

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) 734-1650.



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 Jazmin Villamil at (210) 734-1650 or jazmin.villamil@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 the Archdiocese 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: \$ _____

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. The Parish/School and lay minister are encouraged to contribute towards the costs for training. Parishes/Schools 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 per individual.
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 Jazmin Villamil, Lay Ministry Formation Fund Coordinator by phone at (210) 734-1650 or e-mail at jazmin.villamil@archsa.org .

Applicant's Signature _____ Date _____

Pastor/Principal Signature _____ Date _____
(required signature)



Fondo de Formación para Ministros Laicos

Lista de Documentos para la Solicitud para Beca

- 1. Leer la guía del Fondo de Formación para Ministros Laicos.
- 2. Llenar la solicitud en su totalidad y conteste las cuatro preguntas detalladamente. Nota: Para una solicitud de grupo, solo una solicitud es necesaria. Favor de proveer el nombre de la personal responsable y anexar por separado los nombres de las personas que forman parte de el grupo, junto con sus respuestas a las preguntas 1, 2, & 5.
- 3. Incluir el folleto que describe el evento/entrenamiento y el costo de inscripción
- 4. Obtener la aprobación y firma de su pastor.
- 5. Si existe necesidad de ayuda económica adicional, anexar razón y circunstancia de la necesidad.
- 6. En caso de ser necesario, favor de indicar, por qué la parroquia no es capaz de proporcionar 1/3 del costo de inscripción.
- 7. Firmar la solicitud.
- 8. Favor de enviar por correo la solicitud completa y sus anexos a:

Archdiocese of San Antonio
Attn: Lay Ministry Formation Fund
2718 W. Woodlawn Ave.
San Antonio, TX 78228

Si tiene alguna pregunta o necesita asistencia, favor de comunicarse con Jazmin Villamil al
(210) 734-1650 o jazmin.villamil@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 _____

Solicitud de Beca del Fondo de Formación para Ministerios Laicos

ARQUIDIÓCESIS DE SAN ANTONIO
2718 W. Woodlawn
San Antonio, TX 78228-5195

**Nota: Si la solicitud es para un grupo, favor de proporcionar la información de la persona responsable.
Adjuntar la lista con los nombres de los participantes y sus respuestas a las preguntas 1, 2 & 5.**

NOMBRE _____
(Apellido) (Primero) (Segundo)

Domicilio _____
(Ciudad) (Estado) (Zip)

Teléfono: Trabajo () _____ Domicilio () _____ Correo-E _____

Parroquia (o Institución católica) _____ Teléfono () _____

¿Es usted empleado(a) de su parroquia? Sí No Puesto/Título _____

Nombre de su Supervisor _____ Teléfono() _____

Decanato (marca una):

Urbano: Central Norte Centro-Norte Noreste Noroeste Sureste

Suroeste Oeste

Rural: Floresville Fredericksburg Hondo New Braunfels Pleasanton Seguin Uvalde

FAVOR DE DESCRIBIR EL ENTRENAMIENTO PARA EL CUAL SE SOLICITA LA BECA

Nombre de la Organización/Institución _____

Lugar de Entrenamiento (dirección) _____

Título del Curso/Entrenamiento _____

Duración del Curso/Entrenamiento _____

Principia (Fecha)

Termina (Fecha)

Propósito del Programa (cheque uno): Formación __ Escrituras __ Certificado __ Otro (describa) _____

FAVOR DE RESPONDER A LAS SIGUIENTES PREGUNTAS

1. Describir su servicio actual en la Iglesia y el número de años en dicho servicio (agregue una página adicional si es necesario).

2. ¿Cómo le ayudaría este estudio/entrenamiento en su ministerio en la iglesia de la Arquidiócesis de San Antonio?

3. Cantidad Total de Inscripción, solamente: \$ _____

Una tercera parte cubierta por la Parroquia: \$ _____

Una tercera parte cubierta por el solicitante: \$ _____

Cantidad solicitada del Fondo de Formación para Ministerios Laicos: \$ _____

4. ¿Hay costos adicionales como alojamiento y comida, viajes, libros, etc.? Si hay, por favor indíquelos abajo.

5. ¿Hay algunas circunstancias especiales respecto a su necesidad económica? Favor de explicar (agregue páginas adicionales si es necesario).

DOCUMENTOS REQUERIDOS

1. Incluir el folleto describiendo el evento/entrenamiento y el costo de inscripción. La solicitud y el folleto se debe recibir antes del inicio de la formación, preferiblemente, 30 días antes para poder revisar la solicitud.
2. Como se indica en las guías del Fondo de Formación para Ministros Laicos, se requiere que la parroquia y el solicitante contribuyan a los costos de entrenamiento para el cual se ha solicitado la beca. A las parroquias y las personas que pueden comprobar necesidad económica, podrán obtener una reducción ó eliminación de su contribución. Un máximo de \$700 (dólares) por año calendario puede concederse.
3. No existe una fecha limite para las solicitudes de beca civil del Fondo de Formación para Ministros Laicos. El Comité revisara las solicitudes mensualmente. Si la solicitud es aprobada, el solicitante recibirá un comprobante de beca. La institución de formación deberá llenar y firmar el comprobante una vez que el entrenamiento haya sido terminado satisfactoriamente. Una nueva solicitud deberá presentarse para cada entrenamiento/formación para el cual se desee recibir ayuda.
4. Si se requiere un re-embolso del costo de inscripción, **el becado deberá presentar su comprobante de beca (firmado por la institución), dentro de 30 días de haber terminado el curso ó entrenamiento. De no ser así, el becado perderá su derecho a la beca.**

Favor de mandar esta solicitud y documentos anexos a:

Arquidiócesis de San Antonio
Fondo de Formación para Ministros Laicos
2718 W. Woodlawn
San Antonio, TX 78228-5195

Favor de dirigir cualquier pregunta a Jazmin Villamil, Coordinadora del Fondo de Formación para Ministros Laicos al teléfono (210)734-1650 o por correo electrónico a jazmin.villamil@archsa.org

Firma del Solicitante _____ Fecha _____

Firma del Párroco _____ Fecha _____

(Firma Requerida)