



Northeastern Catholic District School Board

383 Birch Street North, Timmins, ON P4N 6E8 705.265.7443 or 877.422.9322

Pastoral Reference Form

Dear Parish Priest or Deacon,

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 or deacons who provide recommendations for NCDSB candidates are requested to interview the candidate 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. 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 pastoral references 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 education.

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.

Expectations of the Catholic Community

Catholic schools consider it essential that all staff support the religious goals of our system, both explicitly and by example. Fundamentally, 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. 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, staff's personal conduct has a significant effect on the children in their care. Thus all staff 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 sincerely hope that the calling to become a member of our Catholic school system will inspire candidates to continue to grow in the practice of their faith.

Yours in Catholic Education,

Tricia Stefanic Weltz
Director of Education



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Fax: 705.267.3590 Website: www.ncdsb.on.ca

PASTORAL REFERENCE FORM

1. CANDIDATE INFORMATION

Name of Candidate:

Street Address:

City:

Province:

2. PASTORAL KNOWLEDGE OF THE CANDIDATE (Check one or more of the following)

I have:

- ongoing 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, i.e. Lector, Youth Group, Out of the Cold, Food Bank, etc.

- 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

5. PASTORAL REFERENCE INFORMATION

Name of Reference: _____

Parish Name: _____

Parish Address: _____

Parish Phone: _____ **Parish Email/Fax:** _____

Signature: _____ **Date:** _____

April 2022

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