



Centre for Christian Studies

Woodsworth House
 60 Maryland Street
 Winnipeg, MB R3G 1K7
 Phone (204) 783-4490
 Fax (204) 786-3012
 email info@ccsonline.ca
www.ccsonline.ca

Application for Admission

SECTION 1: PERSONAL DATA

Date			
Name (in full)			
Address/City		Postal Code	
Phone		Fax	
email		SIN	
Are you a Canadian citizen? Yes <input type="checkbox"/> No <input type="checkbox"/> If not, please explain your situation below.			
How did you hear about the Centre for Christian Studies?			
Would you like CCS to connect you with a student, former student, or diaconal minister who could offer advice about CCS, its programs, or diaconal ministry in general? Yes <input type="checkbox"/> No <input type="checkbox"/>			

SECTION 2: PROGRAM

Which program(s) are you applying to be admitted into?

<input type="checkbox"/> Leadership Development Module	<input type="checkbox"/> Diploma in Diaconal Ministry Program
<input type="checkbox"/> Certificate in [Educational Ministry/Pastoral Care/Social Ministry] (please circle one)	<input type="checkbox"/> Re-admission after withdrawal or removal from CCS Program

Note: The LDM is prerequisite for the Diploma/Certificate program. If you are intending to take the LDM and carry on into the Diploma/Certificate program, you may apply for both the LDM and either Diploma or Certificate Program on the same form. Admission to the Diploma/Certificate program can be granted pending completion of the LDM.

- Skip to relevant admission sections -

SECTION 3: LEADERSHIP DEVELOPMENT MODULE ADMISSION

Why are you taking the Leadership Development Module?

<input type="checkbox"/> General interest
<input type="checkbox"/> As part of the Diploma or Certificate program in Diaconal Ministry at CCS
<input type="checkbox"/> As training for Designated Lay Ministry
<input type="checkbox"/> As Continuing Education in my current ministry position
<input type="checkbox"/> Other: (please specify)

Are you taking the LDM for credit?

<input type="checkbox"/> For credit from CCS
<input type="checkbox"/> For university credit from the University of Winnipeg (Faculty of Theology) or St. Stephen's College If so, have you applied/registered with the other institution yet? Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Auditing (participation in session, no assignments or papers, no credit)

- If you are only applying to the LDM, continue to Section 6 –

SECTION 4: DIPLOMA OR CERTIFICATE PROGRAM ADMISSION

Have you completed the prerequisite Leadership Development Module?

<input type="checkbox"/> Yes, I completed the LDM requirements in _____ (eg. June 2009):
<input type="checkbox"/> Not yet. I expect to be completed by: _____

One of the factors taken into consideration in admission to the Diploma/Certificate Program is the recommendation of Program Staff.

What member(s) of CCS Program staff took part in your Leadership Development Module?	
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Are you intending to take a joint-degree program with another academic institution?

<input type="checkbox"/> No. CCS only.
<input type="checkbox"/> Yes; CCS and University of Winnipeg (Faculty of Theology) Have you applied/registered with the U of W yet? Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Yes; CCS and St. Stephen's College Have you applied/registered with the St. Stephen's yet? Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Auditing (participation in Learning Circles, no assignments or papers, no Field Placement, no credit)

- Continue to Section 6 –

SECTION 5: RE-ADMISSION AFTER WITHDRAWAL OR REMOVAL

When did you last attend CCS?	
Reason for withdrawal or removal	

An interview with the Principal and/or Program Staff will be arranged to determine readiness to re-enter

SECTION 6: SUPPORTING DOCUMENTS

A. REFERENCES

One (1) LDM letter of reference is required for applicants to the Leadership Development Module. Two (2) Diploma/Certificate letters of reference are required for applicants to the Diploma or Certificate program. (Note: If you are applying for both the LDM and the Diploma/Certificate Program you are responsible for 3 references.)

A suitable referee might be: someone who has known you for more than 5 years, someone who has supervised or taught you, a co-worker, a member of your congregation, or your minister. Please **do not** ask a family member to act as a reference.

CCS will expect to receive letter(s) of reference from:

Name		Position	
Address		Postal Code	
Name		Position	
Address		Postal Code	
Name		Position	
Address		Postal Code	

When you request references, please forward the “Request for Reference for LDM Applicant” or “Request for Reference for Diploma/Certificate Applicant” forms (available from the CCS website) to the referees. Your application cannot be processed until CCS has received these references so please ask your referees to return their form directly to CCS immediately.

B. RESUME (DIPLOMA/CERTIFICATE PROGRAM APPLICANTS ONLY)

Please attach a detailed resumé indicating:

- All formal education and certificate/diploma/degrees received, indicating clearly degrees earned.
- All professional training/certification.
- Other short course educational experiences.
- A chronological, annotated employment history (of jobs more than 4 months duration).
- Significant volunteer experience.

For Applicants without an undergraduate degree, please attach an example of recent written work you have done, for example, a report for your workplace, a sermon, academic paper, etc.

C. TRANSCRIPTS (DIPLOMA/CERTIFICATE PROGRAM APPLICANTS ONLY)

Please arrange to have your **official academic transcripts** forwarded to CCS. Post-secondary transcripts are required even if the program was incomplete (one copy from each educational institution will be sufficient). Only provide secondary school transcripts when there is no post-secondary experience. If there are reasons why your transcripts do not reflect your true ability (eg. need to work, illness, sports, participation in student government) you may forward those details.

Institution sending transcript	Degree/Diploma

Note: Eight (8) external courses are required for completion of the Diploma program (see “Externals”). If you would like any academic courses you completed prior to admission to CCS to be reviewed for possible external course credit you can submit an Application for External Courses Credit form (available on the CCS website).

D. RESPONSES TO NARRATIVE QUESTIONS (ALL APPLICANTS)

See Section 8 below.

E. COURSE REGISTRATION FORM (ALL APPLICANTS)

You can include your registration for the specific course(s) you wish to enter with your Application for Admission.

SECTION 7: CHURCH AFFILIATION (DIPLOMA/CERTIFICATE PROGRAM APPLICANTS ONLY)

Religious Denomination	
How long have you been a member of this denomination?	
Do you belong to a congregation? If yes, which one?	

UNITED CHURCH APPLICANTS, please answer the following:

Are you in the discernment process?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, when will discernment be complete?	
Are you a candidate for diaconal ministry?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, date of candidacy?	
If yes to either of above, please advise through what Pastoral Charge/Presbytery/District and Conference	

ANGLICAN CHURCH APPLICANTS please answer the following:

Have you shared your plans with your Bishop?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is she/he recommending you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of Diocese	

SECTION 8: NARRATIVE QUESTIONS

Your responses to the following questions will be used in evaluating your application. Please answer on a separate sheet and submit with your Application for Admission form.

Your application is confidential with CCS staff only.

Your responses will be evaluated based on content and on ability to express yourself clearly in writing.

FOR LDM APPLICANTS:

L1.	What do you hope to gain from the Leadership Development Module? In what areas of your work, life, and/or ministry do you hope to grow? (1 page)
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FOR DIPLOMA/CERTIFICATE PROGRAM APPLICANTS:

D1.	Please share your understanding of the ministry to which God is calling the church. (1 page)
D2.	What have been the significant events in your life and what have you learned from them? How have they prepared you for ministry? (1-2 pages)
D3.	How do you think that this program will be helpful to you in your preparation for ministry? (1 page)

SECTION 9: CCS ETHOS AND ACCESSIBILITY

Please respond to the following questions:

The theological perspective of the Centre for Christian Studies is based on a commitment to justice – it strives to be liberative, feminist, and inclusive. (More information about CCS’s mission and stance can be found on the CCS website.) Are you comfortable working and learning within such a context?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Courses at CCS are intensive. They involve substantial reading and completion of written papers and assignments. As well, students are expected to interact with each other, work with partners and in teams, and engage new ideas on a personal and emotional level as well as intellectual. Are you comfortable working and learning within such a context?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Modules and Learning Circles involved a significant time commitment and extended periods away from home and family. There are also substantial costs (tuition, accommodation, travel, etc.) connected with studies. Are you prepared for the costs (personal, financial, time, stress) associated with studies? *	Yes <input type="checkbox"/> No <input type="checkbox"/>

Do you have any learning or processing difficulties that would affect your ability to participate in the program? CCS programs employ a variety of educational methods. Are you aware of any difficulties that might affect your ability to learn from written materials, role plays, small group discussions, audio-visual presentations, etc.? (If so, please attach details including the nature of the difficulty and the supports required, if any, to assist with your learning.) **	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you require assistance using stairs or do you have other physical disabilities which affect your mobility? (If so, please attach details and the supports required, if any.) **	Yes <input type="checkbox"/> No <input type="checkbox"/>

* Note: Bursaries are available for students in the Diploma Program. Contact CCS for bursary information and application deadlines.

** Note: CCS's policy on Physical, Structural and Pedagogical Limitations can be obtained by contacting CCS.

SECTION 10: APPLICATION FEES AND DEADLINES

Please include a non-refundable Application Fee with your Application for Admission. Cheques may be made payable to the "Centre for Christian Studies".

LDM Application Fee	-	\$55.00
Diploma/Certificate Program Application Fee	-	\$95.00
Both LDM and Diploma/Certificate Program	-	\$150.00
Re-Admission Application Fee	-	\$95.00

The deadlines for admission are listed below. You are encouraged to apply early and to ensure that your supporting documentation arrives in a timely fashion.

Deadlines for admission:

June Leadership Development Module	-	April 1
August Leadership Development Module	-	June 15
Diploma Program (Theme Year or Reflection Year)	-	June 15
Certificate Program (Theme Year)	-	June 15

Please return this application, including all relevant supporting documents and application fees, to:

Registrar, Centre for Christian Studies,
Woodsworth House, 60 Maryland Street, Winnipeg, MB R3G 1K7
Phone (204) 783-4490, Fax (204) 786-3012, email info@ccsonline.ca

Declaration:

To the best of my knowledge, the above submitted information is truthful and accurate.

Signature: _____ **Date:** _____

If you have any questions about the admissions process, contact CCS at (204)783-4490 or email info@ccsonline.ca.

CHECK LIST

Please check to see if you have included everything required for your admission application.

Have you included or completed the following...?	Please check	For office use only: Date received
For LDM applicants:		
Application for Admission Form completed		
Registered with other academic institution (if taking for credit)		
Letter of reference (LDM) requested		
Response to Narrative Question L1 included		
Registration Form (indicating June LDM or August LDM)		
Application Fee (\$55.00) included		
For Diploma/Certificate Program applicants:		
Application for Admission Form completed		
Registered with other academic institution (if taking joint degree)		
LDM completed		
Program Staff recommendation received		
Letter of Reference (Dip/Cert) #1 requested		
Letter of Reference (Dip/Cert) #2 requested		
Current Resume included		
Official Academic Transcripts included/requested (circle one)		
Responses to Narrative Questions D1, D2, and D3 included		
Registration Form (indicating Theme Year or Reflection Year)		
Application Fee (\$95.00) included		
For Re-admission applicants:		
Application for Admission Form completed		
Interview to determine readiness		
Application Fee included		