

**Ministry
Certification Standards
Diocese of San Bernardino
Ministry Formation Institute**

*Approved by the USCCB Subcommittee on
Certification for Ecclesial Ministry and Service*



January 2019

Introduction

In the Diocese of San Bernardino, the Ministry Formation Institute (MFI) conducts a diocesan wide formation program with a core curriculum for all parish ministers, regardless of their specialization based on the *National Certification Standards (NCS)* 2011. Therefore, given the diocesan collaborative model of formation for all ministries, MFI and the diocesan specialized ministry offices have decided to adopt *the Four Common Certification Standards: Human, Spiritual, Intellectual and Pastoral* for all Lay Ecclesial Ministers as a common certification standard. We have also decided to adopt the *Specialized Standards* for each specialized ministry as described in the collaborative work done by the *Alliance for the Certification of Lay Ecclesial Ministers (2011)*

The diocese has two other areas of specialized ministry that do not fit any of the LEM categories approved by the *Alliance for the Certification of Lay Ecclesial Ministers (2011)*. We want to present them for certification. These specialized ministries are: “Charity and Justice” which prepares candidates to serve and address social justice issues, and “Life and Dignity” which prepares ministers to serve and address issues dealing with sanctity of life, and related areas. We have adopted the Common Standards and Competencies for these two areas of ministry and created Specialized Standards and Competencies. Descriptions of these two specializations are included in the Appendix.

Based on these *Common and Specialized Standards*, candidates will perform a self-assessment and will be assessed by others in four major common competency categories human, spiritual, intellectual, pastoral as well as a self-assessment on the specific ministerial responsibility according to ministry. The assessment and implementation of these standards are under the administration and supervision of MFI.

- Section One: Describes Common Diocesan Certification Standards for *Ministry Leaders and Pastoral Associates* of the Diocese of San Bernardino based on diocesan requirements and the *National Certification Standards (NCS)* as described in the collaborative work done by the *Alliance for the Certification of Lay Ecclesial Ministers (2011)*.
- Section Two: Describes the individualized competencies required for each specialized ministry including Catechetical Leaders, Ministry With Young Catholics, Adult Faith Formation Coordinators, Liturgy Coordinators, Charity and Justice Coordinators, Life and Dignity Coordinators and Pastoral Associates, also adopted from *Alliance for the Certification of Lay Ecclesial Ministers (2011)*.

SECTION ONE

DIOCESAN COMMON CERTIFICATION STANDARDS FOR ALL MINISTRY LEADERS AND PASTORAL ASSOCIATES *(USCCB Subcommittee approved Certification Standards for Lay Ecclesial Ministers (found at the Alliance website)*

For the purpose of this document, the Diocese of San Bernardino has adopted the National Common Standards for Certification as well as the specialized Standards for individual ministries as described in the *Alliance for the Certification of Lay Ecclesial Ministers (2011)*. Therefore, we are adopting and following the Common Core Competencies for all Lay Ecclesial Ministers adding only the specific individual competencies according to ministry. All our diocesan Directors/Coordinators of individual specialization Offices have worked together in adapting or rewording the competencies to reflect local needs of our communities.

STANDARD ONE: HUMAN

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

Vision Statement

Lay ecclesial ministers, as all ecclesial ministers, develop their human character and relational abilities so that they can be “a bridge and not an obstacle” for people in their encounter with Jesus Christ.* This development entails the twofold dynamic of strengthening positive traits that foster ministerial effectiveness and lessening negative traits that hinder it. Accordingly, lay ecclesial ministers strive to deepen their knowledge of self and others, grow from experiences of suffering and challenge, maintain a balanced lifestyle and positive relationships, appreciate and value diversity, and demonstrate basic human virtues. Cultivating such traits and skills within a Christ-centered community contributes to the development of “a healthy and well-balanced personality, for the sake of both personal growth and ministerial service” (*Co-Workers*, p. 36). * *Pope John Paul II, Pastores Dabo Vobis: I Will Give You Shepherds (1992), 43;*

Core Competencies *(NCS Revised Standards p. 19)*

A lay ecclesial minister will:

- 1.1 Appreciate and affirm the dignity of the human person and the positive values of diverse cultures, races, and socioeconomic groups within their respective self-understandings.
- 1.2 Identify personal gifts and limitations through self-reflection, collaboration with others, peer feedback, supervisory assessment processes, and/or spiritual companionship.
- 1.3 Engage in programs or practices of continuing ministerial formation and lifelong personal growth.
- 1.4 Recognize both the reality of sin with its personal and social consequences and the power of forgiveness and reconciliation to heal persons and relationships.
- 1.5 Maintain a healthy lifestyle and a reasonable balance among the legitimate claims of family, community, personal relationships, and ministry.
- 1.6 Manifest “*psychological health*, marked by integrity, appropriate interpersonal boundaries, and the ability to honor and safeguard the trust that people place in them as Church ministers” (*Co-Workers*, p. 36).

- 1.7 Understand the power inherent in positions of pastoral leadership and be diligent in the responsible exercise of such power regarding, for example, sexuality, confidentiality, supervision of others, and decision making.

STANDARD TWO: SPIRITUAL

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

Vision Statement

Having encountered the person and message of Jesus Christ, the hunger of the lay ecclesial minister for union with the Triune God is constant. The result of this hunger is the call to holiness, built on the Word of God, experienced in the liturgy and sacraments, formed through suffering, nurtured in joy, and sustained in community with all the baptized and through the Church as Mystical Body. The minister gives witness to a well-formed spirituality through a rich and diversified prayer life, theological reflection, and action rooted in Catholic social teaching. Spiritual formation is grounded in the understanding that "if ministry does not flow from a personal encounter and ongoing relationship with the Lord, then no matter how 'accomplished' it may be in its methods and activities, that ministry will lack the vital soul and source needed to bear lasting fruit" (*Co-Workers, p 38*). *Standards Page 6 38*). Therefore, open to the mystery of God's love and in touch with the world's realities, all actions of the lay ecclesial minister flow from "that fundamental conversion that places God, and not oneself, at the center of one's life" (*Co-Workers, p. 38*).

Core Competencies (*NCS Revised Standards p. 20-21*)

A lay ecclesial minister will:

- 2.1 Give witness to an integrated spirituality formed by Scripture, theological reflection, sacramental celebration, communal worship, and active participation in parish life.
- 2.2 Live a life of private and communal prayer that is both formed by and reflective of the breadth and depth of the Catholic spiritual tradition.
- 2.3 Bear witness to the profound significance of Eucharist in one's own life, in the life of one's parish, and in the life of the whole Catholic community.
- 2.4 Demonstrate sensitivity to the spirituality of the sacred arts, i.e., art, music, and architecture, and the value of their expression in liturgical and communal prayer.
- 2.5 Honor the call to ministry that is rooted in one's baptism by developing ministerial goals that flow from one's spirituality and reflect an integration of Gospel values.
- 2.6 Demonstrate an ability to discern the "signs of the times" and address current realities in the Church and the world in light of the Gospel.
- 2.7 Accept and articulate one's ministerial vocation as coming from God and confirmed by the ecclesial community.
- 2.8 Display openness to ecumenical prayer, work, and practices that promote Christian unity, and acknowledge the gifts afforded the human community from the various world religions.

- 2.9 Model the spirit of Jesus in one's life and identify with and promote the universal Church and its global mission so that all prayer and ministerial activity flow from that mission.
- 2.10 Develop spirituality sensitive to diverse cultural expressions based on conversion, communion, mission, and solidarity.

STANDARD THREE: INTELLECTUAL

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

Vision Statement

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

Core Competencies (*NCS Revised Standards p. 21-22*)

A lay ecclesial minister will:

- 3.1 *Scripture and revelation.* Know and integrate into ministerial practice a theology of revelation as embodied in Scripture, tradition, and creation.
- 3.2 *Dogmatic theology.* Know and integrate into ministerial practice Trinitarian theology, Christology, pneumatology, missiology, Christian anthropology, and ecclesiology.
- 3.3 *Church history.* Know and integrate into ministerial practice a foundational understanding of the major events in the history of the Church, with special attention to the Second Vatican Council, and the perspective those events provide on the life of the Church today.
- 3.4 *Liturgical and sacramental theology.* Know and integrate into ministerial practice theologies of liturgy, worship, and sacraments.
- 3.5 *Moral theology and Catholic social teaching.* Know and integrate into ministerial practice a theology of the moral life, including Catholic social teaching for the transformation of Church and society.
- 3.6 *Pastoral theology.* Know and integrate into ministerial practice a theology of pastoral ministry as well as guiding principles for the practice of ministry in a given context.
- 3.7 *Spirituality.* Know and integrate the history and theology of Catholic spirituality into prayer and ministerial practice.

- 3.8 *Canon law.* Know and integrate into ministerial practice a foundational understanding of canon law.
- 3.9 *Ecumenism and interreligious dialogue.* Know and integrate into ministerial practice a respect for other Christian communities and other religious traditions.
- 3.10 *Social sciences and humanities.* Know and integrate into ministerial practice a foundational understanding of the social sciences and humanities.
- 3.11 *Culture and language studies.* Know and integrate into ministerial practice knowledge of Standards Page 8 intercultural communication and linguistic/cultural skills.

STANDARD FOUR: PASTORAL

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

Vision Statement

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

Core Competencies (*NCS Revised Standards p. 23*)

A lay ecclesial minister will:

- 4.1 Exercise sound practices of compassionate pastoral care.
- 4.2 Foster a pastoral ministry that empowers people to inculturate the Gospel in their own culture and to foster unity in diversity in the Catholic Church by utilizing human, spiritual, theological, and pastoral approaches proper to each culture.
- 4.3 Implement the principles and processes of evangelization and faith formation as outlined in national and universal Church documents.
- 4.4 Employ the use of modern means of communication technology to proclaim the Gospel.
- 4.5 Work effectively with others through utilizing leadership skills of collaboration, visioning, planning, communication, decision making, delegation, and conflict management.
- 4.6 Exercise effective supervision of employees (part-time or full-time) and volunteers.
- 4.7 Continually seek opportunities to improve skills.
- 4.8 Develop and nurture the prayer life of the community in which one serves.

SECTION TWO

SPECIALIZED STANDARDS FOR EACH SPECIFIC MINISTRY ACCORDING THE ALLIANCE FOR THE CERTIFICATION OF LAY ECCLESIAL MINISTERS (2011) AND THE DIOCESAN PASTORAL PLAN.

The Diocese of San Bernardino has adopted the specialized competencies for each of the Lay Ecclesial Ministry roles as presented in the *Alliance for the Certification of Lay Ecclesial Ministers (2011)*. In some cases, the competency has been reworded or changed to reflect the specifics of a ministry or the needs of the community. What follows are the specialized competencies designated for each LEM role.

CATECHETICAL LEADER (CL)

SPECIALIZED COMPETENCIES

By baptism every Christian is called to proclaim the Good News. The Spirit singles out individuals and invites them to the specialized role of catechetical leader within their faith community, and many respond in faith to that invitation. As competent catechetical leaders they collaborate with others in creating a culture of formation within their faith communities that enables each committed Christian to nurture and grow in relationship with God. As such the catechetical leader will be well formed in the study of catechesis—its theology, its history, and its right praxis. (NCS p.28)

A parish catechetical leader and the adult faith formation leader will:

- CL 1 Direct the parish catechetical program/adult faith formation program through design, implementation, and evaluation of parish catechetical processes. (CL 1)
- CL 2 Implement the catechumenate model as inspiration for catechesis in age-appropriate ways.
- CL 3 Develop a comprehensive lifelong vision and plan for parish catechesis / adult faith formation based on ecclesial catechetical documents. (CL 3)
- CL 4 Insure the centrality of catechesis/adult faith formation in the development of the parish as an evangelizing and catechizing community. (CL 4)
- CL 5 Develop and implement parish catechetical/adult faith formation policies in accord with (arch)diocesan policies and guidelines. (CL 5)
- CL 6 Provide orientation and in-servicing of catechetical/adult faith formation committee members and formation teams in their areas of responsibility. (CL 6)
- CL 7 Exercise effective supervision of catechetical/adult faith formation employees and volunteers while fostering Leadership abilities. (CL 7)

MINISTRY WITH YOUNG CATHOLICS/INCLUDING PASTORAL JUVENIL HISPANA (YML) SPECIALIZED COMPETENCIES

The Young Catholics Leader (Director/Coordinator of Youth Ministry, Young Adult Ministry or *Pastoral Juvenil Hispana*) under the direction and supervision of the Pastor or Pastoral Coordinator, coordinates and implements systematic and comprehensive programming for youth or Young Adults as outlined in the U.S. Bishops' documents: *Renewing the Vision- A Framework for Catholic Youth Ministry, Sons and daughters of the Light- A Pastoral Plan for Young Adult Ministry, Conclusiones de Pastoral Juvenil Hispana and National Directory of Catechesis*.

A Catholic/Pastoral Juvenil Hispana leader will:

- YML 1.0 Demonstrate an understanding of the history, mission, vision, goals, principles, themes, components, and dimensions of Catholic youth ministry and *Pastoral Juvenil Hispana* as outlined in the U.S. bishops' pastoral plans and related Church documents.
- YML 2.0 Demonstrate an understanding of the developmental needs of youth and young adults in the U.S. context, with its particular popular, ethnic, and family subcultures, as appropriate to the faith community being served.
- YML 3.0 Be capable of applying the theories, models, processes, methods, resources, and best practices of Catholic youth ministry and/or *Pastoral Juvenil Hispana* as appropriate to the ministry setting.
- YML 4.0 Demonstrate the ability to collaborate with the faith community in planning, implementing, and evaluating outreach to and pastoral ministry for young people, utilizing the components of Catholic youth ministry and/or mission and principles of *Pastoral Juvenil Hispana* as appropriate to the ministry setting.
- YML 4.1 Be capable of implementing the components of Catholic ministry with young people by:
 - 1.1.1 Utilizing the aims, principles, processes, and methods of catechesis with youth in implementing faith formation.
 - 1.1.2 Facilitating the development of community among youth, their families, and within the Church and society, including the development of small faith communities by youth from different cultures, spiritualities, or pastoral models.
 - 4.1.3 Inviting youth to and facilitating opportunities for youth to grow in intimate relationship with Jesus Christ and empowering them to live and witness as disciples in today's world.
 - 4.1.4 Engaging youth in the social mission of the Church in accord with Catholic social teaching.
 - 4.1.5 Fostering healing and promoting healthy growth and development in youth and in their relationships as a vital part of their human and Christian maturity process.
 - 4.1.6 Empowering youth to celebrate and deepen their relationship with the triune God through individual and communal prayer and participation in the liturgical and devotional life of the Church.

- 4.1.7 Engaging the Church and the broader community in voicing and addressing the rights, responsibilities, and needs of youth.
 - 4.1.8 Affirming and calling forth the unique gifts of youth and the adults serving them by providing opportunities for their ongoing spiritual growth, leadership development, and vocation discernment.
- PJH 4.2 Be capable of implementing the mission and principles of *pastoral juvenil Hispana* with young people by:
- 4.2.1 Facilitating the development of a personal and communal relationship between the young people and the Triune God—Father, Son, and Holy Spirit.
 - 4.2.2 Drawing young people into a deeper communion and participation in the life and evangelizing mission of the Church as missionary disciples of Christ, especially with respect to their peers.
 - 4.2.3 Fostering a “*pastoral de conjunto*” across organized ministries and *Pastoral Juvenil Hispana* committees (i.e., catechesis, sports/recreation, prayer, Scripture study, choir, drama, dance, prevention, intervention, academic assistance, etc.), geographies (intra-parish, inter-parish, (arch)diocesan, regional, national, international), groups, communities, and movements.
 - 4.2.4 Recognizing and fostering the gifts and *protagonism** of adolescents and *jóvenes* in *Pastoral Juvenil Hispana* and in the mission of the Church in their homes, neighborhoods, and wider community.
 - 4.2.5 Implementing holistic faith formation processes that include: vocational discernment, continuous conversion, catechesis, liturgy, personal and communal prayer, and popular piety.
 - 4.2.6 Nurturing the preservation of the Spanish language and cultural traditions, values, and customs in order to promote a sound Latino- integrated-with-Catholic identity through an evangelizing process of inculturation.
 - 4.2.7 Creating pastoral models and open ecclesial spaces that are linguistically and socioculturally appropriate for Latino adolescents and *Jóvenes* of diverse backgrounds, based on a pastoral plan that responds to their needs, in a Church that is a community of communities with shared leadership and vision.
 - 4.2.8 Taking the personal, sociocultural, and religious reality of the young people as the starting point for ministry and utilizing the pastoral circle methodology to engage them in a critical analysis that leads to finding ways to build the Reign of God in their own surroundings.
 - 4.2.9 Promoting academic education among Latino young people; offering means to help them reach a high school diploma, decreasing the high level of Latino drop outs, increasing attendance in higher education, and guiding young people toward greater personal and professional achievement.
 - 4.2.10 Prioritizing service and outreach to young people who find themselves in situations of poverty, loneliness, crisis, marginalization, and discrimination.

4.2.11 Accompanying the young people in their development as whole persons through processes that integrate all the dimensions of life and faith, as they move from preadolescence to adolescence and young adulthood.

** Protagonism: This concept is essential in pastoral juvenil; it indicates that young people are the main pastoral agents among their peers, and that the role of adults is to empower them by: (a) helping them assume their baptismal call; (b) accompanying them in their faith journey; (c) advising them in their efforts of ministering to their peers; and (d) supporting them as they undertake and fulfill their call to evangelize their contemporaries and transform their social environment according to gospel values, as indicated in many Church documents. (NCS p. 31)*

ADULT FAITH FORMATION COORDINATOR SPECIALIZED COMPETENCIES

“By baptism every Christian is called to proclaim the Good News. The Spirit singles out individuals and invites them to the specialized role of catechetical leader within their faith community, and many respond in faith to that invitation. A competent Adult Faith Formation Coordinator collaborates with others in creating a culture of formation within their faith communities that enables each committed Christian to nurture and grow in relationship with God. As such the catechetical leader will be well formed in the study of catechesis-adult formation—its theology, its history, and its right praxis.” (NCS p.14)

An Adult Faith Formation Coordinator shall demonstrate the following competencies:

- AFF 1 Direct the parish adult faith formation program through designed, implementation, and evaluation of parish adult formation processes.
- AFF 2 Implement the “Our Hearts Were Burning Within Us” and “Co-Workers in the Vineyard” models as inspiration for the formation of adults.
- AFF 3 Develop a comprehensive lifelong vision and plan for the parish adult faith formation based on ecclesial documents.
- AFF 4 Insure the centrality of adult faith formation in the development of the parish as an evangelizing and catechizing community.
- AFF 5 Develop and implement parish adult faith formation policies in accord with diocesan policies and guidelines.
- AFF 6 Provide orientation and in-service of adult faith formation committee members and formation teams in their area of responsibility.
- AFF 7 Exercise effective supervision of adult faith formation employees and volunteers while fostering leadership abilities.
- AFF 8 Discerning and responding one’s ministerial service call must be understood as a vocation and needs affirmation from the Church community.
- AFF 9 Integrating the basic principles of Christian anthropology, an understanding of human nature, grace so that one is able to hear the Gospel of mercy and joy, genuine repentance and conversion.
- AFF 10 Celebrating significant life moments in the lives of adults utilizing pastoral and liturgical skills for different cultural settings.

**LITURGY COORDINATOR (WORSHIP)
SPECIALIZED COMPETENCIES**

The Parish Liturgy Coordinator assists the pastor in promoting the liturgical life of the parish, coordinates liturgical ministries and provides local training and resources for their ongoing formation. The Parish Liturgy Coordinator will be able to form a liturgy committee at the parish, be part of a church building/renovation committee, or function as Lay Presider or Music Director, as required by the Pastor, according to personal abilities and parish needs.

A Liturgy Coordinator will:

- CW 1. Demonstrate an ability to evaluate liturgical celebrations in fidelity to the official liturgical books and Catholic liturgical theology. (NCS, DW 1)
- CW 2. Demonstrate an ability to explain the history of Catholic liturgy and the cultural contexts which impacted it. (NCS, DW 2)
- CW 3. Demonstrate proficiency and intercultural sensitivity in preparing, coordinating, and implementing communal prayer and liturgy by appropriately celebrating the seasons, weeks, days, and hours of the liturgical year and the sanctoral cycle. (NCS, DW 3)
- CW 4. Demonstrate facility with the Church's official liturgical books and be able to implement the various rites used in celebrating the sacraments of the Church in their appropriate liturgical contexts. (NCS, DW 4)
- CW 5. Demonstrate familiarity with the richness of the devotional and sacramental life of the Church and guide its authentic celebration in a parish or broader context. (NCS, DW 5)
- CW 6. Develop a parish program for the effective formation, training, enrichment, supervision, and evaluation of liturgical ministers and a similar program for a parish worship committee. (NCS, DW6)
- CW 7. Create opportunities for liturgical catechesis: catechesis through liturgy, catechesis for liturgy, and the link between liturgy and social justice. (NCS, DW 7)
- CW 8. Demonstrate an understanding of the ritual, spiritual, and cultural dimensions of music as integral to the sacred liturgy, and demonstrate the ability to collaborate in evaluating its musical, liturgical, and pastoral appropriateness in a particular rite. (NCS, DW 8)
- CW 9. Demonstrate knowledge and understanding of current legislation, documentation, and pastoral practice in order to prepare liturgical rites and celebrations. (NCS, DW 9)
- CW 10. Develop parish liturgical and music guidelines and policies in accord with universal and diocesan norms. (NCS, DW 10)
- CW 11. Develop a comprehensive and long-range vision for parish liturgical life based on Church documents and directives. (NCS, DW 11)

CHARITY AND JUSTICE COORDINATOR SPECIALIZED COMPETENCIES

The Charity and Justice Coordinator is a professional minister well-formed and trained in the theory and practice of Catholic Social Teachings, who under the supervision of the Pastor or Pastoral Coordinator, is committed to help the parish community to live its social mission by organizing and strengthening its social justice/social concerns committee/ministry.

A Charity and Justice Coordinator will demonstrate:

- CJ 1. Sufficient knowledge of the social dimension of Baptism and other sacraments as foundation for commitment to social justice/social concerns.
- CJ 2. Ability to “read” the signs of the times and make social analysis in order to prioritize initiatives and actions.
- CJ 3. Ability to lead and inspire the social justice/social concerns committee to respond to the social challenges that are impacting the parish community and its social context.
- CJ 4. Ability to analyze situations from the Catholic Church perspective, being sensitive to the “universal” dimension of our faith.
- CJ 5. Sufficient knowledge and understanding of the U.S. Catholic Bishops’ vision for the Catholic parish.
- CJ 6. Ability to integrate Catholic social justice teachings within ministry by organizing the social justice/social concerns committee in a way that can provide opportunities for justice and charity.
- CJ 7. Ability to integrate the diocesan and parish mission statement into the parish social justice/social concerns committee.
- CJ 8. Ability to work with Pastor and diverse cultural group’s leaders in order to promote the initiatives of the social justice/social concerns committee.
- CJ 9. Ability to coordinate, organize, and administer the parish social justice/social concerns ministry/committee
- CJ 10. Ability to foster the social dimension of faith life of the parish community.
- CJ 11. Ability to engage the social justice/social concerns committee to collaborate effectively with the offices of the diocesan Department of Life, Dignity, and Justice.
- CJ 12. Ability to engage the social justice/social concerns committee to collaborate effectively with other local civic and religious organizations
- CJ 13. Ability to know and understand the connection with the initiatives and teachings of the California Catholic Conference of Bishops, the global service of Catholic Relief Services, and the local services of Catholic Charities.
- CJ 14. Firm attitude to participate in ongoing formation and education opportunities on issues highlighted by the Catholic Social Teaching and the Moral Theology of the Church.

LIFE AND DIGNITY COORDINATOR SPECIALIZED COMPETENCIES

The Competencies for a *Life and Dignity Parish Coordinator* are composed from a collection of resources: *National Certification Standards for Lay Ecclesial Ministries, November 2011* and the USCCB document *Co-Workers in the Vineyard of the Lord” 2005*. Specific competencies in the area of end of life care were derived from the “*Whole Person Initiative*” which is a partnership between the California Catholic Conference of Bishops and Catholic Health care which advocates for a comprehensive person and family centered approach by expanding existing diocesan training systems, networks of volunteers in parishes and skilled pastoral support to the frail and dying and their families. This includes, “*Embracing our Dying*”, a Catholic end of life teaching resource by the California Catholic Conference of Bishops. Edward P. Hahnenberg, *Ministries: A Relational Approach*. Joan Borysenko & Gordon Dveirin, *Your Soul’s Compass: What is Spiritual Guidance*. Wilkie Au and Noreen Cannon Au, *The Discerning Heart: Exploring the Christian Path*. Donna Reilly Williams & JoAnn Sturzl, *Grief Ministry: Helping Others Mourn*.

The Life and Dignity Parish Coordinator is a professional minister who under the supervision of the Pastor or Pastoral Coordinator leads the life and dignity ministry of the parish. The coordinator will develop programs & processes that support and address the specific needs of parishioners facing challenges in difficult life changing circumstances. The coordinator is a pastoral and spiritual leader, that follows the baptismal call to serve the Lord by coordinating ministry networks so those in need for support are accompanied through their journey.

A Life and Dignity Parish Coordinator will:

- LD 1 Discern the call, bestowed through the sacrament of baptism to hear the cry of those afflicted with life’s difficult challenges and a servant heart to offer compassion and practical help as they navigate through their journey. (*Co-Workers in the Vineyard of the Lord, 40*)
- LD 2 Exhibit leadership to develop an integrated and flexible model of ministry that works closely with the pastor and demonstrate ministerial collaborations with other programs and ministries involving parish life.
- LD 3 Demonstrate the ability to foster unity in multicultural settings, understanding that matters of the heart are experienced within each person’s cultural context of customs, traditions, and beliefs.
- LD 4 Understand the vision and mission of the local diocese and the directives set forth by their respective life and dignity office and rituals. (*Standard 4: Pastoral, Core Competencies, 4.2*)
- LD 5 Understand the vision and mission of the local diocese and the directives set forth by their respective life and dignity office.
- LD 6 Demonstrate a clear understanding of the Ethical & Religious Directives of the Catholic Church, including the definitions of palliative care vs. hospice care, proportionate care

- vs. disproportionate care and the Principle of Double Effect. (*“Embracing our Dying”, a Catholic end of life teaching resource by the California Catholic Conference of Bishops*)
- LD 7 Understand and incorporate the “Whole Person Initiative”, a directive by the California Bishops to promote systems that enhance spiritual and medical care, where all persons are loved, wanted and worthy. Develop a parish model to prepare and support parishioners in health and serious issues through the end of life. (*“Embracing our Dying”, a Catholic end of life teaching resource by the California Catholic Conference of Bishops.*)
- LD 8 Oversee the parish bereavement ministry and develop support groups for those suffering from grief and loss, illness and addictions. This includes women & men hurt by abortion, miscarriage and families afflicted by suicide
- LD 9 Basic understanding of the legal and policy issues about end of life decision making for the state of California, including knowledge of Advanced Directives, Vial of Life, POLST and the “End of Life Option Act” (*“Embracing our Dying”, a Catholic end of life teaching resource by the California Catholic Conference of Bishops.*)
- LD10 Basic knowledge of fertility care, local pregnancy counseling centers, and maternity homes.

**PASTORAL ASSOCIATE (PA)
SPECIALIZED COMPETENCIES**

A pastoral associate is a professional minister who shares the overall care of the parish with the pastor or on-site pastoral team. He or she is a member of the parish staff, usually full-time, and is accountable to the pastor. The ministry of the pastoral associate is comprehensive, relating to all aspects of parish life, but with designated responsibilities, e.g., liturgy, faith formation and development, administration, pastoral care, or social outreach. The responsibilities assigned to the pastoral associate depend on the needs of the parish and the gifts of the pastoral associate as well as the gifts of other members of the pastoral staff. (NCS p. 27)

A pastoral associate will:

- PA 1 Exhibits a capacity for leadership and collaboration in all aspects of parish life and ministry including multicultural competencies appropriate to the diversity of the community.
- PA 2 Recognize, address, respect, and assist with the implementation of the parish vision and mission.
- PA 3 Foster the faith life of the community by providing opportunities that address the spiritual, moral, and lifelong formation of all parishioners.
- PA 4 Promote evangelization as one of the primary activities of one's ministry.
- PA 5 Demonstrate a sensitivity to the multicultural concerns that affect the community and seeks ways to celebrate its cultural diversity.
- PA 6 Engage in appropriate and effective communication with persons of cultures other than one's own and recognize the need to develop intercultural competencies.
- PA 7 Integrate Catholic social justice teachings within ministry by incorporating opportunities for justice and service to the Church and broader community including theological reflection on those opportunities.
- PA 8 Preach effectively in appropriate pastoral settings in accord with national and diocesan norms.
- PA 9 Preside at liturgies, including Sunday celebrations in the absence of a priest, in accord with liturgical principles and national and (arch)diocesan/eparchial norms.
- PA 10 Provide pastoral care and assistance to petitioners and respondents in marriage nullity cases.
- PA 11 Collaborate in the catechesis and pastoral care of those preparing for sacraments.
- PA 12 Exercises effective pastoral care of the sick, the dying, and the grieving in the parish community.
- PA 13 Initiate, develop, and support specialized pastoral ministries according to the needs of the parish community.
- PA 14 *Pastoral Associates* shall be able to articulate the vision for Hispanic Ministry expressed in the Church documents *The Hispanic Presence: Challenge and Commitment: Prophetic Voices*; and the *National Pastoral Plan for Hispanic Ministry*. (USCCB Certification Documents 2013)