

APPLICATION REQUIREMENTS



DIOCESE OF
SAN JOSE

Office of Deacon Formation

In order to be considered for acceptance as an Aspirant in the Deacon Formation, the following requirements must be completed.

Pre-requisites

- Are you a fully initiated Catholic, for at least three years? If not, you are not eligible for the permanent diaconate. Please do not submit an application until you remedy this.
- If you are married, are you in a Catholic marriage, for at least five years? If not, you are not eligible for the permanent diaconate. Please do not submit an application until you remedy this.
- Are you at least 30 years old? If not, you are not eligible for the permanent diaconate. Please delay your application.
- Are you 60 years old or younger? If not, you are not eligible for the permanent diaconate, unless there are special circumstances. Please do not submit an application without discussing with the Director of Deacon Formation.
- Have you completed ILM or are you in your 2nd or 3rd year? If not, please delay your application until you do this.
- If your native language is not English or Spanish, have you taken TOEFL and received scores Reading (22), Listening (22), Speaking (29), and Writing (26)? If not, please delay your application until you do this.

Documents Phase of Application

1. **Application Form** [in Application Packet]
2. **Autobiography and Vision** (at least 4 pages, no more than 5 pages)
 - a. Chronological history of your life
 - b. Relationship with your wife, children and immediate family
 - c. Faith experience
 - d. Involvement in Church: parish, social justice agencies, etc.
 - e. Reasons for applying to Deacon Formation
 - f. Vision of yourself as a permanent deacon in the three-fold ministry: Ministry of Charity, Ministry of the Word, Ministry of Liturgy
3. **Test of English as a Foreign Language (TOEFL)**
 - a. If your native language is not English or Spanish, please submit your **TOEFL** scores.
4. **Education documents:**
 - a. High school diploma
 - b. transcripts from all colleges or universities attended,

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- c. ILM letter from Director;
5. **Recommendations** [use forms enclosed in Application Packet]:
 - a. pastor (can be part of Pastor Nomination which preceded the Application),
 - b. two other priests,
 - c. three laypersons (not relatives);
6. **Documentation on Sacraments**
 - a. Baptism,
 - b. Confirmation,
 - c. First Holy Communion,
 - d. Matrimony (if applicable);

Note: Please get a Baptism certificate that is dated *within the last 6 months*. This certificate should have annotations on the back about the other sacraments. If it does not, please provide certificates for each sacrament.

Also: If you have received an Annulment for a previous marriage, please include a copy of the Annulment letter.
7. **Physical examination** [use form in Application Packet]
8. **Protection of Children and Vulnerable Adults** actions, in accord with Diocesan policy
 - a. Finger printing: See instructions on attached page.
 - i. In your Application please provide a copy of the receipt.
 - b. VIRTUS: online training from the National Catholic Risk Retention Group. See instructions on attached page.
 - i. In your Application please provide a copy of your completion certificate.
9. **Emergency Contact Information** [use form in Application Packet]

Interview Phase of Application

10. **Interviews** with members of the Admissions and Evaluations Board. Information on this process will be provided following submission of the documents listed.
11. **Psychological Evaluation**. Information on this process will be provided following the Interviews.