

## ENROLLING IN THE INSTITUTE FOR LEARNING

American Baptist Churches Vt/NH

Welcome to the Institute for Learning of the American Baptist Churches of Vermont and New Hampshire! We are excited to support and encourage you as you seek to improve your knowledge and skills and follow your call to ministry.

### BENEFITS of Enrolling in the Institute for Learning Program

The Institute for Learning is committed to supporting and encouraging you by setting up Support Groups, assigning a Mentor/sponsor, giving you an Advisory Board and Advisor in the Dean, and providing stimulating courses from qualified instructors, as well as scholarships from various sources.

To enroll you will need to do the following:

1. Fill out the Application Form including the Conduct Disclosure Form.
2. Obtain two references: Ask your Pastor and Chair of Deacons to write a reference for you.
3. Write a check for \$50 (non-refundable) payable to the "Institute for Learning".
4. Mail the Application Form, including your narrative (for Levels Two and Three), two references, and the check to Rev. Everett Palmer, Chair of the Governing Board, Institute for Learning, 30 Cherry Street, Belmont NH 03220. \*
5. Within two weeks of having received your Application and References, the Chair will contact you to set up an appointment to advise you regarding your options within the Program.
6. You will be asked to have a half hour interview with the Governing Board. Regular meetings are three times a year on the third Saturday in August, November, and April.\*
7. The Governing Board will vote on your acceptance into the program, and Rev. Palmer will send you a letter stating the outcome of their decision.
8. Enrollees may complete the program based on the requirements at the time they enrolled or they may elect to use current ones

*If time is of the essence, you may e-mail the Application and References to [eveupa2@myfairpoint.net](mailto:eveupa2@myfairpoint.net) and bring the check to the interview. Checks should be made out to the "Institute for Learning".*

**APPLICATION to the INSTITUTE FOR LEARNING**

American Baptist Churches of Vermont and New Hampshire

*Revised November 2013*

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

Mailing Address: \_\_\_\_\_

Telephone number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Name of American Baptist Church where you \_\_\_\_ attend OR  
\_\_\_\_ are a member: \_\_\_\_\_

Address of Church: \_\_\_\_\_

Telephone number of Church: \_\_\_\_\_

Email address of Church: \_\_\_\_\_

Web site of Church: \_\_\_\_\_

Name of Pastor: \_\_\_\_\_

Pastor's Telephone Number(s): \_\_\_\_\_

Pastor's email address: \_\_\_\_\_

Pastor's mailing address: \_\_\_\_\_

Name of Chair of Deacons: \_\_\_\_\_

Deacon's Telephone Number(s): \_\_\_\_\_

Deacon's email address: \_\_\_\_\_

Deacon's mailing address: \_\_\_\_\_

(Optional) Name of a Church Leader who knows you well and supports your applying to this program (*If other than the two above*).

Name of Church Leader: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Relationship of this person to you: \_\_\_\_\_

How long has this person known you? \_\_\_\_\_

In what capacity has this person known you? \_\_\_\_\_

Positions you have held in the Church or in some kind of Christian ministry: (use additional paper as needed)

Position	(Beginning – End)	Length of time
Years		

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

**Educational Background**

High School: \_\_\_\_\_

Bible School: \_\_\_\_\_

Certificates: \_\_\_\_\_

College (Major): \_\_\_\_\_

Advanced degrees: \_\_\_\_\_

## Employment Record

Type of employment	Company	Years	Length of time
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List Christian conferences, workshops, and regional or national meetings you have attended:

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### CHURCH HISTORY

List the churches you have been an active member of:

Name of Church

Denomination

Years of participation:

What was your involvement with this church? (What kinds of ministries?)

Reason for leaving:

Name of Church

Denomination

Years of participation:

What was your involvement with this church? (What kinds of ministries?)

Reason for leaving:

Name of Church

Denomination

Years of participation:

What was your involvement with this church? (What kinds of ministries?)

Reason for leaving:

### OTHER RELIGIOUS INVOLVEMENT

List other religious activities you have been involved in (para-church ministries like InterVarsity, national associations, Regional associations, a religious business, Awana, etc.)

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What special abilities, interests, and hobbies of yours are related to ministry?

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What is your goal in enrolling?

\_\_\_\_\_ Enrichment

\_\_\_\_\_ Professional development

\_\_\_\_\_ Spiritual growth

\_\_\_\_\_ Certificate in Lay Leadership specific to \_\_\_\_\_

\_\_\_\_\_ To become a Certified Lay Minister

\_\_\_\_\_ To *prepare* for ordination (IFL does NOT ordain. That is the function of the local church under the guidance of the Department of Professional Ministry.)

\_\_\_\_\_ To become a chaplain or ministry leader with

\_\_\_\_\_ (senior citizens, military, college, police, fire, marketplace)

\_\_\_\_\_ To become a missionary to \_\_\_\_\_.

Other: \_\_\_\_\_

Is there anything you would like to share regarding your family?

\_\_\_\_\_

If you are enrolling in Level Three, you will need to sign the Ministerial Code of Ethics for American Baptist Ministers.

**For applicants to Levels Two and Three:** On a separate piece of paper handwrite your story that has led up to your present interest. Describe your call to become a follower of Christ, your baptism, and your church experience, including that in an American Baptist Church. Describe the call you are feeling for ministry, and how you intend to follow that call. Be as specific as you can, knowing the Holy Spirit may change things. (*This section will show your ability to communicate in writing, which is important in ministry.*)

## CONDUCT DISCLOSURE STATEMENT

Have allegations of misconduct been brought against you for any of the following reasons?

- sexual abuse
- child abuse
- having an inappropriate sexual relationship with a minor
- having an inappropriate sexual relationship outside of marriage
- child pornography
- elder abuse
- domestic violence
- spiritual abuse or bullying
- physical abuse or violence
- financial misconduct, fraud or embezzlement
- theft
- spiritual abuse
- use of or sale of illegal drugs
- driving while intoxicated
- convicted felon
- reckless conduct endangering the lives of others
- reckless driving causing an injury
- dishonorable discharge from the military
- prison time
- Have you lost ministerial standing in another denomination?

If you checked any of the above, be prepared to discuss this in your first interview with the Dean.

If you have physical or mental disabilities that might affect your participation in this program, you must self-identify or disclose at the end of the first class if you wish to have modifications or adaptations.

*When you have completed this application, mail it to -  
Rev. Everett Palmer,  
Chair of the Governing Board of the Institute for Learning,  
30 Cherry Street, Belmont NH 03220  
or email it to him [eveupa2@myfairpoint.net](mailto:eveupa2@myfairpoint.net).*

*If you have questions, you may call him at 603-524-4725.*



## IFL COURSE REGISTRATION FORM

Today's date: \_\_\_\_\_

Name of Course(s): \_\_\_\_\_

\_\_\_\_\_

Semester (Fall, Winter, Summer) \_\_\_\_\_

Name of Participant: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Cost: \_\_\_\_\_

Are you enrolled in a Program of Studies with IFL? \_\_\_\_\_

Make checks or Money Orders out to the  
"Institute for Learning".

Mail check or Money Order and registration to -  
George Keeler, 257 Eastview Cir., Williston, VT 05495  
or email to [iflvtnh@gmail.com](mailto:iflvtnh@gmail.com)