



Diocese of Oakland
Department for Evangelization and Catechesis

School for Pastoral Ministry

Dr. Dennis Purificacion, Director

The School for Pastoral Ministry is committed to forming lay people in their faith so that they might dedicate themselves to ministry in service to the world.

FORMATION PROCESS

Recognizing that all are called to share their God-given gifts to build up the reign of God, the School for Pastoral Ministry is a three-year formation process in which participants not only learn about our faith and the teachings of the Catholic Church, but also discern their gifts for ministry and learn how best to utilize those gifts.

The School meets one Saturday per month for three years. Using an adult learning model, students are engaged in the formation process in a variety of ways. Classes, which include lectures, discussions, reading and theological reflection, are tailored to meet the needs of the working professional. As students apply what they are learning, they are encouraged to focus on their own ministerial settings as the basis for these applications.

During formation, students will have the opportunity to specialize their studies in a particular area of ministry.

AREAS OF STUDY AND FORMATION

- Vatican II
- Vocation & Mission of Laity
- Gifts Discernment
- Spirituality and Prayer
- Intro. to Liturgical Theology
- Hebrew Scriptures
- New Testament
- Catholic Faith and Practice
- Intro. to Pastoral Theology
- Christian Moral Principles
- Pastoral Ministry Skills
- Parish Life and Ministry
- Canon Law – The Sacraments
- Catholic Social Doctrine
- Evangelization & Catechesis

WHO SHOULD APPLY?

- Individuals or couples interested in exploring their call to ministry.
- Lay ministers who would like to increase their knowledge of the faith and build their practical ministerial skills.
- Catholic School teachers who wish for a more solid foundation in their faith.
- Catechists and those interested in applying as Master Catechist candidates. Please check with the Diocese if interested in pursuing this certificate.
- Men interested in the permanent diaconate.

HOW TO APPLY

Classes start January of each year. While applications are received mainly between September and December of each year, applications may be received year-round. Applicants will be notified as to whether or not they have been accepted. Please apply in a timely manner since space for each new class is limited.

FEES

\$25.00 Application Fee (non-refundable)

\$550.00 per school year. Cost of the program includes all textbooks. Tuition assistance is available upon request.

Did you know...

...that there is a comparable program offered in Spanish called La Escuela de Ministerios Pastorales?

...that there are over 250 people currently enrolled in the School for Pastoral Ministry and La Escuela de Ministerios Pastorales combined?

...that since 1995 over 300 people have graduated from the School for Pastoral Ministry and La Escuela de Ministerios Pastorales?

...that many faculty members from Catholic institutions around the Bay Area, as well as Diocesan Priests, Deacons and Lay Leaders teach in the School for Pastoral Ministry?

...that the School for Pastoral Ministry seeks to follow national standards for lay formation?

...that all of us are called to ministry?

Come find out how best to answer that call!

FOR MORE INFORMATION CONTACT:

School for Pastoral Ministry
Diocese of Oakland
2121 Harrison St., Suite 100
Oakland, CA 94612
510-267-8371

www.oakdiocese.org/pastoral/SPM



Diocese of Oakland
Department for Evangelization and Catechesis

School for Pastoral Ministry

APPLICATION PROCEDURE

1. Complete the enclosed Application Form that follows.
2. Submit with your application a photo of yourself.
3. Complete a Letter of Intent according to the instructions below (page 6).
4. Read, sign and return the Learning Covenant (page 7).
5. To facilitate our collaboration with your parish community during your formation and future ministry, we ask for recommendations from people in leadership positions in your parish or diocesan agency who would be able to comment about your potential for ministry (e.g. parish staff, parish council members, director of religious education, school principal, etc.) **One of these must be your pastor.** One may be a personal recommendation. On the Application Form, supply the names and contact information of two persons whom you wish to recommend you.
6. Return your completed application with \$25 application fee (payable to Diocese of Oakland, no cash please) **on or before December 10** to:

School for Pastoral Ministry
Diocese of Oakland
2121 Harrison St., Suite 100
Oakland, CA 94612

7. Letters of Acceptance will be sent by the Director of the School for Pastoral Ministry before the first class date in January.

Questions?

Contact Sandra Martinez at 510-267-8371 or smartinez@oakdiocese.org.



Diocese of Oakland
 Department for Evangelization and Catechesis

School for Pastoral Ministry

APPLICATION FORM

**All application materials are confidential.
 Access is limited to Department for Evangelization and Catechesis staff.**

Name _____

Birthdate ____ / ____ / ____ (month, day, year) Male Female

Marital status _____ Spouse's name _____

Mailing address _____
 _____ Street

 _____ City _____ State _____ Zip code _____

Telephone Day () _____ Eve () _____

Email address _____

Parish _____ Years in parish _____

Ministry Experience	Location	Total time involved (yrs./mos./wks.)	Currently active
Description of Ministry			<input type="checkbox"/> Y <input type="checkbox"/> N
_____			<input type="checkbox"/> Y <input type="checkbox"/> N
_____			<input type="checkbox"/> Y <input type="checkbox"/> N
_____			<input type="checkbox"/> Y <input type="checkbox"/> N

Work History	Location	Full/Part-time	Currently employed
Type of Work			<input type="checkbox"/> Y <input type="checkbox"/> N
_____			<input type="checkbox"/> Y <input type="checkbox"/> N
_____			<input type="checkbox"/> Y <input type="checkbox"/> N
_____			<input type="checkbox"/> Y <input type="checkbox"/> N

Education History

School/Program Degree/Certificate	Location	Dates (begin/end)	Areas of study
--------------------------------------	----------	----------------------	----------------

Describe any other regular time commitments and number of weekly hours required (e.g., family, Cursillo, scouts, sports, etc.)

Please list two persons who will provide a recommendation for you (one must be your pastor). The completed recommendation form (available on our website at www.oakdiocese.org/pastoral/spm) must be mailed directly to SPM and received by the application deadline.

1. Name _____ Position _____
 Email address _____ Phone (day) _____

2. Name _____ Position _____
 Email address _____ Phone (day) _____

Signature _____ Date ____/____/____

Please return application documents (recommendation forms mailed separately) **not later than December 10** to:

School for Pastoral Ministry
 Diocese of Oakland
 2121 Harrison St., Suite 100
 Oakland, CA 94612



Diocese of Oakland
Department for Evangelization and Catechesis

School for Pastoral Ministry

LETTER OF INTENT

On a separate sheet of paper, please explain why you desire to participate in formal ministry formation at this time in your life. No particular format is required, but at least part of this letter should include responses to the following questions:

Why do you want to be a part of the School for Pastoral Ministry?

With the beginning of renewal by the Second Vatican Council, what are the most significant changes that have enabled your personal growth?
What, if any, parts of the renewal do you find somewhat difficult?

The Church of Oakland is a multi-cultural community. What is your understanding of a multi-cultural Church? How do you perceive your call to minister within a multi-cultural Church?

What are your expectations of the School for Pastoral Ministry?
What do you hope to achieve from the process?



Diocese of Oakland
Department for Evangelization and Catechesis

School for Pastoral Ministry

LEARNING COVENANT

Purpose:

1. To clarify for the participants the expectations of the staff;
2. To clarify for the participants their expectations of one another.

I. Attendance and Make-Up Policy

I will attend all sessions except for times of illness or emergency. In case of absence, I agree to inform the Administrative Assistant for the School for Pastoral Ministry. To make up a missed session, I will be responsible for asking one person from my group to go over the material covered in the session. I will be responsible for picking up any books and materials handed out for the missed session.

In the course of the year, only two absences are allowed (excused or unexcused). If more than two absences occur, I will contact the director of the program to discuss the issue of continuing in the certification tract of the program.

II. Session Preparation and Assignment Policy

I will come to each session having the required assignments completed and ready to discuss the assigned readings. I will complete all course projects on time.

I will do activities assigned between sessions (e.g. reading, written work, journaling, etc.).

If a pattern of missing assignments or a lack of preparation develops, I will meet with the director of the program to discuss the issue of continuing in the program.

III. Learning Group Relationships

I will try to develop a spirit of cooperation, trust and honesty in my group, sharing feelings, issues and questions in a spirit of openness and mutual respect.

I will try to give honest feedback to others in a spirit of loving support and to accept the same without allowing defensiveness to block my learning.

I will try to maintain a high quality of participation in the group by:

1. Speaking for myself (using I statements);
2. Initiating discussion at times and not always waiting for someone else to begin;
3. Contributing to discussion, but not monopolizing it;
4. Keeping within the group those things which have been shared in confidence.

IV. Financial Responsibility

I will complete the necessary documentation pertaining to the payment schedule. I will make the scheduled payments required of me by the program.

I will inform the director of the program of any difficulty in meeting the required payments. I will make the necessary arrangements to remedy the situation.

Signature _____ Date ____/____/____