

LAY LEADERSHIP PROGRAM

PARTICIPANT HANDBOOK



INSTITUTE FOR
LAY FORMATION

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Archdiocese of Chicago

Diocese of Joliet

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Lay Leadership Program

Program Goals & Objectives

The Lay Leadership Program is a two-year, non-credit formation program serving the laity in the Archdiocese of Chicago, the Diocese of Joliet, and other collaborating bodies. Lay ministry has been the topic of many Church documents since Vatican Council II. Since lay ministry is service in the name of the Church, we look to the Church's wisdom when setting our program goals. Here are quotes from two of those Church documents, *Apostolicam Actuositatem* and *Christifideles Laici*:

"The laity derive the right and duty to the apostolate from their union with Christ the head; incorporated into Christ's Mystical Body through Baptism and strengthened by the power of the Holy Spirit through Confirmation, they are assigned to the apostolate by the Lord Himself."

Apostolicam Actuositatem 3

"We come to a full sense of the dignity of the lay faithful if we consider the prime and fundamental vocation that the Father assigns to each of them in Jesus Christ through the Holy Spirit: the vocation to holiness, that is, the perfection of charity. Holiness is the greatest testimony of the dignity conferred on a disciple of Christ."

Christifideles Laici 16

In our local church of Chicago, we also look to Cardinal Cupich's vision for *Renew My Church* as we set the overall goals for the program. *Renew My Church* raises four fundamental questions¹ that help to shape those goals:

1. Who are we? The question of our Christian identity as disciples of Jesus.
2. How do we belong to God and to each other in the Church? The question of our ecclesial or Church identity.
3. What is our mission or purpose? The fundamental question of our direction as the Lord has given it to us.
4. How can we better fulfill it? The practical question of embodying our identity and mission in practical ways in order to be faithful.

Through our formation program, the Institute for Lay Formation works with our students to answer these four questions so that they may grow in their identity as Catholics, members of the Body of Christ, the Church, and as lay ministers. The fundamental goal of the Lay Leadership program is to form intentional disciples of Jesus Christ, preparing these volunteer ministers to help their pastors in the mission to bring Jesus Christ to all. The Lay Leadership Program is especially focused on responding to *Renew My Church's* development of parish groupings; therefore, the seven benchmarks set out by Cardinal Cupich guide us in our mission. These benchmarks are:

1. ***We bring people to Christ:*** The parish strives to evangelize its members to live more fully as intentional disciples. In turn, the parish's intentional disciples are continuously evangelizing others by making known the presence of the Church and Christ's mercy in the midst of the community.
2. ***We support each other in knowing Christ more deeply:*** The parish enables a lifelong process of formation for deepening one's faith and relationship with Christ by passing on the Church's teaching and Tradition to parishioners of all ages.

¹ Rev. Lou Cameli, priest of the Archdiocese of Chicago.

3. ***We encounter Christ and receive nourishment through prayer and worship:*** The parish is intentional in developing a culture and tradition of prayer, devotion, and well-prepared liturgy, with the Eucharist as the “Source and Summit.”
4. ***We build bonds among each other to sustain our life in Christ:*** The parish represents a genuine Catholic community that is conscious of its solidarity in Christ with the entire church of Chicago and the Universal Church. It is inclusive and harmonious, respecting and appreciating diversity in all its forms as an asset in worship and community life.
5. ***We transform the lives of others through service as Christ’s missionary disciples:*** The parish prepares and sends parishioners as missionary disciples into the world to transform society with the joy and truth of the gospel. The parish is a beacon of faith and an advocate for justice and peace, reaching out in love to all who are in need, on the margins of society, or who live in fear and loneliness.
6. ***We respond to the call to holiness by journeying together with Christ:*** The parish accompanies the baptized in life’s journey to become more Christ-centered, resistant to sin, merciful, continually attentive to building a mature, well-integrated adult spirituality, and committed to charity, peace, prayer and virtue.
7. ***We take responsibility for administration and leadership of the parish as good stewards of the gifts Christ has entrusted to us:*** The parish thrives under the visionary leadership of the pastor, who works in collaboration with his associates, staff, and the laity to ensure that the parish’s mission can fully flourish as a result of proper administration. The parish fosters a culture of stewardship and a spirituality of gratitude that inspires parishioners to generously share the gifts Christ has entrusted to them in support of the mission of the Church through the parish, the archdiocese and in the world.

While providing for a well-rounded education and formation in the Catholic Faith and ministry, we also provide training for our students to serve as parish ministry and volunteer coordinators.

Integral Formation

The Lay Leadership Program consists of a variety of components: An Opening Retreat at the beginning of the first academic year, academic courses in sacred theology, and Formation Days with Mass.

“From Him ‘the whole body, supplied and built up by joints and ligaments, attains a growth that is of God’. He continually distributes in His body, that is, in the Church, gifts of ministries in which, by His own power, we serve each other unto salvation so that, carrying out the truth in love, we might through all things grow unto Him who is our Head.” *Lumen Gentium 7*

The four dimensions of formation are:

- **Human Formation**—Human formation seeks to develop the lay minister’s human qualities and character, fostering a healthy and well-balanced personality, for the sake of both personal growth and ministerial service (cf. *Co-Workers in the Vineyard of the Lord*, 36).
- **Spiritual Formation**—Spiritual formation aims to arouse and animate true hunger for holiness, desire for union with the Father through Christ in the Spirit, daily growth in love of God and neighbor in life and ministry, and the practices of prayer and spirituality that foster these attitudes and dispositions (cf. *Co-Workers in the Vineyard of the Lord*, 38).

- **Intellectual Formation**—Intellectual formation seeks to develop the lay minister’s understanding and appreciation of the Catholic Faith, which is rooted in God’s revelation and embodied in the living tradition of the Church (cf. *Co-Workers in the Vineyard of the Lord*, 42).
- **Pastoral Formation**— Pastoral formation cultivates the knowledge, attitudes and skills that pertain to effective functioning in the ministry setting and to pastoral administration that supports direct ministry (cf. *Co-Workers in the Vineyard of the Lord*, 47).

Adult Learning Model

The Lay Leadership Program employs an adult learning model that:

- respects adult relationships
- recognizes participants’ sense of self-direction and motivation
- understands that participants bring a richness of life experience to the classroom
- offers the practical pastoral application of learning desired by adult learners

In the classroom, participants may expect a combination of lecture, small and large group discussion, and the opportunity to ask relevant questions. Assignments take the form of brief reflection or integration papers which allow participants to incorporate new learning with personal faith and parish ministry.

There are no formal academic pre-requisites for admission. Participants must have a basic competency in the English language, the ability to participate in class discussions, and the capability to write brief reflection or integration papers.

Program Overview

The Lay Leadership Program is structured with an aim to accommodate those who may be working full-time and/or raising a family. Courses are held on Monday evenings, and Formation Days are ordinarily held one Saturday per month during the academic year.

Program Structure

Opening Retreat (Year I students)	First weekend of academic year (Friday 6 pm through Sunday 12 pm) Location: University of St. Mary of the Lake
Academic Courses	Mondays, 7-9 pm, during the academic year Locations: -University of St. Mary of the Lake, 1000 E. Maple Ave., Mundelein, IL 60060 -Saint Xavier University, 3700 West 103rd St., Chicago, IL 60655 -Benedictine University, 5700 College Rd., Lisle, IL 60532 -Lewis University, 1 University Pkwy, Romeoville, IL 60446 (Wednesdays)
Formation Days	Saturdays, 8:30 am-3:30 pm, once a month during the academic year Location: University of St. Mary of the Lake, or Meyer Center, unless otherwise stated
Summer Book Discussion	Each summer, Year I students will read a book, gather in cohort groups to discuss it, and then come together as a group for a presentation and further discussion.
Closing Retreat (Year II students)	Weekend in April (Friday 6 pm through Saturday 5:30, after Mass) Location: University of St. Mary of the Lake
Convocation (Year II graduates)	First or Second Saturday in May, 2:00 pm Location: University of St. Mary of the Lake

Application Process

Who is the program for?

Lay Leadership Program candidates include (but are not limited to):

- Adult Catholics who serve (or seek to serve) as volunteer lay ministers in their parishes, especially as parish ministry and volunteer coordinators.
- Engaged parishioners who, together with their Pastor, want to be better prepared to assist in the leadership of the parish, particularly in the areas of liturgy, evangelization, and building community in diverse populations.
- Those who seek to further their spiritual and intellectual understanding of the Catholic Faith.

The Lay Leadership Program often serves as part of the postulancy or novitiate for religious orders.

Each participant in the program must:

1. Be a fully initiated Catholic, having received the Sacraments of Baptism, Eucharist, and Confirmation.
2. Be a registered member of a parish community, who participates regularly in the liturgy.
3. Be a Catholic in good standing with the Church; if married, a valid marriage in the eyes of the Church.
4. Promise to adhere to the Code of Conduct of the Archdiocese of Chicago for volunteer ministers.
5. Submit a Recommendation Form (using the ILF form) that is completed by their Pastor, religious superior or ministry leader. The person completing the form returns it to the ILF office.

A parish or agency of the Archdiocese of Chicago may take the initiative to send and sponsor a candidate for the Lay Leadership Program. Depending on the case, the parish or agency may choose to (a) discern the individual's leadership role at the conclusion of the program, and (b) contribute toward the individual's program cost, if resources permit.

Application Procedure

Application packets are available through the Institute for Lay Formation office or on the website, www.instituteforlayformation.org. Applicants must submit:

1. completed Application Form
2. photocopy of their Baptism Certificate from their parish of baptism
3. Recommendation Form filled out by their Pastor, religious superior or ministerial leader
4. non-refundable \$50 application fee

Interview Guidelines & Process

Once an application packet has been received, the office of the Institute for Lay Formation will contact the applicant to set up a personal interview with him/her. The purpose of the Admissions Interview is for the Associate Director to become acquainted with each applicant and help discern whether the Lay Leadership Program is a suitable option. The applicant should be prepared to:

1. discuss their journey of faith
2. articulate their motivation for applying to the program
3. clarify their ability to meet program requirements

Interviews typically take place between June and early August, and last approximately 45 minutes. A decision about admission to the program is usually made within five business days following the interview.

At the time of the interview, some introductory information will be shared with the candidate as to schedule, payment of tuition, site information, etc.

Upon acceptance into the program, each student will be sent (electronically) an acceptance letter and a Participant Handbook.

Orientation

An orientation session takes place during the Year I Opening Retreat. Participants have the opportunity to ask questions regarding the Participant Handbook and program calendar. The student picture will be taken at the Retreat. Students will also be shown how to connect with their USML email address and Moodle, the electronic learning management system used by the university. The following forms are also completed during orientation:

- Code of Conduct of the Archdiocese of Chicago
- Formation Covenant (includes Participant Handbook acceptance)

Academic Curriculum

Course Descriptions

The academic curriculum is designed to cover fundamental areas of Catholic theology and to emphasize integration of content into personal faith and the reality of the lay state. This program serves several formation objectives within the Archdiocese of Chicago and the Diocese of Joliet and is therefore built around the four parts of the *Catechism of the Catholic Church*: 1) The Profession of Faith, 2) The Celebration of the Christian Mystery, 3) Life in Christ, and 4) Christian Prayer.

YEAR I COURSES

Introduction to Divine Revelation: Christianity is a revealed religion. This fact is essential to any understanding of the Catholic Faith. This course considers the human capacity for God and God's initiative to meet humankind through revelation. It considers the stages of revelation in the history of the people of Israel and in the person and ministry of Jesus Christ. The conservation and transmission of the Faith through Scripture, Tradition and the Magisterium and our response of belief are also covered.

Introduction to Catholic Doctrine: Humanity's response to God's revelation is the Creed; the basic "rule of faith" that tells us the content of the Catholic Faith. Central to Christianity is belief in the Trinity. After a study of God's inner life, the course turns to Christ, the Way, the Truth and the Life. It considers the Incarnation, the Passion, Cross and Resurrection, Ascension and Second Coming. Finally, the course explores the work of the Holy Spirit, the nature and mission of the Church, Mary and the Last Things.

Introduction to Christian Anthropology: This course will treat theological notions about the origin and destining of the universe and humanity. Encompassing the major themes of creation; sin, grace and eschatology, we will examine topics such as the image of God, free will and Original Sin, justification, death, judgment, heaven, hell and purgatory.

YEAR II COURSES

New Testament: This course begins with introducing participants to the world of the New Testament and how the gospels were written. Each gospel's specific setting, structure, and theological themes are explored. Parables, miracles, and the passion and resurrection narratives are covered. Bridging from Luke into Acts; the rest of the course covers the early Christian community, Paul and his purpose in writing, and Paul's literary style.

Church History and Vatican II: This course will engage the participants in studying the history of the Catholic Church beginning with the Apostles' post-resurrection experiences and concluding with the post-Vatican II period. The purpose of this course is to offer some perspective on the events and challenges we find in ministry today, from the perspective of what the Church has learned through experience and the wisdom of the Holy Spirit throughout the centuries.

Ecclesiology: This course will investigate the nature of the Catholic Church, through biblical images, contemporary models, and the creedal 'marks' of the Church. It will address the origins, aim, and mission of the Church. The course will also address contemporary challenges faced by the Church in terms of her relationship with the State as well as ecumenical and inter-religious dialogue.

Book List for 2019-2020

Year I students should only purchase the Year I books, since the Year II books may possibly change.

Year I Books

- Catechism of the Catholic Church, Second Edition, ISBN 978-1-57455-110-5
- The Catholic Bible-Personal Study Edition, Second Edition, ISBN 978-0-19-529791-1

Year II Books

- *[The Catechism and Catholic Bible from Year I]*
- The Catholic Church Through the Ages, by John Vidmar, Second Edition, ISBN 978-0-8091-4904-9
- Ecclesiology: The Church as Communion and Mission, by Morris Pelzel, ISBN 978-0-8294-1726-5
- An Unfinished Council, by Richard R. Gaillardetz, ISBN 978-0-8146-8309-5

Academic Policies

Academic Integrity

In all written assignments, including reflection papers, integration papers and quizzes, students are responsible for the integrity of their own work. Any dependence on or use of another person's work must be clearly noted, with appropriate references given.

The word "plagiarism" comes from the Latin, *plagiarius*, meaning "kidnapper". To plagiarize means to use someone else's words, thoughts, concepts, or designs in your own work without acknowledgement that the material is really the product of another person's imagination. A student must not plagiarize—i.e., take, copy, or otherwise use without proper acknowledgement—the work of another person.

Attendance

Students are expected to be present for all class sessions and Formation Days. Absence from a class session should be a rare occurrence to avoid the negative effect it has on one's learning and the integrity of the program. In the event of a necessary absence for some serious reason or illness, you will be expected to make up the class time by reviewing the missed content with the professor's or another student's notes. In addition, you will need to complete a written assignment prescribed by the professor of that course, which will be due within two weeks of the absence.

Completion of Requirements

The Lay Leadership Program is part of the University of Saint Mary of the Lake. As such, there are specific requirements that all students must meet in order to receive a Certificate of Studies from the University. Students are expected to attend all class sessions, and complete written assignments and in-class work in order to successfully complete the program.

Class Participation

Students are expected to be active participants in all class discussions and activities. In adult learning, the engagement of the student is imperative to the learning environment. Each professor will establish her or his specific expectations as to class participation requirements.

Note-Taking & Audio Recording

Since there are different styles of learning, each student will need to determine what works best for their particular learning style. Some students learn best visually, others through listening, and still others through discussion. In all learning, the more senses one can engage during the learning process, the greater its effectiveness.

Each professor will have a unique teaching style. Some will lecture, some will use PowerPoint or other media for communicating the content, and still others will make use of handouts. Whichever style the professor uses, it is incumbent on the student to use the skills needed to make it a positive learning environment.

Moodle is an electronic, web-based program, used by the University of Saint Mary of the Lake to help educators create online courses with a focus on interaction and collaborative content. Moodle is a learning platform meant to enhance the traditional classroom learning environment. Each student will be expected to access Moodle according to the desires of each professor. There will be information about using Moodle at the Opening Retreat.

Note-taking will be a necessary part of the student's learning. The student should use whatever note-taking mode is helpful. One may also record the classes only with the explicit permission of the professor.

Integration Papers

Writing assignments for the Lay Leadership Program are referred to as integration or reflection papers. The expectation of this type of paper is that the student reflects on the course content, identifies its main themes, and integrates it into his or her own thinking and pastoral practice. Reflection papers provide the student with an opportunity to add his or her own new thoughts to what he/she has read or learned in class. In writing the paper, the student demonstrates a grasp of the course content and new learnings, as well as how this has affected his/her own ideas or presumptions now and for the future.

Evaluation of Courses

At the end of each course, the student is asked to complete an evaluation form. This form provides necessary feedback, enabling the administrators of the program to continue to strive for excellence.

Academic Evaluation of Students

In addition, each professor will submit an individual evaluation of each student in their course. Utilizing *Bloom's Taxonomy* as a tool for measuring comprehension and application of ideas and concepts learned, each student is evaluated on the following scale:

Performance Expectations:

- 1 or 2 = Developing Performance – Student requires further development and support to meet performance expectations for this course in terms of comprehension of materials, assignments, and/or course outcomes. She/he is unable to explain the ideas or concepts presented in class.
- 3 or 4 = Good Performance – Student met the performance expectations for this course in terms of comprehension of materials, quality of assignments, course outcomes and/or participation. She/he is able to remember the information presented, shows an ability to explain accurately the ideas and concepts in his or her own words.
- 5 or 6 = Excellent Performance – Student exceeded performance expectations for this course in terms of comprehension of materials, quality of assignments, course outcomes and/or participation. She/he showed an ability to apply the information learned in a pastoral setting and/or analyze the complexities of the ideas and concepts presented.

Using the above scale, the professor will indicate a satisfactory, unsatisfactory or incomplete status regarding the completion of the requirements for the course. An average score of 3 is the minimal requirement for attaining a satisfactory status. In the case of an unsatisfactory or incomplete status, the student must make up the work missed or work with the professor to achieve a satisfactory status before he/she is able to graduate from the program. All make-up work for Year I students must be completed no later than June 1. For Year II students, all make-up work must be completed no later than April 15 in order to receive a Certificate of Studies at Convocation.

Time Commitment

Ideally, students make their participation in the Lay Leadership Program a priority. It may be necessary to limit a student's parish commitments during the two years of the program. In addition to the weekly class sessions and monthly Formation Days, a student can expect to spend an average of two to three hours a week on homework.

Distribution of Course Materials

All course materials (lectures, recording of lectures, syllabi, PowerPoint presentations, handouts, etc.) made available to the students by the professors are the intellectual property of the University and the Archdiocese of Chicago. Students may not use these materials for purposes other than what is needed for this program, nor may they distribute materials for commercial purposes or for any purpose other than study by students enrolled in the course. Public posting or distribution of such materials may result in an infringement of copyright laws. Violation of this policy may result in dismissal from the program.

Continuing Education Units

For each 10 hours of class time or "contact hour", 1 Continuing Education Unit (CEU) is earned by the student. A transcript will be placed in each student's file with the Institute for Lay Formation.

Formation Days and Retreats

Formation Day Descriptions

Formation Days are essential for personal faith development and community building. They are based on the four dimensions of formation: human, spiritual, intellectual, and pastoral. Our formation process is rooted in our baptismal gifts (charisms) from which we grow and serve. Typically, there are 8 Formation Days during each year of the program. Some Formation Days are attended by both Year I and Year II students.

The following descriptions are examples of the type and content of Formation Days. Each year, the actual topics of Formation Days may be modified in order to respond to the needs of lay ministers in the parishes of the Archdiocese of Chicago.

Catholic Identity: The day is centered on the questions: What does it mean to be Catholic? What distinguishes the Catholic Faith and worldview from those of other Christian denominations? Participants learn to clarify the theology and tradition specific to Catholicism and receive the challenge to claim that identity in a pluralistic world.

Human Formation I & II: Human formation seeks to develop the lay minister's human qualities and character, fostering a healthy and well-balanced personality for the sake of both personal growth and ministerial service. These two Formation Days will enable the participants to grow in their basic understanding of self and others, understand the meaning of psychological health, and to know their own personal gifts. Learning how we can grow from both praise and criticism, receiving and assessing both with honesty, will round out the days.

Intellectual Formation: Intellectual formation seeks to develop the minister's understanding and appreciation of the Catholic Faith, which is rooted in God's revelation and embodied in the living Tradition of the Church. It consists chiefly of study of the sacred sciences. While the sacred sciences are the main focus, we recognize the value of other disciplines and encourage their study and use whenever relevant for effective ministry. This Formation Day will look at the difference between the study of theology and catechesis; ministers need to move beyond catechesis and into an understanding of theology. Some of the areas that will be addressed are: Scripture and its interpretation, the hierarchy of truths, ecumenical dialogue, and moral theology.

Introduction to the Dimensions of Formation: Ministry in the Church is based on four dimensions of formation: human, spiritual, intellectual and pastoral. This Formation Day will introduce the participants to these four dimensions and the role they play in the overall dynamic of the Lay Leadership Program.

Pastoral Communication Skills for Ministry: This day explores effective means of communicating in the context of parish ministry. The focus is on reaching parishioners and others "where they are", using personal social skills as well as understanding communication between cultures.

Pastoral Formation: Pastoral formation cultivates the knowledge, attitudes, and skills that directly pertain to effective functioning in the ministry setting and that also pertain to pastoral administration that supports direct ministry. This Formation Day will build on previous Formation Days and discuss pastoral ministry skills, methodology for the formation of others, collaboration with others in ministry, discernment, and practical leadership skills.

Spiritual Formation I & II: Spiritual formation aims to arouse and animate true hunger for holiness, desire for union with the Father through Christ in the Spirit, daily growing in love of God and neighbor in life and

ministry, and the practices of prayer and spirituality that foster these attitudes and dispositions. It promotes and strengthens that fundamental conversion that places God, and not oneself, at the center of one's life. Openness to this ongoing conversion is a prerequisite for fruitful spiritual formation. These Formation Days will focus on the essential relationship with Christ that is at the heart of all discipleship and ministry in the Church. Some of the areas that will be presented are: liturgy, prayer, incarnational spirituality, an awareness of personal sin, a spirituality of suffering, and a love for the Church.

Opening Retreat – Year I

Participants entering the program attend an Opening Retreat during the first weekend of the academic year. The retreat marks the commencement of a new journey of faith and learning. It is a time for new participants to meet and get to know their peers, share their stories, and pray as a community. The Year I retreat begins with dinner at 6:00 pm on Friday evening, and concludes at 12 noon on Sunday. Participants may arrive as early as 4:00 pm to check into their rooms and explore the campus.

For all retreats, dress is casual but a change of attire for Mass is suggested. Conference Center rooms provide sheets, towels and soap. Please bring toiletries and any other personal items. Ordinarily, check-out is at 11:00 am on the last day of the retreat.

Closing Retreat – Year II

At the end of the second year of the Lay Leadership Program, the students gather on a Friday evening and all-day Saturday to reflect on how their academic courses and Formation Days are necessary for effective lay ministry. Through a process of short presentations, small group discussions, and parish scenarios, the participants will be challenged to think critically and theologically as to how the various disciplines of dogmatics, Scripture, history, ecclesiology and the dimensions of formation are integrated into the life of a parish minister.

Formation Policies

Attendance

Students are expected to attend all Formation Days. Absence from a Formation Day should be a rare occurrence. In the event of a necessary absence for a serious reason or illness, you will be expected to make up the Formation Day by completing a reading/writing assignment. The guidelines for the make-up assignment will be posted on Moodle by the Associate Director of the Institute for Lay Formation. This assignment will be due within three weeks of the absence.

Completion of Requirements

The Lay Leadership Program is part of the University of Saint Mary of the Lake. As such, there are specific requirements that all students need to meet in order to receive a Certificate of Studies from the University. In all cases, students are expected to make up all Formation Days that are missed in order to successfully complete the program.

Note-Taking & Audio Recording

With the permission of the presenter, you may record the Formation Days.

Evaluation of Formation Days

At the end of each Formation Day, the student will be asked to complete an evaluation form. This form provides necessary feedback to the administrators of the program and to the presenters as we continue to strive for excellence.

Distribution of Formation Day Materials

All materials (lectures, recording of lectures, agendas, PowerPoint presentations, handouts, etc.) made available to the students by the presenters on Formation Days belong to the intellectual property of the University and the Archdiocese of Chicago. Students may not use these materials for purposes other than what is needed for this program, nor may they distribute materials for commercial purposes or for any purpose other than study by students enrolled in the program. Public posting or distribution of such materials may result in an infringement of copyright laws. Violation of this policy may result in dismissal from the program.

University Convocation

Having completed all requirements of the Lay Leadership Program, participants graduate from the program at the University of Saint Mary of the Lake Convocation ceremony.

In order to take part in the ceremony and receive a certificate, the participant must fulfill the following:

- Satisfactory completion of all courses, including outstanding assignments
- Attendance at all formation events, or fulfillment of alternate arrangements
- Full payment of program cost

Administrative Policies

Program Cost

The program cost is \$1,350 per year which includes tuition and all formation expenses. Students are responsible for purchasing their books. The program cost does not include a \$50 application fee or \$75 technology fee (per year).

Financial Responsibilities

Students may choose to pay the full amount or ask their parish or sponsoring agency to share the cost. The Finance Office will mail out an invoice to the student and a separate invoice will be mailed to the parish or agency, if the parish or agency has agreed to share the cost. Invoices for the full amount of the annual program are sent at the beginning of the academic year. Any billing inquiries will be handled by the Finance Office once invoices are issued: USML Finance Office, 1000 East Maple Avenue, Mundelein, Illinois 60060; Phone: 847-970-4810.

Students are to submit all payments directly to the Finance Office of the University of Saint Mary of the Lake. Accepted forms of payment include cash, check or money order made out to USML, or a credit card. Students wishing to pay by credit card can phone in their credit card information to the Finance Office. Please contact the Finance Office by **August 31** of the program year if you are interested in a payment plan.

Please note that there will be no refunds for a missed retreat, class session, Formation Day or academic course.

Invoices that are mailed out will be due upon receipt or according to the payment plan set up with the Finance Office. All students should have payment in full by **August 31** of the program year. Students not paid in full by **December 31** of the program year will not be allowed to continue in the program in January of the program year. Students that withdraw from the program will be assessed charges based on the number of weeks of attendance in the program. Contact the Finance Office for the specific charges.

Personal File & Records

The Institute for Lay Formation maintains a personal file for each participant containing application materials, participant evaluations, attendance records, and relevant communication. Transcripts of completed courses and Formation Days are available upon request.

Change of Contact Information

Participants are to promptly inform the Institute for Lay Formation of any changes in their name, mailing address, telephone number, or email address.

Emergency Cancellations

Weather: The Institute will send an email to everyone via their USML email address (name@usml.edu), notifying them of any cancellations due to weather-related issues.

Instructor emergencies: In the event that an instructor is unable to be present for class, an email will be sent to everyone via their USML email address, notifying them of the cancellation.

It will be the responsibility of the student to check their USML email. The Site Representative will contact anyone who does not have access to email.

Communications

Email: The primary form of communication will be through the USML email system (name@usml.edu). It is incumbent on the students to have access to their USML email account. The Institute will assist in helping you to set up your email. Instructions as to setting up your USML email account will be given at the orientation session of the Opening Retreat.

Phone Network: We encourage each Site Representative to set up a phone network system with their particular cohort as a way of having a back-up form of communication.

Library Privileges

Library borrowing privileges are extended only to degree-seeking students. So, only degree-seeking students are issued a library card. However, Lay Leadership Program students are welcome to use library resources on site.

Withdrawal from Program

In the event that unforeseen circumstances prevent continuation in the program, participants are to promptly inform the Associate Director. Arrangements may be made for subsequent return to the program.

Lay Ministry Alumni Program (LMAP)

The Lay Ministry Alumni Program (LMAP) provides ongoing formation, continuing education, and peer sharing for graduates of former lay ministry formation programs. In 2016, LMAP was expanded to include spouses and friends of all graduates of the Institute for Lay Formation.

With continued support and attendance from the alumni, LMAP plans to hold 2–4 formation events each year featuring notable presenters. Relevant topics will be drawn from areas of theology, ministerial skills, catechesis, and spirituality.

Each cohort automatically becomes part of the LMAP group on completion of the Lay Leadership Program. If you do not wish to be associated with the alumni group, please contact Diana Bernacki at dbernacki@usml.edu.

Formation Covenant

Purpose: *To clarify for participants the expectations of the Lay Leadership Program in terms of the four dimensions of ministry formation: human, intellectual, spiritual and pastoral.*

I. Handbook: *The Handbook is provided to all participants as a way of communicating the various elements of the program and the expectations of the Institute for the participants.*

By signing this document, I am verifying that I have read the Handbook and will commit to the expectations contained therein.

II. Preparation for Ministry Formation: *In order to benefit from formation in the Lay Leadership Program, personal responsibility and action are required.*

I will commit myself to daily prayer, weekly participation in the liturgy of the Church and celebration of the Sacraments as prescribed by Church norms.

As an adult learner, I will show my sense of responsibility by being on time for class sessions and Formation Days, ready to begin, with any required reading, written assignments and course projects completed. I will be ready to discuss assigned readings.

I understand and commit myself to academic responsibility. If I am unable to complete an assignment on time, I will meet with the professor and discuss how I can make up the assignment. If I miss a number of assignments, am regularly unprepared for class or miss more than two class sessions, I will meet with the Associate Director to discuss how I can develop better study skills. If I miss a class session, I will meet with the professor and do the required make-up work in a timely manner, no later than two weeks after the class has concluded.

I will actively participate in all class sessions: be an attentive listener and thoughtful respondent in discussions. I will exercise personal discipline so as not to monopolize classroom or small group discussions on Formation Days.

III. Participation and Relationships: *It is necessary for those in ministry to be aware that working with others requires self-knowledge, a sense of how we affect others, the ability to communicate clearly, and the capacity to respectfully engage people with differing points of view.*

I commit myself to growing in self-knowledge through personal observation and through listening to feedback given by the Institute Director and Associate Directors, faculty and fellow students. As an adult who has entered a program of ministry formation, I will support others in a spirit of openness and mutual respect.

I will be respectful of all those I meet in the program, especially those who may have views that are different than mine or differing expressions of faith and devotion.

When I share my thoughts, I will be attentive to using "I" statements rather than speaking in generalities such as "everyone knows" or "they all..." or making "you" statements.

Out of respect, I will maintain the confidences of my cohort as well as other members of the program; refraining from discussing what happens in class sessions or on Formation Days with those outside the program.

Signature _____ Date _____

Print Name _____

Code of Conduct Policy of the Archdiocese of Chicago

Revised February, 2015

Code of Conduct for Church Personnel

As someone who ministers to young people and/or vulnerable adults, I will maintain a professional role and be mindful of the trust and power I possess as a minister to young people and vulnerable adults.

To achieve this, I WILL NOT:

- Touch a minor or vulnerable adult in a sexual way or other inappropriate manner.
- Be alone with a minor or vulnerable adult in a residence, rectory, sleeping facility, or any other closed room.
- Share a bed with a minor or vulnerable adult.
- Take an overnight trip alone with a minor or vulnerable adult.
- Acquire, possess or distribute pornographic images of minors under the age of 18.
- Introduce sexually explicit or pornographic topics, vocabulary, music, recordings, films, games, websites, computer software or entertainment to a minor or vulnerable adult.
- Provide alcohol, cigarettes or controlled substances to a minor or vulnerable adult.
- Use, possess, or be under the influence of illegal drugs.
- Use alcohol when engaged in ministering to a minor or vulnerable adult.
- Engage in physical discipline for behavior management of minors or vulnerable adults.
- Humiliate, ridicule, bully, or degrade another person.

Measures to Aid Observance of the Code of Conduct

To help me keep the promises in the Code, I WILL:

- Report any suspected child abuse or abuse of a vulnerable adult to the proper authorities.
- Avoid physical contact when alone with a minor or vulnerable adult. Physical contact with minors or vulnerable adults can be misconstrued, especially in private settings.
- Avoid overnight stays with a minor or vulnerable adult unless there is another adult present in a supervisory role.
- Avoid providing overnight accommodations for minors or vulnerable adults in private residences or rectories.
- Avoid driving alone in a vehicle with a minor or vulnerable adult.
- Have more than 1 child and at least 2 adults present when using one's own home for youth work.
- Assume the full burden for setting and maintaining clear, appropriate physical and emotional boundaries in all ministerial relationships.
- Refrain from giving expensive or inappropriate gifts to a minor or vulnerable adult.
- Avoid meeting privately with minors or vulnerable adults in rooms, offices, or similar areas where there is no window or where the door cannot remain open. If one-on-one pastoral care of a minor or vulnerable adult is needed (e.g. Sacrament of Reconciliation) avoid meeting in isolated locations.
- Exercise caution in communicating through e-mails or the internet. Only share work/ministry related e-mail addresses with minors and vulnerable adults. Do not participate in chat rooms with minors or vulnerable adults.
- Ensure that all activities (extra-curricular, catechetical, youth ministry, scouting, athletics etc.) for which you are responsible have been approved in advance by the appropriate administrator.
- Have an adequate number of adults present at events. A minimum of 2 adults in supervisory roles must always be present during activities for minors and vulnerable adults.
- Release young people only to parents or guardians, unless the parent or guardian has provided permission allowing release to another adult.
- Avoid taking minors and vulnerable adults away from the parish, school, or agency for field trips, etc. without another adult present in a supervisory role. Obtain written parental/guardian permission before such activities. Permission slips should include the type, locations, dates, and times of the activity and emergency contact numbers.

Practical Suggestions

These are some practical suggestions for identifying permissible and impermissible conduct.

Conduct that May Be Permissible

Appropriate affection between Church personnel and minors and vulnerable adults constitutes a positive part of Church life and ministry. Nonetheless, any touching can be misunderstood and must be considered with great discretion. Depending on the circumstances, the following forms of affection are customarily (but not always) regarded as appropriate.

- Verbal praise
- Handshakes
- "High-fives"
- Pats on the shoulder or back
- Hugs (brief)
- Holding hands while walking with small children
- Sitting beside small children
- Kneeling or bending down for hugs from small children
- Holding hands during prayer
- Pats on the head when culturally appropriate

Conduct that is Not Permissible

Some forms of physical affection have been used by adults to initiate inappropriate contact with minors. In order to maintain the safest possible environment for minors and vulnerable adults, the following are examples of affection that are NOT TO BE USED:

- Inappropriate or lengthy embraces
- Kisses on the mouth
- Holding minors over four years old on the lap
- Touching buttocks, chest, legs or genital areas
- Showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms
- Wrestling or tickling minors or vulnerable adults
- Piggyback rides
- Any type of massage given by minor to adult, or by adult to minor.
- Any form of unwanted affection
- Compliments that relate to physique or body development