

Revised 10-22-12

Common Application for Specific Ministry Pastor Certification Programs



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NON-DISCRIMINATION POLICY

“It is the policy of the seminaries not to exclude, expel, or otherwise discriminate against an individual seeking admission as a student in terms of conditions and privileges of the seminaries because of race, color, or national origin; and not to exclude from, or otherwise discriminate against, in admission or access to its programs and activities, on the basis of disability, age, or sex, any person who meets the academic and technical standards requisite to admission or participation in their educational programs or activities.”

For complete text of the Non-Discrimination Policy Statement, see the appropriate current seminary catalog.

INSTRUCTIONS

Please fill out electronically or print in ink all information. Electronic forms will need to be printed using the print button at the top of the form for submission. The form must be completed in every detail. Answer “n/a” for all items that do not apply to you. A NON-REFUNDABLE fee of \$100 is to accompany this form. Your check or money order should be made payable to: **Concordia Seminary** or **Concordia Theological Seminary**.

SMP Admissions Sequence

Identify Context and Candidate

- Identify SMP context. A context may be:
 - A congregation with a pastoral vacancy that can be effectively served by a Specific Ministry Pastor (SMP).
 - A congregation that desires an additional “staff pastor.”
 - A mission start.
 - Another specialized ministry (*e.g., institutional chaplain, campus pastor, special cultural and/or linguistic needs*).
- A man who meets the scriptural qualifications for pastoral ministry (see “Admission Criteria” document) is identified by the specific ministry site, and/or the circuit, and/or the district in which the site is located.

Application Checklist

- The applicant completes an application to the SMP program and submits it to his district office.
- The district examines the application and the applicant in order to determine whether the individual and the ministry qualify to be nominated for the SMP program. This examination shall include:
 - An interview by the District Interview Committee.
 - An examination of the individual’s credentials to assure that he can be placed as a vicar in the district.
 - Has he demonstrated, or will he demonstrate, competence in the seven prerequisite areas?
 - Does he have the spiritual and personal qualities to serve as a pastor in the specific ministry for which he is being nominated?
 - Has he met, or will he meet, any additional requirements related to this specific ministry (*e.g. church planters assessment tool*).
 - A review of the application to assure that everything is in order.
 - Has he included the admission fee?
 - Has he asked that educational transcripts be sent to the seminary?
 - An agreement and plan to cover the cost of the SMP program.
- The district office sends the completed application package, along with the district president’s letter of nomination, to the seminary. Included in this package will be:
 - Letter(s) of recommendation from the congregation/ministry site where the applicant will be serving.
 - Letter(s) of recommendation from the applicant’s current pastor.
 - Record of progress and plan to meet admission competencies.
 - A “Partnership Covenant” signed by the applicant, the sponsoring congregation or ministry site, the pastor-supervisor, and the district agreeing to complete the entire curriculum including coursework and seminars following examination and ordination.
 - Application fee payable to the seminary receiving the application.
 - The district president’s letter of nomination will clearly identify:
 - The place of service.
 - The specific type of ministry.
 - The pastor who will serve as the Pastor-Supervisor for the applicant.
- The congregation or ministry site completes a Vicarage Application and submits it to the district for processing and assignment through the Board for Pastoral Education (BPE), the appropriate seminary and the Council of Presidents.
- The seminary acts on the application and notifies the applicant and the district of its admission decision. Once accepted into the SMP program, the student will be officially assigned to his vicarage by the Council of Presidents.

PERSONAL INFORMATION

Name _____
 First (Full) Middle (Full) Last

Permanent Address: _____
 Street, Route, Box #

City: _____
 State Zip

Telephone # (_____) _____ - _____ E-mail _____

Social Security No: _____ - _____ - _____ Date of Birth _____ / _____ / _____

Date of intended enrollment: Month _____ Year _____ Citizenship _____

FAMILY INFORMATION

Marital Status: Single Married

Wife's First Name _____ Date of Marriage _____ / _____ / _____

Is your wife an LCMS Lutheran or receiving instruction to become a member? Yes No
If "no," please explain on a separate sheet.

If you have been previously married, please indicate how many times you have been married prior to your present marriage. _____
On a separate sheet please indicate the reason for termination for each marriage.

If your wife has been previously married, please indicate how many times she has been married prior to your present marriage. _____
On a separate sheet please indicate the reason for termination for each marriage.

If you or your spouse are divorced, please contact the seminary to which you are applying for a copy of their divorced applicant policy and to learn what additional information may be required.
CHILDREN:

Name	Date of Birth	Name	Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CHURCH MEMBERSHIP INFORMATION

Home Congregation _____

Address _____

Telephone # (_____) _____ - _____ City _____ State _____ Zip _____

Pastor's Name _____ LCMS District _____

Year of Baptism _____ Year of Confirmation _____

Years an LCMS Member _____ Previous denominational affiliation, if any _____

EDUCATIONAL INFORMATION

College/University	Location	Dates of Attendance	Degree Awarded

Official transcripts must be furnished before the application can be considered. OFFICIAL Transcripts are transcripts that bear the seal of the sending institution, are sent directly from that institution to the seminary, and do not come in contact with a third party. The applicant must request that all transcripts be sent directly to the seminary.

- If English is your second language; you must take the Test of English as a Foreign Language (TOEFL) exam, please check the box and have your TOEFL scores sent directly to the seminary.

Those who complete the program will receive certification as a specific ministry pastor. Those deciding to pursue the Master of Divinity degree please note the following information.

- I intend to seek the MDiv degree following completion of the SMP program.

For applicants intending to seek the MDiv the Graduate Record Examination (GRE, general text) will be required. Exempted are those who have completed a Master's degree or equivalent, or are international student applicants. Scores from examinations taken no more than five years ago are acceptable.

An official copy of GRE scores will be required, but applicants who know their scores may list them as an unofficial record.

GRE Scores Verbal: _____ Analytical: _____ Quantitative/Writing: _____

ADDITIONAL BACKGROUND INFORMATION

Please answer the following questions. Use a separate sheet of paper to explain in DETAIL any "YES" responses.

- A. Have you ever been charged with a felony? Yes No
- B. Have you ever been charged with sexual misconduct? Yes No
- C. Have you ever engaged in homosexual acts? Yes No
- D. Have you ever been denied admission to, expelled from, or asked to leave any college, university, or seminary? Yes No
- F. Is there any financial situation that would make it difficult to attend the seminary (bankruptcy, student loans, consumer debt, etc.)? Yes No
- G. Is there any other information the Admissions Committee should know which may be relevant to your admission to the seminary? Yes No

WORK EXPERIENCE INFORMATION

List the positions in which you have been employed in the last ten years, beginning with the most recent. Please account for all periods of time.

	Employer Name/Address	Inclusive Dates	Position
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

SMP MINISTRY INFORMATION

Specific Ministry Site Information

Check if same as home congregation. This service will be: **Full Time** **Part Time**

Site of the Specific Ministry: _____

Address _____

Telephone # (____) _____ - _____ City _____ State _____ Zip _____

Pastor's Name _____ LCMS District _____

On a separate sheet of paper please list the ministry needs at this site that you anticipate filling.

Pastor Supervisor Information

Check if same as home pastor.

Supervisor's Name _____ LCMS District _____

Congregation _____

Address _____

Telephone # (____) _____ - _____ City _____ State _____ Zip _____

E-mail _____

PERSONAL STATEMENTS

- I. On a separate typewritten sheet of paper please answer the following questions as completely and concisely as possible:
- A. What does the Gospel mean to you?

 - B. How does the Holy Spirit work in your life?

 - C. What specific strengths and weaknesses do you possess as they relate to the office of the Holy Ministry?

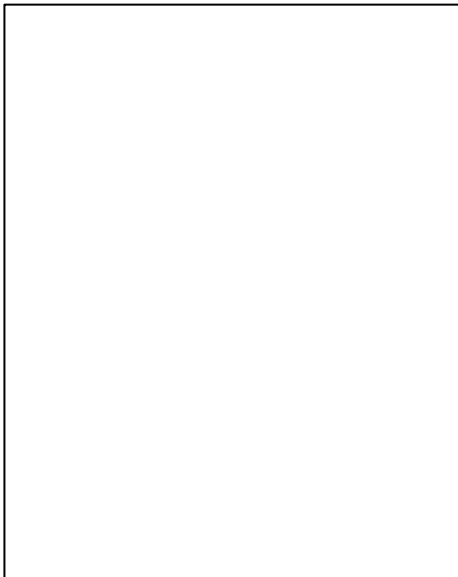
 - D. What do you see as the most important thing the seminary can do for you?

 - E. Why do you seek to serve the Lord as a pastor in the LCMS?

 - F. Are there any doctrinal positions of the LCMS with which you now know yourself to be in disagreement? \
- II. As a separate enclosure, provide an autobiographical statement which includes your educational, work, and church experiences and information about any events or people who have been instrumental in your decision to apply for this program (3-5 pages).

I understand that in reviewing my application **Concordia Theological Seminary** or **Concordia Seminary** will receive from other individuals and organizations information and materials relating to my personal, academic, and professional background. I agree that this application and all of its enclosures are the property of **Concordia Theological Seminary** or **Concordia Seminary** and I waive the right to inspect this material if I am denied admission to the program. If I am granted admission to the program, the Family Educational Rights and Privacy Act (FERPA) will govern my rights of inspection of those records deemed by the Seminary to be education records within the meaning of FERPA.

I also authorize the Registrar's Office of **Concordia Seminary** or **Concordia Theological Seminary** to release, as it deems appropriate, my quarterly grade reports and/or cumulative GPA during the time I am a student at **Concordia Seminary** or **Concordia Theological Seminary** to Synodical districts, agencies, institutions, or others involved in providing funds for my education. I agree to abide by the policies, rules, and regulations of **Concordia Seminary** or **Concordia Theological Seminary**.



Signature of Applicant _____

Date _____

== Please attach a **recent photograph**
that approximately fits the dimensions
of this box.

CONFIDENTIAL

Background Check Authorization and Disclosure

Print Name: _____
(First) (Middle) (Last)

Former Name(s) and Dates Used: _____
(Maiden) (Year Married)

Current Address Since: _____
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: _____
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: _____
(Mo/Yr) (Street) (City) (Zip/State)

Social Security Number: _____ Date of Birth: _____

Telephone Number: _____

Driver's License Number/State: _____

The information contained in this application is correct to the best of my knowledge. I hereby authorize **Concordia Seminary** or **Concordia Theological Seminary** and its designated agents and representatives to conduct a comprehensive review of my background.

I understand that the scope of the report may include, but is not limited to, the following areas: verification of social security number; current and previous residences; employment history, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions, driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to **Concordia Theological Seminary** or **Concordia Seminary** or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, including information or data received from other sources.

I hereby release **Concordia Seminary** or **Concordia Theological Seminary**, the Social Security Administration, and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

Signature: _____ Date: _____