



DISCIPLES OF THE WORD **LAY ADVISOR SERVICE AGREEMENT**

Disciples of the Word is a mentoring and coaching experience for permanent deacons and priests seeking to improve their craft.

Each cohort will consist of a Preaching Fellow, a Clergy Mentor and three Lay Advisors.

RESPONSIBILITIES OF THE LAY ADVISOR

1. Advisors are required to attend three in-person events at the seminary:
 - o January 25, 2025- program launch
 - o June 28, 2025- mid-program review
 - o November 22, 2025 - conclusion
2. Advisors are required to meet monthly with their cohorts, from February through November 2025; meeting times and places are set at the convenience of the cohort.
3. Advisors will use CPI provided guidelines and rubrics to review a Fellow's videotaped homilies, providing constructive feedback at their monthly cohort meetings; feedback will share preaching best practices, spiritual insights and theological acumen.
4. Advisors must provide a completed [IRS form W-9](#) to receive stipend payments.

RESPONSIBILITIES OF THE CATHOLIC PREACHING INSTITUTE

1. CPI will host three in-person events at the seminary:
 - o January 25, 2025- program launch
 - o June 28, 2025 - mid-program review
 - o November 22, 2025 - conclusion

2. CPI will provide cohorts with access to Fellows' uploaded homilies within one week of recording.
3. CPI will provide cohorts with instructions and a homily review rubric to be used for the review of videotaped homilies.
4. CPI will provide forms for requesting travel reimbursement (see below).

COMPENSATION PLAN

1. Advisors will receive a \$2,000 stipend at the conclusion of the 10-month program.
2. Advisors are reimbursed for travel expenses (tolls and fuel at the IRS standard reimbursement rate) related to cohort meetings (monthly) and program meetings (at the Seminary).
3. Payments will be made in paper check form only and mailed to the address indicated on the IRS form W-9.

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I have read and understand the LAY ADVISORS SERVICE AGREEMENT.

Signature

Date