

**XAVIER UNIVERSITY OF
LOUISIANA
THE INSTITUTE FOR BLACK
CATHOLIC STUDIES**



HANDBOOK



**CONTINUING EDUCATION AND ENRICHMENT
PROGRAMS**



**CATECHIST FORMATION FOR THE BLACK
CATHOLIC COMMUNITY**

YOUTH AND YOUNG ADULT MINISTRY

LEADERSHIP IN THE FAITH COMMUNITY

SPIRITUAL ENRICHMENT PROGRAMS

(POLICIES, PROCEDURES, AND INFORMATION)

CONTENTS

CONTINUING EDUCATION AND ENRICHMENT PROGRAMS	3
General Course Requirements	4
Evaluation and Grading Procedures	4
How to Apply	4
Tuition and Fees	5
Catechist Formation for the Black Catholic Community	6
Youth/Young Adult Ministry	8
Leadership in the Faith Community	9
Spiritual Enrichment Programs	10
Selected IBCS Committees	10
Administration, Faculty and Staff	11
For Further Information or Assistance	11

THE CONTINUING EDUCATION AND ENRICHMENT PROGRAMS

The Continuing Education and Enrichment (C&E) Programs provide ongoing education and formation for laywomen and men and pastoral ministers in Black Catholic communities. The areas of study center on the development of the whole person: spiritually, psychologically and emotionally. By offering 1-week courses, the C&E Programs help participants explore new ministry interests; learn new skills; or engage in reflection on life's realities. The C&E Programs offer a unique opportunity for individuals to grow in their understanding of Black Catholicism and its impact, not only on the wider Church, but also on themselves.

There are four divisions in the C&E Programs:

- *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 specialized ministry development classes. C&E students also take a core course (*chosen from Doctrine, Scripture, History, Spirituality, Canon Law, or Liturgy*); and 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 A Taste of the Institute) are 1-week offerings 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.

Students in the C&E Programs participate in IBCS assemblies, daily Morning Prayer, a variety of Eucharistic liturgies and other liturgical celebrations and the community life events of the Institute. IBCS liturgical celebrations, field trips, gatherings, and seminars are planned over the course of the summer sessions to provide a holistic learning opportunity that complements the academic course work.

GENERAL COURSE REQUIREMENTS:

1. **Attendance:** Credit for course work is based on attendance at all sessions. Continuing Education Units (CEUs) are awarded based on classroom Hours, Research and Class Participation (*2 CEUs for each course is based on 15 classroom hours and 5 research hours*). Absenteeism and tardiness effecting the awarding of full credit for any one class 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*; (2) *participation in classroom discussion, activities and special projects*.
3. **Participation in IBCS Community Life:** Students are expected to attend and participate in IBCS seminars, activities, and liturgical celebrations such as: morning praise, daily Eucharist, Vesters, Ancestors Commemoration, and MAAFA.

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

EVALUATION AND GRADING PROCEDURES:

Student evaluation for C&E courses is recorded as (P) for pass, or (F) for fail. Continuing Education Units (CEUs) are awarded upon the completion of all course requirements. At session end, students will receive a copy of the cumulative CEU record for their personal files.

HOW TO APPLY

Each Continuing Education and Enrichment course has established specific requirements, but all applicants should submit the following materials:

1. Complete program application with the non-refundable application fee.
2. Official transcript of the highest academic achievement (*new applicants*).
3. Statement of Purpose that expresses how the applicant hopes to apply the program to his/her on-going faith and/or ministerial development.
4. Two letters of recommendations, which should address the applicant's assessment of potential benefit of the Program for both the applicant and the local community (*new applicants*). Applicants involved in a ministry should submit at least one letter that assesses ministerial involvement.
5. Complete University Health Clearance Application.

SEND THESE ITEMS TO:

**The Institute for Black Catholic Studies
Continuing Education and Enrichment Programs
Xavier University of Louisiana
1 Drexel Drive - Box 49
New Orleans, LA 70125**

The application process will advance only upon receipt of all application materials and the fee.

TUITION AND FEES

All fees regulating tuition, room and board are subject to change annually, as decided by 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*)

\$30 – Application Fee (*Non-refundable*)

\$55 – Housing Reservation Fee (*Non-refundable*)

\$100 – Late Fee (*Non-refundable*)

REGISTRATION FEES

I. COURSE/PROGRAM REGISTRATION:

\$10 – Student I.D. Processing Fee

\$140 – Activity Fee (Covers general program and Community Life costs)

II. TUITION: (*rates are subject to change*)

\$210 – Tuition (Eldership Retreat or Taste of the Institute)

\$290 – Tuition per week for all courses (including Music, Dance and Art)

III. HOUSING (*Rates are subject to change*):

\$250 – Room & Board - per week **double occupancy** (2 week \$500); (3 weeks \$750)*

\$360 – Room & Board - per week **single occupancy** (2 week \$720); (3 weeks \$1080)*

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

* 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.

All checks are to be made payable to: The Institute for Black Catholic Studies (or) IBCS. The application fee should accompany the application by April 30th. All other fees should be paid by May 31st of each year and are to be forwarded to:

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

A separate application for financial assistance (IBCS Scholarships) should be submitted to:

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

BOOK FEES

Every attempt is made to post appropriate booklists on the IBCS website as least one month prior to the start of the Summer Session so that students have the opportunity to preview and read texts ahead of time. If for any reason this distribution is not possible, books may be purchased from the Xavier Bookstore on the day of registration.

NOTE THE FOLLOWING:

1. All Registration Fees are due by **April 30, 2016, for early and regular applications ONLY. For late applications, registration fees are due no later than June 24, 2016.** Non-receipt of payment at these times may result in automatic deregistration, and a late fee of \$100. Returned checks will result in immediate deregistration and a charge of \$35.00.
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.

THE CATECHIST FORMATION FOR THE BLACK 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.

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, consistent with 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 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/coordinators of religious education such 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

Acceptance into the program is determined on the following basis:

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

*Applicants are to be notified of acceptance no later than the first week in May. Fees are due upon acceptance. **Deadline for receipt of fees is May 31st of each year.***

The goals of the Catechist Formation for the Black Catholic Community Program are to challenge participants to:

- Understand the essential content and methodologies of a culturally sensitive Catechesis for the African American Catholic community.
- Explore African American cultural patterns, idioms, customs, rituals and symbols useful for the catechetical process.
- Examine learning styles of African American children, youth/young adults 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/nourish a spirituality that enables effective catechesis in the African American community.

The Catechist Formation for the Black Catholic Community Program aims to:

- 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 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. *Reinstatement of the certification process is currently on hold pending national certification standards approval and further study by the C&E Curriculum and Policy Committees.*

YOUTH/YOUNG ADULT MINISTRY

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. Program goals will assist students to:

- Explore the scriptural basis for Catholic youth/young adult ministry and how it informs contemporary issues facing Black youth/young adults.
- Gain deeper insights into the psychology and sociology of Black youth/young adult culture.
- Identify effective and holistic programming philosophies and strategies.
- Address Black worship and prayer styles geared toward youth/young adults.
- Discern relevant literature, media resources, and national programs for use in Black Catholic youth/young adult ministry programs.
- Explore the use of computers and social media in youth/young adult ministry.
- Examine the role of effective adult leaders, families, school, the church, neighborhood, peers and world events as socialization agents for Black youth/young adults.
- Equip adult youth/young adult ministers/workers with skills and tools to make them more effective in Black Catholic youth/young adult ministry settings.
- Build up interaction, cooperation and competency with adults who serve youth/young adults in Black Catholic parishes.

ADMISSION TO THE YOUTH/YOUNG ADULT MINISTRY PROGRAM

The Youth/Young Adult Ministry Program, designed for adult leaders in youth/young adult ministry with African Americans, specifically addresses the needs and concerns of:

- Diocesan youth/young adult ministers with little or no experience or success with effective planning and programming with Black youth and young adults.
- Parish youth/young adult ministers wanting to develop more effective and holistic programs for Black youth and young adults.
- Parish team members and Confirmation coordinators with faith development working with and among Black youth/young adults.
- Prospective youth/young adult ministers.
- Catholic campus ministers and counselors.

ACCEPTANCE INTO THE YOUTH/YOUNG MINISTRY PROGRAM

Acceptance into the program is determined on the following basis:

- Eligibility (the applicant is in youth/young adult ministry or coordinates programs of ministry for Black youth/young adults).
- Space in the program is limited to 25 students per course.

*Applicants are to be notified of acceptance no later than the first week in May. Fees are due upon acceptance. **Deadline for receipt of fees is May 31st of each year.***

LEADERSHIP IN THE FAITH COMMUNITY

Leadership in the Faith Community is a seminar-style enrichment program designed to support current parish leaders and foster new ones with African American Catholic communities. The program is designed as an ongoing program of leadership development for persons engaged in various forms of ministry in their communities and parishes who wish to further their education in Black Catholic Theology and refine the skill and strategies they already possess to form them as more effective ministers.

The course of studies includes a wide variety of topics that 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.

SPIRITUAL ENRICHMENT PROGRAMS

Through seminars, workshops, conferences, community, and retreats, the Spiritual Enrichment Program seeks to enable persons to examine and nurture their calls 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:

- Eldership Retreat – designed for African American Elders 50 years and older.
- A Taste of the Institute – African American Lay Retreat.

The Eldership Retreat and a Taste of the Institute Programs:

- A daily process of prayer, reflection and sharing the wisdom, faith, grace, and vocation of Eldership from an African American perspective.
- Daily Eucharistic liturgy encouraged.
- Shared participation in the communal life of the Institute.
- Afternoon field trips, sessions, class visits may be planned.

SELECTED IBCS COMMITTEES

The C&E Policy Committee

The Policy Committee consists of the following members: the Director of IBCS, the Associate Director for Continuing Education 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 for 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.

The C&E Curriculum Committee

The Curriculum Committee consists of the following members: the Director of IBCS, the Associate Director for Continuing Education 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 for re-election. The Curriculum Committee is responsible for oversight of the C&E programs course of study, reviews and makes recommendations regarding course curricula.

C&E FACULTY AND STAFF

Sr. Eva Marie Lumas, SSS – Associate Director of the C&E Program

Ansel Augustine, D.Min.
Kaffy Babineaux-Belvin, M.Ed.
Matthew Davis, B.A.
Sr. Sandra Helton, SSND
Kimberly Lymore, D.Min.
Rev. R. Tony Ricard, M.Div., Th.M.
Malcolm Speed, B.A.
Sr. Myrna Tordillo, MSCS
Brian Turner, Ph.D.
Rev. Freddy Washington, C.S.sp., D.Min.
Rev. Dwight Webster, Ph.D.
C. Vanessa White, D.Min.
Rev. Manuel B. Williams, C.R., M.Div., M.Th., CFRE

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

PHYSICAL ADDRESS

909 S. Jefferson Davis Parkway
Xavier South Bldg., 5th Floor – Room 560
New Orleans, LA 70125

TELEPHONE: (504) 520-7691

FAX: (504) 520-7924

E-MAIL: ibcs@xula.edu

WEBSITE: www.xula.edu/ibcs