

J. Ministry Leader/Coordinator's Reference Checks Summary

Only the Reference Checks Summary (template included in this section) will be kept in the volunteer minister's file. Shred all personal reference check notes and/or reference letters once the selection process has been completed.

Date: _____
 Name of Candidate: _____
 Volunteer Ministry Position: _____

Objective: To assess the results of all reference checks in determining suitability for _____ ministry, to base the score and comments using information from all references.

#	Criteria	Score /10	Objective Comments Made by Reference
1	Skills/Gifts		
2	Suitability		
3	Experience		
4	Personality/Temperament		
5	Working with Vulnerable Population		
6	Dependability		
7	Communication		
8	Honesty/Trustworthiness		
9	Stress Management		
10	Respect for Others		
11	Leadership Ability		
12	Tolerance of Diversity		
13	Team Player		
14	Respect for Confidentiality		
15	Commitment		
Total		/150	

Recommendation:

- ___ References recommended candidate for this position
- ___ Candidate did not meet criteria as outlined by references
- ___ Candidate did not have experience required to fill position
- ___ Candidate did not have the skills required for this ministry
- ___ Reference(s) had hesitations about candidate working in this ministry