

Personal Reference Questionnaire for
Written or Telephone Response

Note: For telephone interviews it is advised that you be selective in the number of questions asked from the following questionnaire.

Name of Applicant: _____

In the belief that candidates and the persons from whom they request recommendations may wish to preserve the confidentiality of those recommendations, we are giving applicants an opportunity to waive their right to examine this form.

By signing below, I understand that I am waiving my right to inspect and review this recommendation.

To the Evaluator:

The candidate named above has given your name as a personal reference. Your evaluation of this candidate in the areas listed below will assist us as we consider him/her as a minister in our church. The information you provide will remain confidential by the committee and not be given to the candidate unless he/she has not signed the waiver above. We greatly appreciate your immediate response.

How long have you know the candidate? ☐ Years ☐ Months

How well do you know this applicant?

☐ Very well ☐ Well ☐ Casually ☐ Not well

When did you know candidate and in what primary capacity?

What is/was your relationship with this candidate?

If known to you, what is his/her... (Check as many as apply.)

Leadership style:

☐ servant ☐ delegator ☐ director ☐ doer ☐ consensus

Organizational skills:

☐ flexible ☐ prioritizes ☐ sets objectives

Initiative:

☐ assertive ☐ determined ☐ sees things to do

Self-discipline:

☐ focused ☐ works alone ☐ prompt

Sense of personal worth:

☐ confident ☐ self-assured ☐ not self-conscious ☐ feels inferior

Personal appearance:

☐ neat ☐ well-groomed ☐ appropriately dressed ☐ poor hygiene

Ability to meet others:

☐ easily ☐ relaxed one-on-one ☐ comfortable in a group

Ability to handle heavy workload:

☐ physically well ☐ emotionally well

Are there personality traits that hinder the applicant in his/her ministry?

☐ Yes ☐ No

Explain:

In what order does the candidate seem to prioritize the following aspects of ministry?

_____ Fellowship _____ Worship _____ Evangelism
_____ Bible Study _____ Education _____ Ministry
_____ Discipleship

On a scale of 1 to 10, with 10 being the highest, how would you rate the candidate in the following areas?

Relationship with Pastor

1 2 3 4 5 6 7 8 9 10 ☐ unknown

Relationship with Church Members

1 2 3 4 5 6 7 8 9 10 ☐ unknown

Relationship with Leadership

1 2 3 4 5 6 7 8 9 10 ☐ unknown

Relationship with other churches/denominations

1 2 3 4 5 6 7 8 9 10 ☐ unknown

Relationship with community

1 2 3 4 5 6 7 8 9 10 ☐ unknown

Ability to relate with various age groups

1 2 3 4 5 6 7 8 9 10 ☐ unknown

Emphasis on Bible Study

1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/> unknown
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Emphasis on Prayer

1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/> unknown
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Maturity of faith and ability to articulate that faith

1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/> unknown
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Spiritual mindedness

1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/> unknown
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Sound Doctrine

1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/> unknown
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Divine Calling

1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/> unknown
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High standards of Christian ethics

1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/> unknown
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Strong personal convictions

1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/> unknown
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Stewardship of money

1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/> unknown
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Stewardship of personal time

1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/> unknown
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Self-Discipline

1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/> unknown
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Self-Confidence

1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/> unknown
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Emotional Maturity

1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/> unknown
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Personal Initiative

1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/> unknown
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Respect for Authority

1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/> unknown
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Motivational ability

1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/> unknown
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Cooperation with others

1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/> unknown
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Flexibility
1 2 3 4 5 6 7 8 9 10 ☐ unknown

Dependability
1 2 3 4 5 6 7 8 9 10 ☐ unknown

Honesty
1 2 3 4 5 6 7 8 9 10 ☐ unknown

Creativity
1 2 3 4 5 6 7 8 9 10 ☐ unknown

Leadership
1 2 3 4 5 6 7 8 9 10 ☐ unknown

Teamwork
1 2 3 4 5 6 7 8 9 10 ☐ unknown

Concern for others
1 2 3 4 5 6 7 8 9 10 ☐ unknown

Educational skills
1 2 3 4 5 6 7 8 9 10 ☐ unknown

Administrative skills
1 2 3 4 5 6 7 8 9 10 ☐ unknown

Organizational skills
1 2 3 4 5 6 7 8 9 10 ☐ unknown

Supervisory skills
1 2 3 4 5 6 7 8 9 10 ☐ unknown

Work ethic
1 2 3 4 5 6 7 8 9 10 ☐ unknown

Work habits
1 2 3 4 5 6 7 8 9 10 ☐ unknown

Ability to prioritize and set objectives
1 2 3 4 5 6 7 8 9 10 ☐ unknown

Time Management skills
1 2 3 4 5 6 7 8 9 10 ☐ unknown

Conflict management skills
1 2 3 4 5 6 7 8 9 10 ☐ unknown

Communication skills, written expression
1 2 3 4 5 6 7 8 9 10 ☐ unknown

Communication skills, oral expression

1 2 3 4 5 6 7 8 9 10 ☐ unknown

Community involvement

1 2 3 4 5 6 7 8 9 10 ☐ unknown

Moral Character

1 2 3 4 5 6 7 8 9 10 ☐ unknown

Personal Business Affairs

1 2 3 4 5 6 7 8 9 10 ☐ unknown

Church Business Affairs

1 2 3 4 5 6 7 8 9 10 ☐ unknown

Is there any reason this person should not work with minors (birth through 18 year-olds)?

☐ Yes ☐ No

If yes, please explain:

Share something about the candidate's family.

How is the candidate's family involved in his/her ministry?

What are the candidate's strengths?

What are the candidate's weaknesses?

If your church were interviewing this candidate for a staff position, would he/she be considered?

- ☐ highly
- ☐ without reservation
- ☐ with reservations
- ☐ not considered
- ☐ prefer not to make specific considerations

Please list the names and telephone numbers of two other people who know the candidate.

Additional comments.