

The Roman Catholic Diocese of Reno  
**Lay Ministry Formation & Leadership Application Form  
2019-2020**

THIS APPLICATION FORM and THE LETTER OF RECOMMENDATION from a co-minister are due no later than: **MAY 1<sup>ST</sup>, 2019**

1. Complete this Application Form and return it to the address on the final page.
2. Give the Letter of Recommendation Form to a co-minister who is a lay person (not a priest or deacon.)
3. The Co-Minister fills it out and sends it in **SEPARATELY** from your Application Form
4. After you return this application, if appropriate, **this office will send the Endorsement Form to your pastor** (your principal if you are teaching at a Catholic school.) Your pastor (or principal) will also receive a copy of your application form at that time.
5. Please understand that we cannot and do not necessarily accept all applicants.

**Requirements for Eligibility**

1. Adult, 24 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. Again, **we** 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 (First Communion)
12. Have already taken the VIRTUS Protecting God's Children Awareness Session and have at least begun the bulletins associated with it <https://renodiocese.org/safe-environment/>
13. Been cleared through the diocesan Background Check form
14. Please recognize that all materials, presentations, etc. will be in English
15. Contact [maripazr@catholicreno.org](mailto:maripazr@catholicreno.org) for information about the program in Spanish

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

PLEASE TYPE OR PRINT CLEARLY

**I. GENERAL INFORMATION**

1. Legal Name: \_\_\_\_\_  
Last First Middle
2. Preferred First Name (what you want us to call you): \_\_\_\_\_
3. Current parish: \_\_\_\_\_
4. E-mail (hm or wk) \_\_\_\_\_
5. Preferred Phone \_\_\_\_\_ Other Phone \_\_\_\_\_
6. Your address \_\_\_\_\_
7. City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
8. Birth date: \_\_\_\_\_ (mm/dd/yy)
9. May we give your preferred phone number, email and home address to other participants in the program? Y N
10. Do you regularly read email? Y N
11. Our meetings may be in a casino. Will this create any problems for you? Y N
12. Have you ever been to our Diocesan Conference? Y N

## 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 in the Catholic Church? **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, please briefly explain why
  
6. Have you ever been in a seminary or religious community? **Y N**  
If yes, please briefly explain why you left

## PARISH AFFILIATION

1. Number of years in current parish: \_\_\_\_\_
2. Sponsoring parish/agency/institution **IF** other than current parish (such as a Catholic school):
  
3. How long have you lived in the Diocese of Reno? \_\_\_\_\_
4. How long do you expect to remain in the diocese? \_\_\_\_\_

### III. FINANCES

1. Tuition will be \$500 per year. A non-refundable deposit of \$150 is due before the first class from all those accepted into the program. (Notices of acceptance will go out around July 1<sup>st</sup>). Book costs are about \$150 per year.

2. Who will pay your tuition?

\_\_\_\_\_ Parish (discuss this with your pastor)

\_\_\_\_\_ Self

\_\_\_\_\_ Scholarship needed from diocese

\_\_\_\_\_ Combination of the above (please describe)

### IV. MARRIAGE & FAMILY LIFE

1. \_\_\_\_\_ Married

2. \_\_\_\_\_ Not Married

3. **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**

4. Have you discussed this time commitment with your dependents (children or others?) **Y N**

### V. EMPLOYMENT

1. Profession / Occupation \_\_\_\_\_ Number of Years: \_\_\_\_\_

2. Currently you are: \_\_\_\_\_ employed \_\_\_\_\_ self-employed \_\_\_\_\_ retired

### VI. HEALTH

1. What is the general state of your health?

2. Describe any physical disability or chronic illness that may require special consideration.

## VII. 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:
  - about 10-12 hours of theological reading per month
  - written reflection papers due at the next class
  - a project, approved by your pastor and the L.M.F.L. director
  - finding of best practices in other parishes/places for your project
  - leading the group in prayer, as part of a team, following instructions that you will be given
  - Is any of this a concern for you? **Y** **N**  
If yes, please explain:
  
6. In what language are you most fluent?
  
7. Other languages - please list:

**VIII. FORMATION**

1. One of the goals of this program includes building a community of faith among the group. Some activities may directly address this.
  - a. Is this a value for you? **Y N**
2. Have you ever done a Bible study? **Y N**
3. Have you taken the **Myers-Briggs/Temperament** Indicator? **Y N**
4. Have you taken **Emergenetics**? **Y N**

**IX. 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) |

**X. MINISTRY**

Please put a check mark by any ministries that you are currently involved in.

Then put a star (\*) by the **ONE** that you find most meaningful in your life.

- \_\_\_\_\_ Art & Environment
- \_\_\_\_\_ Director of Religious Education
- \_\_\_\_\_ Catechist
- \_\_\_\_\_ Catholic School principal
- \_\_\_\_\_ Catholic School teacher

**MINISTRY continued**

\_\_\_\_\_ Chaplain (hospital? prison? other?)

\_\_\_\_\_ Eucharistic minister

\_\_\_\_\_ Grief Ministry (funerals? other?)

\_\_\_\_\_ Lector

\_\_\_\_\_ Ministry to the homebound

\_\_\_\_\_ Music

\_\_\_\_\_ Outreach ministries

\_\_\_\_\_ Parish/Pastoral Council

\_\_\_\_\_ Parish Finance Committee

\_\_\_\_\_ RCIA team or sponsor

\_\_\_\_\_ Sacristan

\_\_\_\_\_ School Board

\_\_\_\_\_ Social Justice

\_\_\_\_\_ Young adult ministry

\_\_\_\_\_ Youth ministry

\_\_\_\_\_ Other (Please describe)

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

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

3. 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.

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

5. Please put an X by the sentence below that best describes 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

6. Please put an X by the sentence below that best describes 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

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



8. 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.
- Write down your goal:
  
  
  
  
  
  
  
  
  
  
  - How will you measure it at the end to see if you have achieved it?
9. In addition to your goal, what else do you want to get out of this program? Why do you want to do it?
10. Briefly tell us anything else you would like us to know:
11. How did you learn about this program? (circle all that apply)
- Talking to someone who has been in the program
  - Diocesan Conference
  - Parish bulletin
  - Priest recommended it to me
  - Other

## 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.

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.

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.

I have completed the Safe Environment training program and a background check through the diocese.

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.

I will not tape or video record anything without the speaker's permission.

I understand that usage of cell phones during sessions will be limited and I will abide by the rules.

I understand that postings of the speakers' presentations will be for the use of participants only.

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 **May 1<sup>st</sup> 2019**. Send it to:**

- **Mail:** Dr. Lauri Anne Reinhart, Lay Ministry Formation & Leadership, Diocese of Reno
  - 290 S. Arlington Ave, Reno, NV 89501
- **Email:** [lmfl@catholicreno.org](mailto:lmfl@catholicreno.org) ; Fax: 1-775-348-8619