

Diocese of Northampton Lay Formation Fund Guidelines and Application Form

There is a variety of skills, but always the same Spirit; there are all sorts of service to be done, but always to the same Lord; working in all sorts of different ways in different people, it is the same God who is working in all of them. The particular way in which the Spirit is given to each person is for a good purpose.

1 Cor 12:4-7

Bishop Peter, launching our Diocesan Year for Prayer and Vocation, called us all to reflect prayerfully on how we could use our gifts for the wider community. God constantly calls us to grow in the love and knowledge of him, and through this love, we become aware of our own place in the world and our role in building the Kingdom.

The Lay Formation Fund is a response to these calls. It exists to enable those active in ministry to grow in faith and skills, for the benefit of their local community and to fulfil their vocation. The Fund can be used to provide faith formation at a variety of levels, or for the development of practical skills. Grants will usually be given on a matched funding basis (with a sponsoring parish/organisation paying half), although consideration will be given for full funding where local parish finance is difficult. Applications will be assessed by the Application Committee which meets four times a year.

The Diocese is particularly looking to develop Lay Ministry and Leadership, and would be keen to support people looking to develop their faith and skills in this area. For more information about any aspect of the Fund, please contact the Office for Adult Chaplaincy and Formation (layformationfund@northamptondiocese.com)

Who is eligible for support?

Any adult (aged 18+) living in the Diocese of Northampton, in active ministry and wishing to further deepen their knowledge of religious formation and education, wishing to educate others or wishing to extend their practical skills, is eligible to apply for support from the Lay Formation Fund. Some of the courses which would be acceptable include:

- Locally based faith formation (eg courses put on by NORES or the Office for Adult Chaplaincy and Formation)
- The Catholic Certificate in Religious Studies (CCRS) either locally in the diocese, or online with Liverpool Hope University.

- Accredited courses and degrees, such as the Certificate in Parish Mission and Ministry from The Maryvale Institute.
- Practical courses which will benefit the parish (such as book keeping or flower arranging) from local Adult Education Service.
- New local adult formation initiatives.

Each year the administrators of the Lay Training Fund, will also identify emerging priorities and will be proactive in seeking the appropriate people to respond to these priorities and will assess appropriate funding.

Priorities for 2018

- Basic faith formation
- Training for Parish Lay Ministry and Leadership
- Vocational training (for example in chaplaincy)

Eligibility for support

Applicants must have the support of their parish priest, area dean or another diocesan priest known to them before applying. In addition to this application form, you must also include:

- A letter of support from the applicant's parish priest/area dean or a priest known to the applicant.
- Proof of costs, (which may include training fees, necessary travel, accommodation and/or reading materials,) should be included in the application, (or provided at a later date, before the funding is awarded, if unavailable at the time of application.) All costs will be paid directly to the applicant.

How Applications will be assessed

Applications will be assessed in batches at three monthly intervals.

Eligibility will depend on the applicant fulfilling the necessary criteria.

There is a fixed amount in the fund for each year, and once this has been allocated, it may not be possible to give further grants until the following year.

The Application Committee will be responsible for reviewing applications and allocating funds. Their decision is final. The Committee will contact applicants with the outcome shortly after each meeting.

Lay Formation Fund

Application form

Before completing this form, please read the *Lay Formation Fund Guidelines* attached.

Details of applicant

Title Name Surname

Address.....

.....Post code.....

Tel no.....Email.....

Mobile no.....

Parish.....Parish Town.....

Description of course/resource/initiative

Description of course/initiative.....

Course Provider.....

Starting date..... Total applied for.....

Matched funding available from other sources (eg parish/organisation):

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Proof of costs (which may include fees, necessary travel and accommodation, and/or reading materials) should be included in the application, or provided at a later date, before the funding is awarded.

Have you previous received an award from the Lay Formation Fund?

Date..... Amount..... Training.....

Please tell us how this course/initiative will benefit you and your parish or the wider Church:

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Application Summary

Please check that you've sent us:

- This completed application form
- Proof of costs (when you have them)
- A supporting letter from your priest
- Ticked consent to process your data

Signed.....

Print name.....Date.....

Priest Signature.....

Priest name.....Date.....

Please return the completed form to: layformationfund@northamptondiocese.com or by post to Lay Formation Fund, Ker Anna Centre, Aylesbury Rd, Princes Risborough, HP27 0JW.

By ticking these boxes you are confirming that you are consenting to the Lay Formation Fund and the Office for Adult Chaplaincy and Formation holding and processing your data for the following purposes:

- To process your application
- To enable accountability to the Together in Faith Stewardship Committee
- To keep you informed about the activities of the Office for Adult Formation via email

It is expected that it will not be necessary to retain your information for more than two years in connection with the above purposes, at which point it will be permanently deleted, but you are at liberty to request deletion at any earlier point. We will not be disclosing your information to any other agencies or bodies and it will be held and processed securely in accordance with the Privacy Notice and policies available at www.northamptondiocese.org/data.