

I.1. Request for a Reference Check by Mail

Throughout the province, volunteer organizations and parishes are asking their volunteers to provide references. This is done to assure the safety of children, youth, the elderly, vulnerable adults, and volunteers themselves.

In DOL, we require a formal process of reference checks particularly for those working with vulnerable individuals. The information you provide will be kept confidential in our parish and is not shared with any outside organization.

_____, is volunteering at
Name of volunteer minister

_____. This person has supplied us with
Parish/program name

your name and address. The current ministry position for which he/she would like your

reference is _____
ministry position

Brief Description: _____

We wish to receive current, accurate information about this person. Base your assessment of this person on your experience of the work you have done together. Again, your comments will be held in strict confidence. We expect this will take about 15 to 20 minutes.

Fill in the enclosed form and return it to the person listed below

Called, Gifted & Sent Coordinator: _____

Parish/Program: _____

Address: _____

I.2. Form for Reference by Mail

CONFIDENTIAL

Print your name:

Print the name of the volunteer minister for whom you are writing this reference:

What is your relationship with this person?

How long have you known each other?

How would you describe his/her skills and suitability for this ministry?

Would you describe this candidate as someone who serves the needs of others?

Describe the individual's strengths:

Describe any areas that need improvement:

This individual is working with vulnerable people (children, youth or vulnerable adults) as described in the introductory letter. Are you comfortable with him/her having this type of relationship? Why? Why not?

continued

I.2. Form for Reference Continued

Indicate any problems or conditions that would interfere with the volunteer minister being able to care for those entrusted to him/her?

On a scale of 1 to 10 (1 being very little and 10 very much), how much or how little does this person exhibit these traits?

	Very Little	Very Much
Dependability	1.....2.....3.....4.....5.....6.....7.....8.....9.....10	
Trustworthiness	1.....2.....3.....4.....5.....6.....7.....8.....9.....10	
Honesty	1.....2.....3.....4.....5.....6.....7.....8.....9.....10	
Stress Management	1.....2.....3.....4.....5.....6.....7.....8.....9.....10	
Respect for others	1.....2.....3.....4.....5.....6.....7.....8.....9.....10	
Leadership ability	1.....2.....3.....4.....5.....6.....7.....8.....9.....10	
Tolerance of diversity	1.....2.....3.....4.....5.....6.....7.....8.....9.....10	
Team Player	1.....2.....3.....4.....5.....6.....7.....8.....9.....10	
Respect for confidentiality	1.....2.....3.....4.....5.....6.....7.....8.....9.....10	
Commitment	1.....2.....3.....4.....5.....6.....7.....8.....9.....10	
Communication Skills	1.....2.....3.....4.....5.....6.....7.....8.....9.....10	

Would you have any hesitation in recommending this individual for this volunteer ministry position? Is there anything about this person of which we should be aware?

Any further comments:

We sincerely thank you for the time taken to provide answers to our questions and for returning this form to the person listed in the introductory letter.