



HOLY SPIRIT INSTITUTE
for Service and Leadership

*Secretariat of Evangelization and Catechesis
Diocese of Brooklyn*

APPLICATION



Secretariat FOR Evangelization AND Catechesis

ROMAN CATHOLIC DIOCESE OF BROOKLYN

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-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) _____

Parish Experience

Name of your Parish _____

Address of Parish _____

Parish Experience	Location	How long?	Volunteer or Paid

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**



Secretariat FOR Evangelization AND Catechesis
ROMAN CATHOLIC DIOCESE OF BROOKLYN

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**