

**Catholic Diocese of Richmond**  
**Office for Evangelization**  
**Campus Minister Intern Program 2021 – 2023**

**APPLICATION INSTRUCTIONS**

Thank you for your interest in the Campus Minister Intern Program for the 2021-2023 academic years. The application instructions are listed below. All instructions must be completed and received by the Catholic Diocese of Richmond by **March 19, 2021**. Any incomplete application packages will not be considered.

1. Complete a “*Catholic Diocese of Richmond Application for Employment Form*” which can be found at <https://richmonddiocese.org/office/office-of-human-resources/>
2. Provide a cover letter and resume.
3. Complete the “*Campus Minister Intern Application Form*”.
4. Complete the “*Campus Minister Intern Application Questions*”.
5. 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 Kelly Shumate; 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 consistently and faithfully practiced the Catholic faith.
- \_\_\_\_ 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 Certificate 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).

The Diocese of Richmond covers an a large geographical area, are there any preferences or restrictions we should be aware of when looking at potential schools for employment?

“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 QUESTIONS**

We wish to hear more about you and your life experiences. 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. Please keep your responses to about ½ page for each of the following questions. **Question responses should be single-sided, typed in 12-point, Times New Roman font, using 1 inch margins, and 1-1/2 spaced lines.**

**Question 1:** What is an experience or relationship in your life that has helped shape who you are today?

**Question 2:** Share with us how you came to know Jesus in a more personal way.

**Question 3:** What do you value most about your Catholic faith?

**Question 4:** Why are you interested in serving in the internship program and what impact do you think you can have on a campus ministry program?