



## Lay Ministry Program Process for Selecting Candidates

It is recommended that the pastor together with the parish team/staff make the decision regarding selection of candidates.

### 1. Read and Discuss:

- Brochure for *Lay Ministry Program* (LMP)
- “Frequently Asked Questions...”
- Program Overview
- Criteria for Selection of Candidates
- Ideas for Promoting the LMP in Parishes

### 2. Study and Dialogue:

- Is lay leadership formation one of your Pastoral Plan’s goals and/or objectives?
- Do you have sufficient staff at the present time to coordinate the various programs and services that you offer **or** are one or two persons doing all the work?
- In what ways have you invited lay persons into leadership roles?
- As you look toward the next three to five years, what leadership or coordinating needs do you anticipate?
- What ministries are not in place and should be considered in light of lay leadership and ministerial responsibility?
- How would your parish benefit from the presence of lay pastoral leaders? Review Current Ministerial Involvement of Commissioned Pastoral Leaders.
- Are the pastor and the team/staff willing to take on the responsibilities connected with sponsorship of candidates, namely, serve as mentors throughout the education/formation process and contribute toward the financial cost?

### 3. Reflect and Consider:

- Are there persons who are now active in parish ministry and leadership who have never received adequate formal theological/spiritual formation? Have any persons come forward requesting to be part of the program?

- Are there persons whom you feel have the desire and the potential to be more fully involved in the life of the parish?
- Do these persons have the human, spiritual, intellectual and pastoral capacity to develop into leaders for your parish programs?
- Is there agreement among the staff regarding the persons who should be approached about participation in the program?
- Which staff member should begin to dialogue with these potential candidates and share with them the information you have received?

### Meet with Potential Candidate(s):

- Candidate’s certificates of baptism, confirmation, and marriage, where applicable, are reviewed by a member of parish staff. Parish staff member meets with the candidate and makes an initial determination as to the suitability for nomination. At this meeting, the importance of the laity in the life of the parish, the call of lay women and men to leadership in ministry and the diocesan formation program are discussed. Candidate(s) should be offered the opportunity to attend the Information Session in March or view the online version.
- The parish staff person also presents the requirement of passing a background check prior to acceptance into the program.
- Candidates are given the enclosed materials related to the program: brochure, curriculum overview, schedule and location of the classes, and the paper on “Frequently Asked Questions.”
- After the candidate has had sufficient time to review the program materials and to consider his/her participation in it, a mutual decision is made concerning his/her enrollment.

If at the conclusion of the process you decide to nominate candidates for participation in the LMP, complete the **Nomination/Sponsorship Form** and return it to the Pastoral Institute as soon as possible. Candidates must file their application, including two recommendation letters, prior to a pre-acceptance interview with the Pastoral Institute in July or August.