

**Directions for Completing the
MCEA Certification Reference Form**

Directions to Lay Ecclesial Minister Seeking Certification: Please give this form to persons who have supervised or served with you in leadership roles at your current or previous parishes. Ask the person to complete the form and return it to the address below. At least one person must be a member of the clergy from the current diocese you serve within, preferably your pastor if at all possible. If you have any questions about the reference or application process, please contact the diocesan staff person at the address and telephone number below. Thank you.

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Directions to Person Providing Reference: You have been asked to provide an honest reference regarding whether the Lay Ecclesial Minister is appropriate and ready in your opinion to become a candidate for certification within the State of Minnesota. It is important that you complete all parts of this form and mail it to the address below. This reference is confidential. If you have any questions about completing the form, please contact the diocesan staff person at the address and telephone number below. Thank you.

Diocesan Contact: _____
Telephone number: _____
Address to send completed form: _____

Explanation of MCEA Certification

What does it mean to be certified by a diocese through the joint certification process sponsored by the dioceses in the state of Minnesota?

A lay ecclesial minister serving as either a catechetical leader or youth ministry leader who has received certification has documented his or her attainment of a specified level of competence, ability, training, and/or preparation for his or her particular ministry. The individual's competence has been evaluated, measured, and/or judged, relative to the established national certification standards and competencies for lay ecclesial ministers through a peer review process. These national standards cover broad areas of ministerial competence, authoritatively identified by national professional ministry organizations as the norm by which an individual's ministerial competence is assessed.

In light of the fact that lay ecclesial ministers in Minnesota have completed various types of ministry education and formation, three categories related to the type of education received in preparing for ministry have been created. Each category of certification represents compliance with the five national standards and their competencies. However, the category denotes the type and level of education received by the LEM. The three categories of certification and their explanations follow.

Category I: Practitioner Certification

The lay ecclesial minister has demonstrated competence in all of the five core standards and common competencies and in the corresponding specialized competencies for the specialization as a youth ministry leader or catechetical leader through participation in a ministry formation program sponsored by a diocese, independent organization, or institution of higher education.

Category II: Professional Certification

The lay ecclesial minister has demonstrated competence in all of the five core standards and common competencies and in the corresponding specialized competencies for specialization as a youth ministry leader or catechetical leader, through the attainment of a bachelor of arts or bachelor of science degree from an accredited college or university in a related field or the equivalency.

Category III: Master Certification

The lay ecclesial minister has demonstrated competence in all of the five core standards and common competencies for and in the corresponding specialized competencies for the specialization as a youth ministry leader or catechetical leader, through the attainment of an advanced degree (master's level or higher) from an accredited college or university in a related field or the equivalency.

Specialization as a Youth Ministry Leader or Catechetical Leader

Lay ecclesial ministers receiving certification in the one of the six arch/dioceses in Minnesota can be certified in the ministry specialization of either youth ministry or catechesis by demonstrating competence in the national specialized competencies for youth ministry leaders or parish catechetical leaders. Persons demonstrating competence in both areas of specialization will receive dual certification.

MCEA Certification Reference Form

Name of Lay Ecclesial Minister (LEM) Seeking Certification: _____

The Lay Ecclesial Minister is applying for the following category of certification:

- Practitioner
- Professional
- Masters

With a specialization as a:

- Youth Ministry Leader
- Catechetical Leader
- Both

Name Person Providing Reference: _____

Name of Parish: _____

Current Position or Job Title: _____

Relationship with the Lay Ecclesial Minister (Check one):

- Current Pastor
- Current Associate Pastor
- Previous Pastor
- Previous Associate Pastor
- Peer of LEM from current parish
- Peer of LEM from another parish
- Parish Leader from current parish
- Parish Leader from previous parish
- Parish Director/Parish Administrator from current parish
- Parish Director/Parish Administrator from previous parish
- Other: _____

How many years have you known the LEM? _____

How many years have you worked with them in a ministry context? _____

The MCEA State Certification process for Lay Ecclesial Ministers serving as catechetical leaders or youth ministry leaders is utilizing the National Certification Standards for Lay Ecclesial Ministers approved by the USCCB Commission on Certification and Accreditation as the basis for evaluating competence and granting certification. The five standards are listed. Please use the following scale to rate the Lay Ecclesial Ministers current competence level on each of the five standards. Please feel free to add any comments following each standard if you wish to explain your rating.

Scale Explanation:

- NA I have had no opportunity to observe this behavior or skill; or it was not applicable to the Lay ecclesial ministers role or job.
- 0 I have actually seen the opposite behavior or skill in the lay ecclesial minister in situations where I believe it was appropriate or necessary indicating the need for significant improvement in this area (an extremely poor rating).
- 1 I have either never seen or rarely seen this behavior or skill demonstrated in situations where I believe it was appropriate or necessary indicating the need for significant improvement in this area (a below average rating).
- 2 I have seen the behavior or skill some times in situations where I believe it was appropriate or necessary indicating that the lay ecclesial minister could benefit from development in this area (average rating).
- 3 I have seen the behavior or skill consistently (most of the time or always) in situations where I believe it was appropriate or necessary indicating a demonstration of competence and effectiveness by the lay ecclesial minister (excellent rating).
- 4 Regarding this behavior or skill the lay ecclesial minister is a role model for others or has taught this skill or behavior (exemplary rating).

<p>Certification Standard One Personal and Spiritual Maturity: A lay ecclesial minister demonstrates personal and spiritual maturity in ministry with the people of God.</p>	<p>NA 1 2 3 4</p>
<p>Comments:</p>	
<p>Certification Standard Two Lay Ecclesial Ministry Identity: A lay ecclesial minister identifies the call to formal and public ministry as a vocation rooted in baptism.</p>	<p>NA 1 2 3 4</p>
<p>Comments:</p>	

Certification Standard Three Roman Catholic Theology: A lay ecclesial minister integrates knowledge of Roman Catholic faith within ministry.	NA 1 2 3 4
Comments:	
Certification Standard Four Pastoral Praxis: A lay ecclesial minister engages in pastoral activity that promotes evangelization, faith formation, community, and pastoral care with sensitivity to diverse situations.	NA 1 2 3 4
Comments:	
Certification Standard Five Professional Practice: A lay ecclesial minister provides effective leadership, administration, and service, in the spirit of collaboration.	NA 1 2 3 4
Comments:	

Recommendation Regarding Certification (Please only check one below):

I do not recommend this person for certification as a Lay Ecclesial Minister.

I do not recommend this person for certification as a Lay Ecclesial Minister at this time, because I believe they need further development in the areas within the certification standards.

Yes, I do recommend this person for certification as a Lay Ecclesial Minister with a few reservations.

Yes, I do recommend this person for certification as a Lay Ecclesial Minister.

Signature of Person Completing Reference

Date