APPLICATION
PLEASE PRINT ALL INFORMATION NEATLY AND CLEARLY.

General Information

First name _____________________________  Last name _____________________________
Address ________________________________  Apt. # ________________
City ________________________________  State  ___________  Zip________________
Phone number __________________________  Cell phone _________________
Email _______________________________________________________________________________

Date of Birth ___________________________ Male ☐ Female ☐

I am applying for:

_____ Volunteer Lay Leadership Track  _______ Professional Lay Leadership Track

Emergency Contact Information

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 of 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-habitating  □ 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) ________________________________
Parish Experience

Name of your Parish__________________________________________________________________________

Address of Parish __________________________________________________________________________

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<th>Parish Experience</th>
<th>Location</th>
<th>How long?</th>
<th>Volunteer or Paid</th>
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What are your personal strengths (include skills, talents, languages, and gifts)?
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

How do you wish to serve once you have completed the 2-year commitment to this program?
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
Financial Obligation

This includes weekly sessions of instruction either online or live-classes and 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 for the Volunteer Lay Leadership Track is:

- **The Parish** $350.00
- **The Participant** $250.00
- **The Diocese** $350.00

The structure of the fees for the Professional Lay Leadership Track is (limit of two Catholic Distance University courses per year):

- **The Parish** $750.00
- **The Participant** $750.00
- **The Diocese** $1,000.00

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’s Signature_____________________________________ Date _________________________

Please send your completed 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
RECOMMENDATION FORM #1

Candidate’s full name _____________________________________________________________

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
RECOMMENDATION FORM #2

Candidate’s full name __________________________________________________________

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 work 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
FORM FOR PASTOR TO NOMINATE CANDIDATE

Candidate’s name ____________________________________________________________

Parish _____________________________ Deanery ________________________________

Pastor’s name ______________________________________________________________

Parish address ______________________________________________________________

Phone number ___________________________ Cell phone __________________________

Email address ______________________________________________________________

What strengths have you observed in this person that are important for parish leadership?

What role will this person have 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. Mentors will be given appropriate training.

First name: _____________________________ Last name: _____________________________

Home phone: ____________________              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 structure of the fees for the Volunteer Lay Leadership Track is:

• The Parish  $350.00
• The Participant  $250.00
• The Diocese  $350.00

The structure of the fees for the Professional Lay Leadership Track is (limit of two Catholic Distance University courses per year):

• The Parish  $750.00
• The Participant  $750.00
• The Diocese  $1,000.00

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 this nomination form to:

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