

*For Office Use Only*

Date Received \_\_\_\_\_ Date Reviewed \_\_\_\_\_ Voucher Sent \_\_\_\_\_ Check # \_\_\_\_\_  
Application ID # \_\_\_\_\_ Amount Granted \_\_\_\_\_ Voucher Received \_\_\_\_\_ Check Date \_\_\_\_\_

## ***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 a  paid staff  volunteer  other \_\_\_\_\_

Parish (or Catholic Institution) \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_

Deanery (check one):

**Urban:**  Central  North  Northeast  Northwest  Southeast  Southwest  West

**Rural:**  Floresville  Fredericksburg  Hondo  New Braunfels  Pleasanton  Seguin  Uvalde

Pastor (or other Supervisor) \_\_\_\_\_ 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 All Expenditures: \$ \_\_\_\_\_  
Amount of Scholarship Assistance requested for registration: \$ \_\_\_\_\_  
Amount Provided by Parish: \$ \_\_\_\_\_  
Amount Provided by Applicant: \$ \_\_\_\_\_

4. 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. 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 whose means are limited may have a reduced or waived contribution (see guidelines for eligibility). A maximum of \$700 for the calendar year may be awarded.
2. In addition, after you complete your training/seminar a voucher will be sent to you verifying the completion of training. The due dates for applications to the Lay Ministry Formation Fund are ongoing and reviewed monthly. A new application must be submitted for each training/formation in which aid is desired in most cases. Call our office for further information.
3. It is the responsibility of the applicant to ensure the voucher showing completion of the training is submitted to Pastoral Offices. 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.

Please return the completed application and accompanying documents to:

Lay Ministry Formation Fund  
Archdiocese of San Antonio  
2718 West Woodlawn  
San Antonio, Texas 78228-5195

Please direct your questions and concerns to Audrey Embersics of the Department for Pastoral Offices by phone at (210) 734-2620 ext. 1275 or e-mail at [audrey.embersics@archsa.org](mailto:audrey.embersics@archsa.org).

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Pastor's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(required signature)