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FAITH REFERENCE FOR APPLICANTS

For the purpose of maintaining the distinctiveness of Catholic schools, the Niagara Catholic District School Board requires that its teachers and administrators respect the philosophy and traditions of Roman Catholic schools in the performance of their duties.

Applicants to the Niagara Catholic District School Board are required to submit a Faith Reference Portfolio as described below:

FAITH REFERENCE PORTFOLIO

The Faith Reference Portfolio is designed to allow applicants an opportunity to express their suitability for an administrative position with the Niagara Catholic District School Board. ***Four pieces of information are essential components of the portfolio.***

PREFERRED COMPONENT

- (1) **Identification of Post Secondary Religious Education or Theology Studies**
(Pre-service credit course in Religious Education or Pre-service certificate in Religious Education or equivalency, i.e. University courses in Theology or Religious Studies)

Year	Course	Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____

MANDATORY COMPONENTS

- (2) **Reflection Paper: (Please respond to the following statement in 200 - 250 words, double spaced)**

IT IS MY DESIRE TO BE A LEADER IN A CATHOLIC SCHOOL BECAUSE

- (3) **Faith Reference Form - (See Appendix A)**
- (4) **Priest Reference Form (See Appendix B)**

FAITH REFERENCE FORM FOR ADMINISTRATOR APPLICANTS Appendix A-1

Faith Reference for:

Name: _____

Address: _____

Phone: _____

PERSONAL ASSESSMENT

I promise the Niagara Catholic District School Board that I will strive to be a person of good moral character consistent with the life of the Catholic Church.

As a member of the Catholic teaching community, I will strive

- i) to provide religious guidance in the Catholic Faith using the curriculum approved by the school board;
- ii) to seek to infuse gospel values across the curriculum;
- iii) to influence and strengthen the spiritual growth of the students and act as an appropriate role model within the Catholic school community.

My contribution and participation in the life of the broader community and the Catholic parish includes: *(your reflection here should include service to the common good of society as well as to your faith community)*

This involvement has contributed to my growth in faith by:

I see myself continuing to grow in my faith life as a Catholic administrator through:

Candidate's Signature

Date

(Please see next page for Witness Statement)

WITNESS

1. The witness is not to be seen as another pastoral reference but rather as a witnessing signatory. Simply, they testify to (a) the identity of the administrator candidate signing this document and (b) to the fact that they witnessed the administrator candidate sign this document in their presence.
2. Applicants must be known to the witness for at least two years within the last five years. The one exception to this two year requirement would be the candidate's faculty of education religion instructor.
3. Acceptable witnesses include a priest, religious sister or brother, deacon, faculty of education religion instructor, Catholic school principal, Catholic school teacher, Catholic supervisory officer or chaplain.

Name: _____

Position/Parish: _____

Address: _____

Phone No: () _____

I have known the applicant for _____ year(s)

Signature

Date

PRIEST REFERENCE FORM

Appendix B

(To be completed by the Applicant's Pastor, Associate Pastor or Priest)

Applicant: _____

Address: _____

Priest's Knowledge of the Candidate *(Please check one or more of the following)*

I have

- ☐ ongoing personal knowledge of the individual as a member of the parish
☐ personal knowledge of the individual in the past
☐ knowledge of the candidate's family
☐ knowledge through a personal interview
☐ other _____

Reference

You may wish to answer or comment on some or all of the following.

- a) The candidate participates in the sacramental life of the Church.
☐ regularly ☐ occasionally ☐ infrequently ☐ not known to me
- b) The candidate is involved in service: in the Church, in the broader community (e.g. Lector, Youth Group, Out of the Cold, Food Bank).
☐ yes ☐ no ☐ not known to me
- c) The candidate comes from a Catholic background.
☐ yes ☐ no ☐ not known to me
- d) In my opinion the candidate possesses attitudes and dispositions which will serve Catholic Education positively.
☐ yes ☐ no ☐ not known to me
- e) The candidate appears to have an appreciation of teaching in a Catholic school as a vocation and ministry, not merely a job.
☐ yes ☐ no ☐ not known to me

Further comments if desired

Priest: _____

Parish: _____

Address: _____

Signature

Date