

# LEVEL 2 CATECHIST CERTIFICATE CHECKLIST

Now that you have achieved LEVEL 1 CATECHIST CERTIFICATE it is time to continue to the next level. To guide you in this process **The Archdiocesan Office of Evangelization and Catechesis** will provide you with resources, consultation, materials, and training. We are just one phone call or email away. We have designed a path for you to follow that is organized in three milestones or levels. **THIS CHECKLIST WILL HELP YOU KEEP TRACK AND RECORD OF THE FIRST MILESTONE OR LEVEL IN YOUR GROWTH IN THE CATECHETICAL MINISTRY.**

To be awarded catechist certificate level two you must complete the following checklist:

<b>THEOLOGICAL FORMATION (what we teach)</b> Complete a second <b>full</b> semester of Formation Toward Christian Ministry Search CAPERNAUM with FTFCM to register for current/future offerings		
✓	<i>In this space write down each one of the three courses that make 1 semester. Only mark it "checked" when you have made up any missed sessions.</i>	<i>All 5 sessions completed. Or Missed 4th session (remember to make it up)</i>
Your Archdiocesan consultant for this formation area is BRIAN GARCIA-LUENSE: 713-741-8795 / bgarcia-luense@archgh.org		

<b>SPIRITUAL FORMATION (processing theological learning)</b> Complete the Day of Reflection for the semester of Formation Toward Christian Ministry that you take		
✓	<i>Write here the title of the Day of Reflection corresponding to the FTFCM semester that you took.</i>	<i>Day of reflection completed Or "Missed it. Remember to make it up"</i>
Your Archdiocesan consultant for this formation area is BRIAN GARCIA-LUENSE: 713-741-8795 / bgarcia-luense@archgh.org		

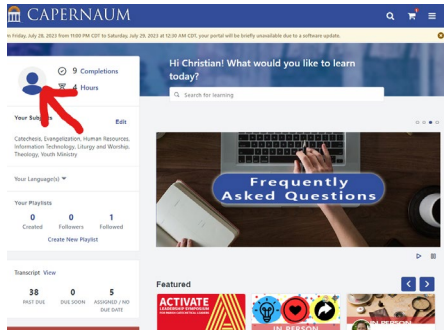
<b>PEDAGOGICAL FORMATION (how we teach)</b> Complete three more Catechetical Modules Search CAPERNAUM with MODULES to register for current/future offerings		
✓	<i>In this space write down each one of the three modules you took</i>	<i>Completed or "I was 30 minutes late and must re-take it."</i>
Your Archdiocesan consultant for this formation area is MIGUEL A. VENCES: 713-741-8797 / mvences@archgh.org		

**CHECK THE BACK OF THIS CARD FOR INSTRUCTIONS  
 TO PRINT YOUR CAPERNAUM TRANSCRIPT AND BEGIN FILLING OUT THIS FORM**

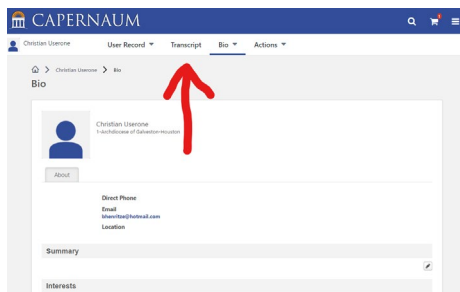
**Once you have COMPLETED all these formation events, contact the office of evangelization and catechesis to request that your CATECHIST CERTIFICATE LEVEL 2 BE AWARDED.**

# HOW TO VIEW/PRINT YOUR CAPERNAUM TRANSCRIPT TO BEGIN FILLING OUT YOUR CHECKLIST

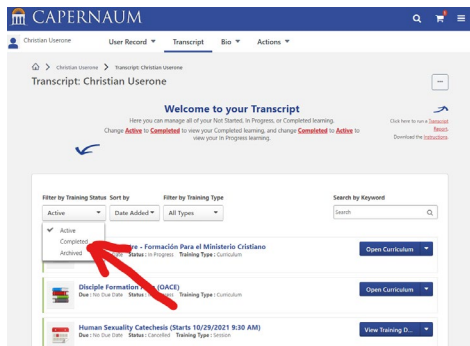
## 1. Log into your CAPERNAUM ACCOUNT and click the picture icon:



## 2. Click on TRANSCRIPT



## 3. Select COMPLETED instead of ACTIVE



## 4. Click on the three dots and select PRINT TRANSCRIPT

