



INSTITUTE
FOR
PASTORAL
LEADERSHIP

University of Saint Mary of the Lake
APPLICATION FOR RENEWAL OF CERTIFICATION
PASTORAL ASSOCIATE, DIRECTOR OF RELIGIOUS EDUCATION,
DIRECTOR OF ADULT FAITH FORMATION, DIRECTOR OF YOUTH MINISTRY

2022-2023 REVISED APRIL 4, 2022

TODAY'S DATE _____

APPLICANT'S NAME: _____
(First) (Middle Initial) (Last)

Home Address: _____
(Street) (Apt. #)

(City) (State) (Zip)

Primary Phone Number on which you can usually be reached: _____
This is my: _____ Home _____ Work _____ Cell phone

Secondary Phone Number: _____
This is my: _____ Home _____ Work _____ Cell phone

E-mail Address (which you check regularly): _____

PARISH/AGENCY/ORGANIZATION: _____

City _____ Zip _____

Ministerial Role(s): _____ PA _____ DRE _____ DAFF _____ DYM _____ Other

Length of Time in This Role: _____

Date (month/year) of Initial Certification, granted for 5 years: _____

Date (month/year) of 1st Renewal of Certification, granted for 5 years: _____

Applicant's Signature

Date

Please return the completed application along with the
\$25 renewal fee (check made out to **USML**) to:

University of Saint Mary of the Lake
Institute for Pastoral Leadership
1000 E. Maple Avenue, Mundelein, IL 60060
www.usml.edu/ipl

DIRECTOR-LEVEL APPLICATION FOR RENEWAL OF CERTIFICATION

Overview:

Director-Level Certification is typically valid for 5 years. Toward the end of the fifth year of certification, please submit this Application for Renewal of Certification and the \$25.00 renewal fee. Make the **check or money order payable to:** USML.

Mailing address: University of Saint Mary of the Lake
Institute for Pastoral Leadership
1000 E. Maple Avenue
Mundelein, IL 60060

Requirements:

This Application for Renewal of Certification contains a record of the following ongoing formation, and your actions/goals:

- One Hundred (100) contact hours of formation per 5-year period (20 hours per year) in the following areas:
 - Ministerial Growth – this area may include theology or Scripture courses; courses, seminars, or workshops relating to specific areas of ministry, learning a second language to enhance your ministry skills, or other similar activities
 - Spiritual/Personal Growth – this area may include retreats, parish missions, days of reflection, regular time with spiritual director, or other similar activities
- Actions/Goals: Please select one “element” or “method” from each of the four areas of formation (human, spiritual, intellectual, pastoral) that you would like to improve in your ministry. Please write or type how you plan to integrate these elements/methods more fully in your ministry. The elements/methods for the four areas of formation can be found in the USCCB document, *Co-Workers in the Vineyard of the Lord* (pp. 36-49).

Your 1st renewal of certification would be granted for 5 years. Your 2nd renewal also would be for 5 years. A 3rd renewal would be granted for 10 years. A 4th renewal would result in permanent certification. The specific requirements are determined by the Institute for Pastoral Leadership.

RECORD OF ONGOING FORMATION

Ministerial Growth

Example:

Date: 2/12/21	Hours: 5	Location: USML
Title: The Life & Letters of St. Paul	Instructor: Fr. Kartje	

Date: _____ Hours: _____ Location: _____

Title: _____ Instructor: _____

Date: _____ Hours: _____ Location: _____

Title: _____ Instructor: _____

Date: _____ Hours: _____ Location: _____

Title: _____ Instructor: _____

Date: _____ Hours: _____ Location: _____

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Date: _____ Hours: _____ Location: _____

Title: _____ Instructor: _____

Date: _____ Hours: _____ Location: _____

Title: _____ Instructor: _____

Date: _____ Hours: _____ Location: _____

Title: _____ Instructor: _____

Date: _____ Hours: _____ Location: _____

Title: _____ Instructor: _____

[Note: this page may be photocopied if there are additional events]

Spiritual / Personal Growth

Example:

Date: 6/15/20	Hours: 1	Location: Cenacle Retreat & Conference Center
Title: Spiritual Direction	Instructor: Sr. Mary Brown	

Date: _____ Hours: _____ Location: _____

Title: _____ Instructor: _____

Date: _____ Hours: _____ Location: _____

Title: _____ Instructor: _____

Date: _____ Hours: _____ Location: _____

Title: _____ Instructor: _____

Date: _____ Hours: _____ Location: _____

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Date: _____ Hours: _____ Location: _____

Title: _____ Instructor: _____

Date: _____ Hours: _____ Location: _____

Title: _____ Instructor: _____

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Actions / Goals

Please select one “element” or “method” from each of the four areas of formation (human, spiritual, intellectual, pastoral) that you would like to improve in your ministry. Please write or type how you plan to integrate these elements/methods more fully in your ministry. The elements/methods for the four areas of formation can be found in the USCCB document, *Co-Workers in the Vineyard of the Lord* (pp. 36-49).

Human Formation: _____

Spiritual Formation: _____

Intellectual Formation: _____

Pastoral Formation: _____
