Parish Liaisons for Pastoral Institute

The role of the parish liaison is to provide a connection between the Pastoral Institute and the local parish community, including the pastor, parish staff, commissioned lay pastoral leaders, current program participants and potential future participants.

Depending on the needs of the individual parish, the liaison will

- Advocate for lay ministry and lay ministry formation with the pastor and parish staff
- Promote continuing formation opportunities and other events among the commissioned lay pastoral leaders
- Encourage and recruit new participants from among the parish community for the ten-week Foundations for Ministry Program and the three-year Lay Ministry Program
- Receive and distribute information about events and programs from the Pastoral Institute
- When able, speak at weekend Masses, Parish Pastoral Council meetings and other times about the benefits of participating in the programs offered by the Pastoral Institute
- Provide feedback to the Pastoral Institute from pastor, parish staff members, alumni, participants and others

Pastoral Institute Contact Information and Staff

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**Lay Ministry Program**

The *Lay Ministry Program* is an integrated three-year program of theological education, spiritual formation, mentoring, supervised ministry practicum, and pastoral skills development that prepares **volunteer lay pastoral leaders** to coordinate a particular ministry in the parish. Classes start each September at locations throughout the Diocese.

- Requires nomination of candidate by pastor, after a period of discernment with parish staff
- Applicants must demonstrate the potential for ministerial leadership; therefore, they must be known to the pastor or parish staff and currently involved in ministry
- The financial cost for the 2013/2014 academic year:
  - Parish: $140 per semester for each person it sponsors
  - Participants: $65 tuition per semester and a yearly $25 book fee. There is also a non-refundable application fee of $35 and a one-time commissioning fee of $10.
  - Financial assistance may be available through the Catholic Foundation for Brooklyn and Queens for parishes or individuals who cannot make the full contribution
- Locations for classes beginning in September 2014 (English track):
  - TBA
- Locations for classes beginning in September 2014 (Spanish track):
  - TBA

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview:</td>
<td><a href="http://dioceseofbrooklyn.org/lmp-program-overview/">http://dioceseofbrooklyn.org/lmp-program-overview/</a></td>
</tr>
</tbody>
</table>
Foundations for Ministry Program

The *Foundations for Ministry Program* is a ten-week, twenty-hour program that serves two purposes: it provides **theological updating** for those already engaged in parish ministry and it offers an educational experience for persons who are **discerning participation** in the *Lay Ministry Program*.

- The *Foundations for Ministry Program* is offered in English, Spanish, Creole, Mandarin and Polish. Each week a different topic is introduced. The ten topics are:
  - Week One – Theology as a Field of Study
  - Week Two – Emerging Role of the Laity
  - Week Three – Structure and Mission of the Church
  - Week Four – Jesus: His Mission, His Message, His Ministry
  - Week Five – Sacred Scripture
  - Week Six – Prayer
  - Week Seven – Liturgy
  - Week Eight – Moral Theology
  - Week Nine – One Church, Many Faces
  - Week Ten – Theological Reflection, Theological Research, Closing Ceremony

- While the pastor and/or parish pastoral staff is best able to identify likely candidates for the program, sponsorship is not required. A potential participant may enroll with the Pastoral Institute directly.

- The current fee for participation in the program is $55. Financial assistance may be available through the Catholic Foundation for Brooklyn and Queens for individuals who cannot afford the full fee.

- Locations for classes starting in February 2014:
  - **Spanish track**
    - Mondays, 7:15 PM – 9:15 PM
    - St. Paul the Apostle, Corona
    - First Class: February 10
    - OR
    - Tuesdays, 7:15 PM – 9:15 PM
    - St. Martin of Tours, Brooklyn
    - First Class: February 4
  - **English track**
    - Wednesdays, 7:15 PM – 9:15 PM
    - St. Mary Gate of Heaven, Ozone Park
    - First Class: February 12
    - OR
    - Thursdays, 7:15 PM – 9:15 PM
    - St. Thomas Aquinas, Brooklyn
    - First Class: February 6

General Information: [http://dioceseofbrooklyn.org/foundations-for-ministry-program/](http://dioceseofbrooklyn.org/foundations-for-ministry-program/)
Registration (Online Only): [http://dioceseofbrooklyn.org/fmp/spring-2014](http://dioceseofbrooklyn.org/fmp/spring-2014)
Ongoing Formation for Commissioned Lay Pastoral Leaders

Ongoing formation in our faith is an integral part of enhancing the personal growth and ministry of commissioned lay pastoral leaders. For this reason at the completion of the Lay Ministry Program, commissioned lay leaders are invited and encouraged to continue their formation and to take seriously the need to constantly up-date and enhance their theological understanding and spiritual development.

- The Pastoral Institute in collaboration with the Alumni Association of the Lay Ministry Program offers:
  - Courses, conferences, and other educational opportunities
  - Days of reflection and weekend retreats

- The Pastoral Institute, through its partnership with the University of Notre Dame’s Satellite Theological Education Program (STEP), offers the opportunity for commissioned pastoral leaders to continue their education through online theology courses. Course fees are discounted under the Pastoral Institute’s agreement with STEP.

- The Certificate in Ministry Program remains available to any commissioned lay pastoral leader who completed the two-year program and wishes to earn a certificate in a particular ministry. Candidates must seek approval from a parish staff member before applying.

- M. A. Scholarship Program in Theology

- Commissioned lay pastoral leaders are encouraged to seek out opportunities for ongoing formation that are available through the diocese and parishes.

- Alumni are made aware of offerings through the semi-annual Alumni Association Newsletter and monthly email messages.

STEP Theology Online: http://step.nd.edu/
Lay Ministry Sunday

*Lay Ministry Sunday* is an annual diocesan-wide celebration that recognizes and affirms the role of all persons involved in lay ministry.

- Each year *Lay Ministry Sunday* is celebrated throughout the diocese on the Sunday immediately preceding Ash Wednesday. All parishes are encouraged to join in the diocesan wide celebration of all of those involved in lay ministry on this day.

- By homily, pulpit announcements, bulletin articles, and a light reception after Mass, parishes can show those involved in lay ministry how much their time and talents are appreciated as they serve in the parish.

- The Pastoral Institute will provide the following resources to parishes:
  
  o Ideas for celebrating *Lay Ministry Sunday* at the parish
  o Sample Bulletin announcements promoting *Lay Ministry Sunday*
  o General Intercessions
  o A blessing of persons involved in lay ministry
  o Informational flyer about the *Lay Ministry Program*

- A diocesan-wide celebration, hosted by the Pastoral Institute, may also be held on this day.

- Next Lay Ministry Sunday: March 2, 2014

Celebrating Lay Ministry: Working in the Vineyard of the Lord

This occasion is an **annual fundraiser** that promotes the work of all persons involved in lay ministry in their parishes and the Diocese while raising funds for the Pastoral Institute Scholarship Fund.

- Opportunities for participation include attendance at the event, journal advertisements, raffles and other activities.

- The proceeds are used to provide scholarships for needy participants and parishes as well as to fund current and future initiatives, such as additional language offerings for the ten-week *Foundations for Ministry Program*, supplementing *Lay Ministry Sunday* activities and providing varied continuing education offerings.

- Donation opportunities:
  - $1,000 Benefactor - Provides 5 scholarships in the Lay Ministry Program for one semester
  - $750 Sponsor - Provides funding for 1 student to take a course in graduate degree program in theology
  - $500 Patron - Ensures that 20 participants can attend a continuing education course
  - $250 Supporter - Allows 4 participants to enroll in the Foundations for Ministry Program
  - $100 Friend - Provides one year of books and materials for 4 participants in the Lay Ministry Program
  - Other amounts

- Donations of $500 and above receive special recognition and include a ticket to our benefit event in October 2014

- Information for the event to be held in **October 2014** – TBA
Other Information

*M. A. Scholarship Program in Theology* is a collaborative program co-sponsored by the Pastoral Institute and the Office of Faith Formation. Its purpose is to prepare individuals to serve as Pastoral Associate, parish catechetical leader, or in other leadership positions, by offering the opportunity for **graduate studies in theology**.

- Program is offered in partnership with Fordham University Graduate School of Religion and Religious Education, St. John’s University and the St. Joseph’s Seminary at Huntington.

- The sponsoring agencies are responsible for the theological reflection process that is scheduled once each semester.

- Through the John Paul II Fund for Lay Leadership and the Pastoral Institute Scholarship Fund of the Catholic Foundation for Brooklyn and Queens, the Diocese provides financial assistance for those persons who need it.

- Criteria for Acceptance into Program
  - The applicant is willing to minister in a geographic area that is under-served by professionally prepared lay persons.
  - The applicant currently works for the Church.
  - The applicant has completed the *Lay Ministry Program*.
  - The applicant possesses the ability to complete the academic requirements of the university or seminary.


The Pastoral Institute is also the diocesan agency that relates to *Pastoral Associates*. It assists those parishes that are interested in hiring these ministers and also relates to persons who are seeking employment as Pastoral Associates. Continuing education opportunities are also offered for those who are engaged in this ministry.


*Pastoral Institute Scholarship Fund* exists to provide tuition assistance for parishes and participants who do not have the financial resources to take advantage of the formation opportunities offered by the Pastoral Institute.