



## ***The Lay Ministry Formation Fund Application Checklist***

- 1. Read the Lay Ministry Formation Fund Guidelines.
- 2. Complete the full application and answer all four questions in depth.  
Note: If you are applying as a group, only one application is needed. Please list the main contact person as the applicant and attach the names of the individuals within the group along with their answers to questions 1, 2 & 4.
- 3. Provide an attachment from the institution hosting the formation including:  
Description of Training  
Total Registration Costs
- 4. Obtain approval and signature from your pastor.
- 5. If additional financial need is present, attach reason and circumstance for need.
- 6. If applicable, please explain why your parish is unable to provide support for 1/3 of the cost.
- 7. Sign your application.
- 8. Please mail your completed application and attachments to:

Archdiocese of San Antonio  
Attn: Lay Ministry Formation Fund  
2718 West Woodlawn Ave.  
San Antonio, Texas 78228

If you have an questions or need assistance, please contact Nicky Mata at  
(210) 734-1651 or [nicky.mata@archsa.org](mailto:nicky.mata@archsa.org)

# *Application for Lay Ministry Formation Fund*

ARCHDIOCESE OF SAN ANTONIO  
2718 West Woodlawn Ave  
San Antonio, TX 78228-5195

**Note: If applying as a group, please list main contact person's name and information below. Attach a separate list of participants along with their answers to questions 1, 2 and 5.**

NAME \_\_\_\_\_  
(Last) (First) (Middle)

Home Address \_\_\_\_\_  
(City) (State) (Zip)

Phone: Work (\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Parish (or Catholic Institution) \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_

Are you an employee of your parish  Yes  No Position Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Deanery (check one):

**Urban:**  Central  North  North Central  Northeast  Northwest  West

Southeast  Southwest

**Rural:**  Floresville  Seguin  Fredericksburg  Pleasanton  Hondo  Uvalde

## **PLEASE DESCRIBE TRAINING FOR WHICH FUNDING IS REQUESTED**

Name of Organization/Institution \_\_\_\_\_

Training Location (address) \_\_\_\_\_

Program Course Title/Training \_\_\_\_\_

Length of Course/Training \_\_\_\_\_  
(Beginning Date) (Ending Date)

Outcome of Program (check one): Formation \_\_\_\_ Scripture \_\_\_\_ Certificate \_\_\_\_ Other (describe) \_\_\_\_\_

## **PLEASE RESPOND TO THE FOLLOWING QUESTIONS**

1. Describe your current service to the Church and the number of years involved (attach additional page if necessary).

2. How will this study/training assist you in your ministry to the Church in the Archdiocese of San Antonio?

3. Total Amount of Registration/Tuition Only: \$ \_\_\_\_\_  
One Third Amount Provided by Parish: \$ \_\_\_\_\_  
One Third Amount Provided by Applicant: \$ \_\_\_\_\_  
Amount requested from the Lay Ministry Formation Fund : \$ \_\_\_\_\_

4. Are there any additional fees or expenses such as books, air fare, hotel, etc.? If yes, please list those costs below.

5. Are there any special circumstances pertinent to your financial need? Please explain your financial need, total cost of program, etc. (add additional pages if needed).

### DOCUMENTS NEEDED

1. Applicants **must** submit a brochure or training outline describing the type of training and registration fees. Application and brochure **must** be received **prior to start of training**, preferably 30 days early to allow for review.
2. As indicated in the Lay Ministry Formation Fund Guidelines, awards are disbursed as contributing funds. It is required that the parish and lay minister contribute towards the costs for training. Parishes and individuals whose can show additional financial need may have a reduced or waived contribution (see guidelines for eligibility). A maximum of \$700 per calendar year may be awarded.
3. The due dates for applications to the Lay Ministry Formation Fund are ongoing and reviewed monthly. If your application is approved, you will be sent a voucher to filled out by the instructor or institution to verify completion of the training. A new application must be submitted for each training/formation in which aid is desired in most cases. Call our office for further information.
4. It is the responsibility of the applicant to ensure the voucher showing completion of the training is submitted to the LMFF coordinator. **If applicant does not submit voucher with proof of payment within 30 days of completion of training, the voucher will expire and funds will not be reimbursed.**

Please return the completed application and accompanying documents to:

Lay Ministry Formation Fund  
Archdiocese of San Antonio  
2718 West Woodlawn  
San Antonio, Texas 78228-5195

Please direct your questions and concerns to Nicky Mata, Lay Ministry Formation Fund Coordinator by phone at (210) 734-2620 ext. 1275 or e-mail at [nicky.mata@archsa.org](mailto:nicky.mata@archsa.org).

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Pastor's Signature \_\_\_\_\_ Date \_\_\_\_\_

(required signature)