

## **Society for the Increase of the Ministry**

### **For Students Attending Episcopal Seminaries**

#### **About your Resume and Letters of Reference**

**About your RESUME:** No matter what your age, your résumé will help us understand you, your journey, your talents and experience. Please provide a 1-2 page resume which includes previous education (names of colleges, graduation dates and degrees/honors awarded) and employment history (full and part time positions held since college). The résumé is only required when applying for the first time (**Form A**), not with repeat applications (**Form B**).

**About your LETTERS OF REFERENCE:** Persons applying to us for the first time --and only the first time -- must attach to our application (**Form A**) two letters of reference, *viz.*, one from the applicant's bishop **OR** one from the applicant's rector, and one from a lay person from one's sponsoring congregation. Each of the two letters should speak to the applicant's (1) financial need, (2) character, (3) church involvement and (4) vocation to the ordained ministry in The Episcopal Church. Please provide reference letters on original paper/letterhead. Fax copies are not adequate and many times not legible. Persons applying for a second grant (**Form B**) are not required to submit further references.

Additionally:

- As our grants are limited to postulants and candidates for Holy Orders in The Episcopal Church, the applicant's Bishop must provide a letter indicating clearly that the applicant is a postulant or candidate for holy orders as of the date of this application.
- Unless there is a compelling reason (clearly stated), the lay person should be a member of the applicant's congregation.
- The Lay person submitting a letter of recommendation must be from outside the seminary community and not a member of the applicant's household, or family.
- Applications lacking one or more of these letters will not be considered.

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