

The Roman Catholic Diocese of Reno  
**Lay Ministry Formation & Leadership**  
**Application Form 2017-2018**

THIS APPLICATION FORM and THE LETTER OF RECOMMENDATION from a co-minister are due no later than:  
**April 15, 2017**

1. Please give the Letter of Recommendation Form to a co-minister who is a lay person (not a priest or deacon.)
  - The Co-Minister should fill it out and send it in; it should **NOT** accompany your application form but should be sent in separately.
2. After you return this application, if appropriate, this office will send the Endorsement Form to your pastor or the person you list on the final page of this application. Your pastor will also receive a copy of your application form at that time.
3. Please understand that we cannot and do not necessarily accept all applicants.

### **Requirements for Eligibility**

1. Adult, 18 years of age or older
2. Be a practicing Roman Catholic for three consecutive years or more
3. Be active in church ministry for at least one year
4. Be endorsed by your pastor (exceptions may be made) – again, we will send your pastor the endorsement form, not you
5. Be in appropriate physical and mental health
6. Possess an eagerness for spiritual formation
7. Be open to, and interested in, contemporary expressions in theology
8. Have sufficient time for formation and ministry
9. Possess the desire and capacity for growth, continuing education, and developing skills for ministry
10. Possess reading and writing abilities in order to participate fully in the academic program
11. Be baptized; confirmed; First Eucharist (communion)
12. Be cleared through the diocesan Background Check form
13. Have already taken the Protecting God's Children Awareness Session and have at least begun the bulletins associated with it
14. Please recognize that all materials, presentations, etc. will be in English

**FILLING THIS FORM OUT THOUGHTFULLY & PRAYERFULLY**  
**IS PART OF THE FORMATION PROCESS**

PLEASE TYPE OR PRINT CLEARLY

**I. GENERAL INFORMATION**

Legal Name: \_\_\_\_\_  
Last First Middle

Preferred First Name: \_\_\_\_\_

Spouse's Name (if married) \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail (hm or wk) \_\_\_\_\_

Preferred Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Birth date: \_\_\_\_\_ (mm/dd/yy)

May we give your preferred phone number and email address to other participants in the program?

**Y N**

1. Do you regularly read email? **Y N**

2. Our meetings will be in a casino. Will this create any problems for you? **Y N**

3. The scheduled class dates will be:

- a. August 12, September 23, October 14, November 18, January 6 (Diocesan Conference),  
February 10, March 10, April 14, May 19, June 9
- b. Do you have any trips planned that would overlap with the class dates? **Y N**
- c. If so, which ones?

2. Have you ever been to our Diocesan Conference? **Y N**

3. Are you interested in working on a master's degree in a related field or on certification (such as one from the Center for Youth Ministry Development)? **Y N**

- a. If yes, please describe

**II. RELIGIOUS HISTORY:**

1. Are you baptized Catholic? **Y N**
  
2. If you were not baptized Catholic, please state what year you became a Catholic and briefly explain why you became one
  
  
  
  
  
  
  
  
  
  
3. Have you celebrated your First Communion/First Eucharist? **Y N**
  
  
  
  
  
  
  
  
  
  
4. Have you been Confirmed? **Y N**
  
  
  
  
  
  
  
  
  
  
5. Have you ever been away from the active practice of the Catholic faith for more than 3 years?  
**Y N** If yes, briefly explain why
  
  
  
  
  
  
  
  
  
  
6. Have you ever been in a seminary or religious community? **Y N**
  - a. If yes, please briefly explain why you left

## PARISH AFFILIATION

1. Current parish: \_\_\_\_\_
2. Number of years in current parish: \_\_\_\_\_
3. Sponsoring parish/agency/institution **if** other than current parish: \_\_\_\_\_
4. Name and title of person endorsing you **if** other than pastor: \_\_\_\_\_
5. If someone other than your pastor will be filling out the Endorsement Form, please briefly explain why:
6. How long have you lived in the Diocese of Reno? \_\_\_\_\_
7. How long do you expect to remain in the diocese? \_\_\_\_\_

## III. MARRIAGE & FAMILY LIFE

\_\_\_\_\_ Married  
\_\_\_\_\_ Not Married

1. **If married**, have you and your spouse discussed your desire to enter Lay Ministry Formation and the ways you will prioritize the time needed to participate and complete this year of formation?  
**Y N**
2. Have you discussed this time commitment with your dependent(s), (children or others?) **Y N**

**IV. EMPLOYMENT:**

1. Profession / Occupation \_\_\_\_\_ Number of Years: \_\_\_\_
2. Currently you are: \_\_\_\_ employed \_\_\_\_ self-employed \_\_\_\_ retired
3. Present place of employment \_\_\_\_\_
4. How long? \_\_\_\_\_
5. We anticipate tuition being \$500 per year and book costs being about \$150 per year. If accepted into the Formation Program, will your participation cause you any financial difficulty? **Y N**
6. Who will pay your tuition?
  - a. \_\_\_\_ Parish
  - b. \_\_\_\_ Self
  - c. \_\_\_\_ Scholarship needed from diocese

**V. HEALTH**

1. What is the general state of your health?
  
  
  
  
  
  
  
  
  
  
2. Describe any physical disability or chronic illness that may require special consideration.

**EDUCATIONAL BACKGROUND**

1. Highest grade completed \_\_\_\_\_
  
  
  
  
  
  
  
  
  
  
2. Vocational Education or Job Training:

3. If you have a college/university/other degree, what was your major related to your highest educational level?
4. Name of school related to your highest educational level:
5. In addition to attendance and active class participation, the Lay Ministry Formation & Leadership program requires:
  - a. about 10-12 hours of theological reading per month
  - b. written reflection papers due at the next class
  - c. finding of “best practices” in other parishes/places for your project/specialization
  - d. Is any of this a concern for you? **Y N**
    - If yes, please explain
6. In what language are you most fluent?
7. Other language skills - please list:

#### **FAITH LIFE**

1. One of the goals of this program includes building a community of faith among the group. Some activities may directly address this.
  - a. Are you comfortable with this? **Y N**
  - b. Is this a value for you? **Y N**
  - c. Please comment:
2. Have you ever belonged to a small faith group? **Y N**

3. Have you ever done a Bible study? **Y N**

a. If you know what series was used, please write it here

4. Participation in Previous Formation: (Circle all that apply)

Catechist Certification

Marriage Encounter

Charismatic Renewal

Retreat

Cursillo

Why Catholic

Genesis (in Diocese of Reno)

Other (Please describe)

5. Have you taken **Strength Finders**? **Y N**

6. Have you taken the **Myers-Briggs/Temperament** Indicator? **Y N**

7. Have you learned about the **Enneagram**? **Y N**

8. Have you participated in the **Called and Gifted** program from the Catherine of Sienna Institute? **Y N**

## MINISTRY

1. Please put a check (✓) by any ministries that you are currently involved in.
2. Then put a star (\*) by the **ONE** that you find most meaningful in your life.

- a. \_\_\_\_\_ Art & Environment
- b. \_\_\_\_\_ Director of Religious Education
- c. \_\_\_\_\_ Catechist
- d. \_\_\_\_\_ Catholic School principal
- e. \_\_\_\_\_ Catholic School teacher
- f. \_\_\_\_\_ Chaplain (hospital? prison? other?)
- g. \_\_\_\_\_ Eucharistic minister
- h. \_\_\_\_\_ Funerals
- i. \_\_\_\_\_ Lector
- j. \_\_\_\_\_ Ministry to the homebound
- k. \_\_\_\_\_ Music
- l. \_\_\_\_\_ Outreach ministries
- m. \_\_\_\_\_ Parish/Pastoral Council
- n. \_\_\_\_\_ Parish Finance Committee
- o. \_\_\_\_\_ RCIA team or sponsor
- p. \_\_\_\_\_ Sacristan
- q. \_\_\_\_\_ School Board
- r. \_\_\_\_\_ Social Justice
- s. \_\_\_\_\_ Young adult ministry
- t. \_\_\_\_\_ Youth ministry
- u. \_\_\_\_\_ Other (Please describe)

3. In which of the activities above are you in a leadership/director role?

4. Other comments on your past/present ministerial involvement that you want us to know about:



5. In just one or two sentences, answer the question, “**What is a leader?**” You may use your own words or you may quote someone else. If you quote someone else, please make sure you state who you are quoting.

6. What would you want the Church in our diocese to be like in 10 years?

7. Please rate your involvement in ministry as a call from God:

\_\_\_\_\_ I feel very strongly that what I do is a call from God

\_\_\_\_\_ I feel that what I do is somewhat a call from God

\_\_\_\_\_ I don't feel that my involvement in ministry is a call from God

8. Please rate your sense of connection to diocese and other parishes in the diocese:

\_\_\_\_\_ I feel very connected to the diocese and other parishes

\_\_\_\_\_ I feel somewhat connected to the diocese and other parishes

\_\_\_\_\_ I don't feel very connected to the diocese and other parishes

9. “My ministry gives me an opportunity to:”

10. What is **one goal** you have in joining this formation process? What do you hope to achieve by participating? What are you looking for? You should have at least 1 goal and it should be measurable in some way.

a. Write down your goal

b. How will you measure it at the end to see if you have achieved it?

11. In addition to your goal, what else do you want to get out of this program? Why do you want to do it?

12. Briefly tell us anything else you would like us to know about you:

## CONCLUSION

The Office of Lay Ministry Formation adheres to a policy of strict confidentiality of records. This application form and all other information received will be kept confidential and shall be disclosed only to people associated with the application process.

1. I certify by my signature that the information in this application is accurate and complete to the best of my knowledge. I understand that any misrepresentation of facts may be sufficient cause for refusal of admission.
2. I give permission to the Lay Ministry Formation and Leadership Team to contact my pastor as well as any other references relating to this application, if needed.
3. I understand that the completion of this process of lay ministry and leadership formation does not guarantee me a job in this diocese or elsewhere.
4. I will not tape or video record anything without the speaker's permission.
5. I understand that usage of cell phones during sessions will be limited and I will abide by the rules.
6. I understand that any postings of the speakers' presentations will be for the use of participants only.
7. I have completed the Safe Environment training program and a background check through the diocese.
8. I understand that my picture/image may be used digitally, online or in print, with my name.

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**Signature of Applicant**

**Date**

**Contact information of Sponsoring Pastor** (or other if not parish-related ministry):

Name:

Email:

Phone number:

**The completed application needs to be received by **April 15, 2017**. Send it to:**

- **Mail:** Pat Giannotti  
Lay Ministry Formation & Leadership, Diocese of Reno  
290 S. Arlington Ave, Suite 200, Reno, NV 89501
- **Email:** [patg@catholicreno.org](mailto:patg@catholicreno.org) ; Fax: 1-775-382-1039