**Presence Program**

**Called in Love, Sent to Serve**

**Letter of Recommendation**

**Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To whom it may concern:

The above-named applicant has applied for admission to our two-year **Presence Program: Called in Love, Sent to Serve.** This program will involve the applicant in a spiritual formation process that involves three core components: (a) discerning one’s call to spiritual direction, (b) learning about how to be a spiritual director, and (c) having a supervised practicum in the experience of providing spiritual direction. The applicant gave your name as a personal reference. Before responding to the questions below, please read carefully the accompanying brochure. Then, keeping in mind the nature of this formation program, please respond to the following questions.

1. How long and in what capacity have you known this applicant?

1. What are some qualities (gifts, skills) of the applicant that are indicative of his/her suitability for the ministry of spiritual direction?

1. Describe some ways you have observed the applicant using these gifts and skills already.

1. What are your observations about the applicant related to the following qualities? (Please check the box that fits best.)
2. Would you ever refer someone to the applicant for spiritual guidance? Why or why not?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Qualities Being Assessed**  | **Excellent**  | **Good**  | **Needs Improvement**  | **Limited Capacity**  | **Unable to Assess**  |
|  Demonstrates self-awareness   |   |   |   |   |   |
|  Demonstrates gifts and skills for spiritual direction ministry   |   |   |   |   |   |
|  Has an ability to reflect on her/his faith experience   |   |   |   |   |   |
| Has basic knowledge of the principles, teachings, history, sacred texts, and practices of his/her denomination and/or faith tradition. |  |  |  |  |  |
|  Has knowledge and awareness of the spiritual life and prayer   |   |   |   |   |   |
|  Can think analytically and with critical reflective awareness   |   |   |   |   |   |
|  Has ability in written communication skills   |   |   |   |   |   |
|  Has ability in interpersonal communication skills   |   |   |   |   |   |
|  Demonstrates dependability   |   |   |   |   |   |
|  Is open to learn and grow   |   |   |   |   |   |

**Overall assessment of this Applicant’s Suitability**

What is your overall assessment of this applicant’s suitability for the Presence Program? (Please check the line that fits best.)

\_\_\_\_\_ I recommend that this applicant be admitted to the program.

\_\_\_\_\_ I recommend, with some reservation, that this applicant be admitted to the program.

\_\_\_\_\_ I do not recommend that this applicant be admitted to the program.

Are there any further comments you would like to make about this applicant, including your overall assessment of the applicant?

Thank you for taking the time to respond to the above questions. Your assistance in this discernment, screening, and selection process is greatly appreciated.

**Your contact information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Province: \_\_\_\_\_\_\_\_ Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: (Home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Work) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Cell) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please direct this document to:**

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