



**APPLICATION FOR ADMISSION
Master of Arts in Pastoral Leadership**

I. PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Name _____

Maiden Name (if married) _____

Street Address _____ Apt. or Suite _____

City _____ State _____ Zip Code _____

Date of Birth _____ Country of Citizenship _____

Social Security # _____ Gender: Male _____ Female _____

Living Status: (please circle) Married Single Divorced Separated

Race: (please circle) Asian Black Hispanic White Other: _____

Place of Employment _____ Job Title _____

Telephone Number: Home _____ Work _____ Cell _____

E-mail Address: Work _____ Personal _____

Religion _____ Confirmed: Yes ___ No ___

Are you in good standing? Yes ___ No ___ (Valid marriage, if married; Practicing Catholic, etc.)

If not, please attach an additional document explaining your current situation in greater detail.

___ I am a Lay Person

___ I am a Deacon

___ I am a Religious Congregation/Order: _____

Parish _____ Pastor _____

Street Address of Church _____

City _____ State _____ Zip Code _____

Parish Telephone Number _____ Fax Number _____

How long have you been a member of this parish? _____

II. TUITION AND FINANCIAL SPONSORSHIP INFORMATION

Are you **currently** actively engaged in a Catholic ministry in the Archdiocese of New Orleans? _____

Do you intend on applying for the Handing on the Faith Scholarship Program? _____

If so, are you willing to commit to continuing your ministry to the Archdiocese of New Orleans for three years after commissioning? _____ *(If a Deacon, please disregard)*

Will your parish, school or other sponsoring Church agency contribute financially to your NDS cost? _____

If you answered "Yes" to the above question, have you submitted a FINANCIAL SPONSORSHIP AGREEMENT form from your sponsoring institution? _____ *(This form can be found at the end of this packet)*

III. EDUCATIONAL BACKGROUND

School	Degree	Major	Dates Attended

Please list in chronological order all colleges and universities attended.

Official Transcript(s): All transcripts from colleges, universities and seminarians attended must be sent by their Registrar(s) directly to the Registrar of Notre Dame Seminary (registrar@nds.edu or mail to NDS: Attn: Registrar / Notre Dame Seminary / 2901 South Carrollton Ave. / New Orleans, LA. 70118)

IV. PROFESSIONAL/MINISTRY BACKGROUND

Employer	City, State	Title/Type of Work	Dates of Employment

Please list in chronological order positions you have held (full or part-time) over the past eight years.

V. ADDITIONAL BACKGROUND

1. Are you currently involved in ministry work (paid or volunteer)? Please describe in some detail.

2. Participation in the program is a considerable time commitment that involves some weekend and evening hours. Please comment on your ability to commit to the program given your current schedule of responsibilities (personal or professional):

3. Part of the coursework and formation program for the MAPL degree can also be applied to qualify a person to be commissioned as a lay ecclesial minister in the Archdiocese of New Orleans. Are you interested in being commissioned as a lay ecclesial minister in the Archdiocese of New Orleans?

_____ Yes _____ No

4. The courses at Notre Dame Seminary regularly incorporate digital technology. All courses have virtual classroom space, and some courses may include video-conferencing or incorporate the use of presentation software into course assignments. Please describe your comfort level using digital technology:

VI. PERSONAL STATEMENT

In 1,000 words or less, please describe your interest in pursuing a Masters degree in Pastoral Leadership at Notre Dame Seminary. Why are you seeking this degree and what are some of your goals once having achieved it?

(Send in as a separate document with application)

VII. AUTOBIOGRAPHICAL ESSAY:

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

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

VIII. WRITING SAMPLE

Please submit a typed sample of your writing, preferably a sample related to theology. It is also preferable that the writing sample show a basic grasp of research writing and good principles of research (e.g. a term paper, a thesis, etc.). In this regard, please utilize the research methodology to which you are most accustomed (e.g. MLA, APA, Turabian, etc.)

The sample should be a minimum of three typed pages. It can be from previous academic coursework or one created for this application.

IX. LETTERS OF RECOMMENDATION:

Letters of Recommendation are needed from three people who can attest to your suitability for graduate theological studies (and commissioning on behalf of the Archbishop of the New Orleans if electing to enroll in ILEM as well). Recommenders should not be relatives. Letters of Recommendation should be addressed to the Director of Lay Ministry Programs and Lay Formation Please list the names and contact information of the three people who will write your recommendations. The Letter of Recommendation form can be found at the end of this application packet.

Names of Recommenders and Contact Information

Name	Position	Address	E-mail/Fax #	Telephone #
	<i>Pastor/Principal</i>			
	<i>Ministry Colleague/Supervisor</i>			
	<i>Acquaintance of Choice</i>			

X. SIGNATURE

Please submit application, official undergraduate transcript(s), and \$40 non-refundable application fee (*payable to Notre Dame Seminary*) to the following address:

Notre Dame Seminary
 ATTN: Lay Programs Office
 2901 S. Carrollton Ave.
 New Orleans, LA 70118-4391

layprograms@nds.edu
 PHONE: (504) 866-7426, ext. 6214

I affirm that all information provided in this application is true and correct to the best of my knowledge.

Applicant Signature _____

Date _____

Misrepresentation of any information on this application constitutes grounds for dismissal from NDS.

Financial Sponsorship Agreement

(If this agreement is applicable, please have the following form completed and signed by the appropriate party.)

Candidate Name: _____

Sponsoring Institution: _____

Ministry Supervisor Name: _____

Supervisory Position: _____

Address: _____

Email: _____ Phone: _____

I, on behalf of the following institution, agree to sponsor _____, during his/her course of studies in pursuit of the Master of Arts in Pastoral Leadership. I have received the current NDS Tuition/Fee Schedule and agree to a sponsorship of _____ % (or \$_____) per semester. (Note: the suggested sponsorship is 25% of reduced tuition rate.) I confirm that I have the authority to make this commitment.

Signature Date _____ Supervisor/Sponsor

Date _____ Candidate Signature

(Sponsor should receive a copy of this agreement.)

Recommendation Form

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

You have been selected as a reference source for the applicant's admission into the Master of Arts in Pastoral Leadership program at Notre Dame Seminary. 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.
4. Please note anything that might limit the applicant's active participation in the MAPL program.
5. Please describe the level of confidence that you would have in recommending the applicant for the study of theology at the graduate level.

Please send your letters of recommendation to:

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