

## *Certificate in Executive Leadership for Clergy and Lay Leaders Application / Registration Form*

Thank you for your interest in the Certificate in Executive Leadership program at McCormick Theological Seminary. The following application / registration form comes in three parts, and serves multiple purposes:

- Part 1 asks for information about you, and allows us to evaluate and ensure the basic competencies and experiences necessary for success in the program.
- Part 2 asks questions about your experience and goals that will assist faculty in shaping the content of the courses to meet participant needs. Information provided in Part 2 will be compiled in aggregate form and shared with faculty; no information will be shared by individual name.
- Part 3 asks for confirmation of support from your congregation or institution. Because the program requires time away, and because its content is so directly tied to your leadership efforts in a particular place, a partnership between the student, the institution, and the program is an important component to learning and success.

The application form may be completed and submitted electronically or by mail. Completed materials, and/or any questions about the application procedure, should be sent to:

**McCormick Theological Seminary**  
**Office of Admissions and Enrollment**  
**(773) 947-6276**  
[admit@mccormick.edu](mailto:admit@mccormick.edu)

In addition to the completed form, a \$100 deposit, applicable to the full tuition cost of the program (**\$1800**), is required to hold your place in this McCormick cohort.

Please make the check payable to McCormick Theological Seminary and include it with your application or, if submitting application electronically, send it to the attention of Joe Ann Watson at [jwatson@mccormick.edu](mailto:jwatson@mccormick.edu). Applicants will receive confirmation of their place in the program upon receipt both of the application materials and the non-refundable, \$100 deposit. The confirmation will include further information on course content, pre-class assignments, and instructions on how to reserve housing and make payments.

The Certificate in Executive Leadership cohort will be limited to a maximum of 16 students.

Thank you again for your interest in the program. We look forward to your participation.

# Certificate in Executive Leadership Application Form

Double Click in the Gray Boxes to Enter Information

When finished, Save Document, Print and Mail with the Application Fee or email application and send deposit separately.

## Part 1: Participant Information

**Name** (last, first, middle):

**Contact Information:**

Street

City

State / Province

Zip / Postal Code

Telephone:

Cell Phone (optional):

**Email Address:**

**Name of the congregation or agency** that is your current and primary location of ministry or leadership responsibility:

Position title:

**Website address** (if applicable):

**I am:** Clergy     Ordained Elder     Lay Leader

**List the colleges, universities, and seminaries you've attended, and degrees attained:**

1.

2.

3.

4.

5.

**Check the following that describe a leadership role you've held** (you may check more than 1):

- Associate pastor of a congregation
- Solo pastor of a congregation
- Pastor/head of staff of multi-staff congregation
- Governing-board member, committee chair, or volunteer with specific and defined leadership responsibilities in a congregation.
- Staff of a judicatory, denomination-related, or ecumenical body
- Head of staff / staff leader of a judicatory or denominationally related body
- Staff or volunteer with leadership responsibility at a non-profit ministry
- Leadership position (supervise multiple persons or distinct budgets) in A secular, not-ministry-related organization
- Professor / teacher / administrator at an educational institution

**Cohort to which I am applying:**       20\_\_

### **Part 2: Hopes and Expectations**

*The following questions will assist faculty in shaping the course content. Information provided in Part 2 will be compiled in aggregate form and shared with faculty; no information will be shared by individual name. Information provided also will help McCormick determine eligibility for participation in the program.*

**Describe your current place of work/leadership and the specific responsibilities for which you are accountable.** Your reflections may include but are not limited to these questions: What's your job? Who are your colleagues? What are the key current challenges your organization faces? What is going on that you do not understand? What are you curious about?

**How does your participation/study in the Executive Leadership Certificate Program at this time relate to your ministry/ministry skills development? How does it relate to the current challenges of your place of ministry?**

### **Part 3: Institutional Support and Recommendation**

Because the program requires time away from your daily work, and because its content and application is directly applicable to your leadership efforts in a particular place of ministry, establishing a partnership between the student, the institution or governing body, and the program is an important component for learning and success.

For that reason, we want you to have the support of your institution or governing body. That may be a church governing board (by whatever name your particular polity ascribes to it), the executive committee of your organization or judicatory, or your supervisor in a more hierarchical structure. The letter of recommendation and support should be submitted on institutional letterhead, and may be guided by the questions below.

If you are not currently engaged in leadership in a place of ministry, please write a separate letter stating how you intend to apply and utilize the learnings acquired in the program. Thank you.

\* \* \* \*

#### **Governing Body and/or Supervisor,**

**Please let the following questions guide, but in no way restrict, the content of your letter of recommendation and support. We welcome your partnership in our work.**

- 1. Students in McCormick's leadership program are expected to integrate course learnings into their practice of ministry. Are you willing to be co-learners with the applicant in these projects?*
- 2. What barriers, if any, do you see to the applicant's participation in this program?*
- 3. What support are you willing to provide the applicant (study leave, tuition assistance, etc.)?*
- 4. If the applicant is part of a multiple-staff setting, how will other staff members support the applicant's participation in the program?*
- 5. What do you hope will happen in your congregation or institution as a result of the applicant's participation in McCormick's Certificate in Executive Leadership program?*

**Thank you for your insights and support.**