

# *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.