

Theo 020 Lay Formation

Winter Semester 2019

Course Outline

Dates: January 7, 2019 – March 18, 2019

Time: Mon., 1:15 p.m. – 4:05p.m. (Exceptions include the days of Celebration of the Word Liturgy, Week of Prayer for Christian Unity Service and Retreat)

Location: St. Clare Room (Some classes are held at field trip sites. See due date sheet.)

Director of Lay Formation: Doreen Bloos

Phone: (780) 392-2450 ext. 2211

Office: 1-02 Student Services Area (main floor)

Office Hours: Mon. 8:30-12:00 noon, Tues.–Thur. 8:30-12:00 noon & 1:00–4:00 pm.

Please note that I do not work on Fridays.

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Course Description

The principle goal of Newman Theological College is to prepare laymen and women for service and leadership in the church and in ministry. Integral to this preparation is spiritual and human formation and growth. Lay Formation recognizes the interrelatedness in life of theological education, human maturing, and the universal call to holiness. Lay Formation is a process which facilitates growth in health and wellness, self-awareness, human maturity, spiritual development, personal integrity and professional discernment and development. Lay Formation draws from Scripture, from the rich spiritual traditions of the Church and from the social sciences.

Fundamental Goals of Lay Formation

- 1) to promote the growth of the whole person
- 2) to integrate theological education and ministry within the person
- 3) to assist in a person's discernment regarding readiness and commitment for leadership and ministry.

Formation Objectives

- A. That students, as disciples of Christ, develop a closer relationship with him.
- B. That students develop a deeper understanding of themselves and their particular call as disciples of Christ.
- C. That students imitate Christ by developing a spirit of servant leadership.

Context for Lay Formation

Lay Formation takes place within the environment of the Newman Theological College faith community, ministerial settings, the lay formation program, the student's faith community and their personal home setting. While Newman Theological College and the Lay Formation Program provide an environment and some resources for formation, **the student bears the primary responsibility for his or her personal, spiritual and professional formation.**

Required Books and Material:

Co-Workers in the Vineyard of the Lord: A Resource for Guiding the Development of Lay Ecclesial Ministry. 2005 A Statement of the United States Conference of Catholic Bishops.

ATS Profiles in Ministry Stage I Materials & Assessment Fee \$45.00 (new students only).

Components of Lay Formation

The Lay Formation program contains the following components¹:

1. **Spiritual Direction:** Spiritual Direction is a vital part of the Lay Formation program. All lay formation students are to have a qualified spiritual director from the list of possible directors and are to meet with them on a monthly basis during the academic year. **It is the responsibility of students to arrange for spiritual direction at their own cost.**
2. **Personal Growth Plan:** Students establish formation goals for the year in consultation with their Spiritual Director and the Director of Lay Formation. The following semester students are to reflect on the goals they set and to confirm, adapt or change their *Personal Growth Plan* as needed.
3. **Profiles of Ministry:** Students will be required to participate in the *ATS Profiles of Ministry* program. "The *Profiles of Ministry program (POM)* will... provide an overview of the student's personal and professional gifts for ministry. It will help students identify areas of strength and areas in which they might want to grow, as well as their styles of ministry and preferred ministerial settings".
4. **Workshops & Field Trips in Spiritual, Pastoral and Human Formation:** Students will be required to attend and participate in a number of workshops or field trips addressing issues pertaining to their spiritual, pastoral and human formation.
5. **Retreats:** Retreats are an important part of the Lay Formation Program providing students with an opportunity to reflect on their life in Christ and their call to ministry. Students will be participating in an overnight retreat during the winter semester.
6. **Celebration of the Word/Week of Prayer for Christian Unity Liturgies:** Students are to participate in various liturgical ministries as they lead the NTC community in the *Celebration of the Word* or other worship services.
7. **Liturgical Ministries:** Students are to participate in various liturgical ministries at the Newman Theological College noon hour liturgies and/or in their parishes or churches.

¹ The components of the Lay Formation program are based on the U.S. Bishop's document *Co-Workers in the Vineyard of the Lord: A Resource for Guiding the Development of Lay Ecclesial Ministry.*

8. Formation Experience Record: Students are to participate in formation opportunities available in the community. They are to keep a record of all the human, spiritual, intellectual and pastoral formation experiences that they engage in within the community and deliver an oral presentation on one of those experiences.
9. Faith Sharing Groups: Students participate in small groups where they engage in discussions, faith sharing, scripture reflection, and prayer.
10. Ongoing Formation Plan (Third Year Only): Students in their last semester of Lay Formation will be developing an ongoing formation plan to assist them in preparing for their future in lay ecclesial ministry.
11. Viewing and Listening: Students will be required to view DVDs, and/or listen to CDs in the area of human, spiritual, intellectual or pastoral formation.
12. Assessment Tools: Students may be required to fill out assessment tools to ascertain their personality type, their ministerial style and their spiritual inclinations, etc. **Note:** The student will be required to pay for the cost of the professional scoring of any assessment tools.
13. Confidential Student Dossier: The Director of Lay Formation will maintain a dossier on each M.Div. and B.Th. lay student. The dossier will contain a student's *Screening Interview Report*, their *Personal Growth Plans*, *Self-Assessments*, *Ongoing Formation Plan*, *Profile of Ministry Inventory* and any spiritual and behavioral assessments that are part of the program. It shall also include their *Formation Experience*, *Liturgical Ministry*, and *Spiritual Direction Records*, a copy of their *Celebration of the Word* reflection, their *Formation Experience Reflection* papers, as well as any other material relating to the student's formation submitted by the Director of Lay Formation, the faculty or the student. The student's dossier will be held until they have completed the six required semesters of Lay Formation Program and will be retained for five years following the completion of the program. If a student receives, an "F" (fail) in Lay Formation or withdraws from the M.Div. or B.Th. program, their file will be held for two years and then shredded. (Students are encouraged to keep copies of their Lay Formation assignments for their own personal reflection and use in the future.)

Elements and Requirements of Formation

The Lay Formation program is an ongoing process that expresses the commitment of Newman Theological College to the holistic growth and human, spiritual and pastoral formation of lay students in the Master of Divinity and Bachelor of Theology programs. As such students are required to participate in six semesters of the Lay Formation to graduate.

Grading

This course is graded on a "Pass/Fail" basis.

In order to pass this course, students must:

1. Attend **all** Lay Formation classes, workshops & field trips (See paragraph above.) (See: *Due Date Sheet*)

2. Choose a trained spiritual director from the Spiritual Directors List provided by the Director of Lay Formation. Submit the name and email address of your spiritual director to the Director of Lay Formation. (*Submit: Jan. 14, 2019*)
3. Meet a minimum of three times each semester with your Spiritual Director.
4. Submit your Spiritual Direction Meeting Record. (*Submit: March 18, 2019*)
5. Review and reflect upon the *Co-Workers in the Vineyard of the Lord: A Resource for Guiding the Development of Lay Ecclesial Ministry*. (Read: Part Two: Pastoral Applications, Sections A. Pathways to Lay Ecclesial Ministry, and B. Formation for Lay Ecclesial Ministry).
6. Review and reflect upon the *Reflection Questions for Developing Your Personal Growth Plan* before developing your *Personal Growth Plan* or your *Personal Growth Plan Self-Assessment*.
7. Submit your annual *Personal Growth Plan*. (*Submit: Jan. 14, 2019*)
8. Meet with the Director of Lay Formation to review your *Personal Growth Plan*. (*Week of Jan. 29-31, 2019*)
9. First year students submit your Stage I *Profiles of Ministry* (POM) Assessment tool. (*Submit: Jan. 14, 2019*)
10. First year students meet with the Director of Lay Formation and respond to the *ATS Profiles in Ministry Stage I* interview questions. (*Week of Jan. 29-31, 2019*)
11. First year students meet with the Director of Lay Formation to interpret your Stage I *Profile of Ministry* results. (*Week of Feb. 5 -7, 2019*)
12. Participate and lead the on-campus *Lectio Divina* and *Faith-Sharing Group* on a rotating basis when required. (See: *Due Date Sheet & Lectio Divina Schedule*).
13. Lead the class in an *Opening Prayer* when required. (See: *Due Date Sheet*)
14. Lead the group in a formal thanking of the speaker following a workshop or field trip when required. (See: *Due Date Sheet*)
15. Participate in three or more formative experiences **per semester** of your choosing in your community and record those experiences on their *Formation Experience Record*. Submit your *Formation Experience Records* to the Director of Lay Formation at the end of each semester. (*Submit: March 18, 2019*)
16. Students are to present a reflection on one of the formative experiences each semester. (See *Formation Experience Presentation Guidelines*) (*Presentation Date: March 18, 2019*)
17. Participate in various liturgical ministries needed for the NTC masses one or more times a week and submit your *Liturgical Ministries Record* at the end of the fall and winter semester. (*Submit: March 18, 2019*)
18. Participate in leading the *Celebration of the Word* and *Week of Prayer for Christian Unity Service* as required during the semester. (See: *Due Date Sheet & Liturgical Ministry Schedule*)
19. Complete spiritual, behavioral, ministerial and developmental assessments as required.
20. Read and reflect on handouts and material given by the Director of Lay Formation or workshop presenters.
21. Complete all workshop, field trip, retreat, liturgical service and program evaluations as required.

Course Schedule (Note: A more detailed course schedule with due dates of assignments will be handed out on the 1st day of class.)

- Jan. 7 Introduction to Semester
Practice for the Jan. 23rd Week of Prayer for Christian Unity Celebration.
Lectio Divina & Faith Sharing
- Jan. 14 Workshop w/Seminarians: Handling the Ups and Downs in Ministry (CSS Melissa Guzik)
- Jan. 14 Submit: *Personal Growth Plan, Personal Growth Plan Self-Assessment of Ongoing Growth Plan*
- Jan. 17 Submit: Evaluative Reflection on *Handling the Ups and Downs in Ministry*
- January 18th & 19th
Silent Retreat: Providence Renewal Center
- Jan. 21 Week of Prayer for Christian Unity Service (Pastoral Center)
Film: *Lectio Prayer Finding Intimacy with God, "Session 4: Oratio: Conversation with God"* by Tim Gray
Lectio Divina & Faith Sharing
- Jan. 28 Film: *Lectio Prayer Finding Intimacy with God, "Session 5: Contemplatio: The Gaze of Love"* by Tim Gray
Lectio Divina and Faith Sharing
- Jan 29 – 31 *Personal Growth Plan, Personal Growth Plan Self-Assessment* or Ongoing Growth Plan Meetings
- Feb. 4 Workshop: Self-Awareness Around Issues of Death and Dying (Alum, Rita Sandmaier)
- Feb. 7 Submit: Evaluative Reflection on *Self-Awareness Around Issues of Death and Dying*
- Feb. 11 Workshop: Ministry to the Dying and the Grieving (Alum, Rita Sandmaier)
- Feb. 14 Submit: Evaluative Reflection on *Ministry to the Dying and the Grieving*
- Feb. 18-22 Reading Week No Classes
- Feb. 25 Workshop w/Seminarians: Feminism (sound, moderate, radical) (CSS, Theresa Zolner)
- Feb. 28 Submit: Evaluative Reflection on *Feminism (sound, moderate, radical)*
- Mar. 4 Film: *Lectio Prayer Finding Intimacy with God, "Session 6: Resolutio: Putting Love into Action"* by Tim Gray
Lectio Divina & Faith Sharing

Mar. 11 Workshop w/Seminarians: The Millennials (Reginald Bibby)
Mar. 14 Submit: Evaluative Reflection on *The Millennials*

Mar. 18 Reflections on the Journey/ Potluck/Evaluation
Student Presentations on Formation Experience

Process of Evaluation in Lay Formation:

Evaluation of students will take place in relation to the formation objectives by various means:

1. Initial assessment as designated by NTC College.
2. Completion of **all** the elements and requirements of the Lay Formation program.
3. Evidence of meeting the formation objectives.
4. Demonstrate a capacity for leadership and ministry.
5. Student self-reflection and self-assessment.
6. Results of Profiles in Ministry Assessment.
7. Evidence of regular monthly meetings with one's Spiritual Director.
8. Assessment of faculty.
9. Assessment by faculty advisors.
10. Assessment by the Director of Lay Formation.

Lay Formation Course Attendance

Since this course is graded on a "Pass/Fail" basis, participation in all LF workshops, field trips and assignments is of the utmost importance. In extenuating circumstances, a student can miss a maximum of one class per semester and still receive a "pass" for the course. There is a provision to allow a student who misses one class, to do a supplemental three-hour formation event at the discretion of the Lay Formation Director in the community and write a brief reflection paper on that experience. Ideally, that experience should be similar to the material covered in the workshop or at least in the same area of formation (human, spiritual, pastoral).

Lay Formation Late Submission Policy

All Lay Formation assignments, unless otherwise noted, are due on the date specified on the *Due Date Sheet*.

Laptop & Cell Phone Use in Lay Formation

Students are welcome to use laptop computers for note-taking purposes ONLY. Internet or cell phone use is prohibited during class time, unless specifically directed by the workshop presenter or Director of Lay Formation. Such devices can be intrusive and a source of unwelcome distraction to the presenter and other students in class.

Recording of Lay Formation Sessions & Workshops

Audio or video recording of Lay Formation workshops, meetings or sessions by students is not allowed.

General Academic Information

Written Assignments - Style & Format: See page 11 in Student Handbook

Incomplete Grade Policy See page 10 in the Student Handbook.

Leave of Absence and Policy for Extensions See page 10 in the Student Handbook.

Academic Integrity: See *Academic Policy* page 11 & 12 in the Student Handbook.

Note: (Changes to this course outline for Theo 020 may occur. A final copy of the course outline will be presented to students on the first day of class).