

CONGREGATIONAL ASSISTANT PROGRAM

Preparing Men and Women for Service in their Local Congregation

Enrollment Form

The following form must be filled out and submitted for each student pursuing certification as a Congregational Assistant. Pastors should inform the program administrative assistant upon completion of each course the student has taken. We will then be able to make congregations aware of weekend courses being offered and be able to plan the summer CAPstone sessions. Thank you for your cooperation.

Please return to: Congregational Assistant Program
Martin Luther College
1995 Luther Court
New Ulm, MN 56073

Phone: (507) 354-8221 Ext 383
Fax: (507) 233-9106
welscap@mlc-wels.edu

BIOGRAPHICAL DATA

Name: _____ Date of Submission: _____
Last First MI Maiden

Address: _____
Number and Street City State Zip

Home Phone: _____ SS # _____ Cell Phone: _____
(Optional)

E-mail Address: _____ Birth date: _____

Marital Status: Single Married Widowed Separated Divorced Divorced and Remarried

Name of Spouse: _____ Birth Years of Children: _____

Ethnicity (Used for State and Federal Government Reports) (*Optional*):

Nonresident Alien Race and Ethnicity unknown Hispanics of any race

For non-Hispanics only: American Indian or Alaska Native Asian Native Hawaiian or other Pacific Islander
 Black or African American White Two or more races

Student's First Language: _____

If first language is other than English, what language is used for course instruction: _____

Describe the student's English fluency: _____

CHURCH MEMBERSHIP

Are you a member of the Wisconsin Evangelical Lutheran Synod? Yes No For how long? _____
If yes, of which WELS district are you a member? _____ If no, of which synod or church body are you a member? _____

Congregation: _____ How long a member of this congregation? _____
Name

Address: _____
Number and Street City State Zip

Pastor(s): _____

EDUCATIONAL HISTORY

Elementary: Grades attended in public school _____ Lutheran school _____

Secondary: Grades attended in public school _____ Lutheran school _____

Colleges –
Universities:

Name of Institution _____ Dates attended _____

Name of Institution _____ Dates attended _____

Name of Institution _____ Dates attended _____

Earned
degrees:

Kind _____ Institution _____ Year _____ Major _____ Minor _____

Kind _____ Institution _____ Year _____ Major _____ Minor _____

EMPLOYMENT HISTORY

Nature of position _____ Employer _____ Place _____ Dates _____

Nature of position _____ Employer _____ Place _____ Dates _____

Nature of position _____ Employer _____ Place _____ Dates _____

Present
Employer _____

Position
Description _____

MILITARY HISTORY

Have you been in military service? _____ Dates _____ Branch _____

HEALTH DATA

Have you, or have you had, any physical disability or chronic illness? _____

If yes, please explain _____

Have you ever been under professional care for emotional or mental difficulties? _____

If yes, please explain _____

OTHER INFORMATION

Have you ever been convicted of a felony? Yes No

If yes, please explain _____

Have you ever been convicted of any kind of sexual misconduct or sexual or physical abuse? Yes No

If yes, please explain _____

Please share with us how you heard about our program: _____

After having successfully completing the Congregational Assistant program, do you plan to begin preparing for the pastoral ministry through the Pastoral Studies Institute? Yes No

If yes, may we share your address with the Pastoral Studies Institute and update them on your progress in the Congregational Assistant Program? Yes No

Date courses will begin / were begun: _____

Anticipated date student will be ready for Capstone course: Summer of 20 ____

In signing this application, I state that the information provided in this application is accurate and complete to the best of my knowledge. Both pastor and student agree that they will work diligently to meet the academic responsibilities of studying in the Congregational Assistant Program.

Student's Signature

Date

Pastor's Signature

Date

Pastor's Email

Pastor's Office Phone Number

Reminder – Pastor's recommendation necessary for enrollment

Please note: Martin Luther College's Annual Security Report is public safety information about our campus and can be accessed by clicking [here](https://mlc-wels.edu/student-life/annual-security-and-fire-report/) or by visiting <https://mlc-wels.edu/student-life/annual-security-and-fire-report/>