



Archdiocese
of Toronto

Catholic Pastoral Centre
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Priest Reference Form for Chaplain Applicants

The Process for hiring new Chaplains as developed by each local Catholic School Board is extensive and complex. The process includes consultation, where possible, with local Clergy about potential Chaplain candidates. The priest's response is one important part of the total process. This one form is intended to provide the required information for each of the School Boards within the Archdiocese of Toronto.

To assist you with reference requests and to provide consistency for all involved, this is a template for Pastoral References which we trust honours both your professional integrity and your busy ministry schedules. Priests who provide recommendations for Chaplain 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 obligated to provide a Pastoral Reference for a candidate if you feel you are unable to do so.

The information most helpful to the School Boards is clearly indicated in the questionnaire. Chaplain candidates have a legal right to access their files but the only others with access are School Board personnel involved in the hiring.

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

For further information:

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**PRIEST REFERENCE FORM
FOR CHAPLAIN APPLICANTS**

1. Priest Reference For

Name of Chaplain Applicant _____

Address of Chaplain 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 Chaplaincy 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 _____
please print

Parish Name & Address

Parish Phone , Fax # or Email

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 originally developed by:
Ontario Catholic School Trustees' Association in partnership with
The Ontario Conference of Catholic Bishops
(Assembly of Catholic Bishops of Ontario)
The Ontario Catholic Supervisory Officers' Association**

Personal Faith Reflection

This Form may be used to help provide additional information about the candidate and help focus a meaningful discussion. It may be included as part of the application package.

1. What is your Philosophy of Catholic Education? *(200 words maximum)*

2. Why do you want to serve in a Catholic School and why would you be an asset to our Catholic School system in Ontario?

3. Describe your contribution and participation in the life of the broader community and the Catholic parish. *(Your reflection should include service to the common good of society as well as to your faith community).*

Personal Faith Reflection

4. How has this involvement contributed to your faith?

5. How do you intend to continue to grow in your faith life as a Catholic Chaplain educator?
(i.e. retreats, volunteer work, etc.)

Name: _____ Phone: _____

Address: _____

Email: _____ Parish: _____