



## FORMATION FOR MINISTRY PROGRAM

Deacon Jeffrey Dixe, Director

Diocese of Syracuse

240 East Onondaga Street

Syracuse NY 13202

Phone: (315) 470-1491

E-mail [jdixe@syrdio.org](mailto:jdixe@syrdio.org)

### APPLICATION FOR ADMISSION TO THE FORMATION FOR MINISTRY PROGRAM (Please print or type)

NAME			
	(LAST)	(FIRST)	(INITIAL)
ADDRESS			
	(STREET)	(CITY)	(ZIP)

#### **MINISTRY FOR WHICH I AM APPLYING. Please check one of the five options:**

	1. Parish Service —Provides the candidate with general skills so that he/she may apply them in the parish setting as needs become apparent. <i>This area is recommended by the Deacon Formation Program for all those discerning an application to the Diaconate Formation.</i>
	2. Child & Family Catechesis (grades 1-6)
	3. Adolescent Catechesis & Discipleship (grades 7-12)
	4. Liturgy/OCIA
	5. Family/Respect Life Ministry
	6. Pastoral Care

HOME PHONE:		WORK PHONE:	
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CELL PHONE:		E-MAIL:	
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PRESENT OCCUPATION:		DATE OF BIRTH:	
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MARITAL STATUS:	Single	Married	Widowed	Separated
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Spouse's Name:		Occupation:	
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Have you or your spouse ever been married before?	
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If yes and divorced, was a church annulment obtained?	
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If you have had additional marriages, please attach an additional sheet of paper.	
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**Do you have Safe Environment Certification?** \_\_\_\_\_ **Date of certification** \_\_\_\_\_

Name(s) of Children (eldest to youngest)

(Place an asterisk (\*) next to the names of those still living at home)

<b>PARISH:</b>	
	(NAME) (CITY)

**PASTOR:**

#### **MINISTERIAL EXPERIENCE AND VOLUNTEER SERVICE:**

<b>EDUCATION BACKGROUND:</b> (Indicate diploma, certificate or degree received)			
<u>Institute</u>	<u>Location</u>	<u>Level Completed</u>	<u>Date</u>

**ORGANIZATIONS TO WHICH YOU PRESENTLY BELONG** (civil and religious)

**PLEASE INCLUDE ANY OTHER INFORMATION ABOUT YOURSELF WHICH YOU FEEL  
WOULD BE HELPFUL:**

**HAVE YOU EVER APPLIED TO THE PROGRAM BEFORE? \_\_\_\_\_ WHAT YEAR? \_\_\_\_\_**

**DESCRIBE YOUR PERSONAL CAPABILITIES FOR THE AREA YOU HAVE CHOSEN, INDICATING WHY YOU  
FEEL CALLED THIS AREA OF MINISTRY.**

**IN WHAT PARISH OR OTHER SETTING WILL YOU SERVE WHEN YOU COMPLETE THE MINISTRY  
FORMATION PROGRAM? *Please list the location.***

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**\*\*The Pastor's Recommendation Form is a separate document** included with these materials. Please have your pastor complete it and mail it back to the address listed on the form.

**\*\*Candidate Recommendation Form is a separate document** included with these materials. This should be completed by someone who is familiar with your past ministerial experience, such as a parish staff member. If this is not possible, a current or past employer or friend may be used. They can mail it to the address listed on the form.

Person whom we can expect to receive a recommendation from:

NAME:		
ADDRESS:		
	PHONE:	E-MAIL:

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

RETURN THIS COMPLETED FORM, APPLICATION FEE AND THE OTHER REQUIRED DOCUMENTS TO:

**Office of Adult & Ministerial Formation  
Deacon Jeffrey Dixe, Director  
Formation for Ministry Program  
240 East Onondaga Street  
Syracuse NY 13202**

Or email Donna Barnes, Administrative Assistant at:  
[dbarnes@syrdio.org](mailto:dbarnes@syrdio.org)  
315-470-1479

Application Fee \$10.00

Make checks payable to: Diocese of Syracuse

Also enclose:

Picture (may be a family picture)



ROMAN CATHOLIC  
DIOCESE OF SYRACUSE

OFFICE OF ADULT &  
MINISTERIAL FORMATION

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## STATEMENT ON SAFE ENVIRONMENT CERTIFICATION

Please be reminded that everyone who participates in the Formation for Ministry program is required to have completed the diocese-sponsored Safe Environment training. You will need to have current certification to begin taking courses in the fall.

**If you have completed this training and your certification is still current**, please complete the verification form [here](#) or by visiting:

<https://syracusediocese.org/ffm-application-forms>

**If you have not participated in the Safe Environment training**, click on the link below and register for one of the training sessions. After you have completed the training, please email the FFM Office and let us know the training session in which you participated. Since your cards may take some time to arrive, knowing this information will permit us to work with the Safe Environment Office and permit you to begin classes. Once your Safe Environment card arrives, please complete the verification form indicated above.

<https://www.syracusediocese.org/initial-safe-environment-training-for-adults>

**If you have completed the initial training more than five years ago**, you need to attend a recertification training. Please click on the link below and register for one of the recertification sessions. After you have completed the training, please email the FFM office and let us know the training session in which you participated. Since your cards take some time to arrive, knowing this information will permit us to work with the Safe Environment Office and permit you to begin classes. Once your Safe Environment card arrives, please complete the verification form indicated above.

<https://www.syracusediocese.org/re-certification-safe-environment-training-for-adults>

If you have any questions, please contact Donna Barnes at (315) 470-1479 or [dbarnes@syrdio.org](mailto:dbarnes@syrdio.org).

**\*PLEASE NOTE:** Applications cannot be reviewed or processed until the Safe Environment Verification Form has been completed.