



The Institute for Catholic Studies and Formation

Diocese of Venice in Florida

10299 SW Peace River Street, Arcadia, FL 34269-4068

Tel: (941) 766 7334, Fax: (941) 629 8555, E-Mail: DeNinno@Institute-DOV.org



APPLICATION PROCEDURES

[For candidates for Diocesan Diploma Program]

A. Complete the enclosed application form. [Please print or type]

B. On the **Letter of Intent** form, please compose a letter in which you explain why you desire formal ministry training at this time in your life. No special format is required, but some part of your letter should inform the reader:

Why do you want to enter the Institute for Catholic Studies?

How do you understand your call to ministry?

How do you see yourself engaged in ministry in the future?

What are your expectations of this program of formation?

What do you desire to gain from the process?

C. Since the ordained clergy in your parish may play a pivotal role in enabling your future ministry, we recommend that you share your "**Letter of Intent**" with the pastor or one of his associates.

D. On the sheet titled "**Who am I?**", please tell us a little bit about yourself that is not included in the rest of the information in this packet (e.g. what you like to do in your "free" time; what issues or causes are important to you; what takes up most of your time; who are your family members; where did you grow up, etc.).

E. To facilitate support from your parish community during your formation and future ministry, we ask that you obtain **letters of recommendation**, on the forms provided, from two persons in leadership positions in your parish, educational institution, or diocesan office who would be able to comment about your potential for leadership in ministry (e.g. parish staff, DRE, parish council members, school administrators). At least one of these should be from your pastor or other parish staff member. Letters of recommendation should be given by you to the respondent with a stamped envelope addressed to: Admissions, Institute for Catholic Studies and Formation, 10299 SW Peace River Street, Arcadia, FL 34269-4068

[Note: on the request forms for the letters of recommendation, you will be asked to waive the right or not waive the right to have access to these letters after they have been received by the Institute for Catholic Studies and Formation.]

F. Return all other forms to the same address as given in E. Enclose a check or money order for \$25.00 made out to **Institute for Catholic Studies and Formation**.

G. All applicants who meet the basic program requirements will be interviewed by one or more of the staff before formal acceptance into the program. The time of the interview at the Institute for Catholic Studies will be arranged after all materials have been received and processed. You will be informed in writing whether or not you will be part of the program as soon as possible.