



Waterloo Catholic
District School Board



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Pastoral Reference Form For Leadership Positions

Form B

A little about you.....

Name: _____

Address: _____

Telephone: _____

Position Applied for: _____

Name of the Roman Catholic
Parish that you attend: _____

Date of this Pastoral Reference: _____

Notes to candidate:

Please read the *Questions for Reflection* section of the enclosed *Pastoral Reference Form*. Answer the questions 1, 2 and 3 before visiting your pastor for completion of the rest of the form.

The pastor (or person providing the reference on his behalf) will conduct an interview with you based on the answers you provide to questions 1, 2 and 3 of the enclosed *Pastoral Reference Form*. Upon completion of the interview, the pastor will provide you with a copy of the *Pastoral Reference Form* for you to submit to the *Human Resource Services Department* of The Waterloo Catholic District School Board.

Applications will not be considered without a completed copy of this form on file.

Roger D. Lawler
Director of Education

Rick Boisvert
Superintendent of Human Resource Services



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Introductory Reflection from Our Spiritual Animator, Fr. Fred Scinto, CR

Thank you for your interest in seeking a position of leadership with the Waterloo Catholic District School Board. Roman Catholic schools in Ontario exist as part of the Roman Catholic Church's mission to transform the whole world for the Risen Christ; these schools then provide Roman Catholic parents with the opportunity to ensure that their children receive a truly Catholic education. Since Catholic parents may choose between public and Catholic schools, their choice of Catholic schools reflects their belief that leaders and staffs of Catholic schools are committed to providing a different educational and religious experience for their children than might be obtained in public schools.

The special character of Catholic schools depends greatly upon the faith life of leaders and staff members. Leaders and teachers are employed in Catholic schools with the expectation that they will take seriously the practice and development of faith both in themselves and in the students they serve. A serious commitment to these objectives is essential if Catholic schools are to maintain and strengthen the trust and confidence, which the Catholic community has in Catholic education.

The Catholic community has the right and responsibility to collaborate in the selection of leaders and staff for our Catholic schools. It is for this reason, therefore, that the careful advice of the parish priest, who represents the faith community, is sought when choosing candidates for positions of leadership in the Catholic school system. It is, therefore, required that prospective leadership candidates assist in manifesting and substantiating their commitment to the Church and to Catholic education and, also, express their willingness to give the special witness to faith which is expected of Catholic leaders in Catholic schools by completing the following process as part of their application.

The intended outcome of our hiring practices for leaders is that those hired will be leaders who experience a call to serve in Catholic schools and who are seriously committed to life-long growth in faith. As models and mentors for their students and staff, Catholic leaders have the capacity to build relationships that foster the faith life of all students in such a way that faith and life and culture become integrated. Ultimately, Catholic students will discover ways to nourish and nurture their own faith and, as they grow into adulthood, all will take their rightful place in society and continue to transform the world for the Risen Lord.

The Waterloo Catholic District School Board has a duty to hire those leaders who will be devoted to and promote the teachings and traditions of the Roman Catholic Church; hence it needs to ensure that the public life style of its staff and leaders continue to enjoy the support, confidence and trust of the whole Catholic community, including both laity and clergy. Hence, it looks for candidates who will give solid witness to the Catholic faith in both word and example.



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Important Notes:

1. The candidate will arrange a meeting with the pastor. Please provide the pastor with sufficient lead-time in order to ensure the pastoral reference is completed on a timely basis.
2. The candidate will complete the questions on pages 5 - 7 of the pastoral reference form, in writing, and take the responses to the interview with the pastor.
3. The pastor will base the interview, as a minimum, on your written responses and the questions for reflection found on page four of the pastoral reference form.
4. The pastor will provide you with a copy of the pastoral reference and either forward a copy to the Board Office on your behalf or provide you with an additional copy to forward to the Board Office. Pastoral references should be sent to: Human Resource Services Officer, Waterloo Catholic District School Board, 35 Weber St. W., Unit A, P.O. Box 91116, Kitchener, Ontario. N2G 4G2
5. The pastoral reference constitutes one important source of mandatory information in the decision to engage a candidate for a leading position.
6. The pastoral reference shall be retained in the employee's personnel file subject to the Education Act and Regulations, the Municipal Freedom of Information and Protection of Privacy Act, and the Ontario College of Teachers' Act.
7. **It is required that a candidate requesting a faith reference be interviewed by his/her Pastor or by a priest who knows the candidate well or by a member of the Parish team – as designated by the pastor – who can vouch for the candidate.**



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QUESTIONS FOR REFLECTION

Every candidate who desires to lead in the Waterloo Catholic District School Board is asked to reflect upon the following questions and points. These are the kinds of questions and points that will be part of the pastoral interview for the pastoral reference.

- Why do you want to serve as a leader in a Catholic school system?
- What personal gifts do you bring to leadership in Catholic education?
- In what ways are you willing to help those in your care to grow as believers in God and Christ and the Spirit, as followers of the Christian way of life, and as active involved members of the Catholic Church?
- In what ways do you manifest your Christian commitment and your involvement with the Catholic Church at the present time, e.g.: prayer, Sunday Eucharist, Social Justice matters?
- In what ways do you intend to be a witness to your faith, both in school and in public, and serve as a role model or example for your students and staff?
- Catholicism requires of us today that we continue to be updated regarding our faith. In what ways have you done this and continue to do this? For example, what theological/religious materials have you been reading or what theological/religious courses, workshops, seminars, institutes, et cetera have you attended? How do you plan to keep up-to-date for the future?

The following aspects of behaviour are considered important by our Board:

- An authentic concern and love for the students and staff in your care;
- A visible effort to live Christian love with family and colleagues;
- Respect for the behavioural standards (especially religious and ethical) of the communities in which you work, live, and serve;
- Ongoing participation in the Church's sacramental life.

As you ponder these questions, be true to yourself and trust your inner responses. Catholic school boards are responsible for handing on the faith to the children in their care; thus they will hire leaders who, in their view, can best help them to fulfill this sacred mission. The Board is not looking for saints or those who have achieved perfection but for those who are willing to commit themselves to the ongoing journey of the faith community, especially as this is expressed in Catholic education. The board also takes responsibility for helping you in your ongoing faith journey.



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Candidates are requested to complete pages 5 to 7 prior to the interview with the pastor. Please collect your thoughts in writing regarding the following questions; do this in the space provided. Bring this material with you to the pastoral interview.

1. What is your present involvement with your parish or with your faith community? In what ways do you manifest your commitment to Liturgy and other aspects of parish life? Indicate your parish or faith community and the approximate length of your involvement there.



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2. How would you work to foster the needed co-operation between school and local parish team in such activities as: • Sacramental preparation • Liturgy preparation • Other student involvement in parish, home and school relations.



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3. In what ways do you see yourself promoting an environment of justice and peace within the school that you are assigned to?



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COMMENTS FROM THE PASTOR OR PERSON PROVIDING THE REFERENCE (Please provide below a summary and observations of your interview with the candidate along with your impressions and evaluation of the candidate. Use the back of the page if necessary.)

Requested in accordance with the provisions of the Municipal Freedom of Information and Protection of Individual Privacy Act and under authority of Regulation 184 made under the Ontario College of Teachers' Act 1996.

I am a practicing baptized Roman Catholic:

Signature of Candidate: _____

Date: _____

I attest that the candidate is a practicing baptized Roman Catholic:

Signature of Person Completing Interview: _____

Date: _____

I attest that the candidate is a practicing baptized Roman Catholic:

Signature of Pastor (if interview completed

by person other than Pastor): _____

Date: _____

Please provide the candidate with a copy of the reference and either mail a copy to: the Human Resources Services Officer, Waterloo Catholic District School Board, 35 Weber Street, West, P.O. Box 91116, Kitchener, Ontario, N2G 4G2 or provide the candidate with an additional copy that the candidate can forward with his/her application.