

**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 a recommendation from a professional 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 sent you the link to this form 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. 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) offers college-level education (for certificate credit), which seeks to increase participants' theological knowledge, pastoral ministry competencies, and grounding in Ignatian spirituality. This program began as a response to Vatican II's emphasis on baptism and its invitation to all the baptized to respond to the call to ministry whether in the Church or the world. Participants form a learning community and meet in three-hour weekly sessions led by a Loyola-trained and certified facilitator. Students must be highly motivated to engage in critical reflection on course assignments, their faith, and their experience of living that faith out in the Church and world. In this program, the students are seen as central to the learning process 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. Students who successfully complete these courses receive credits called "continuing education units" (CEU) that lead to a CEU Certificate in Theology and Ministry from Loyola University New Orleans. For more information, visit <http://cnh.loyno.edu/lim/lplc/ctm>.

## 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

_____ Name of Recommender	_____ Position/Title
_____ Institution	_____ Street Address
_____ City/State/Zip	_____ Phone
_____ Signature of Recommender	_____ Date

**MAIL TO:** Loyola Institute for Ministry  
6363 St. Charles Ave., Campus Box 67  
New Orleans, LA 70118

**EMAIL TO:** [lim@loyno.edu](mailto:lim@loyno.edu)