

PERSONAL REFERENCE FORM

(can be modified for telephone or written correspondence)

Candidate's Name _____

Reference Name _____

Address _____ Phone () _____ - _____

Introductory comments: "Hello, I am _____, a member of the pastor search team for the _____ Baptist Church. Your name was given as a reference for _____.

If you have about 10 to 12 minutes, your answers to a few questions will help our search team learn more about _____ and assist us in determining God's will for the life of our church.

Is this a convenient time to share with me?

1. How long have you known this person? _____

2. From the following rating scale, please rate your personal knowledge of this person:

very well well casual acquaintance not well

3. Please list three major character strengths that you have witnessed in this person and which you believe he possesses:

a. _____

b. _____

c. _____

4. Please name (list) the one area of character that could be improved and tell why:

Why:

5. How well does this individual work with:

Others? _____

Staff? _____

Leaders in the church? _____

Members in the church? _____

6. In your opinion, does this person possess leadership skills? _____ If so, which skills have you observed?

7. How well does this person handle conflict?

Frustration? _____

Please rate how well you believe this person is gifted and prepared for the position for which we are interviewing?

_____ Very Well _____ Adequately _____ Don't know
_____ Well _____ Not well

Comments:

8. How would you characterize this person's marriage or family relationship?

_____ Rock Solid _____ Developing _____ Don't know
_____ Good _____ Needs Help

