

Recommendations for completing the MAPS application.

Before beginning the online application, please prepare the ministry goal, supervised pastoral ministry plan and writing sample. Also, be prepared to respond to the following:

1. Applicants must develop a document that contains your ministry goals and explains how the MAPS degree will enhance your ministry in the Church. The goal document must be in Microsoft Word format, no more than two pages, double spaced.
2. Applicants must provide a draft of a high-level plan for a supervised pastoral ministry experience. The pastoral ministry experience is anticipated to develop and demonstrate the enhancement and development of your pastoral ministry competencies. The plan document must be in Microsoft Word format, in a bullet-point format of no more than two pages, double spaced.
3. You will be asked to provide a writing sample. The sample must be a 1,000-word essay on a topic of your choice in Lumen Gentium or a recently completed academic exercise of 5-10 pages. The writing sample must be in Microsoft Word format.
4. You will have to upload a headshot color photograph in PNG or JPEG format.
5. You will be asked to provide a history of the institution of higher learning that you have attended and the degrees that you received. This history may be input in the application form or you may upload a document containing your academic CV.
6. If English is not your native language you will need to have your test results and date from the Test of English as a Foreign Language (TOEFL).

Please note that before your application can be processed, you must provide:

7. Catholic clergy will need to submit a statement of suitability directly to the Rector, The Pontifical College Josephinum, 7625 North High Street, Columbus OH 43235
8. A transcript from the college or university of your highest academic degree must be sent directly (electronically preferred) to the JDI Distance Learning Registrar at the Pontifical College Josephinum, 7625 North High Street, Columbus OH 43235. Transcripts are sent directly from the Registrar's office of the college or university you attended to the JDI Registrar's office at the Josephinum. Paper copies of your transcript that you may have in your records are not official and will not be accepted. You may be required to pay a transcript fee by the sending college or university.

If you have any questions, please contact **Deacon Roger Carrier, Associate Director** at [614-985-2250](tel:614-985-2250) or rcarrier@pcj.edu