

Holy Spirit Institute for
Service and Leadership



Application Form

Diocese of Brooklyn
310 Prospect Park West
Brooklyn, NY 11215



Please **PRINT** clearly and neatly

First Name: _____ Last Name: _____

Address: _____ Apt. # _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Cell phone: _____

Email: _____

Date of Birth: _____ Male Female

Emergency Contact:

Name _____

Phone _____ Relationship _____

Have you participated in VIRTUS: The diocesan program designed for the prevention, recognition and to report child abuse? Yes No

Sacramental Information

Please note: Candidates, whether single or married, must be living in harmony with Church teaching regarding marriage in order to be considered for acceptance into the Holy Spirit Institute for Service and Leadership.

Place Baptism: _____ Date: _____

Place of Confirmation: _____ Date: _____

Sacramental Marriage:

Name of Catholic Church: _____

Address of Catholic Church: _____

Date of marriage _____

Marital status: Single (never married) Co-habiting Civil marriage

Divorced Separated Widow(er)





***Ethnicity:**

- African American (Non-Hispanic) American Indian/Alaskan Native
- Asian or Pacific Islander Hispanic
- White (non-Hispanic) Other

*This information is needed for national surveys on lay ministry that are conducted each year by CARA (Center for Applied Research in the Apostolate, Washington, DC).

Primary Language _____

Are you Fluent in another Language? Yes No If yes, which one: _____

Education

- Primary School Intermediate School High School Trade School
- Associate Degree Bachelor's Degree Master's Degree

If you have a Bachelor's or Master's Degree what field of study is it in? _____

Work Experience

Current Employer: _____

Address of employment: _____

Phone number (optional): _____





Name of your Parish: _____

Address: _____

Ministry Experience:

Ministry	Location	How long?	Volunteer or Paid

What are your personal strengths (include skills, talents, languages, and gifts)

What ministry do you hope to serve once you have completed the 2-year commitment to this program?





Financial Obligation:

This program of study is a two-year commitment which will cost: \$950.00 per year this includes weekly sessions of instruction either online or live-classes, two retreats (one in the Fall, one in the Spring), as well two seminars of formation each semester. Full payment is due by November 1st. Please make the check or money order out to:

Diocese of Brooklyn.

The structure of the fees is as follows:

The Parish	\$350.00
The Participant	\$250.00
The Diocese	\$350.00

Are you able to manage the financial obligations involved in the Holy Spirit Institute for Service and Leadership?

Yes

No, I will need a financial assistance form

Your information will not be made available to any other persons or agencies other than our collaborators without express legal authority. We will not disclose the identity of individual applicants when providing any agency with required statistical data.

Consent:

I hereby give permission for the Holy Spirit Institute for Service and Leadership to consider the information provided in this application and to contact any references by letter or phone. I attest to the accuracy of the information.

Candidate Signature _____ Date _____

**Please send your Application and a photo (passport type) of yourself to:
Diocese of Brooklyn Holy Spirit Institute for Service and Leadership
Attention: Joann Roa
310 Prospect Park West
Brooklyn, NY 11215**





**Holy Spirit Institute for Service and Leadership
Recommendation Form #1**

Candidate: _____

How long have you known this person? _____

In what capacity do you know them? (Friend, co-minister, neighbor, etc.) _____

What strengths that are important for church ministry have you observed in this person?

What concerns (if any) do you have regarding the candidate's participation in the Holy Spirit Institute for Service and Leadership?

First Name _____

Last Name _____

Best phone number to contact you if necessary: _____

Signature _____

Date _____

**Please send your Recommendation to:
Diocese of Brooklyn Holy Spirit Institute for Service and Leadership
Attention: Joann Roa
310 Prospect Park West
Brooklyn, NY 11215**





Holy Spirit Institute for Service and Leadership
Recommendation Form #2

Candidate: _____

How long have you known this person? _____

In what capacity do you know them? (Friend, co-minister, neighbor, etc.) _____

What strengths that are important for church ministry have you observed in this person?

What concerns (if any) do you have regarding the candidate's participation in the Holy Spirit Institute for Service and Leadership?

First Name _____

Last Name _____

Best phone number to contact you if necessary: _____

Signature _____

Date _____

Please send your Recommendation to:
Diocese of Brooklyn Holy Spirit Institute for Service and Leadership
Attention: Joann Roa
310 Prospect Park West
Brooklyn, NY 11215





Holy Spirit Institute for Service and Leadership Nomination Form

Candidate's Name: _____

Parish: _____ Deanery _____

Pastor's First Name: _____ Last Name: _____

Parish Address: _____

Phone Number: _____ Cell phone: _____

Email: _____

What strengths have you observed in this person that is important for ministerial leadership?

What ministerial need do you see this person filling upon completion of the program?

Mentor:

Please indicate the name of the staff person who is willing to serve as a mentor to the candidate.

First Name: _____ Last Name: _____

Phone Number: _____ Cell phone: _____

Position in the Parish: _____





Address: _____

Email: _____

Financial Information:

Is the parish able to meet the financial responsibilities that are involved with sponsorship?

Yes No

The Parish	\$350.00
The Participant	\$250.00
The Diocese	\$350.00

Tuition assistance is available. Information on tuition assistance can be sent directly to the parish upon request.

SIGNATURE

By signing below, I affirm that this person has been initially screened by me or my representative that he/she has been found suitable for leadership formation and that he/she is being nominated for participation in the Holy Spirit Institute for Service and Leadership

Signature _____

Date _____

**Please send your Nomination to:
Diocese of Brooklyn Holy Spirit Institute for Service and Leadership
Attention: Joann Roa
310 Prospect Park West
Brooklyn, NY 11215**

