

# Centre for Christian Studies

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## Request for Reference for Applicant

Applicant's Name	
Referee's Name	

The Centre for Christian Studies is requesting your assistance in assessing the suitability of the above named applicant for acceptance into a full time program of preparation for ministry. The four year diploma program or one year certificate program provides education and training for people seeking to respond to calls to ministries of service, pastoral care and education, either as paid ministry personnel or volunteers.

This program uses a community based model, where participants live in their home community and gather periodically for intensive classes. In addition each participant practices ministry in a local field placement and takes external academic courses through another theological college. CCS uses an experiential method of education, calling on the participants to engage all of their senses in learning, while integrating theoretical knowledge and skill with the sense of self and faith. CCS is also committed to an action reflection model in which knowledge informs action in the world, and this reflection on experience informs the body of knowledge.

The experience of present and past participants indicates that this program is challenging because of its intensity, its potential isolation and the life changing nature of the method of learning. As you assess this applicant from your personal experience of them, we invite you to keep this in mind. The enclosed "Guidelines for Readiness for Admission" will provide you with a sense of the kind of criteria which will be used in determining suitability during the interview process.

Your response, on the attached form, is very significant in the application process. We would appreciate you forwarding it to CCS as soon as possible. This response will be treated confidentially and not shared with the applicant. Please send it to the Registrar at the address above. (You need only return pages 4 & 5 - Applicant Reference form.)

Thank you very much for assisting us in this regard.

The use, retention and disclosure of personal information collected from this form is done in compliance with privacy legislation including, but not limited to, the *Personal Information Protection and Electronic Documents Act*.

## **Centre for Christian Studies**

### **Guidelines for Readiness for Admission**

In assessing an applicant's suitability for admission in the diploma program the Admissions Team uses the following criteria as guidelines. These criteria are not absolute but indicate the areas in which applicants need to show openness, ability and potential.

#### **I Sense of Identity as Self**

1. Shows an ability to take initiative and give examples of this.
2. Understands oneself to be preparing for a lay or ordered ministry in the church and world.
3. Has emotional stability; is able to cope with physical and emotional stress; shows flexibility.
4. Has a capacity to work, play and pray.
5. Shows a sense of humour.
6. Is open to growth and change and has a beginning awareness of its implications.
7. Is able to invest oneself in the diploma/certificate program.
8. Has a beginning appreciation for the issues of racism, classism, sexism and heterosexism and is open to developing an understanding of how these factors influence one's own sense of self and one's position in the world.
9. Has some awareness of one's own sexuality.

#### **II Sense of Self in Relationship to others**

1. Has a beginning sense of one's own power and vulnerability.
2. Shows some ability to work alone and in relation to others; is aware of the importance of responsibility to community.
3. Values and demonstrates respect.
4. Is committed to including others in community and values diversity.
5. Is willing to explore issues of sexuality and their impact on personal and professional relationships.
6. Is open to learning in a community that holds a diversity of understandings of gender and sexuality.
7. Is open to the challenge and support in a community committed to the CCS Theological, Educational and Justice Stances.

#### **III Learning**

1. Approaches the world as a learner and is able to take responsibility for own learning;
  - wants to learn and grow and change
  - is committed to learning in community
  - is willing to learn in different ways.
2. Can demonstrate ability to study at a university level.
3. Willingness to learn in a community that is diverse culturally, theologically, economically and by sexual orientation.

#### **IV Communications**

1. Has basic skills in oral and written communication, including the ability to read and learn from university level theological resources and to write coherently and cogently.
2. Has basic interpersonal and relationship skills.
3. Has basic computer skills, including use of internet and email.

#### **IV Leadership and Group Process**

1. Has some awareness of how one functions as a member in groups.
2. Has some experience of leadership.
3. Has willingness to learn and practise variety of styles of leadership.

#### **V Theology and Faith**

*amended and approved Program Committee May 25/06*

1. Can articulate elements of one's own faith.
2. Is willing to explore the implications of one's faith.
3. Is aware of having acted out of a faith stance and can share examples.
4. Shows readiness to critique one's own theology.
5. Has an awareness of one's spiritual needs and is open to exploring spiritual practices.

#### **VI Education in the Faith Community**

1. Understands education as essential to the faith community.
2. Regards understanding and learning as a vital dimension of faith.
3. Is interested in learning how to enable others to grow in their faith.

#### **VII Social Service and Social Change**

1. Understands a role of ministry in responding to social needs and justice issues in the community (local and worldwide).
2. Understands justice and compassion for the church and the world to be an essential component of ministry.

#### **VIII Pastoral Care**

1. Is aware of the importance of pastoral care.
2. Has a sensitivity to the needs of self and others.
3. Is open to risk and vulnerability.
4. Has some awareness of one's own needs, power and vulnerability.

#### **IX Liturgical Ministry**

1. Values liturgy as important in the life of the faith community.
2. Has some experience of liturgical leadership.
3. Is open to exploring liturgical leadership for oneself.

#### **X Organizational and Administrative Skills**

1. Values organization and administration as important in the life of the faith community.
2. Has shown evidence of organization in one's own life and awareness of priorities.

#### **XI Understanding of Church**

1. Values the tradition of the church and shows some understanding of it denominationally and ecumenically.
2. Is open to understand the church as both an institutional structure and a faith community.
3. Has an understanding of the role of laity as essential to the life and work of the church.

#### **XII Integrated Understanding of Ministry**

1. Is ready, willing and able to learn and develop through struggle and question, ambiguity and complexity.

Each applicant will be interviewed by an Admissions Team. A decision concerning admissibility will be made in light of the criteria for admissions. The decision of the Admissions Team will be communicated to the applicant by a representative of the team as soon as possible following the interview, and reported to CCS staff immediately thereafter.

Appeal procedures concerning applications for admissions will be sent to persons requesting an application form.

*approved by Program Committee Jan. 31/01, amended May 23/2006*

## Applicant Reference for Centre for Christian Studies

Applicant's Name		Date	
Referee's Name			

Please check the appropriate box on the following scale and attach any clarifying comments:

		Very High	High	Average	Low	Very Low	Don't know
1	Ability to think creatively						
2	Ability to enjoy life						
3	Ability to take initiative						
4	Integrity						
5	Emotional stability under strain						
6	Ability to live with ambiguity and uncertainty						
7	Ability to deal with conflict						
8	Ability to be flexible						
9	Capacity to cooperate with others						
10	Sensitivity to feelings and needs of individuals						
11	Willingness to accept criticism						
12	Willingness to accept responsibility						
13	Willingness to accept new ideas						
14	Interest in community and world affairs						
15	Intentionality in working towards justice						
16	Ability to speak about faith						
17	Self-confidence						
18	Accurate self perception						
19	Confidence in meeting new people						
20	Self insight into own sexuality						
21	Openness to diversity of sexuality in others						
22	Leadership ability with children						
23	Leadership ability with adults						
24	Leadership ability with peers						
25	Ease with people in authority						
26	Motivation and ability for self directed learning						
27	Willingness to take responsibility for own learning						
28	Sense of self as a life long learner						
29	Ability to read and write at a university level						
30	Ability to manage time effectively						

See Over

CCS students may be in situations where they are interacting with children, seniors, people with disabilities, those with high pastoral needs, and other highly vulnerable people. Do you have any concerns about the applicant working with vulnerable people? (Attach details if necessary.)

CCS students are in intense learning environments with their peers and staff, often in residential settings, where an atmosphere of trust is essential. Do you have any concerns regarding the applicant's ability to discern and act within appropriate boundaries? (Attach details if necessary.)

Please add or **attach** any other comments about the applicant's suitability for the program. Your honest disclosure of the applicant's gifts, skills, life situation and areas for further growth will help CCS to assess the applicant's suitability for the program.

Signature		Occupation	
Email Address		Phone No.	
Relationship to Applicant (teacher, pastor, friend, supervisor, etc.)			
How long have you known the applicant?			

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