



ARCHDIOCESE OF INDIANAPOLIS

The Church in Central and Southern Indiana

Office of Catholic Education

1400 North Meridian Street_
Indianapolis, IN 46202
(317) 236-1430
(800) 382-9836, Ext. 1430

Web: www.archindy.org/oce/
E-mail: indyoce@archindy.org
Fax (317) 261-3364

Instructions for Applying for Administrative Positions

Thank you for considering employment as an administrator in the Archdiocese of Indianapolis:

1. Please complete the Administrator Application form for directly online at www.archindy.org/oce/ for the following positions:
SCHOOL ADMINISTRATOR
PARISH ADMINISTRATOR OF RELIGIOUS EDUCATION
PARISH ADMINISTRATOR OF YOUTH MINISTRY
2. All administrator applicants must first apply through the Office of Catholic Educations (OCE) using this form before approaching a school or parish for an interview. You may specify up to six schools or parishes with openings as listed on our website to receive your application (if approved).
3. When you submit the online application it will be received by the Personnel Team at the Office of Catholic Education (OCE) at the above e-mail address.
4. Note: You may send a resumé or other brief information to OCE support your application (optional) by mail or e-mail.
5. Please request that your educational placement service or the college or university you attended send the following items to Att: Personnel Team at the above mailing address:
ACADEMIC CREDENTIALS (if applicable)*
FINAL TRANSCRIPTS*
RECOMMENDATIONS (3)
COPIES OF CURRENT OFFICIAL TEACHER and ADMINISTRATOR LICENSES
(School Administrator applicants ONLY)

*Credentials and grade transcripts must be official documents sent from the college or agency. Recommendations should be sent to OCE directly by individual references (please provide self-addressed, stamped envelopes). Applicant may mail or e-mail copies of licenses. If applicant has not earned a degree, please have a high school transcript or transcript for highest level of education attained sent to OCE.

continued

Instructions continued

6. Please have the STATEMENT VERIFYING PROFESSION AND PRACTICE OF CATHOLIC FAITH completed and signed by your Pastor and returned to the Personnel Team by US Mail (this form is part of this document) (provide a self-addressed, stamped envelope).
7. Please have your employer/former employer(s) sign the VERIFICATION OF EXPERIENCE and return it to the Personnel Team by US Mail (this form is part of this document) (provide a self-addressed, stamped envelope).
8. SCHOOL ADMINISTRATOR APPLICANTS ONLY: On a separate sheet with your name and address at the top, please write a brief STATEMENT OF YOUR VISION and/or PHILOSOPHY OF CATHOLIC SCHOOL EDUCATION (one page typed) and return to the Personnel Team by mail or e-mail.
9. PARISH ADMINISTRATOR APPLICANTS ONLY: On a separate sheet with your name and address at the top, please write a brief STATEMENT OF YOUR VISION for CATECHESIS and FAITH FORMATION and/or YOUTH MINISTRY (one page typed) and return to the Personnel Team by mail or e-mail.
10. After we receive the above documents, we will contact you to schedule a brief interview or the Gallup PRINCIPAL INSIGHT ONLINE INTERVIEW for school administrators.
11. The online application and all listed forms, must be returned to the OCE Personnel Team before the application can be processed. After a reasonable time has passed you may check with us by e-mail at the above address to confirm the receipt of all materials.
12. Your application and all accompanying documentation will be screened and if accepted will be made available to search committees of parishes/schools with a current administrative position opening. This eliminates the need to complete an application for each job opening.
13. If you are interested in applying for a specific job opening, please inform the school or parish contact person and advise them that your application materials will be available at the Office of Catholic Education. Most administrator openings are posted on the Office of Catholic Education Website, www.archindy.org/oce/. Interviews with search committees are arranged by the local committee contact person (usually listed on the job notice).
14. If you have any questions on any of the above procedures, please contact the OCE Personnel Team.
15. A PDF copy of your completed application will be automatically sent to the personal e-mail address you list on your application form. You may also follow the directions and print a copy for your files. OCE will also receive a copy that you may request if your form fails to print, is lost, etc.



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Verification of Experience

Instructions to Applicant: Please fill in your contact information, fill in the requested employment information, and send/give this form to your employer/former employers to be signed and returned to OCE as verification of your past work experience.

Name:		Phone:		
Address:		E-mail:		
City:		State:	ZIP:	
<p>Instructions to Employer:</p> <p>The above named person is applying for a position as an administrator in the Catholic schools or parishes of the Archdiocese of Indianapolis. If the information given for the applicant while in employed by you is correct as entered, please sign and return to the address above. If not, please make corrections. If you have verification of this person's work history with other employers, please enter that information on this form.</p> <p>Thank-you.</p>	<p>From – To (Month – Year)</p>	<p>Total Years</p>	<p>Position</p>	<p>Comments</p>
Organization/ Company:				E-mail:
Address:	City:	State:	ZIP:	



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Pastor's Statement Verifying Profession and Practice of the Catholic Faith

Dear Pastor:

The applicant named below has applied for a position as a Catholic School Administrator, Parish Administrator of Religious Education or Parish Administrator of Youth Ministry in the Archdiocese of Indianapolis and has listed you as a reference to verify his/her profession and practice of the Catholic Faith.

Please respond below:

Thank-you

Name of Applicant:	Position Applied for:
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To the best of my knowledge, the above-named person:

(Please check the appropriate responses below)

	YES	NO	Don't Know
Is registered in your parish or another parish?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attends Sunday Mass?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is active/participates in parish/school activities/programs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage (if applicable) is valid in the Church?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professes and faithfully practices the Catholic Faith?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you aware of any reason that this person could not/should not assume a leadership role in the Roman Catholic Church?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: (optional):

Pastor's Name:	Pastor's Signature:	Phone:
Parish/School Name:		E-mail:
Address:	City:	State: ZIP:

(Please return this form to Att: Personnel Team at the above address)