

Certificate in Pastoral Liturgy

Enrolment Form

Personal Information

(This information assists us in keeping in contact with you)

Title: _____ First Name: _____ Surname: _____

Street Address: _____

Suburb: _____ Postcode: _____

Best Contact Number: _____

Email: _____

Which Parish, School, Agency or Community Group are you associated with:

Undertaking the Course

(This information assists us in tailoring the delivery of the course)

What is the highest level of study you have completed and what was its title?
(Eg: HSC, TAFE Certificate, Diploma, Bachelor Degree etc)

How well do you speak, read and write English? (Please Circle)

Excellent Very Well Well Not Well

Do you require assistance with your physical ability to undertake this course?
(Eg: Assistance due to Hearing / Sight / Mobility Impairment)

Do you have internet access to assist your participation in this course? Yes No

Briefly outline the roles and experience you have had in ministry within the Church?

What are your goals and hopes for future ministry involvement through undertaking this course?

Enrolment

Coursework comprises 4 units of 160hrs work undertaken across two years. Each unit is completed over 6 months and includes 3 face to face two day weekend workshops.

The workshop dates for 2015 are as follows: (please tick your acknowledgement)

Semester 1 2015: Building the Liturgical Assembly

(Attendance is required on each weekend)

Saturday & Sunday	21-22 February	10am-4pm	_____
Saturday & Sunday	7-8 March	10am-4pm	_____
Saturday & Sunday	18-19 April	10am-4pm	_____

Semester 2 2015: Word in the Liturgical Assembly

(Attendance is required on each weekend)

Saturday & Sunday	11-12 July	10am-4pm	_____
Saturday & Sunday	25-26 July (Held at CEO Offices – Market St Wollongong)	10am-4pm	_____
Saturday & Sunday	12-13 September	10am-4pm	_____

All workshops (except 25-26 July) will be held at the Xavier Centre, 38 Harbour St Wollongong.

Details regarding the 2016 workshop dates will be forthcoming at the end of 2015.

Additional Course Components

To receive the certificate, students are also asked to undertake at some stage during the duration of the course the following two elements:

- Participation in one of the many spiritual reflection opportunities provided by retreat centres, agencies or communities within or outside the Diocese during each course year.
- A workshop on Work Health & Safety, Working with Children and Volunteers and Inclusive Practices.

Further information on the variety of options for these opportunities will be sent separately.

Course Fees

The full student fee for the Certificate in Pastoral Liturgy is \$840 over the two year course timeframe (\$420 per year). The Diocese has created a sponsorship structure supporting those wishing to enrol. This structure has been developed with a sliding scale of sponsorship containing a number of places offered in each category.

I would like to apply for:

___ Full Diocesan Sponsorship (You only pay \$40 admin fee)

Open to those living and/or working within the Diocese of Wollongong who are currently undertaking, or committed to seeking, liturgical coordination or leadership roles within a parish or school community.

Such roles include: Sacristan, Music Director (Coordinator of Music Ministry), Liturgical Coordinator, Master of Liturgical Ceremonies, Sacramental Preparation Coordinator, RCIA Coordinator, Level 1 Lay Pastoral Minister, Religious Education Coordinator.

___ Part Diocesan Sponsorship (You pay \$420 over two years)

Open to those living and/or working within the Diocese of Wollongong who are actively involved in liturgical ministry within a parish or school.

___ Full Fee Paying (You pay \$840 over two years)

Open to everyone

An invoice for course fees will be forwarded to you once your enrolment has been processed. Payment of course fees is due before course commencement*.

Supporting your Involvement

The aim of this course is to enable you to more effectively take up ministry leadership or coordination roles within your parish or school community. Therefore, please provide the names and contact details (one of which should be the Parish Priest or School Principal for those applying for full or part Diocesan sponsorship) of two people who will support your course enrolment and involvement in ministry within the parish or school community:

Name: _____ Contact Phone: _____

Name: _____ Contact Phone: _____

Signature

By signing below, I confirm that:

- I have included all the information required for enrolment in this course as outlined above.
- I have read, understood and commit to undertaking the course components as outlined in the course flyer.
- I have read, understood and agree to the Refunds Policy and Privacy Statement as outlined below.

Signature: _____

Date: _____

Submission

Please submit your enrolment form **by 31 January** to:

Course Enrolment
Catholic Faith & Life
Diocese of Wollongong
PO Box 1239
Wollongong NSW 2500

Refunds Policy

** Refunds are available to participants who withdraw their enrolment before the commencement of the second weekend workshop enabling a full refund of course fees paid minus the \$40 administration fee. No refunds of fees paid will be given to students who withdraw from the course after the second weekend workshop.*

Privacy Statement

The Diocese of Wollongong, through Catholic Faith & Life, manages all personal information in line with Australian Privacy Legislation. Personal information collected as a result of your enrolment will be used by CF&L and the Diocese of Wollongong Office of the Bishop for general student and training administration, as well as organisational planning, reporting, communication, research, evaluation, auditing and marketing. Only authorised personnel have access to this information. Your personal information may be disclosed to Commonwealth and State Government authorities and agencies if required. Under no circumstances is your personal information disclosed to third parties.