



PASTOR LETTER OF RECOMMENDATION FOR ENROLLMENT

I, (pastor name in print) _____ recommend that

(Applicant) _____ be considered for enrollment

in the Commissioned Lay Ecclesial Ministry Program. At the present time he/she is (check 1 or 2):

1. _____ not serving in any particular ministry but I see potential for development in the area of _____
2. _____ serving satisfactorily in: (check all those that apply)

Check # of hours a week this person is currently involved in ministry and/or administration:

<input type="checkbox"/> Minister of the Sick	<input type="checkbox"/> Lector	<input type="checkbox"/> Adult Faith Formation
<input type="checkbox"/> RCIA	<input type="checkbox"/> Minister of Hospitality	<input type="checkbox"/> Religious Education
<input type="checkbox"/> Prison Ministry	<input type="checkbox"/> Outreach	<input type="checkbox"/> Pastoral Council
<input type="checkbox"/> Minister of Holy Communion		<input type="checkbox"/> Music
<input type="checkbox"/> Administrative Staff	<input type="checkbox"/> Marriage Prep.	<input type="checkbox"/> Young Adult Ministry
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Liturgy	<input type="checkbox"/> Finance Committee
<input type="checkbox"/> Bereavement	Other: (Name) _____	

Total # of hours a week in service to parish _____

3. Primary Leadership Role in Ministry (if any)

4. Goal for this ministry and efforts to develop a team within this ministry

5. As best as you can, please comment on this person's stability with regard to their personal and home life.

6. To the best of your knowledge, how does this person relate to others and the community at large?

7. Check how the parish sees this person?

- | | |
|--|--|
| <input type="checkbox"/> Well recognized | <input type="checkbox"/> Not well known at this time |
| <input type="checkbox"/> Well respected | <input type="checkbox"/> A leader |
| <input type="checkbox"/> Admired | <input type="checkbox"/> Difficult to work with |
| <input type="checkbox"/> Other _____ | |

8. Check those skills you have seen this person demonstrate:

- | | |
|---|--|
| <input type="checkbox"/> Good Public Speaker | <input type="checkbox"/> Sensitive to People's needs |
| <input type="checkbox"/> Organizer | <input type="checkbox"/> Good listener |
| <input type="checkbox"/> Open to ideas | <input type="checkbox"/> Knows how to delegate |
| <input type="checkbox"/> Recruits people to serve | <input type="checkbox"/> Affirming |
| <input type="checkbox"/> Is not afraid to challenge or speak up | <input type="checkbox"/> Relates well with people |
| <input type="checkbox"/> Works well with others | <input type="checkbox"/> Regular Prayer Life |
| <input type="checkbox"/> Able to define & achieve goals | <input type="checkbox"/> Healthy Respect for self & others |
| <input type="checkbox"/> Takes initiative | <input type="checkbox"/> Other _____ |

9. Check the areas this person most needs in the 3 years of formation:

- | | | |
|--|--|--|
| <input type="checkbox"/> Theology | <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Self-Esteem |
| <input type="checkbox"/> People-skills | <input type="checkbox"/> Spirituality | <input type="checkbox"/> Self-confidence |
| <input type="checkbox"/> Organizing skills | <input type="checkbox"/> Administrative skills | <input type="checkbox"/> Understanding of Ministry |
| <input type="checkbox"/> Other _____ | | |

10. What are your ministry expectations for this applicant:

I fully support and agree to collaborate with the student in complying with all requirements of the program (**see attached**) in order to satisfactorily complete the 3-years of formation and be commissioned as a Lay Ecclesial Minister of our Diocese of Orlando. Diocesan policy indicates the people who attend FLM can expect some form of financial support based on need. The cost for Commissioned Lay Ecclesial Ministry Program is \$2,000 per student. ** The cost includes all cost of the weekend except books. Our policy is to bill each parish once at the beginning of the term for the full year. It is the responsibility of the student to discuss and negotiate with their pastor any shared expense arrangements. **** (cost is subject to change) ****

_____ **We have discussed the financial need of the student and have agreed to provide financial support.**
 (Please initial)

Sincerely,

Signature Pastor

Date

Signature Parish Mentor

Date



Role of Pastor and Parish Mentor

The parish pastor and mentor are close collaborators of San Pedro Center. The pastor in particular is a key link in our Commissioned Lay Ecclesial Ministry program recruitment and selection of students. He contributes to the student's formation process serving as support and benefactor to the student throughout the three years of formation. He is the person who sees to it that the student is assigned an appropriate mentor and is offered the opportunity of direct involvement parish ministry development. The pastor is encouraged to meet at least twice a year with the student, coaching and guiding his growth. Oftentimes, however, his schedule will limit a direct role in the process of supervision and evaluation. In this case, close communication with the student's parish mentor will afford him a clear picture of the student's progress. The pastor and mentor collaborate with San Pedro Center in are ongoing efforts to provide quality programs that will encourage lay formation and more effective ministry.

The parish mentor is a staff person delegated by the pastor or pastoral staff to oversee students in formation. Unless the pastor directly supervises the ministerial duties of the student, the student should be supervised by a person whose area of responsibility encompasses the ministerial duties of the student. Working together, both pastor and mentor will yield a bountiful harvest of fruitful ministerial services in the future. As direct mentor should:

- be a member of the parish full or part-time staff or an experienced volunteer leader, who is directly responsible for the area of ministry under which the student works.
- possess a positive, supportive attitude and willingness to assist the student in growth and development.
- spend time once a month getting to know the student, their background, hopes and desires for ministry involvement. Complete a Parish mentor feedback and forward to the office once a month by email.
- observe student interaction with other ministers, parish community, family and co-workers offering support, guidance, and feedback.
- review with the student internships and 3rd year project development
- work with pastor in completing program documentation and end-of-the-year student (s) evaluation

Parish & Student Expectations

What a parish expects from their student(s)

- Responsible attendance at each weekend and fulfillment of all program requirements.
- A sincere effort to do the work and commit to agreements.
- Honest dialogue and feedback about their learning, experiences, needs, and concerns.
- A visible and involved presence within the life of the community, which is not limited to the specific ministry in which they may serve.
- Ongoing recruitment of others for parish ministry. The first sign of an unhealthy ministerial approach is one who is over involved and unable to allow others to serve.
- Openness to criticism, evaluation and suggestions.
- Ability to assume responsibility is a self-starter and follows tasks through to completion.
- Respect for and loyalty to pastoral leadership and parish peers and the ability to deal with conflict in a positive manner, being assertive and not aggressive.
- Witness to a journey towards holiness, participating of the sacraments, an appropriate prayer life and regular spiritual direction.

What student(s) expect from their parish

- Support in the form of regular meetings for review; discussion of concerns and needs; help with completing requirements; pastor attendance at events related to the formation program.
- Respect as a person who is committed to serving their community.
- Dialogue in discerning the needs of the community and the abilities of the person before assigning responsibilities.
- Honest feedback, guidance and evaluation.
- Opportunities to practice various skills learned in the program.
- Conscious inclusion in the parish structure and decision-making so that the skills learned can be used to their fullness.
- Public introduction to the community who should be invited to support the students in prayer, active dialogue, or perhaps more practical ways. This approach models with the community the call to public ministry.
- Financial support consistent with the student's needs.
- The willingness to supervise. Candidates are in a learning mode. As such, they need supervision on the local level by a caring and competent professional.