



**APPLICATION
TO
THE DOCTOR OF MINISTRY DEGREE PROGRAM**

**SAINT MARY SEMINARY
AND GRADUATE SCHOOL OF THEOLOGY**

Office of the Academic Dean
28700 Euclid Avenue
Wickliffe, OH 44092
Phone: 440-943-7600
www.stmarysem.edu

There are four major parts to this application:

Part I: Biographical Information

Part II: Synopsis of Ministerial Involvement

Part III: Memo of Understanding and Letter of Recommendation

Part IV: The Admission Interview

An electronic version of this application packet will be sent to students who intend to apply.

s/

Signature of Applicant:

Date:

PART I
BIOGRAPHICAL INFORMATION
(Please print or type)

Name _____ Date of Birth _____

Form of Address: (Father, Deacon, Sister, Brother, Mr., Mrs., Ms. Other?) _____

Address _____

Preferred Phone: _____

Email: _____

Emergency Contact Name: _____ Emergency Phone: _____

Current Employment or Ministry _____

Title _____

Place of Ministry _____

Ministry Address _____

Ministry Phone _____

Social Security # _____

Gender: M F

If married, name of spouse _____

Religious affiliation/parish _____

Date of Ordination (if applicable) _____

Date of Religious Profession (if applicable) _____

Date of Certification for Pastoral Ministry (if applicable) _____

EDUCATIONAL BACKGROUND

School & Location / Major / Degree Conferred Date / Degree Letters
(e.g. M.Ed., etc.)

Post-Graduate Courses in Theology or Ministry-related fields:

Course (or Program) / Institution / Year

Please request **official transcripts** from all universities and seminaries you have attended. Contact the Registrar's Office of the institution and request that an official transcript be sent to:

Registrar
Saint Mary Seminary and Graduate School of Theology
28700 Euclid Ave.
Wickliffe, OH 44092-2585
or emailed to : registrar@stmarysem.edu

MINISTERIAL WORK EXPERIENCE

List in chronological order, beginning with the most recent, all of your ministerial experiences.

Dates	Ministerial Assignment	Position

If applicable, please list your work experience in the past seven years that was non-ministry related.

FINANCES

Have you carefully reviewed the estimates of program costs as applied to your situation?

Yes No

Do you have adequate financial resources to undertake the program?

Yes No

If not, how will you obtain the necessary funds?

MINISTERIAL CONTEXT

Prepare a one-paragraph description of your *context* in ministry (church, schools, hospital, institution, agency, religious community or Order). (Limit your response to the space provided.)

PART II
SYNOPSIS OF MINISTERIAL INVOLVEMENT

Present a synopsis of *three* of your most significant ministerial involvements or projects that you have designed, coordinated, and completed. Briefly describe their successes or failures. Include any brochures or fliers that would serve as a portfolio of these experiences or projects. (Limit your response to the space provided.)

PART III

MEMO OF UNDERSTANDING

The candidate for the Doctor of Ministry Program is asked to write a *Memo of Understanding* as a document that supports their commitment to pursue doctoral studies. The *Memo of Understanding* should be a one-page typed and signed statement that is shared with supervisors and ministry colleagues to make your closest collaborators aware of the following

- **TIME AVAILABILITY** from one's place of ministry to (a) attend weekly classes and seminars (normally one afternoon per week and three evenings per semester), and (b) time for personal study, reading, and research.
- **CONDITIONAL THREE-YEAR COMMITMENT** within a given ministerial environment successfully initiate, complete and evaluate a pastoral project.
- **UNDERSTANDING** with their immediate colleagues, associates, and superiors that the program requires that they initiate a site project that will enhance the ministerial community and demand appropriate levels of cooperation and support.

LETTER OF RECOMMENDATION

Letters of Recommendation (At least two of the following:)

- **A letter of recommendation from one's ecclesiastical superior (e.g., Bishop, Pastor, Religious Superior, etc.) attesting to the applicant's overall suitability for the academic, ministerial, and leadership expectations of the Doctor of Ministry program.**
- A letter from one's immediate ministry supervisor attesting to the applicant's personal qualities, leadership ability, academic aptitude, and spiritual motivation for doctoral studies.
- A letter from a former professor regarding the applicant's ability to complete the Doctor of Ministry program.

THEOLOGICAL REFLECTION - WRITING SAMPLE

The applicant presents a theological reflection of 1000-2000 words which briefly presents the applicant's purpose, interest, and motivation to engage in advanced professional doctoral studies. Specifically, the theological reflection includes the following:

- Select a Scripture passage which provides a theological foundation for one's ministry. Interpret the passage in light of one's theological tradition and pastoral and vocational background.
- Reflect on the cultural context of one's ministry and its theological implications.
- Reflect on one's personal ministerial identity.
- Reflect on one's ministerial history that prepared him/her to engage with peers in doctoral studies
- Reflect on one's readiness and motivation to engage in personal and spiritual formation for ministerial leadership.
- Reflect on one's purpose and ministerial goals for undertaking the Doctor of Ministry degree program.

ACADEMIC RESEARCH WRITING SAMPLE

The applicant submits a research paper from previous academic work at the graduate level which includes research citations and bibliography, preferably using Turabian (Chicago Style). For students who apply to the Doctor of Ministry degree program ten or more years after their MA degree, an alternate writing sample will be substituted for the research paper.

PART IV

THE ADMISSION INTERVIEW

An admissions interview is scheduled once all academic transcripts, written application materials, writing sample, theological reflection, and letter of recommendation are received by the Office of the Registrar. The following questions may serve as a guide for discussion with the admission committee.

1. Why are you interested in beginning a Doctor of Ministry program?
2. What experiences have been most formational for you in your life?
3. What makes you a good candidate for the program? What gifts do you bring to this program?
4. What do you anticipate to be the most challenging aspect of this program for you personally?
5. Describe your vision of ministry.
6. How might your studies and final project affect your ministry?
7. What area from your current ministry would you like to develop into your ministry project? How will that project affect your place of ministry? Assess in a theoretical way, the outcomes your project might achieve.
8. What are you hoping to “give to” this process? What are you hoping to “take from” your participation in the Doctor of Ministry program?