



# School of Evangelization

PASTORAL INSTITUTE  
ROMAN CATHOLIC DIOCESE OF BROOKLYN  
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## **Foundations for Ministry Program**

A Ten-Week, Twenty-Hour Course in Theology and Spirituality for Ministry

### Frequently Asked Questions

#### **1. Who offers the Foundations for Ministry Program? In what languages is the program offered?**

The Diocesan School of Evangelization – Pastoral Institute, located at 310 Prospect Park West, Brooklyn, NY, offers the Foundations for Ministry Program in English, Creole, Mandarin, Polish and Spanish.

#### **2. What is the cost of the program?**

The cost of program: \$55 per participant. (Financial Assistance is available for persons unable to afford the entire cost.) This is payable by the participant at the time of registration. In some cases the parish will pay this cost. The participant receives a handbook at the first class that contains all materials related to the program

#### **3. How do parishes learn about the program?**

Ordinarily, the Pastoral Institute will post a request for parishes to host the program on DioNet, the Diocesan communications system, in the spring and in the fall. In some cases the Director or of the Pastoral Institute or a member of the staff of the School of Evangelization is invited by a deanery to make a brief presentation and answer questions at a deanery meeting. Alternatively, a deanery can request informational brochures for distribution at a deanery meeting, with a possible follow-up presentation by the Pastoral Institute.

#### **4. Who should be asked to take this program?**

The most likely candidates for this ten-week program are those persons already involved in ministerial roles in the parish and those discerning participation in the Pastoral Institute's Lay Ministry Program – which includes general theological study, topics in pastoral skills, spiritual formation, mentoring and supervised preparation for a particular ministry. Other likely candidates are parish pastoral council members and those who have been in ministry for a length of time and would benefit from an update in theology for ministry.

#### **5. Who should decide on candidates for the program?**

The pastor and/or parish pastoral staff is best able to identify likely candidates for the program. It should be kept in mind that this is a program meant to benefit those in parish ministry and, while it is beneficial for a participant to attend this program first, the ten-week program *is not* a prerequisite for entrance into the Lay Ministry Program at a later time. In some cases a potential participant may enroll with the Pastoral Institute directly.

## **6. What is the format of a typical class session?**

The ten sessions follow a similar format. There is prayer, vocabulary related to the session, a class activity, small group and/or large group discussion, lecture input and wrap up of the session.

## **7. How many participants should a parish choose for this program?**

Usually, parishes will decide themselves how many participants each will send to the program. The optimum number of persons taking the program at a given site is 25. The minimum number necessary for presenting the program is 15 and the maximum is 35.

## **8. Where are the classes held?**

The determination of where classes are held is based on the parishes that offer themselves as host sites taking into account the location and the time since the program was last offered at a site nearby. The site must offer a suitable adult learning environment and access to parking and public transportation. Accessibility by handicapped persons is also encouraged. Experience has shown that the following room arrangements and equipment are necessary: tables and chairs (rather than desks), space to move chairs around for small group work and discussion, chalk board or dry eraser board, projection screen and DVD equipment for Week #7 and Week #10 (for the English and Spanish program only). Facilities for hospitality (coffee and cake), while not necessary, are encouraged.

## **9. What are the parish's responsibilities?**

The responsibilities of each parish include offer sites to host the program, publicizing the program in the parish bulletin and selecting participants for the program. In addition, if participants do not have access to a computer, parishes would register participants through the online registration system.

## **10. What are the responsibilities of the host site?**

Each host site is asked to provide directions to the site to the Pastoral Institute and select a liaison at the site to coordinate with the Pastoral Institute. In addition, the host site is responsible for setting up the classroom as indicated in question #8 and to have a podium, desk or table for the instructor's use and space to store a small box of materials for the ten weeks.

## **11. What are participants' responsibilities?**

Participants are expected to attend class sessions regularly and on-time, to read the material distributed each week (mainly Catholic Updates), and to take part in class discussions at their comfort level. Participants may be asked to write a brief response of several paragraphs on a topic presented in class.

## **12. What do participants receive upon completion of the program?**

At the prayer service concluding the tenth week of the program, a Certificate of Completion which is signed by the Director of the Pastoral Institute is given to each participant who successfully completes the program. Catechists satisfactorily completing the program may be eligible for ongoing enrichment faith formation credits for the *Living and Leading by Faith* program.

### **13. Whom can I contact for further information?**

Contact Gerald Tortorella or Lizbeth Ugarte of the Pastoral Institute at 718-281-9556 or by email at [pastoralinstitute@diobrook.org](mailto:pastoralinstitute@diobrook.org). For registration questions and for questions related to the *Living and Leading by Faith* program contact Christine Georgi, registrar for the School of Evangelization at 718-965-7300, extension 5416 or by email at [cgeorgi@diobrook.org](mailto:cgeorgi@diobrook.org).