

Lay Ministry Formation Fund Guidelines

Archdiocese of San Antonio

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I. Introduction

Each year, the Archbishop's Appeal Fund annually designates funding for the education and formation of persons who are giving substantial service to parishes and Catholic institutions within the Archdiocese of San Antonio. These monies are allocated through the Department for Pastoral Offices on an ongoing basis. The Lay Ministry Formation Fund is available to assist lay persons within the Archdiocese who meet its criteria. In some cases, funding may be awarded to individuals for stipends who are teaching Scripture or other catechesis with prior approval.

II. Purpose

The purpose of funds designated in the Lay Ministry Formation Fund is to assist in 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. *Funding will be provided for Archdiocesan sponsored formation events and for Scripture study as a priority.*

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, parish-based scripture study 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. In some cases, qualified individuals teaching scripture or catechesis to Lay Ministry participants in a parish may request approval for funding for stipend.
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 fiscal year may be received from the Lay Ministry Formation Fund for any one individual. The full funding of a request is not guaranteed. Lastly, all applicants are asked to apply for scholarships or support from the institution of training if such funding is made available as a first priority. This will not apply to Archdiocesan group events.

4. Parishes and individuals whose means are limited and can show financial need may have the required contribution reduced or waived. This will be reviewed on a case by case basis by the committee. Further documentation may be required and parish may be contacted.
5. Direct funding from the Lay Ministry Formation Fund is intended solely for registration costs, and not for added expenses such as room and board, travel, books, etc. However, these costs should be included in the “Total Amount of All Expenditures” on the application.
6. Fund awards will be made payable to the institution of learning for which they are sought, but with proper verification of payment **may** be paid directly to applicant or parish. They are not to be applied to debts for education previously undertaken.
7. The due dates for applications to the Lay Ministry Formation Fund are ongoing. ***Applications for training already started or completed will not be considered.*** Completed application must be received prior to training. The committee will review applications monthly. 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.*
8. Awards are determined by the Lay Ministry Formation Fund Committee, chaired by the Director for Pastoral Offices. If initial or continuing eligibility of an applicant is in dispute, that committee shall make the final determination.
9. A voucher is a form provided by the Department for Pastoral Offices after an application has been approved to verify training was completed and to initiate payment of training.
10. Awards from the Lay Ministry Formation Fund must not conflict with existing federal and state regulations. Any conflicts must be resolved before the award is announced.
11. Changes in these guidelines may be made with the approval of the Lay Ministry Formation Fund Advisory Committee when strong and sufficient reasons exist and with approval from the Moderator of the Curia.

IV. Applicant Contact and Follow-up

12. The Department for Pastoral Offices will email and/or 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 Department for Pastoral Offices at

Archdiocese of San Antonio
Attn: Department for Pastoral Offices
2718 Woodlawn Avenue
San Antonio, Texas 78228-0410

14. If applicant does not submit voucher with proof of payment *within 60 days* of completion of training, funds will not be guaranteed and application may be denied.

Contact Department for Pastoral Offices if you have any questions or would like to ensure training is appropriate for this funding at (210) 734-1651.