

Archdiocese of Detroit - Lay Ecclesial Ministry Certification

Renewal Certification Checklist

This document is provided for the candidate to assist them in keeping track of what they will need to present when they apply for certification. **This is NOT the application form**, and will not be submitted during the application process.

Step 1 - Determine Certification Renewal Level

What type of certification did you have previously?	
When was it granted?	
Which of the 4 current levels most closely matches your previous certification?	
Are you looking to advance to a higher level with this application, and if so, to which level? (Do the standards for the level into which you are applying for renewal call for a more advanced degree or certificate?)	

- ☐ Do you have documentation in PDF format to show your previous certification, and if advancing levels, to prove you have met the additional standards for your new level?

Step 2 - Complete Formation Requirements

Standard: The standard of renewal is demonstrated through ministry specific intellectual or pastoral formation totaling **2 academic credit/audit hours or 30 contact hours**. Note: this must include the online workshops listed below. The required workshops can be completed at <http://equip.shms.edu>

Required Sessions

Training Title/Description	Hours	Presenter(s)	Date Completed
Detroit Model of Evangelization	3	Archdiocese of Detroit (equip.shms.edu)	
All Belong: Inclusion in Ministry	3	Archdiocese of Detroit (equip.shms.edu)	
Pastoral Formation on the Challenges of Gender Identity	3	Archdiocese of Detroit (equip.shms.edu)	

☐ Do you have completion certificates for all 4 sessions ready to upload?

Other Sessions

Training Title/Description	Hours	Presenter(s)	Date Completed

☐ Do you have evidence of completion for all sessions listed above ready to upload? (*note: this can be certificates, letters or emails of verification from session leaders, etc*)

Step 3 - Meet with Supervising Priest

BEFORE you submit your application for certification, you should meet with the priest to whom you report, or has primary responsibility for the parish or ministry in which you are employed/volunteer.

During this meeting you should:

- Give the priest the [Priest Reference form](#) and ask them to fill it out and either:
 - Scan and Email it to certification@shms.edu
 - Mail it to Lay Ecclesial Ministry Certification - Office of the Registrar, Sacred Heart Major Seminary, 2701 West Chicago Blvd., Detroit, MI 48206
- Make sure they have access to the following documents. You do NOT need to submit these documents, but they will be asked to verify on your behalf that these are on file at the parish (some of these documents may be in your personnel file or with the mission support staff in your parish/family of parishes).
 - Up to date Baptismal Certificate with notations
 - Up to date background check
 - Verification of up to date Protecting God's Children completion
- Discuss with them the requirements listed above for certification and how you have met them
 - Make certain to discuss the spiritual and human formation standard questions and make sure they have enough information to answer those questions
- Make sure to discuss your goals in your own ministerial growth going forward, and get their feedback as well.

Step 4 - Submit Application

- Make sure to gather all of the documents listed in the checklist above, including those documents which need to be uploaded
- Go to www.shms.edu/certification and find the link for the Renewal Certification Application Form
- Complete the form fully and submit it.
 - A form will automatically be sent to your sponsor for them to complete
 - You will be prompted to schedule an in-person interview with one of the members of the Lay Ministry Certification team or one of the members of the Archdiocese of Detroit Lay Ministry Certification Review Board.
- Once all documentation and processes have been completed, you will receive a notification of decision via email, and if approved, a digital certificate.
 - Note - you must maintain copies of your own records.

You can read more about all policies and procedures surrounding Lay Ecclesial Ministry Certification by visiting www.shms.edu/Certification and viewing the LAY ECCLESIAL MINISTRY CERTIFICATION HANDBOOK published there.

Endorsements

If you are applying for a ministry specific endorsement as part of your renewal application, use the list below to track your completion. The SHMS courses required are listed on the left. You can enter equivalencies on the right. For a complete list of non-credit equivalencies and options [CLICK HERE](#) or visit www.shms.edu/endorsements

Make sure the SHMS courses appear on your transcript. If using an equivalency or other option, make sure you have documentation to show your completion in PDF form ready to upload.

You will submit your information about endorsements as part of your application.

Cultural Ministries	
EV 680 - Pastoral Care Across Cultures (2 cr)	Date Completed:
	Equivalency:
ST 5351 - Human Person and Grace (2 cr)	Date Completed:
	Equivalency:
AOD/SHMS- Introduction to Our Brothers and Sisters (30 hours) - Coming soon!	Date Completed:
	Equivalency:

Discipleship Formation	
MNS 271 - Pastoral Catechetics (2 cr)	Date Completed:
	Equivalency:
MNS 329 - Catechetical and Faith Development (2 cr)	Date Completed:
	Equivalency:
MNS 375 - Catechetical Administration (2 cr)	Date Completed:
	Equivalency:

Engagement	
SOC 101 - Sociology of Religion (3 cr)	Date Completed:
	Equivalency:
	Date Completed:
THE 310 - Apologetics 1 (3 cr)	Equivalency:
	Date Completed:
	Equivalency:

Evangelical Charity	
THE 300 - Catholic Social Teaching (3 cr)	Date Completed:
	Equivalency:
	Date Completed:
MNS 415- Pastoral Care of the Sick (3 cr)	Equivalency:
	Date Completed:
	Equivalency:

Family Ministry	
MNS 228 - Introduction to Pastoral Counseling (2 cr)	Date Completed:
	Equivalency:
MNS 300 - Canon Law for Parish Ministers (2 cr)	Date Completed:
	Equivalency:
MNS 360 - Marriage and Nullity in Canon Law	Date Completed:
	Equivalency:

OCIA	
THE 360 - Sacraments of Initiation (3 cr)	Date Completed:
	Equivalency:
	Date Completed:
MNS 300 - Canon Law for Parish Ministers (2 cr)	Equivalency:
	Date Completed:
SHMS Equip Course - Current Guidelines for OCIA and Process Assessment (15 hours)	Equivalency:
	Date Completed:

Worship	
MNS 315 - Liturgical Prayer of the Church (2 cr)	Date Completed:
	Equivalency:
MNS 389 - Liturgical Catechesis (2 cr)	Date Completed:
	Equivalency:
THE 210 - Introduction to Liturgy and Sacraments (2 cr)	Date Completed:
	Equivalency:

Youth Ministry	
MNS 373 - Catechesis & Youth Ministry (2 cr)	Date Completed:
	Equivalency:
MNS 374 - Evangelization in Youth Ministry (2 cr)	Date Completed:
	Equivalency:
MNS 375 - Catechetical Administration (2 cr)	Date Completed:
	Equivalency: