



# Enrollment for Academic Year 2018-2019 SHU-ICS Graduate Credit Track Certificate in Catholic Evangelization

To be completed by applicant

Name \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_  
Street Address \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

EMAIL \_\_\_\_\_

Parish (Name and Address) \_\_\_\_\_

### Criteria for Applicant

1. Must maintain membership in a Catholic Parish Faith Community and be faithful to the teachings of the Roman Catholic Church, while remaining true to their own conscience and the people he/she serves.
2. Recognizes the human dignity of all persons.
3. Participates in the sacramental life of the Catholic Church and ongoing spiritual growth opportunities.
4. Agrees to participate in an adult learning environment where attendance is expected on a regular basis as well as respectful dialogue and interaction with fellow classmates.
5. If you belong to a parish within Diocese of Paterson and are seeking financial assistance you must also fill out pages 5-8. If you have any questions about financial assistance please contact Ivannia Vega-McTighe at [imvega@patersondiocese.org](mailto:imvega@patersondiocese.org)

### Recommendation Forms (pages 2-3)

Please note **One** form must be from the pastor of your parish. **One** form must be from the parish board or a pastoral staff lay leader from your parish. This person cannot be related to the applicant.

1. Name \_\_\_\_\_ Position: PASTOR \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_
2. Name \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Certificate in Catholic Evangelization  
Application for SHU-ICS Graduate Credit Track

**Recommendation Form**

(To be filled out by the Pastor / Administrator)

Name of Applicant: \_\_\_\_\_

I hereby WAIVE my right of access to this letter. \_\_\_\_\_

I hereby DO NOT WAIVE my right of access to this letter. \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**To be completed by a priest of the Diocese of Paterson, New Jersey**

How long have you known the applicant? \_\_\_\_\_

Would you recommend the applicant for the Certificate Program in Evangelization based on his /her spirituality, maturity, intellectual capacity, and ability to work with others?

Yes, without qualifications \_\_\_\_\_

Yes, with the following qualifications: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No, because of the following reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of recommender: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of recommender: \_\_\_\_\_ Date: \_\_\_\_\_

*“Evangelization is the mission to proclaim Jesus as Savior of all.  
It means bringing the Gospel to every person and to every situation.”*  
Bishop Arthur J. Serratelli, S.T.D., S.S.L., D.D.

**Certificate in Catholic Evangelization**  
*Application for SHU-ICS Graduate Credit Track*

**Recommendation Form**

(To be filled out by the Parish Pastoral Staff Member or Parish Board Member)

Name of Applicant: \_\_\_\_\_

I hereby WAIVE my right of access to this letter. \_\_\_\_\_

I hereby DO NOT WAIVE my right of access to this letter. \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**To be completed by a Parish Pastoral Staff Member or Parish Board Member**

How long have you known the applicant? \_\_\_\_\_

Would you recommend the applicant for the Certificate Program in Evangelization based on his /her spirituality, maturity, intellectual capacity, and ability to work with others?

Yes, without qualifications \_\_\_\_\_

Yes, with the following qualifications: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

No, because of the following reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of recommender: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of recommender: \_\_\_\_\_ Date: \_\_\_\_\_

*“Evangelization is the mission to proclaim Jesus as Savior of all.  
It means bringing the Gospel to every person and to every situation.”*

Bishop Arthur J. Serratelli, S.T.D., S.S.L., D.D.

**Certificate in Catholic Evangelization**  
*Application for SHU-ICS Graduate Credit Track*

Please answer the following questions - *one page maximum for each-typed or hand written*

1. Please comment on how your relationship with Jesus Christ is lived out.
2. How will the completion of the Certificate in Evangelization help you better invite others to a personal relationship with Jesus Christ through the practice of the Catholic faith?
3. Please list any ministry-related positions you have held and how they have helped form your sense of mission.
4. In the future, how do you see yourself involved in the Church's essential mission of Evangelization?  
(Through the program we will assist you if it's not clear at this time)

**The following pages (5-8) are only required if you belong to a parish within the Diocese of Paterson, are seeking financial assistance and are applying for the Lay Ministry Leadership Formation Grant**

***Guidelines for Lay Ministry Leadership Formation Grant Application***  
***CERTIFICATE IN CATHOLIC EVANGELIZATION***  
***SHU-ICS GRADUATE CREDIT TRACK***

**Mission of the Lay Ministry Formation Grant**

The Diocese of Paterson is determined to strengthen the formation and training of lay people to assume major leadership roles in their local parishes. These grants are funded from the *Prepare the Way* campaign.

**Criteria-** In addition to the CCE Criteria listed on page one, the applicant:

1. Has a minimum of two years experience as a leader in parish ministry within the Diocese of Paterson.
2. Must meet the requirements to be accepted as a student in the Certificate for Catholic Evangelization.
3. Agrees to serve the Diocese of Paterson for a minimum of 3 years after completing studies.

**Requirements:**

1. **During the grant period, recipients must attend four programs of their choice held at St. Paul Inside the Walls: The Catholic Center for Evangelization. The proof of attendance is due with the Renewal Application every July 30<sup>th</sup>.**
2. **Applicant Interview:** All applicants will be individually interviewed by a St. Paul Inside the Walls staff member. The interview will assist us in getting to know the applicant beyond the paper application. It will be a very valuable component of the decision-making process.

**Grant Application Components**

The following documentation must be completed and submitted before a grant application can be considered.

- A “**Lay Ministry Leadership Formation Grant Application**” (pages 6-8)

**Maintaining Eligibility**

*Grants are for the duration of one academic year. A yearly “Renewal Application” for subsequent years is required, but renewal is not guaranteed.*

In order to maintain eligibility, the minister in formation will:

- Before each semester, submit a tuition bill and proof of registration listing courses to be taken.
- After each semester, submit a grade report from the institution indicating work successfully completed with a minimum 2.5 G.P.A. or its equivalent for each course.
- During the grant period recipients must attend four programs of their choice held at St. Paul Inside the Walls. Attendance is required in order to maintain eligibility.
- Renewal application must be submitted yearly by the July 30<sup>th</sup> deadline.

*Note: A recipient who fails to comply with any of the above mentioned criteria/requirements may forfeit grant dollars. Upon graduation, if a grant recipient’s commitment to serve at a Paterson Diocesan Parish falls short of 3 years, it is anticipated that he/she will reimburse the Diocese.*

**Diocese of Paterson Lay Ministry Leadership Formation Grant Application**  
**CERTIFICATE IN CATHOLIC EVANGELIZATION: SHU-ICS GRADUATE CREDIT TRACK**  
**Grant Year 2018-2019**

**APPLICATION DEADLINE: JULY 30, 2018**

---

**PERSONAL DATA**

*Please note that Deacons are not eligible for this Grant*

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Street Address

Town

State

Zip Code

EMAIL \_\_\_\_\_

Parish (Name and City) \_\_\_\_\_

**PROPOSED COST OF STUDY**

**SHU-ICS GRADUATE CREDIT TRACK**

***Prepare the Way Lay Ministry Leadership Formation Grant Policy:***

*The Grant will normally provide up to 70% or a maximum of \$10,000 of the tuition costs to attend courses leading to the degree. The Applicant will normally be responsible for 20% of the tuition costs. The sponsoring Parish will normally be responsible for 10% of the tuition costs.*

Are you receiving or applying for any other Diocesan funds? Yes \_\_\_ No \_\_\_ If yes, how much? \_\_\_\_\_

Name Source \_\_\_\_\_

Are you able to pay for 20% of your tuition cost? Yes \_\_\_ No \_\_\_ If not, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is your parish able to pay for 10% of your tuition cost? Yes \_\_\_ No \_\_\_ If not, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please answer the following question:

I would like to be considered to receive funds from the Prepare the Way Lay Leadership Formation Grant. This reduction in cost would be beneficial because...

---

---

---

---

---

---

---

**List anticipated tuition expenses for the grant period / semester(s) for which you are applying.**  
**The cost of each 3 credit course must be obtained directly from Seton Hall University.**

*List only tuition expenses. The Grant will not cover College/University fees, parking stickers, books etc.*

Fall 2018:

How many courses are you planning to take? \_\_\_\_\_

Total Fall Tuition after college discounts/scholarships received: \$ \_\_\_\_\_ (a)  
20% Applicant Contribution: \$ \_\_\_\_\_ (b)  
10% Parish Contribution: \$ \_\_\_\_\_ (c)  
Amount Requested (subtract line b and c from line a): \$ \_\_\_\_\_ (d)

Spring 2019:

How many courses are you planning to take? \_\_\_\_\_

Total Spring Tuition after college discounts/scholarships received: \$ \_\_\_\_\_ (a)  
20% Applicant Contribution: \$ \_\_\_\_\_ (b)  
10% Parish Contribution: \$ \_\_\_\_\_ (c)  
Amount Requested (subtract line b and c from line a): \$ \_\_\_\_\_ (d)

Summer 2019:

How many courses are you planning to take? \_\_\_\_\_

Total Summer Tuition after college discounts/scholarships received: \$ \_\_\_\_\_ (a)  
20% Applicant Contribution: \$ \_\_\_\_\_ (b)  
10% Parish Contribution: \$ \_\_\_\_\_ (c)  
Amount Requested (subtract line b and c from line a): \$ \_\_\_\_\_ (d)

Total Amount Requested \$ \_\_\_\_\_ (add together each line d amount)

**Diocese of Paterson**  
**Covenant Relationship**

With the completion of your degree program funded through the *Lay Ministry Leadership Formation Grant*, we ask that you continue to serve in the Diocese of Paterson as a lay leader for at least the next three years. Your presence will make our efforts to strengthen the lay leadership roles in our parishes so much more successful. The Diocese of Paterson has gladly invested a great deal in your continuing education and it hopes that you will remember this upon completion of your studies.

**Acknowledgement of Requirements**

**Requirements:**

1. During the grant period, recipients must attend four programs of their choice held at St. Paul Inside the Walls: The Catholic Center for Evangelization at Bayley-Ellard, 205 Madison Ave, Madison, NJ. Attendance at four programs is required in order to maintain eligibility. Please consult their website to review their offerings [www.insidethewalls.org](http://www.insidethewalls.org)
2. Applicant Interview: All applicants will be individually interviewed by a St. Paul Inside the Walls staff member. The interview will assist us in getting to know the applicant beyond the paper application. It will be a very valuable component of the decision-making process. This interview is required in order to complete the application process.
3. Before each semester, submit a tuition bill and proof of registration listing courses to be taken.
4. After each semester, submit a report from the institution indicating work successfully completed with a minimum 2.5 G.P.A. or its equivalent for each course.
5. Renewal application must be submitted yearly by the July 30th deadline.

---

Signature of Grant Applicant

---

Date