



**THE**  
**CHICAGO COURSE**  
**ON PREACHING**

## LETTERS OF REFERENCE

In support of an application, you need to provide two letters of reference. The first should be a letter from your current pastor (or if you are already the pastor in your context, a fellow pastor or elder or a former pastor). The second should be a personal letter of reference from someone who knows you well (but is not an immediate family member). Once you have identified those who will provide references, you should:

1. Provide this reference document to your recommenders and give them a deadline for returning the letters to the Chicago Course staff.
2. Provide the name, email address, and phone number of your recommenders (on the application) in case we need to follow up with your recommenders.

Each letter should establish the following:

- The period of time in which the recommender has known you.
- The nature of your relationship to each other.
- Observations on your involvement in ministry and, especially, fitness for Bible-teaching ministry.
- Reflections on your character and convictions as well as your relationship with your family (if relevant).
- Any strengths or weaknesses that might affect your fitness for ministry or ability to complete coursework.

To the recommenders: Please provide an electronic copy of your letter to the Director of the Chicago Course on Preaching, Rev. Jeremy Meeks ([jmeeks@simeontrust.org](mailto:jmeeks@simeontrust.org)). If an electronic copy is not possible, please send a hard copy to the Charles Simeon Trust (P.O. Box 15212, Chicago, IL 60615) and notify us immediately that will be arriving in hard copy. All letters must be received in order for the application to be considered.

Privacy: All information communicated in the letters of reference will be kept confidential, including from the student being recommended. Only the Application Committee will have access to the letters.