



NOTRE DAME SEMINARY  
INSTITUTE FOR LAY ECCLESIAL MINISTRY  
HANDBOOK

2016 – 2018

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# A Message from Archbishop Aymond

*“Moses said, ‘Are you jealous for my sake? If only all the people of the Lord were prophets! If only the Lord would bestow his spirit on them all!’” (Numbers 11:29)*

Dear Sisters and Brothers in Christ,

In this verse from the Book of Numbers we discover the divinely inspired desire of Moses that not only the elders of Israel, but all God’s people, find a calling from God to give witness through the gift of his Spirit. It could be said that this desire has found its fulfillment in the Church of our day and age. We began this lay leadership program commemorating the 50<sup>th</sup> anniversary of the Second Vatican Council. In the years since the conclusion of the Second Vatican Council, the Church has seen a rapid growth, unprecedented in modern times, of lay involvement in ecclesial ministry and spiritual leadership. As the Council envisioned, lay people now serve in capacities that touch every aspect of the Church’s life – in parishes, in schools and in diocesan offices, in catechesis, youth ministry, evangelization and Christian formation.

Christian ministers are those who communicate the faith through their human personality as a bridge, through a personal witness of faith rooted in a deep spiritual life, and through a thorough knowledge of the Christian faith. In the case of candidates for priesthood, this involves a six to eight year process of discernment, formation and education; in the case of candidates for the diaconate, four years; in the case of consecrated men and women, often much longer. And yet this surge in lay leadership in our Archdiocese, the fruit of two generations of lay men and women saying “yes” to the call of the Lord, had not been supported by any special program integrating human, spiritual, pastoral and intellectual formation that corresponds to the role of the laity in ecclesial ministry until the Institute for Lay Ecclesial Ministry of Notre Dame Seminary was formed in 2013. Through this program, individuals of exemplary Christian commitment and character who have answered the call to lay ministry now have the opportunity to participate in human, spiritual and pastoral formation necessary for their ministry.

The Institute for Lay Ecclesial Ministry, in conjunction with Notre Dame Seminary, offers a full-fledged formation program for lay ecclesial ministers in the Archdiocese of New Orleans. Through this two-year program, lay men and women serving or preparing to serve in key positions of leadership will have an opportunity to discern the call of the Lord and to be formed for His service through prayer, spiritual direction, theological study and pastoral training. After successful completion of the entire program, I will personally call and commission these women and men for their respective roles in the Church.

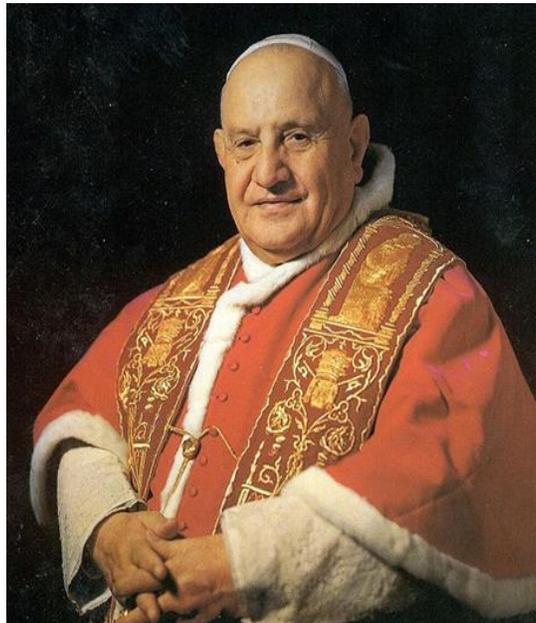
*“If only all the people of the Lord were prophets!”* As we continue our journey into the third Christian millennium as a Church, may this Institute help to continue to fulfill these words of Sacred Scripture. Placing this Institute under the patronage of Saint John XXIII, may God’s blessings be upon all those who minister in the name of Jesus.

Wishing you God’s blessings, I am

Sincerely in Christ,



Most Reverend Gregory M. Aymond  
Archbishop of New Orleans



*Almighty God! In Thee we place all our confidence, not trusting in our own strength. Look down benignly upon Thy Church. May the light of Thy supernatural grace aid us in making decisions. Graciously hear the prayers which we pour forth to Thee in unanimity of faith, of voice, and of mind.*

*O Mary, Help of Christians, dispose all things for a happy outcome to our requests and, with thy spouse, St. Joseph, the holy Apostles Peter and Paul St. John the Baptist and St. John the Evangelist, intercede for us to God.*

*To Jesus Christ, our most amiable Redeemer, immortal King of peoples and of times, be love, power, and glory forever and ever.*

Based on Pope Saint John XXIII’s Opening Speech for the Council of Vatican II

# Institute for Lay Ecclesial Ministry Coordinating Team's Message

*"Speak, Lord, your servant is listening."* (1 Samuel 3:10)

The Institute for Lay Ecclesial Ministry, established by Archbishop Gregory Aymond, is a program of formation designed to assist lay candidates in discerning their ecclesial vocation and to offer a holistic approach to formation that includes the pastoral, spiritual, human, and intellectual dimensions of ministry. This program is designed to assist the Archdiocese in forming qualified laypersons capable of excellence in Christian leadership. God's people deserve lay leaders who have discerned his call and are well prepared to carry out the mission of Christ and his Church.

At the beginning of the 3<sup>rd</sup> millennium, the development of a more systematic and holistic approach to lay ecclesial ministry formation is a crucial movement for the Church in the United States. Since the opening of the Second Vatican Council, the Church has come to a new appreciation of the importance of lay involvement in the Church and has recognized the laity's thirst for a vibrant community of faith, a solid program of formation and a new clarity of mission to bring the Gospel into the heart of the world. The Church has also come to appreciate the importance of having well-formed lay leaders within our many Catholic institutions, including parishes, schools, hospitals, and charitable agencies.

It is our prayerful hope that the Institute will offer to all who choose to participate a vigorous, practical and faith-filled program of formation to better equip lay ministers to serve Jesus and his Church in the excellence of holiness.

In Christ,

Susie Veters, M.A., C.P.A.  
*Director*

Br. Stephen Synan, F.M.S., Ph.D.  
*Associate Director*

Fr. Joe Krafft, D.Min. Candidate  
*Formation Director & Faculty Liaison*

***"The laity can also feel called, or in fact be called, to cooperate with their pastors in the service of the ecclesial community, for the sake of its growth and life. This can be done through the exercise of different kinds of ministries according to the grace and charisms which the Lord has been pleased to bestow on them."***

(Paul VI, On Evangelization in the Modern World (*Evangelii Nuntiandi*, no. 73))

# Lay Ecclesial Ministry in the Archdiocese of New Orleans

## Introduction

From the earliest centuries of Christianity, the formation of ministers for the local church, both those in Holy Orders and laity, has been the responsibility of the bishop. It is the bishop who is the focal point of unity and apostolic activity within his diocese; consequently, any and all ministerial activity remains not only his right but also his responsibility. Often this duty was accomplished by bishops through the formation of priests in seminaries and in promoting the flourishing of religious orders of men and women, but throughout Church history the laity has been key to the life of the church.

During Vatican II, the Council Fathers reaffirmed the necessity of the laity's participation in the mission of the Church of making disciples of all nations. In and through their baptism, the laity is called to holiness and discipleship. *Apostolicam Actuositatem*, the Vatican II decree on the apostolate of the laity, recognized that laypeople need proper formation. Developing this formation for the laity has been a common theme of the Church's magisterium, especially in the pontificate of Pope Saint John Paul II.

## From Vatican II to *Co-Workers in the Vineyard of the Lord*

In 2005, the United States Council of Catholic Bishops (USCCB) published [\*Co-Workers in the Vineyard of the Lord\*](#). This document recognizes that laypeople deserve formation to help them fulfill their call to discipleship, especially those who are serving in Church ministry. The document enunciates an exciting vision for the formation of lay ministers in which the laity are afforded formation that is as equally rich as the formation given to priests and deacons.

All of the baptized are called to work toward the transformation of the world. Most do this by working in the secular realm; some do this by working in the Church and focusing on the building of ecclesial communion, which has among its purposes the transformation of the world. Working in the Church is a path of Christian discipleship to be encouraged by the hierarchy. The possibility that lay persons undertake Church ministries can be grounded in Scripture and the teachings of the Church, from St. Paul to the Second Vatican Council and in more recent documents. "Sharing in the function of Christ, priest, prophet and king, the laity have an active part of their own in the life and activity of the church. Their activity within the church communities is so necessary that without it the apostolate of the pastors will frequently be unable to obtain its full effect."

Today in parishes, schools, Church institutions, and diocesan agencies, laity serve in various "ministries, offices and roles" that do not require sacramental ordination but rather "find their foundation in the Sacraments of Baptism and Confirmation, indeed, for a good many of them, in the Sacrament of Matrimony." What Pope Paul VI said of the laity thirty years ago—and what the *Catechism of the Catholic Church* specifically repeats—has now become an important,

welcomed reality throughout our dioceses: “The laity can also feel called, or in fact be called, to cooperate with their pastors in the service of the ecclesial community, for the sake of its growth and life. This can be done through the exercise of different kinds of ministries according to the grace and charisms which the Lord has been pleased to bestow on them.”<sup>1</sup>

### Lay Ecclesial Ministry

Magisterial documents tell us that the laity share in the mission of the Church through their baptism and confirmation (LG 31, 33; AA 2, 3; CFL 23) and that some of the laity are called and gifted to serve in church ministry. These ministers are encouraged to receive special formation to be recognized as lay ecclesial ministers. Just as a bishop fosters and guides his ordained priests, so also the bishop fosters and guides his lay ecclesial ministry, testing all things and holding fast to what is good.

Lay ecclesial ministry is a calling that is guided by the Holy Spirit: “The laity derive the right and duty to the apostolate from their union with Christ the head; incorporated into Christ's Mystical Body through Baptism and strengthened by the power of the Holy Spirit through Confirmation, they are assigned to the apostolate by the Lord Himself.” (AA 3) In developing lay ecclesial ministers, the church is not trying to stratify the laity or replace the necessity of priests; rather the development of lay ecclesial ministers complements the ministry of priests and strengthens the church's ability to make disciples of all nations. The church flourishes when both the basic equality of persons and the real distinctions between ordained and lay members of Christ's faithful are recognized and respected.

Because lay ecclesial ministers serve in the name of the Church, the Institute for Lay Ecclesial Ministry recognizes that they should be “authorized” or “commissioned” by the bishop of the local church:

Authorization is the process by which properly prepared lay men and women are given responsibilities for ecclesial ministry by competent Church authority. This process includes the following elements: acknowledgment of the competence of an individual for a specific ministerial role (often called “certification”); appointment of an individual to a specific position (in some dioceses called “Formation”), along with a delineation of the obligations, responsibilities, and authority of that position (and length of term, if specified); and finally an announcement of the appointment to the community that will be served by the lay ecclesial minister.<sup>2</sup>

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<sup>1</sup> *Co-Workers in the Vineyard of the Lord*, 9-10. Cf. Second Vatican Council, *Decree on the Apostolate of the Lay People (Apostolicam Actuositatem)* (AA), no. 10; see also LG, no. 33, and Congregation for the Clergy et al., *Instruction on Certain Questions Regarding the Collaboration of the Non-Ordained Faithful in the Sacred Ministry of Priests (Ecclesiae de Mystero)* (Washington, DC: USCCB–Libreria Editrice Vaticana, 1998), Foreword; Paul VI, *On Evangelization in the Modern World (Evangelii Nuntiandi)* (EN), no. 73, as quoted in the *Catechism of the Catholic Church (CCC)*, 2nd ed. (Washington, DC: USCCB–Libreria Editrice Vaticana, 2000), no. 910. See also 1 Cor 12:11 and LG, no. 12.

<sup>2</sup> *Ibid.*, 54

## **From Principles to Reality: Lay Ecclesial Ministry in the Archdiocese of New Orleans**

In 2009, Gregory Michael Aymond became the 14<sup>th</sup> Archbishop of New Orleans, and immediately began plans for developing the Institute for Lay Ecclesial Ministry (ILEM). His plan was to develop a comprehensive program of selecting, forming and commissioning lay men and women as lay ecclesial ministers to serve in a wide variety of positions throughout the Archdiocese. Today, this plan is a reality.

Applicants for ILEM are those who currently serve in a ministry position or are being considered for a ministry position that would benefit from the service of a commissioned lay ecclesial minister. Applicants must receive approval from their pastor, and if applicable, their ministry supervisor \*, before entering the discernment and inquiry process. After successfully completing the discernment and inquiry process, the candidate will be guided by formators who will assist them in their discerning both present and future ecclesial ministry opportunities. If needed, the candidate will also pursue theology courses required for the program. (These courses can potentially lead to a graduate degree from Notre Dame Seminary.) Completion of the two-year formation program and all academic requirements would culminate in the granting of a certificate of completion and a formal commissioning by the Archbishop.

ILEM is closely linked to the formation and theological programs at Notre Dame Seminary, which provide a proper setting for fulfilling the ILEM requirements.

**See Appendix One.**

*“The unity of the Church is not uniformity, but an organic blending of legitimate diversities. It is the reality of many members joined in a single body, the one Body of Christ. Therefore the Church of the Third Millennium will need to encourage all the baptized and confirmed to be aware of their active responsibility in the Church’s life. Together with the ordained ministry, other ministries, whether formally instituted or simply recognized, can flourish for the good of the whole community, sustaining it in all its many needs: from catechesis to liturgy, from education of the young to the widest array of charitable works.”*

-- Pope Saint John Paul II, At the Close of the Great Jubilee of the Year 2000 (*Novo Millennio Ineunte*)

\*If the applicant’s ministry is such that he/she has a ministry supervisor other than their pastor (i.e. school principal, DRE, or program director), then the applicant must also be nominated by their ministry supervisor.

## Mission Statement

ILEM offers human, spiritual, intellectual and pastoral formation for laymen and laywomen to prepare them for lay ecclesial ministry. ILEM candidates participate in their formation by discerning their call to the ministry of serving God and His Church. Candidates will cultivate a Catholic understanding of lay ecclesial ministry, be formed in the life of Christian virtues, and deepen their grasp of the Catholic faith. Candidates who successfully complete ILEM will be commissioned by the Archbishop of New Orleans as lay ecclesial ministers.

## Goals

Inspired by the vision of lay ecclesial ministry found in *Co-Workers in the Vineyard of the Lord*, ILEM, which is congruent with the mission of Notre Dame Seminary, seeks to fulfill the following objectives:

- To provide a community of well-integrated, educated and informed lay ecclesial ministers who are commissioned to assist the Archbishop, his fellow bishops, priests and deacons as they shepherd God's people.
- To provide a holistic formation, which includes retreats, workshops formation days, a ministry practicum and on-going spiritual direction and mentoring, while drawing on the resources of Notre Dame Seminary as a place of academic and ministry formation.
- To cultivate each "cohort" in an environment of faith where candidates can offer each other appropriate challenges and support.
- To theologically educate and form laymen and laywomen so as to prepare them for the New Evangelization.
- To promote the truth, beauty and the pastoral goodness of Catholicism.
- To provide for those ILEM participants who are interested the opportunity to take additional courses in order to receive a Master of Arts in Pastoral Leadership.
- To give the Archdiocese of New Orleans an active role in the preparation and formation of lay ecclesial ministers.

ILEM promotes an intelligent and vibrant orthodoxy in harmony with the Magisterium of the Catholic Church. This program is administered by the Director of ILEM under the guidance of the Archbishop of New Orleans and the Rector of Notre Dame Seminary.

## Outcomes

ILEM is designed to produce the following outcomes:

- Upon completion of ILEM, those commissioned will be well-prepared to serve with ministerial excellence as competent leaders in an approved ecclesial ministry within the Archdiocese, utilizing the insights and experiences fostered through their active involvement in the four pillars of formation as designed for lay ecclesial ministers.
- Those to be commissioned will have been immersed in a programmatic vision of formational integration to empower them with the resources they will need to integrate the four pillar formation into their various ministerial responsibilities.
- Through the interactive and integrated formation program, a healthy human, spiritual, pastoral and intellectual community of support and fellowship will be intentionally fostered among the ILEM candidates.
- By participating in the required theology courses taught at Notre Dame Seminary School of Theology, both the required and elective courses, those to be commissioned will be prepared to minister in service to the New Evangelization.
- By means of all of the program's formation components, a positive, broad, engaging and persuasive understanding of the Catholic tradition will be cultivated.
- By successfully completing all aspects of the program, ILEM candidates will be able to obtain credits that can be used in pursuit of a Master of Arts degree at Notre Dame Seminary.
- To offer a formation program linked to the institutional structures of Notre Dame Seminary, under the supervision of the Seminary Rector and ultimately accountable to the Archbishop of New Orleans.

## Core Academic Curriculum

The academic curriculum is provided by the academic faculty of Notre Dame Seminary. However, required courses that are completed through another accredited Catholic theological university will be accepted, subject to the ILEM Director's approval.

In order to fulfill all the requirements for ILEM, the following theological courses must be completed before an ILEM candidate is commissioned:

Courses taken at the graduate level are:<sup>3</sup>

• SS 601 Sacred Scripture I: The Old Testament	2 graduate credit hours
• SS 602 Sacred Scripture II: The New Testament	2 graduate credit hours
• DT 601 Principles and Methods of Theology I	2 graduate credit hours
• DT 602 Credo: Dogma and Doctrine I	2 graduate credit hours
• SL 601 The Liturgy and the Mass	2 graduate credit hours
• SL 602 The Liturgy and the Sacraments	<u>2 graduate credit hours</u>
TOTAL	12 graduate credit hours

Courses taken at the undergraduate level are:

• SS 101 Introduction to the Old Testament	2 undergraduate credit hours
• SS 102 Introduction to the New Testament	2 undergraduate credit hours
• DT 101 Catechism of the Catholic Church I	3 undergraduate credit hours
• DT 202 Catechism of the Catholic Church II	<u>3 undergraduate credit hours</u>
TOTAL	10 undergraduate credit hours

Candidates must maintain a 2.0 GPA on academic courses during candidacy.

Those candidates who have earned an undergraduate degree are required to complete the academic requirements at the graduate degree level. Exceptions are subject to approval by the ILEM Director.

*“In order that the faithful may reach this perfection, they must use their strength accordingly as they have received it, as a gift from Christ. They must follow in His footsteps and conform themselves to His image seeking the will of the Father in all things. They must devote themselves with all their being to the glory of God and the service of their neighbor. In this way, the holiness of the People of God will grow into an abundant harvest of good, as is admirably shown by the life of so many saints in Church history.”*

– *Lumen Gentium*, no. 40

<sup>3</sup> Course descriptions are pending for the 2016/2017 academic year and subject to change.

## Application Process

1. All applicants must have resided within the Archdiocese of New Orleans for at least one year prior to applying for admission to ILEM. (Exceptions are subject to approval by the ILEM Director.)
2. The applicant must prayerfully discern the call to lay ecclesial ministry. If married, applicants must be able to demonstrate that they are in a canonically valid marriage prior to application.
3. The applicant must discuss the call with their pastor and ministry supervisor, if applicable, and request required recommendations.
4. The applicant should complete and submit an ILEM application form to the Director, including a non-refundable check for \$40, payable to Notre Dame Seminary.
5. All transcripts from colleges, universities and seminaries attended must be sent by their Registrar(s)
6. The applicant should prepare and submit all components of the application process to the Director.
7. The applicant should schedule a pre-admission interview with the Director.

*Please note: Acceptance into ILEM does not imply acceptance into any theological program. In a similar way, acceptance into the MA program does not imply acceptance into ILEM.*

## General Admission Policy

In accordance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, ILEM accepts applications for admission from candidates without regard to ethnicity, creed, age, gender, disability status, or national origin.

# Program Components

ILEM has a number of components that cover the human, intellectual, spiritual and pastoral dimensions of ministerial formation.

## Academic Program

Intellectual formation, which engages faith for greater understanding, is an essential foundation for lay ecclesial ministry. In particular, the intellectual task cannot be separated from spirituality. Intellectual formation is foundational especially for ministries that contain a catechetical or leadership component.

In essence, the goal of intellectual formation is to assist the candidate in his or her development of faith and ministerial skills. The quest for a deeper and more integrated grasp of the faith will help foster a stronger sense of unity in mind and heart within the local church. The four academic courses required by the program are the foundation for theological formation.

## Formation Days

Each year, the program will offer ten Saturday formation events, as well as a weekend retreat. Formation days will be designed to provide candidates opportunities to experience spiritual, intellectual, pastoral and human formation within a supportive community of peers. On these days, the diverse backgrounds of the candidates will provide a mutually enriching environment and an opportunity to gain new insights and perspectives. Candidates will also gain deeper insight into the history and workings of the Church in the Archdiocese of New Orleans.

Within these days of formation, theological reflection, mentoring, time for prayer, peer supervision, and lectures will take place. In preparation for these days, reading and written assignments will be required. Upon completion of the two year program, candidates are eligible to receive eight graduate credit hours for this component.

## Spiritual Direction

Spiritual direction is required and serves as a key component of ILEM. Of the four pillars of Formation, spiritual formation provides an integrating principle of all formation for those who serve the Church in ministry. Spiritual directors assist the candidate in growing their personal life of faith in the context of the Catholic tradition and their own particular state in life. The spiritual director helps the candidate to cultivate a disciplined life of prayer, a deeper self-knowledge, a more lively awareness of God's presence in ministry and skills for discerning God's call.

ILEM requires that a spiritual director, in order to best serve our candidates, must meet the criteria established by the Archdiocesan Spirituality Center. In particular, we ask that the spiritual director manifest commitment in leading the candidate to embrace the Catholic Church's authoritative teachings and draw from the rich treasury of her spiritual tradition. ILEM also asks that the spiritual director specifically addresses the elements of formation present in the four pillars as they are found in the document, *Co-Workers in the Vineyard of the Lord*. ILEM will collaborate with the Archdiocesan Spirituality Center in providing spiritual directors for our

candidates. It is understood that spiritual direction will take place on a monthly basis for the duration of the two years of formation.

### **Required Assignments**

Candidates will be given reading assignments, such as articles, books, study guides and excerpts from Church documents. Written assignments will also be required. Written assignments may include theological, spiritual and ministerial reflection papers, book reports and other instruments used to assess candidates' progress. The completion of such assignments is required for successful program completion and will be subject to evaluation by the ILEM team.

### **Mentoring**

Each candidate will be assigned an ILEM mentor. Quarterly meetings with the mentor are required. At mentor meetings, the candidate's formation experience will be discussed, with a particular emphasis on the integration of all ILEM components. Scheduling of mentor meetings will be the responsibility of the candidate

### **Annual Evaluation Process**

Candidates will be required to prepare an annual self-evaluation.

## Graduate Credits Earned

Upon completion of the requirements of the ILEM 2 year formation program, candidates are eligible for eleven graduate credits under the following course numbers:

### Formation requirements:

PS 500          Pastoral Studies          4 credit hours

PS 525          Pastoral Training          4 credit hours

### Supervised Ministry Practicum:

PS 550A          Pastoral Immersion          3 credit hours

Successful completion of all ILEM requirements qualify candidates to apply for admission into the Master of Arts in Pastoral Leadership program. The eleven credit hours earned during ILEM formation can be used to fulfill certain course requirements for that degree.

*Please note: Acceptance into ILEM does not imply acceptance into any degree program.*

## Candidate Responsibility

It is the candidate's responsibility to meet all deadlines established by the ILEM team regarding all program component requirements. When dates are established for any of these, the candidate must abide by them or take the responsibility for re-scheduling (or being formally excused) by contacting the ILEM office.

# Supervised Ministry Practicum

## Introduction

A goal of ILEM is to provide practical formation for individuals involved in various ministries of the Archdiocese on New Orleans. The ILEM Mission Statement stresses that formation for ministry must go hand in hand with theological and pastoral studies. The concrete cultural context within which the faith is lived and expressed assumes a certain primacy. It is essential that the formation experience include integration of pastoral practice with theological and pastoral studies. Formation for ministry cannot take place solely in the context of academics, but must include a reflective experience of pastoral ministry.

## Purpose

Because lay ecclesial ministers serve in the name of the Church as pastoral ministers in positions of leadership, ILEM requires all candidates to complete a Supervised Ministry Practicum as part of their course requirements. The Supervised Ministry Practicum provides the candidate a mentoring and supervisory experience to help the candidate integrate formation and develop leadership skills in their current area of ministry.

Prior to the start of the practicum, the candidate will identify an area of concern or opportunity in their present ministry. After reflection and discussion with their ILEM mentor and on-site supervisor, the candidate will design and recommend a new approach or component to their present ministry. Working with their mentor and supervisor, the candidate will implement this new plan at the start of the practicum. During the 15 weeks of the practicum, the candidate is expected to serve a minimum of 3 hours each week on the project (minimum of 45 hours). During this project, there is an expectation that the candidate will make a direct application of their ILEM formation experience to their ministry practicum project.

At the end of the practicum the candidate will submit a 10 page, double spaced paper describing the practicum experience. The paper will be divided into three sections. The first section will be 3 pages and will describe the pastoral concern or opportunity that was identified and what the candidate chose to do to respond to the opportunity or concern. The second section will be 3 pages and will offer a review of relevant Church documents dealing with lay leadership in the Church, and an application of these documents to the new approach the candidate developed for the practicum. The third section will describe what happened during the 15 weeks of the practicum. This section will be four pages and will include an evaluation of how the candidate's response to the opportunity or concern was either unsuccessful or successful.

Upon completion of the practicum, candidates are eligible to receive 3 graduate credit hours.

# Other Policies

## Contact Information

All candidates are responsible for providing the ILEM team with updated email address(s), telephone number(s), and physical mail address. Candidates are responsible for promptly providing the Director with updated information for the duration of their participation in the program.

The ILEM team regularly communicates events and requirements with candidates by email and via the ILEM/MA programs Google classroom. Candidates are expected to check both regularly and are responsible for all information communicated.

## Program Cost

**Application fee of \$40:** Paid at time of application (Applicant's responsibility)

**Tuition and Fees:** It is suggested that the ILEM candidate and the candidate's sponsoring institution will split the cost of ILEM required courses. The tuition cost is based on the number of credit hours earned each semester and payable at the beginning of each semester. Notre Dame will be offering a 50% tuition reduction for ILEM candidates for 2016/2017. The anticipated cost of discounted tuition for ILEM is \$376 a credit hour. This amount is based on the 2015/2016 tuition rate and subject to annual adjustment for 2016/2017. **All ILEM candidates are eligible for the Handing on the Faith Scholarship Program (HOF); with this tuition remission ILEM tuition is \$188 per credit hour at current rates.**

Standard semester fees also apply. See [nds.edu](http://nds.edu) for breakdown of registration, technology and facility fees.

**Year 1 Fall Semester – 2 credit hours**

**Year 1 Spring Semester – 2 credit hours**

**Year 2 Fall Semester – 2 credit hours**

**Year 2 Spring Semester – 5 credit hours**

**10 - 12 credit hours of academic coursework (if needed by candidate) – these may be taken at any time prior to commissioning.**

## Handing on the Faith Scholarship Program

The Archdiocese of New Orleans, in its commitment to support the formation of lay ecclesial ministers through ILEM, offers tuition remission packages to candidates for ILEM requirements earned at Notre Dame Seminary who make a commitment to continue their work in the Archdiocese for a three-year period after commissioning and demonstrate financial need. For more information about eligibility and scholarship levels, please contact the Ms. Jeanette Montgomery, at 504-866-7426 ext. 741.

## Attendance

The scheduled formation events are key elements of the faith development, community building and ministerial identity of ILEM. After entrance to the program, candidates become part of a formation community that journeys together. As such, the commitment of each member of this community contributes to the success of the program. It is impossible for the group to reach its potential when candidates are missing.

**Therefore, attendance at all formation events is required and expected of all candidates.**

Situations may arise that result in an absence. In the case of illness, emergencies or unavoidable ministry conflicts, the candidate will notify the ILEM office. In the event of missing a Saturday session, an opportunity for independent study will be assigned, thus fulfilling the requirements of ILEM.

Responsibility for completing all formation requirements rests with the candidate. Each candidate is responsible for requesting information regarding opportunities for make-up. **No more than two formation events from any given year may be missed.** If more than two absences occur per year, eligibility for participation in the program will be reviewed by the Director. Conflicts due to ministerial commitments should be discussed with the Director well in advance of the formation event in question. After application and acceptance into ILEM, candidates are asked to consider their commitment to ILEM requirements as binding, with every effort made to avoid conflicts between ILEM events and personal/professional commitments.

**If a candidate's life situation changes in such a way that it becomes extremely difficult or impossible for them to fulfill the formational requirements, the Director may explore the option of a leave of absence from the program.**

## Academic Probation Policy

A candidate who obtains a D+ or lower in any academic course is automatically placed on probationary status and must repeat the course. Candidates will be allowed to repeat a course only once and the course must be repeated at Notre Dame Seminary. Candidate status is then subject to review by the ILEM team.

A candidate whose semester average in coursework is below a 2.0 at any time after the completion of six semester hours is placed on probationary status and is not allowed to register for more than three semester hours the following semester. To be removed from probationary status, the candidate must complete six semester hours with a GPA of 2.0 or higher for those six semester hours. If the candidate on probation for falling below a 2.0 overall GPA is unable to emerge from probationary status by the end of the six semester hours of the probationary period, the candidate will be dismissed from ILEM.

## **Access to Seminary Campus**

Notre Dame Seminary is a residential campus and a center for priestly formation. Candidates are to abide by all rules pertaining to non-residential persons in regard to their movement around the Notre Dame Seminary campus:

- Candidates are not allowed above the first floor of Shaw Hall or the gym area unless permission is first obtained from the Rector-President. The second and third floors of the Seminary are private areas.
- Candidates will have unlimited access to all common areas on the first floor of St. Joseph Hall, namely the Library, the foyer and the reception area of the ILEM office.

## **Dress Code**

The dress and grooming of candidates shall reflect the virtue of modesty and good taste and shall not be disruptive of the classroom or campus atmosphere of Notre Dame Seminary. Appearance and attire must be modest at all times on campus. A candidate's dress is a reflection of that individual, the Seminary, and the Church.

Men: Pants and collared shirts (jeans are acceptable; appropriate t-shirts with sleeves are acceptable for Saturday courses). Shorts are not allowed, nor are sleeveless shirts/tank tops.

Women: Skirts, dresses, or pants of a reasonable length (capri pants which fall below the knee and jeans are acceptable). Shorts are not allowed, nor are halter tops/sleeveless shirts/tank tops. Bare midriffs, bare backs, low-cut tops, transparent fabrics, and skirts hemmed at more than two inches above the knee are not permitted.

Clothing that advertises or displays alcoholic beverages, obscenities, sex, drugs, etc. are not appropriate to be worn.

## Institute for Lay Ecclesial Ministry Team

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*“As pastors of the people of God in America, priests . . . should be careful to discern the charisms and strengths of the faithful who might be leaders in the community, listening to them and through dialogue encouraging their participation and co-responsibility. This will lead to a better distribution of tasks, and enable priests to dedicate themselves to what is most closely tied to the encounter with and proclamation of Jesus Christ, and thus to represent better within the community the presence of Jesus who draws his people together.”*

-- Pope Saint John Paul II, *Ecclesia in America*, no. 39.

## **Appendix One:**

### **Recognition as a Lay Ecclesial Minister**

Calling and commissioning are separate moments that occur after candidates fully complete ILEM. The framework that leads to recognition as a lay ecclesial minister in the Archdiocese of New Orleans involves a three-step process:

1. Call from God - experienced as a vocational call by the individual and tested by prayer, reflection, spiritual direction and discernment with pastors and, if applicable, ministry supervisor.
2. Training and preparation - ILEM and academic formation. Academic formation is theological preparation which utilizes the academic resources of Notre Dame Seminary, with core courses identified below. ILEM includes the more intentional formation activities like spiritual direction, mentoring, retreats, formation days, etc. under the guidance of the ILEM team.
3. Lay ecclesial ministers are commissioned by the Archbishop to minister in their respective roles within the Archdiocese of New Orleans. Once fulfilling all the requirements of ILEM, these men and women will be commissioned by the Archbishop in a public ceremony.

Once commissioned by the Archbishop for service in the Archdiocese of New Orleans, lay ecclesial ministers will be expected to fulfill certain continuing professional and spiritual development requirements. These requirements include ongoing spiritual direction, an annual retreat and continuing professional development credits. Lay ecclesial ministers are required to submit a bi-annual attestation that such requirements have been completed to the ILEM Director.

*“The program already exists: it is the plan found in the Gospel and in the living tradition, it is the same as ever. Ultimately, it has its center in Christ himself, who is to be known, loved and imitated, so that in him we may live the life of the Trinity, and with him transform history until its fulfillment in the heavenly Jerusalem. This is a program which does not change with shifts of times and cultures, even though it takes account of time and culture for the sake of true dialogue and effective communication. This program for all times is our program for the Third Millennium.”*

*– Novo Millenio Inuente, no. 29*