

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 Northeast Northwest Southeast Southwest West
Rural: Floresville Fredericksburg Hondo New Braunfels 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 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 with application for consideration . The brochure/training outline must describe 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 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.
3. 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.
4. 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.

Applicant's Signature _____ Date _____

Pastor's Signature _____ Date _____

(required signature)