



## REFERENCE LETTER FORM

Throughout the province, volunteer organizations and churches 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 within our SEARCH ministry and is not shared with any outside organization or institution.

\_\_\_\_\_, is interested in volunteering with  
(Applicant's name)

\_\_\_\_\_ *Archdiocese of Regina SEARCH* \_\_\_\_\_ ministry.  
(Ministry name)

This person has been asked to provide references, and has provided us with your contact information.

The ministry position which the applicant is considering is:

<u>Position Summary</u>			
<u>Title:</u>	<input type="checkbox"/> Team Back Up	<input type="checkbox"/> Team Talks	<input type="checkbox"/> Small Group Leader
	<input type="checkbox"/> Spiritual Director	<input type="checkbox"/> Liturgy	<input type="checkbox"/> Music Ministry
	<input type="checkbox"/> Vocations Talk (Single, Marriage, Religious Life, Priesthood)		
	<input type="checkbox"/> Other _____		
 <u>Responsibilities:</u>			
Volunteering as a member of the SEARCH Retreat team involves serving and mentoring 15yrs+ teens and young adults. It can include any or all of the following (but is not necessarily limited to): Supervising young people in recreational situations (games, gym time, dances), leading prayer or music, leading small group discussions, technological and/or physical set-up of event spaces, listening to a young person within an event setting, cooking and/or cleaning for an event, making presentations, giving talks and sharing testimonies, providing first aid if qualified.			

We wish to receive current, accurate information about this person. The information you provide will be an important tool in our decision-making process. Please base your assessment of this person on your experience of being with and working with them. We expect that this will take about 10 to 20 minutes of your time.



Person's Name (please print): \_\_\_\_\_

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

\_\_\_\_\_

2) How would you describe his or her skills and suitability for this ministry position?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) Would you recommend this person for this ministry position?  Yes  No

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference's signature \_\_\_\_\_ Date: \_\_\_\_\_

**We sincerely thank you for your time.  
Please return this form to the people/address below:**

**Archdiocese of Regina SEARCH Ministry Volunteer Screening Coordinator(s):**

SEARCH Director – Monica Shenher      SEARCH Secretary – Jennifer Foley  
c/o Jennifer Foley      Box 836      Shaunavon, SK      S0N 2M0