

## Application Process

Year 1: ICE: Enrichment Focus

The applicant must submit by April 1:

1. The completed application form
2. The completed background check form

A completed recommendation form from the Pastor must be sent directly to:

*The Director of Lay Apostolate Formation*

Year 2: LAF: Leadership Formation:

The applicant must submit:

1. A Letter of Petition to the Director of Lay Apostolate Formation requesting to continue in the program.
2. A brief biography (two to three pages) and an essay (on separate sheets) covering the following points: one's understanding of ministry; a listing of the various ministries that the person has performed or is currently performing; the reasons for wanting to continue to participate in the program; and an assurance of the spouse's support, where applicable.

The following are to be sent directly to

*The Director of Lay Apostolate Formation*

1. A letter of continued support from the Pastor.
2. Two letters of recommendation – one must be from the parish Parochial Vicar, where there is one assigned to the parish, and the other from an active member of the parish. If the parish does not have a Parochial Vicar, then the second letter must come from another active member of the parish.

*The time line for review of applications:*

- \* Enrichment Focus: Application Deadline: April 1.
- \* Processing of applications completed by May 1.
- \* Applicants will be notified by June 1.
- \* A 4-hour orientation workshop will be held in June and a Day of Reflection will be held in August.
- \* The formal program begins in September.
- \* Most classes will have a northern and southern section.

Diocese of Burlington

Institute for Catholic Enrichment

(ICE)

and

Lay Apostolate Formation

(LAF)



The Enrichment Focus portion of the program will enroll a maximum of forty (40) individuals from throughout the diocese representing a good cross section of pastoral experiences and geographic locations. This portion of the program is one-year in duration. The Leadership Formation (year two) will accept a maximum of thirty (30) individuals from those who have completed the Enrichment Focus and have applied to continue in the program.

*Applications are to be directed to:*

Rev. Msgr. John J. McDermott, Director  
Chancery Office, Diocese of Burlington  
P.O. Box 489

Burlington, Vermont 05402-0489  
(802) 658-6110 Ext.1323 Fax: (802) 658-0436  
[www.vermontcatholic.org](http://www.vermontcatholic.org)

*"In the Unity of Faith"*

## Rationale and Mission

For the building up of the Catholic Church, the Lay Faithful are called to respond to the urgings of the Spirit to enhance their understanding of the rich teachings and traditions of our faith. Some may desire to accomplish this through study. Others may respond through service to the People of God in a diversity of functions within the specific lay vocation to which they are called. The Institute for Catholic Enrichment and the Lay Apostolate Formation intends to connect the desire to grow in faith and serve in the church with the Ministerial priesthood established by Jesus Christ, so that all may work together to bring about a deep communion that unifies all of the People of God through the Church, The Body of Christ.

The aims of the program are:

- To provide enrichment for those who seek adult formation in their Catholic faith by providing a firm and practical foundation in Scripture, Liturgy and Sacraments.
- To call forth, affirm and support the gifts and talents of participants who want to glorify God and serve God's holy people by fostering a deeper appreciation of the Baptismal call of the faithful to service in the church.
- To provide education, training and support for those called by the pastor, in consultation with the parish staff and parish council, to service apostolates through continued studies and practical formation.
- To nurture participants' spiritual growth and fidelity to the Church and to help them to reflect prayerfully and critically on their own experiences in ministry and deepen their relationship with Jesus Christ especially through the Mass, the Sacrament of Reconciliation, prayer and the Liturgy of the Hours.
- To develop an awareness, appreciation and respect for the diversity and complementarity of vocations and states of life, of ministries, of charisms and responsibilities within the Church.

## Program Description

The program is designed to integrate the four pillars of lay formation described in *Co-Workers in the Vineyard of the Lord*: human, spiritual, intellectual and apostolic. Since it is the whole person who serves, the program is designed to enhance all aspects of the individual's growth. The program is designed for two groups: Those seeking enrichment (one year only) and those who feel a call to lay leadership under the direction and supervision of their pastors (three years).

### Year 1 - ICE: Enrichment Focus

- Human Development & Knowledge of God
- Scripture: God's Word Revealed in Time: OT Section (1) Old Testament, (2) New Testament
- Ecclesiology: Church and Ministry

### Year 2 - LAF: Leadership Formation

- The Celebration of the Paschal Mystery
- The Seven Sacraments of the Catholic Church
- Morality: Life in Christ
- Christian Spirituality

### Year 3 - Apostolate Formation: Four Workshops

- Communication and Interpersonal Skills
- Diocesan Policies, Confidentiality
- Practical Canon Law
- Ministry Project Presentations (15 min)

Prayer and worship with fellow participants is an important feature of the program. Participants in the ICE: Enrichment Focus will experience two separate reflection days. Those who continue to the LAF: Leadership and Apostolate Formation will participate in a retreat and two additional reflection days. These experiences will stress the importance of silence and prayer. Participants are also encouraged to meet regularly with a spiritual director who will assist them in their journey with the Lord.

During the Apostolate Formation period, participants will undertake a supervised project in an area of service to their Parish Community in order to demonstrate competencies and skills in serving God's people in the Church.

## Application Process

To apply you must be an adult Catholic woman or man over the age of 21 who demonstrates the following qualifications:

- An appreciation and support for the teachings of the Roman Catholic Church and the documents of the Vatican Council II
- Willingness to give time and energy in service to the Church
- Ability to study and learn
- Personal and spiritual maturity
- Openness and respect for others and those in authority
- High school education preferred or its equivalent

Application to the program is through the Pastor with the support of the Parish Council. Application deadline for the ICE: Enrichment Focus (Year 1) is April 1. Processing of applications will be completed by May 1 and notification of acceptance by June 1. A Day of Reflection will be held in August. Subsequent program dates, deadlines and interviews will be announced to Pastors and participants.

## Tuition

An equitable formula has been established to fund the program. The diocese, the sponsoring parish, and the individual will each pay:

Year 1 - ICE: Enrichment Focus: \$250  
Year 2 - LAF: Leadership Focus: \$250  
Year 3 - Apostolate Formation: \$250

The \$250 for the ICE: Enrichment Focus will be due upon acceptance into the program.