



BECOMING A STEPHEN MINISTER FOR HOLY TRINITY CATHOLIC CHURCH

1. Be a registered member of Holy Trinity Catholic Church.
 2. Fill out and submit a Criminal Background Check obtained from the parish office.
 3. Take the Virtus training (formally OVASE) as prescribed by the Archdiocese once every 3 years. You may register on-line at virtusonline.org and either take the training at one of the neighborhood churches or take the on-line course.
 - a. Sign in as a first-time registrant, picking the Archdiocese of San Antonio, and then Holy Trinity parish, provide your personal information and create a user name & password.
 - b. Submit the completed document and you will receive acceptance in about 15 minutes.
 - c. The online course includes 2 videos and a series of 10 questions which are easy to answer and you are prompted if you are wrong. You have about 2 weeks to complete the course and it takes about 1 1/2 hours to view the videos and answer the questions. You also can interrupt the coursework at any time and come back within the 2 weeks. You then submit your responses and the system will let you know that you pass. You will be emailed a printed completion certificate and Deacon Oscar will be notified so he can put you in the system at Holy Trinity. Please print out your certificate, keep it in a safe place, and provide us with a copy.
- Please note:** If you are in another ministry at Holy Trinity requiring this, once every 3 years is all you need to take it. Please provide us with a copy of your certificate.
4. Submit the Stephen Ministry Application and attend an informal interview with the Stephen Leadership at which time you will be asked to commit to the duties & responsibilities of the ministry as outlined below.

RESPONSIBILITIES OF STEPHEN MINISTERS

- Attend faithfully all of the initial training sessions, unless otherwise excused by Stephen Leader for exceptional circumstances.
- Commit to attending Supervision two (2) times / month (1st and 3rd Thursdays of the month, 6:30 - 8:45pm).
- When assigned a care receiver, commit to spending about 1 hour / week in face to face meetings and other communications when needed and prepare check-in statements in advance of Supervision meetings.
- Keep in confidence and trust all that is said and heard both when ministering and in Supervision.