



Theo 020 Lay Formation

Winter Semester 2022

Course Outline

Jan. 10, 2022 – Mar. 21, 2022

Time: Mon., 1:15 p.m. – 4:05p.m. (Exceptions include opportunities in the community and the Celebration of the Word Liturgies)

Location: Blessed Emelie Gamelin and Virtual (Some classes are held at field trip sites)

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Course Description

A process of spiritual, human and pastoral formation for all lay students. This process facilitates growth in human maturity, spiritual development, health and wellness, personal integrity and professional development. It recognizes the interrelatedness in life of theological education, human maturing, and the universal call to holiness. It will draw from Scripture, the rich spiritual traditions of the Church and from the social sciences.

Course Objectives

Program Goals to be Addressed in Lay Formation

- A. **Cultural Context** - The program shall foster an evangelical discernment of the 'signs of the times' to engage with the reality of cultural diversity in the Church and world.
- B. **Personal and Spiritual Formation** - The program shall foster growth in terms of human and Christian maturity, as a personal response to being a disciple of Jesus Christ and as a dimension of public witness.
- C. **Capacity for Ministerial Leadership** - The program shall foster theological reflection on and education for the practice of ministerial leadership in the Church and world.

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.

Evaluation

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. Evidence of regular monthly meetings with one's Spiritual Director.
7. Assessment of faculty.
8. Assessment by faculty advisors.
9. Assessment by the Director of Lay Formation.
10. A written assessment by the Director of Lay Formation will be given to Director Field Education to help her ascertain whether a student has the ministerial aptitude to engage in a field education ministry (2nd year students).

Components of Lay Formation

1. Spiritual Direction: Spiritual Direction is a vital part of the Lay Formation program. 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. 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.
4. Celebration of the Word Liturgy: Students are to participate in various liturgical ministries as they lead the NTC community in the Celebration of the Word or other worship services, including the Week of Prayer for Christian Unity service.
5. 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.
6. 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 be prepared to speak to this experience in class.
7. Faith Sharing Groups: Students participate in small groups where they engage in discussions, faith sharing, scripture reflection, and prayer.
8. 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.
9. 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.
10. Confidential Student Dossier: The Director of Lay Formation will maintain a dossier on each M.Div. and B.Th. lay student.
 - A. The dossier will contain 1) Screening Interview Report, their 2) Personal Growth Plans, 3) Self-Assessments, Ongoing Formation Plan, 4) Profile of Ministry Inventory (if applicable) and any spiritual and behavioral assessment that are part of the program. It shall also include their 5) Formation Experience, Liturgical Ministry, and Spiritual Direction Records, a copy of their Celebration of the Word reflection, their 6) 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.

Textbooks

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

<http://www.usccb.org/upload/co-workers-vineyard-lay-ecclesial-ministry-2005.pdf>
Link Checked April 25, 2021

Laudato Si Chapter 6

http://w2.vatican.va/content/dam/francesco/pdf/encyclicals/documents/papa-francesco_20150524_enciclica-laudato-si_en.pdf Link checked: April 25, 2021

Course Requirements

This course is graded on a “Pass/Fail” basis.

In order to pass this course, students must:

1. Attendance:
 - A. Attend all Lay Formation classes, workshops & field trips.
2. Spiritual Direction:
 - A. 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: Oct 18, 2021)
 - B. Meet a minimum of three times each semester with your Spiritual Director.
 - C. Submit your Spiritual Direction Meeting Record. (Submit: March 28, 2022)

3. Readings and Reflections:
 - A. Review and reflect upon the Co-Workers in the Vineyard of the Lord: A Resource for Guiding the Development of Lay Ecclesial Ministry.
 - B. Read and reflect on handouts and material given by the Director of Lay Formation or workshop presenters.

4. Growth Plan:
 - A. 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.
 - B. Submit your annual Personal Growth Plan. (Submit: Sept. 20, 2021)
 - C. Meet with the Director of Lay Formation to review your Personal Growth Plan. (Jan 24, 2022)

5. Liturgy:
 - A. Participate and lead the on-campus Lectio Divina and Faith-Sharing Group on a rotating basis when required. (See: Schedule made in first day of class).
 - B. Lead the class in an Opening Prayer and Closing Prayer when required. (See: Schedule made in first day of class)
 - C. Lead the group in a formal thanking of the speaker following a workshop or field trip when required. (See: Schedule made in first day of class)
 - D. 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 28, 2022)
 - E. Participate in leading the Celebration of the Word and other liturgies as required during the semester. (See: Schedule made in first day of class)

6. Formation Experiences:
 - A. Participate in one 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 28, 2022)
 - B. Students are to present a reflection on one of the formative experiences each semester. (See Formation Experience Presentation Guidelines) (Presentation Date: March 28, 2022)
 - C. Complete spiritual, behavioral, ministerial and developmental assessments as required.

Late Submission Policy

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).

All Lay Formation assignments, unless otherwise noted, are due on the date specified above under “course requirements.”

Course Schedule

Jan 10	Introduction to Semester Practice for Week of Prayer for Christian Unity liturgy Lectio Divina & Faith Sharing In-Person
Jan 17	Tools for Ministry Lectio Divina & Faith Sharing In-Person
Jan 24	Week of Prayer for Christian Unity Liturgy (12 noon at Pastoral Centre) Personal Growth Plan, Personal Growth Plan Self-Assessment or Ongoing Meetings 1 -4 pm
Growth Plan	In-Person
Feb 14	Workshop: Self-Awareness Around Issues of Death and Dying (Presenter TBD) Lectio Divina & Faith Sharing In-person
Feb 21	Reading Week
Feb 28	Emotional Intelligence Part 1 – Theresa Kellendonk 1:15- 2:15 pm Lectio Divina & Faith Sharing 3:00- 4:00 pm Virtual
Mar 7	Emotional Intelligence Part 2 – Theresa Kellendonk 1:15- 2:15 pm

NOTE: The GPA is computed on the basis of cumulative grade point (letter) values, not percentage values. All courses are included in this calculation except those exceeding degree requirements and/or received as transfer credits from other recognized institutions.

Grading System

Undergraduate Studies			Graduate Studies		
Grade Meaning	Grade	Grade Point	Grade Meaning	Grade	Grade Point
Excellent	A+	4.0	Excellent	A+	4.0
	A	4.0		A	4.0
	A-	3.7		A-	3.7
Good	B+	3.3	Good	B+	3.3
	B	3.0		B	3.0
	B-	2.7		B-	2.7
Adequate	C+	2.3	Adequate	C+	2.3
	C	2.0		C	2.0
	C-	1.7		C-	1.7
Marginal	D+	1.3	Fail	D+	1.3
	D	1.0		D	1.0
Fail	F	0.0		F	0.0

Written Assignments - Style and Format

Newman Theological College requires that all written work be submitted in acceptable academic format and style. Please note the following regulations:

Regulations

Research papers, book reports, article summaries, reflection papers, and essays should be double-spaced, printed on one side only, and submitted on white, 8.5" x 11" paper.

A standard type style, such as Times New Roman, with a 12-point font size, must be used. The instructor will specify the most recent edition of the style manual to be used:

2. Kate Turabian, "A Manual for Writers of Term Papers, Theses, and Dissertations" (Chicago: University of Chicago Press).
3. Joseph Gibaldi & William Aichters, eds., "MLA Handbook for Writers of Research Papers" (New York: Modern Language Association of America).
4. American Psychological Association "Publication Manual of the American Psychological Association" (Washington: APA Publications).

Copies of these standard references may be purchased in the NTC bookstore.

Ignorance of standard form is not considered an acceptable excuse for deviation from required standards of format and style.

Academic Regulations

The following Academic Regulations are located in the Academic Calendar for your reference:

- Changes in Registration: Add/Drop/Withdraw Notice
- Course Work
- Final Examination Schedule
- Incomplete Grade Policy
- Inclusive Language

Related Academic Matters

The following Related Academic Matters are located in the Academic Calendar for your reference:

- Grade Reports & Posting
- Glossary of Academic Terms

Other Related Policies

The following policies are located in the Academic Calendar for your reference:

- Academic Misconduct Policy
- Grade Appeal Policy

Recording of Lectures

Audio or video recording of lectures, seminars or any other teaching environment by students is allowed only with the prior consent of the instructor. Recorded material is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the content author(s).

Student Accessibility Services:

A student with special needs that could affect their performance in class should contact their professor during the first week of the term so that appropriate arrangements can be made.



They should also register with Student Services by contacting Dr. Francis Fast at 780-392-2450 ext. 2216; email francis.fast@newman.edu

Bibliography (Distributed in class.)