



CAMPUS MINISTRY INSTITUTE

ARCHDIOCESE OF MIAMI + ST. THOMAS UNIVERSITY

Archdiocese of Miami • 9401 Biscayne Boulevard • Miami Shores, Florida 33138 • 305.762.1097

GENERAL INFORMATION AND APPLICATION PROCEDURE

The Campus Ministry Institute (CMI) is a collaborative project between the Archdiocese of Miami and St. Thomas University. The goal of the CMI is to prepare graduate students as leaders in professional church ministry throughout college and university campuses in the Archdiocese of Miami. Their mission will be to lead the college/university in fostering faith communities by promoting Gospel values and enabling the reign of God through proclamation, witness and service. Students will engage in supervised ministry as well as in academic pursuits which promote ministerial and spiritual growth. They will serve the campus communities in areas such as faith development, social concern, campus liturgies, and the fostering of student leadership.

The Campus Ministry Institute is committed to graduate twenty five persons with a Master of Arts (MA) in Pastoral Ministries with a specialization in Campus Ministry, by the year 2011. Tuition, room and board at St. Thomas University and a stipend will be awarded to applicants who successfully complete a twofold screening process: an academic screening at St. Thomas University and a ministerial skills screening at the Archdiocese of Miami. Candidates who accept this full scholarship commit themselves to a three year period of employment as Campus Ministers at an assigned college/university campus within the Archdiocese of Miami.

APPLICATION PROCEDURE

STEP 1: Contact St. Thomas University for admission to the Graduate School.

You are encouraged to apply online at www.stu.edu/graduate-section-153.html

For more information about St. Thomas University, go to www.stu.edu After acceptance at the Graduate School, you will be referred to the Archdiocese of Miami for additional screening.

St. Thomas University contact person: Mary Carter-Waren
Asst. Professor
(305) 628-6765 mwaren@stu.edu

STEP 2: After notification of your acceptance at St. Thomas University you will be scheduled for an interview with the Archdiocesan CMI Screening Committee. For more information about the CMI, please visit: www.miamiarch.org/cmi

Please submit the following application, attachments, and any applicable documentation to:

Campus Ministry Institute
Archdiocese of Miami
9401 Biscayne Blvd.
Miami Shores, FL 33138
(305) 762-1096

Campus Ministry Institute contact person: Pat Stockton
Director of Campus Ministry
(305) 762-1097 pstockton@theadom.org

STEP 3: You will be notified of acceptance into the program by the Campus Ministry Institute.



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APPLICATION

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected classification.

All questions must be answered carefully and completely. **Please print or type.**

Date of Application _____

How did you learn about us?

Advertisement (Which one?) _____

Website _____ Other _____

Last Name _____ First Name _____ Middle Name _____

Address _____ City _____ State _____ Zip Code _____

Telephone Number(s) _____ Fax Number _____

E-Mail Address _____ Social Security Number _____

Have you ever filed an application with us before? Yes _____/Date _____ No _____

Have you ever been employed by the Archdiocese of Miami and/or St. Thomas University (STU)?

Yes _____/Date _____ No _____

Are you currently employed? Yes _____ Full-time _____ Part-time _____ No _____

Do you intend to keep this job while you are enrolled at STU? Yes _____ No _____

May we contact your present employer? Yes _____ No _____

Are you prevented from becoming lawfully employed in this country because of Visa or Immigration status? Yes _____ No _____ (Proof of citizenship will be required)



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EDUCATION

High School

Name and Address

College/University

Name and Address

Degree Obtained _____ Major _____

Graduate or professional course of study

Trade, Business, Technical School

Other Training or education

List any training or experience relevant to your ability to perform as a campus minister.

(You may exclude membership which reveals race, color, religion, creed, gender, national origin, age, ancestry, disability, marital status or any other protected classification.)

Have you been convicted of, or pleaded no contest to a felony or misdemeanor conviction within the last 10 years?

Yes _____ No _____

If yes, please explain

(Conviction will not necessarily disqualify an applicant from acceptance into the program)



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EMPLOYMENT

1. Employer _____

Address _____

E-mail Address _____ Telephone Number(s) _____

Name and Title of Supervisor _____

Date Employment Began _____ Starting Salary _____ per _____

Date Employment Ended _____ Ending Salary _____ per _____

Description of Primary Responsibilities _____

Reason for Leaving _____

2. Employer _____

Address _____

E-mail Address _____ Telephone Number(s) _____

Name and Title of Supervisor _____

Date Employment Began _____ Starting Salary _____ per _____

Date Employment Ended _____ Ending Salary _____ per _____

Description of Primary Responsibilities _____

Reason for Leaving _____



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VOLUNTEER SERVICE AND/OR MINISTRY EXPERIENCE

1. Name of Organization/Parish

Address

E-mail Address _____ Telephone Number(s) _____

Name and Title of Supervisor _____

Description of Primary Responsibilities

2. Name of Organization/Parish

Address

E-mail Address _____ Telephone Number(s) _____

Name and Title of Supervisor _____

Description of Primary Responsibilities



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REFERENCES

(One of these references needs to be your Pastor or Parish priest.)

Name _____ Telephone Number _____

Mailing Address _____

City _____ State _____ Zip Code _____

E-Mail Address _____ Fax _____

Name _____ Telephone Number _____

Mailing Address _____

City _____ State _____ Zip Code _____

E-Mail Address _____ Fax _____

Name _____ Telephone Number _____

Mailing Address _____

City _____ State _____ Zip Code _____

E-Mail Address _____ Fax _____



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ADDITIONAL INFORMATION

Specialized Skills

Computer Skills

Other

If you need additional space, please continue on a separate sheet of paper.
Resumes may be attached.

Please read the "Applicant's Certification and Agreement" page carefully and sign the application.
(Please note: all attachments are also bound by the Applicant's Certification and Agreement.)



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APPLICATION ESSAY

Name: _____

Email address: _____

The candidate accepted in the Campus Ministry Institute will be placed on a campus within the Archdiocese of Miami and will be expected to function as a professional campus minister. Tell us in 1,500 words or less what personal skills, prayer habits, community service work, and knowledge of the rich Catholic tradition and practice you have developed that makes you an excellent candidate for such a productive ministry. *(Answers may be typed on a separate page and attached)*





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APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this application and any attachments given herein are true and complete to the best of my knowledge. I authorize the investigation of all statements contained in this application and attachments as may be necessary in arriving at a decision. I understand that, if I am accepted, false statements, omissions or misrepresentations may result in my dismissal.

I understand that false or misleading information given in my interview(s) may also result in discharge, and that I will be required to abide by all rules and regulations of the Archdiocese of Miami.

Signature of Applicant

Date





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AUTHORIZATION FOR BACKGROUND INVESTIGATION AND CONSENT FOR RELEASE OF INFORMATION

In connection with my application to the Campus Ministry Institute of the Archdiocese of Miami, I authorize the Archdiocese of Miami (Archdiocese) to perform a background investigation on me or to request one to be performed by a third party.

I understand, that when considering my application, the Archdiocese may wish to check my references and/or obtain and use an investigative background report including information as to my character, credit history, general reputation and personal characteristics from a consumer reporting agency. I understand that upon written request, the Archdiocese will provide information regarding the nature and scope of the investigation requested. I understand that if the Archdiocese obtains such a report about me, and if the Archdiocese considers any information in the report when making a decision that directly and adversely affects me, I will be provided with a copy of the report before the decision is finalized. I may also contact the Federal Trade Commission about my rights under the Fair Credit Reporting Act with regard to investigative reports and investigative agencies (called "consumer reporting agencies" by the Act).

I authorize and request all persons, schools, public and private entities, courts, law enforcement agencies, armed forces, employment commissions and all other government agencies to release such information about me without restriction or qualification. I voluntarily waive all recourse against, and release the requested parties from liability from complying with this Authorization and Consent. I understand that the requested Date of Birth is only for the purpose of identifying me for background verification. I authorize a photocopy or facsimile of this release to be considered as effective as the original.

By signing below, I hereby voluntarily authorize the Archdiocese to obtain investigative reports about me from an investigative reporting agency and to consider the reports when making decisions about my application to the Campus Ministry Institute of the Archdiocese of Miami. I release the Archdiocese, its officers, employees and agents from any and all liability from the preparation of any reports considering my background or myself.

Print Name

Social Security Number

Signature

Date of Birth

Date of Signature



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APPLICANT PLEASE KEEP THIS PAGE FOR YOUR RECORDS

NOTICE OF BACKGROUND SEARCH AND INVESTIGATION

You are advised that in connection with your application, the Archdiocese of Miami and/or its agents may make an investigation of your background, references, character, past employment, consumer reports, education, and criminal history record information, which may be conducted through personal interviews or which may be obtained from any state or local files, including those maintained by both public and private organizations, and all public record, for the purpose of confirming the information contained on your application and/or obtaining other information which may be material to your qualifications for acceptance.

You are further advised that you have a right under the *Fair Credit Reporting Act* to make a written request within a reasonable period of time for additional information regarding the nature and scope of this investigation, as well as for a written summary of your rights under the *Act*. You are further advised that prior to taking any adverse action based in whole or in part on this investigation, the Archdiocese of Miami will provide you a copy of any consumer report obtained therein and a summary of your rights under the *Act*.

You are further advised that the Archdiocese of Miami and/or its agents may transmit information obtained through this investigation to entities related by common ownership or affiliated by corporate control to the Archdiocese of Miami.