

**TO THE APPLICANT:**

Please fill out the top section of this form, then forward to the individual making your recommendation.

Name: \_\_\_\_\_ SS#: \_\_\_\_\_  
Last First Middle U.S. and Canada

Credential sought:  Certificate (continuing education units)

**OPTIONAL WAIVER OF RIGHTS:**

I hereby waive my right to have access to this evaluation form when completed and understand that this confidential recommendation is to be used only in consideration of my application to the Loyola Institute for Ministry.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Mailed to Recommender by Applicant

**TO THE RECOMMENDER:**

Each applicant to the Loyola Institute for Ministry is required to have two recommendations from professionals in work, ministry, and/or in education (supervisor or colleague, pastor, director of religious education, etc.) who can attest to the applicant's involvement in ministry and ability to engage in graduate-level ministry education. The person whose name appears above is applying to the Loyola Institute for Ministry (description below) and has requested that your recommendation be included as part of the information on which the Admission Committee will base its decision. Your candid response to the questions on this form will provide very helpful input to our admissions process. After reading the description of our program, please complete the form as soon as possible and mail it to the address indicated at the form's end. You are welcome to print all responses from a computer and attach them to this form, if you prefer. Additional statements and information concerning the applicant's suitability for participation in this program may also be attached to this form. Thank you in advance for your assistance in this process.

**DESCRIPTION OF THE LIM EXTENSION PROGRAM**

The Extension Program of the Loyola Institute for Ministry (LIM) is a professionally-oriented program of graduate-level education (for certificate credit), which seeks to increase the theological knowledge and pastoral ministry competencies of participants. The original program in the English language began as a response to Vatican II's universal call to ministry and to the changing demographic patterns in the Church since the council, as well as to the expressed educational needs of dioceses with little or no access to residential programs. In cooperation with those dioceses and other sponsoring agencies, the Institute now offers courses in pastoral studies in Spanish. Students who successfully complete these certificate courses receive credits called "continuing education units."

The goal of the LIM program is to enable students to develop an integration of knowledge and skills through an increased awareness and analysis of their ministry contexts. These contexts include the sociocultural context where their ministry is situated, the institutional context of their ministry site, the Judeo-Christian tradition, and their own personal background. The program seeks to broaden students' information base in these areas and to provide a laboratory for their learning and practice of appropriate skills.

The educational process is carried out in learning groups, each led by a facilitator with a Master's degree who is selected and supervised by Loyola. The three-hour weekly sessions for each course are carefully designed by Loyola faculty and include discussions of required readings, video content, and other learning activities. Students read the professor's lectures in printed form before coming to the weekly session. In each course, students practice a theological reflection process that enables them to correlate their ministry and life experiences to course content.

In this program, the students are seen as central and must take responsibility for their own learning. All participants must be highly motivated to reflect on their ministry and to engage in critical thinking about themselves and their ministry contexts.

## RECOMMENDATION FORM

1. How long have you known the applicant and in what ministerial or educational capacity?
2. In your opinion, how thoroughly do you think the applicant has thought out plans for participation in this program?
3. To the best of your knowledge, does this person reflect a spirit of growth, openness, and willingness to dialogue on issues of faith and church life?
4. (Before responding to this question, please read the description of the Loyola Institute for Ministry Extension Program found earlier on this form.) Please give your personal evaluative assessment of the potential of this student to participate in an educational program of ministry at the master level (credits called “continuing education units”). Discuss candidly any reservations you may have about the applicant’s suitability for this kind of educational program and provide whatever pertinent information you think may be helpful to the Admissions Committee.
5. Do you recommend this applicant to the Loyola Institute for Ministry?  
 Highly recommend       Recommend       Recommend with reservation       Do not recommend

|                                   |                         |
|-----------------------------------|-------------------------|
| _____<br>Name of Recommender      | _____<br>Position/Title |
| _____<br>Institution              | _____<br>Street Address |
| _____<br>City/State/Zip           | _____<br>Phone          |
| _____<br>Signature of Recommender | _____<br>Date           |

**MAIL TO:** Loyola Institute for Ministry  
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