

APPLICATION FOR ADMISSION

Doctor of Ministry

Note: Applications for the Ecumenical Doctor of Ministry Program and the ACTS Doctor of Ministry in Preaching Program may be obtained by contacting the Office of Admissions and Enrollment.

5460 S. University Ave, Chicago, IL 60615 | 800.228.4687 ext. 6276 | www.mccormick.edu



Office of Admissions & Enrollment • McCormick Theological Seminary
5460 South University Avenue • Chicago, IL 60615
P: 800 228 4687 (ext. 6276) • f: 773 288 2812
admit@mccormick.edu • www.mccormick.edu

Thank you for your interest in the Doctor of Ministry program at McCormick Theological Seminary. All documents submitted in support of this application become the property of McCormick Theological Seminary and are not returnable to the applicant or transferable to any third party. All materials will be kept strictly confidential by the Office of Admissions and Enrollment.

All materials must be received by the due date in order for your application to be considered complete. Keep a copy of the completed application packet for your files. For questions, please contact the Office of Admissions and Enrollment at 773.947.6276 or admit@mccormick.edu.

APPLICATION CHECKLIST

The following items must be submitted in order for your application to be considered complete:

- \$50 application fee (non-refundable)
- Official, sealed transcripts** of all academic work beyond the high school level regardless of whether a degree was awarded.
- Application Form
- Work History
- Admissions Essay
- Background Check (per enclosed instructions)
- Governing Body Assessment

Two letters of reference (submitted in sealed envelopes):

- Peer in Ministry
- Denominational Staff

If English is not your first language:

- TOEFL score

DEADLINES

Applications for the Doctor of Ministry program are due by:

October 1 for matriculation in January

Applications are considered on a rolling basis.

SUBMISSION

You may submit your application form with transcripts and references via post or email to admit@mccormick.edu. A writable PDF application form may be found on the McCormick Website (www.mccormick.edu).

Please mail your completed application to:

Office of Admissions and Enrollment
McCormick Theological Seminary
5460 S. University Avenue, Chicago, IL 60615
admit@mccormick.edu

Note: All McCormick students are expected to develop the English language skills essential for full participation in the Doctor of Ministry program. **TOEFL scores must be submitted to the above address.**

Anticipated Entry Date: January (year)

- Pastoral Care Doctor of Ministry Prophetic Leader Doctor of Ministry
 Apostolic Assembly Doctor of Ministry Korean Doctor of Ministry

PERSONAL INFORMATION

Name (Last/First/Middle)		Other Names Used	
<input type="text"/>		<input type="text"/>	
Home Address (Street)		City/State/Zip/Country	
<input type="text"/>		<input type="text"/>	
Workplace & Address (Business name/street)		City/State/Zip/Country	
<input type="text"/>		<input type="text"/>	
Home Phone	Work Phone	Mobile Phone	Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail Address		Name of Spouse / Partner	
<input type="text"/>		<input type="text"/>	
Date of Birth (Mo/Day/Year)	Place of Birth (City/State/Country)	Social Security Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Country of Citizenship	If not a U.S. citizen, what is your U.S. VISA classification?	VISA Expiration Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

If English is not your first language, you are required to provide a TOEFL assessment score.

HOW DID YOU HEAR ABOUT US?

Please indicate how you first learned about the McCormick Doctor of Ministry program:

Advertisement where: McCormick Website Internet Search Engine
 Brochure Seminary Publication: Online Print
 Alumni Other Event

ECCLESIAL STATUS

What is the name of primary place of ministry? What is your denominational affiliation?

What is the governing body in your denomination to which you relate? Date of Ordination

EDUCATION BACKGROUND

List chronologically all colleges, universities and seminaries attended, regardless of degree completion, using a separate sheet if necessary (official transcripts from all schools are required for admission):

Name of Institution	Location	Dates of Attendance

Major / Degree / Date Granted

Name of Institution	Location	Dates of Attendance

Major / Degree / Date Granted

Name of Institution	Location	Dates of Attendance

Major / Degree / Date Granted

List academic honors, prizes, fellowships or scholarships you have received or honor societies to which you belong. Additionally, are there any particular factors or circumstances (e.g. financial, health, family) that should be considered when appraising your academic record? If so, please explain (attach a separate list, if necessary):

WORK HISTORY

Please attach a listing of your work experience to this application (title, place and date of your present and past professional positions). You may use a resume, Personal Information Form or curriculum vitae for this purpose.

CERTIFICATION

This certifies that the undersigned has completed this application and all information contained in this application is factually correct and honestly presented.

Signature	Date

ADMISSIONS ESSAY

The doctor of ministry degree requires competency not only in the practice of ministry but also in the academic skills of analysis and writing, culminating in the forty-page thesis article. Therefore, the committee will be assessing the following essay in terms of both content and clarity.

Please provide an essay (8-12 pages, 12 point font, double spaced, name in header), in which you address the following:

- 1 Describe in detail your ministry context and your leadership role within this ministry.
- 2 What aspects of your ministry are going particularly well? What gives you the most energy in this context?
- 3 Please name and describe in detail one or two challenges in your ministry context that you might like to address in this D. Min program.
- 4 What about McCormick's D. Min program is most conducive to addressing those challenges and increasing your growth as minister/leader?

BACKGROUND CHECK & STATEMENT OF INTEGRITY

Seminaries seek to be communities where students, faculty and staff live within a covenant of hospitality, trust and safety. These covenantal commitments are foundational to the mission of McCormick Theological Seminary, which is to foster academic excellence, formation for Christian ministry and faithful witness in mission. Furthermore, as seminaries are charged with the preparation of their students for ministry, they also are responsible for students serving in congregations and agencies in which they are placed. Their responsibilities are theological, ethical and legal. Theologically, seminaries are responsible for creating an environment that nurtures and sustains their objectives in theological education. Ethically and legally, seminaries are responsible if a student's abuse of power or role endangers or violates members of the seminary community or the congregations or agencies in which s/he serves. For these theological, ethical and legal reasons, McCormick Theological Seminary requires background checks as part of the admissions process for all entering Doctor of Ministry students.

By signing this agreement, I freely and voluntarily authorize McCormick Theological Seminary and/or its agents to receive a criminal background check that I will provide via **castlebranch.com***

I understand that a criminal history may not automatically disqualify me from admission to McCormick Theological Seminary.

*Go to www.castlebranch.com and enter the package code MF77 in the "Place Order" field.

I also understand that failing to reveal and/or falsifying information relating to my application will result in denial of my application, or revoking of my admission.

If you carry a criminal history, please check this box: (Include an explanation of circumstances with your application)

Signature

Date

Statement of Ethics and Integrity

By the submission of this application, I certify that the information provided in this application is complete and accurate. I acknowledge and agree that misrepresentation of credentials, including submission of inaccurate, falsified, or plagiarized formation is sufficient cause for terminating my application, revocation of all offers of admission and financial assistance and/or termination of enrollment. Furthermore, I authorize the persons or entities to provide any relevant information to McCormick Theological Seminary for use in evaluating my application for admission and waive any required notice to me. I understand and agree that all submitted application materials are the property of McCormick Theological Seminary and will not be returned and that the application fee is not refundable under any circumstances.

Signature

Date

REFERENCES

Please ask two individuals, other than relatives, who can write thoughtfully about your personal and vocational qualifications, to provide recommendations on your behalf. Have these persons return the completed references to you, in sealed envelopes, for you to submit as part of your application. Please ask your references to sign their names on the back of the envelope, where the flap forms the seal.

PEER REFERENCE

This reference should be completed by a colleague in ministry who knows you and your work. For example, if you work on a church staff, the peer reference could be one of your ministerial colleagues. Your peer reference could also be a minister from a nearby church or social service agency who is familiar with your work. It could also be someone with whom you have worked in the past.

Name	Position
<input type="text"/>	<input type="text"/>
Address (Street)	City/State/Zip/Country
<input type="text"/>	<input type="text"/>
Phone	E-mail Address
<input type="text"/>	<input type="text"/>

DENOMINATIONAL STAFF REFERENCE

This reference should be completed by a staff person in the regional denominational body to which you are accountable or in which you participate. This person (e.g., an executive presbyter, bishop, district superintendent) should be familiar with you and your work.

Name	Position
<input type="text"/>	<input type="text"/>
Address (Street)	City/State/Zip/Country
<input type="text"/>	<input type="text"/>
Phone	E-mail Address
<input type="text"/>	<input type="text"/>

PEER REFERENCE

This is an important reference for evaluating readiness for study in a Doctor of Ministry program. Your evaluation will be used for the purpose of helping the Faculty Committee on Admissions determine whether the applicant should be admitted to the Seminary. After the Committee has made its decision, this reference and all others submitted on the applicant's behalf will be destroyed and, therefore, will not be part of the student's educational record if she or he matriculates at the Seminary.

Please keep a copy of this form for your records and return the signed original, in a sealed envelope, to the applicant requesting this reference. *Also, please sign the back of the envelope, where the flap forms the seal. The unbroken seal with your signature ensures the confidentiality of your reference.*

I understand that I waive my right to review this reference.

Applicant's Signature

TO THE REFEREE

This reference form should be completed by a colleague in ministry who knows the applicant and her or his work, and who can evaluate her or his readiness to participate in a Doctor of Ministry program.

Name of Applicant

On an additional sheet, please give your candid assessment of the applicant, covering the following areas:

- The strengths and limitations of the applicant as a minister
- Additional knowledge or skills that increases the applicant's effectiveness and faithfulness in ministry
- How the applicant handles conflict
- How the applicant works with others in group settings
- Any limitations in the applicant or her or his situation that might limit this person in the practice of ministry

Date

Phone

E-mail

Signed

Printed Name

Position

Name of Congregation or Institution

Address (Street)

City/State/Zip/Country

DENOMINATIONAL STAFF REFERENCE FORM

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I understand that I waive my right to review this reference.

Applicant's Signature

TO THE REFEREE

This reference form should be completed by a staff person serving in the regional denominational body to which the applicant is accountable or to which she or he relates. This staff person (e.g., executive presbyter, bishop, district superintendent) should be someone who knows the applicant and her or his work, and who can evaluate her or his readiness to participate in a Doctor of Ministry program.

Name of Applicant

On an additional sheet, please comment on the following:

- Professional service to the church
- Clarity of commitment to advanced degree studies in professional ministry
- Personal attributes and family situation as relevant to her or his ministry
- Readiness and ability to enter a program of graduate study at this time
- Relationship to church activities, bodies or programs beyond the local congregation (e.g., committees, councils, boards of presbytery, conference, association, synod, region)

Date

Phone

E-mail

Signed

Printed Name

Position

Name of Congregation or Institution

Address (Street)

City/State/Zip/Country

GOVERNING BOARD OR PERSONNEL COMMITTEE ASSESSMENT

McCormick Seminary requests that you meet with the governing board of the congregation or agency in which you are currently employed. Terminology varies for this group (session, vestry, board of directors, administrative board or council); it should be whatever ruling body is responsible for policy and program decisions. If you are employed in a setting that does not have such a body, please meet with the group that functions as a Personnel Committee.

Please use the following to orient the board for this discussion:

Your minister is applying for admission to the Doctor of Ministry program at McCormick Theological Seminary. McCormick views you as essential partners in this program. Since each course in this program requires an integrative project in the practice of ministry, a student can only complete this program with your knowledge, cooperation and support.

McCormick therefore requests that you complete the following assessment. **This is not a recommendation to the program.** It is intended as feedback to the applicant about what might best contribute to her or his personal and professional growth. This assessment is designed to heighten the applicant's self-awareness and to assess her or him in fashioning learning goals for the program.

Please provide, on a separate sheet of paper, a typewritten summary of your discussion (three to five pages, double-spaced). *This summary must be signed by the governing board's clerk or secretary. Return this summary to the applicant.* Do not send it directly to McCormick Seminary. Thank you for your participation.

Use the following questions to guide your discussion:

(Feel free to adapt them to your particular setting.)

- 1 In the course of her or his work, what tasks and responsibilities do you expect the applicant to perform?
- 2 In order to equip the applicant for more effective and faithful ministry, what educational recommendations would you make to her or him?
- 3 What do you hope will happen to your congregation or organization as a result of the applicant's participation in a Doctor of Ministry program?
- 4 Students in McCormick's Doctor of Ministry program are expected to integrate course learnings into their practice of ministry. Each course requires a ministry project in which course theory is brought to bear on particular challenges in the congregation's (or organization's) life. Are you willing to be co-learners with the applicant in these projects?
- 5 What barriers do you see to the applicant's participation in this program?
- 6 What support are you willing to provide the applicant (study leave, tuition assistance, etc.)?
- 7 If the applicant is part of a multiple-staff setting, how will other staff members support the applicant's participation in the program?