# Table of Contents

## Overview of the Master of Arts in Pastoral Studies (MAPS)

- Program Description .......................................................................................................................... 1
- Learning Outcomes of the MAPS degree program ........................................................................... 1
- MAPS Degree Compared to Other CTU Masters Degrees ................................................................. 2

## Policies and Procedures

- Admissions Requirements .................................................................................................................. 4
  - Admissions Process ........................................................................................................................... 4
  - Special Students ................................................................................................................................ 5
  - Transfer of Credit ............................................................................................................................... 5
  - Credit by Examination ....................................................................................................................... 5
  - Advanced Standing ............................................................................................................................. 6
  - Academic Advisement and Registration .......................................................................................... 7
  - Candidacy in the Degree Program ..................................................................................................... 8

## Program Outline and Requirements

- Course Requirements ......................................................................................................................... 9
- Checklists ............................................................................................................................................ 10
- Formation ........................................................................................................................................... 12
- Language requirements ..................................................................................................................... 13
- Distance Education ............................................................................................................................. 13
OVERVIEW OF THE MASTER OF ARTS IN PASTORAL STUDIES (MAPS)

PROGRAM DESCRIPTION
The Master of Arts in Pastoral Studies (MAPS) is a 48-credit graduate-level professional degree that is described by the Association for Theological Schools (ATS) as one “designed to equip persons for competent leadership...” in “congregational/parish ministry or service with a general or specialized focus.”\(^1\) At CTU, the overall program goal is to prepare pastoral ministers for a variety of leadership roles in the Roman Catholic context. However, some students who have come from other traditions have also found this degree beneficial.

The MAPS degree serves those who are already in ministry or those preparing for professional ministry. Applicants are expected to have had at least three consecutive years of ministerial experience in a situation of responsibility and leadership.

MAPS students serve in or are preparing themselves to serve in diverse roles in the parish, such as pastoral associate, director of religious education or faith formation, deacon, youth minister, and director of evangelization. This degree also serves those preparing for ministry in other settings, such as chaplaincy and campus ministry. In addition, this degree is appropriate for students already working in diocesan and other institutional and agency settings. Past and current MAPS students have served in a variety of non-parish roles, such as diocesan staff member, high school chaplain, high school principal, healthcare and hospice chaplain, college and university campus minister, spiritual director, and pastoral counselor. MAPS students have also included those serving in religious orders of men and women as formation directors and staff members working in ministries sponsored by religious orders.

LEARNING OUTCOMES OF THE MAPS DEGREE PROGRAM
The learning outcomes of the MAPS degree program call for students to:
1) Engage in constructive theological reflection on Catholic scripture and tradition in a faithful, historically critical, and culturally and ecumenically sensitive manner;
2) Demonstrate in practice the capacity for effective pastoral leadership within their particular cultural and religious contexts; and
3) Demonstrate progress toward integration as ministers/leaders, including growth in their spiritual formation and their development of a coherent theological vision.

MAPS Degree Compared to Other CTU Masters Degrees
The MAPS degree is different from other CTU degrees that are designed for other groups and purposes and that vary in the number of credit hours required. Those are:

Master of Divinity (MDiv)

The Master of Divinity Program (MDiv) requires 79 credit hours and serves those who need more extensive preparation for ministry than is possible in the 48-hour MAPS degree. The Master of Divinity Program Fulfilling Academic Requirements for Roman Catholic Ordination requires 110 credit hours. Coursework done in the shorter MAPS program, however, can be applied towards the MDiv degree, although the two programs cannot be pursued concurrently. Both of these MDiv programs offer a broader spectrum of theological and ministerial studies and include more field education and practical pastoral skills-building than the MAPS degree. Given the time they have available for graduate studies and their location in relationship to the Chicago CTU campus, lay people preparing to be Pastoral Associates and Directors of Parish Life should weigh the benefits of both the MAPS and MDiv degrees.

Master of Arts in a Specialized Ministry

CTU offers five 36-credit professional MA degrees:

- MA in Biblical Ministry
- MA in Hispanic Theology and Ministry
- MA in Intercultural Ministry
- MA in Liturgical Ministry
- MA in Justice Ministry

These degree programs allow students to focus on one major area of ministry studies, rather than take a more general ministry degree offered in programs such as CTU's MAPS or MDiv degrees.

Master of Arts in Biblical Ministry (MA-BM) -- This 36-credit degree focuses on giving the student the knowledge and skills needed to exercise biblical ministry in a variety of settings, usually on the parish level.

Master of Arts in Hispanic Theology and Ministry (MA-HTM) -- Designed to form ministers for religious leadership in the U.S. Catholic Church with its majority Latino/a populations, this 36-credit degree provides foundational instruction in Hispanic religious heritage, Latino/a biblical hermeneutics, and Latino/a theologies.
Master of Arts in Intercultural Ministry (MA-ICM) -- This 36-credit degree is designed to prepare ministers to serve in settings with a diversity of cultural groups.

Master of Arts in Justice Ministry (MA-JM) -- This 36-credit degree is designed to provide ministers with expertise in dealing with theological and pastoral issues related to reconciliation and peace-making processes within the church and the world. Choice of concentration includes: environmental justice, reconciliation, social justice, and racial justice.

Master of Arts in Liturgical Ministry (MA-LM) -- This 36-credit degree focuses on giving the student the knowledge and skills to be a director of liturgy, particularly in a parish setting. This is an ideal degree for pastoral musicians who wish to expand their liturgical knowledge.

Master of Arts (Theology)

CTU offers two types of Master of Arts (Theology) degrees – the general academic MA and the research MA. The general academic MA provides the theological background for those who wish to teach at the secondary or college level or those who seek to develop greater academic expertise in theological studies. The research MA provides this same theological background, but also serves as preparation for those who wish to pursue further studies in a doctoral program.

CTU Certificates

Credits earned in any of the 10 certificates offered at CTU – Biblical Spirituality, Health Care Mission Leadership, Hispanic Theology and Ministry, Intercultural Studies, Interreligious Studies, , Liturgical Studies, Mission Studies, Pastoral Studies, Spirituality, or Spiritual Formation – may be applied toward one of CTU’s six professional degrees -- MAPS or a Master of Arts degree in one of the five MAs in a Specialized Ministry (above) -- if the credits were earned within ten years prior to acceptance into the degree program.
POLICIES AND PROCEDURES

THE STUDENT HANDBOOK
All students should familiarize themselves with the Student Handbook information related to the policies and procedures of Catholic Theological Union. In addition to useful information about daily life in the school, students will find information about policies, such as plagiarism, netiquette online (that is, etiquette for participating in online discussions), copyright issues, tuition payment, student grievances, grades, academic probation, etc. The Student Handbook is available on D2L, CTU's course learning management site (d2l.ctu.edu).

ADMISSIONS REQUIREMENTS
Because Catholic Theological Union prepares people for service in the Church, the good of the Church is the chief criterion for a decision to admit, to advance, and to graduate a student in a ministry program. The admission requirements for the MAPS degree include an applicant having an undergraduate degree or its equivalent. Those who have not completed a bachelor's degree may request an assessment of prior learning and experience to determine equivalency during the admissions process. Undergraduate coursework in theology, philosophy, psychology, and sociology is recommended. It is also recommended that applicants have at least three consecutive years of ministerial experience (whether paid or volunteer) in roles that demonstrate leadership and significant responsibility. For example, at the parish level, applicants might have served as a parish catechetical leader, coordinator of liturgy, youth minister, pastoral musician, or RCIA director.

ADMISSIONS PROCESS
All candidates are required to submit a CTU Application for Admission, which may be obtained from the Admissions Office or requested online at www.ctu.edu/admissions.

To complete the file for review and decision on admissions to the CTU MAPS degree program, the applicant submits:

- A completed application form and personal statement.
- Official transcripts from all post-secondary education forwarded directly to CTU’s Admissions Office by the Registrar of the institutions attended.
- Three letters of recommendation from persons who can attest to the applicant’s suitability for graduate study and ministry. Applicants from participating religious communities in the CTU Corporation are not required to submit these letters. A candidate sponsorship letter by a participating community constitutes adequate recommendation. In the case of diocesan priests and deacons or members of religious institutes that are not participating communities at CTU, one of the three recommendation letter must be from an official representative of the diocese or institute.
- Payment of a non-refundable application fee.

Prospective students must demonstrate English proficiency.
CTU reserves the right to accept or reject any applicant, and all decisions are final. Students are notified of the admissions decision by letter.

**Special Students**
A percentage of the students in a degree program may be admitted without having completed an undergraduate degree. The number of special students is also limited in any course enrollment. Because of the limited number allowed, students without an undergraduate degree are encouraged to seek an assessment of their educational equivalent at the time of application. CTU has established criteria for the assessment of the materials submitted to the admissions office along with the application. The successful applicant for educational equivalency will demonstrate the knowledge, academic skill, and ability associated with the undergraduate degree, in addition to communications skills and any professional skills gained through life experience.

**Transfer of Credit**
In consultation with the academic advisor, the student may wish to petition for a transfer of graduate credits that are appropriate to the CTU program requirements.

If the credits were earned within the previous seven years with a grade of “B” or better, and if the credits were not applied to a degree already awarded, the student may petition for the transfer.

*Ordinarily no more than six graduate credits may be transferred into the MAPS program.* Credits will be recognized only after the student has successfully completed one year of academic work. Courses taken as part of CTU-approved cooperative programs are considered CTU credit and will not be counted as transfer credit. The form to petition for a transfer of credit may be obtained from the Registrar or your program director.

**Credit by Examination**
Students may petition to receive credit by examination in introductory courses and some advanced areas.

**Procedure:**
- Register for the course at its regular time;
- Approach the instructor who teaches the regular course;
- Contract for an examination suited in style and content to the particular course;
- Take the examination within the first two weeks in the semester in which the course is taught.
- Upon successful completion of the exam, the instructor will notify the registrar of the grade in writing. The normal number of credits will be given for the respective course.

The student is responsible for paying full tuition for the credit hours received by examination.
ADVANCED STANDING

In consultation with the academic advisor, a student may also request that prior intellectual formation and ministerial experience be assessed for advanced standing. Here are examples:

At the initial advisement, a student with sufficient undergraduate theology courses to merit replacing introductory coursework with higher-level study should complete the Petition for Advanced Standing. The course for which advanced standing is granted may be replaced by elective credits or, if required by the department, a more advanced course in the same area.

For students with formation or experience at the graduate level, up to one-sixth of the degree program may be approved for advanced standing with credit. The credit will usually count for Elective credits (6 credits).

Experienced ministers with some theological background who have completed a minimum of one year of ministerial service, whose service was in a leadership capacity working directly with people and that included regular evaluative conversations with a supervisor, may also apply for Advanced Standing with Credit for the ministry practicum (2 credits).

For some MAPS students, a substantive, comprehensive diocesan Lay Ecclesial Ministry or Diaconal training program might count toward Advanced Standing or Advanced Standing with Credit. However, the student applying for Advanced Standing will need to provide evidence of such multi-year training in theology and ministry. Not all diocesan training programs are equally substantive and comprehensive.

Procedure for Applying for Advanced Standing with Credit.

1. The student confers with the academic advisor concerning the course/courses for which advanced standing with credit is sought.

2. With the Petition for Advanced Standing with Credit,
   A. For introductory courses, the student petitions with the documentation to support the request including:
      - Course syllabus
      - Faculty name and credentials
      - Transcript or certificate of completion
      - Description of context of learning
      and applies to an instructor of the respective introductory course for assessment.

   B. For the ministry practicum, the student petitions with the documentation to support the request including:
      - Written request that practicum credit be awarded for prior ministry experience that included theological reflection
      - Description of the ministry site, leadership role, and responsibilities
      - Supervisor contact information and description of kinds of supervision offered
• Student’s description of the contribution of the supervision to ministerial identity and competency
• A letter from the ministry supervisor including:
  o Evaluation of the ministry
  o Recommendation for recognition of the prior substantive supervised ministry

The student submits this material to the Director of Field Education for assessment.

Ordinarily, a student requesting advanced standing for a practicum is expected to have had some theological education prior to the ministry experience.

3. The instructor, or Director of Field Education, to whom the Petition for Advanced Standing is submitted, will forward the successful petition, with the assessment and recommendation, to the MAPS Program Director who submits the petition to the Academic Dean for final approval.

4. The student pays one-third of the tuition rate for the credits granted.

Procedure approved by the CTU Faculty Assembly, May 5, 2011.

Ministry Practicum Option for MAPS Distance Learners as of October 2014:
An alternate approach to Advanced Standing with Credit for Ministry Practicum is available for eligible CTU MAPS Distance Learners **who are in full-time ministry and who have not had Theological Reflection as a regular aspect of that ministry.** They can, with the MAPS Director’s approval, register for M4204A-3, a Ministry Practicum course that combines the student providing the information required for the Petition for Advanced Standing, along with an initial essay assigned by the Director of Field Education, and participation in a series of online theological reflection discussions with other MAPS students who are also in full-time ministry. Upon completion of the course, students will receive two credits for Advanced Standing with Credit for the Ministry Practicum requirement in the MAPS degree. The student is responsible for paying full tuition for the two-credit-hour course.

ACADEMIC ADVISEMENT AND REGISTRATION
The MAPS Program Director will initially register new students for their first courses. After that process, the student will be assigned an Academic Advisor. All new students are responsible for seeking an advisement meeting with their advisor by the middle of their first semester, before Registration Week.

CTU course schedules and descriptions are found on the CTU website. Early registration is encouraged.

Please Note: Students should confer with their Academic Advisor **before** registering online.
Students should:

- View the course schedule online, or as found in the registrar’s kiosk, and identify courses that will advance their academic program and fit his or her personal schedule.
- Make an appointment with the Academic Advisor – in-person or via phone or video chat – to discuss their course choices and then register online.
- If meeting with the advisor, the student can bring a registration form with course choices to the appointment for the advisor’s signature and for submission to the registrar.
- Include registration for a theological reflection group if you are in the Emmaus Lay Formation Program.

During the first week of the semester, students can make changes in their course choices with no financial penalty. Students should use the Add/Drop Form and submit that form to their Academic Advisor for his or her signature and turn it in to the Registrar.

Through CTU, students may also register for courses that are provided by the Association of Chicago Theological Schools (ACTS) with the approval of the Academic Advisor. Courses may be offered online or onsite at our neighboring theology schools. Before registering for an ACTS course, students should contact the school where the course listed is being offered to make sure it is still being offered. The Registrar's Office can advise on the correct procedure and registration form for ACTS courses.

**CANDIDACY IN THE DEGREE PROGRAM**

In granting candidacy for a degree program, CTU affirms that a student has demonstrated through academic performance, ministerial sensitivity and theological reflection that she or he has the potential to complete the degree program successfully and to be an effective ecclesial minister. The Petition for Candidacy is required of all master's degree candidates who have earned 25% of their required credits.

Upon completion of 12 credits of the 48 credits required for the MAPS Program, students initiate the process for candidacy in the degree program by signing and submitting the Petition for Candidacy to their Academic Advisor. The advisor checks for completion of credits, as well as for a minimal grade point average of 3.0, before making the decision to confer, to defer, or to deny candidacy.

Students then submit the petition to the Formation Director for a decision and, finally, to the Program Director.

The full-time faculty are also consulted regarding those students seeking candidacy, and the final decision rests with the Academic dean. All decisions are final.

See the Candidacy form for a more complete description of the process. The degree must be completed within seven years after the conferral of candidacy. The form to petition for candidacy may be found on D2L in the “Program Materials for MAPS” section entitled, “Candidacy.”
PROGRAM OUTLINE AND REQUIREMENTS

All new MAPS Students are required to work their way through the free online Essential Skills for Theological Education modules on D2L to prepare themselves for their first courses. These modules present information and tutorials related to computer skills, research and citation skills, writing skills, and presentation skills. These modules remain on D2L for future reference.

COURSE REQUIREMENTS

Most new MAPS students are expected to take the I4310 MAPS Colloquium as part of their orientation to theological studies at CTU. It is a practicum course designed to:

1) present an introduction to graduate theological studies to new students in order to help them be launched successfully in their CTU studies;
2) introduce students to learning skills necessary for successful completion of their degree program;
3) present opportunities for students to articulate their ministry experience in its cultural and religious context, a necessary step for critical thinking and theological reflection; and
4) foster skills of collaborative learning.

The course is ordinarily offered each Fall semester. MAPS students should take it early in their program, unless exempted by the MAPS Program Director because of the student’s previous, recent educational experience. All MAPS students are encouraged also to take a course in the methods of theological reflection.

Course requirements for all MAPS students include the following:

Foundational and Introductory Courses: These gateway courses (8 credits) should be taken early in the program, ideally within the first 12 credits of coursework.

Area Requirements: The MAPS degree involves completion of eight of these courses (24 credits) in specific areas of ministry and theology.

Electives: The number and type of elective credits will vary depending on whether the student is in the general MAPS degree program (12 credits) or is taking the MAPS degree while meeting diocesan or archdiocesan requirements for Lay Ecclesial Ministry (in which case a student may have no electives, since their program specifies all of their coursework).

Practicum: After both the completion of 25% of the program requirements and the granting of Candidacy in the degree program, students contact the Director of Field education to plan a field education experience called a “ministry practicum” (2 credits).

Integrative Components: Capstone projects or a Capstone seminar are the final required integrating experience of the program. The MAPS student, for example, may take part in a seminar course (I5311 Capstone Seminar) or choose among several final paper or project options in which a faculty advisor will direct their work (I5310 Capstone Project).
CHECKLISTS

Students should keep and update each semester their own copy of their MAPS program original checklist. Checklists are posted on the D2L course management site under “Program Materials for MAPS.” The standard MAPS checklist, seen below, is one example of the specific course requirements and credit distribution. In addition, some students may need to follow checklists for the MAPS degree tailored to specific programs, such as the Lay Ecclesial Ministry Formation for the Archdiocese of Chicago, Lay Ministry Training for the Diocese of Gary (GLMP), CTU’s Institute for Religious Formation Program (IRF), or the Graduate Certificate of Pastoral Ministry offered at St. Xavier University in Chicago.

SAMPLE MAPS CHECKLIST

<table>
<thead>
<tr>
<th>Foundational and Introductory Course Requirements</th>
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<td><strong>Sem.</strong></td>
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<td><strong>Total Hours</strong></td>
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<th>Area Course Requirements</th>
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<td><strong>Sem.</strong></td>
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<td><strong>Total Hours</strong></td>
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2 To be taken in the later part of the program
3 To be taken toward the end of the program after Scripture courses
### MAPS Program Requirements

#### Courses

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<tr>
<th>Sem.</th>
<th>Grade</th>
<th>Courses</th>
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<td>M4204</td>
<td>Ministry Practicum (Workshop Requirements for Site Placement See Below)</td>
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<td></td>
<td></td>
<td>IS310</td>
<td>Capstone</td>
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Total Hours 4

#### Elective Courses

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<th>Grade</th>
<th>Actual Courses</th>
<th>Hours</th>
<th>Completed Hours</th>
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Total Hours 12

### Degree Total

48 credits

### Workshops

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<th>Required Workshops</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td>YR1 Virtus Training</td>
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<tr>
<td>YR1b Issues in Human Sexuality</td>
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<tr>
<td>YR1c Professional Standards</td>
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<tr>
<td>YR1d Ministry Practicum Orientation &amp; Interview Workshop</td>
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<thead>
<tr>
<th>Required Year II Workshop</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td>YR2 Ministry Practicum Orientation and Theological Reflection</td>
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### Emmaus Lay Formation Program Requirements

F4995 Introductory Formation Workshop is designed to be taken in the first semester of the degree program.

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Jan</th>
<th>Spring</th>
<th>Summer</th>
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4 See d2l.ctu.edu
5 Workshops are required for Chicago-area students
**Formation**

Students who are not exempt from formation requirements and who are not members of religious congregations with existing formation programs at CTU are required to participate in spiritual formation through the Emmaus, Augustus Tolton, or Oscar Romero Programs. Because both the Tolton and the Romero Programs are jointly sponsored with the Archdiocese of Chicago, scholars commit to work in the Archdiocese of Chicago for a minimum of three years after graduation from Catholic Theological Union.

- **Emmaus Formation Program**

  Inspired by Luke’s story of Cleopas and his companion (Luke 24:13-35), the Emmaus Program is a human/spiritual program of growth and transformation that allows lay students to integrate their life experiences with the Catholic tradition as they continue their journey of self-discovery and ministerial identity.

  The staff of the Emmaus Program meets individually with each student for a covenant session during which they together discuss and outline the student’s goals and plan participation in required theological reflection meetings, retreats, and spiritual direction. Emmaus formation participants are expected to have a spiritual director, attend two retreats per year, and register for a required theological reflection group each semester for up to six semesters, after which they can participate in the Emmaus Advanced Formation Program that involves them in leading theological reflection in their own context.

  The Emmaus Program’s Introductory Formation Workshop (F4995) takes the place of the theological reflection requirement for the student’s first semester. The workshop is designed to be taken in the first semester of a student’s degree program work. The 3½-hour workshop provides a general understanding of the role of formation for ministry and a specific understanding of the four components of formation (covenant, retreats, theological reflection, and spiritual direction) provided within the Emmaus program. The Introductory Workshop also will familiarize the student with human/spiritual formation for lay ministry as presented by the United States Conference of Catholic Bishops’ (USCCB) document, *Co-Workers in the Vineyard of the Lord*.

- **The Augustus Tolton Pastoral Ministry Program**

  The Augustus Tolton Pastoral Ministry Program for Black Catholic Scholars offers students activities designed to enhance their own spirituality, to assist them in integrating their spiritual formation with their academic knowledge and understanding, and to provide practical ministerial skills. Activities consist of theological reflection meetings, retreats and other events, lectures and seminars as specified by the director of the program.
• Oscar Romero Scholars Program

The Oscar Romero Scholars Program for Hispanic Catholics offers theological reflection meetings, retreats and other events, lectures and seminars as determined by the director of the program.

LANGUAGE REQUIREMENTS

English is the only language requirement for the MAPS degree. Students need to be fluent enough in speaking English so that they can productively participate in class discussions and to be able to read and to write in English competently enough to be able to handle course requirements. Some students who need to enhance their English skills may be required to participate immediately in CTU’s English for Theological Education tutoring program or to take an English as a Second Language course at DePaul University with whom we have an alliance.

DISTANCE EDUCATION

It is possible to do the MAPS Program through a combination of online, blended, and traditional face-to-face classroom courses. Students pursuing the degree through distance education fulfill all of the normal requirements of the program, including formation, but are not required to take all of the professional workshops needed in advance of doing their ministry practicum. A minimum of 18 credits must be earned in courses which meet onsite to fulfill the ATS residency requirement for a MAPS degree program.