



*“A place to find help
A place to find Friendship”*

153 Chapel Street, Ottawa, ON, K1N 1H5 PHONE: 613-241-2407 EMAIL: capitalcitymission@sympatico.ca

Dear Pastor/Reverend:

_____ has expressed an interest in joining the ministerial team at Capital City Mission, a Christ centered ministry in the inner city of Ottawa. It is our policy that all applicants provide us with a letter of reference from their minister/priest. Below please find a reference form that you can fill out and return directly to us. All information provided by you will be held in strictest confidence.

1. How long has _____ been attending _____?
2. As far as you know is the applicant living a consistent Christian life?

3. What Ministries, if any, has the applicant been involved with (in the past and/or at present)?

4. How long was his/her commitment to the ministry(ies) mentioned above? _____
5. On a scale of 1 to 10 (10 being very good). How would you rate the applicants people skills? _____.
6. Would you recommend this person for a ministerial position at Capital City Mission?
YES NO (please circle one)

If you have any further impressions of _____ talents and strengths as a servant minister and a team player, as well as any other thoughts you feel might aid us in making our decision we would be grateful. Please mail this reference letter directly to Capital City Mission.

Thank you for your cooperation in this matter.

Yours in Christ,
Timothy Meisenheimer

Rev. Timothy Meisenheimer
Director, Capital City Mission