

Catholic Diocese of Richmond
Office for Evangelization
Campus Minister Intern Program 2018 – 2019

APPLICATION INSTRUCTIONS

Thank you for your interest in the Campus Minister Intern Program for the 2018-2019 academic years. The application instructions are listed below. All instructions must be completed and received by the Catholic Diocese of Richmond by **February 2, 2018**. Any incomplete application packages will not be considered.

1. Complete a “*Catholic Diocese of Richmond Application for Employment Form*” which can be found at <http://richmonddiocese.org/office/office-of-human-resources/?tab=4>
2. Complete the “*Campus Minister Intern Application Form*”.
3. Complete the “*Campus Minister Intern Application Essays*”.
4. Provide three (3) letters of reference speaking to your qualifications for the program from:
 - a. Current Pastor
 - b. Lay Minister in the Church (i.e. Campus Minister, Youth Minister, Director of Religious Education)
 - c. Personal Reference

Letters of Reference must be sealed and may be included in the application package or sent under separate cover directly by the individual providing the reference to Sara Board; Catholic Diocese of Richmond; 7800 Carousel Lane; Richmond, VA 23294.

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CAMPUS MINISTER INTERN APPLICATION FORM

Name: _____

Directions: Check all that apply and fill in the missing information below.

Catholic/Spiritual Formation:

- ____ I have been baptized. I was baptized on: _____.
- ____ I was confirmed in the Catholic Church at the age of _____.
- ____ During the past year I have attended Sunday Mass each week and on Holy Days.
- ____ I converted to Catholicism at the age of _____ from the _____ faith.
- ____ I attended Catholic school in grades _____.
- ____ I attended a Catholic college/university for _____ years.
- ____ I participated in my parish junior high or high school youth program.
- ____ I participated in my college campus ministry program.
- ____ I held the following leadership roles in my campus ministry program: _____

Personal Inventory:

Using the scale below, please rate (1-5) yourself in the following:

	Almost Always	Frequently	Sometimes	Rarely	Never
I follow through with responsibilities and commitments.					
I possess the ability to lead peers.					
I possess the ability to follow peer leadership.					
I exhibit responsible behavior, including dependability and self-control.					
I choose to have a good attitude even when I don't feel like it.					
I tend to avoid confrontation.					
I am confident in my ability to resolve conflicts in a loving way.					

From the above list, please elaborate on one strength.

From the above list, please elaborate on one area of needed improvement.

Is there anything else you believe we should know and take into consideration about you during the application process?

Intern Questions:

Please answer the following questions pertaining to the intern program.

- Y N I would be interested in pursuing a Masters Degree in Theology from a top Catholic College/University.
- Y N I would be interested in committing one year of service to the Diocese.
- Y N I would be interested in committing two years of service to the Diocese.
- Y N I am willing/able to take on an additional job and/or fundraise to supplement my stipend (if necessary).

Please rank the top colleges and/or universities that you would like to be assigned to:

- _____ College of William and Mary, Williamsburg
- _____ James Madison University, Harrisonburg
- _____ Radford University, Radford
- _____ University of Virginia, Charlottesville
- _____ Virginia Tech, Blacksburg

“I agree that all information provided in this application is true to the best of my knowledge. I grant permission to Catholic Diocese of Richmond to contact all parties that it deems necessary to verify the accuracy of the information given.”

Signed _____ Date _____

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CAMPUS MINISTER INTERN APPLICATION ESSAYS

We wish to hear more about you and your life experience. Your candid answers to the following questions will help both you and the Catholic Diocese of Richmond examine your readiness to make the commitment to our college campus ministry programs and to carry out effective ministry. **Essay responses should be single-sided, typed in 12-point, Times New Roman font, using 1 inch margins, and 1-1/2 spaced lines.** Please be sure to include your name and the title of the essay on each page of each document.

Essay A: Autobiography (write 2 – 4 pages)

Please complete a personal brief autobiography, which includes information about the following:

- Persons and experiences that helped shape who you are today: your personality, beliefs, and ideals.
- The biggest challenge you and your family have faced and how you worked through it.
- A difficult choice you have had to make, your process in approaching the decision, and how your decision reflected your values.
- The strengths and weaknesses of your personality and how you have seen them affect your relationships.
- Three specific strengths and weakness you possess with relating with people.
- Your passions and how you act on them.
- Other than church-related activities, what are your hobbies and interests.
- What do you plan on doing 10 years from now?

Essay B: Personal Life and Faith (1-2 pages)

- Briefly describe how and when it was that you came to know Jesus in a more personal way.
- Give solid examples of how your life has changed through your relationship with Jesus.
- Describe your prayer life.
- What part does God and prayer play in your family life?

Essay C: Catholicism (1 -2 pages)

- How do you describe your own experience with the Eucharist?
- What do you value most about the Catholic faith?
- What teachings of the Catholic Church do you find most difficult to embrace and why?
- What are some things you would like to learn about the Catholic Church?

Essay D: Internship and Campus Ministry (1-2 pages)

- What is the purpose of campus ministry?
- Why are you interested in serving in an internship program?
- Describe the impact that you can have on a campus ministry program.
- How do you see that living as a campus ministry intern will transform you?