



Archdiocese of Galveston-Houston

Office of Worship

Adam Brill, Director
Dr. Dan Girardot, Associate Director

COMPLETION CHECKLIST

Name of Candidate: _____

Parish: _____

- ☐ **Baptism** – An original certificate issued within the past six months with Confirmation and Marriage notations. **Do not send First Communion or birth certificates.*
- ☐ **Confirmation** – if no notations on Baptismal certificate, must submit an original certificate issued within the past six months.
- ☐ **Marriage** - If no notations on Baptismal certificate, need an original certificate issued within the past six months from a Catholic Church **Do not send your Marriage License.*
 - ☐ **Not married** (if not married, please check this box)
- ☐ **Safe Environment training completed** - (Within the past 5 years) Office of Worship will verify with our Safe Environment department. Visit <https://galvestonhouston.cmgconnect.org/> to register for training if necessary.
- ☐ **Background Check Cleared** – Please submit a signed authorization form with your paperwork. A valid Social Security number is required by the chancellor's office. Office of Worship will verify with our Safe Environment department who runs background checks.
- ☐ **Volunteer Code of Conduct form signed.** Please submit form with your paperwork.
- ☐ **Completed petition by candidate and signed by candidate and pastor.**
- ☐ **Parish seal affixed to petition**
- ☐ Letter from the Pastor explaining the need and numbers of acolytes desired for the parish.
 - ☐ Requirements/Duties of Acolyte given to candidate
 - ☐ Copy all paperwork kept for parish records
 - ☐ Send completed package (Originals only – No copies) to the Office of Worship. Please do not send partial paperwork.

Office of Worship
ATTN: ACOLYTE APPLICATION
2403 Holcombe Blvd.
Houston, TX 77021

Once all requirements have been fulfilled and a group of candidates is ready for training, the Office of Worship will notify candidates of training dates and locations. Training can typically be arranged during a three or four-month period. Following institution, the parish will be billed the current rate for formation sessions.