



A Three Step Process

1. *The Application Process*

The Inquiry

Interested catechists contact the CGSAC Formation Director to discuss what is involved to become a Formation Facilitator. If minimum requirements are met, the catechist will be invited to apply. The application gives the CGSAC Formation Review Committee (Review Committee) a snapshot of where the applicant is in their formation journey and will help them to understand the applicant's needs for ongoing formation towards becoming a CGSAC Formation Facilitator. It requests pertinent background information, lays out the requirements that must be met before entering the process, asks some discernment questions, and gives instructions for obtaining letters of recommendation and a vulnerable sector police record check.

The Initial Review

The applicant meets with the Review Committee to discuss their application and answer any questions either party may have. This conversation will help both the applicant and the Review Committee discern if the applicant is ready to proceed to the apprenticeship stage.

2. *The Apprenticeship Period*

During this stage of discernment, the apprentice is invited to select two approved mentors, (one of whom would also be their album reader), write or revise their personal album for review, prepare a Personal Atrium Photo Album and assist experienced formation facilitators in the delivery of courses. Participation in Level 1 CGSAC and CGSUSA formation workshops and/or courses and gatherings is foundational to the apprenticeship experience.

Phase I

During the first practice course, the apprentice works with **two** formation facilitators, (one of whom is experienced) taking on as many presentations and course preparations as she and the formation team are comfortable sharing. An Observation and Feedback form is filled out by the mentor (or formation facilitator observing) during the course. The mentor provides feedback to the apprentice and the Review Committee at predetermined points throughout, or shortly after the course, and transfers her observations/feedback to an online fillable form. The apprentice also fills out a Summative Feedback to submit to the Review Committee sharing her experience and areas to focus as she continues her formation. A recommendation will be made for the apprentice to continue working with a formation team of two facilitators until such time as the apprentice, her/his mentor(s) and the Review Committee are confident in the apprentice's ability to work alone with one experienced formation facilitator on a course.

Phase II

During this phase, the apprentice works with only **one** experienced formation facilitator on a course. An Observation and Feedback form is filled out by the mentor (formation facilitator observing) and reviewed with the apprentice at predetermined points throughout the course. A Summative feedback form from the mentor and another from the apprentice is then shared with the Review Committee with a recommendation to continue mentoring as an apprentice for another course or to be recognized as a formation facilitator.

3. *The Final Review and Recognition*

The Review Committee looks at a selection of pages from the approved album written by the apprentice, their personal atrium photos, the experience of shared responsibility conducting a course and considers the feedback received from online course evaluations, the Summative Feedback provided by the apprentice and the mentors (formation facilitators observing), noting progress made and the recommendation to recognize the apprentice as a Formation Facilitator. A recommendation will be presented to the CGSAC Board, after which a letter of recognition and a CGSAC certificate are presented to the new formation facilitator.