



Tepeyac Institute

Participant Policies Diocese of El Paso, Texas

1. **Christian Formation Program (CFP), Ministry Training Program (MTP), and Installation Ceremony**

Everyone who participates in the formation program for Certification in Ministry (that is, to take part in a specific parish ministry) must attend the three parts of the formation program.

- The first part is a series of 12 classes called the Christian Formation Program (CFP).
- The second part is training in a particular ministry called the Ministry Training Program (MTP) (*There are no provisions for make-up classes in the MTP. You must attend all classes.*)
- Finally, the participant must be installed in their ministry by the bishop (or his representative) in the spring or fall 2018. Installation is mandatory. If you cannot attend, you will have to wait for the next ceremony to be installed.

A participant may take the CFP for personal enrichment. In this case it is not necessary to take the MTP or attend the installation.

2. **Attendance**

Each class is a separate, important part of the whole so it is important to attend all the classes. Please arrive a few minutes early to sign-in for class. You will receive an ID which will be scanned at the beginning of each class for attendance, Clerks will stop scanning 10 minutes after the class has started, please arrive in a timely matter.

Make-up classes can be scheduled by calling the Tepeyac office (915-872-8420). The make-up must be done on the dates specified by Tepeyac Institute. Keep in mind you can only miss (and make up) three classes. Failure to make up missed classes will require repetition of the complete program..

3. **Tepeyac Time & Refreshments**

All classes start and end on “Tepeyac Time”, that is, on time. Classes are organized to begin on time and end on time. We ask that you respect the early arrival of other people. As we try to become more conscious of our impact on the environment, we encourage you to bring your own coffee mugs. We have ceased to use Styrofoam cups.

4. **Pastor’s sponsorship**

All participants who want to be in a ministry need to be sponsored by their pastor or parish administrator to be certified for ministry. There is a space on your registration form for a signature. Tepeyac Institute collaborates with your pastor in the formation of the parish ministers. The pastor’s signature is not required for those who are taking the program for personal enrichment.

5. Three-Year Certification and Renewal Program

Upon completion of the courses (CFP & MTP) you will be installed and certified to serve for three years. After a three-year term of ministry service in your parish, you and your pastor should meet to evaluate your ministry. If he recommends that you continue, then he will sponsor you for the renewal program.

6. Renewal Program

If you are renewing this year, follow these steps:

Select one of the four options provided for the Renewal Program.

Extraordinary ministers of Holy Communion and Lectors must attend a 4-hour session on the liturgical directives and a practicum which is offered following the CFP.

Note: If it has been five years or more since you last renewed your ministry, you must take both the CFP and the MTP to be certified.

7. Class Discussions and Participation

Part of the formation program is to practice asking questions about faith and religion and to develop critical thinking skills in theology. The method used for this kind of learning is group discussions and personal study of class outlines which can be accessed on the Tepeyac homepage.

8. Recommended Books for the Classes

New American Bible (not available at Tepeyac)

Catechism of the Catholic Church \$12.00

Documents of Vatican II \$20.00

Handbook for Today's Catholic \$8.00

Some books will be on sale by Tepeyac Institute

9. Prioritize your formation time

This formation period is a very important time for spiritual growth. Prioritize your time. Consider this a retreat where you listen to the movements of the Spirit in your life. At the end you will be better prepared to return to your regular parish activities and responsibilities.

10. Tepeyac Social Media

Website: www.tepeyacinstitute.com

Facebook: Tepeyac Institute

Twitter: @TepeyacEP

Instagram: tepeyacinstitute.

11. Evaluations

After every class, you will be asked to evaluate both the instructor and the class. Please provide constructive criticism and feedback as honest as you can be so that we can maintain a high level of instructors and classes in the program.

12. Classroom Rules

Diocese of El Paso policy is to not have children and pets present during class time for security and safety reasons. You may not record video or audio of any classes.

13. Openness to study and reflection

The Christian formation program is to feed the mind as well as the heart. Make a commitment to study and read. Ask questions...about ANYTHING! You can begin with posting your questions on the Tepeyac survey on its website. You can also write your questions(s) and mail it to Tepeyac. If you find yourself struggling with the material or topic, talk to the presenter or director of the Institute. You can also post questions on Facebook to encourage community discussion. Be open to growth “in the Spirit.” We at Tepeyac will do all we can to assist you in the formation process. Sometimes challenging our pre-suppositions or assumptions helps us to grow and mature as Catholic Christians. When our assumptions are challenged, we grow in our faith.

14. Tepeyac Summer Institute and Other Courses

People always have a strong desire to grow in their faith. Some say: “What is next?” It is true that people who come to Tepeyac want to grow in their faith, which is a lifelong process. For this reason, we have the Summer Institute in the month of June. The Institute offers courses in scripture, theology, spirituality, social justice, retreats, and workshops. The presenters come from Catholic universities, seminaries and some come from other parts of the world. You may also participate in the 3-year scripture program of the *Instituto Biblico San Francisco* and the 3-year Theology Certificate Program. Please visit the Tepeyac website www.tepeyacinstitute.com for more information and coming events..

15. Tepeyac is at your service

Your pastors see you as worthy ministers for your parish. This program invites you to a greater collaboration with your pastor and other parish ministers. Tepeyac staff wants to work closely with your parish to respond to the needs of your community. Tepeyac staff and faculty are at your service this entire time.

Team Tepeyac

-Deacon Jesus Cardenas (Interim Director)

-Gabby Martinez (Programs Coordinator) - Jose Luis Cenicerros (Adm. Assistant)

Luis Casas (Social Media Coordinador) Isaac Astorga (Registrar) – Luis Sandoval (Clerk) –

Alfredo De Anda (Clerk) - Luis Olivares (Clerk) Lourdes Pinedo (Receptionist)

(915) 872-8420

Office Hours – Monday - Friday

9:00am to 11:45am and 1:00pm to 5:00pm

www.tepeyacinstitute.com