

## REFERENCE LETTER REQUEST

CONCORDIA THEOLOGICAL SEMINARY  
6600 North Clinton Street  
Fort Wayne, Indiana 46825

Mr. \_\_\_\_\_ has made application to enter a program of study for the pastoral ministry at Concordia Theological Seminary, Fort Wayne, Indiana. He has given your name as a reference. Signature of the applicant in this space indicates that he has waived the right of access to the information provided on the completed form in accordance with the Federal Family Educational Rights and Privacy Act of 1974. If no signature appears, it is assumed that he retains the right of access.

Signature of Applicant \_\_\_\_\_

Date: \_\_\_\_\_

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### ITEMS TO BE ADDRESSED IN YOUR LETTER

You have been requested to share your thoughts about a man who has applied to study for the pastoral ministry at our seminary. Use this sheet as a guide while you compose your letter addressing the points listed below. Be sure to include the applicant's name as well as your own. When you have completed your letter, please endorse and date your letter, attach it to this sheet and mail it to the address at the bottom of this page.

- 1) **What is your relationship to the applicant? How well do you know the applicant?**
- 2) **Give your impression of the applicant's qualifications and temperament for ministry/pastoral counseling, considering such areas as theological foundation, communication/listening skills, leadership ability, interpersonal skills, intellectual ability, church/community involvement. Please be specific.**
- 3) **Do you have any reservations about this person's ability to do graduate level work or to function as an effective pastor? Please comment.**
- 4) **Does the applicant have a servant's heart? Give examples.**
- 5) **St. Paul, inspired by the Holy Spirit, wrote in Titus 1:6-9:**

*"An elder must be blameless, the husband of one wife, a man whose children believe and are not open to the charge of being wild and disobedient. Since an overseer is entrusted with God's work, he must be blameless—not overbearing, not quick-tempered, not given to much wine, not violent, not pursuing dishonest gain. Rather he must be hospitable, one who loves what is good, one who is self-controlled, upright, holy and disciplined. He must hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it." (NIV)*

**In light of the above scriptural imperatives, are you aware of any personality traits, behavior, or circumstances that would disqualify the applicant from this high office? Please comment.**

- 6) **If the applicant is engaged or married, do you know the wife or fiancée? If so, do you perceive his wife or fiancée to be supportive and equipped to handle the life of a pastor's wife? Please comment.**
- 7) **Please relate any other facts about the person and character of the applicant that you believe the Admissions Committee should know.**

**Endorse and date your responses and send them along with this sheet directly to:**

Admissions Office  
Concordia Theological Seminary  
6600 North Clinton Street  
Fort Wayne, IN 46825