

Application for Endorsement- Information Sheet

This document is intended to provide applicants for the Endorsement of Local Lay Speakers (Teachers of the Faith) in the Archdiocese of Singapore with an understanding of the application process. The steps involved are:

- 1) Application
- 2) Review of applicants
- 3) Decision for Endorsement
- 4) Appeal Process for unsuccessful applicants

1) Application

- Applicants seeking endorsement should be domiciled in Singapore and seeking to transmit the Catholic faith at the Archdiocesan-National level in Singapore. This application is only required for local lay speakers who are **not** affiliated to any official Archdiocesan/ Religious entities.
- Referees should submit their referrals separately to the same mailing/ email address.
- The application form can be submitted as follows:
 - **By post/ hand:** Chancery Office, #07-01 Catholic Centre, 55 Waterloo Street Singapore 187954
 - **By email:** chancery@catholic.org.sg

2) Review of applicants

- The applicants' names are reviewed by the Church authorities. The aim of this review is to flag any reasons that make the applicant unsuitable to teach and minister at an Archdiocesan-National level. The referees may also be contacted during this period.
- With reference to can. 804 §2, the three main criteria for applicants are:
 - Teaching of accurate Catholic doctrine
 - Positive Witness to Christian living
 - Teaching skill
- If there is no known failure to meet the three criteria, it is assumed that the applicant is capable until the Archdiocese receives feedback showing otherwise.

3) Decision for Endorsement

- The results of the review will be ready after 6-8 weeks.
- Successful applicants will receive a notification email and the official hardcopy endorsement letter by post.
- Unsuccessful applicants will also receive a notification email.

4) Appeal Process for unsuccessful applicants

- The Archdiocese reserves the right to accept or reject an application without disclosing the reasons for rejection. Rejected applicants may however, seek the following avenues.
 - Request to know the reasons for rejection. A rejection advisory may be provided at the Archdiocese's discretion.
 - Appeal for a second consideration if they can address the issues in their rejection advisory immediately.
 - Wait one year and apply again, having addressed the issues in their rejection advisory.