



Diocese of Prince George

6500 Southridge Avenue
Prince George, BC Canada
V2N 5P9

Phone: 250-964-4424
Fax: 250-964-2101

Form 3: Ministry Letter of Reference

*On parish letterhead
Today's date*

Reference's name and address

Re: Developing a safe parish community reference letter

The Diocese of Prince George and its parishes are asking their volunteers to provide references. This is done to assure the safety of children, the elderly, vulnerable adults and the volunteers themselves. The information on this form stays in a confidential file and is not shared with any outside organizations or institutions.

_____ (name) is interested in volunteering at this parish and has chosen you as a reference. The current, accurate information about this person that you provide will be an important tool in our decision-making process.

Please complete the enclosed form and return it in the enclosed envelope. Your participation in this process is appreciated.

Sincerely

Priest's name

Enclosures



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Developing a Safe Parish Community Reference Letter

Please provide a reference for: _____

Your Contact Information

Name		
Street Address		
City, Postal Code		
Telephone	Home:	Other:
E-Mail Address		

1. What is your relationship to the person named above? How long have you known this person?

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2. How would you describe this person's ability to work alone? Or with others?

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3. How would you describe this person's character, personality and temperament?

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4. What would you describe as this person's strengths?

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Developing a Safe Parish Community Reference Letter cont'd

5. If you could suggest some areas of improvement what would they be?

6. On a scale of 1 to 4 indicate by circling the appropriate number, how well does this person exhibit the following traits?

Trait	Very little			Very well
Dependable	1	2	3	4
Trustworthy	1	2	3	4
Honest	1	2	3	4
Considerate	1	2	3	4
Emotionally Stable	1	2	3	4
Tolerant	1	2	3	4
Respectful	1	2	3	4

7. Would you recommend this person as a church volunteer? Please explain.

Signature of person providing reference

Signature	
Date	

Please return this reference form in the addressed envelope provided. Please seal the envelope.

You may be contacted at a later date by a parish representative if clarification is required.