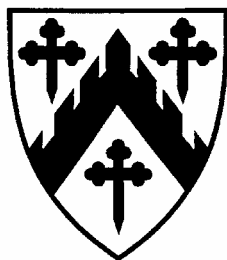


Diocese of Davenport



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The Ministry Formation Program

Basic Year I
Information Packet
2007-2008

For your convenience, this packet contains the following:

Current Course Schedule · MFP Basic Program Overview · Application Form ·
Recommendation Form · Initial Interview Form · Background Check Permission Form
(Form A) · Formation Requirements for all MFP programs · Listing of all MFP Courses.

This information is also available on the web www.davenportdiocese.org

IlaMae Hanisch, M.P.S. Program Coordinator
641-791-3435 hanisch@davenportdiocese.org



Diocese of Davenport
Ministry Formation Programs
Basic Year I
Course Schedule
2007-2008

ICN and Non-ICN Cohorts:

September 8, 2007

Retreat & 10th Anniversary Celebration of MFP, Christ the King chapel, St. Ambrose University

ICN Cohorts:

September 22, 2007

Ministry/Ministries – In Service of Community, IlaMae Hanisch, M.P.S., ICN sites 9a.m. - 4p.m.

October 6 & 20, 2007

Baptism – I & II, Dr. Corinne Winter, ICN sites 9a.m - 4p.m.

November 3, 2007

Matrimony – IlaMae Hanisch, M.P.S., ICN sites 9a.m. - 4p.m.

November 17, 2007

Holy Orders – Bishop Martin Amos, Msgr. John Hyland, Deacon Bob McCoy, ICN sites 9a.m. - 4p.m.

December 8 & 15, 2007

Reconciliation & Anointing – Rev. Edmond Dunn, ICN sites 9a.m - 4p.m.

January 5 & 19, 2008

Confirmation I & II – Patrick Finan, ICN sites 9a.m. - 4p.m.

February 2 & 16, 2008

Catholicism I & II – Rev. Edmond Dunn, ICN sites 9a.m. - 4p.m.

March 1 & 15, 2008

Eucharist I & II – Dr. Corinne Winter, ICN sites 9a.m. - 4p.m.

April 5 & 19, 2008

Personal/Pastoral Themes for Ministry I & II – IlaMae Hanisch, M.P.S., ICN sites 9a.m. - 4p.m.

Non-ICN Cohorts:

Order of courses is as stated above, but each group determines their meeting time - usually once a month. Check with your facilitator about your schedule.



Diocese of Davenport
Overview of Ministry Formation Programs
Basic Formation Year I & Year II

Please retain this information.
You will need it as a reference throughout the year.

Overview

This 2-year program will introduce participants to ministry in the church and help them prepare for a variety of leadership positions emerging in the church. Baptism into Christ obliges us to share in Christ's ministry. The Diocese of Davenport in the documents from Synod V stated among its goals the following, *"that the church of Davenport recognize, affirm and enable not only ordained ministry, but the baptismal commission of all its members...that formation and education be offered with even greater energy, so that the Christian faithful may more effectively take their rightful place and fulfill their baptismal obligations in the church and society, living the Gospel to bring true justice and peace to the world"*.

Goals & Objectives

The first goal of the program is to assist in the personal formation of the adult Catholic in her or his relationship with Christ. The objectives to meet this goal include opportunities for personal and communal worship, prayer experiences and retreats, and community building.

The second goal of the program is to develop deeply spiritual, professional and competent ministers. The objectives to meet this goal include a stimulating and challenging academic curriculum, competency-based learning goals, and strong ministerial skills development. Instructors have a minimum of a masters degree and more than 5 years experience in their area of expertise. All courses are grounded in Scripture, Church Tradition, and within the context of a theologically sound program. Formation includes these four dimensions spiritual, intellectual, human, and pastoral.

Standards and Competency-Based Goals

The program meets the standards and competency-based goals for parish ministry as established by the NALM (National Association for Lay Ministry), the NCCL (National Conference for Catechetical Leadership) and the NFCYC (National Federation for Catholic Youth Ministry) established in 2003:

Core Certification Standard One: Personal and Spiritual Maturity

A lay ecclesial minister demonstrates personal and spiritual maturity in ministry with the people of God. A lay ecclesial minister exhibits personal maturity through a balanced lifestyle, a positive self-image, and appropriate relationships. The minister develops a spiritual maturity formed in theological reflection, based on Gospel values, and nurtured in private, communal, and liturgical prayer. The minister views God, church, and the world in a holistic manner and engaged in communal worship and social justice. (competencies 1.1-1.7 see course descriptions for individual competency-based goals)

Core Certification Standard Two: Lay Ecclesial Ministry Identity

A lay ecclesial minister identifies the call to formal and public ministry as a vocation rooted in baptism. A lay ecclesial minister accepts ministerial vocation as a baptismal call from Christ mediated through the people of God. The minister acknowledges this call as affirmed, recognized, and nurtured by the Church and the local community, as well as in ministerial and personal relationships. (competencies 2.1-2.5 see course descriptions for individual competency-based goals)

Core Certification Standard Three: Roman Catholic Theology

A lay ecclesial minister integrates knowledge of Roman Catholic faith within ministry. A lay ecclesial minister's faith is formed in the Catholic theological tradition. Theological formation includes ongoing foundational education in revelation and sacred Scripture, Christology, Christian anthropology, sacramental theology, ecclesiology, pastoral theology and inculturation, moral theology, Catholic social teaching, spirituality, ecumenism, liturgy, and worship. A minister articulates and interprets a Catholic understanding of scripture, tradition, and doctrine, and uses this knowledge to form a community of disciples engaged in the mission of the Church. (competencies 3.1-3.9 see course descriptions for individual competency-based goals)

Core Certification Standard Four: Pastoral Praxis

A lay ecclesial minister engages in pastoral activity that promotes evangelization, faith formation, community, and pastoral care with sensitivity to diverse situations. A lay ecclesial minister applies the process of pastoral praxis in building a community of disciples engaged in the transformation of society. The minister incorporates the dimensions of evangelization, faith formation, worship, inculturation, community, justice, and service within pastoral activities. The minister is an effective listener who fosters respect and compassionate care within diverse family, community, and cultural settings in the spirit of Gospel values. (competencies 4.1-4.16 see course descriptions for individual competency-based goals)

Core Certification Standard Five: Professional Practice

A lay ecclesial minister provides effective leadership, administration, and service, in the spirit of collaboration. A lay ecclesial minister understands leadership theory and applies it in a ministerial setting. The minister demonstrates a knowledge of and ability to work with parish and arch/diocesan systems and structures. The minister recognizes the importance of administration of parish programs and uses appropriate resources. The minister lives by the code of ethics applicable to ministry and abides by civil and Church law. (competencies 5.1-5.8 see course descriptions for individual competency-based goals)

Information

This program is a formation experience, not simply an educational process. Therefore, the formation program consists of four areas of emphasis: intellectual (formal systematic education), spiritual, pastoral (development of ministerial skills and competencies), and human (fostering a healthy well-balanced personality).

Applicants may attend all modules for certification or audit a few modules for personal enrichment (non-certification). A certificate will be presented to those who complete the entire program. Participants may apply to the program at any time.

MFP Basic Formation (two-year)

This program is a prerequisite for Diaconate, Catechetical Leader, Liturgical Leader, Pastoral Associate, Parish Life Administrator, and Finance Administrator (Basic MFP Year II only).

Three processes offered:

MFP-ICN/Small Group

The program consists of professionally taught modules (8 per year) offered over the ICN (Iowa Communications Network) along with small group learning sessions. Each module meets two Saturdays per month from 9 a.m. to 4 p.m.

MFP-Parish/Small Group (Non-ICN)

The program consists of professionally taught modules (8 per year) using the DVD recordings from the MFP-ICN process along with small group learning sessions. Each parish determines their schedule upon approval of the diocesan coordinator of Ministry Formation. A diocesan-approved facilitator will lead each parish process.

MFP-Individual/Small Group (Non-ICN)

The program consists of professionally taught modules (8 per year) using the DVD recordings from the MFP-ICN process. Individuals view the DVD recordings and write a reflection paper for each module. They meet to do the small group process once a month with a diocesan approved facilitator.

Fees

Partial funding for this program is provided by the Annual Diocesan Appeal. There is a yearly registration fee or a fee for individual modules. **Fees are subject to change.** This registration fee covers most books and materials.

ICN format:

Resident of diocese, \$150

Non-resident of diocese, \$225

Individual course fee, \$25

Non-ICN format:

Resident of diocese, \$175

Non-resident of diocese, \$250

Individual course fee, \$25

All rates are per person

Parish group rates are available. Contact the Diocese of Davenport for information.

Requirements for Admission

- Completed application form.
- Registration fee has been paid.
- Letter of recommendation from pastor or dean.
- Applicant is a person of maturity, sensitive to the needs of others, and willing to work with others.
- Applicants must be practicing Catholics.
- Background check completed.

Requirements for Graduation/Certification

- Participant has attended all 18 modules required in the 2-year program. (**see guidelines for attendance and make-up**)
- Participant has completed all assignments in the program. (Participants in the MFP-Individual process must have completed all assignments and all required reflection papers, after viewing the DVD recordings and the assigned reading material.)
- Participant has completed their supervised field experience.
- Participant has completed the Myers-Briggs Inventory (Kiersey-Bates Temperament Sorter).
- Participant has completed all of the self-evaluations (one for every module).
- Participant has completed the *Discipleship Profile*.
- Participant has completed a Spiritual Autobiography
- Participant has attended the Diocesan training regarding sexual misconduct and has completed the acknowledgement and consent forms.
- Participant has completed the Initial Interview Form or had a personal interview with the program coordinator.

Guidelines for Attendance & Make-Up

Participant is required to attend all sessions.

The following applies to those participating in the MFP- Non ICN process:

If an **emergency** arises and a participant must miss the scheduled small group meeting, they should contact their facilitator who will arrange for make-up.

The following applies to those participating in the MFP-ICN process:

If an **emergency** arises and a participant must miss part or all of a Saturday, the following procedures and guidelines are required:

It is the responsibility of the absent participant to contact the program coordinator (IlaMae Hanisch) or administrative assistant (Barbara Butterworth 563-324-1912 ext. 265 butterworthb@davenportdiocese.org) for a copy of the ICN presentation, all assignments, small group processes, and required handouts for the module that was missed.

If you miss part of a Saturday session...

For every ICN portion that is missed, the participant must view the DVD for that part of the session and then complete the following: (**2 pages minimum**)

- In a clearly written opening paragraph identify **three** key points you heard in the DVD.

- Write a **paragraph about each of the key points**. In each paragraph you may reflect on the point, refute it, agree with it, question it, amplify it, restate it in your own words, or do anything else that will be helpful to you as you digest the material.
- Write a summary-closing paragraph.
If one Discussion Session is missed, the participant must comment on the readings assigned for that module using the format identical to the one described above. **(2 pages minimum)**
- Identify three key points in the **readings**.
- Write a “helpful” paragraph about each point.
- Write a summary closing paragraph.

If you miss an entire Saturday session...

For every Entire Saturday that is missed, the participant will view the DVDs, complete the readings, and write a **6 page paper (minimum)** which will include the following:

- A clearly written opening paragraph identifying a subject, concept, or concern you encountered in the DVD or the readings that was interesting, new, or challenging for you.
- A paragraph or more that reflects on how this subject, concept, or concern affects your life today.
- Several paragraphs that identify ways you can respond to the subject matter covered in the DVD or the readings including any decisions or conclusions you may have reached as a result of your study of this material. (These paragraphs might analyze, expand, or explain in greater detail how the subject affects your life today.)
- A concluding paragraph that wraps up, restates or further clarifies the impact this subject, concept, or concern has on your life.

*** Please note: If you miss two complete Saturdays in a module or if you miss both discussion sessions in a module, you cannot make-up that module. You will be required to take that module the next time it is offered. (A module consists of two Saturday sessions, 9:00 to 4:00, in the same month)**

Please include a cover page with the module title, date and portions that you missed, and your name. Whenever possible, please type.

All make-up papers must be e-mailed or sent to the program coordinator:

**Diocese of Davenport
 Attn. IlaMae Hanisch, M.P.S.
 2706 N. Gaines Street
 Davenport IA 52804
hanisch@davenportdioceses.org**

For additional information, contact IlaMae Hanisch, coordinator at (641) 791-3435 email: hanisch@davenportdiocese.org or Barbara Butterworth, administrative assistant at (563) 324-1912 ext. 265 email: butterworthb@davenportdiocese.org

**Information about all programs is on the diocesan web site
www.davenportdiocese.org**



Diocese of Davenport
Ministry Formation Program
Basic (Year I or Year II)
Application for Admission

_____/____/____
Last Name First Name Middle Name Birth date

Street Address

City State Zip Code

(____)____ (____)____ (____)____

Day Phone Number Evening Phone Number Cell Phone Number

Email (please print)

Parish Name City, State

I am applying for admission to: (check one)

____ MFP-ICN/Small Group

____ MFP-(Non ICN) Individual/Small Group

____ Individual module/s (please list) _____

Returning participants for the MFP Basic Year I or Year II need only to fill out/update personal contact information on this first page.

Employer Position/Title

Education (Beginning with most recent-attach additional pages if necessary)

Work Experience (Beginning with most recent-attach additional pages if necessary)

Briefly state your reasons for applying for admission to the Ministry Formation Program. (Attach a separate sheet if necessary.)

Describe or List Briefly

Present involvement in parish activities

Past involvement in parish activities

Any other relevant experience (volunteer/community service)

List any courses you have taken in Sacraments, Scripture, Theology, or Church History

How would you describe your closeness to God?

**COMPLETE ALL SECTIONS OF THIS APPLICATION FORM
AND SEND TO:**

**DIOCESE OF DAVENPORT
Attn IlaMae Hanisch
2706 N. Gaines Street
Davenport, IA 52804-1998**

**PLEASE SIGN AND ATTACH THE PERMISSION FOR BACKGROUND CHECK IF
YOU HAVE NOT HAD A BACKGROUND CHECK DONE BY THE DIOCESE OF
DAVENPORT WITHIN THE PAST FIVE YEARS.**

For additional information, contact IlaMae Hanisch at (641) 791-3435 email:
hanisch@davenportdiocese.org or Barbara Butterworth at (563) 324-1912 ext. 265 email:
butterworthb@davenportdiocese.org or Shirley VanDee at 563-324-1912 ext 266 e-mail:
vandee@davenportdiocese.org

**THE RECOMMENDATION FORM MUST BE FILLED OUT BY YOUR PASTOR OR
DEAN AND MAILED BY HIM UNDER SEPARATE COVER TO:**

**DIOCESE OF DAVENPORT
Attn IlaMae Hanisch
2706 N. Gaines Street
Davenport, IA 52804-1998**

***"All the baptized are called to work toward the
transformation of the world".***

Co-Workers in the Vineyard of the Lord, USCCB, 2005



RECOMMENDATION FORM

Applicant's Name _____

Please indicate how confident you are in recommending him/her to the Ministry Formation Program:

- _____ Recommend strongly _____ Recommend
_____ Recommend with reservations _____ Not Recommend

I recommend this person because of: (check all that apply)

- _____ present involvement with parish or ministry
_____ dedicated to prayer and the spiritual life
_____ gifts and talents he/she possesses
_____ other: _____

1. How long have you known this person? _____

2. What strengths have you observed in this person that are important in ministry?

3. In what ways might this person become more effective in ministry?

4. Other comments: _____

Your Name (please print): _____

Signature _____ Date _____

Parish _____ Phone _____

Please mail this letter of recommendation in a sealed envelope to:

**Diocese of Davenport
Attn: IlaMae Hanisch
2706 N. Gaines Street
Davenport IA 52804**



Diocese of Davenport
Ministry Formation Programs
Basic (two-year)
INITIAL INTERVIEW

Name of Participant _____

Date of Interview _____

Interviewer or person sending the form IlaMae Hanisch, M.P.S

GOAL: To determine if the participant has the desires, attitudes, and capacities to benefit from the education/formation offered in the Ministry Formation Program. Does the candidate have the potential for formation, can they learn to function well within the present day church and society, do they have the potential qualities to minister effectively in the parish/diocese/marketplace, and do they have the qualities to empower others to minister?

Competency-based Ministry Assessment Tool is adapted from *A Resource for Ministry Formation Directors* published by the National Association for Lay Ministry, copyright 2000.

Interviewer will record “key words/phrases” from participant’s replies to each of the following questions. **If survey is filled out by participant-use complete sentences and additional paper (if needed). PLEASE MAIL COMPLETED INTERVIEW FORM TO: Diocese of Davenport; c/o IlaMae Hanisch, M.P.S.; Ministry Formation Coordinator; 2706 N. Gaines St.; Davenport, IA 52804**

PERSONAL COMPETENCIES:

1. How did you learn about the ministry formation program? _____

2. Why are you interested in the ministry formation program? _____

3. Do you have family support for your participation in the MFP? Explain

4. Do you have parish/pastor support for your participation in the MFP? Explain

5. Do you understand the time commitment for your involvement in the MFP? _____

6. What are your concerns/reservations about beginning the MFP? _____

THEOLOGICAL COMPETENCIES:

7. How familiar are you with the following? (++) very familiar, + familiar, -not as familiar as I'd like, -- not familiar at all)

_____ Ministry/Ministries	_____ Personal/Pastoral Themes
_____ Baptism	_____ Moral Themes
_____ Confirmation	_____ Scriptural Themes (OT)
_____ Eucharist	_____ Scriptural Themes (NT)
_____ Orders, Holy	_____ Liturgical Themes
_____ Matrimony	_____ Legal/Canonical Themes
_____ Reconciliation	_____ Spiritual Themes
_____ Anointing	_____ Theological Themes
_____ Catholicism	_____ Catechetical Themes
_____ Discipleship Themes (Evangelization, Catholic Social Teaching, Stewardship)	

8. What do you think about Vatican II and its impact on the Church today? _____

9. What are your hopes/dreams for the future Church? _____

10. How do you see yourself in ministry or parish leadership five years from now?

Diocese of Davenport
Formation Requirements for Specific Ministries

Leadership Position	FORMATION PROGRAMS				
	MFP Basic Year I	MFP Basic Year II	Specialization Catechetical	Specialization Liturgical	Specialization Parish Life Administrator
Personal Enrichment	■	■			
Parish Volunteer	■	■			
Parish Council	■	■			
DRE	■	■	■		
Liturgist	■	■		■	
Pastoral Associate	■	■	■	■	■ 8 courses in this curriculum
Finance Administrator		■			■ 4 course in PLA with 6 mo internship
Deacon (prerequisites and then acceptance into program)	■	■	Remaining coursework available through the diaconate office Diocese of Davenport		
Parish Life Administrator	■	■	■	■	■
Coordinator of Youth Ministry	■	■	Certification available at St. Ambrose University		

Revisions 8/2003, 10/2004, 5/2005, 4/2006

Programs may be taken “out of sequence” if necessary. Certification will be determined when all prerequisites have been completed and requirements have been met.

Credentials and previous experience may be reviewed prior to enrollment (individual learning plans will be developed for those waiving some coursework).

For more detailed information and application forms please contact:

Diocese of Davenport, IlaMae Hanisch, M.P.S.

2706 N Gaines Street, Davenport, IA 52804

hanisch@davenportdiocese.org

TENTATIVE PLANS: FORMATION PROGRAMS 2006-2010

2006-2007: MFP Basic Year II, Parish Life Administrator and Finance Administrator

2007-2008: MFP Basic Year I, Liturgical Specialization

2008-2009: MFP Basic Year II, Catechetical Specialization

2009-2010: MFP Basic Year I, Parish Life Administrator and Finance Administrator

Basic Two Year Pastoral Ministry

YEAR I

Anointing & Reconciliation

(1 session each)

Baptism (2 sessions)

Catholicism (2 sessions)

Confirmation (2 sessions)

Ecclesial Ministry/Ministries

(2 sessions)

(includes 1 day retreat)

Eucharist (2 sessions)

Holy Orders & Matrimony

(1 session each)

Personal/Pastoral Themes for Ministry (2 sessions)

Retreat (1 session)

Supervised Field Experience

YEAR II

Catechetical Themes for Ministry (1 session)

Discipleship Themes for Ministry (1 session)

Legal/Canonical Themes for Ministry (2 sessions)

Liturgical Themes for Ministry (2 sessions)

Moral Themes for Ministry (1 session)

Retreat (1 session)

Scriptural Themes, New Testament (2 sessions)

Scriptural Themes, Old Testament (2 sessions)

Spiritual Themes for Ministry (2 sessions)

Theological Themes for Ministry (2 sessions)

Catechetical Specialization

Canon Law and Civil Law- Catechetics (1 session)

Catechesis (1 session)

Catechetical Minister

(1 session)

Justice/Service/Catholic

Social Teaching (1 session)

Leadership (1 session)

Pastoral Praxis (1 session)

Professional Practice

(1 session)

Program Development

(1 session)

Retreat (1 day)

Youth Ministry (1 session)

Liturgy Specialization

Liturgical Year & Eucharist

(1 session)

SCAP & the Liturgy of the Hours* (1 session)

Ministry of Preaching**

(1 session)

***Practicum I**

Liturgical Space (1 session)

Parish Devotional Life

(1 session)

Practicum II

Volunteer Liturgical

Ministers (1 session)

Music Ministry (1 session)

Pastoral Care of the Sick & Funeral (1 session)

Practicum III

Overview of Other Rites

(1 session)

Leading Prayer & Planning

Retreats*** (1 session)

Practicum IV

* required for SCAP
certification

**recommended for SCAP
certification, required for lay
preaching

*** recommended for SCAP
certification

Parish Life Administrator

Internship (12 months of 8 hours per month minimum)

Annulments (1 session)

Life-long Faith Formation (1 session)

Parish Leadership & Organization (2 sessions)

Parish Life (1 session)

Parish Management:

Finances, Stewardship,

Personnel (2 sessions)

Preaching the Word

(2 sessions)

Presiding: Parish Worship And Prayer (1 session)

Sacramental Preparation & RCIA (2 sessions)

Retreat (1 session)

Finance Administrator

Internship (6 months of 8 hours per month minimum)

Parish Leadership & Organization (2 sessions)

Parish Management:

Finances, Stewardship,

Personnel (2 sessions)

Retreat (1 Session)