

APPLICATION PROCEDURES

THE LOYOLA INSTITUTE FOR MINISTRY

The Loyola Institute for Ministry offers graduate and certificate programs via three delivery systems. Students may (a) join intentional learning groups at local sites and study by extension in partnership with sponsoring dioceses and other sponsoring agencies (LIMEX), (b) complete all of their studies on the Loyola University New Orleans campus (LIM On-campus) or, (c) combine off-campus study for the theological core courses and on-campus study for focus area and elective courses (LIM Outreach).

The Loyola Institute for Ministry (LIM) programs lead to a master of pastoral studies (MPS) or a master of religious education (MRE). The course of study is also available on a continuing education basis to those who show evidence of ability for graduate-level work and may lead to a Continuing Education Certificate of pastoral studies or religious education. Persons interested in the Loyola Institute for Ministry programs must first be admitted to Loyola University New Orleans either as a graduate or a certificate student. The application for admission should begin at least two months prior to the first course registration date.

Admission to Loyola Institute for Ministry programs represents a selection based on the personal and academic record of the applicant. The institute's admission committee examines the applicant's records for evidence of potential for outstanding achievement in its programs. The admission procedures are designed to select students with strong potential for leadership in ministry, without reference to race, sex, or creed.

ACADEMIC REQUIREMENTS FOR GRADUATE ADMISSION

As evidence of the applicant's preparation for graduate study, the following materials are required:

- a. Official transcripts attesting to a bachelor's degree with a 2.5 minimum grade point average based on a 4-point scale or the equivalent by international standards and transcripts for subsequent college work;
- b. A three-page typewritten statement of educational purpose;
- c. Two recommendations from professionals in ministry and/or in education (pastor, director of religious education, etc.) who can attest to the applicant's involvement in ministry and readiness for graduate work;
- d. A resumé of work experience including professional and/or voluntary service or ministerial responsibilities;
- e. An application processing fee of \$20. LIMEX students in countries other than the U.S. will pay their sponsoring agency liaison the set fee in their own currency.

ACADEMIC REQUIREMENTS FOR CONTINUING EDUCATION ADMISSION

Continuing education students who participate fully in each of the program courses and who complete the study requirements relating to their specific ministry focus area will receive a Loyola Continuing Education Certificate in either religious education or pastoral studies, depending on their ministry focus. The certificate, while not recognized as a degree, attests to the rigorous work done by students engaged in the program.

Those who are applying to the institute for admission under the continuing education status will send in all admission items listed above, except for item (a) transcripts.

TRANSIENT STUDENT STATUS

A student whose application is incomplete may be admitted as a "transient student" for one course in the LIMEX program or for one semester in the LIM on-campus program. Minimally, a completed application form must be mailed or faxed to the LIM enrollment office before the local liaison or facilitator may allow an applicant to join a LIMEX group even as a transient student. Course work taken while a student is in transient status is subject to evaluation in terms of the student's acceptance into the graduate program and the course's applicability toward a degree. To enroll in subsequent courses after registration for the first course or semester, transient students must have submitted all credentials required for admission and have received a letter of admission from the LIM enrollment office.

APPLICATION PROCESS

Applicants will receive periodic correspondence from the LIM enrollment office confirming the receipt of the application and notifying the applicant of materials that have not been received. It is the applicant's responsibility to see that these materials are forwarded to the LIM enrollment office. Applicants are encouraged to read through this material completely, especially noting the requirements for writing the statement of educational purpose found at the end.

Upon receipt of all the required admission materials, the LIM Admission Committee will carefully review the complete application file and will decide the appropriate admissions action. The applicant will receive written notification of the decision shortly thereafter.

APPLICATION PROCEDURES FOR LIMEX APPLICANTS RESIDING OUTSIDE OF THE U.S.

Each LIMEX sponsoring diocese or agency in countries other than the U.S. has an additional liaison function of facilitating the admissions process for applicants. The sponsoring agency liaison collects all admissions materials and fees in local currency from applicants and forwards the completed admission packets and fees in U.S. dollars to the LIM enrollment office.

International applicants should check with their LIMEX liaison for the local address to which they should send all application materials. The liaison also assists applicants with questions regarding how to complete the admissions packet.

For additional information, please contact:

LIM Enrollment Office
Loyola Institute for Ministry, Box 67
6363 St. Charles Avenue
New Orleans, LA 70118
(504) 865-3728
WATTS: (800) 777-5469
FAX: (504) 865-2066

International Address:

INSTRUCTIONS TO APPLICANT

A completed application for admission includes the following items:

- 1. Application Form.** The application form is designed to provide information about the applicant's educational background and experience. It is important that all of the questions be answered. The completed application form puts the applicant on the LIM mailing list and initiates ongoing communication from the university. It is very important that the applicant submit this form even if the following application materials take longer to be sent. This form may be faxed to (504) 865-2066. All students in the U.S. send the completed application materials to: LIM Enrollment Office, Box 67, 6363 St. Charles Avenue, New Orleans, LA 70118. *Students applying for LIMEX in countries other than the U.S. should send all application materials to the local LIMEX liaison office.*
- 2. Application Fee.** Each application must be accompanied by a \$20 non-refundable check or money order made payable to Loyola University. Students applying for LIMEX in countries other than the U.S. will pay the set fee in their own currency to their local LIMEX liaison.
- 3. Statement of Educational Purpose.** Each applicant must submit to the enrollment office a three-page essay stating their purpose for applying to the Institute for Ministry. This essay is an important part of the admissions process and should be as clear and specific as possible. This essay will help the Admission Committee determine the applicant's ability to articulate in writing on the graduate level. **A full explanation of the requirements for this statement is at the end of this material.**
- 4. Résumé.** Each applicant should submit a brief résumé of work experience specifically including professional and/or voluntary service or ministerial responsibilities. Since most course assignments require the students to reflect on their learnings as they relate to their own experience in ministry, it is necessary for the applicant to have active experience in ministry.
- 5. Transcripts.** For U.S. students, official transcripts must be sent directly from the registrar of each college or university attended (including college work done after the bachelor's degree) to the LIM enrollment office. Photostatic copies of transcripts are not acceptable. Transcripts marked "issued to student" are also not acceptable. **(Transcripts must have the university seal on them and must be sent directly from the university registrar's office to the LIM enrollment office.)** For graduate students at international sites, official transcripts must be sent directly from the college or university to the local LIMEX liaison office.
- 6. Recommendation Forms.** Each applicant is required to have two recommendations from professionals in ministry and/or in education (pastor, director of religious education, etc.) who can attest to the applicant's involvement in ministry and ability to engage in a graduate-level ministry formation program. The recommendations may be done on the forms enclosed in this packet or printed on the recommender's computer and attached to the form. They should be mailed directly to the LIM enrollment office or local international LIMEX liaison office.
- 7. Letter to U.S. Diocese or Sponsoring Agency (LIMEX or LIM Outreach Program).** Each applicant is to mail this letter to the diocese or sponsoring agency where they are planning to enter a learning group at the same time they send their application form and fee to the LIM enrollment office. This letter sent to the U.S. local sponsoring agency will put the applicant on the local mailing list and keep the applicant informed of the local plans. International students and LIM On-campus students are not required to submit this form.
- 8. You will be informed if additional materials are required.** A final admission decision will be sent to the applicant after all application materials have been received and the committee has reached its decision.

APPLICATION CHECKLIST

This checklist is provided for your convenience and use in completing your application to Loyola Institute for Ministry.

In order to enroll, all materials should be received by LIM one month prior to the beginning of the course/semester.

- Completed application form with non-refundable \$20 fee in the United States. International LIMEX students check with your local liaison for the exact fee in your currency.
- Three-page statement of educational purpose. **(See the end of this material for full explanation.)**
- Résumé of work experience including professional/voluntary service or ministerial responsibilities.
- Transcript request(s) mailed to previous college(s). (Required for all seeking graduate credit.)
- Two recommendation forms mailed to professionals in ministry and/or in education.
- Letter to U.S. diocese or sponsoring agency mailed directly to the local administrative liaison. (U.S. LIMEX or LIM Outreach Program)
- Always keep a photocopy of materials you have submitted.

APPLICATION FOR ADMISSION



**LOYOLA
UNIVERSITY
NEW ORLEANS**

Please print or type.

1. Name: _____
Last (Title) First Middle (other name under which information might arrive)

2. Address: _____
Number/Street Town/City/State Zip/Postal Code

Country

3. Home Telephone: (_____) 4. E-mail Address: _____

5. Fax Number: (_____) 6. Work Telephone: (_____)

7. U.S. & Canada Social Security Number: (Student I.D. no. will be assigned at Loyola for international students.) - -

8. You are applying for admission to: LIMEX LIM On-campus LIM Outreach

9. Program of study you intend to pursue: Master of Pastoral Studies Certificate of Pastoral Studies Graduate Non-degree
 Master of Religious Education Certificate of Religious Education
 On campus only: Graduate Certificate in Theology and Ministry C.E.U. On-campus
 Joint Degree Master of Pastoral Studies/Master of Science in Counseling

10. Applying for term beginning in the year: _____ Fall Spring Summer

11. If applying for LIMEX:
 a. Location of the learning group you wish to join: _____
 b. Diocese or other sponsoring agency: _____
 c. Liaison: _____ d. Facilitator: _____

12. List the college or university that awarded your undergraduate degree. Then list any subsequent college or university work. Submit **official** transcripts from each institution attended. Please complete all columns; all information is necessary to enter your academic record into the Loyola computer system.

College/University Name and Location	Mo./Yr.–Mo./Yr.	Degree	Date Received

LETTER TO U.S. DIOCESE OR SPONSORING AGENCY

TO THE U.S. LIMEX APPLICANT: Please fill out this form and mail it to your local sponsoring diocesan or agency's liaison on the same date you mail your application to Loyola in New Orleans. **DO NOT MAIL THIS FORM TO LOYOLA.**

TO THE LIM OUTREACH APPLICANT: Please fill out this form and mail it to: LIM Outreach Coordinator, 6363 St. Charles Avenue, Box 67, New Orleans, LA 70118.

Your Name: _____
First Last

Address: _____
Street

_____ City State Zip

Phone: (____) _____ (____) _____
Work Home

Social Security Number: _____

This is to inform you that I have sent my application form to Loyola Institute for Ministry Extension program on _____ (date).

This is to inform you that I am interested in the LIM Outreach program.

I have applied for the following: MRE MPS CPS CRE

I am interested in a learning group forming in the following area:

I would like to begin the program on _____ (date).

RECOMMENDATION FORM

1. How long have you known the applicant and in what ministerial or educational capacity?
2. How thoroughly do you think the applicant has thought out plans for participation in this program?
3. To the best of your knowledge, does this person reflect a spirit of growth, openness, and willingness to dialogue on issues of faith and church life?
4. Please write your personal evaluative statement about the student's potential to pursue a graduate-level program of education for ministry. Discuss candidly any reservations you may have about the applicant's suitability for this kind of education program and provide whatever pertinent information you think may be helpful to the Admission Committee.

Do you recommend this applicant to the Loyola Institute for Ministry?

- Highly Recommended Recommended Recommended with Reservation Not Recommended

_____ Name of Recommender	_____ Position/Title
_____ Institution	_____ Street Address
_____ City/State/Zip	_____ Phone
_____ Signature of Recommender	_____ Date

Mail directly to: LIM Enrollment Office, Loyola Institute for Ministry, Box 67
6363 St. Charles Avenue, New Orleans, LA 70118

International Address:

RECOMMENDATION FORM

TO THE APPLICANT: Please fill out the top section of this form, then forward it to the individual making your recommendation.

Name: _____ SS#: _____
Last First Middle U.S. and Canada

Degree or certificate sought: Master of Pastoral Studies Certificate of Pastoral Studies Non-degree
 Master of Religious Education Certificate of Religious Education

Program: LIMEX LIM On-campus LIM Outreach

OPTIONAL WAIVER OF RIGHTS:

I hereby waive my right to have access to this evaluation form when completed, and understand that this confidential recommendation is to be used only in consideration of my application to the Loyola Institute for Ministry.

Applicant's Signature _____

Date Mailed to Recommender by Applicant _____

TO THE RECOMMENDER:

Each applicant to the Loyola Institute for Ministry is required to have two recommendations from professionals in ministry and/or in education (pastor, director of religious education, etc.) who can attest to the applicant's involvement in ministry and ability to engage in graduate-level ministry education. The person whose name appears above is applying to the Loyola Institute for Ministry (description below) and has requested that your recommendation be included as part of the information on which the Admission Committee will base its decision. Your candid response to the questions on the back will provide very helpful input to our admissions process. After reading the description of our program, please complete the form as soon as possible and mail it directly to the institute at the address indicated on the back of this page. You are welcome to print all responses from a computer and attach them to this form, if you prefer. Additional statements and information concerning the applicant's suitability for participation in this program may also be attached to this form. Thank you in advance for your assistance in this process.

DESCRIPTION OF THE LIMEX EXTENSION PROGRAM

LIMEX is a professionally-oriented program of graduate education which seeks to increase the competencies of practitioners in the areas of religious education and pastoral ministries. The program originated as a response to Vatican II's universal call to ministry and to the changing demographic patterns in the Church since the council, as well as to the expressed educational needs of dioceses with little or no access to residential programs. In cooperation with those dioceses and other sponsoring agencies, the institute offers a master's in religious education or pastoral studies by extension. LIMEX addresses adult practitioners within the actual context of their ministry. The focus of the program is contextual learning for those already involved in ministry and in possession of the intellectual and cognitive abilities that come through undergraduate studies.

The goal of the LIMEX program is to enable students to develop an integration of knowledge and practice through an increased awareness and analysis of their ministry contexts. These contexts include their own ministry site, the culture within which it is situated, the Judeo-Christian tradition, and their own personal background. The program seeks to broaden students' information base in these areas and to provide a laboratory for their learning and practice of appropriate skills.

The educational process is carried out in learning groups, each led by a facilitator who is trained, supervised, and certified by Loyola. Sessions for each course employ a learning design in which lectures in printed form assisted by videotapes and additional required and suggested readings are correlated with the participants' experience by means of reflective process. The learning process seeks to nurture and provide opportunities to practice skills related to the performance of ministry. The extension program's educational methodology is based on adult education principles and is carried out in small learning groups led not by a teacher but by a facilitator. In this process the students are seen as central and must take responsibility for their own learning. All participants must be highly motivated to do graduate-level reflection on ministry and to engage in critical thinking about themselves and their ministry contexts.

DESCRIPTION OF THE LIM ON-CAMPUS PROGRAM

The educational process in the LIM On-campus program combines faculty lectures with group discussion and critical reflection upon course context and experience, especially as related to each student's ministerial praxis. LIM's faculty are joined by a host of internationally known visiting professors to offer courses in the fall, spring, and summer sessions. The students, faculty, and staff of the Loyola Institute for Ministry form a learning community gathered to enhance the quality of pastoral ministry in the Church. The institute seeks an integration of knowledge of the Christian tradition, a sensitivity to the dynamics of the Church's institutional life, a critical awareness of and appreciation for the times and cultures within which one works, and an awareness of one's self and one's abilities and limitations. The master's degree programs and certificate programs address themselves to such an integration offering a master's degree in pastoral studies (MPS) and a master's degree in religious education (MRE). The institute also serves the continuing education needs of others who are admitted to courses and workshops as "special students."

The master's programs are designed for ministers from among laity, members of religious orders, deacons, and clergy who seek to enhance the quality of their pastoral or educational ministry through systematic continuing education or who are preparing for such work. Each phase of the program focuses on the development of ministers who are critically reflective about themselves, their vision, and their efforts, and involves them in serious learning through lectures, reading, personal reflection, group discussions, and assigned papers.

The program assumes that participants are able to take responsibility for their own learning and thereby become more intentional in their practice of ministry. Students are expected to be able to reflect critically on various contexts of their ministry and to engage in creative and intelligent discussions based on their own experience as well as their research.

LIM OUTREACH—This program combines off-campus study (LIMEX) for the theological core courses and on campus (LIM) for the study for the focus area and elective courses.

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LIM OUTREACH—This program combines off-campus study (LIMEX) for the theological core courses and on campus (LIM) for the study for the focus area and elective courses.

STATEMENT OF EDUCATIONAL PURPOSE

LIMEX AND LIM OUTREACH APPLICANT'S STATEMENT OF EDUCATIONAL PURPOSE

Your statement of educational purpose will enable the admission committee to understand your reasons for applying to Loyola Institute for Ministry and your ability to profit from our programs. This statement should be a three-page, double-spaced, *typewritten* essay that reflects your present understanding of how LIM can help you improve your ministry. This essay should be printed on separate paper with a heading including the following: name, address, social security number, date, name of diocese or sponsoring agency, facilitator and liaison (if known when applying), and the title, "Statement of Educational Purpose, LIMEX" or "Statement of Educational Purpose, LIM Outreach."

The program demands graduate-level study and comprehension of reading materials. It centers around a group educational process demanding independent adult initiative in the learning process as well as the ability to reflect and share one's personal experience as it relates to ministry. Please state as clearly as possible your reasons for seeking a master's degree or continuing education certificate. It is essential that you *elaborate on your ability and willingness to engage fully in the group learning process used in the program as it was explained to you at the information meeting in your area*. You may include any additional information about yourself that you believe would assist the admission committee in evaluating your academic and ministerial background as well as information that will aid the committee in assessing your ability to engage in this graduate-level ministry education program. Please read the description of the LIMEX program or the LIM Outreach program on the recommendation form in this packet and review the information given to you about the program. (If you have any questions about your commitment to the learning group process or the overall program, please discuss them with your liaison or facilitator before writing this statement.)

LIM ON CAMPUS APPLICANT'S STATEMENT OF EDUCATIONAL PURPOSE

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