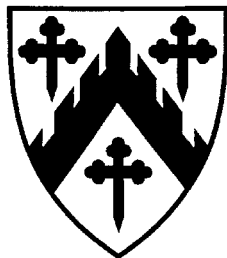


Diocese of Davenport



**M
F
P**

The Ministry Formation Program

Basic Year I
Information Packet
2009-2010

For your convenience, this packet contains the following:

Current Course Schedule · MFP Basic Program Overview · Brochure · Application Form · Recommendation Form · Initial Interview Form · 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

<http://www.davenportdiocese.org/faithform/ffmfppg1.htm>

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



Diocese of Davenport
Ministry Formation Programs
Basic Year I
Course Schedule
2009-2010

BOTH ICN and Non-ICN Cohorts:

September 19, 2009

Retreat: The retreat will take place at St. Mary's in Solon from 8:30 a.m. – 3 p.m.

This retreat is open to all who would like to come. Registration information available on the diocesan web-site
<http://www.davenportdiocese.org/faithform/ffmfppg1.htm>

ICN Cohorts:

September 12, 2009

Ecclesial Ministry & Ministries-IlaMae Hanisch, ICN sites 9 a.m. – 4 p.m.

October 10 & 24, 2009

Baptism – Dr. Corinne Winter, ICN sites 9 a.m. – 4 p.m.

November 7, 2009

Holy Orders – Bishop Amos, Dc. Bob McCoy, Rev. Marty Goetz, Msgr. Hyland, ICN sites 9 a.m. – 4 p.m.

November 21, 2009

Matrimony – IlaMae Hanisch, ICN sites 9 a.m. – 4 p.m.

December 5 & 19, 2009

Anointing & Reconciliation – Rev. Edmond Dunn, ICN sites 9 a.m. – 4 p.m.

January 16 & 23, 2010

Confirmation – Patrick Finan, ICN sites 9 a.m. – 4 p.m.

February 6 & 20, 2010

Eucharist – Dr. Corinne Winter, ICN sites 9 a.m. – 4 p.m.

March 6 & 20, 2010

Personal & Pastoral Themes for Ministry – IlaMae Hanisch, ICN sites 9 a.m. – 4 p.m.

April 10 & 24, 2010

Catholicism – Rev. Edmond J. Dunn, ICN sites 9 a.m. – 4 p.m.

Non-ICN Cohorts:

Order of courses is as stated above, but each group determines their meeting time-usually once a month. Check with your facilitator about your schedule.



Diocese of Davenport
Overview of Ministry Formation Programs
Basic Formation Year I & Year II

Please retain this information.
You will need it as a reference throughout the year.

Overview

This 2-year program will introduce participants to ministry in the church and help them prepare for a variety of leadership positions emerging in the church. 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"*.

Goals & Objectives

The first goal of the program is to assist in the personal formation of the adult Catholic in her or his relationship with Christ. The objectives to meet this goal include opportunities for personal and communal worship, prayer experiences and retreats, spiritual direction, time for discernment, 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 master's 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.

Standards and Competency-Based Goals

The 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) established in 2003:

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 4.1-4.16 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 5.1-5.8 see course descriptions for individual competency-based goals)

Information

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, pastoral (development of ministerial skills and competencies), and human (fostering a healthy well-balanced personality).

Applicants may attend all courses for certification or audit a few courses for personal enrichment (non-certification). A certificate will be presented to those who complete the entire program and meet the requirements for graduation. Participants may apply to the program at any time.

MFP Basic Formation (two-year)

This program is a prerequisite for Diaconate, Catechetical Leader, Liturgical Leader, Pastoral Associate, Parish Life Administrator, and Finance Administrator (Basic MFP Year II only).

Three Processes Available

MFP-ICN/Small Group

The program consists of professionally taught modules (8 per year) offered over the ICN (Iowa Communications Network) along with small group learning sessions. Each module meets two Saturdays per month from 9 a.m. to 4 p.m.

MFP-Parish/Small Group (Non-ICN)

The program consists of professionally taught modules (8 per year) using the DVD's from the MFP-ICN process along with small group learning sessions. Each parish determines their schedule upon approval of the diocesan coordinator of Ministry Formation. A diocesan-approved facilitator will lead each parish process.

MFP-Individual/Small Group (Non-ICN)

The program consists of professionally taught modules (8 per year) using DVD's from the MFP-ICN process. Individuals view the DVD's and write a review paper (2-page minimum) for each course. They meet to do the small group process once a month with a diocesan approved facilitator.

Fees

Partial funding for this program is provided by the Annual Diocesan Appeal. There is a yearly registration fee or a fee for individual courses. **Fees are subject to change.** Contact the Diocese of Davenport for the current rate. This registration fee covers most books and materials.

Requirements for Admission

- Completed application form.
- Registration fee has been paid.
- Letter of recommendation from pastor or dean.
- Applicant is a person of maturity, sensitive to the needs of others, and willing to work with others.
- Applicants must be practicing Catholics.
- Completed background check. Completed forms: the acknowledgement and consent form 1 (Policies Relating to Sexuality and Personal Behavior of the Diocese of Davenport), authorization for release of dependent adult abuse information form 2, and authorization for release of child abuse information form 3.

Requirements for Graduation/Certification

- Participant has attended all courses required in the 2-year program. (**see guidelines for attendance and make-up**)
- Participant has completed all assignments in the program. (Participants in the MFP-Individual process must have completed all assignments and all required review papers, after viewing DVD's and the assigned reading material.)
- Participant has completed their supervised field experience.
- Participant has completed the Myers-Briggs Inventory (Kiersey-Bates Temperament Sorter).
- Participant has completed all of the self-evaluations (one for every course).
- Participant has completed the *Discipleship Profile*.
- Participant has completed a Spiritual Autobiography
- Participant has attended the Diocesan training regarding sexual misconduct (Protecting God's Children-Virtus).
- Participant has completed the Initial Interview Form or had a personal interview with the program coordinator.

Guidelines for Attendance & Make-Up

Participant is required to attend all sessions.

The following applies to those participating in the MFP- Non ICN process:

If an **emergency** arises and a participant must miss the scheduled small group meeting, they should contact their facilitator who will arrange for make-up.

The following applies to those participating in the MFP-ICN process:

If an **emergency** arises and a participant must miss part or all of a Saturday, the following procedures and guidelines are required:

It is the responsibility of the absent participant to contact the program coordinator (IlaMae Hanisch) or administrative assistant (Barb Butterworth 563-324-1912 ext. 265 butterworthb@davenportdiocese.org) for a copy of the ICN presentation, all assignments, small group processes, and required handouts for the module that was missed.

If you miss part of a Saturday session...

For every ICN portion that is missed, the participant must view the video for that part of the session and then complete the following: **(2 pages minimum)**

- In a clearly written opening paragraph identify **three** key points you heard in the video.
- Write a **paragraph about each of the key points**. In each paragraph you may reflect on the point, refute it, agree with it, question it, amplify it, restate it in your own words, or do anything else that will be helpful to you as you digest the material.
- Write a summary-closing paragraph.
If one Discussion Session is missed, the participant must comment on the readings assigned for that module using the format identical to the one described above. **(2 pages minimum)**
- Identify three key points in the **readings**.
- Write a "helpful" paragraph about each point.
- Write a summary closing paragraph.

If you miss an entire Saturday session...

For every Entire Saturday that is missed, the participant will view the videos, complete the readings, and write a **6 page paper (minimum)** which will include the following:

- A clearly written opening paragraph identifying a subject, concept, or concern you encountered in the video 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 video 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.)
- A concluding paragraph that wraps up, restates or further clarifies the impact this subject, concept, or concern has on your life.

*** Please note: If you miss two complete Saturdays in a course or if you miss both discussion sessions in a course, you cannot make-up that course. You will be required to take that course the next time it is offered or you may wish to take it in the non-ICN format.**

Please include a cover page with the course title, date and portions that you missed, and your name. Whenever possible, please type.

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

**Diocese of Davenport
Attn. IlaMae Hanisch, M.P.S.
2706 N. Gaines Street
Davenport IA 52804
hanisch@davenportdioceses.org**

For additional information, contact:

IlaMae Hanisch, coordinator at (641) 791-3435 email: hanisch@davenportdiocese.org or

Barbara Butterworth, administrative assistant at (563) 324-1912 ext. 265 email: butterworthb@davenportdiocese.org

Information about all programs is on the diocesan web site:

<http://www.davenportdiocese.org/faithform/ffmfppg1.htm>

The Call to All Believers

"God calls. We respond. This fundamental, essential pattern in the life of every believer appears throughout salvation history...."

"The basic call is the same for all the followers of Christ, namely "that all Christians in whatever state or walk of life are called to the fullness of Christian life...."

"All the baptized are called to work toward the transformation of the world,"

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 involve 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*

Formation Opportunities For Specific Ministries

**Personal Enrichment, Parish Council,
Parish Volunteer:**

*MFP Basic Year I
MFP Basic Year II*

**Director/Coordinator Faith Formation,
Director/Coordinator Youth Ministry:**

*MFP Basic Year I
MFP Basic Year II
Specialization - Catechesis*

Liturgist:

*MFP Basic Year I
MFP Basic Year II
Specialization - Liturgy*

Pastoral Associate:

*MFP Basic Year I
MFP Basic Year II
Specialization - Catechesis
Specialization - Liturgy
Parish Life Administration
(8 specified courses)*

Finance Administrator:

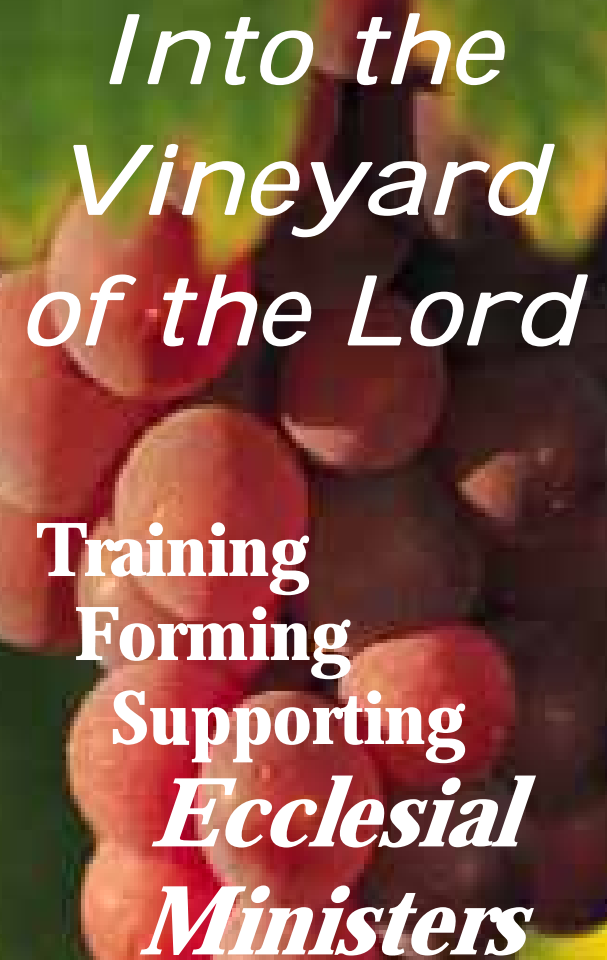
*MFP Basic Year II
Parish Life Administration
(4 specified courses)*

Deacon:

*MFP Basic Year I
MFP Basic Year II
Diaconate Formation Process*

Parish Life Administrator:

*MFP Basic Year I
MFP Basic Year II
Specialization - Catechesis
Specialization - Liturgy
Parish Life Administration*



**Into the
Vineyard
of the Lord**

**Training
Forming
Supporting
Ecclesial
Ministers**

**Diocese of Davenport
Ministry Formation Programs
2009-2010**

MFP BASIC Year I 2009-2010

ICN participants meet two Saturdays per month from 9 a.m. - 4 p.m. at ICN locations around the diocese.

Non-ICN participants review the recorded ICN 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.

Sep 12, 2009	Ecclesial Ministry & Ministries
Sep 19, 2009	Retreat-St. Mary-Solon 8:30-3:00
Oct 10, 2009	Baptism
Oct 24, 2009	Baptism
Nov 7, 2009	Holy Orders
Nov 21, 2009	Matrimony
Dec 5, 2009	Anointing & Reconciliation
Dec 19, 2009	Anointing & Reconciliation
Jan 16, 2010	Confirmation
Jan 23, 2010	Confirmation
Feb 6, 2010	Eucharist
Feb 20, 2010	Eucharist
Mar 6, 2010	Personal/Pastoral Themes
Mar 20, 2010	Personal/Pastoral Themes
Apr 10, 2010	Catholicism
Apr 24, 2010	Catholicism

MFP

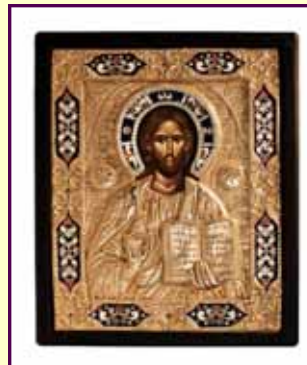
Credentials may be reviewed to waive some course requirements.

CATECHETICAL Specialization 2009-2010

Curriculum meets the National Certification Standards for Catechetical Leaders (USCCB, 2003).

Sessions are 8:30-2:30 at Williamsburg Community Recreation Center, 939 Highland Street, Williamsburg IA 52361 (I-80 exit 220).

Sep 19, 2009	Retreat-St. Mary in Solon 8:30-3:00
Sep 26, 2009	Catechesis
Oct 17, 2009	Catechetical Minister
Nov 14, 2009	Program Development
Dec 12, 2009	Professional Practice I
Jan 9, 2010	Professional Practice II
Feb 13, 2010	Pastoral Praxis I
Mar 13, 2010	Pastoral Praxis II
Apr 17, 2010	Legal Issues
May 8, 2010	Youth Ministry/Young Adult



Credentials may be reviewed to waive some course requirements.

Registration Fees 2009-2010

Basic MFP Year I (8 month program)

ICN format:

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

Non-ICN format:

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

All rates are per person
Parish group rates available

Catechetical Specialization (9 month program)

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

All fees are per person.

Application forms and policies for all programs may be found on the diocesan web site.

www.davenportdiocese.org

From the Offices tab, choose Faith Formation and then Lay Ministry.

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

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

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

Briefly state your reasons for applying for admission to the Ministry Formation Program. (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 courses you have taken in Sacraments, Scripture, Theology or Church History

How would you describe your closeness to God?

REGISTRATION FEES (please check with parish for payment):

- RESIDENT, DIOCESE OF DAVENPORT ICN FORMAT \$150
- RESIDENT, DIOCESE OF DAVENPORT NON-ICN FORMAT \$175
- NON-RESIDENT, DIOCESE OF DAVENPORT ICN FORMAT \$225
- NON-RESIDENT, DIOCESE OF DAVENPORT NON-ICN FORMAT \$250
- INDIVIDUAL COURSE \$25 EACH SESSION

Checks payable to the Dicoese of Davenport. If your parish requires an invoice, please notify Barb Butterworth 563-324-1912 ext. 265 butterworthb@davenportdiocese.org

PLEASE SIGN AND ATTACH THE FOLLOWING FORMS:

- _____ **Acknowledgement and Consent Form 1 (April, 2009)**
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/faithform/fflib/FFSafeEnvPoliciesSexualityPersonalBehaviorNov08.pdf>
- _____ **Authorization for Release of Dependent Adult Abuse Information Form (Iowa Department of Human Services 470-4531 7/08)**
- _____ **Authorization for Release of Child Abuse Information Form 3 (Iowa Department of Human Services 470-3301 Rev 7/04)**

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

**DIOCESE OF DAVENPORT
Attn IlaMae Hanisch, M.P.S.
2706 N. Gaines Street
Davenport, IA 52804-1998**

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 ABOVE ADDRESS.

For additional information, contact:

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

Barbara Butterworth at (563) 324-1912 ext. 265 butterworthb@davenportdiocese.org

"All the baptized are called to work toward the transformation of the world".

Co-Workers in the Vineyard of the Lord, USCCB, 2005



RECOMMENDATION FORM

Applicant's Name _____

Please indicate how confident you are in recommending him/her to the Ministry Formation

Program: _____ Recommend strongly _____ Recommend
 _____ Recommend with reservations _____ Not Recommend

I recommend this person because of: (check all that apply)

- _____ present involvement with parish or ministry
- _____ dedicated to prayer and the spiritual life
- _____ gifts and talents he/she possesses
- _____ other: _____

1. How long have you known this person? _____

2. What strengths have you observed in this person that are important in ministry?

3. In what ways might this person become more effective in ministry?

4. Other comments: _____

Your Name (please print): _____

Signature _____ Date _____

Parish _____ Phone _____

Will the parish be paying the program registration? ___ Yes ___ No, please bill applicant.

Please mail this letter of recommendation in a sealed envelope to:

Diocese of Davenport
Attn: IlaMae Hanisch, M.P.S.
2706 N Gaines Street
Davenport IA 52804



Diocese of Davenport
Ministry Formation Programs
Basic (two-year)
INITIAL INTERVIEW

Name of Participant _____

Date of Interview _____

Interviewer or person sending the form IlaMae Hanisch, M.P.S

GOAL: To determine if the participant has the desires, attitudes, and capacities to benefit from the education/formation offered in the Ministry Formation Program. Does the candidate have the potential for formation, can they learn to function well within the present day church and society, do they have the potential qualities to minister effectively in the parish/diocese/marketplace, and do they have the qualities to empower others to minister?

Competency-based Ministry Assessment Tool is adapted from *A Resource for Ministry Formation Directors* published by the National Association for Lay Ministry, copyright 2000.

Interviewer will record “key words/phrases” from participant’s replies to each of the following questions. **If survey is filled out by participant-use complete sentences and additional paper (if needed). PLEASE MAIL COMPLETED INTERVIEW FORM TO:**

Diocese of Davenport; c/o IlaMae Hanisch, M.P.S.; Ministry Formation Coordinator; 2706 N. Gaines St.; Davenport, IA 52804

PERSONAL COMPETENCIES:

1. How did you learn about the ministry formation program? _____

2. Why are you interested in the ministry formation program? _____

3. Do you have family support for your participation in the MFP? Explain

4. Do you have parish/pastor support for your participation in the MFP? Explain

5. Do you understand the time commitment for your involvement in the MFP? _____

6. What are your concerns/reservations about beginning the MFP? _____

THEOLOGICAL COMPETENCIES:

7. How familiar are you with the following?

++ very familiar + familiar - not as familiar as I'd like -- not familiar at all

_____ Ministry/Ministries

_____ Personal/Pastoral Themes

_____ Baptism

_____ Moral Themes

_____ Confirmation

_____ Scriptural Themes (OT)

_____ Eucharist

_____ Scriptural Themes (NT)

_____ Orders, Holy

_____ Liturgical Themes

_____ Matrimony

_____ Legal/Canonical Themes

_____ Reconciliation

_____ Spiritual Themes

_____ Anointing

_____ Theological Themes

_____ Catholicism

_____ Catechetical Themes

_____ Discipleship Themes (Evangelization, Catholic Social Teaching, Stewardship)

8. What do you think about Vatican II and its impact on the Church today? _____

9. What are your hopes/dreams for the future Church? _____

10. How do you see yourself in ministry or parish leadership five years from now?



April 2009

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 Form 2, Authorization for Release of Dependant Adult Abuse Information
4. Sign and date Form 3, 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 Form 2, Authorization for Release of Dependant Adult Abuse Information
4. Sign and date Form 3, 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, 2706 N. Gaines St., Davenport, IA 52804-1998. **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 Director of Faith Formation and Education/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/faithform/ffsafeenvprogpg1.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, 1305 E Walnut Street, 5th Floor, Des Moines, IA 50319-0114 or fax to 515-242-6884.

To be completed by the person requesting information:

Requester

Char Maaske/Diocese of Davenport

Address

2706 N. Gaines St.

City

Davenport

State

IA

Zip Code

52804-1998

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

Date

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

Signature

SIGN HERE

Date

SIGN HERE

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

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

A person, agency, or other recipient of dependent adult 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 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 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 Form 3

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, 1305 E Walnut Street, Fifth Floor, Des Moines, Iowa 50319-0114.

PART A: To be completed by the person requesting information.					
1.	Requester Charlene Maaske CFO and Director of Human Resources, Diocese of Davenport				
	Address 2706 N. Gaines St.				
	City Davenport	State IA	Zip Code 52804	Phone Number 563-324-1911 / fax:563-324-5842	
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.				
	I have read and understand the legal provisions for handling child abuse information which are printed on the back of this form.				
4.	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	◀ SIGN HERE ▶
Date	◀ SIGN HERE ▶

PART C: To be completed by the Central Abuse Registry or designee.	
1. <input type="checkbox"/> The person named in item A-2 is listed on the Child Abuse Registry as having abused a child.	
2. <input type="checkbox"/> The person named in item A-2 is not listed on the Child Abuse Registry as having abused a child.	
3. <input type="checkbox"/> 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 disseminate this information. However, dissemination is permitted when all of the following conditions apply:

- ◆ The dissemination 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 disseminated would have independent access to the same information under Iowa Code Section 235A.15.
- ◆ A written record is made of the dissemination, including the name of the recipient and the date and purpose of the dissemination.
- ◆ The written record is forwarded to the Registry within 30 days of the dissemination.

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 Life Administrator
Personal Enrichment	■	■			
Parish Volunteer	■	■			
Parish Council	■	■			
DRE	■	■	■		
Liturgist	■	■		■	
Pastoral Associate	■	■	■	■	■ 8 courses in PLA curriculum
Finance Administrator		■			■ 4 courses in PLA with 6 month internship
Deacon (prerequisites & then acceptance into program)	■	■	Remaining coursework available through the diaconate office Diocese of Davenport		
Parish Life Administrator (prerequisites & acceptance into program)	■	■	■	■	■
Coordinator of Youth Ministry	■	■	Certification available at St. Ambrose University		

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.

2706 N. Gaines Street, Davenport, IA 52804

hanisch@davenportdiocese.org

TENTATIVE PLANS: FORMATION PROGRAMS 2009-2013

2009-2010: MFP Basic Year I, Catechetical Specialization

2010-2011: MFP Basic Year II, Parish Life Administrator and Finance Administrator

2011-2012: MFP Basic Year I, Liturgical Specialization

2012-2013: MFP Basic Year II, Catechetical Specialization

Ministry Formation Courses

Diocese of Davenport (7/2004, Revised 5/2006, 5/2007, 5/2008)

Basic Two Year Pastoral Ministry

YEAR I

Anointing & Reconciliation

(1 session each)

Baptism (2 sessions)

Catholicism (2 sessions)

Confirmation (2 sessions)

Ecclesial Ministry/Ministries

(2 sessions, includes 1 day retreat)

Eucharist (2 sessions)

Holy Orders & Matrimony

(1 session each)

Personal/Pastoral Themes for Ministry (2 sessions)

Retreat (1 session)

Supervised Field Experience

YEAR II

Catechetical Themes for Ministry (2 sessions)

Moral/Discipleship Themes for Ministry (2 sessions)

Legal/Canonical Themes for Ministry (2 sessions)

Liturgical Themes for Ministry (2 sessions)

Retreat (1 session)

Scriptural Themes, New Testament (2 sessions)

Scriptural Themes, Old Testament (2 sessions)

Spiritual Themes for Ministry (1 session)

Theological Themes for Ministry (2 sessions)

Catechetical Specialization

Catechesis (1 session)

Catechetical Minister

(1 session)

Leadership (1 session)

Legal Issues (1 session)

Pastoral Praxis I & II

(2 sessions)

Professional Practice I & II

(2 sessions)

Program Development

(1 session)

Retreat (1 day)

Youth Ministry/Young Adult (1 session)

Liturgy Specialization

Liturgical Year & Eucharist

(1 session)

SCAP & Liturgy of the Hours* (1 session)

Ministry of Preaching**

(1 session)

Practicum I*

Liturgical Space (1 session)

Parish Devotional Life

(1 session)

Practicum II

Volunteer Liturgical Ministers (1 session)

Music Ministry (1 session)

Pastoral Care of the Sick & Funerals (1 session)

Practicum III

Overview of Other Rites

(1 session)

Leading Prayer & Planning Retreats*** (1 session)

Practicum IV

(1 session)

Leading Prayer & Planning Retreats*** (1 session)

(1 session)

Practicum IV

(1 session)

* required for SCAP
certification

** recommended for SCAP
certification, required for
lay preaching

*** recommended for SCAP
certification

Parish Life Administrator

Internship (12 months of 8 hours per month minimum)

Annulments (1 session)

Life-long Faith Formation (1 session)

Parish Leadership & Organization (2 sessions)

Parish Life (1 session)

Parish Management: Finances, Stewardship & Personnel (2 sessions)

Preaching the Word

(2 sessions)

Presiding: Parish Worship & Prayer (1 session)

Sacramental Preparation & RCIA (2 sessions)

Retreat (1 session)

Finance Administrator

Internship (6 months of 8 hours per month minimum)

Parish Leadership & Organization (2 sessions)

Parish Management: Finances, Stewardship & Personnel (2 sessions)

Retreat (1 Session)