



INSTRUCTIONS FOR APPLICATION FOR PASTORAL ADMINISTRATOR

Please enclose with this application a personal account of your own faith journey. In your account, include the experiences that have profoundly affected you and what manifested God's presence in each chapter of your life's journey. Focus your account to what is most relevant within four to six pages. Include the following:

A. **Family Relationships:**

1. **Family of Origin:** What were the major events and crises in your family? How did these forces and events impact your life (e.g. patterns or attitudes) that influence you still?
2. **Current Family or Community:** Describe your family or religious community - relationships, involvements and activities. What are the attitudes of your children, spouse and others toward your call to ministry?

B. **Adulthood:**

What significant growth experiences have you had as an adult? Who are the important people in your life today? What do you find difficult? What do you enjoy?

C. **Spiritual/Theological Involvement:**

What is your image of God? How do you pray? What means do you use to support your spiritual life (reading, prayer discussions, serving others, liturgy, etc.)? Have you ever sought spiritual direction?

D. **Church:**

What is your current understanding of Church ministry? How have you discerned that you are called to public ministry? In what areas of ministry have you been involved? For how long? What effect has your involvement in ministry had on you? On your family? What are the challenges you face as an ordained/lay minister? What are its rewards?

REQUIRED DOCUMENTS

All documents indicated below must be submitted to complete your application.

- Official copy of your Baptismal certificate, and church marriage certificate (if married), issued within the past 6 months – (a copy is not acceptable).
- Two recommendations from **persons who have supervised you in ministry:** ministry supervisor/pastor/pastoral administrator/pastoral associate/DRE, etc. (Please copy the enclosed form for all recommendations. **N.B.** The waiver must be signed by you before sending the form.)
- Educational transcripts from accredited institution(s), as indicated:
 - Undergraduate
 - Graduate
- Complete training record for safe environment including ongoing trainings (obtained online or from local coordinator) as well
- Signed diocesan code of conduct form
- Documentation of ongoing education/formation, i.e. workshops, courses, etc.
- If you have engaged in Church ministry**, include the recommendation form from at least one other person who served with you in that ministry.
- If you have experience in non-church service, include a letter of recommendation from at least one other person with whom you have worked or volunteered.

Send completed application with accompanying documentation to:

Office for Parish Life
795 Main Street
Buffalo, NY 14203
716-847-8393