

Procedure for Applying for North Macomb Vicariate Grants for Lay Ministry Formation Courses (approved 11-27-2007)

Each year the vicariate formation committee will recommend to the vicariate pastoral council a budget for grants to lay people who are being formally trained in ecclesial ministry. Any member of the vicariate registered in one of the vicariate parishes may apply for a partial reimbursement for college and graduate level courses, certificate level training sessions, equivalent formation-type courses and seminars, and books/fees associated with any of these. To apply:

- 1) Contact the parish office and have a meeting with the pastor or a pastoral staff person responsible for validating the grant request. The funds are for those who are in process of being formed as lay ecclesial ministers and the parish must confirm that the applicant is such a candidate.
- 2) The vicariate reimburses the parish, not the individual. It is the parish that must first commit funds to a person and then the parish can request reimbursement for a portion or all of those funds. Parishes are encouraged, though not mandated, to at least match whatever funds the vicariate grants. Take an example of a parish paying \$600 toward the cost of a course, which is then completed by a person. In requesting reimbursement, the vicariate would encourage the parish to take on \$300 of that cost and request a reimbursement of \$300.
- 3) Reimbursement will generally be capped at 1/3 the costs of tuition, fees, and books, and it can depend on the number of the applicants in a given year. In cases of special need the reimbursement can be up to 1/2 the costs.
- 4) Reimbursement is given at the completion of a course and the submission of the copy of the transcript for the course, with a passing grade or certification of completion, and an accompanying letter from the pastor/pastoral staff person requesting reimbursement. The letter should indicate whether the parish has provided funds over and above what they are requesting for reimbursement. If there are special need circumstances, the letter of the pastor/pastoral staff person should explain such circumstances.
- 5) Reimbursement requests must be sent in within 5 months of the conclusion of a course.
- 6) In addition to any vicariate grants, the applicant is encouraged to seek grants from the parish, from the diocese and from other sources. Contact the Archdiocesan Department of Development (313.883.8657) directly for application forms for diocesan grants. Contact the Office for Pastoral Ministries (313.237.5954) for further information on lay ministry.

Request for Reimbursement for Grants Given by Parishes Toward Lay Ministry Formation

Parish Requesting Reimbursement:

Address:

Phone:

Fax:

Email:

Name of Lay Minister:

Address:

Phone:

Email:

Date of Course / Program Completion:

Brief Description of Course / Program for Which the Lay Minister Was Given a Grant:

Total Cost of Course / Program:

Amount of Parish Grant Given to Lay Minister for Course / Program:

Amount of Reimbursement Parish Is Requesting:

Special Concerns, If Any, Vicariate Should Be Aware of:

Name of Pastor or Pastoral Representative of the Parish:

Signature:

Date: