

Letter of Recommendation Request Form

To be completed by the candidate:

Name: _____ Date: _____

Area of Intended Service:

- | | |
|--|---|
| <input type="checkbox"/> Director of Christian Education | <input type="checkbox"/> Director of Christian Outreach |
| <input type="checkbox"/> Director of Parish Music | <input type="checkbox"/> Lutheran Classroom Teacher |

To the Reference:

The above named candidate is applying for church work placement in The Lutheran Church—Missouri Synod (LCMS) through Concordia University, St. Paul.

Letters of recommendation have an important role in the placement process and are included in the candidate's credential file. The credential file is shared with congregations and schools during their search for a new church worker. The candidate above has asked you to write a formal letter of recommendation on his/her behalf for this purpose.

The letter should speak especially to the candidate's qualifications for professional service in the public ministry of the LCMS, readiness to enter such ministry, and Christian character. You are welcome to address other areas related to ministry as you see fit, and are encouraged to include specific examples from your experience with the candidate. Please also state in what capacity or context you know him/her and include your contact information.

The letter should be typewritten on appropriate business letterhead. Kindly return the letter within three weeks to the LCMS Placement Office at Concordia using one of the following methods:

Via postal mail: Jacquelyn Magnuson, LCMS Placement
Concordia University
1282 Concordia Ave
St. Paul, MN 55104

Via email: magnuson@csp.edu