



**RECOGNITION AS LAY ASPOTOLATE OR MINISTRY
APPLICATION PROCESS**

1. Any lay apostolic group or ministry must submit an initial request to minister in writing to the Office of the Chancellor providing general background information.
2. If a need and opportunity in the Diocese for the ministry exists, then the group or individual is asked to submit the following information to the extent it exists:
 - o History, Purpose & Mission Statement
 - o Size of membership.
 - o Resume of leadership.
 - o Level of operation (parish/community grouping, etc.)
 - o Articles of incorporation, by-laws and governing statutes (if any).
 - o IRS designation as a non-profit organization, if applicable.
 - o Federal EIN number, if applicable.
 - o Previous approvals (or restrictions), if applicable, in this Diocese or another diocese.
 - o Formation of membership.
 - o Adherence to Diocesan Safe Environment policies.
 - o Status or recognition (if any) under Canon Law such as a Public/Private Association or Society of Apostolic Life. Please also identify your ecclesiastical authority.
 - o Letters of reference.
 - o History of past three years of fundraising.
 - o Financial statement/budget.
 - o Plans for fundraising events.
3. The Office of the Chancellor will review all submitted materials and offer a recommendation to the Bishop.
4. If the group is recognized by the Diocese, a letter will be sent notifying them of the decision.
5. If the group is not recognized, a letter will be sent outlining the reasons the recognition was not granted and the recommendations required for approval. When the recommendations are fulfilled, the group may reapply.
6. If there is a significant change concerning a recognized group, the Office of the Chancellor can initiate a review of the group.

MAINTAINING RECOGNIZED GROUP STATUS

1. The group will present an annual pastoral activity and financial reports to the Office of the Chancellor.
2. A group's recognition can be revoked by the Ordinary of the Diocese of Corpus Christi at any time.