

**ALLIANCE FOR THE CERTIFICATION OF LAY ECCLESIAL MINISTERS
APPLICATION FOR ADMISSION
TO THE ALLIANCE CERTIFICATION PROCESS**

Member Organizations:
**Federation of Diocesan Liturgical Commissions
National Association for Lay Ministry
National Association of Pastoral Musicians
National Conference for Catechetical Leadership
National Federation for Catholic Youth Ministry**

I am applying for admission to the Alliance certification process, seeking certification as (check one):

- Director of Worship
- Parish Life Coordinator
- Pastoral Associate
- Director of Music Ministries
- Parish Catechetical Leader
- Youth Ministry Leader with *Pastoral Juvenil Hispana*
- Diocesan Youth Ministry Leader with *Pastoral Juvenil Hispana*

Important: be sure to include in the appropriate sections below how you have satisfied the prerequisites for admission to the certification process:

1. Education in a field related to one's specialized ministry (for example, a bachelor's degree or equivalent);
2. A minimum of three years of full-time (min. 30 hours/week) or six years of part-time (min. 15 hours/week) pastoral ministry experience in the particular ministry specialization.

If you are uncertain whether you meet these prerequisites, contact your organization's national office before proceeding with this application.

Please clearly print or type:

1. Membership Number (if applicable; youth ministry applications require a NACYML membership number): _____
2. Title: Sister Brother Mr. Mrs.
 Miss Ms. Dr. Other _____
3. Name: _____
 First Middle Last

4. Mailing Address: _____

5. Home Phone: (_____) _____ Check the best
6. Office: (_____) _____ ext. _____ number by
7. Mobile: (_____) _____ which to reach
you.

8. E-Mail Address: _____

9. Fax: (_____) _____

10. Baptismal Certificate: Please have the long form of your Baptismal Certificate sent by mail to your organization's national office.

11. Name of (arch)diocese in which you serve as a lay ecclesial minister:

12. Name of (arch)diocese in which you currently reside:

13. Are you currently certified* for ministry by your (arch)diocese? Yes No

(*Note: Certification differs from a certificate, such as that which is granted at the conclusion of a certificate program. Certification is the result of a formal assessment process and granted by a duly authorized [arch]diocesan agency.) If so, please have the (arch)diocesan department or office that certified you forward a copy of your certification certificate, including date granted and term of certification, along with their official description of this certification, to: your organization's national office.

14. If any, list here other relevant current certifications you have, and their certifying organizations or agencies:

15. Letters of Recommendation: Using the official Alliance reference forms, provide three references, one from your supervising pastor (or equivalent) and two from colleagues in ministry (<http://www.lemcertification.org/how.htm>) who have first-hand experience of your ministry. List here the name, title, full address, and relationship for the following people from whom you are requesting that a recommendation be sent to the national office:

Supervising Pastor (or equivalent): _____

Address: _____

Recommendation #2: _____

Address: _____

Relationship: _____

Recommendation #3: _____

Address: _____

Relationship: _____

16. Educational Background: Please request that accredited educational institutions send official transcripts to your organization's national office. If your educational background includes certificate programs, please note such below and attach copies of certificates of completion to this application. Also attach any other evidence of training, classes, coursework, etc. that will substantiate your education and formation for ministry.

Educational Institution: _____

Dates: _____ to _____

Degree(s)/Certificate(s): _____

Educational Institution: _____

Dates: _____ to _____

Degree(s)/Certificate(s): _____

Educational Institution: _____

Dates: _____ to _____

Degree(s)/Certificate(s): _____

Educational Institution: _____

Dates: _____ to _____

Degree(s)/Certificate(s): _____

Educational Institution: _____

Dates: _____ to _____

Degree(s)/Certificate(s): _____

17. Résumé of Ministerial Experience: (Please list most recent first.)

Institution: _____

Address: _____

Position: _____

Dates: _____ to _____

Institution: _____

Address: _____

Position: _____

Dates: _____ to _____

Institution: _____

Address: _____

Position: _____

Dates: _____ to _____

Institution: _____

Address: _____

Position: _____

Dates: _____ to _____

18. Application fee: \$95. Please send a check payable to your national organization or call the national office for other payment options (e.g., online, credit card). Check should be sent to your organization's national office.
19. Additional required documentation. Please include the following documents with your application form and fee:
- a. Official verification from the (arch)diocese in which you serve that you have satisfied their child protection and criminal background requirements.
 - b. A ministerial autobiography: a narrative description of the history of your human, spiritual, intellectual, and pastoral formation, including your theology of ministry with a focus on your ministry specialization. (No more than five pages double-spaced, 12-point font). The Ministerial Autobiography (3-5 pages) will include the following:
 - 1) A description of your call and path to lay ecclesial ministry in the Church.
 - 2) The areas of strength and growth in understanding the theology of the Roman Catholic Church.
 - 3) Your vision of lay ecclesial ministry and the particular ministry in which you are engaged.
 - 4) Examples from your current ministry that demonstrate your ministerial competence with regard to the National Certification Standards:
 - i. Human
 - ii. Spiritual
 - iii. Intellectual (especially Theological)
 - iv. Pastoral
 - 5) The leadership skills that you bring to your ministry.
 - 6) The satisfactions and struggles that have been part of your ministerial story.
 - 7) Your ministerial plans for the future.
 - 8) Official verification from the (arch)diocese in which you serve that you have satisfied their child protection and criminal background check requirements.
20. A signed and dated copy of your ministerial organization's Code of Ethics.

I declare that the information I have provided in this application for admission to the Alliance certification process is true to the best of my knowledge. I understand that any false, misleading, or missing information may disqualify me.

Date

Applicant's Signature

Important: be sure to print and save this completed form and copies of all other documentation.

Please send application fee and any required printed documentation to the national office of the organization corresponding to the lay ecclesial ministry for which you are seeking certification.

Director of Worship:

Federation of Diocesan Liturgical Commissions
415 Michigan Avenue NE, Suite 70
Washington, D.C. 20017

Pastoral Associate or Parish Life Coordinator:

National Association for Lay Ministry
5401 S. Cornell, Rm. 210
Chicago, IL 60615

Director of Music Ministries:

National Association of Pastoral Musicians
962 Wayne Avenue, Suite 210
Silver Spring, MD 20910

Catechetical Leader:

National Conference for Catechetical Leadership
415 Michigan Avenue NE, Suite 110
Washington, D.C. 20017

Youth Ministry Leader and Pastoral Juvenil Hispana

National Federation for Catholic Youth Ministry
415 Michigan Avenue NE, Suite 40
Washington, D.C. 20017