

Catechists and How to register them for Pathways: *Delivered*

1. Who is to be included on our Catechist List?

Our new *Directory for Catechesis* call catechists “keepers of the memory of God.” Anyone who has stepped up to assist you with catechesis in your parish. No matter what catechesis looks like in your parish, you have people who are passing on the faith either virtually, in-person, or checking in with the families they minister. In short, if someone is sharing their faith with others, they are a catechist.

Catechists include:

Virtual facilitators/teachers

In-person facilitators/teachers

RCIA teams

Adult formation facilitators

Youth Group leaders and small group leaders

Family formation aides/facilitators

Pre-K-12 Catechists

First Sacraments and Confirmation Teams

Catechists in English and Spanish-speaking communities

2. Once I have my list, what then?

Send your list to learn@richmonddiocese.org to include catechists’ name and email address. Note: You may want to check with your catechist if you have their permission to give out their email address to the Learn Portal and our office. Our office will then research to see if the people on your list have taken the in-person Pathways in the past. You will receive an email stating either:

- a. If they have attended Pathways in the past, there is nothing more for you to do. Good work!
- b. If you have catechists that have not attended Pathways, please use the attached Spreadsheet to enroll them in Pathways: *Delivered* per the LEARN portal. **NOTE:** Send the spreadsheet directly to the company at support@catholicfaithtech.com

3. What happens once my catechists are registered for Pathways: *Delivered*?

You will receive an invoice at \$35 per catechist who is registered. The catechist will receive an email to log onto Pathways: *Delivered*. They can take up to 1 year to complete Tier One Course. If your catechist needs assistance during the training, please have them write learn@richmonddiocese.org with their specific need.

4. I have already taken Pathways in-person in the past. Can I have access to Pathways: *Delivered* so I can better encourage my catechists to log on?

Yes, you can have access to Pathways: *Delivered* FREE. If you are listed as a leader with OCF, you should already have access to the course. If you log onto the Learn portal and you do not see the course, please send an email to learn@richmonddiocese.org and you will be given access.

5. How long is the Pathways: *Delivered* certification valid?

Once you have completed the certification, you do not have to retake the course.

Questions or Concerns?

Send an email to learn@richmonddiocese.org This mailbox is monitored Monday through Friday from 8:30am-4:30pm.