist will mirror the requirements for certification as outlined in section 3. The appropriate checklist for the level of certification sought will indicate which portions have been completed and those still required. The candidate should keep the link for the duration of the certification process to easily check on his or her own progress.

Candidates will receive a “What’s Next” page on the website which will include all the necessary links to submit/upload appropriate materials through the CCMA Member Portal. The regional representative/mentor will review the candidate’s portfolio checklist periodically to assist the candidate as necessary. .

5.5.1 Provide Transcript of Highest Degree and Credits in Theology

The formal education requirements for each tier of certification were previously listed within this handbook - see the chart in section 3.3.1.

Transcripts or other documents evidencing completion of the formal education requirements above should be sent to the CCMA office, directly from registrars of the institution or supervisors of ministry. Emailed transcripts are preferred (email pathways@ccmanetwork.org). If necessary, transcripts may be mailed to the CCMA Office, 1292 Long Hill Road, Stirling, NJ 07980. Reception will be indicated within the candidate’s portfolio checklist.

The Certification Committee will review the transcripts of the candidate. Transcripts will be assessed for the level of certification sought and its required degrees and/or graduate credit hours. If the candidate does not have the appropriate degree or graduate coursework, the Certification Committee may recommend additional coursework, programs of study or institutions to fulfill formal education requirements.

5.5.2 Submit Ministry Experience Form

[This is part of the initial application] The employment requirements for each tier of certification were previously listed within this handbook - see the chart in section 3.5.

The ministry experience form will be accessed through the portfolio. The candidate will provide, 1) the name of the employing institution(s), 2) the number of years employed, 3) the name of the supervisor(s), 4) appropriate contact information of the employing institution and 5) the name of the college or universities served.

5.5.3 Submit Professional Competency Experience

Options for the professional competency requirements for each tier of certification were previously listed within this handbook - see the chart in section 3.3.2.

Professional competency is demonstrated through a practicum experience in campus ministry that involves the supervised practical application of previously studied theory. Qualifying practicums will consist of a supervised experience relating specifically to campus ministry in a college or university ministry setting. Generally, documentation of the practicum should include 1) a description of the experience, 2) pertinent information about the organization conducting the experience, and an assessment report by a qualified supervisor.

The candidate will be able to upload materials relating to a qualifying ministry practicum/formation experience through the portal. The candidate may upload a summary of the experience, a supervisor's assessment or anything that documents the experience. Care should be taken that the information provided is sufficient to confirm that the formation experience meets the requirements for certification at the level sought.

5.5.4 Adherence to a Code of Ethics

Candidates will be presented with the CCMA Code of Ethics. After reading it, candidates will certify that they have carefully reviewed the document and agree to follow its directives in their personal and professional life. Candidates agree to adhere to the Code of Ethics on either the Certification Application (Form A, Section 11.1.1) or the Renewal Application (Section 11.5). A copy of the Code can be found in Section 11.1.3 of this handbook.

5.5.5 Submit Verification of Background Check and Compliance with the Charter for the Protection of Children, Young People, and Vulnerable Adults Form

The form (Form I) will be available within the candidate's portfolio. The candidate's immediate supervisor verifies that the candidate has completed appropriate background check(s) and is in compliance with the Charter for the Protection of Children, Young People and Vulnerable Adults (2019) The candidate submits contact information through the Designation of Third-Party Reviewers Form found in the link in the What's Next email. CCMA advises the candidate to notify his or her immediate supervisor of this requirement in advance..

5.5.6 Confirmation of Membership in the Professional Organization

All applicants for certification are expected to be active members of CCMA. The portfolio

5.5 Receiving a Portfolio Checklist and “What’s Next” email

checklist will automatically indicate the status of the candidate’s membership. If membership is not current, the candidate should contact CCMA to arrange payment of dues. Should there be a financial hardship, CCMA offers restricted scholarships. Interested applicants may contact CCMA via Info@ccmanet.org, requesting more information.

5.5.7 Upload Documentation as a Catholic in Good Standing:

The candidate will provide the contact information for the ecclesial authority able to affirm status as a Catholic in good standing. Instructions will be sent to the ecclesial authority along with the link to where he or she can upload the appropriate letter. The candidate submits contact information through the Designation of Third-Party Reviewers Form found in the link in the What’s Next email. The candidate may use the portfolio checklist link to check the status of his or her letter.

Please note that documentation shall consist of a letter provided by appropriate ecclesial authority. (A priest or deacon would obtain a letter from his bishop, a religious would obtain a letter from his or her superior, and a lay minister would obtain a letter from his or her pastor.) Information in the letter should reflect review of the sacramental records. If married, the Letter of Good Standing must include verification of Catholic marriage by the ecclesial authority. Adult converts to the Catholic Church must be practicing Catholics for a minimum of three years to be eligible for certification. CCMA advises the candidate to notify his or her ecclesial authority of these requirements in advance.

5.5.8 Complete a Personal Assessment

Each candidate shall complete a personal assessment of the CCMA standards and competencies applicable to the certification level for which the candidate is applying. The appropriate personal assessment form will be made available to the candidate through the What’s Next email. See Appendix X for personal assessment forms for each level of certification

5.5.9 Write and Submit a Self-Reflection Paper

The self-reflection paper is an opportunity for the candidate to theologically reflect on their own life as a campus minister. Candidates will examine their vocational journey, how they possess the competencies of a campus minister, their understanding of foundational documents and how they live out the CCMA Code of Ethics. The length and specific prompts for reflection are determined by the level of certification. The self-reflection papers will be uploaded using a link found in the What’s Next email.

Tier	Instructions
Essential	<p>Write a 3-5 page self reflection that includes all of the following:</p> <ol style="list-style-type: none"> 1. A description of the stepping stones in your life that led to becoming a campus minister. 2. A discussion of the six aspects of campus ministry as outlined in the Bishops' Pastoral Empowered by the Spirit: Campus Ministry Faces the Future: <ul style="list-style-type: none"> • -What role do these play in your ministry? Which have you focused on in your ministry? Which are the weakest, why? 3. A discussion of the CCMA Code of Ethics. <ul style="list-style-type: none"> • -How do you exemplify the Code of Ethics in ministry? Please include knowledge, experiences, attitudes or behaviors that exemplify the Code of Ethics.
Integral	<p>Write a 3-5 page self reflection that includes all of the following:</p> <ol style="list-style-type: none"> 1. A description of the vocational journey that led you to choose and commit to campus ministry. 2. A discussion of your theology of ministry using the six aspects of campus ministry as outlined in the Bishops' Pastoral Empowered by the Spirit: Campus Ministry Faces the Future 3. One other foundational ministry document applicable to ministry in higher education (USCCB or papal) of your choosing: <ul style="list-style-type: none"> • How do these play a role in your ministry? 4. A discussion of the CCMA Code of Ethics: How do you exemplify CCMA's Code of Ethics in ministry? Please include knowledge, experiences, attitudes or behaviors that exemplify the Code of Ethics.

Advanced

Write a 4-7 page self reflection that includes all of the following:

1. A description of the vocational journey that led you to choose and commit to campus ministry.
2. A discussion of your theology of ministry using the six aspects of campus ministry as outlined in the Bishops' Pastoral Empowered by the Spirit: Campus Ministry Faces the Future
3. One other foundational ministry document applicable to ministry in higher education (USCCB or papal) of your choosing:
 - How do these play a role in your ministry?
4. A discussion of the CCMA Code of Ethics:
 - How do you exemplify CCMA's Code of Ethics in ministry. Please include knowledge, experiences, attitudes or behaviors that exemplify the Code of Ethics. Please also include examples from your administrative and leadership responsibilities.

5.5.10 Submission of Third-Party Assessments

The candidate will provide the appropriate contact information for the third-party assessments through the Designation of Third-Party Reviewers Form found in the link provided to the What's Next page on the website. Instructions will be sent to the assessors along with the link to the appropriate online form. CCMA advises the candidate to notify his or her third-party reviewers of this requirement in advance. The candidate may use the portfolio checklist link to check the status of his or her letter. CCMA cannot accept assessments completed more than one year from the date of the candidate's application. The assessments should be submitted by the following:

1. Your immediate supervisor.
2. A campus minister or peer/colleague at your current assignment who is familiar with your ministry.
3. A current student from the college or university where you serve. If a candidate is not currently employed and is seeking certification, these review forms must come from their last assignment.

The following assessment is required for the Advanced tiers of certification only:

4. An institutional peer outside of campus ministry (e.g. student activities, counseling center, faculty or other university official) -or- outside your institution of higher

learning (e.g. diocesan reviewer, national/regional ministry collaborator, etc.)

5.6 Participation in the Mentoring Process

Candidates for Tier 2 and Tier 3 who choose to create a supervised ministry experience (see 3.3.2 option b in tier 2 and 3) will be given a mentor, with input from the candidate. Mentors must be certified in the Integral or Advanced tier and participating in ongoing growth through the Certification Renewal process. Note: not all candidates will choose this option.

All candidates have a regional representative on CCMA's Certification Committee who is appointed to support each candidate after their initial application. The candidate will then be notified of their regional representative with appropriate contact information. The candidate should contact the regional representative with any questions and to seek guidance in navigating the certification process.

5.7 The Interview Process

When the applicant's portfolio is complete, the national CCMA office will notify the applicant's regional representative/mentor who will initiate the interview process.

The interview is a key element in the certification process. The Interview Team will consist of three experienced campus ministers. The team will 1) review the entire portfolio of the candidate, 2) utilize their own knowledge and experience of the standards of campus ministry to conduct the interview, 3) make a recommendation to grant or withhold certification of the candidate and 4) offer a suggested plan for continued formation based on areas for growth, certification renewal and/or expressed desire for a future certification at a higher level.

The process will be one of dialogue between the candidate and the interview team. It will be conducted in an atmosphere of affirmation and honesty and should attempt to surface both the strengths and areas for further growth of the candidate. The interview teams will follow a standardized process for the sake of uniformity and fairness. Every effort is made to schedule the interview for a time and a place convenient for the candidate. Interviews are conducted face to face or via video conference call.

The candidate prepares for the certification interview by being able to articulate the elements of the portfolio and self-reflection paper, Empowered by the Spirit and (if appropriate to their certification tier) Co-Workers in the Vineyard of the Lord as it relates to his or her ministry. The Interview Team may also ask for clarification on any of the materials submitted in relation to the certification process.

5.7 The Interview Process

5.7.1 Pre-Interview Screening

The regional representative will conduct a preliminary review of the applicant's portfolio. If everything is in order, the regional representative/mentor will assemble an interview team. If areas of concern emerge within the applicant's portfolio, the regional representative will address these with the candidate and/or ask the interview team to seek further clarification on particular areas of concern.

5.7.2 Interview Team Composition and Training

The regional representative will appoint three campus ministers to the interview team. Whenever possible, these peers should serve different sites. At least one of the team members must be certified at the Integral or Advanced level.

The following are ineligible to serve on an interview team:

- Anyone who serves, or has served, as a supervisor to the candidate.
- Anyone supervised by the candidate.
- Anyone who served as a reviewer for the candidate's application, including the candidate's regional representative/mentor.
- Anyone who determines that they may have a conflict of interest that would prevent him or her from being fair and objective in the process.

5.7.3 Interview Team Roles

Each of the Interview Team members will be assigned one of three roles for the interview: coordinator, facilitator and recorder. These roles will typically be assigned by the regional representative/mentor

- **Coordinator.** The coordinator of the interview team arranges the interview with the candidate and the rest of the interview team. The coordinator's responsibilities include:
 - Contact the candidate and other interview team members to schedule an in-person or conference call interview.
 - Coordinate place, date and time of interview or arrange a conference call through CCMA's national office.
 - Contact the candidate to tell him or her what to expect during the interview.
 - Conduct the pre-interview meeting with the interview team to identify areas of special focus. These should include areas identified by the regional representative. Following the discussion, areas for questioning will be assigned to each member of the interview team.
 - Introducing the candidate to the interview team.

Section 5.0 Process for Initial Certification

- Explaining the procedure and process to the candidate.

- Facilitator. The facilitator leads the interview. The facilitator's responsibilities include:
 - Keeping time and maintaining an appropriate balance in length and breadth for each area of questioning.
 - Ensuring that the interview team covers all questions raised in the pre-interview discussion.
 - Conducting the decision-making process using the following model:
 - Solicits from each team member an opinion concerning the candidate's competencies.
 - Facilitates discussion on any areas of the candidate's noncompliance with the standards and Code of Ethics.
 - Facilitates efforts to reach unanimous decision about certification.
 - Requests a minority report from the dissenting interview team member to accompany the recorder's report when there is a split decision about certification.
 - Dispose of the extra copies of the application materials when the interview is complete.
 - Facilitates the process of creating a recommendation for continuing formation plan for the candidate.

- Recorder. The recorder takes notes during the interview and submits a report to the national office. This brief report should follow the example format given and include the following:
 - List name, address and phone number of candidate.
 - State date, time and place of interview.
 - List names, addresses, phone numbers and roles of interviewers.
 - Summarize the documentation of the candidate's application, the dynamics of the interview, the issues raised, the areas of strengths and growth of the candidate, as well as the recommendations and affirmations of the interview team. Recorder will circulate a draft of the interview report to the other members of the interview team for their approval.
 - Outline a clear and reasonable continuing formation plan for the candidate which will be held by the national office for future renewals or certifications of the candidate.
 - Sign the Interview report and submit it to the national office within 30 days of the interview. The national office will then distribute this report to the Certification Committee.

5.9 Consideration by the Certification Committee

The CCMA national office will provide the interview team with interview training materials (see Appendix B), and resources including 1) a sample interview report, 2) the CCMA Standards, 3) the CCMA Code of Ethics, 4) a review the certification process, 5) the composition and function of the team, 6) the process that will be used for the interview and 7) the procedures for decision-making and notifying candidates.

The CCMA national office will also grant the team access to the candidate's portfolio for review.

Following the interview, the team will submit their recommendations to the CCMA national office, which will forward it to the Certification Committee. The decision to render or deny certification rests with the committee.

5.8 Assessing the Documents and Competencies of Candidates

The Interview Team's report will be forwarded to the CCMA Certification Committee. Once the report is received, the matter will be placed on the agenda of the next Certification Committee meeting. The committee will review the work of the interview team to assure they have complied with CCMA's certification procedures and consider its recommendation. The committee may also consult the candidate's portfolio as needed. Discussion may be extensive, depending on the application and the interview. The committee will then vote to grant, delay or deny certification. The committee chairperson will notify the national office of the committee decision.

5.9 Consideration by the Certification Committee

Consideration of the candidate by the Certification Committee shall include a review of the following:

- the candidate's portfolio which will be evaluated for completeness, accuracy and documentation of prerequisites and competencies
- the report offered by the certification Interview Team

Once a decision has been reached:

- If the Certification Committee grants certification, the committee will contact the campus minister to inform them of the decision and offer a continuing formation plan. As a courtesy, the committee may also designate the regional representative/mentor to convey this information directly. The National Office will mail the appropriate certificate to campus minister in a timely manner.
- If certification is not granted, the regional representative will contact the candidate

to discuss the result of the review, and the candidate’s options.

- If the Certification Committee requests clarification or additional information, the regional representative returns the response to the Interview Team, and alerts the candidate that his or her certification requires further review and outlines the next steps in the process. The steps involved will be determined on a case-by-case basis by the Certification Committee.

5.10 Post Decision Procedures

Once the decision has been made, the Certification Committee and the Regional Representative will proceed as follows:

5.10.1 If Certification is Granted

If certification is granted, the national office sends the candidate 1) official notice, 2) a certificate of certification, 3) a copy of the continued formation plan and 4) a brief overview of the renewal process. As a courtesy, the regional representative may informally contact the candidate as soon as the decision is made.

CCMA national office sends mailed letters to the local ordinary and university administration (where applicable) and updates the campus minister’s file.

The period of time for which the certification is valid will be determined by the tier of certification granted.

Essential Certification	Integral Certification	Advanced Certification
Valid for two years	Valid for five years	Valid for seven years
Expires December 31st after second year	Expires December 31st after fifth year	Expires December 31st after seventh year
Renewable once	Renewable indefinitely	Renewable indefinitely

5.10.2 If Certification is Denied

If certification is denied, the candidate will be informed of the reason for the denial and their right to appeal via the appeal process (described in III. B below).

5.11 Legacy and Inactive Certification Statuses

5.10.3 If Certification is Delayed

The Certification Committee may decide to delay certification if it feels the need for clarification or there is a deficiency which can be remedied in the short term. In this case the candidate will be informed of the decision and the options necessary to move the process forward.

5.10.4 In All Cases

The candidate's completed portfolio and associated documents will be kept on file by the national office. The documents of that file belong to the campus minister. The campus minister is responsible for keeping the basic information (address and phone number) current. CCMA will maintain this file on behalf of the campus minister for three years beyond the expiration of membership.

The regional representative is responsible for sending thank you notes to each interview team member after the interview is completed.

5.11 Legacy and Inactive Certification Statuses

Legacy and Inactive Certification status may be granted to campus ministers by the certification committee on a case-by-case basis. The special status may be requested by a campus minister who is already certified through the process described above.

5.11.1 Legacy Certification Status

Legacy certification may be granted to those certified Catholic campus ministers who have been involved in the field of Catholic campus ministry for 20 or more years. These members are permanently retired from campus ministry, but would like to remain active in CCMA and supportive of campus ministry. It is not for those who are employed as full time campus ministers. It is assumed that they will not return to full time active campus ministry at some future date. Legacy certification need never be renewed. This status may be requested by letter to the Certification Committee and will be conferred on a case-by-case basis with the Executive Board for approval.

5.11.2 Inactive Certification Status

Certified Catholic campus ministers who are in need of renewing their certification, are not presently working in campus ministry, but would like to return to campus ministry in the future may be granted "inactive" status. This status gives the minister the opportunity to renew formal certification at a later date, when again employed in campus ministry, without financial penalty at that time. Inactive status must be requested by the minister through the

Section 5.0 Process for Initial Certification

regional representative. Candidates will be recommended by the regional representative and affirmed by the Certification Committee.

Section 6.0 Process for Renewal of Certification

6.1 Notifying Candidates

Certification expires the December of the year of renewal. In the December prior to the year in which the candidate is to be renewed, the CCMA national office sends the candidate:

- Letter of notification
- Renewal form
- Personal Assessment Form
- Letter of Good Standing Sample
- Form I - Verification of Background Checks and Compliance with Charter for the Protection of Children, Young People, and Vulnerable Adults
- A roster of the CCMA Certification Committee so they can contact their regional representative if needed.

The National Office sends the chairperson(s) of the Certification Committee and the regional representatives the names of those to be renewed that calendar year.

The National Office sends a reminder to certified campus ministers with active membership in CCMA during membership renewal to update their continuing education profile. The Office also sends communications to active members of CCMA by the December prior to their certification renewal year. An attempt will be made to contact those members whose CCMA membership has lapsed.

6.2 Applying for Renewal

The candidate needs to apply for renewal of certification by September 30th of the renewal year. Application forms for renewal may be obtained from the national office.

In their initial interview, candidates for certification offer future goals moving forward (see interview questions, appendix 1.6). These goals are retained and referred to in the renewal process with the expectation that ongoing formation is necessary and of great value before certification is renewed.

The renewal process is a means by which a campus minister's professional growth can be affirmed and validated. Campus ministers update their portfolio by noting continuing education opportunities, retreats, and ministry experiences in their on-line profile.

6.3 Fulfilling Ongoing Requirements for Renewing Certification

Candidates for renewal may use the renewal process only if they are renewing in the same tier. If applying for a different tier for the first time, candidates must follow the initial requirements for that tier as listed in Section 3. See 5.10.1 for renewal timeline.

Candidates for renewal must fulfill the following requirements:

- Letter of Good Standing (all elements described in Section 3.1 and 3.2 must be addressed)
- Detail of Continuing Education and Formation related to standards and competencies since last certification to be kept in their CCMA Membership Profile
- Peer Review for Renewals: the candidate reviews continuing education, formation, and professional development goals with a certified campus minister. The peer campus minister submits Peer Review Form (Appendix 11.5).
- Verification of Background Checks and Compliance with the Charter for the Protection of Children, Young People, and Vulnerable Adults (Form I)
- Renewal fee of \$25.

6.4 Meeting with Interviewers/Peers Who Have Been Certified

Campus Ministers review their continuing education and formation and assess the professional development goals stated in the initial interview with a certified campus minister to demonstrate that they have maintained and enhanced competency in campus ministry since they were last certified. The campus minister states new goals to be retained and referred to in future renewals.

The peer certified campus minister assesses this history and progress toward stated goals for strengths and limitations and makes recommendations for continued development in campus ministry competencies. The peer campus minister submits a written report following the Renewal Peer Review Process Guidelines for Peer Review Campus Minister (included in Certification Portfolio) to the CCMA staff who saves the document in a secure location.

6.5 Consideration by the Certification Committee

The campus minister submits their completed documentation to the CCMA national office. The regional representative reviews the documentation and recommends for or against the renewal of certification of the campus minister to the CCMA Certification Committee.

6.6 Assessing the Requirements and Competencies and Decisions for Renewal

The Certification Committee reviews the work of the regional representative to ensure all documents have been submitted, considers their recommendation, and renders a decision about renewal of certification.

6.7 Communication of Decisions Regarding Re-approval of Certification

The Certification Committee notifies the CCMA national office of the decisions regarding renewal of certification through the official minutes of the meeting.

The candidate's regional representative communicates the decision to the candidate.

6.8 Celebrating the Renewal of Certification

The CCMA national office formally notifies the campus minister of the Certification Committee's decision by sending a letter and a renewal certificate. CCMA national office sends mailed letters to the local ordinary and university administration (where applicable) and updates the campus minister's file.

6.9 Late Fees for Renewal of Certification

If an application is not received by December 31 of the last year of the certification time period, a "late fee" of an additional \$50 will be assessed, prior to submitting it to the Certification Committee. The campus minister may renew certification at any time after the lapse in certification, but must pay the \$50 late fee, in addition to the renewal fee of \$25, in order to participate in the renewal process.

Section 7.0 Roles of those Involved in the Certification Process

7.1 Certification Committee

CCMA Certification Committee members will be appointed for a three-year renewable term by the CCMA Executive Board, consisting of a representative from each of CCMA's six regions, one national office representative, one additional representative, and one ambassador who serves to further the public relations work of the committee. The public relations representative or ambassador, will serve a two-year, renewable term. The Certification Committee elects its own chairperson(s). The year each member joins the committee will be recorded on the roster. When the national office receives a complete certification application it will notify the Chairperson(s) and appropriate regional representative to begin the interview process. The Certification Committee certifies candidates with the approval of the Executive Director.

7.1.1 Regional Representative Responsibilities

1. Familiarity with the Certification Process

The regional representative assists certification and renewal applicants with the certification process by answering questions, reviewing completed certification portfolios, and setting up certification interviews. Each regional representative is familiar with the CCMA Certification Handbook, which describes the process in detail.

2. Initial Contact of Inquirers

When a candidate requests a certification portfolio, the CCMA staff notifies the Certification Committee members via a monthly Portfolios Requested Report. Regional representatives make initial contact with those in their region to offer personal assistance and to answer questions. Emails and phone calls can also be utilized. Swift contact is important to support potential candidates, answer immediate questions, and to help move candidates along in the process.

3. Follow up of Applications

In the event that CCMA receives a candidate's incomplete application, they will be identified on the monthly Status Report. Representatives periodically contact people in their region to see how they are doing in the certification process. This provides a reminder to candidates and gives them an opportunity to ask questions, receive encouragement and keep their application moving.

4. Certification Interviews

When an applicant has submitted all the required materials for certification, CCMA contacts the regional representative and forwards the completed application to him or her. The Regional representative then:

- Reviews all elements of the application and notes any specific areas of concern or things to explore during the interview (pre-interview screening 5.8.1). If areas of concern are major, the regional representative should contact the candidate to discuss the application issues.
- Sets up and maintains communication with the certification interview team member who will arrange the interview. If areas of concern exist, the regional rep should ask the interview team to include these issues in the interview (in addition to ones they might surface).
 - The regional representative ensures that each member of the interview team signs the Code of Confidentiality and Professional Responsibility Form. All forms are filed at the CCMA National Office, 1292 Long Hill Road, Stirling, NJ 07980)
- Notifies the national office when the interview team has been assembled. The national office then provides instructions and documentation to the entire interview team.

Regional representatives are asked to attempt to complete the entire interview process within six weeks of the receipt of the completed application. See 5.8.2-5.8.4 for guidelines and protocols of the interviews and Appendix 11.4 for an interview report.

5. Thank You Notes for Interview Team

The regional representative is responsible for sending thank you notes to each interview team member after the interview is completed.

6. Renewal Applications

Certification must be renewed by the December of the renewal year. See 5.10.1 for the certification renewal time period.

CCMA sends reminders to those campus ministers in need of renewal and notifies Certification Committee members. Intermittent contact with campus ministers up for renewal is necessary to give the campus minister opportunity to ask questions concerning the renewal process and to allow the regional representative to offer encouragement for a swift renewal.

When the campus minister submits all required renewal material CCMA forwards

it to the regional representative who will review and determine if it should be endorsed. Requirements for renewal are outlined in Section 6. The regional representative then sends the endorsement back to CCMA for review by the Certification Committee. The renewal process is outlined further in Section 6.

7. Monthly Conference Calls

The Certification Committee holds monthly conference calls to discuss certifications, renewals, policy development, and marketing of the process. Before each call, representative receives an email with information (including attachments or hyperlinks) pertinent to that call. During the call, representatives will vote on renewal and certifications, review policy as necessary and discuss questions related to specific cases.

8. Advocate for Campus Ministry Certification in Your Region

The regional representative is a spokesperson for certification in their region. When possible, the regional representative promotes certification at local and regional events, encouraging campus ministers to pursue this standard of professionalism and competency in the field.

7.2 Appeals Committee

A candidate that is denied certification will be notified of the right to appeal the decision of the National Certification Committee. Upon receiving the decision the candidate has thirty (30) days to write to the chairperson of the CCMA Executive Board requesting an appeal. The candidate must state the specific grounds for the appeal.

The Chairperson of the Executive Board will:

- Appoint three members for the Certification Appeal Review Team from the Executive Board (one of whom must be a certified campus minister) and designate one of them chairperson.
- Notify the candidate of the three-member Appeal Review Team.

The members of the review team shall have no personal or professional conflict of interest with the candidate and shall not have participated in the original interview team. The national office sends each member of the review team the grounds for the appeal, the original documentation and the interview team's report. The review team studies all the materials and renders a decision to uphold or deny the appeal. The review team chairperson will communicate the decision to CCMA's Executive Board, who will notify the chairperson of the original interview team and the candidate. The decision of the review team is final and binding for the association.

7.3 Catholic Campus Ministry Association Executive Director and Staff

The Executive Director has delegated authority from the Executive Board to certify in the name of Catholic Campus Ministry Association competent specialized ministers. The Executive Director delegates the facilitation of the process and decisions regarding certification of candidates to the Certification Committee. The Executive Director delegates administrative aspects of the process to CCMA staff as it is helpful to the Certification Committee. In addition to overseeing all aspects of the certification process, the Executive Director approves those ongoing formation events sponsored by CCMA that develop the competencies of those relating to the organization and that prepare specialized ministers for initial and renewal of certification.

7.3.1 Reviewing Records and Transcripts

The CCMA National Office compiles and performs initial reviews of all Certification Portfolio materials for each candidate to ensure completeness in each area. Documentation is then forwarded to regional representatives on the Certification Committee.

7.3.2 Reviewing Self-Assessment Instruments

The CCMA National Office reviews candidate's self-assessment documents as provided for completion. Documentation is then forwarded to regional representatives on the Certification Committee.

7.3.3 Reviewing Evaluations of Interviews with Candidates

The CCMA National Office reviews interview materials and reports for each certification candidate for completion. Documentation is then forwarded to regional representatives on the Certification Committee.

7.3.4 Reviewing Portfolios

The CCMA National Office reviews all certification portfolios for completion, before sending to the regional representative.

7.3.5 Reviewing Evaluations by Mentors

The CCMA National Office reviews the reports submitted by mentors for those who create a supervised ministry experience (3.3.2, Tier 2b, Tier 3b) for completion and then forward the documentation to the regional representatives on the Certification Committee.

7.3.6 Reviewing Evaluations of Ministry Practicums and Programs

The CCMA National Office reviews all submitted practicums and programs for completion

before forwarding certification portfolio to the candidate's regional representative.

7.3.7 Discerning Readiness for Certification

The CCMA National Office reviews the entire, completed certification portfolio for accuracy and completion before forwarding to the candidate's regional representative.

7.3.8 Recommending Candidates for Certification to the Executive Director

The CCMA Executive Director delegates authority to the Board Liaison for recommending candidates for certification.

7.4 Role of Mentors

When called upon, the Certification Committee seeks mentors to assist candidates in preparing for Certification. Specifically, mentors would be engaged to assist a candidate in creating a supervised ministry experience for demonstration of professional competency (Part 3, Section 3.3.2, Tier 2 Integral option b and Tier 3 Advanced option b). Note: not all certification candidates will use this option.

7.5 Role of the Interviewers

Interviewers offer a valuable contribution in the certification application process. The CCMA National Office and regional representatives provide interviewers with instructions for the interview, sample interview questions, and interview report templates.

Section 8.0 Withdrawal of Certification / Decertification

8.1 Criteria

CCMA members are expected to hold high standards of professional competence and compliance with the CCMA Code of Ethics (Section 11.1.3). Violating CCMA's Code of Ethics is grounds for losing certification. The formal process for revoking certification is decertification.

It is presumed that when filing a complaint as described below that action at the local level to achieve a fair resolution have already been explored and have proven ineffective. Any member or group of members of CCMA may file a complaint against a certified campus minister who, in their judgment, has violated the CCMA Standards for Campus Ministers or Code of Ethics.

- A complaint is filed by sending the Chair of the CCMA Executive Board and Executive Director a letter by registered mail within sixty (60) days following an awareness or knowledge of an alleged incident(s) or court decision.
- Minimum information to be included in the complaint:
 - Name, address and phone number of the person filing the complaint (hereafter called "petitioner").
 - Date the complaint is filed.
 - Date the alleged incident(s) occurred.
 - Name and address of the campus minister (hereafter called "respondent") involved in the alleged incident(s).
 - A complete account of the alleged incident(s).

8.2 Process

The chair of the CCMA Executive Board will mail a copy of the complaint to the respondent via registered mail within five days of receipt from the petitioner. The copy of the complaint that is sent to the respondent will not contain the complainant's name.

The chair of the Executive Board will appoint a three-person Ethics Panel, including two members of the Executive Board and the chair of the certification committee to review the complaint.

The Ethics Panel will gather information from the petitioner and respondent and appropriate sources pertinent to proper review of the complaint.

The Ethics Panel will convene a formal review within sixty (60) days after receiving the complaint. The Ethics Panel will render a binding decision with the following options:

- The complaint is without merit in the context of CCMA's Standards or Code of Ethics.
- A serious violation of CCMA's Standards or Code of Ethics has occurred. The Ethics Panel will name the specific standard(s) violated. The Ethics Panel may choose to:
- Reprimand the respondent
- Suspend certification for a period of time
- Permanently revoke certification.

8.3 Notification to the Executive Director

The Ethics Panel will give written notification of its decision within five days to the respondent, the petitioner, the Chair of the CCMA Executive Board and to the CCMA Executive Director. The decision will be final and binding for the association and kept on file in the CCMA National Office. CCMA national office sends mailed letters to the local ordinary and university administration (where applicable) notifying them of a withdrawal of certification and updates the campus minister's file.

Section 9.0 Appealing an Adverse Certification Decision

A candidate would follow the steps as outlined in Section 7.2.

Sample appeal letter can be found on Section 11.9

Section 10.0 Certification Records

CCMA follows federal privacy laws regarding keeping confidential files secure and making files available to only those who have a legitimate need to access the files, e.g. the National Office staff liaison. Certified campus ministers may have access to their files by making a written request to the CCMA National Office, stating the reason and timeline to view the files. CCMA will store the confidential certification files in its archives for the length of membership plus a period of five years. Files may be stored on-line and protected through internet best practices.

Section 11.0 Appendices

In this section you will find:

11.1 Certification Portfolio (All Tiers) and Forms for all Tiers

11.1.1 -Initial Application (form A)

11.1.2 Ministry Experience form

11.1.3 Code of Ethics

11.1.4 - Verification of Background Check form

11.1.5 Peer Review Instructions (Applicant)

11.1.6 Peer Review Instructions (Reviewer)

11.1.7 Sample Letters for all Tiers

11.2 Certification Instructions for Tier 1 and Checklist

Forms for Tier 1

11.3 Certification Instructions for Tier 2 and Checklist

Forms for Tier 2

11.4 Certification Instructions for Tier 3 and Checklist

Forms for Tier 3

11.5 Renewals

Forms and letters for Renewals

11.6 Sample Interview Questions

11.7 Sample interview Report

11.8 Regional Representatives and their regions.

11.9 Appeal of an adverse certification decision

11.10 Glossary

All forms are for information purposes only. The portfolio will be submitted electronically via the member website.

11. 1 Certification Portfolio

The Certification Portfolio contains the important documents and forms that are shared with candidates. All Certification candidates receive the Certification Handbook and the Certification Portfolio.

All Tiers:

Form A - Certification Application and Ministry Experience form and Acknowledgment of C.O.E.
Code of Ethics
Sample Letters to Ecclesial Authority from CCMA and from Ecclesial Authority to CCMA
Form I - Verification of Background Check and Compliance with the Charter for the Protection of Children, Young People, and Vulnerable Adults

Tier 1:

Tier 1-Certification Instructions /Checklist
Form B1-Third Party Assessment, Immediate Supervisor
Form C1-Third Party Assessment, Ministerial Colleague
Form D1-Third Party Assessment, Student
Form F1-Personal Assessment
Form G1-Supervised Ministry Experience
Tier 1-Self-Reflection Paper Guidelines

Tier 2:

Tier 2-Certification Instructions /Checklist
Form B2-Third Party Assessment, Immediate Supervisor
Form C2-Third Party Assessment, Ministerial Colleague
Form D2-Third Party Assessment, Student
Form F2-Personal Assessment
Form G2-Supervised Ministry Experience
Peer Review Process--Instructions for Candidate
Peer Review Process--Instructions for Peer Review Team
Form H--Peer Review Form
Tier 2-Self-Reflection Paper Guidelines

Tier 3:

Tier 3-Certification Instructions /Checklist

Form B3-Third Party Assessment, Immediate Supervisor

Form C3-Third Party Assessment, Ministerial Colleague

Form D3-Third Party Assessment, Student

Form E3- Third Party Assessment, Colleague outside of Campus Ministry

Form F3-Personal Assessment

Form G3-Supervised Ministry Experience

Peer Review Process--Instructions for Candidate

Peer Review Process--Instructions for Peer Review Team

Form H--Peer Review Form

Tier 3-Self-Reflection Paper Guidelines

Renewals:

Renewal of Certification Application

Form I - Verification of Background Check and Compliance with the Charter for the Protection of Children, Young People, and Vulnerable Adults

Renewal Peer Review Process -Instructions for the Peer Review Campus Minister

Sample Letters to Ecclesial Authority from CCMA and from Ecclesial Authority to CCMA

11.1.1 Initial Application for Certification

Catholic Campus Minister Certification Application – Form A

Level of Certification sought:
(The requirements for each level can be found in the Certification handbook.)

Tier 1 Essential	Tier 2 Integral	Tier 3 Advanced
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Name & Contact Information:	The name given, including titles and religious initials, will be used in all official certification documents.
Street Address: _____ _____	Address given will be used in all official certification correspondence.
Contact Information	Office Phone, Fax, Mobile, E-mail Address
CCMA Membership #:	Contact National Office if needed
(Arch)diocese:	
Campus Ministry Experience	(See Ministry Experience form)
Immediate Work Supervisor (For current position)	Name, Work Contact Address, Phone and, Email
Application Fee (Varies by Tier)	Pay or Invoice
Acknowledgment	The information provided within this application is true and accurate to the best of my knowledge. I have read, understand, and agree to adhere to the CCMA Code of Ethics.
Candidate's Signature and Date	

11.1.2 Ministry Experience Form

Currently, the ministry experience is collected on the initial application. See 11.1.

An on-line form will allow separate forms for each tier of certification

Explanation: Certification as a Catholic campus minister requires previous ministry experience on a university or college campus. The type of ministry and the number of years required is dependent on the tier of certification* being sought by the candidate. See Section 3.3 for information on the different tiers of certification.

Please document your experience as a campus minister starting with your most recent employer.

Most Recent Ministry Experience:	
1) Name of Employer:	
2) Dates of Employment:	a. Start Date:
	b. End Date:
3) Name of the supervisor(s):	
4) Contact information for employer:	
5) Name of the college or universities served:	
Repeat 2-3 times to record additional ministry experience	

11.1.3 Code of Ethics

We, the members of the Catholic Campus Ministry Association, profess the dignity and sanctity of all individuals. In light of our specialized ministry in and to higher education, we commit ourselves:

To the People We Serve

We serve students, faculty, staff and administrators that gather at institutions of higher education to search and learn. Although called to serve the Catholic community, we will not restrict our ministry to persons of a particular age, gender, race, creed, physical ability or sexual orientation.

Our first concern is for the well-being of those we serve as they join with us in the mission of the church in higher education. As leaders within the faith community, we seek no unfair advantage that our position may give to us. We adhere to appropriate interpersonal boundaries in relating with those we serve.

To Gospel and Pastoral Values

We look to Scripture, the rich heritage of the Roman Catholic Church, and the movement of the Spirit of God throughout the entire human story to promote the value and dignity of the person and the unfolding of the reign of God in human history.

We commit ourselves to providing a safe and healthy environment in which to conduct our ministry. This environment would be free of any form of harassment.

To Discipleship and Service Within Our Church

We promise our community of faith an active discipleship in the Spirit and Mission of Jesus. We will relate with others in ways that respect their dignity as persons and their freedom of conscience without compromising our own beliefs.

We recognize the privileged relationship we have with the people we serve and promise them acceptance and confidentiality. We will give our community of faith-dedicated service. We will work hard, given a reasonable job description and work schedule.

To Personal Faithfulness, Integrity and Well-Being

We will actively pursue our own faith development and enrichment.

We will seek not only personal integrity but also an integration of our faith, our ministry and our lifestyle.

We will care for our own health and personal well-being lest our own needs interrupt or undermine our ministry.

To Higher Education

We embrace the goals and purposes of higher education and seek to enrich the local community of faith, and the universal church, with its fruits.

To Broader Social Concerns, Justice and Peace in the World

We recognize the University as a privileged place for public debate on the many social concerns facing our society today.

We promise our community of faith that we will speak the Gospel values within this forum and collaborate with others in the pursuit of peace and justice in the world.

To the Standards of Our Profession

We strive for holiness, wholeness and excellence in our ministry.

Our standards give us a starting point from which we can grow as professionals in service to the church and higher education.

Accountability

We pray that our church, our community of faith and our colleagues will support us and challenge us to live out these ethical principles.

We believe that any violation of these principles needs to be handled on the local level through the due process procedures available to the person or persons in question.

The CCMA Executive Board has the right to withhold membership and revoke certification from a person who has violated this code of ethics.

Approved by the CCMA Executive Board – October 2016
Certification Committee Revised - March 1999
Approved by the CCMA Executive Board - 1995

11.1.4 Peer Review Process - Guidelines for the Campus Minister Seeking Certification

Candidates with five or more years of full-time or seven or more years of part-time Campus Ministry experience may utilize the Peer Review Process to fulfill the “Documentation of Professional Competency” certification requirement. This may only be used by those applying for either Tier 2 or Tier 3.

The purpose of the Peer Review is for you to articulate and discuss your philosophy and vision of Campus Ministry and discuss how this vision is manifest in ministry. You will invite three peer colleagues who are familiar with your ministry to assist in the review process. Specifically, the peer review process is designed as an opportunity for you to:

- Clearly articulate your personal philosophy/vision of ministry
- Deepen your sense of how this vision is fulfilled directly through your ministerial responsibilities
- Have an honest and collegial discussion regarding the gifts and skills, strengths and weaknesses, challenges and successes you utilize and experience in ministry.
- Discuss your future goals and desires for professional and ministerial growth.

The Peer Review Meeting is not a certification interview. It is a focused discussion between colleagues about ministry in higher education for the purposes listed above.

Please refer below to Guidelines for the Campus Minister Seeking Certification and the Guidelines for Peer Review Team Members for specifics about the process.

Guidelines for the Campus Minister Seeking Certification

Assemble the Peer Review Team

- Select and assemble three campus ministers to serve as the Peer Review Team. If possible the members of the Peer Review Team should be campus ministers who are familiar with your ministry. It is highly recommended that at least one of the three members of the Peer Review Team be certified.
- Schedule the Peer Review meeting place, date and time. Select a time and place convenient to you and all members of the Peer Review Team. The Peer Review should take no longer than one 1.5 hour meeting.
- Prior to the Peer Review meeting, submit the following documentation, described

below, to each member of the Peer Review Team.

1. Guidelines for Peer Review Team Members (Included with these instructions.)
2. Self-Reflection Paper: Using the same self-reflection paper that you have written for your certification application as a foundation, be prepared to discuss your personal vision/philosophy of campus ministry with your Peer Review Team. This discussion should include evaluation of your strengths, areas of needed improvement, and high points and low points in your campus ministry experience.
3. Job description: Submit a copy of and be prepared to discuss your current job description with the Peer Review Team.
4. Personal Assessment: Using the same personal assessment that you complete for your application, be prepared to discuss your examples of how you have successfully demonstrated the competencies and of your identified areas of growth.

After the Peer Review Meeting is completed:

The campus minister seeking certification should:

1. Write a brief (one to two page) personal reflection on the insights that you received from the discussion that took place during the Peer Review meeting.
2. Complete Form H in the Certification Portfolio.
3. Send these documents to the CCMA National Office with your certification application. You do not need to submit your job description.
4. Thank the three members of the peer review team for their participation.

11.1.5 Peer Review Process - Guidelines for Peer Review Team Members

Thank you for your willingness to assist your colleague campus minister in the Campus Ministry Certification Process by participating in a Peer Review Meeting.

The purpose of the Peer Review is for the certification candidate to articulate and discuss his or her philosophy and vision of campus ministry and discuss how this vision is manifest in ministry. Specifically, the Peer Review Process is designed as an opportunity for certification candidates to:

- Clearly articulate his or her personal philosophy/vision of ministry
- Deepen his or her sense of how this vision is fulfilled directly through his or her ministerial responsibilities
- Have an honest and collegial discussion regarding the gifts and skills, strengths and weaknesses, challenges and successes he or she utilizes and experiences in ministry.
- Discuss his or her future goals and desires for professional and ministerial growth.

The Peer Review Meeting is not a certification interview. It is a focused discussion between colleagues for the purposes listed above.

The campus minister seeking certification will submit the following documents to you and to two other campus ministers who make up the Peer Review Team:

- A Self Reflection Paper
- A Current Job description
- Personal Assessment to the Campus Ministry Standards

It is your responsibility to familiarize yourself with these documents before the Peer Review Meeting.

The Peer Review Meeting

The campus minister seeking certification will call the Peer Review Team together for the Peer Review Meeting. This meeting should last no longer than one and one-half hours.

The meeting itself should be an informal, collegial discussion about the candidate's experience of ministry in higher education. The Peer Review Team should facilitate this

discussion and should designate one member to be the main facilitator.

Suggested Questions for Peer Review Meeting

1. What have been your greatest challenges in ministry? How have you faced (or are you facing) these challenges? (Refer to candidate's self review paper.)
2. Please articulate clearly the mission of your ministry and how your specific areas of responsibility fit within it. (Refer to job description submitted by candidate.)
3. Please discuss how you are successfully demonstrating some of the Standards of Campus Ministry and share your identified areas of growth. (Refer to the candidate's personal assessment.)
4. What resources have been most helpful to you in your ministry?
5. What have you found to be spiritually enriching and life-giving?
6. What advice would you give to someone who is entering campus ministry?
7. How are you an advocate for campus ministry on your campus, in your diocese, on the national level?
8. What are your goals for campus ministry in the future? How do you see your role as a campus minister changing in the next five years?

After the interview, the candidate will write his or her own assessment and reflection on insights gained through the peer review meeting.

After the Peer Review Meeting is Completed

The Peer Review Team is asked to present a 1 to 2-page summary of the meeting, along with their recommendation for certification. If, due to the process, the peer reviewers would recommend some type of further mentoring process and delaying certification, please make that known in the summary. ***Please send your summary and recommendation to the CCMA National Office at info@ccmanet.org within two weeks of the Peer Review Meeting. Review of the candidate's certification application will continue once this summary has been received.***

11.1.6 Verification of Background Check (Form I)



**Verification of Background Check and Charter for the
Protection of Children, Young People, and Vulnerable Adults
Compliance**

**Form I, For
Tier 1, Tier 2,
and Tier 3**

To be completed by the campus minister's immediate work supervisor

Campus Minister's Name: _____

Immediate Supervisor: _____

Title: _____

Institution: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Office Phone #: _____

The purpose of this form is to ensure that the candidate has completed a criminal background check through the candidate's place of employment. This form also ensures that the candidate has completed training in compliance with the *Charter for the Protection of Children, Young People, and Vulnerable Adults (2019)*

Criminal Background Check

Beginning date of employment: _____ Criminal background completed and passed: Yes No

Compliance with the Charter for the Protection of Children, Young People, and Vulnerable Adults

Name of Training Program: _____ Date Completed: _____

Continuing Education up-to-date: Yes No

I attest that the candidate completed and passed a background check as a condition of employment. I attest that the candidate has completed training and is compliant with the Charter for the Protection of Children, Young People, and Vulnerable Adults.

Immediate Supervisor

Date

Confidentiality: In accordance with the Family Education Rights and Privacy Act of 1974 the candidate has the right to waive or claim his or her option to view this information. CCMA's policy is that all certification documents are available for review by the applicant. The certification documents are the property of the applicant. The applicant gives CCMA permission to use the information within the certification documents for certification and professional uses only

11.1.7 Sample Letters From CCMA Requesting Letter of Good Standing

Hello [Name of Ecclesial Authority]!

[Name of Campus Minister certifying] has answered the call of the Church to serve competently and ethically and has applied to be certified as a Catholic campus minister. They have provided your name as a qualified ecclesial authority who could provide a letter on their behalf confirming that they are a Catholic in good standing.

We ask that you follow [this link](#) to upload your letter.

Information in the letter should reflect a review of sacramental records. If married, the Letter of Good Standing must include verification of a valid Catholic marriage. If the candidate was an adult convert, the letter should indicate the number of years he or she has been a practicing Catholic.

The Pathways certification process is administered by the Catholic Campus Ministers Association (CCMA) with the approval of the US Conference of Catholic Bishops.

If you have any questions, please feel free to reach out to CCMA's national office.

Please complete this as soon as possible, as candidates have one year to complete the process.

Thank you!

Peace,

The Certification Committee

Catholic campus ministry association

1292 Long Hill road

Stirling, NJ 07980

(908) 360-5110

Email: info@ccmanet.org

11.1.8 Sample Letter From Ecclesial Authority to CCMA Granting Letter of Good Standing

Printed on official church stationary

Today's Date

Catholic Campus Ministry Association

Trinity House

1292 Long Hill Road

Stirling, NJ 07980

Dear CCMA,

It is my pleasure to write on behalf of [Campus Minister Certification Candidate] who is professionally serving in campus ministry at [name of parish or institution] at [name of college or university].

If married, the Letter of Good Standing must include verification of a valid Catholic marriage. If the candidate was an adult convert, the letter should indicate the number of years he or she has been a practicing Catholic.

I hereby attest that you are a Catholic in good standing.

Campus ministry is vital to the religious development of our college students. You have my prayers and support.

Sincerely yours in Christ,

Bishop, Religious Superior, or Pastor

Parish or Institution

11.2 Certification Instructions – Tier 1-Essential

The Catholic Campus Ministry Association (CCMA) certifies campus ministers in the name of the United States Conference of Catholic Bishops Subcommittee on Certification for Ecclesial Ministry and Service. The certification process is designed to call the campus ministers to accountability in ministry and to assess his or her human, spiritual, intellectual, and pastoral competencies as outlined by the Standards of Campus Ministry (approved by the CCMA Executive Board, April 2019).

We are thrilled that you are interested in pursuing certification. We are confident that through reviewing and reflecting on your competencies and skills as a campus minister you will be rewarded with enhanced development and a deeper awareness and utilization of your human, spiritual, intellectual, and pastoral competencies. You will also enhance your credibility within the institution in which you serve and contribute to increasing the professional identity for the field of campus ministry, something increasingly important in ministry today.

These are the instructions for the Tier 1 – Essential level of certification. First level certification is conferred upon those who have achieved the most essential or basic competencies for effective Catholic campus ministry.

This certification attests to basic levels of 1) experience within campus ministry, 2) education, 3) formation, and 4) mastery of professional/ecclesial competencies.

The Tier 1- Essential level is appropriate for individuals who typically serve as missionaries, graduate assistants, or post-graduate interns.

These instructions provide all the information a campus minister needs to apply for certification. For candidates who meet prerequisites, the application process takes only a few hours to complete. If you are missing one or more of the other requirements, the process should be able to be completed in one semester. The National Certification Committee has a representative in your region that can assist you with the certification process.

Included with these instructions are:

- Campus Minister Certification Checklist
- CCMA Standards of Campus Ministry
- CCMA Code of Ethics

- Sample email to Ecclesial Authority From CCMA
- Sample Letter of Good Standing from Ecclesial Authority to CCMA
- Application Form - Form A
- Three Ministry Evaluation Forms - Forms B1, C1, and D1
- There is NO Form E for Tier 1.
- Personal Assessment to Standards in Campus Ministry (Form F1)
- Documentation form for Professional Competency in Ministry (Form G1)
- Peer Review Process Guidelines – Form H
- Verification of Background Check and Charter for the Protection of Young People Compliance - Form I
- Tier 1 Self-Reflection Paper Guidelines

When prerequisites have been met, you can begin the certification application process. This involves conducting a self-review, inviting others to evaluate your ministry and collecting documentation. Once you submit your completed application to the national office, you will be contacted for a personal interview. The interview team will make a recommendation to the CCMA Certification Committee regarding your certification. The Certification Committee will review the work of the interview team and accept or reject the recommendation. If your certification is granted you will receive a letter of congratulations along with a certificate. A letter to your (arch) bishop and a sample press release will also be sent from the national office.

Prerequisites – Tier 1

1. Formal Education Requirement: A bachelor's degree in any field from an accredited college or university.
2. Professional Competency

One of the following or similar:

- Completed post-undergraduate ministry formation in higher education program (e.g. FOCUS, St. Paul's Outreach, or other missionary organization, Campus Ministry graduate assistantship, supervised internship, etc.) This experience must be documented.

OR

- Complete a post-graduate certificate program covering basic competencies for ministry in higher education including but not limited to Empowered by the Spirit,

Ex Corde Ecclesia, and other relevant Church documents.

OR

- Complete comprehensive orientation for new campus ministers (e.g. CCMA School for Campus Ministers – Launch, FJL, or other CM orientation).
- 3. Ministry Experience: Complete one academic year full-time or equivalent post bachelors ministry experience in a college or university campus ministry.
- 4. Current membership in the Catholic Campus Ministry Association (CCMA).
- 5. Letter of Good Standing: CCMA defines a Letter of Good Standing as a letter written by the appropriate ecclesial authority stating that a campus minister has received the Sacraments of Initiation, has a valid Catholic marriage (if applicable), and has a commission to function as a campus minister by the appropriate ecclesial authority. (This is approved by the USCCB Subcommittee on Certification for Ecclesial Ministry and Service).

How to Determine your ecclesial authority:

- If you are a diocesan priest, your ecclesial authority will be your (arch)bishop.
- If you are a religious priest, brother, or sister, your ecclesial authority will be your superior/provincial.
- If you are a layperson, your ecclesial authority is your pastor.
- If an (arch)bishop is your ecclesial authority and he chooses to delegate this to someone else, the Letter of Delegation must be included.

Submit your Long Form Sacramental Record to your ecclesial authority, not to the CCMA Office verifying that as a Catholic in good standing you have received the three Sacraments of Initiation: Baptism, Eucharist and Confirmation. If married, a record showing that you have a valid Catholic marriage. If you are someone who was received into the Church as an adult through the RCIA program, you must be Catholic for three years before you can apply for Certification. Your Letter of Good Standing must reflect this information. Sample letters are provided.

The Application Process – Tier 1

1. Fill Out Form A, indicating Ministry Experience and basic application information.
2. Write a Self-Reflection Paper – Tier 1 Self Reflection Paper Instructions are included.
3. Invite three others to assess your ministry. Distribute the Ministry Evaluation Forms (Forms B1, C1, and D1), the CCMA Standards for Campus Ministers and the CCMA Code of Ethics to three people who can assess your ministry. Copies of the Standards, the Code of Ethics and Ministry Evaluation Forms can be found in this portfolio.

The three people you select should be:

(B1) Your immediate supervisor

(C1) A campus minister or peer colleague at your current assignment who is familiar with your ministry.

(D1) A current student from the college or university where you serve. If you are not currently employed and are seeking certification, these review forms must come from your last assignment.

****There is no Form E for Tier 1.****

4. Submit your Personal Assessment to Standards in Campus Ministry (Form F1).
5. Submit Demonstration of Professional Competency in Campus Ministry. (Form G1): CCMA cannot accept review forms that are dated more than one year prior to the date you submit your completed application.
6. Submit Verification of Background Check and Charter for the Protection of Young People Compliance - Form I to be filled out and signed by your immediate supervisor.
7. Provide transcript documentation of your Bachelor's degree.
8. Obtain and submit a Letter of Good Standing. See Requirement #5 above.
9. Pay your current CCMA membership dues.
10. Include the \$50 application fee with your submitted materials to cover the administrative costs of processing the application. It is non-refundable and must accompany the application.
11. Submit the completed application and all documentation to the CCMA national office.

The name and address you give will be used for in all official correspondence. Please use your title, religious community initials and/or advanced degrees.

- Use the checklist provided to assure that your application is complete and provide the names of your three references.

- The CCMA national office will verify all documents. Incomplete applications will not be submitted to the Certification Committee to review.

The Interview

What to expect: The interview is a key element in the certification process. Three campus ministers interview candidates. They review the entire application, utilizing their knowledge and experience of the Standards of Campus Ministry to conduct the interview, and make a recommendation to grant or withhold certification of the candidate. The process will be one of dialogue between the candidate and the interview team. It will be conducted in an atmosphere of affirmation and honesty and should attempt to surface both the strengths and areas for further growth of the candidates. The interview teams will follow a standardized process for the sake of uniformity and fairness.

Scheduling: When the complete application and fee are submitted to the CCMA national office, the regional representative of the Certification Committee will appoint an interview team. The coordinator of this team, in collaboration with the Certification Committee regional representative, will contact you to schedule and interview. Every effort will be made to schedule the interview at a time convenient to you. The interview can occur via conference call or face-to-face meeting.

The Decision

Through their report, the interview team recommends that the CCMA Certification Committee certifies or withholds certification. Once the report is received, discussion of the application is placed on the agenda of the monthly Certification Committee meeting. The committee reviews the work of the interview team to assure they have complied with CCMA's certification standards and votes to grant, delay, or deny certification.

1. If certification is granted, the national office will send an official notice, certificate and instructions on the renewal process. As a courtesy, the regional representative may informally contact you as soon as the decision is made.
2. If certification is withheld, you will be informed regarding the steps necessary to complete certification. A candidate denied certification has the right to appeal via the appeal process.
3. If you are denied certification, you have the right to appeal. The appeal process is available at the national office.

Please Note:

1. *In accordance with the Family Education Privacy Rights Act of 1974 you have the right to waive or claim your option to view your information. CCMA's policy is that all certification documents are available for review by the candidate. The candidate*

gives CCMA permission to use the information within the certification documents for certification and professional purposes only.

- 2. Your completed files will be kept in the national office. The documents in that file belong to you. You are responsible for keeping basic information (address and phone number) current. CCMA will maintain this file on your behalf as long as you remain a CCMA member.*
- 3. CCMA's standards and procedures for certifying Catholic campus ministers are approved by the United States Conference of Catholic Bishops Subcommittee on Certification or Ecclesial Ministry and Service.*

Pathways Certification Portfolio Tier 1 Checklist

Name of Candidate for Certification:

CCMA Membership Number:

Portfolio Started on:

This portfolio is intended to track your progress toward Tier 1 certification as a Catholic Campus Minister. It will be updated periodically by CCMA's National Office and sent to the candidate. Please contact the office if you believe there is an error.

In Process	Completed/ Received	Portfolio Requirements
		View CCMA Certification Orientation Webinar - View Here *
		Initial Application & Agreement to Adhere to the CCMA Code of Ethics *
		Payment of Application Fee
		Membership Current - Start/Renew Membership*
		Complete Designation of Third-Party Reviewers Form - Start*
		Complete Personal Assessment – Form F1 - Start*
		Submit Self-Reflection Paper Start*
		Submit Supervised Ministry Experience/Professional Competency Form Start
		Academic Transcripts received by CCMA Office
In Process	Completed/ Received	Third Party Assessments received by the CCMA Office:
		Supervisor Assessment (Form B1 - Essential)
		Campus Minister Assessment (Form C1 - Essential)
		Student Assessment (Form D1 - Essential)
		Verification of Background Check and Charter for the Protection of Children, Young People, and Vulnerable Adults Compliance
		Letter from ecclesial authority confirming Catholic in Good standing
		Additional Comments:

11.2.1 Tier 1 - Self-Reflection Paper Guidelines

At the top of the paper, type your name, Tier 1, and the date.

Write a 3-5 page self-reflection that includes:

1. A description of the stepping stones in your life that led to becoming a campus minister.
2. Aspects of Campus Ministry: Discuss the aspects of campus ministry as outlined in the Bishops' Pastoral Empowered by the Spirit: Campus Ministry Faces the Future. What role do these play in your ministry? Which have you focused on in your ministry? Which are the weakest, why?
3. Code of Ethics: How do you exemplify CCMA's Code of Ethics in ministry? Please be descriptive as the reviewers are looking for knowledge, experiences, attitudes or behaviors that exemplify the Code of Ethics. A copy of the ethics can be found in the Certification Portfolio.

11.2.2 Form B1,C1, D1, F1 - Tier 1 Assesment



Form BI, CI, DI, FI Tier I Certification – Essential

Catholic Campus Minister Certification Application

BI - To be completed by the campus minister’s immediate work supervisor CI- To be completed by the campus minister’s ministerial colleague

DI- To be completed by a student from the college/university where the campus minister serves

FI- To be completed by the candidate

Campus Minister’s Name: _____

Reviewer: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Office Phone #: _____

The purpose of this form is to review the campus minister on his or her strengths and weaknesses based on standards for campus ministers. Please indicate if the campus minister’s competency is **Very** evident, **Somewhat** evident, or **Not** evident. Your comments will be most helpful. Then, please recommend for or against certification; sign the review form; and mail it directly to CCMA at the address above.

I. HUMAN COMPETENCIES

1.	Psychological and physical health and the sense of humor necessary to maintain a pastoral presence and minister on a college campus.	V	S	N
2.	A mature sexuality, which “cultivates the expression of chastity appropriate to their state of life understands and respects appropriate sexual boundaries.”	V	S	N
3.	Awareness of their own strengths and weaknesses and a recognition of the need for continuing self-growth	V	S	N
4.	Capacity to cultivate relationships across a wide range of persons, including students, faculty, staff, administrators (ES 28)	V	S	N
5.	Sensitivity to and appreciation for cultural diversity as well as an ability to recognize and address implicit bias. They cherish encounters with people who are different and learn from them.	V	S	N
6.	Creativity and adaptability in changing situations and an openness to learning new things.	V	S	N
7.	Ability to 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	V	S	N
8.	A solid network of supportive relationships that does not look for excessive affirmation, intimacy, or sole sense of community from undergraduate students, but from family, friends and professional contacts as well as a healthy detachment from the ups and downs of ministry.	V	S	N

9.	Ability to recognize their own limitations including when to ask for help or refer a person seeking pastoral care to another caregiver whose skills and experience best support their need.	V	S	N
10.	A commitment to mentoring and being mentored by another campus minister or wisdom figure for the purpose of professional development.	V	S	N

Comments: (to be added by Supervisor, Peer and Student)

To be completed by the Candidate:

What are 2-3 examples of knowledge, behaviors, attitudes or experiences that demonstrate how you successfully display these competencies?

What are 1-2 areas of growth and how you are actively pursuing growth in those specific areas?

II. SPIRITUAL COMPETENCIES

1.	Living out their experience of the living Christ through active participation in Catholic life and in the community of faith by: <ul style="list-style-type: none"> attending liturgy and participating in the sacraments commitment to regular personal prayer and periodic retreats advocating for and serving with poor, marginalized, and vulnerable people(s) living a life of continued reflection, discernment and response to God's call a passionate desire to heed the call to holiness. with continuing efforts to deepen personal conversion and growth in virtue. 	V	S	N
2.	Ability to reflect theologically both on personal life events and on current world events to discern both the presence of God and the call to action in given situations.	V	S	N
3.	A joy and willingness to witness to the power of Christ in their own lives and in the life of the Church, and a desire to share that faith life with others.	V	S	N
4.	Understanding that their own ministry flows from their baptismal call and is coupled with a desire to continue ongoing reflection and discernment of their own vocations.	V	S	N
5.	Knowledge of and inspiration from the Communion of the Saints including Mary, mother of God, and Saint John Henry Cardinal Newman.	V	S	N
6.	Understanding and appreciation of diverse cultural expressions of spirituality as well as an ability to see the sacred in art, music, dance, and other cultural and artistic expressions	V	S	N
7.	Identification with the mission of Christ and understanding that all prayer and ministry, whether personal or global flows from that mission.	V	S	N
8.	A desire for mentors or spiritual directors to accompany and support them in their own spiritual growth.	V	S	N

Comments: (to be added by Supervisor, Peer and Student)

To be completed by the Candidate:

What are 2-3 examples of knowledge, behaviors, attitudes or experiences that demonstrate how you successfully display these competencies?

What are 1-2 areas of growth and how you are actively pursuing growth in those specific areas?

III. INTELLECTUAL COMPETENCIES

1.	Ability to teach and dialogue with students and others regarding theology, scripture, current issues and the Church	V	S	N
2.	Understanding of the hierarchy of truths and an awareness of primary source material in Church Teaching.	V	S	N
3.	Knowledge and understanding of adult learning principles.	V	S	N
4.	Familiarity with current trends and issues in campus ministry across the nation, particularly as they relate to making diverse, marginalized, and vulnerable people in our Church feel welcome and fully integrated	V	S	N
5.	A familiarity with stress and mental health issues facing students on a college campus; a knowledge of campus resources for mental, emotional, and physical health; and basic skills to assist students and refer elsewhere when student exhibits behavior or language suggesting the need for more skilled care.	V	S	N
6.	Ability to address global and social justice issues using Catholic theology, social teaching, and tradition.	V	S	N
7.	A familiarity with issues at the intersection of faith and science.	V	S	N

Comments: (to be added by Supervisor, Peer and Student)

To be completed by the Candidate:

What are 2-3 examples of knowledge, behaviors, attitudes or experiences that demonstrate how you successfully display these competencies?

What are 1-2 areas of growth and how you are actively pursuing growth in those specific areas?

IV. PASTORAL COMPETENCIES

1.	A lived understanding of and an ability to effectively communicate the saving message of Jesus Christ and the teachings of the Catholic Church coupled with pastoral and practical experience of ministry, related to working on campus.	V	S	N
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2.	A capacity to create community environments, in the campus ministry setting, which promote positive Gospel values for all as well as ongoing faith formation for Catholics.	V	S	N
3.	An ability to and capacity for fostering the work of the Church by engaging in evangelization as the context shapes it. <ul style="list-style-type: none"> ○ Ability to adapt evangelization methods to respond to different learning styles, spiritual development, culture, gender, contemporary issues, or other factors ○ A portfolio of diverse tactics and strategies including prayer, in-person conversation, programmatic and event-based outreach, use of technology, and service. 	V	S	N
4.	Concrete expressions of compassion through service, advocacy and prayer with and for vulnerable, marginalized and poor people, as indispensable components of their ministry.	V	S	N
5.	Sound practices of compassionate pastoral care, including (but not limited to) spiritual companionship and/or direction, pastoral counseling, theological reflection, and ability to refer to other professionals when necessary.	V	S	N
6.	Creative integration of the six aspects of Campus Ministry (cf. <i>Empowered by the Spirit</i>) according to each campus ministry's unique mission and with respect to other apostolates. Campus Ministers also recognize the various models of campus ministry and the ways in which campus ministry is different from parish ministry and also a bridge to full parish participation.	V	S	N
7.	Cultural, academic, and spiritual understanding of the campus which serves not only the unique needs of Catholic students, but also the common good of the campus.	V	S	N
8.	An effective working relationship with national, diocesan and local university resources and personnel for programs and resources relevant to the mission and purpose of campus ministry.	V	S	N
9.	The effective use of technology, social media and the Internet to enhance mission, promotion, intercommunication and pastoral formation.	V	S	N
10.	Dedication to the improvement of personal skills and continued advancement of the ministry through stewardship, training, networking, regular assessment, and means of accountability.	V	S	N

Comments: (to be added by Supervisor, Peer and Student)

To be completed by the Candidate:

What are 2-3 examples of knowledge, behaviors, attitudes or experiences that demonstrate how you successfully display these competencies?

What are 1-2 areas of growth and how you are actively pursuing growth in those specific areas?

After carefully and prayerfully reviewing the competencies of this campus minister, I:

_____ Recommend certification _____ Recommend against certification

Signature of Reviewer: _____ Date: _____

Confidentiality: In accordance with the Family Education Rights and Privacy Act of 1974 the candidate has the right to waive or claim his or her option to view this information. CCMA's policy is that all certification documents are available for review by the applicant. The certification documents are the property of the applicant. The applicant gives CCMA permission to use the information within the certification documents for certification and professional uses only

11.2.3 Form G1 - Supervised Ministry Experience



Catholic Campus Minister Certification Supervised Ministry Experience/ Professional Competency Form

Form G1 – Certification Tier I – Essential

Professional competency is demonstrated through a practicum experience in campus ministry that involves the supervised practical application of previously studied theory. Examples of qualifying experiences include:

- a. Completed post-undergraduate ministry formation in higher education program (e.g. Focus, St. Paul Outreach, or other missionary organization, Campus Ministry graduate assistantship, supervised internship, etc.).
- b. Complete a post graduate certificate program covering basic competencies for ministry in higher education including but not limited to Empowered by the Spirit, Excorde Ecclesia and other relevant Church documents.
- c. Complete comprehensive orientation for campus new campus ministers (e.g. CCMA School for Campus Ministers - Launch, FJL School for Campus Ministry, or other CM orientation).

Campus Minister's Name: _____

The Supervised Ministry Experience

Supervisor: _____

Supervisor Address: _____

City: _____ State: _____ Zip Code: _____

Office Phone #: _____ E-mail Address: _____

Date Supervision Began: _____ Date Supervision Ended: _____

Number of Hours in Ministry: _____ Number of Supervisory Sessions: _____

Was a Learning Contract Used? Yes _____ No _____

Please list the major learning goals: [Attach learning contract if available.]

If available, please attach the supervisor's assessment for the ministry experience.

11.3 Certification Instructions – Tier 2-Integral

The Catholic Campus Ministry Association (CCMA) certifies campus ministers in the name of the United States Conference of Catholic Bishops Subcommittee on Certification for Ecclesial Ministry and Service. The certification process is designed to call the campus ministers to accountability in ministry and to assess his or her human, spiritual, intellectual, and pastoral competencies as outlined by the Standards of Campus Ministry (approved by the CCMA Executive Board, April 2019).

We are thrilled that you are interested in pursuing certification. We are confident that through reviewing and reflecting on your competencies and skills as a campus minister you will be rewarded with enhanced development and a deeper awareness and utilization of your human, spiritual, intellectual, and pastoral competencies. You will also enhance your credibility within the institution in which you serve and contribute to increasing the professional identity for the field of campus ministry, something increasingly important in ministry today.

These are the instructions for the Tier 2 – Integral level of certification. Second level certification is conferred upon those who have achieved mid-level expertise within Catholic campus ministry.

This certification attests to intermediate levels of 1) experience within campus ministry, 2) education, 3) formation, and 4) mastery of professional/ecclesial competencies.

The Tier 2- Integral level is appropriate for individuals who are supervised and/or serve with a well-defined set of responsibilities.

These instructions provide all the information a campus minister needs to apply for certification. For candidates who meet prerequisites, the application process takes only a few hours to complete. If you are missing one or more of the other requirements, besides the graduate credits, the process should be able to be completed in one semester. The National Certification Committee has a representative in your region that can assist you with the certification process.

Included with these instructions are:

- Campus Minister Certification Checklist
- CCMA Standards of Campus Ministry
- CCMA Code of Ethics

- Sample email to Ecclesial Authority From CCMA
- Sample Letter of Good Standing from Ecclesial Authority to CCMA
- Application Form - Form A
- Three Ministry Evaluation Forms - Forms B2, C2, and D2
- There is NO Form E for Tier 2.
- Personal Assessment to Standards in Campus Ministry (F2)
- Documentation form for Professional Competency in Ministry (Form G2)
- Peer Review Process Guidelines and Reporting Form (Form H)
- Verification of Background Check and Charter for the Protection of Young People Compliance - Form I
- Tier 2 Self-Reflection Paper Guidelines

When prerequisites have been met, you can begin the certification application process. This involves conducting a self-review, inviting others to evaluate your ministry and collecting documentation. Once you submit your completed application to the national office, you will be contacted for a personal interview. The interview team will make a recommendation to the CCMA Certification Committee regarding your certification. The Certification Committee will review the work of the interview team and accept or reject the recommendation. If your certification is granted you will receive a letter of congratulations along with a certificate. A letter to your (arch) bishop and a sample press release will also be sent from the national office.

Prerequisites – Tier 2

1. Formal Education Requirement:

- Bachelor’s degree in any field from an accredited college or university
- PLUS
- 12 graduate credits in theology, religious studies, or pastoral ministry from an accredited college or university.

OR

- Bachelor’s degree in theology, religious studies, or pastoral ministry from an accredited college or university
- PLUS
- 6 graduate credit hours in theology, religious studies, or pastoral ministry from an

accredited college or university

2. Professional Competency

- One of the following or similar:
 - Any prior supervised ministry experience, including those in other pastoral ministry settings. One semester or 200 hours of ministry under supervision is required.
 - A supervised ministry experience in your current ministry position that you create. This learning experience must include the development of learning objectives and be evaluated and documented by a supervisor that you select. The regional representative of the Certification committee can help you design this process.
 - One unit of Clinical Pastoral Education (CPE), completed or in process at the time of application.
 - A documented field internship in pastoral ministry.
 - Peer Review Process (for campus ministers with greater than five years full-time or seven years part-time professional campus ministry experience). The peer review is an informal collegial discussion about the campus minister's experience of ministry in higher education. The instructions for the Peer Review Process are included.
3. Ministry Experience: Complete 2 academic years of full-time (4 years part time) professional experience in a college or university campus ministry setting.
4. Current membership in the Catholic Campus Ministry Association (CCMA).
5. Letter of Good Standing: CCMA defines a Letter of Good Standing as a letter written by the appropriate ecclesial authority stating that a campus minister has received the Sacraments of Initiation, has a valid Catholic marriage (if applicable), and has a commission to function as a campus minister by the appropriate ecclesial authority. (This is approved by the USCCB Subcommittee on Certification for Ecclesial Ministry and Service).

How to Determine your ecclesial authority:

- If you are a diocesan priest, your ecclesial authority will be your (arch)bishop.
- If you are a religious priest, brother, or sister, your ecclesial authority will be your superior/provincial.
- If you are a layperson, your ecclesial authority is your pastor.
- If an (arch)bishop is your ecclesial authority and he chooses to delegate this to someone else, the Letter of Delegation must be included.

Submit your Long Form Sacramental Record to your ecclesial authority, not to the CCMA Office verifying that as a Catholic in good standing you have received the three Sacraments

of Initiation: Baptism, Eucharist and Confirmation. If married, a record showing that you have a valid Catholic marriage. If you are someone who was received into the Church as an adult through the RCIA program, you must be Catholic for three years before you can apply for Certification. Your Letter of Good Standing must reflect this information. Samples are provided.

The Application Process – Tier 2

1. Fill Out Form A, indicating Ministry Experience and basic application information.
2. Write a Self-Reflection Paper – Tier 2 Self Reflection Paper Instructions are included.
3. Invite three others to assess your ministry. Distribute the Ministry Evaluation Forms (Forms B2, C2, and D2), the CCMA Standards for Campus Ministers and the CCMA Code of Ethics to three people who can assess your ministry. Copies of the Standards, the Code of Ethics and Ministry Evaluation Forms can be found in this portfolio.

The three people you select should be:

- (B2) Your immediate supervisor
 - (C2) A campus minister or peer colleague at your current assignment who is familiar with your ministry.
 - (D2) A current student from the college or university where you serve. If you are not currently employed and are seeking certification, these review forms must come from your last assignment.
 - **There is no Form E for Tier 2.**
4. Submit your Personal Assessment to Standards in Campus Ministry (Form F2).
 5. Submit Demonstration of Professional Competency in Campus Ministry (Form G2 OR Form H - See Prerequisite #2 above).
 - Submit Form G2 for options a) prior supervised ministry experience, b) current supervised ministry experience, c) CPE, or d) documented field internship.
 - Submit Form H for the Peer Review Process (for campus ministers with greater than five years full-time or seven years part-time professional campus ministry experience).

Your Certification Committee Regional Representative is available to assist you in choosing the best option for you.

CCMA cannot accept review forms that are dated more than one year prior to the date you submit your completed application.

6. Submit Verification of Background Check and Charter for the Protection of Young People Compliance - Form I to be filled out and signed by your immediate supervisor.
7. Provide transcript documentation of your Formal Education Requirement (see Prerequisite #1).
8. Obtain and submit a Letter of Good Standing. See Requirement #5 above.
9. Pay your current CCMA membership dues.
10. Include the \$75 application fee with your submitted materials to cover the administrative costs of processing the application. It is non-refundable and must accompany the application.
11. Submit the completed application and all documentation to the CCMA national office.

The name and address you give will be used for in all official correspondence. Please use your title, religious community initials and/or advanced degrees.

Use the checklist to assure that your application is complete and provide the names of your three references.

The CCMA national office will verify all documents. Incomplete applications will not be submitted to the Certification Committee to review.

The Certification Process

The Interview

What to expect: The interview is a key element in the certification process. Three campus ministers interview candidates. They review the entire application, utilizing their knowledge and experience of the Standards of Campus Ministry to conduct the interview, and make a recommendation to grant or withhold certification of the candidate. The process will be one of dialogue between the candidate and the interview team. It will be conducted in an atmosphere of affirmation and honesty and should attempt to surface both the strengths and areas for further growth of the candidates. The interview teams will follow a standardized process for the sake of uniformity and fairness.

Scheduling: When the complete application and fee are submitted to the CCMA national office, the regional representative of the Certification Committee will appoint an interview team. The coordinator of this team, in collaboration with the Certification Committee regional representative, will contact you to schedule and interview. Every effort will be made to schedule the interview at a time convenient to you. The interview can occur via

conference call or face-to-face meeting.

The Decision

Through their report, the interview team recommends that the CCMA Certification Committee certifies or withholds certification. Once the report is received, discussion of the application is placed on the agenda of the monthly Certification Committee meeting. The committee reviews the work of the interview team to assure they have complied with CCMA's certification standards and votes to grant, delay, or deny certification.

1. If certification is granted, the national office will send an official notice, certificate and instructions on the renewal process. As a courtesy, the regional representative may informally contact you as soon as the decision is made.
2. If certification is withheld, you will be informed regarding the steps necessary to complete certification. A candidate denied certification has the right to appeal via the appeal process.
3. If you are denied certification, you have the right to appeal. The appeal process is available at the national office.

Please Note:

1. In accordance with the Family Education Privacy Rights Act of 1974 you have the right to waive or claim your option to view your information. CCMA's policy is that all certification documents are available for review by the candidate. The candidate gives CCMA permission to use the information within the certification documents for certification and professional purposes only.
2. Your completed files will be kept in the national office. The documents in that file belong to you. You are responsible for keeping basic information (address and phone number) current. CCMA will maintain this file on your behalf as long as you remain a CCMA member.
3. CMA's standards and procedures for certifying Catholic campus ministers are approved by the United States Conference of Catholic Bishops Subcommittee on Certification or Ecclesial Ministry and Service.

Pathways Certification Portfolio - Tier 2 Checklist

Name of Candidate for Certification:

CCMA Membership Number:

Portfolio Started on:

This portfolio is intended to track your progress toward Tier 2 certification as a Catholic Campus Minister. It will be updated periodically by CCMA's National Office and sent to the candidate. Please contact the office if you believe there is an error.

Request Sent	Completed/Received	Portfolio Requirements
		View CCMA Certification Orientation Webinar
		Initial Application & Agreement to Adhere to the CCMA Code of Ethics
		Payment of Application Fee
		Membership Current - Start/Renew Membership
		Complete Designation of Third-Party Reviewers Form - Start
		Complete Personal Assessment – Form F2 - Start
		Submit Self-Reflection Paper Start
		Submit Demonstration of Professional Competency in Campus Ministry (Form H) OR
		Submit Supervised Ministry Experience/Professional Competency (Form G2)
		Academic Transcripts received by CCMA Office
Request Sent	Completed/Received	Third Party Assessments received by the CCMA Office:
		Supervisor Assessment (Form B2 - Integral)
		Campus Minister Assessment (Form C2 - Integral)
		Student Assessment (Form D2 - Integral)
		Verification of Background Check and Charter for the Protection of Children, Young People, and Vulnerable Adults Compliance
		Letter from ecclesial authority confirming Catholic in Good standing
		Additional Comments

11.3.1 Tier 2 - Self-Reflection Paper Guidelines

At the top of the paper, type your name, Tier 2, and the date.

Write a 3-5 page self-reflection that includes:

1. A description of the vocation journey that led you to choose and commit to campus ministry.
2. Your theology of ministry.
3. Aspects of Campus Ministry: Discuss the aspects of campus ministry as outlined in the Bishops' Pastoral Empowered by the Spirit: Campus Ministry Faces the Future and one other foundational ministry document applicable to ministry in higher education (USCCB or papal) of your choosing. How do these play a role in your ministry?
4. Code of Ethics: How do you exemplify CCMA's Code of Ethics in ministry? Please be descriptive as the reviewers are looking for knowledge, experiences, attitudes or behaviors that exemplify the Code of Ethics. A copy of the ethics can be found in the Certification Portfolio.

11.3.2 B1, C1, D1, F1, Tier 2 - Assessment



Catholic Campus Minister Certification Application
B2 - To be completed by the campus minister's immediate work supervisor
C2- To be completed by the campus minister's ministerial colleague
D2- To be completed by a student from the college/university where the campus minister serves
F2- To be completed by the candidate

**Form B2, C2,
 D2, F2. Tier2
 Certification -
 Integral**

Campus Minister's Name: _____

Reviewer: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Office Phone #: _____

The purpose of this form is to review the campus minister on his or her strengths and weaknesses based on standards for campus ministers. Please indicate if the campus minister's competency is **Very** evident, **Somewhat** evident, or **Not** evident. Your comments will be most helpful. Then, please recommend for or against certification; sign the review form; and mail it directly to CCMA at the address above.

I. HUMAN COMPETENCIES

1.	Psychological and physical health and the sense of humor necessary to maintain a pastoral presence and minister on a college campus.	V	S	N
2.	A mature sexuality, which "cultivates the expression of chastity appropriate to their state of life understands and respects appropriate sexual boundaries."	V	S	N
3.	Awareness of their own strengths and weaknesses and a recognition of the need for continuing self-growth	V	S	N
4.	Capacity to cultivate relationships across a wide range of persons, including students, faculty, staff, administrators (ES 28)	V	S	N

5.	Sensitivity to and appreciation for cultural diversity as well as an ability to recognize and address implicit bias. They cherish encounters with people who are different and learn from them.	V	S	N
6.	Creativity and adaptability in changing situations and an openness to learning new things.	V	S	N
7.	Ability to 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	V	S	N
8.	A solid network of supportive relationships that does not look for excessive affirmation, intimacy, or sole sense of community from undergraduate students, but from family, friends and professional contacts as well as a healthy detachment from the ups and downs of ministry.	V	S	N
9.	Ability to recognize their own limitations including when to ask for help or refer a person seeking pastoral care to another caregiver whose skills and experience best support their need.	V	S	N
10.	A commitment to mentoring and being mentored by another campus minister or wisdom figure for the purpose of professional development.	V	S	N

Comments: (to be added by Supervisor, Peer and Student)

To be completed by the Candidate:

What are 2-3 examples of knowledge, behaviors, attitudes or experiences that demonstrate how you successfully display these competencies?

What are 1-2 areas of growth and how you are actively pursuing growth in those specific areas?

II. SPIRITUAL COMPETENCIES

1.	<p>Living out their experience of the living Christ through active participation in Catholic life and in the community of faith by:</p> <ul style="list-style-type: none"> ● attending liturgy and participating in the sacraments ● commitment to regular personal prayer and periodic retreats ● advocating for and serving with poor, marginalized, and vulnerable people(s) ● living a life of continued reflection, discernment and response to God's call ● a passionate desire to heed the call to holiness. ● with continuing efforts to deepen personal conversion and grow in virtue. 	V	S	N
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2.	Ability to reflect theologically both on personal life events and on current world events to discern both the presence of God and the call to action in given situations.	V	S	N
3.	A joy and willingness to witness to the power of Christ in their own lives and in the life of the Church, and a desire to share that faith life with others.	V	S	N
4.	Understanding that their own ministry flows from their baptismal call and is coupled with a desire to continue ongoing reflection and discernment of their own vocations.	V	S	N
5.	Knowledge of and inspiration from the Communion of the Saints including Mary, mother of God, and Saint John Henry Cardinal Newman.	V	S	N
6.	Understanding and appreciation of diverse cultural expressions of spirituality as well as an ability to see the sacred in art, music, dance, and other cultural and artistic expressions	V	S	N
7.	Identification with the mission of Christ and understanding that all prayer and ministry, whether personal or global flows from that mission.	V	S	N
8.	A desire for mentors or spiritual directors to accompany and support them in their own spiritual growth.	V	S	N
9.	Welcome of opportunities for ecumenical prayer and practices which promote the cause of Christian unity, and interfaith prayer or interreligious dialogue which acknowledges the gifts of the various world religions.	V	S	N

Comments: (to be added by Supervisor, Peer and Student)

To be completed by the Candidate:

What are 2-3 examples of knowledge, behaviors, attitudes or experiences that demonstrate how you successfully display these competencies?

What are 1-2 areas of growth and how you are actively pursuing growth in those specific areas?

III. INTELLECTUAL COMPETENCIES

1.	Ability to teach and dialogue with students and others regarding theology, scripture, current issues and the Church	V	S	N
2.	Understanding of the hierarchy of truths and an awareness of primary source material in Church Teaching.	V	S	N

3.	Knowledge and understanding of adult learning principles.	V	S	N
4.	Familiarity with current trends and issues in campus ministry across the nation, particularly as they relate to making diverse, marginalized, and vulnerable people in our Church feel welcome and fully integrated	V	S	N
5.	A familiarity with stress and mental health issues facing students on a college campus; a knowledge of campus resources for mental, emotional, and physical health; and basic skills to assist students and refer elsewhere when student exhibits behavior or language suggesting the need for more skilled care.	V	S	N
6.	Ability to address global and social justice issues using Catholic theology, social teaching, and tradition.	V	S	N
7.	A familiarity with issues at the intersection of faith and science.	V	S	N
8.	<p>Intentional and growing awareness and knowledge of the components of Catholic theology and Tradition and ability to articulate that knowledge. Theology and Tradition would include, but not be limited to</p> <ul style="list-style-type: none"> ○ Sacred Scripture and its interpretation ○ Catholic theology and the intellectual tradition of the Church including <ul style="list-style-type: none"> ▪ Dogmatic theology and its development ▪ Non-European/Western theologies and their development ○ Liturgical and Sacramental theology ○ Moral Theology and Ethics ○ Catholic Social Teaching ○ Pastoral Theology ○ Church History ○ Canon Law ○ Ecumenism and interreligious dialogue ○ The Church's teaching on the human person and human ○ The Church's teaching on the Apostolate of the laity and the universal call to holiness ○ Current research in the social sciences, humanities, and culture and language studies. 	V	S	N
9.	Commitment to ongoing study and growth so as to stay current with the latest cultural, generational and political developments and the latest teachings and documents of the Church.	V	S	N
10.	Basic understanding of the stages of faith development and stages of catechesis.	V	S	N

Comments: (to be added by Supervisor, Peer and Student)

To be completed by the Candidate:

What are 2-3 examples of knowledge, behaviors, attitudes or experiences that demonstrate how you successfully display these competencies?

What are 1-2 areas of growth and how you are actively pursuing growth in those specific areas?

IV. PASTORAL COMPETENCIES

1.	A lived understanding of and an ability to effectively communicate the saving message of Jesus Christ and the teachings of the Catholic Church coupled with pastoral and practical experience of ministry, related to working on campus.	V	S	N
2.	A capacity to create community environments, in the campus ministry setting, which promote positive Gospel values for all as well as ongoing faith formation for Catholics.	V	S	N
3.	An ability to and capacity for fostering the work of the Church by engaging in evangelization as the context shapes it. <ul style="list-style-type: none"> ○ Ability to adapt evangelization methods to respond to different learning styles, spiritual development, culture, gender, contemporary issues, or other factors ○ A portfolio of diverse tactics and strategies including prayer, in-person conversation, programmatic and event-based outreach, use of technology, and service. 	V	S	N
4.	Concrete expressions of compassion through service, advocacy and prayer with and for vulnerable, marginalized and poor people, as indispensable components of their ministry.	V	S	N
5.	Sound practices of compassionate pastoral care, including (but not limited to) spiritual companionship and/or direction, pastoral counseling, theological reflection, and ability to refer to other professionals when necessary.	V	S	N
6.	Creative integration of the six aspects of Campus Ministry (cf. <i>Empowered by the Spirit</i>) according to each campus ministry's unique mission and with respect to other apostolates. Campus Ministers also recognize the various models of campus ministry and the ways in which campus ministry is different from parish ministry and also a bridge to full parish participation.	V	S	N
7.	Cultural, academic, and spiritual understanding of the campus which serves not only the unique needs of Catholic students, but also the common good of the campus.	V	S	N

8.	An effective working relationship with national, diocesan and local university resources and personnel for programs and resources relevant to the mission and purpose of campus ministry.	V	S	N
9.	The effective use of technology, social media and the Internet to enhance mission, promotion, intercommunication and pastoral formation.	V	S	N
10.	Dedication to the improvement of personal skills and continued advancement of the ministry through stewardship, training, networking, regular assessment, and means of accountability.	V	S	N
11.	A capacity for raising up and mentoring student leaders whose work in evangelization and campus ministry prepares them to leave campus to be prophetic servant leaders in the Church and the world.	V	S	N

Comments: (to be added by Supervisor, Peer and Student)

To be completed by the Candidate:

What are 2-3 examples of knowledge, behaviors, attitudes or experiences that demonstrate how you successfully display these competencies?

What are 1-2 areas of growth and how you are actively pursuing growth in those specific areas?

After carefully and prayerfully reviewing the competencies of this campus minister, I:

_____ Recommend certification _____ Recommend against certification

Signature of Reviewer: _____ Date: _____

Confidentiality: In accordance with the Family Education Rights and Privacy Act of 1974 the candidate has the right to waive or claim his or her option to view this information. CCMA's policy is that all certification documents are available for review by the applicant. The certification documents are the property of the applicant. The applicant gives CCMA permission to use the information within the certification documents for certification and professional uses only

11.3.3 Form G1 - Supervied Ministry Experience



Catholic Campus Minister Certification Supervised Ministry Experience/ Professional Competency Form

Form G2 – Certification Tier 2 - Integral

Professional competency is demonstrated through a practicum experience in campus ministry that involves the supervised practical application of previously studied theory.

Examples of qualifying experiences include:

- a. Any prior supervised ministry experience, including those in other pastoral ministry settings. One semester or 200 hours of ministry under supervision is required.
- b. A supervised ministry experience in your current ministry position that you create. This learning experience must include the development of learning objectives and be evaluated and documented by a supervisor that you select. The regional representative of the Certification committee can help you design this process.
- c. One unit of Clinical Pastoral Education (CPE), completed or in process at the time of application.
- d. A documented field internship in pastoral ministry.
- e. Peer Review Process (for campus ministers with greater than five years full-time or seven years part-time professional campus ministry experience). The peer review is an informal collegial discussion about the campus minister's experience of ministry in higher education. The instructions for the Peer Review Process are included.

Campus Minister's Name: _____

The Supervised Ministry Experience

Supervisor: _____

Supervisor Address: _____

City: _____ State: _____ Zip Code: _____

Office Phone #: _____ E-mail Address: _____

Date Supervision Began: _____ Date Supervision Ended: _____

Number of Hours in Ministry: _____ Number of Supervisory Sessions: _____

Was a Learning Contract Used? Yes _____ No _____

Please list the major learning goals: [Attach learning contract if available.]

If available, please attach the supervisor's assessment for the ministry experience.

11.3.4 Form H - Peer Review



Form **H**

**Tier 2 or
Tier 3**

Demonstration of Professional Competency in Campus Ministry Catholic Campus Minister Peer Review Form

Please use this form if you participated in your Peer Review as a demonstration of your professional competency. (This option is for campus ministers with greater than five years full time or seven years part time experience.)

Campus Minister's Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Office Phone: _____ Email: _____

The Peer Review Experience

Date of Peer Review Meeting: _____ Location of Meeting: _____

Peer Reviewers:

1. Name: _____ Certified? Yes No If yes, circle tier: | 2 3

Ministry Site: _____

Phone Number/Email: _____

2. Name: _____ Certified? Yes No If yes, circle tier: | 2 3

Ministry Site: _____

Phone Number/Email: _____

3. Name: _____ Certified? Yes No If yes, circle tier: | 2 3

Ministry Site: _____

Phone Number/Email: _____

Signature of Person Seeking Certification

Date

Confidentiality: In accordance with the **Family Education Rights and Privacy Act of 1974** the candidate has the right to waive or claim his or her option to view this information. CCMA's policy is that all certification documents are available for review by the applicant. The certification documents are the property of the applicant. The applicant gives CCMA permission to use the information within the certification documents for certification and professional uses only.

11.4 Certification Instructions - Tier 3 Advanced

The Catholic Campus Ministry Association (CCMA) certifies campus ministers in the name of the United States Conference of Catholic Bishops Subcommittee on Certification for Ecclesial Ministry and Service. The certification process is designed to call the campus ministers to accountability in ministry and to assess his or her human, spiritual, intellectual, and pastoral competencies as outlined by the Standards of Campus Ministry (approved by the CCMA Executive Board, April 2019).

We are thrilled that you are interested in pursuing certification. We are confident that through reviewing and reflecting on your competencies and skills as a campus minister you will be rewarded with enhanced development and a deeper awareness and utilization of your human, spiritual, intellectual, and pastoral competencies. You will also enhance your credibility within the institution in which you serve and contribute to increasing the professional identity for the field of campus ministry, something increasingly important in ministry today.

These are the instructions for the Tier 3 – Advanced level of certification. Advanced level certification is conferred upon those who have achieved the most comprehensive levels of expertise within Catholic campus ministry.

This certification attests to advanced levels of 1) experience within campus ministry, 2) education, 3) formation, and 4) mastery of professional/ecclesial competencies.

The Tier 3- Advanced level is appropriate for individuals who serve as directors of campus ministry and others with substantial supervisory, administrative and pastoral responsibilities and/or institutional leadership.

These instructions provide all the information a campus minister needs to apply for certification. For candidates who meet prerequisites, the application process takes only a few hours to complete. If you are missing one or more of the other requirements, besides the graduate credits, the process should be able to be completed in one semester. The National Certification Committee has a representative in your region that can assist you with the certification process.

Included with these instructions are:

- Campus Minister Certification Checklist
- CCMA Standards of Campus Ministry

- CCMA Code of Ethics
- Sample email to Ecclesial Authority From CCMA
- Sample Letter of Good Standing from Ecclesial Authority to CCMA
- Application Form - Form A
- Three Ministry Evaluation Forms - Forms B3, C3, D3, and E3
- Personal Assessment to Standards in Campus Ministry (F3)
- Documentation form for Professional Competency in Ministry (Form G3)
- Peer Review Process Guidelines and Reporting Form (Form H)
- Verification of Background Check and Charter for the Protection of Young People Compliance - Form I
- Tier 3 Self-Reflection Paper Guidelines

When prerequisites have been met, you can begin the certification application process. This involves conducting a self-review, inviting others to evaluate your ministry and collecting documentation. Once you submit your completed application to the national office, you will be contacted for a personal interview. The interview team will make a recommendation to the CCMA Certification Committee regarding your certification. The Certification Committee will review the work of the interview team and accept or reject the recommendation. If your certification is granted you will receive a letter of congratulations along with a certificate. A letter to your (arch) bishop and a sample press release will also be sent from the national office.

Prerequisites – Tier 3

1. Formal Education Requirement:

- An advanced degree beyond bachelor degree, i.e. M.Div., M.A., MTS, MPS, MBA, MSW.
- At least 18 graduate credit hours in theology, religious studies, or pastoral ministry from an accredited college or university.

2. Professional Competency

One of the following or similar:

- Any prior supervised ministry experience, including those in other pastoral ministry settings. One semester or 400 hours of ministry under supervision is required.
- A supervised ministry experience in your current ministry position that you create. This learning experience must include the development of learning objectives

and be evaluated and documented by a supervisor that you select. The regional representative of the Certification committee can help you design this process. Skill building objectives in areas such as spiritual direction, mental health competencies, administration, supervision, development, intercultural competencies, etc. are encouraged.

- One unit of Clinical Pastoral Education (CPE), completed.
- A documented field internship in pastoral ministry.
- Peer Review Process (for campus ministers with greater than five years full-time or seven years part-time professional campus ministry experience). The peer review is an informal collegial discussion about the campus minister's experience of ministry in higher education. The instructions for the Peer Review Process are included.

3. Ministry Experience: Complete 3 academic years of full-time (6 years part time) professional experience in a college or university campus ministry setting.

4. Current membership in the Catholic Campus Ministry Association (CCMA).

5. Letter of Good Standing: CCMA defines a Letter of Good Standing as a letter written by the appropriate ecclesial authority stating that a campus minister has received the Sacraments of Initiation, has a valid Catholic marriage (if applicable), and has a commission to function as a campus minister by the appropriate ecclesial authority. (This is approved by the USCCB Subcommittee on Certification for Ecclesial Ministry and Service).

How to Determine your ecclesial authority:

- If you are a diocesan priest, your ecclesial authority will be your (arch)bishop.
- If you are a religious priest, brother, or sister, your ecclesial authority will be your superior/provincial.
- If you are a layperson, your ecclesial authority is your pastor.
- If an (arch)bishop is your ecclesial authority and he chooses to delegate this to someone else, the Letter of Delegation must be included.

Submit your Long Form Sacramental Record to your ecclesial authority, not to the CCMA Office verifying that as a Catholic in good standing you have received the three Sacraments of Initiation: Baptism, Eucharist and Confirmation. If married, a record showing that you have a valid Catholic marriage. If you are someone who was received into the Church as an adult through the RCIA program, you must be Catholic for three years before you can apply for Certification. Your Letter of Good Standing must reflect this information. Samples are provided.

The Application Process – Tier 3

1. Fill Out Form A, indicating Ministry Experience and basic application information.
2. Write a Self-Reflection Paper – Tier 3 Self Reflection Paper Instructions are included.
3. Invite four others to assess your ministry. Distribute the Ministry Evaluation Forms (Forms B3, C3, D3, and E3), the CCMA Standards for Campus Ministers and the CCMA Code of Ethics to four people who can assess your ministry. Copies of the Standards, the Code of Ethics and Ministry Evaluation Forms can be found in this portfolio.

The four people you select should be:

- (B3) Your immediate supervisor
 - (C3) A campus minister or peer colleague at your current assignment who is familiar with your ministry.
 - (D3) A current student from the college or university where you serve. If you are not currently employed and are seeking certification, these review forms must come from your last assignment.
 - (E3) An institutional peer outside of Campus Ministry (student activities, counseling center, faculty, other university official, etc.) OR outside of your current institution (e.g diocesan reviewer, national/regional ministry collaborator, etc.)
4. Submit your Personal Assessment to Standards in Campus Ministry (Form F3).
 5. Submit Demonstration of Professional Competency in Campus Ministry (Form G3 OR Form H - See Prerequisite #2 above).
 - Submit Form G3 for options a) prior supervised ministry experience, b) current supervised ministry experience, c) CPE, or d) documented field internship.
 - Submit Form H for the Peer Review Process (for campus ministers with greater than five years full-time or seven years part-time professional campus ministry experience).

Your Certification Committee Regional Representative is available to assist you in choosing the best option for you.

CCMA cannot accept review forms that are dated more than one year prior to the date you submit your completed application.

6. Submit Verification of Background Check and Charter for the Protection of Young People Compliance - Form I to be filled out and signed by your immediate supervisor.
7. Provide transcript documentation of your Formal Education Requirement (see

Prerequisite #1).

8. Obtain and submit a Letter of Good Standing. See Requirement #5 above.
9. Pay your current CCMA membership dues.
10. Include the \$100 application fee with your submitted materials to cover the administrative costs of processing the application. It is non-refundable and must accompany the application.
11. Submit the completed application and all documentation to the CCMA national office.

The name and address you give will be used for in all official correspondence. Please use your title, religious community initials and/or advanced degrees.

Use the checklist to assure that your application is complete and provide the names of your four references.

The CCMA national office will verify all documents. Incomplete applications will not be submitted to the Certification Committee to review.

The Certification Process

The Interview

What to expect: The interview is a key element in the certification process. Three campus ministers interview candidates. They review the entire application, utilizing their knowledge and experience of the Standards of Campus Ministry to conduct the interview, and make a recommendation to grant or withhold certification of the candidate. The process will be one of dialogue between the candidate and the interview team. It will be conducted in an atmosphere of affirmation and honesty and should attempt to surface both the strengths and areas for further growth of the candidates. The interview teams will follow a standardized process for the sake of uniformity and fairness.

Scheduling: When the complete application and fee are submitted to the CCMA national office, the regional representative of the Certification Committee will appoint an interview team. The coordinator of this team, in collaboration with the Certification Committee regional representative, will contact you to schedule and interview. Every effort will be made to schedule the interview at a time convenient to you. The interview can occur via conference call or face-to-face meeting.

The Decision

Through their report, the interview team recommends that the CCMA Certification Committee certifies or withholds certification. Once the report is received, discussion of the application is placed on the agenda of the monthly Certification Committee meeting. The committee reviews the work of the interview team to assure they have complied with CCMA's certification standards and votes to grant, delay, or deny certification.

1. If certification is granted, the national office will send an official notice, certificate and instructions on the renewal process. As a courtesy, the regional representative may informally contact you as soon as the decision is made.
2. If certification is withheld, you will be informed regarding the steps necessary to complete certification. A candidate denied certification has the right to appeal via the appeal process.
3. If you are denied certification, you have the right to appeal. The appeal process is available at the national office.

Please Note:

1. *In accordance with the Family Education Privacy Rights Act of 1974 you have the right to waive or claim your option to view your information. CCMA's policy is that all certification documents are available for review by the candidate. The candidate gives CCMA permission to use the information within the certification documents for certification and professional purposes only.*
2. *Your completed files will be kept in the national office. The documents in that file belong to you. You are responsible for keeping basic information (address and phone number) current. CCMA will maintain this file on your behalf as long as you remain a CCMA member.*
3. *CCMA's standards and procedures for certifying Catholic campus ministers are approved by the United States Conference of Catholic Bishops Subcommittee on Certification or Ecclesial Ministry and Service.*

Pathways Certification Portfolio - Tier 3 Checklist

Name of Candidate for Certification:

CCMA Membership Number:

Portfolio Started on:

This portfolio is intended to track your progress toward Tier 3 certification as a Catholic Campus Minister. It will be updated periodically by CCMA's National Office and sent to the candidate. Please contact the office if you believe there is an error.

Request Sent	Completed/ Received	Portfolio Requirements
		View CCMA Certification Orientation Webinar
		Initial Application & Agreement to Adhere to the CCMA Code of Ethics
		Payment of Application Fee
		Membership Current - Start/Renew Membership
		Complete Designation of Third-Party Reviewers Form
		Complete Personal Assessment – Form F3
		Submit Self-Reflection Paper Start
		Submit Demonstration of Professional Competency in Campus Ministry (Form H) Start* OR
		Submit Supervised Ministry Experience/Professional Competency (Form G3)
		Academic Transcripts received by CCMA Office
Request Sent	Completed/ Received	Third Party Assessments received by the CCMA Office:
		Supervisor Assessment (Form B3 - Advanced)
		Campus Minister Assessment (Form C3 -Advanced)
		Student Assessment (Form D3 -Advanced)
		Colleague Outside of Campus Ministry (Form E3 - Advanced)
		Verification of Background Check and Charter for the Protection of Children, Young People, and Vulnerable Adults Compliance
		Letter from ecclesial authority confirming Catholic in Good standing
		Additional Comments:

11.4.1 Tier 3 - Self-Reflection Paper Guidelines

At the top of the paper, type your name, Tier 3, and the date.

Write a 4-7 page self-reflection that includes:

1. A description of the vocation journey that led you to choose and commit to campus ministry.
2. Your theology of ministry.
3. Aspects of Campus Ministry: Discuss the aspects of campus ministry as outlined in the Bishops' Pastoral Empowered by the Spirit: Campus Ministry Faces the Future and one other foundational ministry document applicable to ministry in higher education (USCCB or papal) of your choosing. How do these play in your ministry?
4. Code of Ethics: How do you exemplify CCMA's Code of Ethics in ministry, including through administrative and leadership responsibilities? Please be descriptive as the reviewers are looking for knowledge, experiences, attitudes or behaviors that exemplify the Code of Ethics. A copy of the ethics can be found in the Certification Portfolio.

11.4.2 Form B3, C3, D3, E3, F3. Tier 3 Assessment



Catholic Campus Minister Certification Application

B3 - To be completed by the campus minister's immediate work supervisor

C3- To be completed by the campus minister's ministerial colleague

D3- To be completed by a student from the college/university where the campus minister serves

E3 - To be completed by a colleague outside of campus ministry where the campus minister serves

F3- To be completed by the candidate

**Form B3, C3,
D3, E3, F3
Tier 3
Certification -
Advanced**

Campus Minister's Name: _____

Reviewer: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Office Phone #: _____

The purpose of this form is to review the campus minister on his or her strengths and weaknesses based on standards for campus ministers. Please indicate if the campus minister's competency is **Very** evident, **Somewhat** evident, or **Not** evident. Your comments will be most helpful. Then, please recommend for or against certification; sign the review form; and mail it directly to CCMA at the address above.

I. HUMAN COMPETENCIES

1.	Psychological and physical health and the sense of humor necessary to maintain a pastoral presence and minister on a college campus.	V	S	N
2.	A mature sexuality, which "cultivates the expression of chastity appropriate to their state of life understands and respects appropriate sexual boundaries."	V	S	N
3.	Awareness of their own strengths and weaknesses and a recognition of the need for continuing self-growth	V	S	N
4.	Capacity to cultivate relationships across a wide range of persons, including students, faculty, staff, administrators (ES 28)	V	S	N

5.	Sensitivity to and appreciation for cultural diversity as well as an ability to recognize and address implicit bias. They cherish encounters with people who are different and learn from them.	V	S	N
6.	Creativity and adaptability in changing situations and an openness to learning new things.	V	S	N
7.	Ability to 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	V	S	N
8.	A solid network of supportive relationships that does not look for excessive affirmation, intimacy, or sole sense of community from undergraduate students, but from family, friends and professional contacts as well as a healthy detachment from the ups and downs of ministry.	V	S	N
9.	Ability to recognize their own limitations including when to ask for help or refer a person seeking pastoral care to another caregiver whose skills and experience best support their need.	V	S	N
10.	A commitment to mentoring and being mentored by another campus minister or wisdom figure for the purpose of professional development.	V	S	N

Comments: (to be added by Supervisor, Peer and Student)

To be completed by the Candidate:

What are 2-3 examples of knowledge, behaviors, attitudes or experiences that demonstrate how you successfully display these competencies?

What are 1-2 areas of growth and how you are actively pursuing growth in those specific areas?

II. SPIRITUAL COMPETENCIES

1.	<p>Living out their experience of the living Christ through active participation in Catholic life and in the community of faith by:</p> <ul style="list-style-type: none"> ● attending liturgy and participating in the sacraments ● commitment to regular personal prayer and periodic retreats ● advocating for and serving with poor, marginalized, and vulnerable people(s) ● living a life of continued reflection, discernment and response to God's call ● a passionate desire to heed the call to holiness. ● with continuing efforts to deepen personal conversion and growth in virtue. 	V	S	N
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2.	Ability to reflect theologically both on personal life events and on current world events to discern both the presence of God and the call to action in given situations.	V	S	N
3.	A joy and willingness to witness to the power of Christ in their own lives and in the life of the Church, and a desire to share that faith life with others.	V	S	N
4.	Understanding that their own ministry flows from their baptismal call and is coupled with a desire to continue ongoing reflection and discernment of their own vocations.	V	S	N
5.	Knowledge of and inspiration from the Communion of the Saints including Mary, mother of God, and Saint John Henry Cardinal Newman.	V	S	N
6.	Understanding and appreciation of diverse cultural expressions of spirituality as well as an ability to see the sacred in art, music, dance, and other cultural and artistic expressions	V	S	N
7.	Identification with the mission of Christ and understanding that all prayer and ministry, whether personal or global flows from that mission.	V	S	N
8.	A desire for mentors or spiritual directors to accompany and support them in their own spiritual growth.	V	S	N
9.	Welcome of opportunities for ecumenical prayer and practices which promote the cause of Christian unity, and interfaith prayer or interreligious dialogue which acknowledges the gifts of the various world religions.	V	S	N

Comments: (to be added by Supervisor, Peer and Student)

To be completed by the Candidate:

What are 2-3 examples of knowledge, behaviors, attitudes or experiences that demonstrate how you successfully display these competencies?

What are 1-2 areas of growth and how you are actively pursuing growth in those specific areas?

III. INTELLECTUAL COMPETENCIES

1.	Ability to teach and dialogue with students and others regarding theology, scripture, current issues and the Church	V	S	N
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2.	Understanding of the hierarchy of truths and an awareness of primary source material in Church Teaching.	V	S	N
3.	Knowledge and understanding of adult learning principles.	V	S	N
4.	Familiarity with current trends and issues in campus ministry across the nation, particularly as they relate to making diverse, marginalized, and vulnerable people in our Church feel welcome and fully integrated	V	S	N
5.	A familiarity with stress and mental health issues facing students on a college campus; a knowledge of campus resources for mental, emotional, and physical health; and basic skills to assist students and refer elsewhere when student exhibits behavior or language suggesting the need for more skilled care.	V	S	N
6.	Ability to address global and social justice issues using Catholic theology, social teaching, and tradition.	V	S	N
7.	A familiarity with issues at the intersection of faith and science.	V	S	N
8.	<p>Intentional and growing awareness and knowledge of the components of Catholic theology and Tradition and ability to articulate that knowledge. Theology and Tradition would include, but not be limited to</p> <ul style="list-style-type: none"> ○ Sacred Scripture and its interpretation ○ Catholic theology and the intellectual tradition of the Church including <ul style="list-style-type: none"> ▪ Dogmatic theology and its development ▪ Non-European/Western theologies and their development ○ Liturgical and Sacramental theology ○ Moral Theology and Ethics ○ Catholic Social Teaching ○ Pastoral Theology ○ Church History ○ Canon Law ○ Ecumenism and interreligious dialogue ○ The Church's teaching on the human person and human ○ The Church's teaching on the Apostolate of the laity and the universal call to holiness ○ Current research in the social sciences, humanities, and culture and language studies. 	V	S	N
9.	Commitment to ongoing study and growth so as to stay current with the latest cultural, generational and political trends and the latest teachings and documents of the Church.	V	S	N

10.	Basic understanding of the stages of faith development and stages of catechesis.	V	S	N
11.	Appreciation for the dynamic of faith and reason in the intellectual life of the Church	V	S	N
12.	Appreciation for the ongoing development of Catholic thought about campus ministry (beginning with Empowered by the Spirit) and a general knowledge of the role of the Church in dialogue with higher education.	V	S	N
13.	An ability to engage in ecumenical/interfaith dialogue using Catholic theology and tradition.	V	S	N

Comments: (to be added by Supervisor, Peer and Student)

To be completed by the Candidate:

What are 2-3 examples of knowledge, behaviors, attitudes or experiences that demonstrate how you successfully display these competencies?

What are 1-2 areas of growth and how you are actively pursuing growth in those specific areas?

IV. PASTORAL COMPETENCIES

1.	A lived understanding of and an ability to effectively communicate the saving message of Jesus Christ and the teachings of the Catholic Church coupled with pastoral and practical experience of ministry, related to working on campus.	V	S	N
2.	A capacity to create community environments, in the campus ministry setting, which promote positive Gospel values for all as well as ongoing faith formation for Catholics.	V	S	N
3.	An ability to and capacity for fostering the work of the Church by engaging in evangelization as the context shapes it. <ul style="list-style-type: none"> ○ Ability to adapt evangelization methods to respond to different learning styles, spiritual development, culture, gender, contemporary issues, or other factors ○ A portfolio of diverse tactics and strategies including prayer, in-person conversation, programmatic and event-based outreach, use of technology, and service. 	V	S	N
4.	Concrete expressions of compassion through service, advocacy and prayer with and for vulnerable, marginalized and poor people, as indispensable components of their ministry.	V	S	N

5.	Sound practices of compassionate pastoral care, including (but not limited to) spiritual companionship and/or direction, pastoral counseling, theological reflection, and ability to refer to other professionals when necessary.	V	S	N
6.	Creative integration of the six aspects of Campus Ministry (cf. <i>Empowered by the Spirit</i>) according to each campus ministry's unique mission and with respect to other apostolates. Campus Ministers also recognize the various models of campus ministry and the ways in which campus ministry is different from parish ministry and also a bridge to full parish participation.	V	S	N
7.	Cultural, academic, and spiritual understanding of the campus which serves not only the unique needs of Catholic students, but also the common good of the campus.	V	S	N
8.	An effective working relationship with national, diocesan and local university resources and personnel for programs and resources relevant to the mission and purpose of campus ministry.	V	S	N
9.	The effective use of technology, social media and the Internet to enhance mission, promotion, intercommunication and pastoral formation.	V	S	N
10.	Dedication to the improvement of personal skills and continued advancement of the ministry through stewardship, training, networking, regular assessment, and means of accountability.	V	S	N
11.	A capacity for raising up and mentoring student leaders whose work in evangelization and campus ministry prepares them to leave campus to be prophetic servant leaders in the Church and the world.	V	S	N
12.	Ability to work effectively with (and, if necessary, build and manage a) multigenerational and diverse staff and/or student team to provide for a vibrant and comprehensive campus ministry.	V	S	N
13.	Collegial and respectful leadership of the campus ministry staff in one's area of responsibility. This includes, but is not limited to: Spiritually discerning and communicating vision.	V	S	N
	An ability to set and prioritize goals, do strategic planning and evaluate personnel and programs	V	S	N
	Short term planning, decision-making, delegating, and conflict management.	V	S	N

	A capacity to mentor those under one's supervision, whether student or colleague, to advance formation and learning, mission objectives, and the increased capacity to evangelize and serve others.	V	S	N
	A basic set of skills in administration, technology, finance and development, including budgeting and evaluation of staff.	V	S	N

Comments:

After carefully and prayerfully reviewing the competencies of this campus minister, I:

_____ Recommend certification _____ Recommend against certification

Signature of Reviewer: _____ Date: _____

Confidentiality: In accordance with the Family Education Rights and Privacy Act of 1974 the candidate has the right to waive or claim his or her option to view this information. CCMA's policy is that all certification documents are available for review by the applicant. The certification documents are the property of the applicant. The applicant gives CCMA permission to use the information within the certification documents for certification and professional uses only

11.4.3 Supervised Ministry Experience (Form G3)



Catholic Campus Minister Certification Supervised Ministry Experience/ Professional Competency Form

Form G3 Certification Tier 3 Advanced

Professional competency is demonstrated through a practicum experience in campus ministry that involves the supervised practical application of previously studied theory. Examples of qualifying experiences include:

- a. Any prior supervised ministry experience, including those in other pastoral ministry settings. One semester or 400 hours of ministry under supervision is required.
- b. A supervised ministry experience in your current ministry position that you create. This learning experience must include the development of learning objectives and be evaluated and documented by a supervisor that you select. The regional representative of the Certification committee can help you design this process. Skill building objectives in areas such as spiritual direction, mental health competencies, administration, supervision, development, intercultural competencies, etc. are encouraged.
- c. One unit of Clinical Pastoral Education (CPE) completed.
- d. A documented field internship in pastoral ministry.
- e. Peer Review Process (for campus ministers with greater than five years full-time or seven years part-time professional campus ministry experience). The peer review is an informal collegial discussion about the campus minister's experience of ministry in higher education. The instructions for the Peer Review Process are included.

Campus Minister's Name: _____

The Supervised Ministry Experience

Supervisor: _____

Supervisor Address: _____

City: _____ State: _____ Zip Code: _____

Office Phone #: _____ E-mail Address: _____

Date Supervision Began: _____ Date Supervision Ended: _____

Number of Hours in Ministry: _____ Number of Supervisory Sessions: _____

Was a Learning Contract Used? Yes _____ No _____

Please list the major learning goals: [Attach learning contract if available.]

If available, please attach the supervisor's assessment for the ministry experience.

11.4.4 Peer Review Form H



Form H

Tier 2 or

Tier 3

Demonstration of Professional Competency in Campus Ministry Catholic Campus Minister Peer Review Form

Please use this form if you participated in your Peer Review as a demonstration of your professional competency. (This option is for campus ministers with greater than five years full time or seven years part time experience.)

Campus Minister's Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Office Phone: _____ Email: _____

The Peer Review Experience

Date of Peer Review Meeting: _____ Location of Meeting: _____

Peer Reviewers:

1. Name: _____ Certified? Yes No If yes, circle tier: 1 2 3

Ministry Site: _____

Phone Number/Email: _____

2. Name: _____ Certified? Yes No If yes, circle tier: 1 2 3

Ministry Site: _____

Phone Number/Email: _____

3. Name: _____ Certified? Yes No If yes, circle tier: 1 2 3

Ministry Site: _____

Phone Number/Email: _____

Signature of Person Seeking Certification

Date

Confidentiality: In accordance with the **Family Education Rights and Privacy Act of 1974** the candidate has the right to waive or claim his or her option to view this information. CCMA's policy is that all certification documents are available for review by the applicant. The certification documents are the property of the applicant. The applicant gives CCMA permission to use the information within the certification documents for certification and professional uses only.

1. complete certification. A candidate denied certification has the right to appeal via the appeal process.
2. If you are denied certification, you have the right to appeal. The appeal process is available at the national office.

Please Note:

1. In accordance with the Family Education Privacy Rights Act of 1974 you have the right to waive or claim your option to view your information. CCMA's policy is that all certification documents are available for review by the candidate. The candidate gives CCMA permission to use the information within the certification documents for certification and professional purposes only.
2. Your completed files will be kept in the national office. The documents in that file belong to you. You are responsible for keeping basic information (address and phone number) current. CCMA will maintain this file on your behalf as long as you remain a CCMA member.
3. CCMA's standards and procedures for certifying Catholic campus ministers are approved by the United States Conference of Catholic Bishops Subcommittee on Certification or Ecclesial Ministry and Service.

11.5 Application Form for Renewal of Certification

Renewal of Certification Form

Name (as you would like it to appear on the certificate): _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Current University: _____

Original Date of Certification: _____ Certified prior to July 2019? Yes No

If certified after July 2019, indicate your tier of certification: Tier 1__Tier 2__ Tier 3__

Purpose: Renewal of certification is a process which validates a campus minister's professional growth every renewal period. The campus minister must demonstrate that he or she maintained and enhanced their campus ministry competency over the certification period. The campus minister reviews his or her history with a certified campus minister. The peer campus minister assesses this history for strengths and limitations and makes recommendations for continued growth.

Tier 1- Essential	Tier 2 - Integral	Tier 3 - Advanced
Valid for two years	Valid for five years	Valid for seven years
Expires December 31st after second year	Expires December 31st after fifth year	Expires December 31st after seventh year
Renewable once	Renewable indefinitely	Renewable indefinitely

Requirements:

- Return this form.
- Complete a new Personal Assessment (F1, F2, or F3).
- Obtain and submit a new Letter of Good Standing. (Sample letters available.)
- Renewal Peer Review (document included; summary included at the end of this form.)
- Be a current member of CCMA.

- Renewal Fee: \$25 must accompany these materials.

I. Assessment to professional development goals stated in initial certification interview or last peer review.

Please list the professional development goals shared in your initial certification interview or last peer review. Share your progress toward these goals.

II. Continuing Education/Formation in the Standards of Campus Ministry.

1. Human Formation: Consult Current Standards. Please list additional information on a separate page.

Description of Activity	Sponsor/Speaker/Location	Dates

2. Spiritual Formation: Consult Current Standards. Examples: retreats, career assessment, spiritual direction, support groups, etc. Please list additional information on a separate page.

Description of Activity	Sponsor/Speaker/Location	Dates

3. Intellectual Formation: Consult Current Standards. Examples: degrees, courses, conventions, workshops, study groups, significant readings, etc. Please list additional information on a separate page.

Activity and Sponsor	Topic (Competency)	Dates

4. Pastoral Formation: Consult Current Standards. Examples: conventions, workshops, conferences, membership, peer groups, service to the profession (committee work, writing,

etc.) Please list additional information on a separate page.

Activity and Sponsor	Theme or Topic	Dates

III. New Professional Development Goals for Upcoming Certification Period: Please state three new professional development goals for the future. These goals will be retained and utilized in the next renewal period.

IV. Summary of Renewal Peer Review: Write a brief (one to two page) personal reflection on the insights that you received from the discussion that took place during the Peer Review meeting.

The information provided within this application is true and accurate to the best of my knowledge. I have read, understand, and agree to adhere to the CCMA Code of Ethics.

Campus Minister's Signature _____ Date _____

11.5.1 Verification of Background Check (Form I)



**Verification of Background Check and Charter for the
Protection of Children, Young People, and Vulnerable Adults
Compliance**

**Form I, For
Tier 1, Tier 2,
and Tier 3**

To be completed by the campus minister's immediate work supervisor

Campus Minister's Name: _____

Immediate Supervisor: _____

Title: _____

Institution: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Office Phone #: _____

The purpose of this form is to ensure that the candidate has completed a criminal background check through the candidate's place of employment. This form also ensures that the candidate has completed training in compliance with the *Charter for the Protection of Children, Young People, and Vulnerable Adults (2019)*

Criminal Background Check

Beginning date of employment: _____ Criminal background completed and passed: Yes No

Compliance with the Charter for the Protection of Children, Young People, and Vulnerable Adults

Name of Training Program: _____ Date Completed: _____

Continuing Education up-to-date: Yes No

I attest that the candidate completed and passed a background check as a condition of employment. I attest that the candidate has completed training and is compliant with the Charter for the Protection of Children, Young People, and Vulnerable Adults.

Immediate Supervisor

Date

Confidentiality: In accordance with the Family Education Rights and Privacy Act of 1974 the candidate has the right to waive or claim his or her option to view this information. CCMA's policy is that all certification documents are available for review by the applicant. The certification documents are the property of the applicant. The applicant gives CCMA permission to use the information within the certification documents for certification and professional uses only

11.5.2 Renewal Peer Review Process Guidelines for Peer Review Campus Minister

Thank you for your willingness to assist your colleague campus minister in the Campus Ministry Certification Process by participating in a Peer Review Meeting.

The purpose of the Renewal Peer Review is for the certification candidate to articulate growth towards the Standards of Campus Ministry and progress toward stated professional goals.

Specifically, the Renewal Peer Review Process is designed as an opportunity for certification candidates to:

- Identify areas of growth by assessment to the Standards of Campus Ministry
- Deepen his or her sense of how his or her vision is fulfilled directly through his or her ministerial responsibilities
- Have an honest and collegial discussion regarding the gifts and skills, strengths and weaknesses, challenges and successes he or she utilizes and experiences in ministry.
- Discuss progress toward earlier professional development goals and to articulate his or her future goals and desires for professional and ministerial growth.

The Peer Review Meeting is not a certification interview. It is a focused discussion between colleagues for the purposes listed above.

The campus minister seeking certification will submit the following documents to you:

- Continuing Education Form
- Personal Assessment to the Campus Ministry Standards

It is your responsibility to familiarize yourself with these documents before the Peer Review Meeting.

The Peer Review Meeting

The campus minister seeking renewal will connect with you to determine a meeting time. The meeting should last 1 -1.5 hours.

The meeting itself should be an informal, collegial discussion about the candidate's

experience of ministry in higher education. You will each take your own notes, as you will have distinct reporting responsibilities.

The four bullet points above offer a good place to begin the conversation.

After the interview, the candidate will write his or her own assessment and reflection on insights gained through the renewal peer review meeting.

After the Renewal Peer Review Meeting is Completed

The Peer Reviewer is asked to write a 1 to 2-page summary of the meeting.

Having reviewed the history of the campus minister's continued education, and their assessment of their professional development, and personal assessment to Standards of Campus Ministry, what areas do you see as strengths and what areas need attention? Do you think the candidate has a reasonable plan for continued professional development?

Please send your summary and recommendation to the CCMA National Office at info@ccmanet.org within two weeks of the Renewal Peer Review Meeting. Review of the candidate's renewal application will continue once this summary has been received.

11.5.3 Sample Letters From CCMA Requesting Letter of Good Standing

Hello [Name of Ecclesial Authority]!

[Name of Campus Minister certifying] has answered the call of the Church to serve competently and ethically and has applied to be certified as a Catholic campus minister. They have provided your name as a qualified ecclesial authority who could provide a letter on their behalf confirming that they are a Catholic in good standing.

We ask that you follow [this link](#) to upload your letter.

Information in the letter should reflect a review of sacramental records. If married, the Letter of Good Standing must include verification of a valid Catholic marriage. If the candidate was an adult convert, the letter should indicate the number of years he or she has been a practicing Catholic.

The Pathways certification process is administered by the Catholic Campus Ministers Association (CCMA) with the approval of the US Conference of Catholic Bishops.

If you have any questions, please feel free to reach out to CCMA's national office.

Please complete this as soon as possible, as candidates have one year to complete the process.

Thank you!

Peace,

The Certification Committee

Catholic Campus Ministry Association

1292 Long Hill road

Stirling, NJ 07980

(908) 360-5110

Email: info@ccmanet.org

<https://ccma.memberclicks.net/verification-of-background-check>

11.5.4 Sample Letter From Ecclesial Authority to CCMA Granting Letter of Good Standing

Printed on official church stationary

Today's Date

Catholic Campus Ministry Association

Trinity House

1292 Long Hill Road

Stirling, NJ 07980

Dear CCMA,

It is my pleasure to write on behalf of [Campus Minister Certification Candidate] who is professionally serving in campus ministry at [name of parish or institution] at [name of college or university].

If married, the Letter of Good Standing must include verification of a valid Catholic marriage. If the candidate was an adult convert, the letter should indicate the number of years he or she has been a practicing Catholic.

I hereby attest that you are a Catholic in good standing.

Campus ministry is vital to the religious development of our college students. You have my prayers and support.

Sincerely yours in Christ,

Bishop, Religious Superior, or Pastor

Parish or Institution

11. 6 Sample Certification Interview Conference Call

2:00 p.m. – Interview team meets via conference call to discuss questions and how the interview will be facilitated.

2:15 p.m. – Candidate joins conference call and Interview begins.

- Introductions – Coordinator
- Prayer – Facilitator
- Dialogue – All (see questions)

3:00 p.m. – Committee Assessment: interview team discusses the conference call and determines recommendation. Recorder notes the entire interview and proceeding discussion and submits a report to the regional representative.

Suggested Interview Questions:

- Facilitator (questions 1-5) - Recorder (questions 6-10) - Coordinator (questions 11-15)

1. Why have you pursued certification?
2. Describe your role in Campus Ministry at your present site.
3. Which of the 6 aspects of campus ministry do you focus on in your ministry? How?
4. What is life-giving about campus ministry? Your strengths? Challenges?
5. What do you think are the greatest needs your campus ministry program has right now?
6. What role do students play in your campus ministry?
7. What kind of student formation is happening on your campus?
8. Do you have any outreach to faculty/staff/administrators? – “permanent community members”
9. Where do you find strength and support for your ministry?
10. What is your leadership style?
11. Where would you like for your campus ministry to be in the next 5 years?
12. Where do you see yourself 5 years from now?
13. What do you think is the greatest challenge campus ministry faces today?
14. Where would you like CCMA to be in the next 5 years?
15. Is there anything else you would like for us to know?

11.7 Sample Interview Report

Catholic Campus Ministry Association Certification Interview Report Template

Name of Candidate for Certification: Date of interview: Place or type of interview (in-person or telephone) Time the interview began:

Name of Coordinator: Name of Facilitator: Name of Recorder:

Opening paragraph: Summarize how you introduced the team members, their respective roles on their campuses, and their roles in the interview process. Indicate your answers to any questions the candidate may have had as you set up the process. Include any introductory remarks the candidate made.

Questions: Please use the questions suggested in the interview materials which you have decided are the most appropriate. Add questions which will help you clarify statements in the documents the candidate has submitted.

Create a paragraph for each of the questions asked. Use bold type to indicate the key phrases from the questions and regular type to indicate responses to each question. It is not necessary to use direct quotations; summaries of responses are sufficient.

Pay special attention to self-reflective descriptors or indications that the candidate is self-aware of strengths and challenges and has used the process as an opportunity to clearly assess his/her ministry.

Additional remarks: While this report is not intended to be a “verbatim” of the conversation, it is intended to give the Certification Committee a full report. Notice any remarks in the conversation which were outside of the questions, but might be relevant to the overall impression of the candidate’s readiness for certification. Note specifically any closing remarks and impressions the candidate chooses to include.

Summarize how you closed the interview.

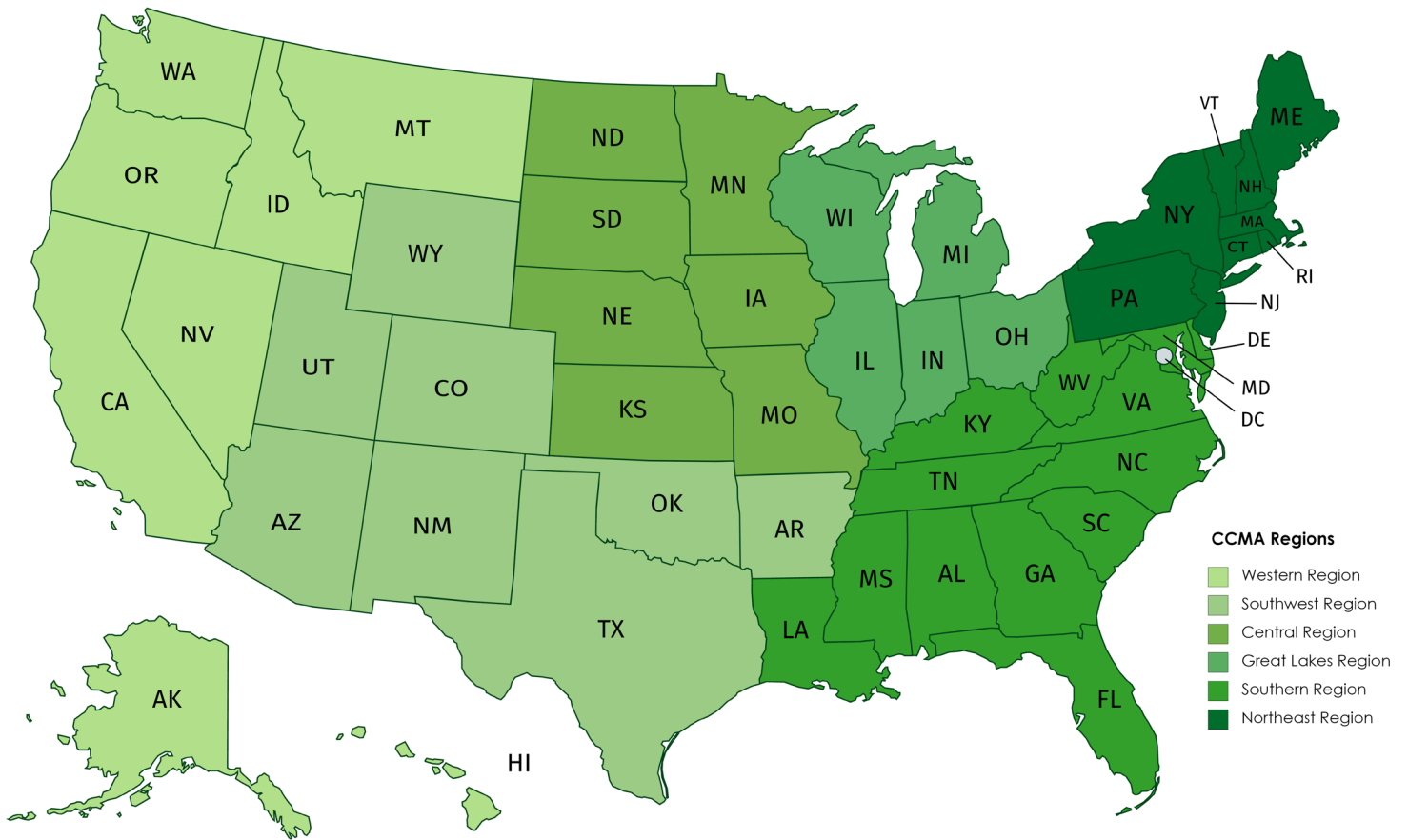
Please list and explain any recommendations, advice or improvements for the candidate’s ministry that may apply. Specifically list the candidate’s future professional development goals.

Time the interview concluded:

11.8 Roster of CCMA Certification Committee

Member	Contact	Regional Representative
Angelle Hall* Certification Co-chair University of Missouri- Columbia	602 Turner Ave. Columbia, MO 65201 P: 573.449.5424 E: angelle.hall@comonewman.org	Central Region
Courtney Hull* Certification Co-Chair Winthrop University	Rock Hill Oratory 434 Charlotte Ave. Rock Hill, SC 29730 P: 980.729.6360 E: winthropnewman@yahoo.com	Southwest Region (interim)
Jeff Schaffer* Northeast Region	900 Lakewood Ave. Lakewood, NJ 08701 P: 732.987.2600 E: jschaffer@georgian.edu	Northeast Region
Kelly Adamson* University of Dayton	300 College Park Dr. Dayton, OH 45469 P: 937.229.2574 E: kadamson1@udayton.edu	Great Lakes Region
Julieta Contreras	P: (562)685-4809 E: c.julieta424@gmail.com	West Region
Caitlin Czeh*	E: francismarioncatholicscm@gmail.com	Southern Region

* Denotes Certified Campus Minister



<p>Michael St. Pierre CCMA Executive Director</p>	<p>c/o Trinity House 1292 Long Hill Rd. Stirling, NJ 07980 P: 908.360.5110 stpierre@ccmanetwork.org</p>
<p>Andrea Adams Michelle Bonnesen CCMA Admin</p>	<p>c/o Trinity House 1292 Long Hill Rd. Stirling, NJ 07980 P: 908.360.5110 info@ccmanetwork.org</p>
<p>Troy Woytek* Executive Board Member</p>	<p>E: woytek@washucsc.org</p>

11.9 Sample Appeal of an Adverse Decision Letter

Date

Name - Title - Address - City/State/Zip

Dear (Name):

I am writing to notify you of my request to review the decision of the (Organization or Certification Committee) on (date) to deny or delay my certification as a (Name of the Role for which you Requested Certification).

State here:

A clear and adequate reason for the appeal, including substantiating evidence if necessary.

Specifically clarify either that:

- the decision was based on an incorrect or incomplete representation of your competence and why you believe this is so; or
- the process was conducted in violation or disregard of specific procedures outlined in the arch/diocese's or organization's certification handbook.
- Your desired resolution and willingness, if the committee would deem it beneficial, to appear before the commission for an interview.

Thank you for your careful consideration of my request. I am aware that the decision of the Committee/Commission is final and binding.

Respectfully,

Your Name, Title, Organization

Note: Candidates are strongly advised to keep a copy of their original appeal letter for their own personal records and use throughout the review process.

11.10 Glossary of Terms for Certification

ADVANCED TIER OF CERTIFICATION: Advanced certification is for those who have achieved a comprehensive expertise within Catholic campus ministry. This certification attests to advanced professional levels of 1) experience within campus ministry, 2) education 3) formation, 4) mastery of professional/ecclesial competencies. The advanced tier is appropriate for individuals who serve as directors of campus ministry and others with substantial supervisory, administrative and pastoral responsibilities and/or institutional leadership.

APPEAL: A formal request for reconsideration of a negative decision regarding the certification of a CCMA member.

CAMPUS MINISTER: A professionally prepared man or woman authorized by the church to minister on a college campus.

CAMPUS MINISTRY: The public presence and service through which properly prepared baptized persons are empowered by the Spirit to use their talents and gifts on behalf of the church in order to be sign and instrument of the kingdom in the academic world (ES, #21).

CCMA: The Catholic Campus Ministry Association is a national voluntary organization of individuals and groups of campus ministers who associate to foster their theological and professional growth and to promote the ministry of the Catholic Church in higher education.

CERTIFICATION: A process whereby a certifying body gives recognition to individuals who meet competency-based standards.

CODE OF ETHICS: A formal, recognized body of beliefs, values, and professional practices, which is held and followed by a profession.

COMPETENCY/COMPETENCE: A demonstrated ability to meet a standard.

COMPLAINT: A formal statement by a CCMA member alleging a violation of CCMA's Code of Ethics by a certified campus minister.

CONTINUING EDUCATION: That on-going program of studies which enhances the competencies of campus ministers.

DECERTIFICATION: The formal process for revoking certification.

DUE PROCESS: An established public process whereby the rights of an individual are upheld, just treatment and advocacy are assured as the parties move toward the resolution of an appeal or grievance.

ESSENTIAL TIER OF CERTIFICATION: Essential certification is conferred upon those who have achieved the most essential competencies for effective Catholic campus ministry. This certification attests to essential levels of 1) experience within campus ministry, 2) education 3) formation, and 4) mastery of professional/ecclesial competencies. The essential tier is appropriate for individuals who typically serve as missionaries, graduate assistants, or post-graduate interns.

EQUIVALENCY: A demonstrated ability to meet the standards of CCMA, which have been acquired in ways other than those outlined by the standards.

GRAND PARENTING: A one-time recognition by CCMA that grants certification to those eligible based on experience.

GRIEVANCE: A formal complaint involving an alleged violation by a person or persons involved in CCMA's certification process.

INTEGRAL TIER OF CERTIFICATION: Integral certification is conferred upon those who have achieved professional expertise within Catholic campus ministry. This certification attests to integral professional levels of 1) experience within campus ministry, 2) education 3) formation, and 4) mastery of professional/ecclesial competencies. The integral tier is appropriate for individuals who are supervised and/or serve with a well-defined set of responsibilities.

INTERVIEW TEAM: An appointed team of three members of CCMA, one of whom must be certified, who meet with a candidate applying for certification.

LETTER OF GOOD STANDING : a letter written by the appropriate ecclesial authority stating that a campus minister has received the Sacraments of Initiation, has a valid Catholic marriage (if applicable), and has a commission to function as a campus minister by the appropriate ecclesial authority.

LOCAL CATHOLIC ECCLESIAL LEADERSHIP: Those responsible for hiring campus ministers on the local level. This begins with the local bishop who may hire or delegate the hiring to diocesan staff or pastors/chaplains assigned to campus ministry in their diocese. This also

includes Catholic university presidents who may hire or delegate the hiring to university professionals assigned to campus ministry in the university setting.

NATIONAL CERTIFICATION COMMITTEE: A group of persons appointed by the Executive Board of CCMA to conduct the process of certification of Catholic campus ministers.

PORTFOLIO: An on-line collection of documents and forms which documents a candidate's progress toward certification as a Catholic Campus Minister.

RENEWAL OF CERTIFICATION: A process by which persons certified by the CCMA demonstrate their commitment to maintenance and enhancement of the competencies recognized by certification.

STANDARDS: Criteria established by a professional organization by which competency is assessed.

TIERS OF CERTIFICATION: The term given to the distinct options available for certification. There are three tiers or categories of growth available to campus ministers.

USCCB SUBCOMMITTEE: United States Conference of Catholic Bishops Subcommittee on Ecclesial Ministry and Certification.

Section 12 Acknowledging Subcommittee Approval for the Certification Handbook



The United States Conference of Catholic Bishops Subcommittee on Certification for Ecclesial Ministry and Service has approved the certification standards and procedures of the Catholic Campus Ministry Association for Professional Catholic Campus Ministers through 2026. The USCCB Subcommittee national office is located at 3211 Fourth Street NE, Washington, DC 20017 (202.541.3154).

Special thanks to the many committee members
who worked on the 2019 revision to the Handbook

Certification Committee

Certification Task Force

Standards Team

USCCB Secretariat of Education

CCMA Office Staff

and many others