

Equivalency Form Instructions: SAMPLE ONLY

Holy Family is committed to providing opportunities for those with equivalent life experiences. This form allows the candidate to provide examples of life and volunteer experiences that demonstrate the skills acquired to fulfill the requirements of this position. Holy Family encourages applicants to assess their life experiences and the value that these will add to the qualifications of this position.

For each qualification listed in column 2, please list examples in column 3 and attach supporting documentation such as certificates, pastor letter, references with contact information, etc.

	Qualification	Examples of Equivalent Experience
1.	Bachelor's degree or higher in theology, catechesis, or related field or equivalent experience.	<p>I served as the Director/Coordinator of Religious Education or Faith Formation at St. Joseph Church for 10 years. The pastor will supply a letter of reference.</p> <p>I participated in online classes in Religious Studies with University of Notre Dame: STEP program. Certificate is attached.</p>
2.	Candidate should have strong abilities and experience in program coordination and team collaboration.	<p>I volunteered in my parish (St. Joseph Parish) as a catechist and led First Eucharist preparation. The pastor will supply a letter of reference.</p> <p>I coordinated a group of 100 Latina women annually for 10 years to participate in the Walk for the Cure Breast Cancer Research.</p>
3.	Strong commitment to inspiring and mobilizing volunteers and people in Hispanic community parishes and organizations.	<p>I coordinated an international collection of clothing and small items for victims of an earthquake.</p> <p>I served as president of the Parent-Teacher Organization at my children's school, helping parents understand school programming and organized special fundraising. Letter from principal attached.</p>
4.	Ability to handle multiple tasks and plan events.	<p>I had a small event-planning business for Quinceañeras in Hartford.</p> <p>I was the bookkeeper for my cousin's small business.</p>

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