Additional Application Requirements for
Institute of Lay Ecclesial Ministry & Master of Arts in Pastoral Leadership

If married, were you married in the Catholic Church or with the permission of the Catholic Church?

________ Yes  ________ No  (Check one)

If divorced, has a declaration of nullity been granted?

________ Yes  ________ No  (Check one)

If no, please explain:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Do you have a medical condition, handicap or any work or family obligations that would affect your full participation in ILEM/MAPL?

If yes, please explain:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
### Letters of Recommendation:

1) Pastor; 2) Ministry Supervisor – if your ministry supervisor is your pastor, then this letter can be from a ministry colleague; 3) Acquaintance of your choice who can testify to your faith and moral character. A recommendation form is included for convenience. List below the individuals who will submit recommendations for you, along with the corresponding information required.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Address</th>
<th>E-mail/Fax#</th>
<th>Telephone #s: Cell, Home, Work</th>
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<tbody>
<tr>
<td>Pastor</td>
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<td>Ministry Colleague/Supervisor</td>
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<td>Acquaintance of Choice</td>
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ILEM/MAPI Application Requirements

Autobiographical Essay:

Please submit your autobiography (approximately 1,000 words), including but not limited to the following:

- Parent and family background (geographic roots; grade school/high school years; college, employment; significant life transitions: e.g., marriage, children, divorce; interests and hobbies).
- Roots and development of your faith, including major influences.
- Two major achievements and one significant mistake (in life or ministry).
- How your interest in ministry developed and led you to apply for this program.

Please send all application requirements to:

Notre Dame Seminary, % Registrar
2901 South Carrollton Avenue
New Orleans, LA 70118-4391
registrar@nds.edu
PHONE: (504) 866-7426, ext. 103, FAX: (504) 866-6260
ILEM/MAPI Application Requirements

Recommendation Letter Guidelines

(Applicant: Please furnish each reference with a copy of these guidelines.)

You have been selected as a reference source for the applicant’s admission into the Institute for Lay Ecclesial Ministry/Master of Arts in Pastoral Leadership at Notre Dame Seminary. If accepted, the applicant would participate in a formation program that would prepare him/her for the appointment by the Archbishop of New Orleans as a Lay Ecclesial Minister. In your letter of recommendation, please include the following information:

1. How long have you known the applicant?

2. What is the basis for your association with the applicant? (ministry, supervisor, personal, etc …)

3. Please name the strengths you have observed in the applicant which would be beneficial in ministry.

4. Please name anything noted that might limit the applicant’s active participation in the ILEM program and/or ministry. (i.e. personal struggles, family obligations, physical limitations, etc…)

5. Please describe the level of confidence that you would have in recommending the applicant for the position of Lay Ecclesial Minister for the Archdiocese of New Orleans.

6. If you are the authorized representative of the applicant’s sponsoring institution, please state if you are aware of the sponsoring institution’s portion of program costs?

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