



The Lay Ministry Formation Fund Application Checklist

- 1. Read the Lay Ministry Formation Fund Guidelines.
- 2. Complete the full application and answer all four questions in depth.
- 3. Provide an attachment from the institution hosting the formation including:
Description of Training
Total Registration Costs
- 4. Obtain approval and signature from your pastor.
- 5. Applying as a group: Only one application is needed. Please list the main contact person as the applicant and attach the names of the individuals within the group along with their answers to questions 1, 2 & 4.
- 6. If additional financial need is present, attach reason and circumstance for need.
- 7. If applicable, please explain why your parish is unable to provide support for 1/3 of the cost.
- 8. Sign your application.
- 9. Please mail your completed application and attachments to:

Archdiocese of San Antonio
Attn: Lay Ministry Formation Fund
2718 West Woodlawn Ave.
San Antonio, Texas 78228
- 10. Note: Please remember your voucher is due within **30 days** of course completion.

If you have an questions or need assistance, please contact Sally Carrion at
(210) 734-1638 or sally.carrion@archsa.org

For Office Use Only

Check # _____	Voucher Sent _____	Date Reviewed _____	Date Received _____
Check Date _____	Voucher Received _____	Amount Granted _____	Application ID # _____
Check Mailed _____	Check Requested _____	Approval Sign _____	Received By _____

Application for Lay Ministry Formation Fund

ARCHDIOCESE OF SAN ANTONIO
2718 West Woodlawn Ave
San Antonio, TX 78228-5195

Note: If applying as a group, please list main contact person's name and information below. Attach a list of participants.

NAME _____
(Last) (First) (Middle)

Home Address _____
(City) (State) (Zip)

Phone: Work (____) _____ Home (____) _____ E-mail _____

Are you an employee of your parish Yes No Position Title: _____

Parish (or Catholic Institution) _____ Phone(____) _____

Deanery (check one):

Urban: Central North Central North Northeast Northwest Southeast
 Southwest West

Rural: Floresville Fredericksburg Hondo Pleasanton Seguin Uvalde

Supervisor Name: _____ Phone (____) _____

PLEASE DESCRIBE TRAINING FOR WHICH FUNDING IS REQUESTED

Name of Organization/Institution _____

Training Location (address) _____

Program Course Title/Training _____

Length of Course/Training _____
(Beginning Date) (Ending Date)

Outcome of Program (check one): Formation ____ Scripture ____ Certificate ____ Other (describe) _____

PLEASE RESPOND TO THE FOLLOWING QUESTIONS

1. Please describe your current service to the Church and the number of years involved (attach additional page if necessary).

2. How will this study/training assist you in your ministry to the Church in the Archdiocese of San Antonio?

3. Total Amount of Registration/Tuition Only: \$ _____
One Third Amount Provided by Parish: \$ _____
One Third Amount Provided by Applicant: \$ _____
Amount requested from the Lay Ministry Formation Fund : \$ _____

4. Are there any additional fees or expenses such as books, air fare, hotel, etc.? If yes, please list those costs below.

5. Are there any special circumstances pertinent to your financial need? Please explain your financial need, total cost of program, etc. (add additional pages if needed).

DOCUMENTS NEEDED

1. Applicants **must** submit a brochure or training outline describing the type of training and registration fees. Application and brochure **must** be received **prior to start of training**, preferably 30 days early to allow for review.
2. As indicated in the Lay Ministry Formation Fund Guidelines, awards are disbursed as contributing funds. It is required that the parish and lay minister contribute towards the costs for training. Parishes and individuals who can show additional financial need may have a reduced or waived contribution (see guidelines for eligibility). A maximum of **\$700** per calendar year may be awarded.
3. The due dates for applications to the Lay Ministry Formation Fund are ongoing and reviewed monthly. If your application is approved, you will be sent a voucher to be filled out by the instructor or institution verifying completion of the training. A new application must be submitted for each training/formation in which aid is desired. Call our office for further information.
4. It is the responsibility of the applicant to ensure the voucher, showing completion of the training, is submitted to the LMFF coordinator. **If applicant does not submit voucher with proof of payment within 30 days of completion of training, the voucher will expire and funds will not be reimbursed.**

Please return the completed application and accompanying documents to: Archdiocese of San Antonio
Attn: Lay Ministry Formation Fund
2718 West Woodlawn
San Antonio, Texas 78228-5195

Please direct your questions and concerns to Sally Carrion, Lay Ministry Formation Fund Coordinator by phone at (210) 734-1638 or e-mail at sally.carrion@archsa.org.

Applicant's Signature _____ Date _____

Pastor's Signature _____ Date _____
(required signature)

Lay Ministry Formation Fund Guidelines

Archdiocese of San Antonio

I. Introduction

Each year, the Archbishop's Appeal fund designates funds for the education and formation of persons who are giving substantial service to parishes and Catholic institutions within the Archdiocese of San Antonio. The Lay Ministry Formation Fund (LMFF) is available to assist lay persons within the Archdiocese who meet its criteria.

II. Purpose

The Lay Ministry Formation Fund (LMFF) is available to assist the ongoing formation and enhancement of Pastoral skills that will increase lay minister's capacity to provide quality programming and formation in parishes or Catholic institutions within the Archdiocese of San Antonio.

With support from Appeal funding, the Department for Pastoral Ministries helps build strong parishes that provide spiritual support for families and individuals.

III. Award Eligibility and Conditions

1. Applicants must be providing **current and substantial** service to a parish or Catholic institution within the Archdiocese of San Antonio. Funds are not guaranteed, but based on funding available.
2. Applicants may seek funding assistance toward their registration costs in seminars, archdiocesan formation events, certificate programs, and other continuing formation in fields/disciplines pertinent to their Church service. This fund does not have the capacity to provide support for someone interested in completing studies in an undergraduate or graduate degree program
3. It is required that the parish and applicant contribute towards the costs of the training for which funding has been requested. A maximum of \$700 per calendar year may be received from the LMFF for any one individual. The full funding of a request is not guaranteed.
4. As a first priority, all applicants are asked to apply for scholarships or support from the institution offering the training, if such funding is made available. This does not apply to Archdiocesan group events.
5. Parishes and individuals who can show additional financial need may have the required contribution reduced or waived. This will be reviewed on a case by case basis by the LMFF committee. Further documentation may be required and the parish may be contacted.

6. Funding from the LMFF is intended for event/ conference registration costs and tuition. Added expenses such as room and board, travel, books, etc. will not be paid, however, these costs should be included on the application.
7. Awards will be made payable to the institution of learning for which they are sought, but with proper verification, payment *may* be paid directly to applicant or parish. They are not to be applied to debts for education previously undertaken.
8. The due dates for applications to the LMFF are ongoing. Completed applications must be received prior to training. ***Applications for training already started or completed will not be considered.*** The committee will review applications on a monthly basis. A new application must be submitted for each training/formation in which aid is desired. *It is strongly recommended that applications be submitted at least 30 days prior to training taking place to ensure the committee has sufficient time to review each application. Application must have the training brochure describing the event/training requested and cost of registration.*
9. Awards are determined by the LMFF Committee, chaired by the Director for Pastoral Ministries. If initial or continuing eligibility of an applicant is in dispute, the LMFF committee shall make the final determination.
10. A voucher will be provided by the LMFF coordinator after an application has been approved. Upon conclusion of the training, the voucher is to be completed by the institution to verify training was completed and to initiate payment of the award.
11. Changes in these guidelines may be made with the approval of the LMFF committee when strong and sufficient reasons exist and with approval from the Moderator of the Curia.

IV. Applicant Contact and Follow-up

12. The LMFF Coordinator will mail each applicant a decision of their award within 30 days.
13. It is the responsibility of the applicant to ensure the voucher, showing completion of the training, is submitted to the Lay Ministry Formation Fund Coordinator at:

Archdiocese of San Antonio
Attn: Lay Ministry Formation Fund
2718 Woodlawn Avenue
San Antonio, Texas 78228-0410

14. If applicant does not submit voucher with proof of payment ***within 30 days*** of completion of training, the voucher will expire and funds will not be reimbursed.

Contact the LMFF Coordinator if you have any questions or would like to ensure training is appropriate for this funding at (210) 734-1638.