

**Doctor of Ministry Program**  
**Toronto School of Theology**  
*47 Queen's Park Crescent East,*  
*Toronto, ON M5S 2C3*  
*416-978-6754*

Dear Referee:

The DMin program at TST is designed for those interested in an advanced professional degree in the practice of Christian ministry through the integration of academic study and critical reflection on ministerial practice.

**When writing your reference letter, please keep in mind that the candidate is expected to have a proven ability in the practice of ministry, which includes the criteria listed below:**

1. Describe your working relationship with the candidate and the length of time you have known the candidate in their ministry.
2. Consider the candidate's abilities and achievements in the practice of ministry.
3. Does the candidate have the ability to work with others in a collaborative environment?
4. Describe the candidate's personal qualities, their sense of vocation, their leadership qualities, community life and any qualities you feel best describes the candidate in their ministry.
5. In your judgement does the candidate have the qualities fit for admission to the DMin Program and in your estimation does he or she have the ability to complete the program (approximately 4 years) while continuing in the practice of ministry?

*In order to match your referral to the applicant, please include the following in your letter of reference:*

- Indicate the legal name of the applicant
- Indicate which letter of reference you are providing
  - Academic Letter of Reference
  - Ministry Colleague/Associates' Letter of Reference
  - Ministry Base Group Letter
  - Letter of Denominational or Institutional Support
- Indicate your name, position and denomination or institution with which you are affiliated
- Sign and date your letter
- Send your letter directly to:  
**DMin Office**  
**Toronto School of Theology**  
**47 Queen's Park Crescent East**  
**Toronto, ON**  
**M5S 2C3**

Your letter is considered a confidential document and will not be shared with the applicant. Please indicate "DMin Applicant Reference - Confidential" on the envelope. Note that your letter must be received by the application deadline: **Friday, November 20, 2015.**

**Thank you,**  
**The Doctor of Ministry Office**