



APPLICATION and RENEWAL FOR LAY MINISTRIES, ASSOCIATIONS, AND MOVEMENTS TO BE RECOGNIZED FOR MINISTRY WITHIN THE ARCHDIOCESE OF MIAMI

Please fill out the following form. Do not leave any blanks. If a section does not apply to your group, please write N/A. Please gather all information and submit together as one.

I. BASIC INFORMATION

1. Legal name of the group: _____
2. Contact Info (Address, Phone, Email, Website, Social Media, etc)

3. Date the group was founded: _____
4. Name of founder: _____
5. Was the group founded in Miami? Yes No
6. Has the group ever been granted recognition to function in the Archdiocese of Miami? Yes No
7. Is the group already active in the Archdiocese of Miami? Yes No
If yes, when did active ministry in the Archdiocese of Miami begin? _____
If yes, how many active members are there in the Archdiocese of Miami? _____
8. Does the group work in more than 2 parishes in the Archdiocese of Miami? Yes No
If yes, how many? _____
9. Does your group provide ongoing formation for its members? Yes No
If yes, what, and how often? _____
10. Does your group have 501c3 status? Yes No
If yes, what is your ID # _____
11. Are you included in the O.C.D. (Official Catholic Directory/a.k.a. Kenedy Directory)? Yes No
12. Do you work with minors or vulnerable adults (ministry leaders or recipients)? Yes No
13. Is your ministry compliant with the Safe Environment policies of the ADOM? Yes No
14. Does the group have approval from the Vatican Dicastery for Laity, Family and Life? Yes No

!! LEADERSHIP

1. Names and contact information of present leadership:

Name (First and Last)	Email	Phone number (s)

2. Name of the group's spiritual director (priest or deacon)¹:

Name (First and Last)	Email	Phone number (s)

!!! FINANCIAL INFORMATION

1. Do you have a bank account? Yes No
2. Tax Identification Number: _____
3. Do you have a Federal Tax ID (FEIN) assigned or a Social Security number attached to the account?

4. Please provide the list of any names of those who sign on any of your bank accounts.

Name (First and Last)	Email	Phone number (s)

5. Are those who manage monies background checked and fingerprinted? Yes No
6. Have those who handle financials for your group received any training for this task? Yes No
7. Is your ministry compliant with the Financial policies of the ADOM? Yes No

¹ If a group does not yet have a spiritual director, please submit a list of proposed spiritual directors for approval.

!III. ADDITIONAL DOCUMENTATION

Please include the following information with your application or renewal.

- COVER LETTER OF INTRODUCTION:** No more than one page explaining your ministry.
- GOVERNANCE DOCUMENTS:** Statutes, bylaws, and internal guidelines, including terms for leader rotations.
- CURRICULUM AND MATERIALS:** Curriculum, materials, and formation manual for your ministry.
- CURRENT LETTER OF GOOD STANDING:** For you as the leader from your current Pastor.
- PREVIOUS LETTERS:** Previous approvals and/or letters of recommendation from the Archdiocese of Miami, the Vatican, or other (arch)dioceses.*
- TAX EXEMPTION:** Florida tax exempt certificate. Please indicate the tax exemption currently being utilized if any, and if so, the tax exemption reporting process in place. *
- FINANCIALS:** Your most recent fiscal year end financials (including statements of financial activity and financial position). *
- FUNDRAISING:** Funding sources and fundraising efforts for the last 3 years and proposed funding sources for next 3 years.

*If applicable