

CATHOLIC DIOCESE OF EVANSVILLE

APPLICATION FOR PASTORAL LIFE COORDINATOR

The Catholic Diocese of Evansville is an equal opportunity employer and does not discriminate or deny services on the basis of race, color, national origin, sex, disability, or age. Certain positions within the diocese require that the incumbent be a practicing Catholic. Employees of the diocese, whether Catholic or non-Catholic, are required to maintain a lifestyle in keeping with the teaching and faith of the Catholic Church. All employees of the Catholic Diocese of Evansville (1) if married, must have a marital status that is in compliance with the requirements of the Catholic Church; (2) cannot live in cohabitation outside of marriage and (3) cannot be a practicing homosexual person. If an employee enters into a lifestyle that is contrary to the above listed three points, he or she will be separated from employment.

Name _____

(Last)

(M.I.)

(First)

Address _____

(Street)

(City)

(State)

(Zip Code)

Telephone _____ FAX _____ email _____

Religious Community (if applicable) _____

Parish Membership _____

I. EDUCATION (begin with most recent; include elementary)

Degree Year

Institution

Major Field

II. CONTINUING EDUCATION (begin with the most recent)

Dates

Workshop/Program

Place

Certificate (if applicable)

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III. EMPLOYMENT HISTORY (begin with the most recent) Include salary history.

<i>Dates</i>	<i>Position</i>	<i>Place</i>	<i>Contact Person</i>
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IV. MINISTRY EXPERIENCE (paid - begin with the most recent) Include salary history.

<i>Dates</i>	<i>Position</i>	<i>Place</i>	<i>Contact Person</i>
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V. MINISTRY EXPERIENCE (volunteer - begin with most recent)

<i>Dates</i>	<i>Position</i>	<i>Place</i>	<i>Contact Person</i>
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VI. LOCAL/NATIONAL ASSOCIATIONS/GROUPS

<i>Name of Organization</i>	<i>Active Member (Yes) (No)</i>	<i>Years of Membership</i>
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VII. QUESTIONNAIRE

Please answer the following questions on a separate piece of paper and submit them with this application. Please type your responses, single spaced, in a 12-point type with one-inch margins. Take approximately no more than a half-page for each response.

1. Why do you want to be a parish life coordinator in the Evansville Diocese?
2. What would be your primary strengths as a parish life coordinator?
3. What would be your primary limitations (challenges) as a parish life coordinator?
4. Describe your leadership style.
5. How do you encourage people to grow in their faith?
6. How do you motivate others?
7. What do you think has been the most beneficial outcome of Vatican II?
8. What do you think has been the least beneficial outcome of Vatican II?
9. What are your plans for continued personal, spiritual, and professional growth?
10. Describe a situation in which you initiated a collaborative effort. What skills did you use in that experience? Who was involved with you? What was the outcome of that effort?

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VII. APPLICANT'S SIGNATURE

Are you able to fulfill the requirements of the Ministry Description for a Pastoral Life Coordinator which is attached? ____ Yes ____ No

I understand that this application is for a position as a Pastoral Life Coordinator working in the Catholic Diocese of Evansville. The Personnel Board and the Pastoral Life Coordinator Screening Committee, who will make a recommendation to the Bishop, who appoints the Pastoral Life Coordinator, is hereby authorized to make inquiries about my character, reputation, ability, work history, and salary. I hereby release and hold harmless anyone supplying any such information from all liability arising out of his or her provision of such information. I hereby consent to take any tests whenever the Personnel Board and Pastoral Life Coordinator Screening Committee deems it necessary in any investigation. I will hold no person, corporation, or organization liable for my giving or its receiving information in any such investigation.

I hereby certify that, to the best of my knowledge, my replies to all of the foregoing requests are true, complete, and accurate. I authorize investigation of all statements contained in this application for the position of Pastoral Life Coordinator as may be necessary in arriving at a choice for this position. I clearly understand that false or misleading statements given on this application or in my interview shall be considered sufficient cause for refusal to continue the process of interviewing or termination of services contracted as Pastoral Life Coordinator.

I hereby understand and acknowledge that this application is for the position of Pastoral Life Coordinator.

Signature _____ Date _____

Return Form to: Pastoral Life Coordinator Screening Committee
 P. O. Box 4169
 Evansville, IN 47724-0169

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VIII. REFERENCES

Pastor or Pastoral Life Coordinator with whom you have worked in ministry.

(Name)	(Parish)		
(Street Address)	(City)	(State)	(Zip)

Professional Person Who Knows You in a Ministry Setting

(Name)	(Profession)		
(Street Address)	(City)	(State)	(Zip)

Someone Who Knows You on a Personal Level

(Name)	(Relationship to Applicant)		
(Street Address)	(City)	(State)	(Zip)

Please give the above people a copy of a reference form included in this application packet.

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PERSONAL REFERENCE

NAME OF APPLICANT _____ DATE _____

The above-named applicant is applying for a position as a Pastoral Life Coordinator for the Diocese of Evansville. This applicant has listed your name as a reference. Please complete this form and send to: **Pastoral Life Coordinator Screening Committee, PO Box 4169, Evansville, IN 47724-0169.**

O=Outstanding AA=Above Average A=Average BA=Below Average U=Unsatisfactory

PERSONAL QUALITIES	O	AA	A	BA	U
Physical Appearance					
Physical Health					
Intelligence					
Mental Health					
Punctuality					
Patience					
Initiative					
Ambiguity tolerance level					
Accountability					
Tact					
Commitment/Dedication					
Sensitivity					
Spirit of hospitality					

? In what capacity have you known the applicant? _____

? How long have you known the applicant? _____

? Have you observed the applicant in a ministry setting? ____ Yes ____ No

? What strengths/gifts/limitations will the applicant bring as a pastoral life coordinator? _____

? Further comments: (Use back side of this paper.)

Signature _____ Date _____

Name _____ Position _____ Phone _____

WAIVER: In accordance with the Family Rights and Privacy Act of 1974-75, I hereby voluntarily waive my right of access to all recommendations and/or reference information which I have authorized the Pastoral Life Coordinator Screening Committee - Diocese of Evansville to obtain pursuant to my application as a pastoral life coordinator.

Applicant Signature _____ Date _____

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PROFESSIONAL REFERENCE

NAME OF APPLICANT _____ DATE _____

The above-named applicant is applying for a position as a Pastoral Life Coordinator in the Diocese of Evansville. This applicant has listed your name as a reference. Please complete this form and send to: **Pastoral Life Coordinator Screening Committee, PO Box 4169, Evansville, IN 47724-0169.**

O=Outstanding AA=Above Average A=Average BA=Below Average U=Unsatisfactory

PERSONAL QUALITIES	O	AA	A	BA	U
Physical Appearance					
Physical Health					
Intelligence					
Mental Health					
Punctuality					
Patience					
Initiative					
Ambiguity Tolerance Level					
Accountability					
Tact					
PROFESSIONAL QUALITIES	O	AA	A	BA	U
Ministry Background Experience					
Commitment/Dedication					
Ability to adapt and be flexible					
Ability to articulate faith experience					
Ability to work with authority					
Ability to lead others					
Ability to be a team person/collaborative					
Ability to work alone					
Ability to work with diversity					
Ability to listen attentively					

- ? In what capacity have you known the applicant? _____
- ? How long have you known the applicant? _____
- ? Have you observed the applicant in a ministry setting? ____Yes ____No
- ? What strengths/gifts/limitations will the applicant bring as a pastoral life coordinator? _ (Use back side of this paper.)

Signature _____ Date _____

Name _____ Position _____ Phone _____

WAIVER: In accordance with the Family Rights and Privacy Act of 1974-75, I hereby voluntarily waive my right of access to all recommendations and/or reference information which I have authorized the Pastoral Life Coordinator Screening Committee - Diocese of Evansville to obtain pursuant to my application as a pastoral life coordinator.

Applicant Signature _____ Date _____

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PASTOR'S REFERENCE

NAME OF APPLICANT _____ DATE _____

The above-named applicant is applying for a position as a Pastoral Life Coordinator in the Diocese of Evansville. This applicant has listed your name as his/her pastor. Please complete this form and send to: **Pastoral Life Coordinator Screening Committee, PO Box 4169, Evansville, IN 47724-0169.**

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PERSONAL QUALITIES	O	AA	A	BA	U
Physical Appearance					
Physical Health					
Intelligence					
Mental Health					
Punctuality					
Patience					
Initiative					
Ambiguity Tolerance Level					
Accountability					
Tact					
PROFESSIONAL QUALITIES	O	AA	A	BA	U
Ministry Background Experience					
Commitment/Dedication					
Ability to adapt and be flexible					
Ability to articulate faith experience					
Ability to work with authority					
Ability to lead others					
Ability to be a team person/collaborative					
Ability to work alone					
Ability to work with diversity					
Ability to listen attentively					

? In what capacity have you known the applicant? _____

? How long have you known the applicant? _____

? Have you observed the applicant in a ministry setting? ____Yes ____No

? What strengths/gifts/limitations will the applicant bring as a pastoral life coordinator? (Use back side of this paper.)

Signature _____ Date _____

Name _____ Parish _____ Phone _____

WAIVER: In accordance with the Family Rights and Privacy Act of 1974-75, I hereby voluntarily waive my right of access to all recommendations and/or reference information which I have authorized the Office for Adult Formation of the Diocese of Evansville to obtain pursuant to my application as a pastoral life coordinator.

Applicant Signature _____ Date _____