

Catholic Diocese of Evansville
Adult Religious Formation Scholarship Fund for
Parish and Catholic School Catechetical Leaders

Statement of Purpose

The purpose of the “Adult Religious Formation Scholarship Fund” is to aid in the professionalization of Parish and Catholic School Catechetical Leaders.

The Diocese of Evansville may make scholarship funds available to individuals who wish to pursue formal training in Religious Education, and/ or to speakers who are recruited to teach or conduct group training and/ or formational programs which assist catechetical leaders in strengthening the teaching of the Catholic faith.

Funding for Individual Scholarships

- Scholarships may be granted for courses on the undergraduate, graduate, or certificate level at institutions or agencies approved by the Grant Review Committee. The grant is primarily for the areas of theology and spirituality. However, it will cover “secular” courses toward a degree or license. Applicants will be asked to develop a plan which outlines the course of study to include both secular and theology areas.
- The applicant must meet all required criteria.
- Priority will be given to those presently serving in Parish, Inter-parish or Catholic School Ministry.
 - Formula used for distribution of funds to those presently serving in Parish, Inter-parish or Catholic School ministry:
 - Grant pays 50% of tuition and books
 - Applicant pays 25%- 50% of tuition and books
 - The institution of ministry (parish or school) may pay 25% of tuition and books as an investment in the minister and also as an indication of confidence in the applicant’s ministry within that parish or school. If the institution does not pay 25%, the applicant pays 50% of tuition and books.
 - Expenses for room and board are not covered by the grant.
 - Formula used for distribution of funds to those not presently serving in Parish, Inter-parish or Catholic School ministry:
 - Grant pays 50% of tuition and books
 - Applicant or sponsor pays 50% of tuition and books.
 - Expenses for room and board are not covered by the grant.

Pre-requisites

The applicant must be:

1. a practicing Catholic, registered and involved in a Catholic Parish of the Evansville Diocese.
2. serving or desiring to serve professionally as a parish or school catechetical leader.
3. willing to take growth instrument selected by the Diocese, if needed. Acceptable results must be evident in the final report of this instrument. Call the Director of Catechesis to obtain further information. The expense incurred for any instruments needing to be taken is paid for by the individual.
4. willing to participate in a follow-up interview after each year of study under the grant with the Director of Catechesis.
5. participating in on-going spiritual formation (*any one or all of the following: spiritual direction, annual retreat, regular gathering with faith-sharing group or other prayer groups*)

Application Submission

1. Complete all materials in the application packet:
 - _____ Application form
 - _____ Reference forms (send to individuals listed on Reference form.)
 - _____ Two professional (one must be the current pastor)
 - _____ Two personal (other than family or immediate employer)
 - _____ A written letter of intent to serve as a full-time parish, inter-parish, Catholic school or diocesan catechetical leader for at least three (3) years immediately following completion of degree or certification program, if a position becomes available.
 - _____ Include a letter of acceptance for study by approved institution of learning.
2. Submit application with above documents to:

Director/Office of Catechesis
Catholic Diocese of Evansville
PO Box 4169
Evansville, IN 47724-0169
3. Applications must be received or postmarked by:
 - June 1 for grants awarded by August 1
 - October 1 for grants awarded by January 1
 - March 1 for grants awarded by May 1

4. The Grant Review Committee recommends grant fund approval to the Bishop who authorizes the grant funding.
5. All applicants will receive written notification of the decision of the Grant Review Committee.

Procedure for On-going Requests

When a scholarship has been recommended by the Grant Review Committee and approved by the Bishop, that approval covers the duration of the course of study for which the applicant requested grant monies. Each time the applicant registers for a new course or semester within that approved program, the following procedures are to be followed:

1. Submit a copy of a report card/transcript of the completed course or semester of study. This is kept in the applicant's file. A GPA of 2.5 (undergraduate); 3.0 (graduate) needs to be maintained to receive additional grant monies. **Scholarship monies will only be awarded to individuals taking classes for credit. Audit status is not covered by this scholarship.**
2. Submit a Grant Reimbursement Request form, which will be provided for you by the secretary of the Office of Catechesis along with receipts for tuition and books. The individual pays the course expenses at time of registration. Reimbursement is issued to the individual, not to the college or university, after the Bishop has signed the request form.
3. Arrange for a conference with the Director of Catechesis once a year while in this approved course of study.
4. **Grant Recipients must be employed by the Diocese in the same position as when application for the grant was submitted to receive on-going reimbursement. If the grant recipient changes positions within the Diocese or is terminated from their position, the grant may be withdrawn. Recipient should notify the Director of Catechesis of any job/position changes.**

Note: Completion of a course of study does not ensure employment in the diocese.

Catholic Diocese of Evansville
Scholarship Fund for Parish and Catholic School Catechetical Leaders

Grant Application

Name _____ Phone _____

Address _____ City _____ Zip _____

Present Ministry Position _____ # of years _____

Place _____ Phone _____

Address _____ City _____ Zip _____

_____ Paid _____ Volunteer _____ Full time _____ Part time

Education:

High School _____ Graduation Date _____

Location _____

Undergraduate Degree _____

Location _____ Graduation Date _____

Graduate Degree _____

Location _____ Graduation Date _____

Other Theology or Ministry Courses Taken: (attach additional pages if needed)

Title of Program/ Course _____ Date _____

Institution _____

Title of Program/ Course _____ Date _____

Institution _____

Paid Employment

Employer	Location	Position	Dates

Volunteer Positions

Location	Ministry/ Volunteer Position	Dates

Letter of Intent

Please type and attach a letter of intent stating your ministerial goals including your interest in serving in the Diocese of Evansville as a parish or school catechetical leader.

Program of Study

Institution of intended study _____

Title of Degree or Program _____

Date of Application for Admission _____ Date acceptance received _____

Anticipated Completion Date _____

Describe your plan of study. List courses you plan to register for. Attach a separate sheet if needed.

Describe your present spiritual formation activities or program:

Cost of tuition per course \$ _____ per credit hour \$ _____

Estimated cost of tuition and books for current semester \$ _____

Parish/ Institution and/ or Applicant pays 50% \$ _____

Amount requested from Grant Fund (50%) \$ _____

References

Please list two personal and two professional references who can speak with credibility regarding your general ability to pursue formal studies in pastoral and/ or catechetical leadership ministry. Please sign and send the reference form from this packet to the persons listed.

Personal: Name _____ Position _____

Employed by _____

Address _____

Daytime Phone _____

Personal: Name _____ Position _____

Employed by _____

Address _____

Daytime Phone _____

Professional: Name _____ Position _____

Employed by _____

Address _____

Daytime Phone _____

Professional: Name _____ Position _____

Employed by _____

Address _____

Daytime Phone _____

Waiver: I hereby authorize the Catholic Diocese of Evansville to obtain from my employers all data to support this application. I further agree to hold harmless the Catholic Diocese of Evansville and all prior employers with regard to their actions in obtaining, providing and using such information. I certify that all statements made on this application are true and complete to the best of my knowledge and that false statements could subject me to disqualification for scholarship monies.

Applicant Signature _____ Date _____

Personal Reference

Name of Applicant _____ Date _____

The above named applicant has applied for a scholarship grant from the Diocese of Evansville to pursue formal studies in a ministry leadership program. This applicant has listed your name as a reference. Please complete this form and send to: **Office of Catechesis, Grant Review Committee, P.O. Box 4169, Evansville, IN 47724-0169.**

O= Outstanding AA= Above Average A= Average BA= Below Average U= Unsatisfactory

Personal Qualities	O	AA	A	BA	U
Physical Appearance					
Physical Health					
Intelligence					
Mental Health					
Punctuality					
Patience					
Initiative					
Ambiguity Tolerance Level					
Accountability					
Tact					
Ministry Background Experience					
Commitment/ Dedication					
Sensitivity					
Spirit of hospitality					

In what capacity have you known the applicant? _____

How long have you known the applicant? _____

Have you observed the applicant in a ministry setting? ____ Yes ____ No

What strengths/ gifts/ limitations will the applicant bring as a catechetical leader?

Signature _____ Date _____

Name _____ Phone _____

Waiver: In accordance with the Family Rights and Privacy Act of 1974-75, I hereby voluntarily waive my right of access to all recommendations and/ or reference information which I have authorized the Office of Catechesis of the Diocese of Evansville to obtain pursuant to my application for scholarship funds.

Applicant Signature _____ Date _____

Personal Reference

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Personal Qualities	O	AA	A	BA	U
Physical Appearance					
Physical Health					
Intelligence					
Mental Health					
Punctuality					
Patience					
Initiative					
Ambiguity Tolerance Level					
Accountability					
Tact					
Ministry Background Experience					
Commitment/ Dedication					
Sensitivity					
Spirit of hospitality					

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Intelligence					
Mental Health					
Punctuality					
Patience					
Initiative					
Ambiguity Tolerance Level					
Accountability					
Tact					
Ministry Background Experience					
Commitment/ Dedication					
Ability to adapt and be flexible					
Ability to articulate faith experience					
Ability to work with authority					
Ability to lead others					
Ability to be a team person					
Ability to work alone					
Ability to work with diversity					
Ability to listen attentively					

In what capacity have you known the applicant? _____

How long have you known the applicant? _____

Have you observed the applicant in a ministry setting? ____ Yes ____ No

What strengths/ gifts/ limitations will the applicant bring as a catechetical leader?

Would you employ the applicant as a catechetical leader? ____ Yes ____ No

Signature _____ Date _____

Name _____ Position _____ Phone _____

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