



## *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.
- 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. 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.
- 6. If additional financial need is present, attach reason and circumstance for need.
- 7. If applicable, please explain why your parish is unable to provide support for 1/3 of the cost.
- 8. Sign your application.
- 9. 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
- 10. Note: Please remember your voucher is due within **30 days** of course completion.

If you have an questions or need assistance, please contact Sally Carrion at  
(210) 734-1638 or [sally.carrion@archsa.org](mailto:sally.carrion@archsa.org)

For Office Use Only

Check # _____	Voucher Sent _____	Date Reviewed _____	Date Received _____
Check Date _____	Voucher Received _____	Amount Granted _____	Application ID # _____
Check Mailed _____	Check Requested _____	Approval Sign _____	Received By _____

## 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 list of participants.

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

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

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

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

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

Deanery (check one):

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

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

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

### 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. Please 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 who 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 be filled out by the instructor or institution verifying completion of the training. A new application must be submitted for each training/formation in which aid is desired. 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: Archdiocese of San Antonio  
Attn: Lay Ministry Formation Fund  
2718 West Woodlawn  
San Antonio, Texas 78228-5195

Please direct your questions and concerns to Sally Carrion, Lay Ministry Formation Fund Coordinator by phone at (210) 734-1638 or e-mail at [sally.carrion@archsa.org](mailto:sally.carrion@archsa.org).

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

Pastor's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(required signature)