



## B. BACKGROUND CHECK

Payne Theological Seminary is committed to the personal and moral integrity of its degree candidates. Payne is also committed to spiritual redemption and personal transformation. Every applicant for the DMin program is required to submit to a criminal background check before being admitted. The Registrar will provide a link to an online website for this purpose. Applicants whose background searches identify an area of concern will have the opportunity to respond in writing to the DMin Admissions Committee.

## C. ACADEMIC HISTORY

*Please list all colleges, graduate schools, and seminaries attended in chronological order.*

Name of Institution (Include City/State)	Dates of Attendance (Start Date/Yr. – End Date/Yr.)	Degree	Date Graduated

## D. EMPLOYMENT HISTORY

*Please list employment history with the most recent first.*

Employer	Address/Phone Number	Position	Date

## E. COMMUNITY INVOLVEMENT

*Please list all activities with the most recent first.*

Name of Activity	Type and Nature of Responsibility

## F. CHURCH AND MINISTRY ACTIVITY

Denomination Affiliation: \_\_\_\_\_

If part of the African Methodist Episcopal Church, please answer:

Episcopal District: \_\_\_\_\_

Conference: \_\_\_\_\_

Bishop: \_\_\_\_\_

Presiding Elder: \_\_\_\_\_

Name & Address of Church: \_\_\_\_\_

\_\_\_\_\_

Pastor's Name/Address: \_\_\_\_\_

\_\_\_\_\_

Are you ordained?     Yes     No

Total years of ordained ministry experience: \_\_\_\_\_ years

Describe your current ministry context and your role in that context: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## G. REFERENCES

Payne requires at least three letters of recommendation from all applicants, which should be from the following:

1. Someone who has supervised your work in the ministry.
2. Pastor or denominational representative.
3. A colleague, a former professor, or other professional

Name of Reference & Relationship	Address and Telephone Number
1.	
2.	
3.	

## F. ADMISSIONS APPLICANT SIGNATURE

I certify that all answers in this application are complete and accurate. I understand that inaccurate information on any part of this application may result at any time in cancellation of admission or registration, program dismissal, modification of student status and /or revocation of earned degree with no refund of amounts paid. If admitted, I know I must comply with Seminary policies, rules and procedures. I also understand that the Seminary reserves the right to withdraw, revoke and/or cancel an admission or other decision at any time it deems this action is warranted.

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

## PART II: DMIN ESSAY

**INSTRUCTIONS:** In 750-1000 words, define your personal and professional goals particularly related to your current ministry context, and describe how the Doctor of Ministry degree will help you to achieve those goals. Attach your essay to your completed application or upload it \_\_\_\_\_.



# DOCTOR OF MINISTRY (DMIN) RECOMMENDATION FORM

## RELEASE AUTHORIZATION

This section is to be completed by applicant:

- I waive the right to access this reference form. This reply will be kept confidential.
- I do not waive the right to access this reference form. I may request to view the material.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone:

\_\_\_\_\_  
Email

## REFERENCE

This section is to be completed by referee:

The person named above has applied for admission to Payne Theological Seminary, a graduate professional school affiliated with the African Methodist Episcopal Church (A.M.E.) and has indicated that you could provide us with a recommendation. Your honest evaluation of this individual's capabilities for graduate studies and work within the church would be greatly appreciated. Your response is one of several that will be utilized in making the decision regarding admission to Payne. Where there are options, please check only one (1) box unless instructed otherwise. Thank you for your input.

How long have you known the applicant and in what capacity?

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

In your estimation, what is the applicant's greatest strength?

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

What do you feel are areas of opportunity/growth for the applicant?

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

How are the applicant's people skills?

- Relates very well with others. Is polite, amicable, thoughtful, and considerate.
- There is reason to believe that the applicant has difficulties relating to others.
- This person has difficulty accepting people who have different views.

Please comment on the applicant's ability to communicate with people of different ages and backgrounds.

How well does this person deal with authority, whether in a position of leadership or not?

In your estimation, how emotionally mature is the applicant?

- Mature and emotionally stable. One can count on this individual.
- Usually mature; usually stable.
- There is reason to believe the individual may not be able to handle moderate stress.
- Applicant seems to have serious emotional problems.

How is the applicant's faith made manifest? *(Check all that apply)*

- Patterns life after the teaching of the church.
- Peacemaker
- Seeks to build bridges of hope and trust.
- Has a desire to help others.
- Enjoys discussing issues of faith.
- Respects the beliefs of others.
- Interested in learning more about own religious tradition.
- Can sometimes be abrasive or offensive in attempting to communicate beliefs.
- Uncomfortable with those who believe differently.
- Self-centered

What evidence in the applicant's life leads you to believe that this person is deeply committed to the church?

In your estimation, how will this person handle the academic requirements of graduate school?

- Excellent study and research skills. Capable of conducting an original research project.
- Is a very steady and capable student. Will do very adequate graduate work.
- Will exert more effort than in past and is motivated to do solid graduate work.
- May have some difficulty in graduate work, but with support, will succeed.
- May not be able to handle graduate work.

**Overall Evaluation:**

- I recommend this applicant without reservation as an excellent prospect for graduate theological education. Applicant is an established church leader already and will grow further with the DMin program.
- Overall, I recommend this individual as a good prospect for graduate theological education and church leadership. I have no major concerns or reservations.
- I have some reservations, but I feel the applicant has a reasonable chance for achievement in graduate school and as a church leader.
- I have substantial doubts about this applicant.
- I have additional comments that I would like to communicate with the DMin Director or Academic Dean confidentially. I would like to request a phone conversation.

Please use the space provided to share any other information you feel we should know about the applicant.

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Cell Number

May we contact you with any questions?  Yes  No

THANK YOU FOR LEGIBLY AND COMPLETELY FILLING OUT THIS FORM.

Return form to:  
Payne Theological Seminary  
ATTN: Office of Admissions  
1230 Wilberforce-Clifton Road, P.O. Box 474  
Wilberforce, OH 45384-0474  
  
Or Fax: 937.376.3330