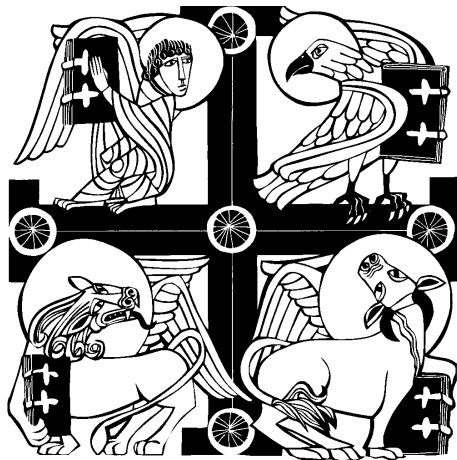
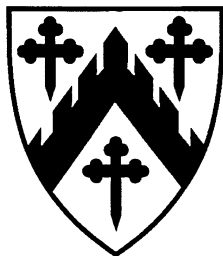


Diocese of Davenport



Ministry Formation Program Liturgical Specialization

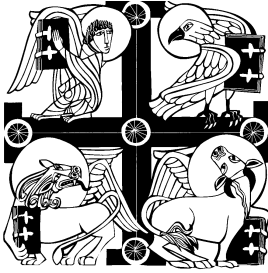
Information Packet
2011-2012

For your convenience, this packet contains the following:

Current Course Schedule · Program Overview · Brochure · Application Form · Recommendation Form · Retreat Registration · Acknowledgement and Consent Form 1 · Request Form for Dependent Adult Abuse Registry Information Form 2 · Authorization Form for Release of Child Abuse Information Form 3 · Formation Requirements for all MFP programs · Listing of All MFP Courses
This information is also available on the web www.davenportdiocese.org (-offices-faith formation-lay ministry-)

IlaMae Hanisch, M.P.S.
Ministry Formation Program Coordinator
641-791-3435 hanisch@davenportdiocese.org

Permission is given to duplicate these materials within the Diocese of Davenport.
Programs supported by the Diocese of Davenport Annual Appeal.



Diocese of Davenport
Ministry Formation Programs
Liturgical Specialization
Course Schedule
2011-2012

Sessions are 8:30 a.m.-3:00 p.m. at Diocese of Davenport chancery; 780 W. Central Park Ave. Davenport, IA 52804 (handicapped accessible-3rd floor, small conference room). Emergency contact is IlaMae Hanisch 641-521-7576 (cell)

2011

- Sept. 17 **Liturgical Space and Time** Gale Francione
Oct. 1 **Retreat (Iowa City, St. Patrick, 8:30 a.m. - 3:00 p.m.)**
Oct. 15 **Music Ministry, Liturgical Volunteers** Patti McTaggart
Nov. 5 **Leading Prayer/Liturgy of the Hours** Deacon Agnoli
Dec. 3 **Practicum: LOH** Deacon Agnoli, Deacon Montgomery
Dec. 17 **Eucharist I** Deacon Montgomery

2012

- Jan. 21 **Eucharist II** Gale Francione
Feb. 4 **SCAP/Weekday Word and Communion Services** Deacon Agnoli
Feb. 18 **Practicum: SCAP** Deacon Agnoli, Deacon Montgomery
Mar. **No meeting**
Apr. 21 **RCIA/Triduum** Tammy Norcross
May 12 **Parish Devotions (intercultural issues/Marian devotions)** Sr Joann Keubrich, Rev Weir
June 2 **Parish Devotions (Eucharistic Adoration, Book of Blessings)** Rev DeRammeiaere
June 16 **Practicum: Devotions** Deacon Montgomery, Sr Joann Keubrich
July 14 **Pastoral Care of the Sick/Funerals** Deacon Agnoli
Aug. 4 **Marriage, Baptism, Reconciliation Services** Rev DeRammeiaere
Aug. 18 **Practicum: Funeral Rites** Deacon Agnoli, Deacon Montgomery



Diocese of Davenport Ministry Formation Program Liturgical Specialization

Please retain this information.

You will need it as a reference throughout the year.

Overview

Baptism into Christ obliges us to share in Christ's ministry. The Diocese of Davenport in the documents from Synod V stated among its goals the following, *"that the church of Davenport recognize, affirm and enable not only ordained ministry, but the baptismal commission of all its members...that formation and education be offered with even greater energy, so that the Christian faithful may more effectively take their rightful place and fulfill their baptismal obligations in the church and society, living the Gospel to bring true justice and peace to the world"*. Synod, 1986

Goals & Objectives

The first goal of the program is to assist in the personal formation of the adult Catholic in his/her relationship with Christ. The objectives to meet this goal include opportunities for personal and communal worship, prayer experiences and retreats, and community building.

The second goal of the program is to develop deeply spiritual, professional and competent ministers. The objectives to meet this goal include a stimulating and challenging academic curriculum, competency-based learning goals, and strong ministerial skills development. Instructors have a minimum of a masters degree and more than 5 years experience in their area of expertise. All courses are grounded in Scripture, Church Tradition, and within the context of a theologically sound program. Formation includes these four dimensions spiritual, intellectual, human, and pastoral.

The third goal of the program is to train specialized ecclesial ministers whose focus is Liturgical.

The training will focus on the skills, knowledge, and abilities with a liturgical focus. Participants upon completion of this ministry formation program will:

1. Have an in-depth understanding of the theology and history of sacramental and liturgical practices.
2. Be knowledgeable of the historical and pastoral development of the liturgical year.
3. Be knowledgeable of the relationship between religion and culture and of the relationship between ecclesial spirituality and liturgy/devotional expressions of popular piety.
4. Have a basic knowledge of the Church's liturgical norms and regulations.
5. Have a basic understanding of the Church's liturgical ministries and arts.

Certification Standards and Competency-Based Goals

These standards and competencies help to describe and shape this field of church ministry by identifying core and specialized competencies that make for effective, fruitful ministry. The curriculum was designed using the identified skills and position requirements presented in the Living the Faith Task Force Report accepted by the Bishop of this diocese in May, 2005. These were aligned with the National Standards approved for compliance by the United States Conference of Catholic Bishops in 2003.

This formation program meets the standards and competency-based goals for parish ministry as established by the NALM (National Association for Lay Ministry), the NCCL (National Conference for Catechetical Leadership) and the NFCYC (National Federation for Catholic Youth Ministry):

Core Certification Standard One: Personal and Spiritual Maturity

A lay ecclesial minister demonstrates personal and spiritual maturity in ministry with the people of God. A lay ecclesial minister exhibits personal maturity through a balanced lifestyle, a positive self-image, and appropriate relationships. The minister develops a spiritual maturity formed in theological reflection, based on Gospel values, and nurtured in private, communal, and liturgical prayer. The minister views God, church, and the world in a holistic manner and engaged in communal worship and social justice. (competencies **1.1-1.7** see course descriptions for individual competency-based goals)

Core Certification Standard Two: Lay Ecclesial Ministry Identity

A lay ecclesial minister identifies the call to formal and public ministry as a vocation rooted in baptism. A lay ecclesial minister accepts ministerial vocation as a baptismal call from Christ mediated through the people of God. The minister acknowledges this call as affirmed, recognized, and nurtured by the Church and the local community, as well as in ministerial and personal relationships. (competencies **2.1-2.5** see course descriptions for individual competency-based goals)

Core Certification Standard Three: Roman Catholic Theology

A lay ecclesial minister integrates knowledge of Roman Catholic faith within ministry. A lay ecclesial minister's faith is formed in the Catholic theological tradition. Theological formation includes ongoing foundational education in revelation and sacred Scripture, Christology, Christian anthropology, sacramental theology, ecclesiology, pastoral theology and inculturation, moral theology, Catholic social teaching, spirituality, ecumenism, liturgy, and worship. A minister articulates and interprets a Catholic understanding of scripture, tradition, and doctrine, and uses this knowledge to form a community of disciples engaged in the mission of the Church. (competencies **3.1-3.9** see course descriptions for individual competency-based goals)

Core Certification Standard Four: Pastoral Praxis

A lay ecclesial minister engages in pastoral activity that promotes evangelization, faith formation, community, and pastoral care with sensitivity to diverse situations. A lay ecclesial minister applies the process of pastoral praxis in building a community of disciples engaged in the transformation of society. The minister incorporates the dimensions of evangelization, faith formation, worship, inculturation, community, justice, and service within pastoral activities. The minister is an effective listener who fosters respect and compassionate care within diverse family, community, and cultural settings in the spirit of Gospel values. (competencies **4.1-4.17** see course descriptions for individual competency-based goals)

Core Certification Standard Five: Professional Practice

A lay ecclesial minister provides effective leadership, administration, and service, in the spirit of collaboration. A lay ecclesial minister understands leadership theory and applies it in a ministerial setting. The minister demonstrates a knowledge of and ability to work with parish and arch/diocesan systems and structures. The minister recognizes the importance of administration of parish programs and uses appropriate resources. The minister lives by the code of ethics applicable to ministry and abides by civil and Church law. (competencies **5.1-5.11** see course descriptions for individual competency-based goals)

Fees

Partial funding for this program is provided by the Diocese of Davenport and the Annual Diocesan Appeal. There is a yearly registration fee or a fee for individual courses. Fees are available upon request for residents and non-residents of the Diocese of Davenport. **Fees are subject to change.** Contact the Diocese of Davenport for the current rate. This registration fee does not cover books nor meals.

Application Process

Applicants must successfully complete the following before acceptance into the Ministry Formation Program – Liturgical Specialization:

- Completed application form (supporting documentation should accompany application form).
- One Letter of recommendation from priest or another parish leader (sent under separate cover to program coordinator).
- Background check completed and approved.
- Three references checked and approved.
- Credential Review Form (if applicable) (Reviewed and Formation Plan established).
- Payment of registration fees.

Requirements for Graduation/Certification

This program is a **formation experience**, not simply an educational process. Therefore, the formation program consists of four areas of emphasis: **intellectual** (formal systematic education), **spiritual** (personal and communal prayer), **pastoral** (development of ministerial skills and competencies), and **human** (fostering a healthy well-balanced personality). Several practicums will be held in conjunction with the course work.

- Participant has attended all courses for Liturgical Specialization as established by the Diocese of Davenport (or their equivalent as identified in the credential review form and supporting documentation) (Two Saturdays may be excused and credit given if make-up requirements are met)
- Participant has completed all assignments in the program.
- Participant has completed all the self-evaluations for each course..
- Participant has completed the following **pre-requisites:** Basic Years I & II of the Ministry Formation Program or its equivalent.
- Participant has attended the Diocesan training regarding sexual misconduct (Protecting God's Children from VIRTUS) and has completed the acknowledgement and consent form.

- Participant completed Form 2 and Iowa Department of Human Services determined that they were not listed on the Dependent Adult Abuse Registry as having abused a dependent adult.
- Participant completed Form 3 and Iowa Department of Human Services determined that they were not listed on Child Abuse Registry as having abused a child.

Guidelines for Attendance & Make-Up

Participant is required to attend all sessions. If an emergency or family need arises and a participant misses a Saturday class, the following procedures and guidelines are required. Only Two Saturday classes may be missed in this training program.

It is the responsibility of the absent participant to contact the program coordinator IlaMae Hanisch or administrative assistant Barb Butterworth 563-324-1911 butterworthb@davenportdiocese.org for a copy of instructor's notes or material that was missed.

For the Saturday that is missed, the participant will review the instructor's notes or material, complete the readings and assignments, and write a **10 page paper (minimum)** which will include the following:

- A clearly written opening introduction identifying a subject, concept, or concern you encountered in the instructor's or the readings that was interesting, new, or challenging for you.
- A paragraph or more that reflects on how this subject, concept, or concern affects your life today.
- Several paragraphs that identify ways you can respond to the subject matter covered in the instructor's notes or the readings including any decisions or conclusions you may have reached as a result of your study of this material. (These paragraphs might analyze, expand, or explain in greater detail how the subject affects your life today.) (site all quotes used)
- A concluding paragraph that wraps up, restates or further clarifies the impact this subject, concept, or concern has on your life.

If you wish, you may also submit an **outline** of your notes which come from the instructor's notes and the required reading/s.

Please include a cover page with the course title, date, and your name. Whenever possible, please type. Please note: If you miss more than Two Saturdays in the process, you will be required to take those classes the next time they are offered.

All make-up papers must be e-mailed or sent to the program coordinator:

**Diocese of Davenport
Attn. IlaMae Hanisch, M.P.S.
780 W Central Park Ave
Davenport IA 52804
hanisch@davenportdioceses.org**

For additional information, contact IlaMae Hanisch, coordinator at (641) 791-3435 e-mail: hanisch@davenportdiocese.org or Barbara Butterworth, administrative assistant at (563) 324-1911 e-mail: butterworthb@davenportdiocese.org

The Call to Lay Ecclesial Ministry

Within the faith community some are called to a very public ministry in the church. "Their functions of collaboration with the ordained require of lay ecclesial ministers a special level of professional competence and presence to the community. Their position often involves coordinating and directing others in the community. They are frequently employed on a full- or part-time basis by parishes, or church institutions. For these reasons their roles often require academic preparation, certification, credentialing, and a formation that integrates personal, spiritual, intellectual, and pastoral dimensions."

Co-Workers in the Vineyard of the Lord
United States Catholic Bishops
November 2005

El Llamado al Ministro Laico

Dentro de la Fé comunitaria algunos son llamados a un ministerio de la Iglesia para el público. "Sus funciones de colaboración con la ordenación requiere de Ministros Laicos Eclesiásticos en un nivel especial de competencia profesional y presencia para la comunidad. Su posición seguida se ve envuelta en dirigiendo, coordinando a otros en la comunidad. Ellos frecuentemente son empleados por medio tiempo o tiempo completo por las Iglesias y Parroquias. Por estas razones sus reglas requieren preparación académica, certificación, referencias, y una formación que entregue personalmente espiritualidad, intelectual y dimensiones pastorales."

Trabajadores en la Viña del Señor
Obispos Católicos de los Estados Unidos
Noviembre 2005

Registration Fees

2011-2012

Additional funding from
Annual Diocesan Appeal

MFP Yr I On-site format English:

- Resident of diocese, \$150
- Non-resident of diocese, \$225
- Individual course fee, \$25

MFP Yr I DVD format English:

- Resident of diocese, \$175
- Non-resident of diocese, \$250
- Individual course fee, \$25

MFP Año I Classes en Español:

- Residentes de la Diócesis, no hay cobro
- Residentes fuera de la Diócesis, \$150

Liturgy Specialization:

- Resident of diocese, \$200
- Non-resident of diocese, \$250
- Individual course fee, \$25

Contact

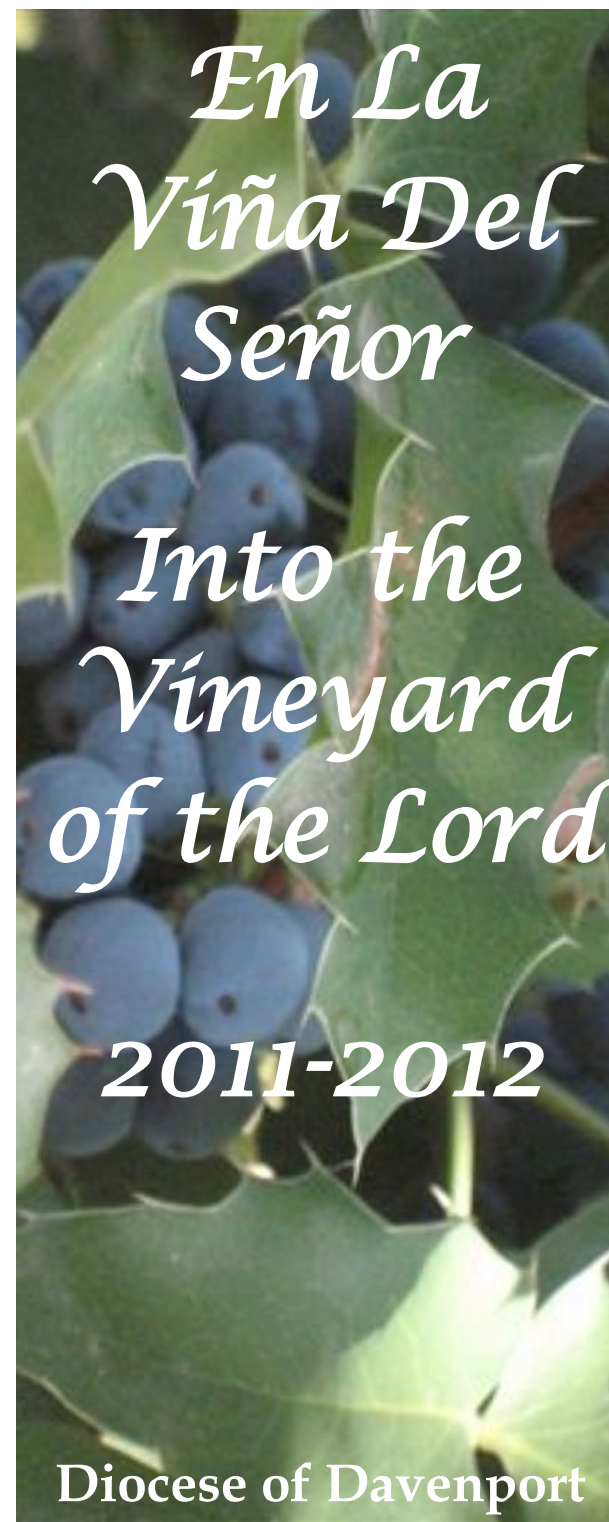
IlaMae Hanisch

Ministry Formation Coordinator
Adult/Family Formation Coordinator
hanisch@davenportdiocese.org
641-791-3435

**An application form and
program information may be found
on the diocesan website,
www.davenportdiocese.org.**

(Offices > Faith Formation > Lay Ministry)

Diocese of Davenport
780 West Central Park Ave.
Davenport, IA 52804-1901



Ministry Formation Program Basic Year I 2011-2012

On-site format: Participants meet two Saturdays per month from 9 a.m. - 4 p.m. at the Chancery, 780 West Central Park Ave., Davenport, Iowa.

DVD format: Participants review the recorded on-site classes and then meet once a month for three hours for small group work. Your schedule is determined by your group and its facilitator.

Register for one course or for the full curriculum.

2011

| | |
|--------------|---|
| Sept. 17 | Ecclesial Ministries |
| Oct. 1 | Retreat (Iowa City, St. Patrick, 8:30 a.m. - 3:00 p.m.) |
| Oct. 15 & 29 | Baptism |
| Nov. 5 & 19 | Holy Orders/Matrimony |
| Dec. 3 & 17 | Catholicism |

2012

| | |
|--------------|---------------------------------------|
| Jan. 21 & 28 | Confirmation |
| Feb. 18 & 25 | Eucharist |
| Mar. 17 & 24 | Personal/Pastoral Themes for Ministry |
| Apr. 21 & 28 | Anointing/Reconciliation |
| TBA 2012 | Retreat and Commissioning |

MFP English

Programa de Formación de Ministerio Básica Año I 2011-2012

Registro para un curso ó el curriculum
Todas las clases serán en el sótano de la Iglesia de las 3:00 a 6:00 p.m. en St. James, 602 W. 2nd St. Washington, Iowa.

2011

| | |
|-------------|--|
| 25 de Sept. | Eclesiasticos Ministerio y Ministros |
| 01 de Oct. | Oración Retiro (Iowa City, St. Patrick, 8:30 a.m. - 3:00 p.m.) |
| 16 de Oct. | Sacramento de la Eucaristia |
| 20 de Nov. | Orden Sacerdotal |
| Diciembre | No hay cursos |

2012

| | |
|--------------|--|
| Enero | No hay cursos |
| Febrero | No hay cursos |
| 18 de Mar. | Sacramento del Matrimonio |
| 22 de Abril | Sacramento de la Bautismo |
| 20 de Mayo | Sacramento de la Confirmación |
| 03 de Junio | el Catolicismo |
| 15 de Julio | Temas Personales Pastorales Para el Ministerio |
| 05 de Agosto | Unción de los Enfermos Reconciliación |
| 2012 | Oración Retiro y Graduación |

MFP Español

Liturgy Specialization 2011-2012

Participants will meet for class one Saturday per month from 8:30 a.m. - 3:00 p.m. with four additional Saturdays scheduled for practicum. Classes will meet at the Chancery, 780 West Central Park Ave., Davenport, Iowa.

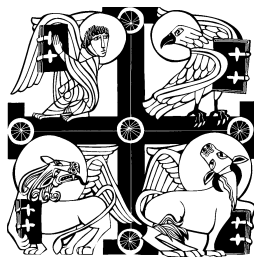
2011

| | |
|----------|---|
| Sept. 17 | Liturgical Space and Time |
| Oct. 1 | Retreat (Iowa City, St. Patrick, 8:30 a.m. - 3:00 p.m.) |
| Oct. 15 | Music Ministry, Liturgical Volunteers |
| Nov. 5 | Leading Prayer/Liturgy of the Hours |
| Dec. 3 | Practicum: LOH |
| Dec. 17 | Eucharist I |

2012

| | |
|---------|---|
| Jan. 21 | Eucharist II |
| Feb. 4 | SCAP/Weekday Word and Communion Services |
| Feb. 18 | Practicum: SCAP |
| Mar. | No meeting |
| Apr. 21 | RCIA/Triduum |
| May 12 | Parish Devotions (intercultural issues/Marian devotions) |
| June 2 | Parish Devotions (Eucharistic Adoration, Book of Blessings) |
| June 16 | Practicum: Devotions |
| July 14 | Pastoral Care of the Sick/Funerals |
| Aug. 4 | Marriage, Baptism, Reconciliation Services |
| Aug. 18 | Practicum: Funeral Rites |

Credentials may be reviewed for advanced placement by contacting the program coordinator.



Diocese of Davenport
Ministry Formation Program
Liturgical Specialization
Application for Admission

_____/_____/_____
Last Name First Name Middle Name Birth date

Street Address

City State Zip Code

(_____)_____
Day Phone Number Evening Phone Number Cell Phone Number

Day Phone Number Evening Phone Number Cell Phone Number

Email (please print)

Parish Name City, State

I am applying for admission to: (check one)

____ Entire program

____ Individual course/s (please list) _____

Previous Ministry Formation: (check one)

____ Completed Ministry Formation Program Basic Years I & II, Diocese
of Davenport. Date you graduated _____.

____ Currently enrolled in, or intend to enroll in the Ministry Formation Program
Basic Years I & II, Diocese of Davenport.

____ Completed other Ministry Formation Programs or have extensive liturgical
experience. Please attach documentation. (a credential review form is available
upon request)

Education (Beginning with most recent-attach additional pages if necessary)

Work Experience (Beginning with most recent-attach additional pages if necessary)

Briefly state your reasons for applying for admission to the Ministry Formation Program-Liturgical Specialization. (Attach a separate sheet if necessary.)

Describe or List Briefly

Present involvement in parish activities

Past involvement in parish activities

Any other relevant experience (volunteer/community service)

List any liturgy-related courses, workshops, conferences you have attended.

Please list three references with their contact informaton

1. _____
Name (plese print)

_____ Address

_____ City, State, Zip

_____ Phone/ day Phone/eve

_____ E-mail

2. _____
Name (plese print)

_____ Address

_____ City, State, Zip

_____ Phone/ day Phone/eve

_____ E-mail

3. _____
Name (plese print)

_____ Address

City, State, Zip

Phone/ day

Phone/eve

E-mail

REGISTRATION FEES (please check with parish for payment):

_____ RESIDENT, DIOCESE OF DAVENPORT \$200

_____ NON-RESIDENT, DIOCESE OF DAVENPORT \$250

_____ INDIVIDUAL COURSE \$25 EACH SESSION

Checks payable to the Dicoese of Davenport. If your parish requires an invoice, please notify Barb Butterworth 563-324-1911 butterworthb@davenportdiocese.org

PLEASE READ ALL THE ENCLOSED INFORMATION, SIGN AND ATTACH THE FOLLOWING FORMS:

_____ **Acknowledgement and Consent Form 1 (April, 2011)**

Policies Relating to Sexuality and Personal Behavior are to be reviewed prior to signing this form (November, 2008). The policies may be found at

<http://www.davenportdiocese.org>

_____ **Check here if you have had a background check done for the Diocese of Davenport within the past five years.**

_____ **Authorization for Release of Dependent Adult Abuse Information Form 2 (Iowa Department of Human Services 470-4531 6/10)**

_____ **Authorization for Release of Child Abuse Information Form 3 (Iowa Department of Human Services 470-3301 Rev 6/10)**

THE RECOMMENDATION FORM MUST BE FILLED OUT BY YOUR PASTOR, PARISH LIFE ADMINISTRATOR, OR DEAN AND MAILED BY HIM/HER UNDER SEPARATE COVER TO THE FOLLOWING ADDRESS.

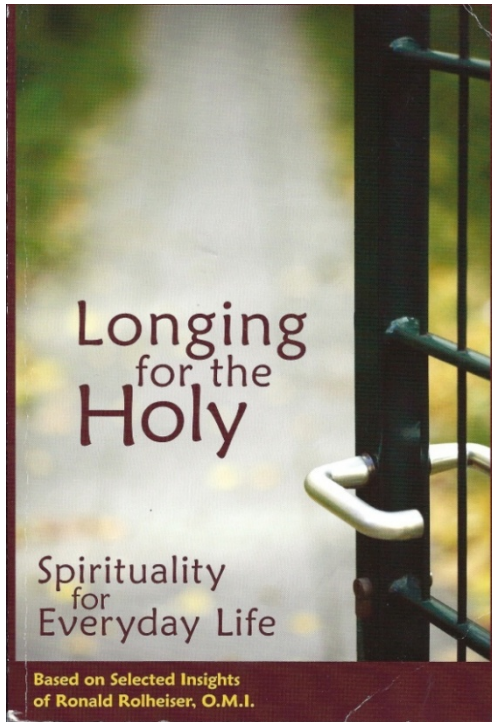
COMPLETE ALL SECTIONS OF THIS APPLICATION, REQUESTED FORMS, AND SEND ALONG WITH PAYMENT TO:

**DIOCESE OF DAVENPORT
Attn IlaMae Hanisch, M.P.S.
780 W Central Park Ave.
Davenport, IA 52804-1998**

For additional information, contact:

IlaMae Hanisch at (641) 791-3435 hanisch@davenportdiocese.org or

Barbara Butterworth at (563) 324-1911 butterworthb@davenportdiocese.org



“Everyone is spiritual. Whether or not we are fully conscious of it, our spirits long to be untied with a greater good, a deeper meaning, a wider love than we may experience in our everyday lives. We long for intimacy, to be connected, to belong, to be part of something or someone bigger than ourselves. We long to experience the connection to all that is within our universe and with the Creator who fashioned us and that universe”

Longing for the Holy-Spirituality for Everyday Life
RENEW International ©2009

***You are invited to a day retreat sponsored by the Diocese of Davenport
 Saturday October 1, 2011 from 8:30-3:00 at St. Patrick Parish Center Iowa City*
 Mass at 11:00 with Bishop Amos presiding+***

Retreat Facilitator: **Mary Wieser**

* 4330 St. Patrick Drive, Iowa City, IA 52244 – Facility is handicapped accessible.

+ Liturgy includes commissioning for those completing ministry formation programs

Registration deadline: September 23rd

**Cost: \$5 Lunch only (bring your own copy of book) or \$15 Lunch and Book
 (Longing for the Holy-Spirituality for Everyday Life by RENEW international)**

Please bring a bible, along with your book, to the retreat.

For information, contact Barbara Butterworth butterworthb@davenportdiocese.org (563) 324-1911

| | |
|---|--|
| Name: | Day Phone Number: |
| E-mail: | Parish/School: |
| Parish/School Town: | Dietary restrictions/allergies: |
| I will bring my own book, enclosed is \$5: <input type="checkbox"/> | I will need to purchase a book, enclosed is \$15: <input type="checkbox"/> |


Make checks payable to Diocese of Davenport and return form and payment to:
 Diocese of Davenport, attn. Barbara Butterworth, 780 W Central Park Avenue, Davenport, IA 52804-1901



Instructions for Completing Acknowledgement and Authorization Forms

A. What: Initial Background Check

Who: Those completing these forms for the very first time

1. Receive and read *Policies Relating to Sexuality and Personal Behavior of the Diocese of Davenport*.
2. Complete (in its entirety) Form 1, Acknowledgment and Consent
3. Sign and date where you see this arrow  on Forms 2 and 3: Authorization for Release of Dependant Adult Abuse and Authorization for Release of Child Abuse Information


B. What: Annual Renewal of Acknowledgement and Consent

Who: Those who have completed this form previously, e.g., last year

1. Complete Form 1, Acknowledgment and Consent
2. If any information in items 4-7 have changed, provide new information

C. What: Five-year Renewal Background Check

Who: Those who have had a previous background check

1. Complete Form 1, Acknowledgment and Consent
2. If any information in items 4-7 have changed, provide new information
3. Sign and date where you see this arrow  on Forms 2 and 3: Authorization for Release of Dependant Adult Abuse and Authorization for Release of Child Abuse Information

Directions for Submission of the Above Forms

A. Initial Background Check Forms

Mail the original Initial Background Check forms and a copy of the driver's license in an envelope marked "Confidential" to Diocese of Davenport, Attn Char Maaske, 780 West Central Park Ave., Davenport, IA 52804-1901. **DO NOT SEND TO IOWA DEPARTMENT OF CRIMINAL INVESTIGATION OR IOWA DEPARTMENT OF HUMAN SERVICES.**

B. Annual Renewal of Acknowledgment and Consent Form

- The original employee and volunteer forms are to be filed in a secured file at the parish or school with the copy of the Protecting God's Children Program training certificate.
 - The Clergy form must be sent to the Vicar General at the Chancery office.
 - The Principal form must be sent to the Superintendent of Schools at the Chancery office.
- *Note, do not discard previous years' forms. Keep all copies.

C. Five-year Renewal Background Check Forms

Forms are to be submitted just as the Initial Background Check Forms (see instructions above) at least one month prior to an individual's renewal date.

All the above forms and information can be found at:

<http://www.davenportdiocese.org/backgroundchecks.htm>

Acknowledgement and Consent

Form 1

Full Legal Name (print) _____ Sex _____ Date of Birth _____

Check 1: Volunteer Volunteer w/Stipend Employee Priest Deacon Catholic School Teacher

Check *I hereby acknowledge that I received a copy of the Policies Relating to Sexuality and Personal Behavior of the Diocese of Davenport, have read the Policies, understand their meaning, and agree to conduct myself in accordance with them.*

These Policies call for background checks (investigative consumer reports), as deemed appropriate, for some serving as employees or regular volunteers. Realizing, as Church, the importance of protecting youth and other vulnerable populations, I hereby consent and authorize an investigative consumer report, to be conducted if deemed appropriate by the Diocese or entities noted below. Public records may be used in this report, such as civil and criminal records and driving records as well as personal interviews, as needed. I realize this inquiry may include information regarding my character, general reputation, a criminal background check and motor vehicle report. I release the Diocese of Davenport, any parish, school, or other related Catholic institution and their agents from liability associated with obtaining that inquiry.

This consumer report will be used for employment/volunteer selection purposes and may be subject to the Fair Credit Reporting Act. I may receive a free copy of this report. Before any adverse action is taken based on this report I will receive a copy of the report and notice of my rights under the FCRA.

Mindful of the importance of protecting children and other vulnerable persons, the undersigned acknowledges a truthful response to the questions below. I understand that past violations would not necessarily preclude the employment or volunteer position sought.

1. Have you had any convictions other than a traffic violation? Yes No
2. Did you ever enter into an agreement with any past employer not to divulge the true reason for termination of employment? Yes No
3. Have you ever been subject to ecclesiastical discipline? Yes No

Complete 4-7 if . . .

- a) **This is the first time you have completed an Acknowledgement and Consent Form.**
- b) **You have completed the form previously and any of the following has changed.**

4. Social Security Number (print clearly) _____

5. Please provide the following:

a) Your addresses for the past 7 years.

Current (print): _____

Past (print): _____

b) Two references who can address your work with children (include name, address & phone)

(print) _____

6. Maiden name and any other aliases (print) _____

7. **Attach a copy of 1) your driver's license/photo id and 2) vehicle declaration page listing coverage.**

Signature

Date

If applicable: I understand that if I am a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport participants of an event.

To be completed by parish/school/entity personnel

Signature of person representing the entity: _____ (e.g., Principal, DRE, Pastor)

Entity responsible for payment: _____ City _____

Where forms are sent/filed

Clergy: Vicar General

Principals: Supt. of Schools

Others: Parish/school

Iowa Department of Human Services

Authorization for Release of Dependent Adult Abuse Information

This form must be used to authorize release of dependent adult abuse information when the person requesting the information does not have independent access to it in Iowa law. Complete a separate form for each person about whom information is requested. Send the original to the Central Abuse Registry, Iowa Department of Human Services, 401 SW 7th Street, Suite G, Des Moines, IA 50309-3574 or fax to 515-242-6884.

To be completed by the person requesting information:

| | | | |
|---|-------------|------------------------|------------------------------|
| Requester Charlene Maaske/Diocese of Davenport | | | |
| Address 780 West Central Park Ave. | | | |
| City Davenport | State IA | Zip Code 52804-1901 | Phone Number 563-324-1911 |

The information concerns:

| | | | |
|--------------------------------------|------------|------------------------|--------|
| Name (first, middle initial, last) | | | |
| Maiden Name or Alias (if applicable) | Birth Date | Social Security Number | |
| Address | | | |
| City | State | Zip Code | County |

What is the purpose of your request for dependent adult abuse information?

To obtain any information regarding a history of dependent adult abuse.

I have read and understand the legal provisions for handling dependent adult abuse information that are printed on the second page of this form.

| | |
|------------------------------|------|
| Signature of Charlene Maaske | Date |
|------------------------------|------|

To be completed by the person authorizing the Department of Human Services to release dependent adult abuse information:

| | | | |
|-----------|--|------|--|
| Signature | | Date | |
|-----------|--|------|--|

To be completed by the Central Abuse Registry or designee:

- The person named above is listed on the Dependent Adult Abuse Registry as having abused a dependent adult.
- The person named above is not listed on the Dependent Adult Abuse Registry as having abused a dependent adult.
- This request for information is denied because the form is incomplete.

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

Comments:

Legal Provisions for the Handling of Dependent Adult Abuse

Redissemination of Dependent Adult Abuse Information, Iowa Code 235B.8

A person, agency, or other recipient of dependent adult abuse information shall not redisseminate (release) this information. However, redissemination is permitted when all of the following conditions apply:

- The redissemination is for official purposes in connection with prescribed duties or, in the case of a health practitioner, pursuant to professional responsibilities.
- The person to whom the information would be redisseminated would have independent access to the same information under Iowa Code section 235B.6.
- A written record is made of the redissemination, including the name of the recipient and the date and purpose of the redissemination.
- The written record is forwarded to the Central Abuse Registry within 30 days of the redissemination.

Criminal Penalties, Iowa Code 235B.12

Any person is guilty of a criminal offense when the person:

- Willfully requests, obtains, or seeks to obtain dependent adult abuse information under false pretense.
- Willfully communicates or seeks to communicate dependent adult abuse information to any agency or person except in accordance with Iowa Code sections 235B.6 through 235B.8.
- Is connected with any research authorized pursuant to Iowa Code section 235B.6 and willfully falsifies dependent adult abuse information or any records relating to dependent adult abuse.

Upon conviction for each offense, the person shall be punished by a fine of up to \$1,000 or imprisonment for not more than two years, or by both fine and imprisonment.

Any person who knowingly, but without criminal purposes, communicates, or seeks to communicate dependent adult abuse information except in accordance with Iowa Code sections 235B.6 and 235B.8 shall be fined not more than \$100 or be imprisoned not more than ten days for each such offense.

AUTHORIZATION FOR RELEASE OF CHILD ABUSE INFORMATION



This form must be used to authorize release of child abuse information when the person requesting the information does not have independent access to it under Iowa law. Complete a separate form for each person about whom information is requested. Send the original to the Central Abuse Registry, Iowa Department of Human Services, 401 SW 7th Street, Suite G, Des Moines, Iowa 50309-3574.

PART A: To be completed by the person requesting information.

| | | | | |
|----|---|--------------------|-------------------------------|--------------------------------------|
| 1. | Requester Charlene Maaske/Diocese of Davenport | | | |
| | Address 780 West Central Park Ave. | | | |
| | City Davenport | State IA | Zip Code 52804-1901 | Phone Number (563)324-1911 |
| 2. | The information concerns: | | | |
| | Name (first, middle initial, last) | | | |
| | Maiden Name or Alias (if applicable) | | Birth Date | Social Security Number |
| | Address | | | |
| | City | State | Zip Code | County |
| 3. | What is the purpose of your request for child abuse information? To obtain any information in the registry regarding abuse as this individual is working with children. | | | |
| 4. | I have read and understand the legal provisions for handling child abuse information which are printed on the back of this form. | | | |
| | Signature of Charlene Maaske | | | Date |

PART B: To be completed by the person authorizing the Department of Human Services to release child abuse information.

I understand that my signature authorizes the requester to receive information to verify whether I am named on the Child Abuse Registry in a child abuse report as having abused a child (Iowa Code 235A.15). To the best of my knowledge, all or part of the information contained in Part A of this form is correct.

| | | | |
|-----------|--|------|---|
| Signature |  | Date |  |
|-----------|--|------|---|

PART C: To be completed by the Central Abuse Registry or designee.

1. The person named in item A-2 is listed on the Child Abuse Registry as having abused a child.
2. The person named in item A-2 is not listed on the Child Abuse Registry as having abused a child.
3. This request for information is denied because the form is incomplete.

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

Comments

LEGAL PROVISIONS FOR THE HANDLING OF CHILD ABUSE INFORMATION

Redissemination of Child Abuse Information (Iowa Code 235A.17)

A person, agency, or other recipient of child abuse information shall not redisseminate this information. However, redissemination is permitted when all of the following conditions apply:

- ◆ The redissemination is for official purposes in connection with prescribed duties or, in the case of a health practitioner, pursuant to professional responsibilities.
- ◆ The person to whom the information would be redisseminated would have independent access to the same information under Iowa Code Section 235A.15.
- ◆ A written record is made of the redissemination, including the name of the recipient and the date and purpose of the redissemination.
- ◆ The written record is forwarded to the Registry within 30 days of the redissemination.

Criminal Penalties (Iowa Code 235A.21)

- ◆ Any person is guilty of a criminal offense when the person:
 - Willfully requests, obtains, or seeks to obtain child abuse information under false pretense.
 - Willfully communicates or seeks to communicate child abuse information to any agency or person except in accordance with Iowa Code Sections 235A.15 and 235A.17.
 - Is connected with any research authorized pursuant to Iowa Code Section 235A.15 and willfully falsifies child abuse information or any records relating to child abuse.
- ◆ Upon conviction for each offense, the person shall be punished by a fine of up to \$1,000 or imprisonment for not more than two years, or by both fine and imprisonment.
- ◆ Any person who knowingly, but without criminal purposes, communicates or seeks to communicate child abuse information except in accordance with Iowa Code Sections 235A.15 and 235A.17 shall be fined not more than \$100 or be imprisoned not more than ten days for each such offense.
- ◆ Any reasonable grounds for belief that a person has violated any provision of Iowa Code Chapter 235A shall be grounds for the immediate withdrawal of any authorized access that the person might otherwise have to child abuse information.

Diocese of Davenport
Formation Requirements for Specific Ministries

| Leadership Position | FORMATION PROGRAMS | | | | |
|--|---------------------------|---|--|------------------------------|---|
| | MFP Basic Year I | MFP Basic Year II | Specialization Catechetical | Specialization Liturgical | Specialization Parish Administration (PLA, PA, FA) |
| Personal Enrichment | ■ | ■ | | | |
| Parish Volunteer | ■ | ■ | | | |
| Parish Council | ■ | ■ | | | |
| DRE | ■ | ■ | ■ | | |
| Liturgist | ■ | ■ | | ■ | |
| Pastoral Associate (PA) | ■ | ■ | ■ | ■ | ■ |
| Finance Administrator (FA) | | ■ | | | ■ 4 course in PLA with 6 mo internship |
| Deacon (prerequisites & then acceptance into program) | ■ | Remaining coursework available through the diaconate office Diocese of Davenport | | | |
| Parish Life Administrator (PLA) (prerequisites & acceptance into program) | ■ | ■ | ■ | ■ | ■ |
| Coordinator of Youth Ministry | ■ | ■ | Certification available at St. Ambrose University | | |

MFP Basic Years I and II are offered in English and in Spanish.

Programs may be taken “out of sequence” upon approval of program coordinator.

Certification will be determined when all prerequisites have been completed and requirements have been met.

Credentials and previous experience may be reviewed prior to enrollment (individual learning plans will be developed for those waiving some coursework).

For more detailed information and application forms please contact:

Diocese of Davenport, IlaMae Hanisch, M.P.S.

780 W. Central Park Ave. Davenport, IA 52804

hanisch@davenportdiocese.org

TENTATIVE PLANS: FORMATION PROGRAMS 2011-2014

2011-2012: MFP Basic Year I, Liturgical Specialization

2012-2013: MFP Basic Year II, Catechetical Specialization

2013-2014: MFP Basic Year I, Parish Administration (PLA,PA, FA)



DIOCESE OF DAVENPORT
MOVING FORWARD IN FAITH AND HOPE

ALL Ministry Formation Courses

6/2011

Several ministry formation programs are offered each year. Please check the diocesan web site www.davenportdiocese.org or current year's brochure. Basic pastoral ministry is offered every year (alternating Year I and Year II), in both English and Español. Each year a specialization track is offered and they are on a rotating basis: Catechetical, Liturgical, and Pastoral Associate (includes parish administration and finance administration). Additional programs will be offered when the need arises.

Basic Pastoral Ministry Year I: Anointing & Reconciliation, Baptism, Catholicism, Confirmation, Ecclesial Ministry/Ministries, Eucharist, Holy Orders & Matrimony. Personal/Pastoral Themes for Ministry, Retreat, Supervised Field Experience

Año Básico I: Unción de los Enfermos y Reconciliación, Sacramento de la Bautismo, el Catolicismo, Sacramento de la Confirmación, Eclesiasticos Ministerio y Ministros, Sacramento de la Eucaristia, Sacerdotal Sacramento del Matrimonio, Temas Personales Pastorales Para el Ministerio, Oración Retiro

Basic Pastoral Ministry Year II: Catechetical Themes, Moral/Discipleship Themes, Legal/Canonical Themes, Liturgical Themes, Scripture-Old Testament, Scripture-New Testament, Spiritual Themes, Theological Themes, Retreat

Año Básico II: Introduccion a los Temas de Catequesis, Introduccion a los Temas de Moral, Introduccion at Derechio Canonico, Introduccion a la Liturgia, Biblia Viejo Testamento, Biblia Nuevo Testamento, Introduccion a la Espiritualidad, Introduccion a la Theologia, Oración Retiro

Catechetical Specialization: Catechesis, Catechetical Minister, Leadership, Legal Issues, Pastoral Praxis I, Pastoral Practice II, Professional Practice I, Professional Practice II, Program Development, Youth Ministry/Young Adult, Retreat.

Liturgical Specialization: Liturgical Space and Time, Music Ministry & Liturgical Volunteers, Leading Prayers/Liturgy of the Hours, Practicum - Liturgy of the Hours, Eucharist I, Eucharist II SCAP/Weekday Word & Communion Services, Practicum – SCAP, RCIA/Triduum, Parish Devotions I (intercultural issues/Marian devotions), Parish Devotions II (Eucharistic adoration & book of blessings), Practicum – Devotions, Pastoral Care of the Sick & Funerals, Marriage, Baptism, Reconciliation Services, Practicum - Funeral Rites, Retreat.

Training for Pastoral Associate, Parish Administration, Finance Administration: Courses for pastoral associate and parish administration: Internship for pastoral associate or parish administration (12 months of 8 hours per month minimum), Annulments , Life-long Faith Formation , Parish Leadership & Organization, Parish Life, Parish Management I - Policies, Governance & Personnel, Parish Management II-Finance, Preaching the Word, Presiding-Parish Worship & Prayer, Roman Missal, Sacramental Prep I, Sacramental Prep II, RCIA, Retreat.

Courses for finance administration: Internship (6 months of 8 hours per month minimum), Parish Leadership & Organization, Parish Life, Parish Management I & II, Retreat