

H. Ministry Leader/Coordinator's Form
for Reference Checks by Telephone

C O N F I D E N T I A L

— Personal Notes —
(to be shredded once selection process is complete)

Name of Volunteer Minister: _____

Identify yourself and ask if he/she is in a confidential setting and can speak freely. Note the attitude, tone and hesitancy (if any) in his/her voice through the conversation. It is important to check all references to ensure you have a clear picture of the individual. Explain that this will take about 10 minutes.

What is your relationship with this person? _____

How long have you known each other? _____

Describe the Ministry clearly to the person giving the reference.

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

Identify the level of trust that will be developed with children/youth/vulnerable adults within the ministry. (e.g., Joe will be working closely with children and may be alone with them. Would you be comfortable with Joe having this kind of relationship with your child?)

Record Comments: _____

Could you comment on how you think _____ would fit into this ministry?

How would you describe the candidate's personality and temperament?

continued

What would you describe as _____ strengths?

What would you identify as this individual's weaknesses as they pertain to this ministry?

On a scale of 1 to 10 (1 being very little and 10 very much), how little or how much 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	

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

Do you have any further comments?

IMPORTANT INFORMATION - RECORD KEEPING

The only information about the reference checks that will be kept in the candidate's file is the Reference Checks Summary Form. Once the interview is complete, fill out this form and appropriately discard any personal notes you have made including these notes.