



AUGUSTINE INSTITUTE®

Emissary Handbook

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We are so glad you have become an Emissary for the Augustine Institute!

The Augustine Institute Emissary Program aims to create communities of volunteers in parishes who help to engage and ignite the faith of parishioners and support the pastor in his vision to win the world for Christ. The Emissary Program equips and inspires this team of missionary disciples with prayer, training, and resources so they can help parishioners better understand, live, and share their Catholic Faith.

The Augustine Institute also supports the Emissaries' personal spiritual growth with Masses and prayers from over 75 religious cloisters, as well as free subscriptions to FORMED and the Lighthouse Talks Download of the Month Club. We invite the Emissaries to pray and support the Augustine Institute with their time and talent and consider participating in our Mission Circle.

This handbook breaks down your benefits, opportunities for service and resources. The Emissary website is aiemissary.org.

Placing Orders for Your Parish

It's simple! There are three ways to order:

- **Call** 866-767-3155, select #1, and speak to a member of our Evangelization Specialist Team.
- **Email** our Customer Service Team at customer.service@augustineinstitute.org
- **Order directly online.** Log in and order through [Parish Access](#) anytime. To learn more about Parish Access, click [here](#) or call 866-767-3155.

We have many promotions going on—check them out [here](#).



Emissary Benefits

• Masses and Prayer Support for You and Your Intentions

- Every month we have a Mass offered for you and for your intentions.
- We pray for you and for your intentions daily.
- We have over 75 religious cloisters (such as the Poor Clares) praying daily for your work and for the mission of our Apostolate.
- We enroll all Emissaries in the Spiritual Benefactor Society of the Marian Fathers of the Immaculate Conception. Click [here](#) for more information.

• Free Personal Subscription to FORMED

As an Emissary, we give you a free personal subscription to formed.org! (If you already have access to FORMED from your parish's FORMED subscription, please use that. You do not need to create a second account as an Emissary.)

If your parish does not have FORMED:

- 1) Visit formed.org
- 2) Click "sign up"
- 3) Select "I belong to a Parish or Organization"
- 4) Enter "FORMED Emissaries"
- 5) Enter your email, and you're in!

After initially registering, you can log into formed.org:

- 1) Visit formed.org
- 2) Click "sign in"
- 3) Enter your email
- 4) Click the link in your email
- 5) You're in! No more passwords!

Become a FORMED power user!

• Free Lighthouse Talks Download of the Month Club Subscription

Your complimentary Lighthouse Talks Download of the Month Club subscription will be automatically emailed to you on the first of the next month after you sign up for the Emissary program, and it will continue monthly.

Some Emissaries also like to receive the Lighthouse talks physically with the CD of the Month Club at their own expense. Having the physical CDs is a great way to share them with friends and family. Click [here](#) for more information.

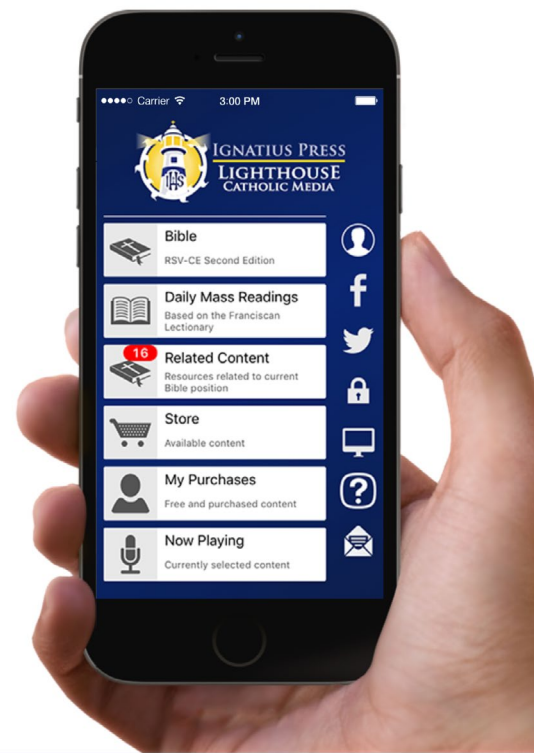
If you need assistance, please contact customer.service@augustineinstitute.org.

• Free Bible App

Smartphone users, download our FREE Bible App. Get the entire Bible on your phone or tablet for FREE! You can also play Lighthouse talks on MP3 via this app. Click [here](#) for more details.

• Free Webinars for Emissaries Featuring Top Catholic Leaders and Speakers

Our webinars give you fellowship with our worldwide network of on-fire Catholics. Past webinars have included Fr. Michael Gaitley, MIC, Dr. Tim Gray, Matthew Leonard, Dr. Mary Healy, Dr. Edward Sri, Fr. Joseph Fessio, SJ, Vinny Flynn, and Dr. Brant Pitre. Look for an email invitation to future Webinars and Zoom Round Tables.



What does an Emissary do?

ORA ET LABORA! PRAY AND WORK! **Heaven is our goal, and prayer and the Consecration to Jesus through Mary are the foundation of all we do.** [Click here](#) for a visual on ORA ET LABORA

• Prayer

Please offer your Mass and Rosary for the Lord's blessing and Our Blessed Mother's intercession for this work, for your personal intentions, and for the parishioners that use our programs. We particularly encourage you to pray the Luminous Mysteries of the Holy Rosary on Thursdays for the Augustine Institute.

Everyone in our apostolate is encouraged to pray the [Divine Mercy Chaplet](#) at 3 pm each day.

Marian Consecration: Please join us in offering yourself to Jesus through Mary with the *33 Days to Morning Glory* retreat. As an Emissary you can access the videos and retreat companion with your free FORMED Subscription. You'll also need a copy of the book too, which your Parish Evangelization Team Leader can help you order, or order online [here](#).

• Work

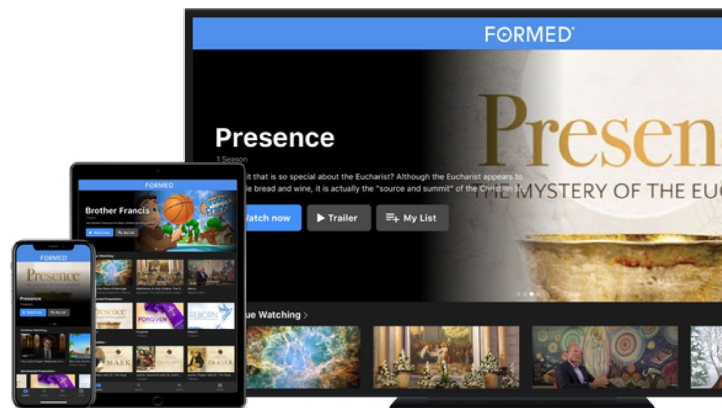
Each Emissary prayerfully discerns how they would like to volunteer to support the apostolate. There are three main areas in which you can get involved: FORMED, the Parish Kiosk, and small group studies. Consider which of these works best for you.

- FORMED

A website filled with authentic, faithful, and beautiful video-based studies, ebooks, audio, and movies. If the parish does not yet have FORMED, invite your Pastor to learn more with one of our Evangelization Specialists. Evangelization Specialists can be reached at 866-767-3155, or set an appointment via <https://calendly.com/formed-consultation/>

Opportunities to serve once the parish has a subscription:

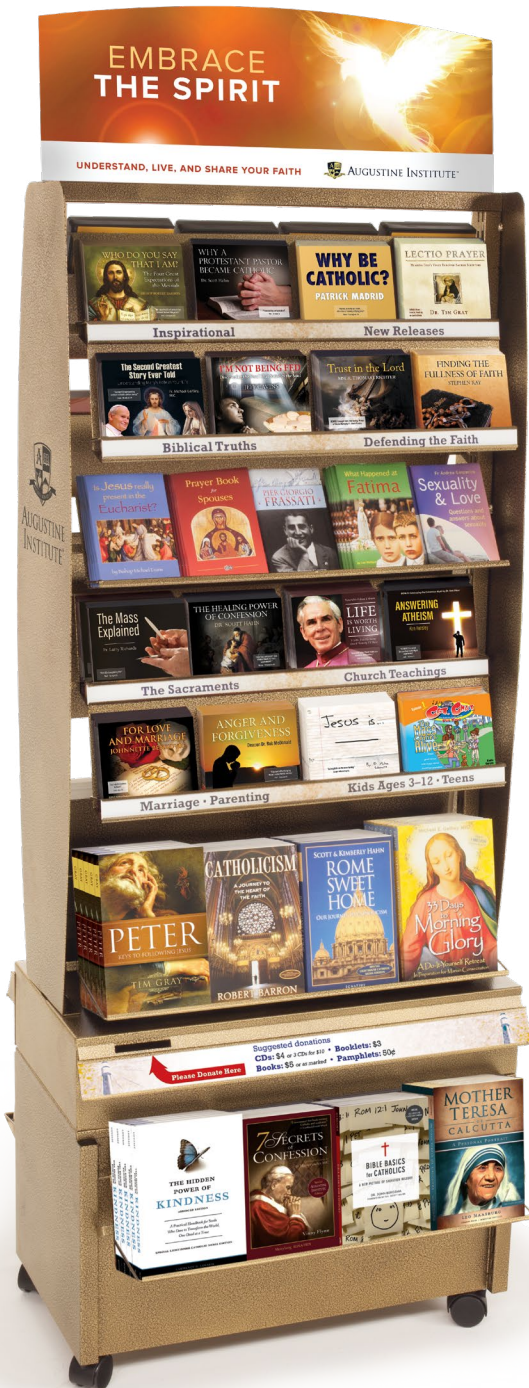
- Learn more in the FORMED Leader Resources Site: leaders.formed.org
- Share the parish's FORMED subscription with ministry leaders and parishioners.
- Assist with a parish launch event for FORMED such as a Cell Phone Sunday (invite parishioners to bring their cell phones to church one weekend and subscribe after Mass).
- Share new content and events on FORMED with the parish. Promote something each week in the bulletin or from the pulpit.
- Help individuals log in to formed.org and show them all it has to offer.
- Lead a small group through a FORMED Lectio study.
- If the parish has a school, share FORMED ideas with the principal or teachers.



PARISH KIOSK

The parish kiosk is a foundational resource offered by the Augustine Institute that provides parishes life-changing CDs, books, booklets, and pamphlets. There are various ways an Emissary can help with kiosks and their resources at a parish:

- Keep the kiosk fully stocked. Assist the Parish Evangelization Team Leader in selecting titles with the re-ordering process.
- Assist with launch weekends. A launch weekend is organized 2–3 times a year to remind parishioners of the resources available to them, and it often includes a 2–3 minute witness at the end of Mass. Details on how to do a launch weekend can be found [here](#).
- Promote kiosk via parish bulletin, emails, and pulpit announcements.
- Keep the pastor, parish staff, and parishioners updated on new products/programs and special promotions. See all current promotions [here](#).
- Connect with parish staff and ministry leaders to let them know about our resources and how they might help each ministry (e.g. Respect Life, Rosary guilds, Council of Catholic Women, Knights of Columbus, Bible study groups, Baptism class teachers, marriage prep teams, religious ed catechists, etc.)
- Consider joining our Lighthouse Talks [CD of the Month Club](#) and ordering a 6 or 10 pack so you can share CDs with family and friends. Tell friends, neighbors, and family about our Lighthouse Talks and invite them to join the CD of the Month Club, too. You can share the CD of the Month Club via this [link](#).
- If your parish has a school, talk with the principal or religion teachers about how the resources can supplement the faith training of both the children and their parents.
- Work with the staff at a local nursing home and ask that they play a CD for the residents or make books available. Leave behind a lending library.
- If your parish doesn't have the kiosk, ask your pastor if he'd like to find out more. Click [here](#) for kiosk info to share.
- Start a parish Book Club or CD Discussion Group in your home or parish—ask people to listen to a CD or read a Lighthouse book and then come discuss it over coffee. This can be a one-time event or a weekly/monthly meeting.



- SMALL GROUPS

- Start a small group at your parish or in your home with friends.
- Introduce our studies to parish staff as well as any small groups already meeting in your parish such as Bible studies, men's groups, women's groups, etc.
- Promote small groups through the parish bulletin, website, and Facebook page.

STUDIES:

- *Lectio Bible Study Series*
- *Beloved* for Marriage Prep and Enrichment
- *Forgiven*
- *Presence*
- *Symbolon: The Catholic Faith Explained*
- *Hearts Afire* Parish-based Program retreats
- Many more



More Ideas for New Emissaries

- Recruit other Emissaries and create an Emissary Team
- Like us on our [Facebook page](#)
- Join the [FORMED leader's Facebook page](#)
- Learn about FORMED from the [Leader's site](#)
- Become a Benefactor: Give financial support to the parish to purchase Augustine Institute resources. Learn more [here](#)

Emissary Service Team

These are Emissaries like yourself who have volunteered to assist other Emissaries in getting started and sharing best practices. They periodically offer Emissary Roundtable Open Discussions via “Zoom” and are available to work one-on-one with Emissaries to brainstorm, troubleshoot, encourage, and boost evangelization.

Meet the team:



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Emissary Testimonials and Success Stories

“I was able to assist in getting a meeting with our pastor. I also invited our school principal, two religious ed coordinators, and our RCIA coordinator. After our meeting, we now have a plan for the next six months using FORMED, our new Next Generation kiosk and CD of the Week. We are so excited for how this will help our parish!”

- LIZ in New York

“We had a new Pastor assigned last September. He started sending out postcards with Mass times for all Holy Days to improve Mass attendance. I met with him to suggest he do a FORMED postcard mailer. While reviewing FORMED with him on his computer, I showed him the Parish Promotional Resources. He immediately downloaded the postcard info and a bulletin flyer in English and Spanish, and he is mailing out a postcard this coming week!”

- LEON in Texas

“I passed the FORMED brochure on to our pastor, and I was full of joy when he announced that the parish chose to purchase a 1-year subscription.”

- HELEN in Colorado

“I’m beginning to discover the Holy Spirit is infectious! As an Emissary, I have the opportunity not only to experience the Holy Spirit in my life but while working with others as well.”

- MICHAEL in Florida

“I wanted to take a moment to thank you for offering me the wonderful opportunity as an Emissary to attend the Augustine Institute 1st Annual International Conference Oct 26-29, 2016. I felt so blessed to have been invited, and I felt even more blessed to have been able to pray and share my faith with so many wonderful people. I have been inspired in a way that I cannot express in words. I am amazed at all the faith-filled people I met who are truly dedicated and committed to bringing the world to Christ. Wow. What a gift it was for all of us to be there together! I hope to make a difference in this world along with this mission. I trust God to take me on this wonderful journey, and we shall see where that takes me! I’m so excited!”

- SYLVIE in New York

Thank you again for becoming an Emissary and serving our Lord and our Catholic Church in this way. We are looking forward to working and praying with you!



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