

# PARISH MINISTERS FORMATION PROGRAM

## Ministry Formation Institute

Diocese of San Bernardino  
1201 E. Highland Ave. San Bernardino, CA 92404 | Tel: (909) 475-5375, Fax (909) 474-4920  
Website: mfisbdiocese.org

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NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PARISH: \_\_\_\_\_ CITY: \_\_\_\_\_

EMAIL \_\_\_\_\_

In which ministry/ministries are you currently serving? \_\_\_\_\_

I am applying for the Parish Ministers Formation Program and will begin the process by attending the "Beginning the Journey" workshop.

Date of Workshop: \_\_\_\_\_ Location of Workshop \_\_\_\_\_

\_\_\_\_\_  
Participants Signature Date

**The total cost of the program is \$290.00. The program is funded from three different sources:**

- The Bishop's fund: \$75.00 • The Participant's Parish: \$75.00 • The Participant Fee: \$140.00

***Please return the completed form to your parish.***

### RECOMMENDATION

I recommend \_\_\_\_\_ for the Parish Ministers Formation Program (PMFP)  
(Participants Name)

Name :Pastor/Pastoral Coordinator/Designee \_\_\_\_\_ Title at the Parish \_\_\_\_\_ Date \_\_\_\_\_

**Application will NOT be accepted without the participants Initials on the second page**

## Policies and Procedures for Parish Ministers Formation Program (PMFP)

### You must **initial** after each statement

1. \_\_\_\_ In order to be admitted to the Parish Ministers Formation Program, an applicant must be a fully initiated Roman Catholic Christian and **18 years** of age or older, in good standing with the Church (receiving the sacraments), and submit a completed application with the signed recommendation of the Pastor or his designee.
2. \_\_\_\_ **The Parish Ministers Formation Program (PMFP)** consists of a one day Bilingual Workshop, (Beginning the Journey) followed by four Mini-Theology Courses: (Experience of God, Jesus and Church, Disciples and Evangelizers), as well as the one day Bilingual Retreat (Called to Serve). The PMFP courses must be taken in order. **Participant cannot attend the Mini-Theology Courses if he/she did not attend the Beginning the Journey Workshop.**
3. \_\_\_\_ Registration and participant payment is to be made on the day of the workshop. The participant presents the completed application to the Pastor/Pastoral Coordinator for recommendation and signature.
4. \_\_\_\_ **The participant's fee for the 6 month program is \$140.00. \$20.00 covers the cost for both the Beginning the Journey and the Called to Serve Retreat, (may be paid on the day of workshop, Beginning the Journey). Payment for each course is \$30.00 (Experience of God, Jesus and Church, Disciples and Evangelizers), or can be paid in full \$140.00.**
5. \_\_\_\_ We are using the **“U.S. Catholic Catechism for Adults and The Reader's Journal**
6. \_\_\_\_ There must be at least 30 participants in order for a course to be held.
7. \_\_\_\_ **Attendance at all sessions is required.** *If a participant misses a course or session(s) they will have to attend another site to makeup what is missed.*
8. \_\_\_\_ Participants have one year from the date of first attendance to complete the Parish Ministers Formation Program. (PMFP)
9. \_\_\_\_ **Virtus, (Safe Environment Policy & Code of Conduct Policy) is a requirement for all ministers.**
10. \_\_\_\_ **The Specialization course may be taken at any time** - before, during or after taking any course on the Parish Ministers Formation Program. The Diocesan Office that sponsors the specialization course is responsible for keeping the records and issuing the seal of accreditation when the specialization is completed. (The seal is not provided by the MFI Office).
11. \_\_\_\_ **A Diocesan Certificate in Parish Pastoral Ministry** will be presented to those participants who have completed the PFMP program. The certificate will be given out at the end of the “Called to Serve” retreat.
12. \_\_\_\_ Once the participants have completed certification, their Pastors, Administrators, or Pastoral Coordinators will determine their readiness to be commissioned.
13. If you have any question in regards to your registration, please call the coordinators:  
Elizabeth Cortez (909) 475-5377 (Riverside Region) or Cristina Castillo (909) 475-5374 (San Bernardino Region).
  - Fax Number: (909) 475-4920
  - ***APPLICATION FORMS TO BE FAXED ONLY***
  - ***After the deadline please call the PMFP Coordinators for space availability.***