



Institute for Leadership in Ministry

2024 Application Form

To be completed by the student

Part I—Personal Information

First Name: _____ **Last Name:** _____ **Sex:** F M
Date of Birth (Month, Day): _____ **Age Range:** 19-30 31-40 41-50 51-60 61+
Place of Birth: _____ **Language Preference:** Spanish English
Ethnicity: Asian Black/African American Caucasian Hispanic/Latino Other _____
Home Address: _____ **City, Zip, State:** _____
Home Phone: _____ **Cell:** _____ **Email:** _____
Education: (Check the highest level achieved)
 High School Junior College College/University Other **Degrees attained:** _____
Occupation: _____ **Workplace:** _____
Parish Affiliation: _____ **Years in Diocese:** _____

Part II—Ministry Experience

Are you currently involved in parish or other ministry? Yes No

Area of Ministry	Parish	How Many Years?	Currently Active
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Part III—Faith/Ministry Formation

Course	Dates Attended

Part IV—Personal Statement

On a separate page, please write a **personal statement of at least one page that answers all of the following questions:** Why do you desire to attend the Institute? How did you come to your decision? What are your goals and what area of ministerial leadership interests you? Would you be interested in pursuing further formation after completing the ILM program?



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Part V—Emergency Contact Information

Emergency Contact Full Name: _____ Phone: _____

Relationship to you: _____

Please list any medical condition that we should be aware of. (This is kept in confidence) _____

Please list any allergies (Medication, food, etc.) _____

Part VI—Photo Release

I hereby give the Institute for Leadership in Ministry or its assigns, licensees and legal representatives the irrevocable right to use my name, photograph or recordings in all media forms and in all matters including composite representation for lawful purposes. I waive my right to inspect or approve the finished version(s), including written copy that may be created in connection therewith.

Signature: _____ Date: _____

Effective Date: September 2024 – May 2025

Part VII—Learning Covenant

Purpose:

To clarify the expectations of the Institute’s faculty, staff and recommending pastors so that the student will be fully engaged in his/her formation. The goal of the Institute is to prepare competent ministerial leaders to serve the community of the Diocese of San Jose. Our excellent curriculum reflects the four pillars of religious formation: human, intellectual, spiritual, and pastoral. Our highly capable **faculty consists of a diverse group of professors and instructors with strong academic resumes and experience with adult learners.**

Attendance Policy

- I understand that I am expected to attend class regularly. In case of an occasional absence, I will inform the ILM administration in advance. For missed Wednesday classes, I am responsible for any missed material. Any missed Saturday sessions must be made up in my third year.
- During the academic year, **only three absences are allowed.** If more than three Wednesday absences occur, I will contact the Director to discuss the nature of my individual circumstances and my ability to continue in the program. Consecutive absences in the same course module may require retaking the module after the conclusion of my third year.
- At the end of each semester, faculty evaluations and attendance reports are sent to my pastor to keep him apprised of my progress in the Institute.

Class Preparation and Homework Policy

- I understand that the reading assignments are an integral part of the curriculum and should not be ignored. I am expected to come to each class having read the required assignments.



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- a. I will complete written assignments on time so that I may benefit from the instructor's evaluative comments.
- b. I will request an extension in advance from the Director if I cannot meet the assignment due date. Evaluation of papers will be determined at that time.
- c. To complete program requirements, all written assignments must be completed and evaluated by the instructors.
- d. I will complete and submit all Faculty Evaluations required during the academic year in a timely manner.

Academic Integrity

- a. The Institute's mission is to prepare ministerial leaders and must insist on honesty and integrity from all members of its community. Our standards preclude any form of plagiarism or cheating. Plagiarism is using someone else's work as one's own.
- b. The internet is a useful resource. There are times when a student might want to quote a sentence or phrase from another source to lend credence or authority to an element of their essay. In this case, the author, source, or website must be fully referenced. In no way should it be included as though it were the student's own idea. Referenced sources should not constitute the majority of the essay.
- c. All material posted to Google Classroom and the ILM web pages to assist and facilitate courses are the property of the Institute and the faculty that provides it. Therefore, it is for the personal use of the student and should not be shared in any way with people or entities outside the Institute. This material includes Zoom videos, PowerPoint presentations, copies of books, and documents. Likewise, links or passwords to these platforms should not be shared.
- d. A student who commits an offense against academic honesty and integrity will receive no credit for the assignment and may also be dismissed from the program.

Classroom Relationships

- a. I will support a spirit of openness and mutual respect.
- b. I understand that participation in the following activities: occasionally leading Wednesday class prayer, signing up to plan and prepare a Saturday prayer service, and helping to maintain classroom order and cleanliness are expectations of the program.
- c. Discussion Groups: I understand that the group process is part of my leadership formation. Working with others requires self-knowledge, a sense of how we affect others, the ability to communicate clearly and the capacity to respectfully engage people with differing points of view. I will come to the discussion group prepared and I will try to maintain a high quality of participation in the group discussion sessions by:
 - Speaking for myself and my own experience.
 - Initiating the discussion at times and not always waiting for someone else to begin.
 - Contributing to the discussion, but not monopolizing it.
 - Keeping within the group those things which have been shared in confidence.

Financial Responsibility

I am responsible for any portion of my materials fees, textbooks, or tuition which the parish does not cover.

- **Student Material Fee \$25**
- **Fall Semester Tuition \$150**
- **Spring Semester Tuition \$150**

Signature: _____ Date: _____