

# TECHNOLOGY COMPETENCIES FOR PARISH CATECHETICAL LEADERS

## Assessment Tool

Archdiocese of Milwaukee Office of Catechesis - 2019

This listing of competencies, developed by the Technology in Faith Formation Committee, is a resource for parishes and individual catechetical leaders. It may be used in self-assessment, parish planning or professional development. The competencies are categorized according to six standards established by the Digital Discipleship Network.

*Take some time to rate your competency level personally, as a department or as a staff.  
Use the ratings below each competency to gauge at what level you or the members of your department/staff:*

No knowledge, use  
or understanding of  
this competency  
1

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Have used and have  
a working understanding  
of this competency  
3

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Use this competency  
often in my ministry  
5

*Below each standard are two questions to consider or discuss how you/your department/your staff might develop each standard as a goal.*

### 1. COMMUNITY DISCIPLESHIP - RELATIONAL MINISTRY USING TECHNOLOGY

COMPETENCY LEVEL	FUNDAMENTAL	a) Basic familiarity with social media, texting, and mobile devices	1	2	3	4	5
		b) Ability to use media in face-to-face presentations	1	2	3	4	5
	STANDARD	c) Develop relationships in online communities	1	2	3	4	5
		d) Develop ways to reach out to online communities and introduce spiritual content and perspectives in social media <sup>1</sup>	1	2	3	4	5
		e) Demonstrated ability to evaluate, choose, and use current social technologies	1	2	3	4	5
	INNOVATIVE	f) Build networks and adapt technology to customize teaching the faith to support faith formation both face-to-face and online	1	2	3	4	5
		g) Ability to reflect theologically on new technologies	1	2	3	4	5

#### **For Personal Reflection or Group Discussion...**

*Consider or compare your ratings: In what ways can you, your department or your staff seek or work together to develop the area of Community Discipleship in your ministry or parish?*

#### **For personal or group goal setting...**

*Ministers engage technology for creating faith relationships with others, so what is one concrete way or goal you can make to better accomplish this standard? By when would you like to accomplish it?*

<sup>1</sup> "Social media" include the various public, interactive platforms such as Facebook, Twitter, Instagram, Youtube, blogs and so on.

No knowledge, use  
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## 2. DIGITAL CITIZENSHIP – ETHICS, SAFETY, AND LEGAL CONCERNS

COMPETENCY LEVEL	FUNDAMENTAL	a) Familiarity with safe environment guidelines as they apply to technology	1	2	3	4	5
		b) Awareness of and ability to follow the articulated policies of their diocese, parish, institution or professional organization	1	2	3	4	5
		c) Engage in positive, safe, legal and ethical behaviors when using technology, including social interactions online or when using networked devices	1	2	3	4	5
		d) Awareness of one's digital identity and reputation, and the permanence of actions in the digital world	1	2	3	4	5
		e) Understanding of basic practices to keep email, accounts and files secure (use of passwords, backing up work, awareness of scams, etc)	1	2	3	4	5
		f) Awareness of abuses by and threats to youth (cyberbullying, sexting, plagiarism, etc)	1	2	3	4	5
	STANDARD	g) Ability to find and evaluate Catholic content online	1	2	3	4	5
		h) Demonstrate an understanding of and respect for the rights and obligations of issues such as copyright, trademark, transparency and truthfulness in communication	1	2	3	4	5
		i) Promote new technologies, their applications in ministry, and their ethical use	1	2	3	4	5
	INNOVATIVE	j) Ability to assist youth in approaching online communication and interaction critically – in light of Christian morality, safety, community, and truthfulness	1	2	3	4	5
		k) Protection of digital privacy and awareness of data collection technology that tracks online navigation	1	2	3	4	5

### For Personal Reflection or Group Discussion...

Consider or compare your ratings: In what ways can you, your department or your staff seek or work together to develop the area of Digital Citizenship in your ministry or parish?

### For personal or group goal setting...

Ministers recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world. They act and model in ways that are safe, legal and ethical. What is one concrete way or goal you can make to better accomplish this standard? By when would you like to accomplish it?

No knowledge, use  
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### 3. DIGITAL COMMUNICATOR – EFFECTIVE COMMUNICATION USING TECHNOLOGY BOTH ONLINE AND WITHIN PROGRAMS

COMPETENCY LEVEL	FUNDAMENTAL	a) Ability to effectively use and manage email, download documents, send attachments, post messages	1	2	3	4	5
		b) Familiarity with the variety and uses of social media (Facebook, Twitter, blogs), texting, and mobile devices	1	2	3	4	5
		c) Ability to use media in face-to-face presentations	1	2	3	4	5
		d) Ability to use software and select appropriate material for a presentation	1	2	3	4	5
	STANDARD	e) Ability to use a database, spreadsheet, word processing or publishing software to manage and create communications	1	2	3	4	5
		f) Ability to write content for the parish website, appropriately distinct from other modes of communication	1	2	3	4	5
		g) Commitment to allocate time for training for ongoing professional growth in technology, fluency and integration	1	2	3	4	5
		h) Ability to use digital tools to communicate with, collaborate with, reach out to & interact with youth, families, parishioners and the digital community	1	2	3	4	5
		i) Familiarity with varied types of hardware and devices and their operation	1	2	3	4	5
	INNOVATIVE	j) Ability to create electronic forms and online registrations	1	2	3	4	5
		k) Ability to create and present interactive messages to bring the Word of God to the digital community	1	2	3	4	5
		l) Ability to coach others in facilitating use of digital skills and content creation	1	2	3	4	5

#### **For Personal Reflection or Group Discussion...**

Consider or compare your ratings: In what ways can you, your department or your staff seek or work together to develop the area of Community Communicator in your ministry or parish?

#### **For personal or group goal setting...**

Ministers use digital tools to communicate to their audience using a variety of platforms and tools to evangelize and share faith, so what is one concrete way or goal you can make to better accomplish this standard?  
By when would you like to accomplish it?

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#### 4. MOBILE EVANGELIZATION AND CATECHESIS – KNOWLEDGE AND USE OF SOCIAL MEDIA AND MOBILE APPS

COMPETENCY LEVEL	FUNDAMENTAL	a) Ability to review and choose online faith content that is appropriate for an intended audience	1	2	3	4	5
		b) Ability to use online tools and apps for Bible study, learning and prayer	1	2	3	4	5
	STANDARD	c) Ability to select and use social media, texting, and mobile devices in faith formation	1	2	3	4	5
		d) Ability to create digital-friendly communications with word processing or publishing software	1	2	3	4	5
		e) Ability to use media and online content to enhance faith formation programming	1	2	3	4	5
	INNOVATIVE	f) Ability to create opportunities for people to pray online	1	2	3	4	5
		g) Ability to instruct others to use technology to express faith, research issues, and teach or evangelize others	1	2	3	4	5
		h) Ability to responsibly repurpose or remix digital resources into new creations to deepen faith formation	1	2	3	4	5
		i) Readiness to promote a digital learning culture that provides relevant and practical learning experiences for their faith community	1	2	3	4	5
		j) Ability to create websites that are mobile-optimized with responsive design	1	2	3	4	5

#### **For Personal Reflection or Group Discussion...**

Consider or compare your ratings: In what ways can you, your department or your staff seek or work together to develop the area of Mobile Evangelization and Catechesis in your ministry or parish?

#### **For personal or group goal setting...**

Ministers are able to “sow the seed” engaging others in sharing their faith online through mobile tools, so what is one concrete way or goal you can make to better accomplish this standard? By when would you like to accomplish it?

		No knowledge, use or understanding of this competency		Have used and have a working understanding of this competency		Use this competency often in my ministry	
		1	2	3	4	5	
5. COLLABORATIVE DISCIPLE –COLLABORATION USING TECHNOLOGY							
COMPETENCY LEVEL	FUNDAMENTAL	a) Ability to participate in document sharing or virtual meetings hosted by others	1	2	3	4	5
		b) Awareness of abuses by and threats to youth when they engage in online work and socializing	1	2	3	4	5
	STANDARD	c) Ability to create an online form, online registration, or online survey	1	2	3	4	5
		d) Ability to use collaborative tools <sup>2</sup> for document sharing or online interaction with other ministers, youth, families, and parishioners	1	2	3	4	5
	INNOVATIVE	e) Striving to develop a digital workplace that leads to engaged, productive collaborators who innovate and create in digital faith formation	1	2	3	4	5
		f) Ability to run virtual meetings or offer webinars or online classes using available services	1	2	3	4	5

***For Personal Reflection or Group Discussion...***

*Consider or compare your ratings: In what ways can you, your department or your staff seek or work together to develop the area of Collaborative Disciple in your ministry or parish?*

***For personal or group goal setting...***

*Ministers are able to engage in digital collaboration, so what is one concrete way or goal you can make to better accomplish this standard? By when would you like to accomplish it?*

<sup>2</sup> “Collaborative tools” include various services that provide for document sharing, online meetings, video conferencing, such as Google Docs, Dropbox, GoToMeeting, Zoom, and so on.

No knowledge, use  
or understanding of  
this competency

1

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## 5. DIGITAL CURATOR – INFORMATION LITERACY, CURATION AND PUBLICATION

COMPETENCY LEVEL	FUNDAMENTAL	a) Familiarity with basic sources of Catholic information (Vatican, USCCB, archdiocese, parish, Catholic publishers and organizations)	1	2	3	4	5
		b) Ability to use search engines and other strategies to find information	1	2	3	4	5
	STANDARD	c) Ability to find and evaluate Catholic content online	1	2	3	4	5
		d) Ability to analyze information, images and sources critically (identifying source, authorship, currency, purpose, etc.)	1	2	3	4	5
		e) Ability to share balanced and authoritative teachings of the Catholic Church, reflecting current theology and pastoral practice	1	2	3	4	5
	INNOVATIVE	f) Ability to create a curated webpage or resource to direct parishioners to relevant Catholic resources	1	2	3	4	5
		g) Ability to customize learning activities with digital tools to match students' diverse learning styles	1	2	3	4	5

### **For Personal Reflection or Group Discussion...**

Consider or compare your ratings: In what ways can you, your department or your staff seek or work together to develop the area of Digital Curator in your ministry or parish?

### **For personal or group goal setting...**

Ministers critically curate a variety of resources using digital tools to provide meaningful learning experiences for themselves and others, so what is one concrete way or goal you can make to better accomplish this standard?  
By when would you like to accomplish it?