

## APPLICATION FOR ADMISSION TO THE COLLEGE OF MINISTRY UNDERGRADUATE PROGRAM

Thank you for your interest in the College of Ministry (COM). Each portion of this application **must be completed** and filed in the COM office in order for you to be considered for admission into the College of Ministry. Applicants must be students at Northwest University at the time of application. **Please call Sheila, the Assistant to the Dean, College of Ministry (425-889-5253) if you have questions.**

The COM is committed to continue training competent ministry personnel for the church and its global mission. The spiritual maturity, character development and ministry competency of pastors, missionaries, evangelists and other ministry personnel are essential for the church to be effective in fulfilling its mission. The COM expects its students to abide by COM standards (appropriate attire, deportment, etc.), demonstrate significant progress and continued growth in these areas. When application forms are received, representatives of the COM faculty who will make recommendations for admission to the COM faculty will conduct a candidate interview. The COM dean will notify applicants in writing upon acceptance into the COM.

Although students may declare a major at any time during their academic program, graduation with a baccalaureate degree in a ministry major requires that the formal admission to major process be completed. This process takes place during second semester of the sophomore year or the first or second semester of the junior year. Internships and mentoring experiences for credit toward graduation must be carried out after formal admission to the COM. COM expectations include significant time within supervised field experience.

The components of the application to major are listed below with instructions for completion:

- A) **Personal Information (Form A):** This form needs to be completed and submitted as a part of the basic application.
- B) **Academic Background (Form B):** Use this page to inform us of your current academic standing. This will help us identify needed class prerequisites and develop your schedule.
- C) **Agreement to Support Vision, Mission and Purpose (Form C):** Please prayerfully consider the implications of this form before you sign and return it. If you have questions, you may call us (425-889-5253) or speak to one of the COM faculty.
- D) **Background Check (Form D):** This information assists us in helping you develop a personal growth plan. Continued maturation and wholeness are essential elements in finishing well. The college, some government/public agencies, denominations and churches require the criminal check. The signed permission slip authorizing the background check is required.
- E) **Christian Service and Leader Reference (Form E, two required):** Please have two persons, pastors or leaders, who know you well and with whom you have learned or served complete this form. For an electronic version of this form, go to <http://eagle.northwestu.edu/academics/college-of-ministry/files/2017/02/Form-E.pdf>. Forms can be returned to: **Sheila Josephson, Northwest University College of Ministry, PO Box 579 Kirkland, WA 98083-0579**. They can also be faxed to **425-889-5750** or e-mailed: [sheila.josephson@northwestu.edu](mailto:sheila.josephson@northwestu.edu). *This takes time to do, so please get these out quickly.*
- F) **Faculty Reference (Form F):** Use college level instructors for this reference. Choose a faculty member who knows you and has the ability to assess your ministry call, capability and plans. Please provide them with an addressed and stamped envelope as noted in E above. An unstamped envelope may be used for faculty members at Northwest University.
- G) **Self-Evaluation (Form G):** Instructions for the self-evaluation are on the form.
- H) **Ministry Resume:** Students will provide a resume of church involvement and ministry activities.
- I) **Bible Knowledge Inventory:** This multiple-choice exam covers both the Old Testament and the New Testament. It assesses a person's grasp of basic biblical information such as key names, places, events, words, facts, and the like. It also assesses how familiar a person is with more advanced topics, namely biblical theology and the academic issues of biblical studies that university-level courses tend to cover. Applicants do not need to "pass" this exam in order to be admitted into the College of Ministry, but each applicant must take it. Every Biblical Literature graduate from the College of Ministry will take a similar exam in the semester prior to graduation, thus providing a measure of how much growth has occurred since entry to the College of Ministry.

Please prayerfully and carefully complete all forms and return them to the COM office by the semester due date. This information is used in the admission to major interview and in assisting the student in their personal, spiritual and academic journey.

# Form A

ID Number: \_\_\_\_\_

Box #: \_\_\_\_\_

## APPLICATION FOR ADMISSION TO THE COLLEGE OF MINISTRY

### Personal Information Sheet

Full Name \_\_\_\_\_ Date \_\_\_\_\_  
(Last) (First) (Middle)

Birthdate \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Other Names \_\_\_\_\_  
(M) (D) (Y) (Maiden, nicknames, & previous names)

Current Address \_\_\_\_\_  
(Street)

\_\_\_\_\_ Cell/Home Phone # \_\_\_\_\_  
(City) (State) (Zip)

Permanent Address \_\_\_\_\_  
(Street)

\_\_\_\_\_ Phone # \_\_\_\_\_  
(City) (State) (Zip)

Summer Address? (Check one) \_\_\_\_\_ Current \_\_\_\_\_ Permanent \_\_\_\_\_ Other \_\_\_\_\_  
(If "other," please write that address on the reverse side.)

School Email \_\_\_\_\_

Personal Email \_\_\_\_\_

### REQUIREMENT WAIVER

#### **Transportation:**

Most transportation to and from field learning experiences is by means of carpooling in students' own vehicles and under their own insurance coverage. If you do not have plans to have a personal vehicle, be aware that you will still be responsible for your own transportation to and from most internship and field visitation sites.

I have read and understand the above statements regarding my transportation responsibility

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Form B

Name: \_\_\_\_\_

## APPLICATION FOR ADMISSION TO THE COLLEGE OF MINISTRY Academic Information Sheet

Colleges Attended (beginning with the most recent):

<i>Colleges</i>	<i>Dates</i>	<i>GPA</i>	<i>Degrees Received</i>

### Prerequisite Course Completion:

Below is a list of General Education Requirement courses that are required to earn a Bachelor of Arts degree with a major in the College of Ministry at Northwest University. For any courses not yet completed, please indicate in the space provided the term that you plan to complete the given course. Place a check in the "To Be Completed" column if you have already completed that particular prerequisite.

Course Number	Course Title	Semester Credits	To Be Completed SP/FA/SU (Qtr/Sem)	Year
<b>Biblical Literacy (12)</b>				
BIBL 1103	OT Hist/Lit	3		
BIBL 1203	NT Hist/Lit	3		
BIBL 2553	Biblical Interpretation	3		
THEO 1213	Christian Thought	3		
<b>Written &amp; Verbal Communications (9)</b>				
ENGL 1013	Expository Wrtg	3		
ENGL102/33	Research Wrtg	3		
COMM 1213	Fund of Speech	3		
<b>Humanities (9)*</b>				
HIST XXX3	Any History Course (HIST 1503 recommended)	3		
ENGL XXX3	Any course in Literature	3		
___XXX3	3 Credits from: English, History, Language, Art, Music, Drama	3		
	*6 Credits must be Writing Practice Courses			
<b>Social Science (9) (from at least two disciplines)*</b>				
___XXX3	Anthropology, Communication,	3		
___XXX3	Economics, Health & Fitness, Philosophy,	3		
___XXX3	Political Science, Psychology, or Sociology	3		
	* 6 Credits must be Writing Practice Courses			
<b>Science/Mathematics (7)</b>				
MATH XXX3	College Level Math	3		
SCIE XXX4	Science with Lab	4		
<b>Formation &amp; Calling (5)</b>				
UCOR 1043	Faith in Society	3		
UCOR 1052	Identity and Vocation*	2		
	*waived for students who transfer with 47+ credits			
UCOR 4791 Faith Integration is waived for COM students				

The College of Ministry curriculum is academically demanding and field oriented. Once a student enters the College of Ministry curriculum, he/she is advised to minimize conflict in schedule. Practicums, internships and mentoring experiences are a significant and demanding part of ministry training. Some may be scheduled abroad. Students should be diligent in time management to gain the most from these opportunities.

Saturday class sessions, seminars and field trips may be necessary on occasion for reasons such as guest speaker and classroom availability. When weekend, evening or night course sessions are planned by faculty, every effort will be made to provide at least one month's prior notice.

I certify that I have read and understand the above information and that the information that I have completed is true and complete to the best of my knowledge.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Form C

Name: \_\_\_\_\_

## APPLICATION FOR ADMISSION TO THE COLLEGE OF MINISTRY

### Agreement to Support Vision, Mission, and Purposes

#### *COLLEGE OF MINISTRY VISION STATEMENT*

We envision our graduates will have:

- *Hearts full of love, heads full of wisdom, hands equipped. . . Jesus as their model! – Luke 2:52*
- *A commitment to lifelong growth whether formal or informal.*
- *Relationships, academic programs, and ministry experiences which have prepared them for effective lifelong ministry.*

#### *COLLEGE OF MINISTRY MISSION STATEMENT*

*To prepare men and women  
for Christian Ministry  
and to facilitate their transition  
to service and leadership.*

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### DECLARATION OF PURPOSE

*By signing below you are acknowledging that you understand the vision and mission statements given above provide the groundwork for the curriculum and training in the College of Ministry. You are also saying that you believe that your goals are compatible, and if selected as a student in the ministry majors, you will support our vision and mission. You are also affirming that you will abide by the standards set forth in the Northwest University catalog.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Form D

Name (First /Full Middle/ Last) Please Print: \_\_\_\_\_

## APPLICATION FOR ADMISSION TO THE COLLEGE OF MINISTRY

### Criminal Background Check

Prior to acceptance to a vocation ministry major in the COM, we will be requesting from the State of Washington a criminal background check to comply with the policies of RCW 43.43.830 through 43.43.845. A signed disclosure statement is required from each applicant before a check is conducted. Each applicant must disclose to Northwest University College of Ministry the following information:

<b>Have You Ever Been:</b>	<b>YES</b>	<b>NO</b>
Convicted of any crimes against persons?		
Convicted of crimes relating to financial exploitation of vulnerable persons?		
Convicted of crimes related to drugs as defined in RCW 43.43.830?		
Found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor?		
Found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?		
Found in any disciplinary board final decision to have sexually or physically abused or exploited any vulnerable adult?		
Found by a court in a protection proceeding under chapter 74.34 RCW, to have abused or financially exploited a vulnerable adult?		

Please indicate any former names or alternate first names that you have gone by so that we can accurately check your records:

\_\_\_\_\_

Please also indicate your birth date: \_\_\_\_\_ (MM/DD/YYYY)

I understand that before I am admitted to the Northwest University College of Ministry, a criminal background check will be done. I understand that the College of Ministry must receive a satisfactory criminal background check from the Washington State Patrol in order for me to be admitted to a major in the COM. If my background check reveals any sort of criminal record, my case will be further reviewed and the College of Ministry may accept or deny my application according to the nature of the crime and my spiritual progress.

I give permission for the criminal background check to take place and if admitted to the College of Ministry, I agree that the results of this background check may be released to appropriate denominational, agency and church leaderships at which I may have ministry opportunities and experiences. I certify under penalty of perjury that the above information is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Form E

**Applicant's Name:** \_\_\_\_\_

Note: An electronic copy of this form can be found at <http://eagle.northwestu.edu/academics/college-of-ministry/files/2017/02/Form-E.pdf>

## APPLICATION FOR ADMISSION TO THE COLLEGE OF MINISTRY

### Christian Pastor/Leader Reference Form #1

To the Pastor/Leader: For your convenience you can fax this form directly to the College of Ministry of Northwest University at (425)-889-5750 (fax) or email to [sheila.josephson@northwestu.edu](mailto:sheila.josephson@northwestu.edu).

To the Applicant: Print your name and address on the lines below. If you should choose to release your rights to see this form and give the Christian Pastor/Leader permission to confidentially fill out this form, please sign and date in the space provided.

Note that this is not required of you but is strongly suggested for the benefit of the Christian Pastor/Leader providing the reference.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Applicant \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*This reference form will not be available to the applicant for inspection if he/she has signed above. The above named applicant is applying to the College of Ministry at Northwest University. The mission of the ministry program is to "Prepare men and women for Christian Ministry and to facilitate their transition to service and leadership." Please consider this as you fill out the following reference form.*

1. How long have you known the applicant? \_\_\_\_\_ Years \_\_\_\_\_ Months

2. In what church or other organization do you have contact with the applicant? \_\_\_\_\_

3. In what capacity do you know this applicant? \_\_\_\_\_

4. How well do you know the applicant?  Casually  Well  Very Well

5. Does the applicant demonstrate Christ in his/her life-style? (Circle one) Yes No

Please Explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. Does the applicant appear to have a positive attitude toward service? (Circle One) Yes No

Please Explain. \_\_\_\_\_  
\_\_\_\_\_

7. In observing this applicant in class times and other interactions, how would you rate this person's ability to lead a group of people?

- Prefers to follow    Makes some effort to lead    Good Ability    Exceptional Ability

8. What qualities do the applicant exhibit that will contribute to an effective ministry career?

\_\_\_\_\_  
\_\_\_\_\_

9. On a scale of 1 to 5 please rate the applicant in the following areas:

1 = Deficient   2 = Needs Work   3 = Average   4 = Above Average   5 = Superior

- |                                     |                                  |
|-------------------------------------|----------------------------------|
| ____ Honesty and personal integrity | ____ Concern and care for others |
| ____ Attitude toward authority      | ____ Dependability               |
| ____ Ability to think analytically  | ____ Optimism                    |
| ____ Attitude toward schoolwork     | ____ Ability to face challenges  |
| ____ Desire for Spiritual growth    | ____ Maturity of character       |

10. Please share any other comments you may have with regard to the applicant's admission to the Northwest University College of Ministry:

\_\_\_\_\_  
\_\_\_\_\_

11. What is your final recommendation to the Northwest University College of Ministry regarding this applicant?

- I recommend the applicant  
 I do not recommend the applicant  
 I recommend the applicant with **this** reservation

\_\_\_\_\_  
\_\_\_\_\_

Reference's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Employer/ Business: \_\_\_\_\_

Name (print): \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_



# Form E

**Applicant's Name:** \_\_\_\_\_

Note: An electronic copy of this form can be found at <http://eagle.northwestu.edu/academics/college-of-ministry/files/2017/02/Form-E.pdf>

## APPLICATION FOR ADMISSION TO THE COLLEGE OF MINISTRY

### Christian Pastor/Leader Reference Form #2

To the Pastor/Leader: For your convenience you can fax this form directly to the College of Ministry of Northwest University at (425)-889-5750 (fax) or email to [sheila.josephson@northwestu.edu](mailto:sheila.josephson@northwestu.edu).

To the Applicant: Print your name and address on the lines below. If you should choose to release your rights to see this form and give the Christian Pastor/Leader permission to confidentially fill out this form, please sign and date in the space provided.

Note that this is not required of you but is strongly suggested for the benefit of the Christian Pastor/Leader providing the reference.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Applicant \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*This reference form will not be available to the applicant for inspection if he/she has signed above. The above named applicant is applying to the College of Ministry at Northwest University. The mission of the ministry program is to "Prepare men and women for Christian Ministry and to facilitate their transition to service and leadership." Please consider this as you fill out the following reference form.*

1. How long have you known the applicant? \_\_\_\_\_ Years \_\_\_\_\_ Months

2. In what church or other organization do you have contact with the applicant? \_\_\_\_\_

3. In what capacity do you know this applicant? \_\_\_\_\_

4. How well do you know the applicant?  Casually  Well  Very Well

5. Does the applicant demonstrate Christ in his/her life-style? (Circle one) Yes No

Please Explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Does the applicant appear to have a positive attitude toward service? (Circle One) Yes No

Please Explain. \_\_\_\_\_  
\_\_\_\_\_

7. In observing this applicant in class times and other interactions how would you rate this person's ability to lead a group of people?

Prefers to follow  Makes some effort to lead  Good Ability  Exceptional Ability

8. What qualities do the applicant exhibit that will contribute to an effective ministry career?

\_\_\_\_\_  
\_\_\_\_\_

9. On a scale of 1 to 5 please rate the applicant in the following areas:

1 = Deficient    2 = Needs Work    3 = Average    4 = Above Average    5 = Superior

\_\_\_\_ Honesty and personal integrity                      \_\_\_\_ Concern and care for others

\_\_\_\_ Attitude toward authority                              \_\_\_\_ Dependability

\_\_\_\_ Ability to think analytically                              \_\_\_\_ Optimism

\_\_\_\_ Attitude toward schoolwork                              \_\_\_\_ Ability to face challenges

\_\_\_\_ Desire for Spiritual growth                              \_\_\_\_ Maturity of character

10. Please share any other comments you may have with regard to the applicant's admission to the Northwest University College of Ministry:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. What is your final recommendation to the Northwest University College of Ministry regarding this applicant?

- I recommend the applicant
- I do not recommend the applicant
- I recommend the applicant with **this** reservation

\_\_\_\_\_  
\_\_\_\_\_

Reference's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Employer/Business: \_\_\_\_\_

Name (print): \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

# Form F

Applicant's Name: \_\_\_\_\_

## APPLICATION FOR ADMISSION TO THE COLLEGE OF MINISTRY

### Faculty Reference Form

To the Faculty: For your convenience you can fax this form directly to the College of Ministry of Northwest University at (425)-889-5750 (fax) or e-mail to [sheila.josephson@northwestu.edu](mailto:sheila.josephson@northwestu.edu).

To the Applicant: Print your name and address on the lines below. If you should choose to release your rights to see this form and give the faculty permission to confidentially fill out this form, please sign and date in the space provided.

Note that this is not required of you but is strongly suggested for the benefit of the faculty providing the reference.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Applicant \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*This reference form will not be available to the applicant for inspection if he/she has signed above. The above named applicant is applying to the College of Ministry at Northwest University. The mission of the ministry program is to "Prepare men and women for Christian Ministry and to facilitate their transition to service and leadership." Please consider this as you fill out the following reference form.*

1. How long have you known the applicant? \_\_\_\_\_ Years \_\_\_\_\_ Months
2. In what type of capacity do you know the applicant? (select all that apply)
  - A student in one of my classes
  - Some out of class interaction times
  - A student in many of my classes
  - Many out of class interaction times
3. What goals does the applicant appear to have for his/her life? \_\_\_\_\_  
\_\_\_\_\_
4. In observing this applicant in class times and other interactions how would you rate this person's ability to lead a group of people?
  - Prefers to follow**
  - Makes some effort to lead**
  - Good Ability**
  - Exceptional Ability**
5. What qualities do the applicant exhibit that will contribute to an effective ministry career?  
\_\_\_\_\_

6. The Northwest University College of Ministry is a very rigorous program not only in academics, but requiring practicum, internship and mentoring. How would this applicant survive under these circumstances?

- Very well, this applicant is used to an extremely challenging atmosphere.
- Well, this applicant will work hard to satisfy the challenges place before him/her.
- Satisfactory, this applicant will need to make adjustments, but good potential.
- Unsatisfactory, this applicant has a tendency to falter in such circumstances.

Please comment on your choice: \_\_\_\_\_

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7. On a scale of 1 to 5 please rate the applicant in the following areas:

1 = Deficient    2 = Needs Work    3 = Average    4 = Above Average    5 = Superior

- |                                     |                                  |
|-------------------------------------|----------------------------------|
| ____ Honesty and personal integrity | ____ Concern and care for others |
| ____ Attitude toward authority      | ____ Dependability               |
| ____ Ability to think analytically  | ____ Optimism                    |
| ____ Attitude toward schoolwork     | ____ Ability to face challenges  |
| ____ Desire for Spiritual growth    | ____ Maturity of character       |

8. Please share any other comments you may have with regard to the applicant's admission to the Northwest University College of Ministry:

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9. What is your final recommendation to the Northwest University College of Ministry regarding this applicant?

- I recommend the applicant
- I do not recommend the applicant
- I recommend the applicant with **this** reservation

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Reference's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Employer/ Business: \_\_\_\_\_

Name (print): \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

# Form G

## APPLICATION FOR ADMISSION TO THE COLLEGE OF MINISTRY

### Self-Evaluation Essay Guide

Applicants for admission to the Northwest University College of Ministry must submit a self-evaluation paper. This is a **five-page paper** in which each page addresses a separate topic. The paper is to be double-spaced using a 12-point font. This document will be kept as part of your permanent file in the College of Ministry office and will be made available to the application review committee and other COM faculty. It will be reviewed for content and for your ability to organize and express your thoughts in a coherent and understandable manner.

This is an exercise in self-reflection. Be open and honest in addressing both your strengths and weaknesses. Please use the subheadings noted below as titles for the respective pages. Although you are not to repeat each question in your text, your narrative should address each question. You are encouraged to briefly describe personal experiences that have helped you develop values, aspirations and insights.

#### **1. Reasons for Desiring to Enter the College of Ministry**

Do I sense that it is God's will for me to be in full time ministry?

If yes, what factors have brought me to this conclusion?

How do I foresee my faith and my ministry plans complementing each other?

#### **2. Interpersonal Abilities**

What are my interpersonal skills?

What are my leadership skills and potential?

What personal traits do I wish to improve throughout my ministry training?

#### **3. Intellectual and Academic Abilities**

What are my intellectual strengths?

What approaches to problem solving work well for me?

What strategies do I know that can be used for managing the heavy academic and expectation loads in the ministry training (i.e., combinations of reading assignments, papers, tests, practicum, mentoring and internship)?

#### **4. Cultural Awareness**

Where do I stand on issues of diversity?

What acquaintance do I have with various socio-economic people groups?

What experiences have I had with other cultures, and what did I learn?

What hopes/plans do I have of working with people of other cultures?

#### **5. Moral and Spiritual Character**

What is the one ethical standard or position that assists me most in making decisions?

What are the key spiritual values that add meaning to my life?

What is my attitude toward work?

What are my views on service to others?

# Form H

## APPLICATION FOR ADMISSION TO THE COLLEGE OF MINISTRY

### Ministry Résumé

- Provide a resume of church involvement and ministry activities.
- Include the following:
  - Denominational Background
  - Current Denominational Participation
  - Denominational Preference for future participation and licensing