



ROMAN CATHOLIC DIOCESE OF SYRACUSE

Heritage Foundation Religious Educational Scholarship Program

The Office of Child and Family Catechesis and the Office of Adolescent Catechesis and Discipleship offer tuition assistance scholarships to students attending accredited institutions or approved diocesan programs with the ultimate goal of strengthening catechesis within the framework of the New Evangelization in the Diocese of Syracuse. The Heritage Tuition Assistance Scholarship program includes various levels of assistance from which to choose. All awarded applicants will be expected to participate in annual review procedures as described in each tuition assistance program. Please read the requirements and procedures for each level of financial assistance carefully as you begin the application process and determine which program you choose to apply. Application reviews may take 2-4 weeks.

1. Catechetical Leadership Tuition Assistance Scholarship - Bachelor*, Master, or Master Degree Equivalent Certificate Program as well as Post-Degree Continuing Education Credits.

This application is offered only to current parish/PCA or diocesan leaders whose role is to determine catechetical programming. In general, leaders are defined as those with decision-making responsibilities in planning for the catechetical needs of the parish/PCA. For more information and consultation, contact our office. This tuition assistance is *not* intended for catechist training but rather for professional development for those currently in leadership roles in catechetical ministry. **Applicants are awarded up to \$700 per course.** All funding is paid directly to the institution using a student billing invoice provided by the student. Individual applicants do not receive funds or reimbursements.

2. Catechetical Leaders *Formation for Ministry* Scholarship - Parish Support Program

This application is offered to current parish/PCA lay minister leaders to deepen their knowledge and effectiveness as catechetical leaders. **The applicant's sponsoring parish is awarded \$500 towards tuition.** All funding is reimbursed to the sponsoring parish with an invoice from *Formation For Ministry*. Individual applicants do not receive funds or reimbursements.

3. Master Catechist Certificate through *Formation for Ministry* Scholarship

This application is offered to experienced catechists who are seeking to deepen their knowledge and effectiveness as catechists. **The individual or parish is awarded \$500 towards tuition.** All funding is reimbursed to the individual or the sponsoring parish with an invoice from *Formation For Ministry*. Individual applicants do not receive funds or reimbursements.

4. Catechetical Ongoing Formation Supplement Scholarship (non-credit courses)

This application is available to all faith formation educators, including children's catechesis, youth and adult formation, RCIA team members, and leaders of catechesis. **Applicants are awarded up to \$50/course (with a maximum of 3 courses per year)** All funding is sent to the parish for reimbursement. Individual applicants do not receive funds or reimbursements.

5. Lay Ministry Catechetical Conferences Scholarship Funding

Conference funds may be available For catechetical leaders, faith formation coordinators and certified Master Catechists. **Applicants are awarded \$700 per conference.** The student must provide the Heritage Foundation Religious Education Scholarship committee with original receipts and invoices.

6. Catechesis of the Good Shepherd (CGS) Training Scholarship

This is for parish catechists and/or leaders for CGS training. CGS is meant ONLY for parish catechetical programs and is under the auspices and supervision of the catechetical leader and pastor. **Applicants are awarded \$500 per training level.** Reimbursements may include, lodging, and a mileage expense report of up to \$1000.

All applicants are to complete and submit the profile information along with the desired portion of the scholarship application.

ROMAN CATHOLIC DIOCESE OF SYRACUSE
Heritage Foundation for Religious Education
240 E. Onondaga Street, Syracuse, NY 13202

Heritage Educational Scholarship Application Forms
provided through the Office of Child & Family Catechesis and the Office of
Adolescent Catechesis & Discipleship
Submission of application via USPS
Application review takes appropriately 2 to 4 weeks

Profile Page

Name of Applicant: _____

Address: _____

City/Town: _____ State _____ Zip Code: _____

Work Phone: (____) _____ Home Phone: (____) _____

E-mail: _____

Parish Name: _____

Parish Address: _____

City/Town: _____ State _____ Zip Code: _____

Name of Pastor: _____

Phone: _____

E-mail: _____

Do you currently hold a ministry position in your parish? _____ Yes _____ No

If "yes," what is your ministry position? _____

_____ Full time _____ Part time _____ Volunteer _____ Salaried

Do you hold a diocesan certification in ministry? _____ Yes _____ No

If “yes,” what certification do you hold? (Check all that apply)

_____ Essential Catechetical Certification	Date Granted: _____
_____ Master Catechist Certification	Date Granted: _____
_____ Formation for Ministry	Date Commissioned _____
in the area of _____	
_____ Parish Catechetical Leader Associate	Date Granted: _____
_____ Parish Catechetical Director	Date Granted: _____

Do you hold other certifications? _____ Yes _____ No

If “yes,” please describe: _____

If you are currently serving in a ministry position,

how long have you been in ministry in your parish? _____

How long have you been in ministry in this diocese? _____

Select one of these possible areas for funding:

- ☐ **Catechetical Leadership Tuition Assistance Scholarship: Bachelor, Master or Master Degree Equivalent Certificate Program and Post-Degree Continuing Education Credits.**
Continuation of Application and procedures can be found in Section 1
- ☐ **Catechetical Leadership Certificate *Formation for Ministry* Tuition Assistance Scholarship**
Continuation of Application and procedures can be found in Section 2
- ☐ **Master Catechist Certificate *Formation for Ministry* Tuition Assistance Scholarship**
Continuation of Application and procedures can be found in Section 3
- ☐ **Catechetical Ongoing Formation Supplement Scholarship (non-credit courses)**
Continuation of Application and procedures can be found in Section 4
- ☐ **Lay Ministry Catechetical Conferences Scholarship Funding**
Continuation of Application and procedures can be found in Section 5
- ☐ **Catechesis of the Good Shepherd (CGS) Training Scholarship**
Continuation of Application and procedures can be found in Section 6

Section 1: Catechetical Leadership Tuition Assistance Scholarship: Bachelor, Master or Master Degree Equivalent Certificate Program and Post-Degree Continuing Education Credits.

Application Requirements:

- ☐ Must currently hold the position of parish catechetical leader.
- ☐ Applicant must be accepted into an accredited college program in a degree program or its equivalence that has a direct impact on catechetics.
- ☐ Complete and submit the Heritage Scholarship Application Profile Form along with this portion of the application.
- ☐ Submit an essay to include how this degree will impact your leadership, discernment of gifts, etc. (See next page)
- ☐ Confidential statement of recommendation from the pastor. Upon receipt of your completed Heritage Scholarship Application, we will contact your pastor to request his recommendation.
- ☐ Annual Review and re-application process is required including the submission of portfolio samples of work completed, a description of any changes to ministry goals, and submission of courses for the academic year
- ☐ Submission of tuition invoice in order for funds to be paid directly to the institution

Addendums:

- ☐ Funding is not available for repeated courses under any circumstance
- ☐ A change in ministry role or new parish location requires full re-application

*NOTE: Bachelor's Degree applicants are eligible only after the major is declared and courses are specific to the significant requirements in the degree of theology, catechetics, evangelization, or similar degree programs.

COMPLETE AND SUBMIT:

Applicant must be accepted into an accredited college program in a degree program or its equivalence that has a direct impact on catechetics. Please provide:

Name of Institution _____

Program and Degree _____ Expected graduation date _____

Course schedule this academic year:

Signature of Applicant _____ Date _____

FOR COMMITTEE USE ONLY:

Application Approved? _____ Yes _____ No

Scholarship Amount Granted: _____ Date: _____

Essay Requirements:

Applicant Essay (Essay length 500 - 750 words in a typed double-spaced document) - Please compose an essay addressing the following areas:

1. Describe your involvement in catechetical ministry.

What has been your participation as a catechist and/or a coordinator? How have you experienced and discerned the call to catechetical ministry? What courses, workshops, or conferences have had a significant impact on your ministry?

2. Describe your aspirational goals in the catechetical ministry.

What are your goals in catechetical ministry? How do you hope your education will support your goals?

3. As a lay minister in the Church, the following four areas help one discern their calling to ministry: Human, Spiritual, Intellectual, and Pastoral, as referenced in *Co-Workers in the Vineyard*.

These questions are about yourself and your own development:

Human - What personal qualities do you bring to the ministry?

Spiritual - How has your faith changed over the years?

Intellectual - How have your experiences informed any changes to your understanding of the Catholic faith?

Pastoral - Thinking about how others experience you in your ministry, what do others say are your strengths and weaknesses?

Section 2: Catechetical Leaders *Formation for Ministry* Scholarship - Parish Support Program

Application Requirements:

- ☐ Applicant must currently hold the position as a catechetical leader in their parish.
- ☐ The applicant must be accepted into the *Formation For Ministry* program specifically for catechesis and adhere to all requirements set forth within the program.*
- ☐ Confidential statement of recommendation from the pastor. This may already be processed through *Formation for Ministry* and shared with our office.
- ☐ The applicant agrees to be supervised/accompanied by either the Office of *Child and Family Catechesis* or *Adolescent Catechesis and Discipleship*, which may include additional requirements for diocesan certification beyond commissioning. (This may occur in tandem with the *Formation for Ministry* program or completed after.)
- ☐ Complete and submit the Heritage Scholarship Application Profile Form along with this signed page.

*All applicants considered for Catechetical Leadership in the Formation for Ministry program will be reviewed at the time of the Formation for Ministry application as our offices work together to help parishes equip leaders for the necessary leadership position.

COMPLETE AND SUBMIT:

Please choose your preferred area of catechesis at this time:

- ☐ Elementary (Grades Pre-K through Grade 6)
- ☐ Adolescent Catechesis (Grades 7-12)
- ☐ Both areas of the parish catechetical program

I _____, agree to be accompanied by one of the catechetical offices, or in collaboration with both offices and will participate in the additional training required for certification of leadership in the area of either Elementary Catechesis or Adolescent Catechesis.

Signature of Applicant _____ Date _____

FOR COMMITTEE USE ONLY:

Application Approved? _____ Yes _____ No

Scholarship Amount Granted: _____ Date: _____

Section 3: Master Catechist Certificate *Formation for Ministry* Tuition Assistance Scholarship

Application Requirements:

- ☐ Applicant must be an experienced catechist.
- ☐ The applicant must be accepted into the *Formation For Ministry* program specifically for catechesis and adhere to all requirements set forth within the program.*
- ☐ The applicant agrees to be supervised/accompanied by either the Office of *Child and Family Catechesis* or *Adolescent Catechesis and Discipleship*, which may include additional requirements for diocesan certification beyond commissioning. (This may occur in tandem with the *Formation for Ministry* program or completed after.)
- ☐ Complete and submit the Heritage Scholarship Application Profile Form and this signed page.

*All applicants considered for Master Catechist certification through the *Formation for Ministry* program will be reviewed at the time of the *Formation for Ministry* application as our offices work together to help parishes equip leaders for the necessary leadership position.

COMPLETE AND SUBMIT:

Please choose your preferred area of catechesis at this time:

- ☐ Elementary (Grades Pre-K through Grade 6)
- ☐ Adolescent Catechesis (Grades 7-12)

I _____, agree to be accompanied by one of the catechetical offices and will participate in the additional training required for Master Catechist in the area of either Elementary Catechesis or Adolescent Catechesis.

Signature of Applicant _____ Date _____

FOR COMMITTEE USE ONLY:

Application Approved? _____ Yes _____ No

Scholarship Amount Granted: _____ Date: _____

Section 4: Catechetical Ongoing Formation Supplement Scholarship (non-credit courses)

Application Requirement:

- ☐ Applicant must currently be a catechist or catechetical leader.
- ☐ Complete and submit the Heritage Scholarship Application Profile Form along with this portion of the application.
- ☐ To receive reimbursement, the applicant must submit a post-course reflection along with the receipt of payment to the Heritage Foundation Religious Education Scholarship Committee upon course completion. See below.
- ☐ Receipt of payment must be submitted.

DISCLAIMER: Applicants will be awarded based on the committee's determination that the course taken and the applicant provides proof of full participation. The applicant must show a full understanding of the course material and its application to their ministry.

COMPLETE AND SUBMIT:

Use this space or attach a page to provide a brief 200 - 300 word reflection of your understanding of the course work and how it applies to your ministry work.

Signature of Applicant_____ Date_____

FOR COMMITTEE USE ONLY:

Application Approved? _____ Yes _____ No

Scholarship Amount Granted:_____ Date:_____

Section 5: Lay Ministry Catechetical Conferences Scholarship Funds for Leaders

Application Requirement:

- ☐ Applicant must currently hold a catechetical leadership position in the parish.
- ☐ Complete and submit the Heritage Scholarship Profile page along with this part of the Heritage Scholarship Application Form prior to the conference.
- ☐ Provide the event flyer and/or promotional material.
- ☐ Describe the program, courses, workshops, or conference sections in which you will participate in the section below.
- ☐ Provide receipt of payment for scholarship reimbursement.
- ☐ An evaluative survey may be sent to the participants after the conference. Though optional, please tell us about your learning experience.

COMPLETE AND SUBMIT:

Title of the Conference: _____

Conference Sponsoring Agency: _____

Location: _____

Date(s): _____

Provide the workshop titles you are planning to attend:

Signature of Applicant _____ Date _____

Signature of either the Pastor, Pastoral Life Director, or Parish Life Associate

_____ Date _____

FOR COMMITTEE USE ONLY:

Application Approved? _____ Yes _____ No

Scholarship Amount Granted: _____ Date: _____

Section 6: Catechesis of the Good Shepherd (CGS) Training Scholarship

Application Requirement:

- ☐ Complete and submit the Heritage Scholarship Profile page as well as this portion of the application, including the Agreement for Support page.
- ☐ Provide the schedule of training: place & dates to complete the training level, see below.
- ☐ The applicant must sign an agreement stating that the Catechesis of the Good Shepherd will be supported and supervised within the parish program, and not considered part of a Catholic School educational program. The agreement page is to be submitted with the application. (See the next page)
- ☐ Provide receipt of payment for scholarship reimbursement.

DISCLAIMER: Acceptance of this scholarship is not a guarantee for Atrium Grants. Atrium Grants are separate applications intended to support the sponsoring parish and paid to the parish. Atrium Grants are only accepted once an individual has completed Level One CSG. Contact the office at 315-470-1431 for more information regarding Atrium Grants. Atrium grants are up to \$1000.

COMPLETE AND SUBMIT:

COGS Training Level: _____

Location: _____

Dates: _____

Facilitator: _____

Will you be needing the additional support for hotel or travel expenses? YES NO

Signature of Applicant

_____ Date _____

Signature of Catechetical Leader and/or Pastor

_____ Date _____

FOR COMMITTEE USE ONLY:

Application Approved? _____ Yes _____ No

Scholarship Amount Granted: _____ Date: _____

Agreement for Diocesan & Parish Support and Supervision

From a diocesan standpoint, Catechesis of Good Shepherd (CGS) is to be implemented as a parish-based program supporting early childhood faith formation because the parish is in a unique partnership with families as faith is nourished, and grown by Word and Eucharist. "It constitutes, therefore, a very adequate community space for the realization of the ministry of the word at once as teaching, education, and life experience. Today, the parish is undergoing profound transformation... Social changes are having repercussions on the parish ... Despite this, "the parish is still a major point of reference for the Christian people, even for the non-practicing." It must, however, continue " to be the prime mover and pre-eminent place for catechesis." (GDC 257)

With this in mind, those seeking certification in Catechesis of the Good Shepherd must fully understand the importance of this particular program as being part of a parish program under the supervision of the Parish Catechetical Leader (or Pastor where there is not a PCL on staff), and is incorporated as an option for faith formation as the higher levels of CGS are implemented. The intention, therefore, is to build the *parish* community by providing early childhood faith experiences and learning opportunities through a Montessori learning method and a partnership with the child's family.

CSG is a commitment! It is a commitment to training and implementation for the parish and surrounding community. It is essential that the applicant and the PCL research CSG to understand more fully what the training and program entails. For information, see <<https://www.cgsusa.org/welcome/>>

Parish Catechetical Leader Agreement to support and supervise the applicant:

I, _____, as the Parish Catechetical Leader, agree to accept Catechesis of the Good Shepherd program as part of the overall catechetical vision and will support and cooperate with the applicant as CGS is implemented in the parish. Our parish understands that a dedicated space for an atrium will be needed.

Signature of Catechetical Leader and/or Pastor:

_____ Date _____

Pastor Agreement to support Catechesis of the Good Shepherd programming:

I, _____, as the Pastor of _____, agree to accept Catechesis of the Good Shepherd program as part of the overall catechetical vision and will support and cooperate with the applicant as CGS is implemented in the parish. Our parish understands that a dedicated space for an atrium will be needed.

Signature of Catechetical Leader and/or Pastor:

_____ Date _____

Applicant Agreement as Parish Catechist for Catechesis of the Good Shepherd:

I, _____, as a candidate for this application, understand and agree to accept my role as a catechist to lead CGS sessions as part of the parish catechetical program. I will be supervised and cooperate with the Parish Catechetical Leader and the Pastor.

Signature of Applicant:

_____ Date _____