

# DEACONESS REFERENCE LETTER REQUEST

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

\_\_\_\_\_ has made application to enter a program of study for the deaconess program at Concordia Theological Seminary, Fort Wayne, Indiana. She has given your name as a referee. Signature of the applicant in this space indicates that she 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 she 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 woman who has applied to study for the diakonal 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) How long have you known the applicant and how well do you know the applicant?
- 2) Give your impression of the applicant's qualifications and temperament for diakonal work, considering such areas as communication/listening skills, leadership ability, interpersonal skills, intellectual ability, church/community involvement, mental stability, marital stability, personal care and grooming.
- 3) Do you have any reservations about this person's ability to do graduate level work? Please comment.
- 4) A deaconess is supportive of The Lutheran Church—Missouri Synod's public confession and serves by:
  - i. Demonstrating the compassion of Christ through acts of mercy.
  - ii. Providing spiritual care for the shut-in, infirm and all in need.
  - iii. Teaching the faith, especially to women, youth and children.
  - iv. Witnessing to the Christian faith.Do you have any reservations about the applicant's ability to serve in these ways? Please comment.
- 5) Does the applicant have a servant's heart? Give examples.
- 6) If the applicant is engaged or married, do you know the husband or fiancé? If so, do you perceive her husband or fiancé to be supportive of her potential role as a deaconess? Please comment.
- 7) Please relate any other facts about the person and character of the applicant that you believe the Admissions Committee should know.

Sign and date your letter and send it along with this sheet directly to:

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