

2024-2025 PASTORAL ASSOCIATE FORMATION PROGRAM FOR LEADERSHIP

General Information

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Sts. Aquila and Pricilla (l) and Lydia (r)
Pastoral associates of the Apostolic Church, but without the formal title

Formation Overview

The Pastoral Associate Formation Program for Leadership enables participants to develop knowledge and skills for a collaborative role with a pastor in the administrative, operational and pastoral needs of a parish or parish network. The program consists of an eight-month program that starts with an evening gathering and orientation at the Pastoral Center on October 16, 2024, and ends with a closing Mass and celebration on May 21, 2025. It includes eight learning modules plus two participant-report sessions that meet evenings in the Pastoral Center and by Zoom (all Zoom from January to the end of March), a Saturday winter gathering, mentoring support and a practicum.

Program Calendar

Our 2024-2025 full calendar is available at [PAF Formation](#)

Entrance Requirements

Program entrance requirements are intended to promote successful completion of the program. Some credentials are preferred or optional and could be useful in consideration of the participant's vocational goals and the needs of a specific parish or parish network. Keep in mind that successful completion of this program does not guarantee a job with a diocesan entity, but it does provide a diocesan credential for obtaining one.

Required attributes:

1. Three recommendations showing leadership ability and commitment to the people, Church teaching and synodality (that is, a participatory and co-responsible Church). One recommendation is from your home or work pastor (or Parish Life Coordinator) and two are from a peer or friend who knows your talents. All references must be non-family members.
2. Full communion with the Roman Catholic Church.
3. Safe Environment credentials or the ability to obtain them. These credentials are required for employment within the Roman Catholic Diocese of Albany.
4. Parish or transferrable secular office experience.
5. Medium-level Microsoft Office application skills and access to the internet.

Preferred and optional attributes:

1. *Preferred:* College degree
2. *Optional:* Advanced education in business, theology or both; acquaintance with Parish Data Systems (PDS)

Application and references must be received by October 4th, 2024, to be considered for the 2024-2025 program. Forms are available on the RCDA website, Office for Discipleship and Evangelization → Pastoral Associate for Leadership Formation ([PAF Formation](#)) or by request to: PAFormation@rcda.org; (518) 453-6670.

Learning Modules

Learning modules consist of one Wednesday evening presentation followed by a second Wednesday evening of practical application in most modules. The practical application session may consist of scenario discussions, Q&A or other activities that are suited to the presentation topic. Learning module sessions are on Wednesday evenings, 6:00-8:00pm.

FALL 2024 LEARNING MODULES

1. **Church: The People:** October 23; presenter: Deacon Al Censullo
2. **Leadership:** November 6 & 13; presenter to be confirmed
3. **Human Resources and Safe Environment:** December 4 & 11; presenters to be confirmed

SPRING 2025 LEARNING MODULES

4. **Canon Law:** January 8 & 15; presenter to be confirmed
5. **Finance and Stewardship:** February 5 & 12; presenter to be confirmed
6. **Church: Real Property and Insurance:** March 12 & 19; presenter to be confirmed
7. **Recording Grace:** April 2; presenters: Dorinda Olmer, Michael Beaver, Amy-Brozio-Andrews, Deacon Al Censullo
8. **Catholic Ministerial Perspective:** April 9 & 30; presenters: David Amico and Erin Muir

Practicum (Spring Semester)

Participants will spend time in a parish or charity group under the guidance of a priest, administrator or parish life coordinator. Alternative mentorship venues will be arranged for those with weekday scheduling conflicts or other needs.

The practicum will be arranged with mentors and a pastor or other organizational leader.

Absentee Policy

Given the energetic pace of the program, participants are expected to attend all class sessions and special events. Please arrive on time and plan to stay for the entire class. If you are sick, and feel well enough, you may join presentations via Zoom. However, special events are in-person only.

Absences should be reserved for seriously limiting reasons. Contact your mentor in advance or as soon as possible to report an absence. We will arrange a make-up alternative which will likely involve viewing a recorded presentation, discussing the class with a fellow participant and your mentor, and submitting a learning summary, such as a journal submission. Your mentor's contact information will be distributed in advance of the first presentation.

Suggested Reading List

A Concise Guide to Canon Law; A Practical Handbook for Pastoral Ministers (2000), Kevin E. McKenna
Best Practices for Parish Stewardship (2008), Charles E. Zech
Charter for the Protection of Children and Young People (2002), USCC
Church Money (2019), Fr. Michael White and Tom Corcoran
Joy of the Gospel (Evangelii Gaudium), 2013, Pope Francis
Redeeming Administration (2013), Ann M. Garrido
Sunday Celebrations in the Absence of a Priest (Rev. Ed. 2012), USCCB
What Makes Us Catholic - Eight Gifts for Life (2002), Thomas H. Groom

Contact Information

For more information, please go to [PAF Formation](#) or contact Erin Muir at: PAFormation@rcda.org; (518) 453-6670.