

Priest Reference Form For Teacher Applicants

To assist you with reference requests and to provide consistency for all involved, we are attaching a template for pastoral references which we trust honours both your professional integrity and your busy ministry schedules. Priests who provide recommendations for teacher applicants are requested to interview the applicant on the basis of this form, and/or compose a letter, as they prefer. Please do not feel obliged to provide a pastoral reference for a candidate if you feel it would be inappropriate. The information most helpful to the Board is clearly indicated in the questionnaire. Teacher candidates have a legal right to access their files but the only others with access are school board personnel involved in hiring. Catholic school boards have been requested to notify priests about local protocol in this regard.

We thank you for your involvement in this process and for your encouragement and support of the ministry of Catholic teaching.

The following introductory paragraphs are taken from "For the Love of Teaching: Preparing Teacher Candidates for Ministry in Catholic Schools," a document which was approved under the auspices of the Board of Directors for the pre-service courses in Religious Education at the University of Toronto and York University.

Teacher Candidates: Expectations of the Catholic Community

Catholic schools consider it essential that all teachers support the religious goals of our system, both explicitly and by example. Fundamentally, teacher candidates are expected to help children grow as believers, develop a personal relationship with God, learn about and accept Catholic teaching, and follow a Christian way of life.

It is our conviction that such a professional responsibility also implies personal responsibilities. Teacher candidates are expected to be disciples of Jesus Christ and faithful members of the Catholic Church. They are called to become increasingly better informed about Catholic theology and methods of teaching Religious Education. They should recognize that, while Catholic adults have a right to form their own opinions and make responsible decisions, teachers' personal conduct has a significant effect on the children in their care. Thus teacher candidates, like more experienced teachers, are expected to model love and respect for children and colleagues, to participate regularly in the sacramental life of the Church, to respect the behavioural standards of the communities in which they work and live, and not to impose personal opinions or problems of faith upon the students.

We recognize that a significant proportion of Catholic teacher candidates enter faculties of education with very limited background in theology and religious education and often with limited practice of their faith, such as regular attendance at Sunday Eucharist. We recognize that individual believers are in journey towards wholeness. Some, while sincerely seeking a deeper understanding of Divine Will, may be struggling in their efforts to be faithful to the life of the Church. "It is not necessary to be free of fault and failures to be faithful to the integrity of the process of Catholic education. Otherwise, none of us would dare to be involved." (*This Moment of Promise*, P.26) We sincerely hope that the calling to become a Catholic Teacher will inspire candidates to continue to grow in the practice of their faith.

PRIEST REFERENCE FORM FOR TEACHER APPLICANTS

1. Priest Reference For

Name of Teacher Applicant _____

Address of Teacher Applicant _____

2. Priest's Knowledge of the Candidate

Check one or more of the following

I have

- on going personal knowledge of the individual as a member of the parish
- personal knowledge of the individual in the past
- knowledge of the candidate's family
- knowledge through a personal interview
- other _____

3. Reference

You may wish to answer or comment on some or all of the following.

a. The candidate participates in the sacramental life of the Church.

- regularly
- occasionally
- infrequently
- not known to me

b. The candidate is involved in service: in the Church, in the broader community (e.g. Lector, Youth Group, Out of the Cold, Food Bank).

- yes
- no
- not known to me

c. The candidate comes from a Catholic background.

- yes
- no
- not known to me

d. In my opinion the candidate possesses attitudes and dispositions which will serve Catholic Education positively.

- yes
- uncertain
- not known to me

e. The candidate appears to have an appreciation of teaching in a Catholic school as a vocation and ministry, not merely a job.

- yes
- no
- not known to me

4. Further comments if desired

Priest _____ Parish Name & Address _____
 please print

Parish Phone & Fax # _____

Signature _____ Date _____

Information will be maintained in compliance with the
Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, c.M.56.

**This form was developed by:
 Ontario Catholic School Trustees' Association in partnership with
 The Ontario Conference of Catholic Bishops and
 The Ontario Catholic Supervisory Officers' Association**