



Application Instructions

Thank you for your interest in the Diploma in Executive Leadership, the newest program in Advanced Pastoral Studies offered by San Francisco Theological Seminary. To apply, please complete the following parts of the application process:

- Part 1: Information about you which will enable the Advanced Pastoral Studies Committee to ascertain your eligibility for this advanced level of studies in the practice of ministry.
- Part 2: Information about your ministry experience and goals for DEL study. This will assist faculty in shaping the content of the courses to meet participant interests and needs. Information provided here will be shared with faculty in aggregate form; no information will be shared by individual name.
- Part 3: Confirmation of support from your congregation, denominational entity, or agency. Given the time away from your ministry for this study and the integral connection between course content and your leadership efforts in a particular ministry context, the partnership of the student, the particular ministry, and the program is a key component to successful and satisfying completion of the program.

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:

Ruth T. West, Program Manager
Advanced Pastoral Studies Program
San Francisco Theological Seminary
105 Seminary Road
San Anselmo, CA 94960
800-447-8820 ext 838 (Fax) 415-451-2851
rwest@sfts.edu

In addition to the completed form, a \$100 deposit, applicable to the full tuition cost of the program (\$2,496 for 2017 - 18), is required to hold your place in this SFTS-DEL cohort. Make the check payable to "San Francisco Theological Seminary" and include it with your application or, if submitting application electronically, send it to the attention of Ruth T. West at the above address. Applicants will receive confirmation upon receipt of both the application materials and the non-refundable \$100 deposit. Confirmation will include notification of APS Committee action and additional information on pre-class assignments and housing arrangements.

Applications postmarked no later than June 30, 2017 (and received no later than July 7) will be accepted for the 2017-18 Cohort.

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

San Francisco Theological Seminary Diploma 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: Applicant Information

Applying for:

- Fall 2017- Spring 2018
 Fall 2018- Spring 2019

Name

Last First Middle

Contact Information:

Street _____

City _____

State / Province / Postal Code _____

Ministry: _____

Ministry Website address (if applicable): _____

Position/Title: _____

I am: Clergy Ordained Elder Ordained Deacon Lay Staff/Lay Leader

Previous Studies in Leadership

As a program in Advanced Pastoral Studies, the Diploma in Executive Leadership requires studies completed in other leadership-focused programs as a prerequisite. Please indicate your previous studies below:

_____ McCormick Theological Seminary Certificate in Executive Leadership
_____ San Francisco Theological Seminary Pastor as Spiritual Leader Program
_____ Seattle University Certificate in Pastoral Leadership
_____ Other: _____
_____ Other: _____

Other Education (colleges, universities, seminaries) and Degrees (*list year attained in parentheses*):

1. _____
2. _____
3. _____
4. _____

Part 2: Background Experience; 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.

Experience: Which of the following kinds of leadership have you provided (check all that apply):

- Associate pastor of a congregation
- Solo pastor of a congregation
- Pastor/head of staff of multi-staff congregation
- Volunteer with specific and defined leadership position in a congregation.
- Governing-board officer/member, oversight committee officer/member
- Staff of a denomination-related judicatory or ecumenical/interfaith body
- Staff or volunteer with leadership responsibility in a non-profit ministry
- Staff or volunteer with leadership responsibility in a secular agency/organization
- Administrator in an educational institution

Current Ministry and Leadership Studies: Describe your current ministry context and the leadership position/role(s) in it. How might your studies in the Diploma in Executive Leadership relate to and benefit your work in this ministry?

Besides yourself, who else will benefit from what you seek to learn in this program?

Part 3: Institutional Endorsement and Support

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/Ministry Context Supervisor/Officer/Representative,

Please provide information about the following in your letter of endorsement and support for the applicant. We welcome your partnership in this program!

- 1. Students in the SFTS Diploma in Executive Leadership program are expected to integrate course learnings into their practice of ministry. Are you willing to be co-learners with the applicant in the project work s/he will be assigned in the program?*
- 2. What barriers, if any, do you see to the applicant's participation in this program?*
- 3. How might your congregation or institution benefit from the applicant's participation in the SFTS Diploma in Executive Leadership program?*
- 4. What support is your congregation/entity providing the applicant (study leave, tuition assistance, etc.)?*

Thank you for your insights and assistance!