

## Instructions for the Reference Form

### **Using the form below, please submit references from two persons.**

- Your references should be people who can speak to your aptitude for this form of ministry.
- At least one reference should be ministry related. Your ministry reference should be able to speak to how you interact in your church community and the nature of your service there.
- The other may be a personal character reference, but please do not use family or close personal friends as your references.
- If you currently have a spiritual director, you may use him/her as your personal reference.
- Given that this is a new program, you may wish to send the “Vessels of Honor Overview” to your references so they understand the training to which you are applying.

### **How to prepare the reference form**

- It always helps to communicate with your reference in advance! Please check with him or her that they are available and willing to write a reference prior to sending a form.
- Fill out your name, your contact information, and the reference’s name on the top part of the form.
- Fill in the “date due” line. It is best to pick a specific date (i.e. “March 3<sup>rd</sup>) two weeks from when you give the form to them.
- Send the form to your reference. They fill out the rest of the form and send it back to the diocese directly.
- It is your responsibility to confirm your references are in. You may wish to follow up with them on the specified due date.
- Your application will not be considered complete until we have received both references.

## REFERENCE

for Vessels of Honor: Training in the Essentials of Spiritual Direction

Applicant's Name: \_\_\_\_\_ Contact Info: \_\_\_\_\_

Name of Person Giving the Reference: \_\_\_\_\_

As part of my application for Vessels of Honor: Training in the Essentials of Spiritual Direction, I am asking you to write a letter of recommendation for me. Please address the questions below and provide any additional information that might help the leadership team review my application. When finished, please email this form to: [martin@pitanglican.org](mailto:martin@pitanglican.org) or mail it to: Attn: Canon Joanne Martin

Anglican Diocese of Pittsburgh  
907 Middle Street Pittsburgh, PA 15212

Please submit your response by (date) \_\_\_\_\_

1. How long have you known the applicant?
2. In what way and/or capacity are you acquainted with the applicant and his/her ministry?
3. In what ways have you observed the applicant using his/her gift as a "spiritual guide" to others?
4. (A spiritual guide implies attending specifically to other's prayer life, felt relationship with God, spiritual experience, calling, and the like.)
5. What is your appraisal of the applicant's personal spiritual maturity and guidance?
6. What is your opinion of the applicant's psychological maturity and stability?
7. Would you have any hesitation in referring someone to the applicant for spiritual guidance?
8. What do you know about the applicant's relationship to and use of Scripture?
9. How collaborative are they in their ministry style?
10. May we contact you?      Yes              No  
If yes, best way to contact? (email or phone). Please provide contact info: