

Guide to Materials for Lay Ministry Program

Document	Purpose and Use
Program Brochure <i>English and Spanish</i>	Review for an overview of the program; share with the staff. Available at http://dioceseofbrooklyn.org/lay-ministry-program-pastors-page/ .
Criteria for Selection of Candidates	To be used by the staff when selecting individuals for the program. Can also be given to potential applicants.
Process for Selecting Candidates	For use by the staff. Contains a step-by-step procedure for selecting potential candidates.
Ideas for Promoting LMP in Parishes Suggested Bulletin Announcements Flyer: Are You Being Called to Lay Ministry?	To be used by parish staff. The flyer should be given to potential candidates or placed inside parish bulletin.
Program Overview <i>English and Spanish</i>	Contains the schema for the three years; indicates the course of study for each semester. Share with the staff and potential candidates.
Locations/Dates for Courses, Orientation, Days of Reflection for 1 st semester <i>English and Spanish</i>	To be given to interested candidates. The participants attend theology classes in the same location for three years.
Frequently Asked Questions <i>English and Spanish</i>	These are the questions most people have asked us. Share with the staff; give copy to interested candidate.
Nomination/Sponsorship Form	To be completed by the pastor/administrator; one form for each applicant. <i>This form is due as soon as possible. Candidates must file an application, including two recommendation letters, prior to being interviewed in July or August 2013.</i>
For more information on the Lay Ministry Program and to view testimonials from lay pastoral leaders, visit the Pastoral Institute's website at http://dioceseofbrooklyn.org/lay_leadership/ .	

Next Step:

As soon as the Pastoral Institute receives a **Nomination/Sponsorship Form**, the following materials are sent to each applicant:

- Program Brochure and Overview
- Application Form and Letters of Recommendation
- Release Form for Background Check
- Interview Dates/Locations and Registration Form