



The Institute for Catholic Studies and Formation

Diocese of Venice in Florida
10299 SW Peace River Street, Arcadia, FL 34269-4068
deninno@institute-dov.org



APPLICATION PROCEDURES

[For candidates for MA Degree 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. To facilitate support from your parish community during your formation and future ministry, we ask that you obtain one **letter of recommendation**, on the form provided, from a person 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). This could 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 Rice School.]
- E. 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**.
- F. **ALL MATERIALS, INCLUDING TRANSCRIPTS, SHOULD BE SENT TO THE INSTITUTE FOR CATHOLIC STUDIES AND FORMATION ADDRESS.**
- 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.



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 FORM

[Candidates for Admission to Degree & Diploma Programs]

All application materials are confidential. Access is limited to Institute for Catholic Studies and Formation.

NAME _____ **DATE OF BIRTH** _____

MARITAL STATUS (Optional) _____ **SPOUSE'S NAME** _____

MAILING ADDRESS _____

Street

City

State

Zip

HOME PHONE _____ **CELL PHONE** _____ **WORK PHONE** _____

E-MAIL ADDRESS _____

PARISH _____ **YEARS IN PARISH** _____

MINISTRY EXPERIENCE DURING THE LAST FIVE YEARS

Description of Ministry Location Hours per month Total Months involved Currently involved (Yes/No)

WORK HISTORY DURING THE LAST FIVE YEARS

Type of Work Location Full/Part Time Currently Employed there Yes/No)

(Over)

EDUCATION HISTORY

School/College/ University Location Date Completed Areas of Study Degree/Certificate

DESCRIBE ANY OTHER REGULAR TIME COMMITMENTS, INCLUDING THE NUMBER OF WEEKLY HOURS REQUIRED (e.g. Cursillo, Scouts, Bowling League, Other Organizations or Committees)

HAVE YOU SHARED YOUR LETTER OF INTENT WITH YOUR PASTOR OR OTHER MEMBER OF YOUR PARISH? YES _____ NO _____

Signature _____ Date _____

**MAIL TO: INSTITUTE FOR CATHOLIC STUDIES AND FORMATION
10299 SW Peace River Street
Arcadia, FL 34266-4068**

**TOGETHER WITH A \$25.00 APPLICATION FEE MADE PAYABLE TO:
INSTITUTE FOR CATHOLIC STUDIES AND FORMATION**



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



LETTER OF INTENT



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



LETTER OF RECOMMENDATION

_____ is an Applicant for the MA Degree or the Diocesan Diploma Program in the Institute for Catholic Studies in the Diocese of Venice. This is a program of formation for ministry in the Church. Please comment on your assessment of this person's potential for leadership in ministry. In your recommendation, please specify how long you have known the applicant and in what capacity; comment on what you see as both the applicant's strengths and areas of growth. All comments will be kept strictly confidential with access limited to the staff of the SCHOOL FOR PASTORAL MINISTRY. *If you would prefer to write on separate stationery, please feel free to do so.*

[*To be completed by the applicant before submitting for a recommendation:*

I ___ do ___ do not waive my right to have access to this letter of recommendation.]

Signature _____ Date _____ Position _____

Address _____