

## **Certificate in Lay Ecclesial Ministry: Mexican American Catholic College (MACC)**

### Offering Pastoral Leaders in Mission Dioceses Undergraduate Theological Education

Overview and Purpose: Catholic Extension Society (CES) in conjunction with Mexican-American Catholic College (MACC) offers pastoral leaders from mission dioceses working with the Hispanic community, who have participated in a CES initiative and who have not completed their higher education, this B.A.-level scholarship at Mexican-American Catholic College to obtain a Certificate in Lay Ecclesial Ministry.

Program Summary: Over the course of 3 years, each student will complete **36 hours** of education and grow as a leader and transformative agent of change. The 36 hours of education can count toward the completion of a B.A. degree. Those who complete this certificate program can potentially apply these credit hours toward a higher education degree program at an ATS-accredited school of theology, should they wish to continue their education. \*While this is a distance learning program, we recommend that the student is on-site at MACC for a five-day period at least once a year. Each student must be enrolled and committed to attending **9 consecutive semesters** to complete the program.

#### **Who is Eligible?**

Any mission diocese agreeing to the Terms and Conditions of the Initiative and submitting nominations for qualified pastoral leaders may apply. Selected pastoral leaders should possess the following profile:

- Strong history of service in the diocese
- Possessing a high level of maturity and commitment to the Church
- Working with the Hispanic community
- A past participant of a CES initiative
- Have the support of their Bishop and parish pastor

#### **How to Apply?**

Completed applications include:

- ✓ Official Letter of Endorsement from Bishop
- ✓ Online Catholic Extension Application Form (to be completed by Diocesan representative)
- ✓ Signed Partnership Agreement by all parties (Student, Diocesan Representative, Internship Supervisor/Mentor)
- ✓ Any Supplemental Documents (i.e. Student résumé, attestation letter, financial commitment letter etc.)
- ✓ Online Mexican American Catholic College (MACC) application and supplemental documents
- ✓ Online Mexican American Catholic College (MACC) scholarship application

Please contact Veronica Avila, [vavila@catholicextension.org](mailto:vavila@catholicextension.org), 312-795-5128, for questions related to the Certificate in Lay Ecclesial Ministry program.

**Partnership Agreement**  
 Terms and Conditions 1: Financials

	<b>Academic Year 1 2024-25</b>	<b>Academic Year 2 2025-2026</b>	<b>Academic Year 3 2025-26</b>	<b>Total Program Contribution</b>
	\$765 per cr	\$795 per cr	\$827 per cr	
Total Credits per year	12	12	12	<b>36</b>
<b>TOTAL COST VALUE</b>	\$ 10,325.00	\$ 10,670.00	\$ 11,164.00	<b>\$32,159.00</b>
Tuition	\$ 9,180.00	\$ 9,540.00	\$ 9,924.00	\$28,644.00
Application Fee	\$ 30.00	\$ -	\$ -	\$ 30.00
Student Fee	\$ 265.00	\$ 275.00	\$ 285.00	\$ 825.00
Registration/Record Fee	\$ 50.00	\$ 55.00	\$ 60.00	\$ 165.00
Graduation Fee	\$ -	\$ -	\$ 95.00	\$ 95.00
Travel to summer sessions	\$ 800.00	\$ 800.00	\$ 800.00	\$ 2,400.00
<b>CONTRIBUTION BREAKDOWN</b>				
<b><u>Catholic Extension</u></b>				
33% Tuition	\$3,029.40	\$3,148.20	\$3,274.92	\$ 9,452.52
Travel	\$ 800.00	\$ 800.00	\$ 800.00	\$ 2,400.00
Total:	\$3,829.40	\$3,948.20	\$4,074.92	<b>\$11,852.52</b>
<b><u>MACC</u></b>				
47% Tuition	\$4,314.60	\$4,483.80	\$4,664.28	\$13,462.68
Total	\$4,314.60	\$4,483.80	\$4,664.28	<b>\$13,462.68</b>
<b><u>Student/Diocese/Parish</u></b>				
20% Tuition	\$1,836.00	\$1,908.00	\$1,984.80	\$ 5,728.80
Non-covered Student Fees	\$ 345.00	\$ 330.00	\$ 440.00	\$ 1,115.00
Total	\$2,181.00	\$2,238.00	\$2,424.80	<b>\$ 6,843.80</b>

\* Note that a financial commitment letter to MACC will be required for the Student/Diocese/Parish portion upon acceptance to the program.

## Partnership Agreement

### Terms and Conditions 2: Rules and Responsibilities

#### **DIOCESE:**

- Nominates eligible pastoral leaders who have been a part of a Catholic Extension Society initiative to participate in the Certificate in Lay Ecclesial Ministry program.
- Identifies and selects On-Site Supervisor/Mentor to guide pastoral leaders during the program. **The assigned supervisor must be able and willing to provide meaningful pastoral and experiential learning opportunities as well as guidance and support throughout the three-year program period.** The On-Site Supervisor/Mentor must be willing to participate in training opportunities provided by Catholic Extension.
- Fulfills Catholic Extension reporting requirements, by providing progress evaluations with empirical data and highlighting the student's major pastoral accomplishments.
- Provides Human Resources services and oversight, including all screenings and training, in accordance with diocesan policies.

#### **STUDENT:**

- Must be a past participant of another Catholic Extension Society Initiative.
- Covers any additional fees, books, supplies, health insurance, and food.
- Applies for admission to undergraduate theological program and fulfills all Mexican American Catholic College (MACC) enrollment requirements. MACC reserves the right to admit or dismiss students who fail to meet academic and ethical standards.
- Completes certificate program, in a nine-consecutive semester, three-year term.
- Cooperates with the Catholic Extension Marketing Team when interviews or other marketing materials are requested.
- Fulfills Catholic Extension reporting requirements, by providing progress evaluations with empirical data and highlighting the student's major pastoral accomplishments.

#### **CATHOLIC EXTENSION:**

- Contributes 33% of tuition cost and travel expenses to/from MACC.
- Contributes 100% of student travel to summer sessions at MACC.

**Partnership Agreement: Diocesan Representative, On-Site Supervisor/Mentor, and Student**

***Instructions: Please print, sign, and return to Veronica Avila at Catholic Extension.***

I have read the Terms and Conditions of the Partnership Agreement and agree to uphold my individual commitment as an active partner in the Certificate in Lay Ecclesial Ministry program.

Click here to enter text.

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Diocesan Representative First and Last Name  
Date

Signature and  
Date

Click here to enter text.

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On-Site Supervisor/Mentor First and Last Name  
Date

Signature and  
Date

Click here to enter text.

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Student First and Last Name

Signature and Date