

Xavier University of Louisiana

*

The Institute for Black Catholic Studies

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Certificate and Enrichment Programs

Catechist Formation for the Black
Catholic Community

Youth / Young Adult Ministry
Leadership in the Faith Community

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* Spiritual Enrichment Programs*

Eldership Seminar
Taste of the Institute

Handbook



**(Policies, Procedures, and
Information)
Summer 2011 - 2012**

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THE INSTITUTE FOR BLACK CATHOLIC STUDIES

THE CERTIFICATE AND ENRICHMENT (C&E) PROGRAM

The Certificate and Enrichment Programs of the Institute for Black Catholic Studies provide on-going education and formation of pastoral ministers who work in Black Catholic communities. There are, presently, four divisions:

- **CATECHIST FORMATION FOR THE BLACK CATHOLIC COMMUNITY**
- **YOUTH AND YOUNG ADULT MINISTRY**
- **LEADERSHIP IN THE FAITH COMMUNITY**
- **SPIRITUAL ENRICHMENT**

The Catechist Formation, Youth and Young Adult Ministry, and Leadership in the Faith Community programs consist of three (3) one-week modules during which each division provides a specialized ministry development class. C&E students also 1) take a core course (chosen from Doctrine, Scripture, History, Spirituality, Canon Law, or Liturgy), 2) engage in a Black Religious Expression (BRE) workshop (e.g. art, dance, drama, or music) and 3) participate in a weekly theological reflection. With permission from the Director, an evening IBCS-sponsored course may be substituted for the ministry-focused or core theological course. Opportunities for individual guidance and group reflection are provided for full integration of the academic and the experiential components of learning.

The Spiritual Enrichment programs (Eldership Retreat and Taste of the Institute) are one-week courses that provide an opportunity for reflection and ministry formation support for adults seeking to prepare for, renew or enhance their ministry within the Black community.

CERTIFICATE AND ENRICHMENT PROGRAM

Students in the Certificate and Enrichment programs participate in IBCS assemblies, daily Morning Prayer, Theological Reflection, a variety of Eucharistic liturgies, the annual Vespers Service, Ancestor Commemoration, and the full community life of the Institute. IBCS liturgical celebrations, field trips, gatherings, and seminars are planned over the course of the summer session to provide a holistic learning opportunity that complements the academic course work.

COURSE REQUIREMENTS

1. **Attendance:** Credit for course work is based on attendance at all sessions. Continuing Education Units are awarded based on classroom hours and participation (1 CEU for each 10 hours). Frequent absenteeism and tardiness could result in a request for withdrawal from the program.
2. **Class Participation:** Students are evaluated on each of the following: (1) satisfactory completion of all assignments, and (2) participation in classroom discussion, activities and special projects.
3. **Participation in Institute Community Life:** Attendance and participation in Institute weekly theological reflection, lectures, seminars, activities, liturgical celebrations (morning praise, daily Eucharist, Ancestor Commemoration and Vespers,).

NOTE: Students must refer to the class syllabus for detailed requirements for each course.

EVALUATION AND GRADING PROCEDURES

Student evaluations for each course is recorded as pass (P) or fail (F). Continuing Education Units (CEUs) are awarded upon the completion of all levels of the program. At session end, students will receive a copy of the cumulative CEU record for their personal file.

HOW TO APPLY

Each certificate and Enrichment Program has established specific requirements, but applicants should submit the following materials:

1. A complete program application with the non-refundable application fee.
2. A statement of intent that expresses how the applicant hopes to apply the program to his/her on-going faith and/or ministerial development
3. Two letters of recommendations, addressing the applicant's current ministry involvement and assessment of potential benefit of the Program for both the applicant and for the local community (new applicants only)
4. A complete Xavier University Health Clearance Application

**Send these items to:
Xavier University of Louisiana**

**The Institute for Black Catholic Studies
Certificate and Enrichment Program
1 Drexel Drive-Box 49
New Orleans, LA 70125**

The application process will advance only upon receipt of all application materials and the appropriate fees. A separate application for financial assistance (IBCS scholarships) should be submitted to:

**Director of the Institute for Black Catholic Studies
Xavier University of Louisiana
1 Drexel Drive - Box 49
New Orleans, LA 70125**

Information and guidelines specific to each Certificate and Enrichment Program are found in the following pages of this handbook.

TUITION AND FEES

All fees regulating tuition, room and board are subject to change annually, depending on the decisions of the Board of Trustees of Xavier University of Louisiana. Each student is advised to refer to the current application brochure for a current list of fees.

APPLICATION FEES

(Required of ALL students. They are non-refundable and due at the time of submission of a completed application)

\$30 – Application Fee

\$50 – Housing Reservation Fee (For on-campus residents)

\$100 – Late Fee (For late registration ONLY)

ADDITIONAL FEES

I. COURSE/PROGRAM REGISTRATION:

\$10 – Student I.D. Processing Fee

\$135 – Activity Fee (Covers general program and Community Life costs)

II. TUITION:

\$200 – Tuition per week (Including Eldership or Taste of the Institute)

\$275 – Tuition per week (Including a choice of Catechists, Leadership and Youth Ministry)

III. HOUSING (Rates are subject to change):

\$220 per person –Room & Board – for **double occupancy**

(2 week = \$440); (3 weeks = \$660)*

\$330 per person – Room & Board - for **single occupancy**

(2 week = \$660); (3 weeks = \$990)**

\$15 – Laundry Fee (Required of ALL On-Campus Residents)

* Ordinarily, non-local students are encouraged to stay on campus and to share housing (double occupancy) to facilitate community and to encourage collaborative study.

** Requested by some seminarian formation directors in compliance with Episcopal guidelines as well as some of our older adult students who have special needs.

PAY ATTENTION TO THE FOLLOWING:

1. All Registration Fees are due by May 15, 2012, for early and regular applications ONLY. For late applications, registration fees are due no later than June 21, 2012. Non-receipt of payment at these times may result in automatic deregistration. Returned checks will result in immediate deregistration and a charge of \$30.00.
2. If the student's tuition and required fees are included in a check issued by a joint sponsoring agent or group, be sure to supply accompanying documentation that **clearly identifies** the name of the student, his/her program of study, and any **itemized monetary disbursements**.
3. **Do not include** money for the student's textbooks, class materials, supplies, copying, etc. in the tuition and fee check.
4. **Make and bring** a documentation file containing copies of **all** application information with you: correspondence, application, health clearance, checks and related data, etc.

Send all correspondence and/or payment by registered mail to the following address:

**Xavier University of Louisiana
Institute for Black Catholic Studies
1 Drexel Drive - Box 49
New Orleans, Louisiana 70125**

Make all checks payable to:
Xavier University of Louisiana – IBCS



I. THE CATECHIST FORMATION FOR THE BLACK CATHOLIC COMMUNITY PROGRAM

The Catechist Formation for the Black Catholic Community Program is a training and formation program for Christian educators and catechists in African American communities. The program is rooted in and affirms the insight of the Second Vatican Council that faith communities flourish when bound to the Church universal while retaining their own specific identities (*Gaudium et Spes*, #58).

The Catechist Program is a response to the need expressed by religious educators and pastoral ministers, in African American communities, for more integrated and holistic methods of catechizing and teaching the faith. Frustrated learners cannot sustain their faith life or fully engage in the life of their local faith communities.

The Catechist Program provides direction, methods and resources, which create an atmosphere that is conducive to learning and enriching for the faith life and ecclesial participation of learners. Program materials link IBCS students to the specific learners with whom they minister. These materials acquaint the learners with their anxieties, doubts and struggles and nourish their hopes, dreams and aspirations. (*Catechesi Tradendea*, #49).

The Catechist Program is, therefore, consistent with the philosophy and goals of Xavier's Institute for Black Catholic Studies, as well as the norms for catechesis among specific cultural and ethnic groups as promoted by the *National Catechetical Directory for the United States and the General Directory for Catechesis*.

ADMISSION TO THE CATECHIST FORMATION FOR THE BLACK CATHOLIC COMMUNITY PROGRAM

The Catechist Program is strictly a training program for those in the ministry of Catechetics or religious education. The specific aim of the program is to train (arch)diocesan, parish, and Catholic school catechists and/or directors of religious education so that they can return to their local ministries and train others for effective catechetical ministry. *Some previous catechetical/teaching experience is necessary.*

Therefore the program is especially designed for

- Diocesan Catechetical Personnel
- DREs and School Religion Coordinators
- Parish catechists and school religion teachers with at least 3 years' experience.

ACCEPTANCE INTO THE CATECHIST FORMATION FOR THE BLACK CATHOLIC COMMUNITY PROGRAM

So that all registration materials can be reviewed early enough to determine eligibility for scholarship and acceptance into the program, the 2012 deadline is March 15.

Applicants are accepted in the order of the receipt of completed application forms and letters of recommendation.

CATECHIST FORMATION FOR BLACK CATHOLIC COMMUNITY PROGRAM

Acceptance into the program is determined upon the following basis:

1. Eligibility (the applicant is in catechetical ministry and has had previous teaching experience).
2. Space in the program is limited to 25 students per course.

Applicants who complete the early and regular applications will be notified of acceptance no later April 30, 2012. All registration fees are due upon acceptance. Deadline for receipt of fees is May 15.

CURRICULUM

The Catechist Program offers at least three ministry-focused courses during the summer, one per week. The curriculum includes:

- Catechetics courses that explore the nature, goals, resources, and strategies for Africentric Catechesis
- Core courses which examine some aspect of Catholic Christian theology, i.e., Doctrine, History, Liturgy, Scripture, Spirituality
- Black Religious Expression (BRE) seminars (e.g. art, music, drama, or dance)
- A weekly theological reflection session.

Participation in the community life experiences of the Institute is an essential part of the curriculum.

The goals of the Catechist Formation for the Black Catholic Community Program aim at challenging participants to:

- Understand the essential content and methodologies of a culturally sensitive catechesis for the African American Catholic community.

CERTIFICATE AND ENRICHMENT PROGRAM

- Explore African American cultural patterns, idioms, customs, rituals and symbols useful for the catechetical process.
- Examine learning styles of African American children, youth and adults, and design lesson plans that reflect these insights.
- Explore effective ways to present Catholic doctrine to various age groups using age-appropriate methodologies.
- Design catechetical, liturgical and formational experiences for catechists and religious educators in their local ministerial settings.
- Develop an appreciation of the African American Catholic experience.
- Develop an awareness of traditional and cultural resources for African American Catholic Education and formation.
- Identify, critique and develop materials appropriate for effective catechesis in an African American Catholic Community.
- Clarify the philosophy and goals of ministry in a local ministerial setting.
- Cultivate and nourish a spirituality that enables effective catechesis in the African American community
- Refine ministerial, leadership, and pastoral skills.
- Design lesson plans, liturgical celebrations, and training sessions that resonate with the spirituality and culture of the African American community.
- Build a community of faith with peers where feedback, affirmations, support and challenges are given and accepted.
- Expand students' knowledge base in the areas of catechetics, catechetical methods, doctrine, History of Black Catholics in the Roman Catholic Church of the United States, liturgy, scripture, art, dance, drama and music.

Students in the Catechist Formation for the Black Catholic Community Program are encouraged to participate in the program on a regular basis gaining experience, expertise and skills for ministry.

Currently the Certificate and Enrichment Curriculum and Policy Committee are exploring the process by which students participating in the C and E Program can acquire certification. Reinstatement of the certification process is currently on hold during this period. Students are awarded Continuing Education Units (CEU) as the C & E Curriculum and Policy Committees continue to explore the means to gain accreditation from the appropriate ecclesial catechetical institution.

II. YOUTH/YOUNG ADULT MINISTRY PROGRAM

The Youth/Young Adult Ministry Program is designed to meet the changing needs of ministers who are responsible for youth and/or young adult outreach.

This program is currently a continuing education program that can be approached as an independent course of study. Program goals will assist students to:

- Explore the scriptural basis for Catholic Youth Ministry and how it informs contemporary issues facing Black youth
- Gain deeper insights into the psychology and sociology of Black youth culture
- Identify effective and holistic programming philosophies and strategies
- Address Black worship and prayer styles geared toward youth
- Discern relevant literature, media resources, and national programs for use in Black Catholic youth ministry programs
- Explore the use of computers and other new technologies in youth ministry
- Examine the role of effective adult leaders, families, school, the church, neighborhood, electronic media, peers and world events as socialization agents for Black youth
- Equip adult youth workers with skills and tools to make them more effective in Black Catholic Youth Ministry settings
- Build up interaction, cooperation and competency with adults who serve out in Black and intercultural parishes.
- Discern the need for a C&E track that attends to the specific formation needs of those who minister with Black Catholic young adults.

Program Concentration and Courses

- **Ministering with Youth from an African American Perspective**
 - Mission and Vision of Youth Ministry
 - The Adult Leader in Youth Ministry
 - Psychological and Social Development of African American Youth
- **Developing and Managing African American Youth Ministries**
 - Components for Comprehensive Youth Ministry
 - Prayer, Worship and Justice Ministry with Youth
 - Components of Program Management

Admission to-the Youth/Young Adult Ministry Program

The Youth Ministry program, designed for adults leaders in Youth/Young Adult Ministry with African American children and youth, specifically addresses the needs and concerns of:

- Diocesan Youth Ministers with little or no experience or success with effective planning and programming with Black youth and young adults.

CERTIFICATE AND ENRICHMENT PROGRAM

- Parish youth ministers wanting to develop more effective and holistic programs for Black youth and young adults
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- Parish team members and Confirmation Coordinators with faith development working with and among Black youth.
- Prospective youth/young adult ministers.
- Catholic high school campus ministers and counselors.

Application Process

Submission of completed Youth Ministry Certificate Program application Form with the appropriate fees.

Submission of one letter of recommendation regarding current ministry involvement and assessment of potential benefit for applicant and local community (new applicant)

Statement of Purpose that expresses how the applicant hopes to apply the program to his/her on-going faith and/or ministerial development.

A complete Xavier University Health Clearance Application

Acceptance into the Youth Ministry Program

So that all registration materials can be reviewed early enough to determine scholarship eligibility and acceptance into the program, the 2012 deadline is March 15.

Applicants are accepted in the order of the receipt of completed application forms and letters of recommendation.

Acceptance into the program is determined upon the following:

1. Eligibility (the applicant is in youth/young adult ministry or coordinates programs of ministry for Black youth/young adults.)
2. Enrollment in each weekly Youth Ministry/Young Adult course of study is limited to 25 students.

Early and regular applicants will be notified of acceptance no later than April 30, 2012. All registration fees are due upon acceptance. Deadline for receipt of fee is May 15.

III. LEADERSHIP IN THE FAITH COMMUNITY

The Institute for Black Catholic Studies offers this program for persons engaged in various forms of ministry in their communities and parishes. The program is designed for those Black and other Catholic pastoral ministers who wish to further their education in Black Catholic Theology and refine the skills and strategies they already possess to form them as more effective ministers.

Program Description

Leadership in the Faith Community is a seminar-style enrichment program designed to support current parish leaders and foster new ones within African American Catholic communities. The course of studies includes a wide variety of topics which are selected from one of the three broad categories in the basic three-year cycle: Church Mission, Pastoral Leadership and General Leadership Skills. Students are challenged to learn how to evaluate their own efforts as leaders and then develop the appropriate skills to function more effectively in their ministerial roles.

The program is designed as an ongoing program of leadership development. In each summer module, participants are expected to enroll in the leadership seminar, a Core Course and Black Religious Expression seminar. The leadership seminar invites respected Black Catholic pastoral leaders (lay, religious, and clerical), from all segments of the community, to engage in reflection and discussion with the Seminar participants. Enrollment of each module's class is, normally, no more than (25) twenty-five students.

Curriculum

In each weekly module, students in the Leadership Program are required to enroll in a Leadership Seminar. A Core Course (Doctrine, History, Spirituality, Liturgy, or Scripture) are required. Participants in the Leadership Program also join other C&E students (from the Catechist Formation and Youth/Young Adult Ministry Programs) in one Black Religious Expression (BRE) workshop (i.e., Dance, Drama, Art or Music).

IV. SPIRITUAL ENRICHMENT PROGRAMS

Since the first summer session, the Institute for Black Catholic Studies has been committed to providing programs that encourage, nurture, support, and challenge men and women toward ongoing faith formation. Through seminars, workshops, conferences, community, and retreats, the Spiritual Enrichment Program seeks to enable persons to examine and nurture their call to ever-deepening spiritual renewal, growth, and maturity, as well as continued ministerial development and service.

Each component of the Spiritual Enrichment Program is organized around a particular focus group:

- Elders' Seminar and Prayer Experience: *The Elders Retreat/Seminar* (designed for African American Elders 60 years and older) – Week Two of the Institute for Black Catholic Studies
- African American Lay Retreat: *The Taste of the Institute* – Week Three of the Institute for Black Catholic Studies

NOTE: Special Formation/Vocation Enrichment activities are incorporated in the life of the IBCS to support Black, lay women and men, as well as Black religious and clergy beyond initial formation in their search to grow in the life of faith and holiness.

The IBCS Handbook lists the specific focus of the Spiritual Enrichment Program, as well as the individuals and groups for whom the Program is intended from year to year.

CERTIFICATE AND ENRICHMENT PROGRAM

The Elders Retreat/Seminar and the Taste of the Institute Summer Program:

- Daily Morning Prayer
- A daily process of prayer, reflection and sharing the wisdom, faith, grace, and vocation of the Catholic lay person from an African American perspective.
- Daily Eucharistic liturgy encouraged
- Shared participation in the communal life of the Institute
(i.e., the Commemoration of the Ancestors, the Vespers Service and Culture Night and a rich variety of liturgical events).

Application/Registration Process:

Submission of completed Eldership Summer Program – Taste of the Institute Program Application with the appropriate nonrefundable application fee.

ADMINISTRATION, FACULTY AND STAFF

Xavier University of Louisiana Administration

Norman C. Francis, A.B., J.D., LL.D. - President

Loren J. Blanchard, B.S., M.Ed., Ph.D. - Senior Vice President for Academic Affairs

Anil Kukreja, Ph.D. - Dean of the College of Arts and Sciences

Xavier's Institute for Black Catholic Studies Administration

Pamela R. Franco, Ph.D. – Acting Director of the Institute

Kathleen Dorsey Bellow, D.Min. - Associate Director for the Certificate and Enrichment Programs

C. Vanessa White, SFO, M.T.S., D.Min. - Acting Associate Director for Certificate and Enrichment Programs

Cecilia A. Moore, Ph.D. - Associate Director for the Degree Program

Fr. Roy A. Lee, Ph.D. - Associate Director for Community Life & Liturgy Coordinator for Daily Liturgies and Major Celebrations

Xavier's Institute for Black Catholic Studies Office Staff

Mrs. Loretta D. Salomon, IBCS Administrative Assistant & **Master's Degree Program Assistant**

Glenda A. Brown, M.S., IBCS Program Specialist & **Certificate & Enrichment Program Assistant**

CURRENT C&E FACULTY

C. Vanessa White, SFO, M.T.S., D.Min. Acting Associate Director for C&E Programs

Ansel Augustine, M.P.S.

Kathleen Dorsey Bellow, D.Min.

Kaffy Babineaux Belvin, M.Ed.

Walter Bonham, M.A.

Rita Batiste Canton, Th.M.

Chakula Cha Jua, B.A.

Fr. J. Derran Combs, O.F.M., Ph.D. candidate

Timone A. Davis, D.Min.

Veronica Downs-Dorsey, M.M.

Nwaka Egbulem, Ph.D.

Therese Wilson Favors, M.A.

Rawn Harbor, M.T.S.

Diana L. Hayes, J.D., Ph.D., S.T.D

M. Roger Holland, II, M.M.

Fr. Roy A. Lee, Ph.D.

Cecilia A. Moore, Ph.D.

Fr. Maurice Nutt, C.S.s.R., D.Min.

Modeste Malu Nyimi, Ph.D.

Sr. Jamie T. Phelps, O.P. Ph.D.

The Most Rev. Joseph N. Perry, J.C.L., D.D.

Vivian Reissland Rouson, M.A.

Sr. Shawnee M. Daniels-Sykes, S.S.N.D., Ph.D.

Eric "Mukasa" Theodore, M.B.A., M.Div.

Fr. Freddy Washington, CSSp, D.Min.

Trudell Webster, B.A., C.M.T., L.M.T.

Julie Welborn, M.A., M.Div.

Fr. Manuel Williams, C.F.R.E., M.Div.

Community Life Staff

Vivian Reissland Rouson, M.A., Prayer and Spiritual Companion, Institute Elder
Veronica Downs-Dorsey, M.M., Liturgical Musician
Luther Gray, Master Drummer
TBA, Housing/Hospitality Coordinator

SELECTED IBCS COMMITTEES

The C&E Policy Committee

The Policy Committee of the Institute for Black Catholics Studies (IBCS) consists of the following members: the Director of IBCS, the Associate Director for Certificate and Enrichment Programs, faculty and student representatives, and the Dean of the Graduate School of Xavier University.

The Chair of the Policy Committee shall be chosen from among the members of the committee, by a majority vote, and shall serve for two years, with the right of re-election. The Policy Committee is responsible for the general oversight of the C&E programs and establishes the Development Plan for the C&E Programs.

Members of the C&E Policy Committee –TBA

The C&E Curriculum Committee

The Curriculum Committee of the Institute for Black Catholics Studies (IBCS) consists of the following members: the IBCS Director, the Associate Director for Certificate and Enrichment Programs, faculty representatives of each ministry-focus track and the Spiritual Enrichment programs.

The Chair of the Curriculum Committee shall be chosen from among the members of the committee, by a majority vote, and shall serve for two years, with the right of re-election. The Curriculum Committee is responsible for oversight of the C&E programs course of study, reviews and makes recommendations regarding course curricula.

Members of the C&E Curriculum Committee

Pamela R. Franco, Ph.D. – IBCS Acting Director
Kathleen Dorsey Bellow, D.Min. – Associate Director for C&E Programs
Ansel Augustine, M.P.S. – Youth and Young Adult Ministry
Timone A. Davis, D. Min. – Young Adult Ministry
C. Vanessa White, SFO, M.T.S., D.Min. – Core Courses
Therese Wilson Favors, M.A. – Leadership in the Faith Community
Kaffy Babineaux-Belvin, M.A. – Catechist Formation for the Black Catholic Community
Veronica Downs-Dorsey, M.M. – BRES
Sr. Patricia Haley, S.C.N., B.A. – Spiritual Enrichment Programs

THE ADVISORY COMMITTEE (subject to change)

The Advisory Committee is comprised of representatives of national Black Catholic leadership and representatives of major organizations closely allied with IBCS endeavors. The Advisory Committee assists the Director and the Policy Committee in representing the Institute to the larger Black Catholic community, serves as liaison with respective organizations, and offers advice and counsel on matters such as fundraising, student and faculty recruitment, and the development of new programs. The Advisory Committee meets at least once each year.

Members of the C&E 2012 Advisory Committee - TBA

FOR FURTHER INFORMATION OR ASSISTANCE

Mailing Address:

Xavier University of Louisiana
Institute for Black Catholic Studies
1 Drexel Drive - Box 49
New Orleans, LA 70125
Telephone: (504) 520-7691
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Contact Persons:

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