



A Three Step Process

1. *The Application Process*

The Inquiry

Interested Level 1 Formation Facilitators contact the CGSAC Formation Director to discuss what is involved to become a Level 2 Formation Facilitator. If minimum requirements are met, the catechist will be invited to apply. The application gives the CGSAC Formation 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 Level 2 Formation Facilitator. It requests pertinent background information, lays out the requirements that must be met before entering the process, asks some discernment questions, gives instructions for obtaining letters of recommendation and requests a letter verifying you have "passed" the vulnerable sector police record check.

The Initial Review

The applicant meets with the Formation Director 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 2 formation workshops and/or courses and gatherings is foundational to the apprenticeship experience.

Phase I

During the first practice course or course part, the apprentice works with **two** formation facilitators, (one of whom is experienced) taking on as many course preparations and presentations as she and the formation team are comfortable sharing. A Formative Feedback form is filled out by the mentor (or formation facilitator observing) and discussed with the apprentice. It provides feedback to the apprentice on his/her strengths as well as the tasks and skills to be practiced by the apprentice on future courses or course parts. Both the Mentor (or formation facilitator observing) and the apprentice fill out separate Summative Feedback Forms to submit to the Formation Director. This form allows them to share their experience and suggests tasks or skills for the apprentice to focus on as s/he continues her formation. The Summative Feedback recommends whether or not the apprentice continues working with a formation team of two facilitators. The apprentice moves to phase II when all parties (apprentice, mentors and Formation Director) are confident in the apprentice's ability to work alone with one experienced formation facilitator on the next practice course or course part.

Phase II

During this phase, the apprentice works with only **one** experienced formation facilitator on a course. The Formative Feedback form is filled out by the mentor (formation facilitator observing) noting progress made and reviewed with the apprentice at predetermined points throughout or after the course or course part. A Summative feedback form from the mentor and another from the apprentice is then shared with the Formation Director with a recommendation to continue mentoring as an apprentice for another course or to be recognized as a Level 2 formation facilitator.

3. *The Final Review and Recognition*

The Review Committee looks at a selection of pages from the approved Level 2 album written by the apprentice, their personal Level 2 atrium photo album, considers the comments 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.