



St. Clair Catholic
District School Board

Catholic Pastoral Reference

(For candidates applying for teaching positions in the St Clair Catholic District School Board)

Our Mission:

Learning Together today, transforming tomorrow



A note to the priest providing this pastoral reference:

The process for hiring a Catholic teacher in this Catholic School Board is extensive and complex. One important part of the total process includes consultation with the candidate's pastor, through this reference form. The candidate's Faith Journey Application, other professional references, a criminal record check and an interview are all influential in the hiring decision. Personnel responsible for hiring within our Catholic School Board are well aware of the importance of their decision and place high value on this Pastoral Reference.

To assist you with reference requests and to provide consistency for all involved, we are attaching a template for your use, which we trust honours both your professional integrity and your busy pastoral schedules. Please do not feel obliged to provide a pastoral reference for a candidate if you feel it would be inappropriate. The candidate has the legal right to see the information you record on this form, but additional access will only be provided to the school board personnel involved in hiring.

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

A note to the teacher candidate:

In addition to providing a high quality education, our Catholic teachers carry out the mission and ministry of passing on the faith to our students. This reference, from your current Catholic priest, is an essential part of your application process.

To give a solid pastoral reference your pastor is looking for some very particular things. He is asked to assess your being a person of faith practice: in your personal life, in your worship practice, and in your involvement in the life of the parish community. This is a big responsibility you are asking from your pastor: one which is weighed heavily by this school board in the hiring process.

Your pastor wants to give you a great reference. If he does not know you, if he is unaware of your presence or involvement at Mass or in parish life, if you are not a registered parishioner, he will have difficulty or be unable to provide you with a supportive reference. If you find yourself in this position, for whatever reason, it may be best to first:

- introduce yourself to your pastor at Mass so that he may know you personally and by face,
- register in the parish as an individual and not under your parents,
- get involved in the works of the parish somehow, no matter how small,
- begin supporting your parish, no matter how small your contribution, with your time, your talent, and financially.



CATHOLIC PASTORAL REFERENCE FORM

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): _____

Signature: _____

Date: _____