



Theo 020 Lay Formation

Fall Semester 2022

Course Outline

Date: Sept. 12, 2022 – Dec. 5, 2022

Class Meeting Time: Monday, 1:15-4:05

Location: St. Marguerite Bourgeoys

**Room assignments are located on the website under course offerings.

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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.

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.

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. 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.

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*.

3. Profiles of Ministry: Students will be required to participate in the *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. 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.
6. 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.
7. 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.
8. Faith Sharing Groups: Students participate in small groups where they engage in discussions, faith sharing, scripture reflection, and prayer.
9. 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.
10. 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.
11. 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 1) *Screening Interview Report*, their 2) *Personal Growth Plans*, 3) *Self-Assessments*, *Ongoing Formation Plan*, 4) *Profile of Ministry Inventory* 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.)

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 Aug. 11, 2022

Laudato Si Chapter 6

http://w2.vatican.va/content/dam/francesco/pdf/encyclicals/documents/papa-francesco_20150524_enciclica-laudato-si_en.pdf Link checked: Aug. 11, 2022

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:

Attendance:

1. Attend all Lay Formation classes, workshops & field trips.

Spiritual Direction:

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: Sept. 26, 2022)*
3. Meet a minimum of three times each semester with your Spiritual Director.
4. Submit your Spiritual Direction Meeting Record. *(Submit: Dec. 5, 2022)*

Readings and Reflections:

1. 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).
2. Students are to present a reflection on their spiritual, human or pastoral formation they received from the audiovisual assignment they engaged in during the semester. (See *Audio Visual Assignment Guidelines*) *(Presentation Date: Nov. 21, 2022)*
3. Read and reflect on handouts and material given by the Director of Lay Formation or workshop presenters.

Growth Plan:

4. 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*.
5. Submit your annual *Personal Growth Plan*. *(Submit: Sept. 26, 2022)*
6. Meet with the Director of Lay Formation to review your *Personal Growth Plan*. *(Oct 17, 2022)*

Profiles of Ministry:

7. First year students submit your Stage I *Profiles of Ministry* (POM) Assessment tool. *(Submit: Oct 3, 2022)*
8. First year students meet with the Director of Lay Formation and respond to the *ATS Profiles in Ministry Stage I* interview questions and interpret your Stage I *Profile of Ministry* results. *(Oct. 17, 2022)*

Liturgy:

9. 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*).
10. Lead the class in an *Opening Prayer* when required. (See: *Due Date Sheet*)
11. Lead the group in a formal thanking of the speaker following a workshop or field trip when required. (See: *Due Date Sheet*)

12. 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: Nov. 21, 2022)*
13. Participate in leading the *Celebration of the Word* and other liturgies as required during the semester. *(See: Due Date Sheet & Liturgical Ministry Schedule)*

Formation Experiences:

14. 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: Nov. 21, 2022)*
15. Students are to present a reflection on one of the formative experiences each semester. *(See Formation Experience Presentation Guidelines) (Presentation Date: Nov. 21, 2022)*
16. Complete spiritual, behavioral, ministerial and developmental assessments as required.

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

Sept. 12	Introduction to Semester Lectio Divina and Faith Sharing (sign up)
Sept. 19	TBA
Sept. 26	TBA
Oct. 3	TBA
Oct. 10	Thanksgiving
Oct. 17	Meetings with Director of Lay Formation
Oct. 24	Ministry in Catholic Schools (field trip)

Oct. 31	TBA
Nov. 7	Reading Week
Nov. 14	TBA
Nov. 21	Ministry in Hospitals/or Jail Ministry (field trip)
Nov. 28	TBA
Dec. 5	Reflections on the Journey/Presentation on Formation Event/Presentation On Audio Visual Formation Materials

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. 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).

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

Leave of Absence and Policy for Incompletes

Extensions to an incomplete grade may be granted in extenuating circumstances, but may not exceed 16 weeks following the end of the course. Students who fail to complete course work by the agreed deadline will have a grade assigned which is based on work completed.

Academic Integrity

Acts of academic dishonesty (plagiarism, cheating, etc.) are subject to an appropriate penalty. The grade "F" may be assigned to a student guilty of such acts by the professor of the course in which the infraction occurred. A second offense against academic integrity renders the student liable to automatic dismissal from NTC. Further details are available in the Academic Calendar in the Academic Misconduct Policy.

Academic Grievances

Students may appeal grades received; the procedure is outlined in the Academic Calendar in the Grade Appeal Policy. For other grievances, students will refer to the Student Grievances Policy also outlined in the Academic Calendar.

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:

1. Kate Turabian, "A Manual for Writers of Term Papers, Theses, and Dissertations" (Chicago: University of Chicago Press).
2. Joseph Gibaldi & William Ahters, eds., "MLA Handbook for Writers of Research Papers" (New York: Modern Language Association of America).
3. 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 the Dean of Students, Lorraine Spenrath at 780-392-2450; email lorraine.spenrath@newman.edu

Bibliography (May be distributed in class.)

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).