



Archdiocese of Galveston-Houston

Office of Worship

Chris Labadie, Director  
Dr. Rick Lopez, 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 address below. *Please do not send incomplete or 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.**