



## **DISCIPLES OF THE WORD PROGRAM** **PREACHING FELLOW 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 PREACHING FELLOW**

1. Fellows are required to participate in three events held at the seminary:
  - January 25, 2025, 10 am – noon: program launch
  - June 28, 10 am – noon (in person or by Zoom): mid-program review
  - November 22, 10 am – noon: conclusion
2. Fellows are required to meet monthly with their cohorts throughout the program. Meeting times and places are to be determined by the fellow in consultation with all members of the cohort
3. Fellows are videotaped giving homilies in their assigned parishes. (Fellows are expected to preach at least two weekends per month.) Monthly cohort meetings are focused on the review and discussion of these videos.
4. Fellows must provide a completed IRS form W-9 to receive stipends and reimbursements.

### **RESPONSIBILITIES OF THE CATHOLIC PREACHING INSTITUTE**

1. CPI will host three in-person events at the seminary and provide a meal at each event for all participants:

- January 25, 2025 – program launch
  - June 28, 2025 – mid-program review
  - November 22, 2025 - conclusion
2. CPI will make the necessary arrangements for videotaping the fellow’s homilies and sharing them with members of the cohort within one week of delivery
  3. CPI will provide cohorts with instructions and a rubric to be used for the review of videotaped homilies and for the cohort discussions to follow.
  4. CPI will provide forms for requesting travel and hospitality reimbursement (see below).

**COMPENSATION PLAN**

1. Fellows will receive a \$3,000 stipend at the conclusion of the program and following submission of evaluation documents.
2. Fellows 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. Within an allotted budget, fellows are reimbursed for refreshments (food and drink) which they are responsible for providing at monthly cohort meetings.
4. Payments will be made in paper check form only, according to the Seminary’s financial protocols, and mailed to the address indicated on the IRS form W-9.

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I have read and understand the PREACHING FELLOWS SERVICE AGREEMENT.

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Signature

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Date