



## Administrative Procedures Memorandum

### APS006 Pastoral Reference

**DATE OF ISSUE:** March 12, 1999  
*Revised:* September 28, 2004; June 1, 2010.

**MEMO TO:** All Staff

**FROM:** Director of Education

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#### **PURPOSE:**

A pastoral letter of reference from a Roman Catholic priest in good standing is required from candidates seeking employment with the Board as teachers, as Early Childhood Educators and from teacher-certified individuals seeking positions of responsibility with the Board.

#### **REFERENCES: Board Policy IV 010**

#### **COMMENTS**

1. The practice of requiring a pastoral letter of reference for new teacher candidates and individuals seeking positions of responsibility has been a long standing requirement of the board and predecessor boards. This requirement now extends to Early Childhood Educators as we implement the full day learning program.
2. Only a Roman Catholic priest in good standing can issue a pastoral reference to fulfill the pastoral reference requirement.
3. The pastoral reference will need to state that the candidate is a baptized, practicing Roman Catholic.
4. The individual's application for employment/position of responsibility will be considered incomplete until the pastoral reference and current baptismal certificate are received.
5. The pastoral reference and baptismal certificate constitutes one important source of information in the decision to engage a candidate for a teaching position, an ECE position or for a position of responsibility.