



University of Saint Mary of the Lake

LAY LEADERSHIP PROGRAM

RECOMMENDATION FORM

TODAY'S DATE **Enter date**

APPLICANT'S NAME **Enter first name** **Middle initial** **Last name**

The Lay Leadership Program is a two-year program designed to form the laity of the Archdiocese of Chicago and the Diocese of Joliet for ministry within the Catholic Tradition. The program serves several constituencies, including adults involved in volunteer ministries at the parish level and those who seek quality Catholic enrichment. Additionally, the program fulfills part of novitiate formation for several religious orders. With the successful completion of the program, students receive a Certificate of Studies from the University of St. Mary of the Lake.

Adult learning style classes consist of lecture, small and large group discussions as well as written integration assignments. While this is a non-graded program, students are evaluated at the end of each course as to their successful completion and comprehension of the content, both academically as well as personally and pastorally.

All students begin the year with an Opening Retreat weekend in August. In addition to the yearly retreat, participants come together for prayer, input, and reflection, usually one Saturday a month. The formation process engages the students in the four dimensions of ministry formation: human, spiritual, intellectual and pastoral.

1. How long have you known the applicant? **Enter response**

Please evaluate the applicant as EXCELLENT, GOOD, FAIR, or POOR:

Willingness to Learn	Enter response	Motivation	Enter response
Willingness to Work	Enter response	Responsibility	Enter response
Ability to Communicate	Enter response	Adaptability	Enter response

3. Does the applicant cultivate good relationships with others, including fellow parishioners, staff, clergy, and co-workers? Please explain.

Enter response here

Student Name **Enter student name**

4. I can recommend this person because of: *(check all that apply)*

- I know this person due to his or her present involvement within the parish/agency.
- I know this person to be dedicated to prayer and the spiritual life.
- I am aware of the gifts and talents he or she possesses and is able to use for the good of the Church.
- I know or am aware **Enter response**

5. Please indicate how confident you are in recommending this applicant to the Lay Leadership Program:

- Recommend strongly
- Recommend
- Recommend with reservations*
- Do not recommend*

*If you "recommend with reservations" or "do not recommend", please share your reservations or reasons for not recommending this person:

Enter response

6. We would appreciate a statement from you regarding the applicant's suitability as a lay minister:

Enter response

7. The program cost is **\$1,475** per year. By my signature below, I agree and pledge to sponsor the applicant on behalf of the parish community by covering the amount identified below for the duration of study (2-3 years). I acknowledge the program costs and commit to ensure timely payment.

- Yes, 100%
- Yes, 50%
- Yes, Other amt: **Enter \$**
- No

Pastor or Agency/Organization Director Name: **Enter name**

Parish or Agency/Organization: **Enter parish/organization name**

8. Signature of Pastor or Director of Agency/Organization:

Type name here as signature

Enter date

Recommendation Forms are due by August 1st

Please return the completed form (retain a copy for the parish) to:

University of Saint Mary of the Lake, Institute for Pastoral Leadership
1000 E. Maple Avenue, Mundelein, IL 60060 Tel. 847-970-4926 Fax: 847-837-4565