

THE ANSELM FUND

“THEOLOGY IS FAITH SEEKING UNDERSTANDING.”

This famous saying is attributed to Saint Anselm, an 11th century
Archbishop of Canterbury and Doctor of the Church.
For Anselm, the one who actively loves God seeks a deeper knowledge of God.



Gil Talbot of Talbot Photography, Inc.
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Administered by the
Office for Faith, Family, and Discipleship
Diocese of Greensburg
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Revised: December 3, 2018

In baptism, each of us has put on the Lord Jesus Christ. Through this sacramental event, God engages each of us in the work of the Spirit to evangelize and transform society in light of the Kingdom of God proclaimed by Jesus. This is what it means to be a Christian, a disciple of Christ. All the baptized are called to live and share the Good News of the Risen Lord and deepen their understanding of the faith. God's call to Christian discipleship and ongoing conversion means that growing in the life of Christ and in our knowledge of the faith never ends. It is truly a journey of a lifetime.

From within the larger Christian community is a smaller group of persons who display particular gifts for carrying out ministries in the name of the Church. Ordained and lay ecclesial ministers exercise leadership roles of service that are essential to the life and mission of the Church. They bear responsibility for helping equip the whole community for the work of carrying out the mission of Jesus Christ, announcing to the whole world the Good News of the love and mercy of God.

As Catholics we are aware that the preparation of men for ordained ministry as priests and permanent deacons is process that involves prayer, study and practice. In a similar way, the Church recognizes that "lay persons who devote themselves permanently or temporarily to some special service of the Church are obliged to acquire the appropriate formation which is required to fulfill their function properly" (CIC, canon 231). Lay persons who undertake some special service of the Church are to have the appropriate human, spiritual, intellectual and pastoral formation needed to fulfill their responsibilities faithfully and competently.

The Diocese of Greensburg recognizes the commitment made by these lay women and men involves personal and financial sacrifice. As a result of the generosity of contributors to the Diocesan Capital Campaign, "Honoring Our Past. . . Shaping Our Future" 2000-2001, the Diocese established an endowment to support the initial and ongoing education and formation of lay ecclesial ministers. The name Anselm identifies the fund created to assist lay women and men to "acquire the appropriate formation which is required to fulfill their function properly" (CIC, canon 231).

The Anselm Fund supports diocesan parishioners enrolled in the Certificate in Pastoral Ministry program, a joint venture between the Diocese and Seton Hill University as well as those enrolled in many other educational institutions. Recognizing that it is the "whole person" who ministers, the fund is used to underwrite several annual formation events. Pathways, the diocesan adult faith formation program is also underwritten, in part, through the Anselm Fund.

The "Financial Assistance Policy for Lay Ecclesial Ministers" is directed specifically to lay women and men seeking formal academic or professional training in theology, pastoral ministry, religious education, or related field.

In Addendum II of this policy, the case of men enrolled in the Certificate in Pastoral Ministry program and concurrently accepted as aspirants in the Diocese of Greensburg Permanent Diaconate Formation program is addressed.

Financial Assistance Policy for Lay Ecclesial Ministers

The Financial Assistance Policy for Lay Ecclesial Ministers governs all aspects of the application process for financial assistance disbursed in the form of grants-in-aid from the Anselm Fund. The policy applies to lay women and men who desire to further their formal academic or professional training in theology, religious education, pastoral ministry or related field. Formal academic or professional training includes graduate or undergraduate degree programs, programs that offer certification of competency, or continuing education credits all of which are approved by the Office of Faith, Family, and Discipleship.

Application Eligibility

An Applicant must:

- be registered at a parish within the Diocese of Greensburg.
- be a fully-initiated, practicing Catholic.
- be sacramentally in good standing.
- receive a positive recommendation from his or her pastor.
- be a full-time or part-time employee in some area of ecclesial ministry within the Diocese
or
be a volunteer in some area of ecclesial ministry within the Diocese.
- be enrolled in formal academic or professional training in theology, pastoral ministry, religious education or a related field applicable to an area of ecclesial ministry appropriate to the laity and at an educational institution approved by the Office of Faith, Family, and Discipleship.
- intend to be of temporary or permanent service to the church.

The Application Process

How to Apply

- Contact the Office for Faith, Family, and Discipleship to receive an application.
- Complete, sign and date the application form.
- Return the application form and all required documents to the Office of Faith, Family, and Discipleship.

When to Apply

- The Grant Year begins July 1 of the current year and ends June 30 of the following year.
- The application form includes a worksheet outlining a Summer term, a Fall term and a Spring term.
- Applications are made no later than six weeks before the course(s) begin.
- Applications are accepted throughout the year but no less than six weeks prior to the beginning of a course.
- New applications are considered on a first-come, first-serve basis

Approval/Rejection of an Application

- An application is considered when the completed application and all required documents are received in the Office of Faith, Family, and Discipleship.
- The director of the Office of Faith, Family, and Discipleship reviews all applications and renders a decision to approve or reject an application. The director may consult with or seek the recommendation of additional competent personnel before rendering a decision.
- Approval or denial of an application is at the discretion of the director of the Office of Faith, Family, and Discipleship.
- The applicant and the director of the Office of Faith, Family, and Discipleship are the signatories to the Financial Assistance Agreement for Lay Ecclesial Ministers.
- The Financial Assistance Agreement for Lay Ecclesial Ministers is in effect for a one-year period after which the applicant may seek to renew the Agreement.

Tuition and Related Costs

- The Anselm Fund is not a source of any type of educational loan.
- Financial assistance for eligible course tuition and course-related required fees is offered only as a grant-in-aid.
- A grants-in-aid is not for expenses related to travel, technology fees, student services, books, housing, etc.
- A copy the course registration form and the invoice detailing the amount of tuition, fees, scholarships, institutional grants and any other forms of financial assistance are submitted by the applicant to the Office of Faith, Family, and Discipleship no later than two weeks after a course has begun.

Allocation of Grants-in-Aid

The director of the Office of Faith, Family, and Discipleship makes the final determination to accept or reject a request for financial assistance and approves the amount of funds allocation on behalf of the applicant to the educational institution/provider.

Conditions for Allocation

- The director of the Office of Faith, Family, and Discipleship notifies the applicant in writing if the request for financial assistance is accepted.
- The amount allocated as a grant-in-aid is determined, in part, by the amount of resources available and the number of applicants.
- The maximum amount of a grant-in-aid allocated on behalf of the applicant is 50% of the tuition charge after all other financial awards are made.
- Approval of the amount of a grant-in-aid is at the sole discretion of the director of the Office for Lay Ecclesial Ministry and may not be appealed.
- Normatively, a grant-in-aid is allocated for course work taken for credit and evaluated by a letter grade or grade point value equivalent. In cases where an institution denotes a required course as pass/fail, allocation of funds is considered on a case-by-case basis.
- The director of the Office of Faith, Family, and Discipleship notifies the applicant and the educational institution/provider in writing of the amount of the grant-in-aid allocated on behalf of the student.
- Allocated funds must be used in the grant year for which they have been approved and are not carried over to the next grant year.

Disbursal of Grants-in-Aid

Conditions for Disbursal

The director of the Office of Faith Family, and Discipleship approves the release of allocated funds to the educational institution/provider under the conditions set forth below. Failure on the part of the applicant to meet these conditions results in forfeiture of the grant-in-aid.

- The student achieves a minimum per course letter grade of a “B” or the grade point value equivalent for a graduate-level course.
- The student achieves a minimum per course letter grade of a “C” or the grade point value equivalent for an undergraduate-level course.
- The student provides to the Office of Faith, Family, and Discipleship an official copy of the grade(s) for the approved course(s) by the date stated in the allocation letter.
- In the event criterion other than a letter grade or grade point value is used to determine student achievement in a course or a program of study (e.g., a written evaluation or a certificate of completion), the student provides the director of the Office of Faith, Family, and Discipleship a copy of the evaluation signed by the instructor or program director or a copy of the certificate of completion by the date stated in the allocation letter.
- Financial assistance in the form of a grant-in-aid is made payable directly to the educational institution/provider.
- Under no circumstance is disbursal of a grant-in-aid made payable to the applicant.

Cumulative Grant-in-Aid Amount

- The cumulative maximum amount of grants-in-aid awarded to an individual is \$12,500.00.
- Financial assistance is offered in the form of a grant-in-aid allocated and disbursed on a course-by-course basis.
- The Office of Faith, Family and Discipleship maintains a record of all allocations and disbursals made on behalf of a recipient.
- The Office of Faith, Family, and Discipleship notifies a recipient of the cumulative grant-in-aid amount disbursed at the close of each grant year.

Additional Conditions for Agreement

- It is understood that the applicant bears full responsibility for all educational and personal expenses incurred for academic or professional training for formal ecclesial ministry.
- It is understood that the applicant bears responsibility for applying for financial aid in the forms of educational grants and scholarships. Copies of all financial aid documentation are submitted to the Office of Faith, Family, and Discipleship before an allocation amount is determined.
- It is understood that under no circumstance is approval for financial assistance presumed to be a guarantee of employment in the Diocese of Greensburg.

Special Circumstances

Special circumstances refer to particular situations which require discretion on the part of the director of the Office of Faith, Family, and Discipleship and are addressed on a case-by-case basis.

**Addendum I
to the
Financial Assistance Policy for Lay Ecclesial Ministers**

This addendum applies to diocesan-sponsored Certificate in Pastoral Ministry students at Seton Hill University; inclusive of men who are completing the requirements for the Certificate in Pastoral Ministry program and have been accepted into the Diocese of Greensburg Permanent Diaconate Formation program. With regard to the latter group of persons, funds may be used up to the point of ordination.

1. As of January 1, 2004 a student bears the financial responsibility for all tuition charges and fees incurred as a result of withdrawal from a course or courses.
2. If the diocesan portion of the tuition charge has been paid to Seton Hill University prior to the student dropping the course(s), the entire diocesan portion of the tuition charge shall be remitted by Seton Hill University to the Office Faith, Family and Discipleship, Diocese of Greensburg.
3. Following completion of each course, the student will submit to the Office of Faith, Family, and Discipleship a copy of his or her current grade report which will become part of the student's file. Unofficial transcripts may be downloaded by the student from the Seton Hill website at no cost to the student. **If not submitted before the beginning of the next course, student will not be awarded funding for the next course and will be responsible for any and all fees.**
4. Following the completion of each course, the student will submit to the Office of Faith, Family, and Discipleship a Theological Reflection based upon the template given to the students at the beginning of each term. **If not submitted before the beginning of the next course, student will not be awarded funding for the next course and will be responsible for any and all fees.**
5. Upon completion of the certificate program, the student submits to the Office of Faith, Family, and Discipleship an official transcript which becomes part of the student's file.
6. The tuition assistance provided by the Diocese on behalf of a student in the Certificate in Pastoral Ministry program is not included in the stated maximum allocation and disbursal amount set forth in the terms and conditions of the most current Financial Assistance Policy for Lay Ecclesial Ministers.

**Addendum II
to the
Financial Assistance Policy for Lay Ecclesial Ministers**

This addendum applies to men who are completing the requirements for the Certificate in Pastoral Ministry program and accepted into the Diocese of Greensburg Permanent Diaconate Formation program as aspirants.

1. As of January 1, 2004 a student bears the financial responsibility for all tuition charges and fees incurred as a result of withdrawal from a course or courses.
2. As of August 1, 2017, men enrolled in and completing the requirements for the Certificate in Pastoral Ministry as inquirers to the Diocese of Greensburg Permanent Diaconate Formation program and, subsequently, accepted into the Diocese of Greensburg Permanent Diaconate Formation program as aspirants continue to receive from the Anselm Fund the agreed upon tuition assistance.
3. If the diocesan portion of the tuition charge has been paid to Seton Hill University prior to the student dropping the course(s), the entire diocesan portion of the tuition charge shall be remitted by Seton Hill University to the Office of Faith, Family, and Discipleship, Diocese of Greensburg.
4. Following completion of each course, the student will submit to the Office of Faith, Family, and Discipleship a copy of his or her current grade report which will become part of the student's file. Unofficial transcripts may be downloaded by the student from the Seton Hill University website at no cost to the student. **If not submitted before the beginning of the next course, student will not be awarded funding for the next course and will be responsible for any and all fees.**
5. Following completion of each course, the student will submit to the Office of Faith, Family, and Discipleship a course reflection based upon the template given upon beginning the Certificate in Pastoral Ministry Program. **If not submitted before the beginning of the next course, student will not be awarded funding for the next course and will be responsible for any and all fees.**
6. Upon completion of the certificate program, the student submits to the Office of Faith, Family, and Discipleship an official transcript which becomes part of the student's file.
7. The tuition assistance provided by the Diocese on behalf of a student in the Certificate in Pastoral Ministry program is not included in the stated maximum allocation and disbursement amount set forth in the terms and conditions of the most current Financial Assistance Policy for Lay Ecclesial Ministers.

FINANCIAL ASSISTANCE POLICY FOR LAY ECCLESIAL MINISTERS
STATEMENT OF AGREEMENT

I, _____ have read, understand and agree to all statements, terms and conditions set forth in the Financial Policy for Lay Ecclesial Ministers.

This Agreement is entered into between THE OFFICE OF FAITH, FAMILY, AND DISCIPLESHIP, DIOCESE OF GREENSBURG, 723 East Pittsburgh Street, Greensburg, Pennsylvania, 15601 and NAME, Address.

NAME

Date

Christina M Smith
Director of Youth Ministry & Special Events
Interim Director of Formation

Date