Diocese of Covington In-Person Workshop on the
Franciscan University's Catechetical Institute Website
Saturday, October 25, 2025, 9:30 a.m. to 3:30 p.m.

Thomas More University, Steigerwald Hall, Saints Center

presented by

Mr. Brady Webb, M.A.

Webmaster of the Catechetical Institute at Franciscan University

The Workshop will cover the following Topics:

- **Onboarding instructions** (for leaders, learners, and mentors) including how to add or switch memberships and find tutorial videos.

- **Website walkthrough for learners** and what the diocesan requirements are.

- **Institutional leader dashboard walkthrough** (managing learners, running reports, sending certificates, etc.).

- **Diocesan official feature walkthrough**.

- **Introduction on how tracks, courses, and workshops** are structured and how to save/submit workshops (and how to find/send one's progress).

- **Instructions for mentors and learners** on how the mentor process works.

- **A brief introduction on other Catechetical Institute projects and resources** (Free Guild Webinar Series, Resources Page, International Guild for Catechists and Leaders, Vocations Outreach, Educating in Christ, Franciscan Center for Diaconal Studies (Diaconal Candidacy including Aspirancy, and Ongoing Diaconal Formation), Discipleship Quads, St. John Bosco Conference, and The Catechetical Review Journal.

Please register by October 15, 2025, at covdio.org/register/

Audience: This training is for everyone using the
Franciscan University's Catechetical Institute Website for Learning the Catholic Faith!

Diocese of Covington Office of Catechesis and Evangelization ▪ 1125 Madison Avenue ▪ Covington, KY 41011-3115
Phone: (859) 392-1500 ▪ www.covdio.org/oce

Diocese of Covington In-Person Catechetical Institute (CI)
Website Workshop Schedule:

9:30 am - Welcome & Prayer

Brief Recap/Introduction to the Catechetical Institute (CI)
- The CI History & Approach
- CI Content: Resources for Ministry Formation
- The CI Impact

Covington CI Tracks & Catechist Certification
- Diocese of Covington Catechist Formation and Certification Overview
- Brief Covington CI Tracks Overview

Q & A

11:30 am - Mass

12:15 pm - Lunch

1:00 pm - Onboarding Learners & Leaders & Mentors
- CI Roles Explained
- Onboard Learner Accounts & Introduction to the Learner Dashboard
- Getting Started with Tracks, Courses, & Workshops
- Mentorship:
    o What CI Mentorship Is (and Is Not)
    o How Mentors View the Progress of their Learners, and Approving Submissions
- Onboarding Institutional Leaders & Introduction to Leader Dashboard

2:45/3:00 pm – Resources, Tips, Related Initiatives, & Conclusion
- Resources Page
- Webinar Series
- Collaborators
- International Guild for Catechists & Leaders
- Vocations Outreach
- Educating In Christ
- Franciscan Center for Diaconal Studies
- Discipleship Quads
- Steubenville Conferences
- The Catechetical Review
- School of Spiritual Direction

Upcoming Projects:
- Priestly Renewal Track
- Diocesan Officials Track
- (Spanish) Certification in Leadership and Pastoral Ministry // Certificación en el Liderazgo y Ministerio Pastoral

3:30 pm - Closing Thoughts & Prayer