

Ministry Formation Orientation Information

1. Office Information

- Directors – Julieta Jacobo & John Jelinek
- Assistant Coordinator – Beatriz (Betty) Mendoza
- Office Location – 555 Colman Center Dr., PO Box 7044, Rockford, IL 61125
- Office Hours – 8:30AM-4:30PM (closed Noon to 1:00) Monday thru Friday
- Phone –815-387-3389 or 815-399-4300
- Email - BMendoza@RockfordDiocese.org
JJacobo@rockforddiocese.org
JJelinek@rockforddiocese.org
- Website – www.ceorockford.org

2. The Adult Model of Education

3. Instructors

4. Companion

5. Certification Requirements

6. Absence Policy – You are expected to be in attendance for the entirety of every session including Specialization Day and the Retreat. Every session is offered at multiple dates. More than two absences in a year disqualifies one for certification until made up.

7. Assignments:

- Complete online within two weeks of the session
- Even if you miss a class, you are required to do the assignment

8. Tuition

9. Special Days

- Intentional Discipleship- December 13, 2025 Bishop Lane Retreat Center, 9:00AM to 3:00PM
- Specialization Day– March 7, 2026 St. Edward, Rockford, 9:00AM to 3:00PM
- Retreat- May 16, 2026 Bishop Lane Retreat Center, 9:00AM to 3:00PM

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10. Sessions

- Contact List
- Emergency Contact List– posted online and in hospitality bin
- Required Reading
- Bible & Catechism- bring to every class/event
 - Laudate app
 - EWTN app
 - USCCB
 - <https://sborromeo2.org/catechism-of-the-catholic-church>
- Preview Sheets
- Name tags
- Evaluations
- Classroom Setup/Takedown
- Classroom Etiquette
 - ◇ Respect each other
 - ◇ Respect the instructor
 - ◇ Respect the building
- No Guests Policy
- Taping a class – must receive permission from the instructor
- Attending an alternate site – Please notify the office via phone or email
- Learning Report
- Integration Sessions
- Cancellations & Updates
 - ◇ Flocknote (Text & Email)
 - ◇ Posted on Website www.ceorockford.org
- Hospitality People
- Prayer
- Snacks

