



- Instructions:
1. Complete this electronic form in one sitting and print it out. You will **NOT** be able to save your work.
 2. Move your cursor to the desired field, use TAB to move to the next field.
 3. Carefully complete each section. The form must be completed in its entirety.
 4. Print out, sign and return form in sealed envelope to applicant.

CONFIDENTIAL REFERENCE ON: _____

(Applicant's name)

Please be as objective as possible in your evaluation of the applicant. This reference will be most valuable to us when completed as honestly as possible by someone who knows the applicant well. Serving as a volunteer requires a genuine Christian commitment and spiritual maturity. You are an important link in helping us determine whether the applicant meets these criteria. Please keep this in mind as you fill out this evaluation. **Return the completed reference, sealed in an envelope, to the applicant.** Please be assured that your reply will be kept confidential.

To be completed by the person filling out this reference.

Your Name _____	Phone ()
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Your Address _____	City _____	State _____	ZIP _____
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In what capacity have you known the applicant? <input type="checkbox"/> Pastor <input checked="" type="checkbox"/> Youth Leader <input type="checkbox"/> Other _____ <input type="checkbox"/> Sunday School Teacher (Must have known the applicant for at least five years)	How long have you known the applicant? _____
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How well would you say you know the applicant? _____

What level of communication have you had with the applicant in the past six months? None Surface Personal Very Personal

1. Check any traits listed that characterize the applicant.

- | | | |
|---|---|---|
| <input type="checkbox"/> Impulsive | <input type="checkbox"/> Lazy | <input type="checkbox"/> Uses inappropriate humor |
| <input type="checkbox"/> Self-starter | <input type="checkbox"/> Flexible | <input type="checkbox"/> Has respect of others |
| <input type="checkbox"/> Constantly complaining | <input type="checkbox"/> Sensitive and caring | <input type="checkbox"/> Follower |
| <input type="checkbox"/> Argumentative | <input type="checkbox"/> Pleasant to be with | <input type="checkbox"/> Leader |
| <input type="checkbox"/> Extrovert | <input type="checkbox"/> Shares faith naturally | <input type="checkbox"/> Friendly |
| <input type="checkbox"/> Shy, reserved | <input type="checkbox"/> Quick-tempered | <input type="checkbox"/> Moody |
| <input type="checkbox"/> Relates well to other races/cultures | <input type="checkbox"/> Mature | <input type="checkbox"/> Easily Discouraged |
| <input type="checkbox"/> Often needs emotional support | <input type="checkbox"/> Low self-esteem | <input type="checkbox"/> Introvert |

Comments:

2. Check the areas of ministry you believe the applicant would serve BEST in:

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> VBS/Day camp | <input type="checkbox"/> Preaching | <input type="checkbox"/> Drama ministry | <input checked="" type="checkbox"/> Youth ministry |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Preschool ministry | <input type="checkbox"/> Urban ministry | <input type="checkbox"/> Teaching |
| <input type="checkbox"/> Children's ministry | <input type="checkbox"/> Vocal ministry | <input type="checkbox"/> Rural ministry | |
| <input type="checkbox"/> Collegiate ministry | <input type="checkbox"/> Church/Community ministries | <input type="checkbox"/> Evangelism | |
| <input type="checkbox"/> Sports | <input type="checkbox"/> Medical ministry | <input type="checkbox"/> Church starting | |
| <input type="checkbox"/> Other _____ | | | |

Comments:

Applicant's Name: _____

3. Please place a check in each box that describes the applicant. You may check **more than one** box, if necessary. Leave blank if you cannot answer.

PERSONAL RELATIONSHIPS

1. Peer Relationships

- Generally avoided
- Slow to make friends
- Makes friends easily
- Very popular

2. Family Relationships

- Healthy and supportive
- Healthy but not supportive
- Dysfunctional but supportive
- Dysfunctional but not supportive

3. Social Relationships

- Avoids social relationships
- Awkward in social situations
- Average
- Relates well
- Socially adept

4. Relationships w/Opposite Sex

- Insensitive/Insecure
- Sensitive/Considerate, but awkward
- Feels at ease
- Well-mannered

5. Interpersonal Relationships

- Loner
- Reserved
- Average
- Outgoing, friendly
- Overbearing

EMOTIONAL MATURITY

6. Response to Stress/Pressure

- Withdraws socially or emotionally
- Becomes overly critical of others
- Dominates situation or people Average
- Adapts slowly
- Copes well

7. Self-Assurance

- Insecure
- Needs encouragement
-
- Confident
- Egotistical

SPIRITUAL MATURITY

8. Application of Bible Knowledge

- Little
- Average
- Much

9. Level of Spiritual Maturity

- Demonstrates spiritual immaturity; hypocritical
- Up and down; inconsistent spiritual experience
- Growing; showing signs of maturity
- Maturing Christian; fairly consistent
- Mature and consistent

WORKING WITH OTHERS

10. Ability to work w/Supervisors

- Rebellious spirit, likes to do his or her own thing
- Cooperative in most situations
- Independent worker; able to take directions and go

11. Working Relationships

- Has problems relating to fellow workers
- Sometimes has difficulty interacting with others
- Has average ability to work with others
- Works well with others

12. Supervisory Needs

- Could work alone
- Needs a partner or team
- Could serve in either setting

13. Ministry Setting

- Needs excessive supervision
- Needs accountability and encouragement to accomplish tasks/goals
- Does well with regular, routine supervision
- Needs little close supervision, only direction

14. Communication Skills

- Unable to communicate clearly
- Average in ability to communicate
- Clear, confident in communicating

LEADERSHIP

15. On a team of two to four members, this person would likely be:

- A low-initiative follower
- A self-starting team member
- A supportive team member
- A leader

16. When conflict arises, this person generally responds with:

- Defensive, critical attitude
- Withdrawal/Avoidance
- Lack of cooperation
- Confrontation
- Openness to resolving conflict
- Peacemaking

17. Applicant's involvement in a local church:

- Not actively involved
- Somewhat involved; participates occasionally
- Involved; participates regularly
- Very involved; participates frequently

Applicant's Name: _____

Are there some things about the applicant that his/her direct supervisor should be aware of, or cautioned about, to help ensure good team relationships and to help the applicant grow in both character and ministry skills? Yes No

If yes, please explain:

Do you have any hesitations or reservations about the applicant's qualifications? Yes No

If yes, please explain:

If you have any information which you prefer to share by telephone, please give us a number where you can be reached during the day.

() _____ - _____

If you were going on a mission project, would you want this person on your team? Yes No

Additional Comments:

Overall Recommendation

- Team Leader with major responsibilities Good team person; a good follower Good assistant team leader w/some responsibilities
 Marginal recommendation; have some reservations Not recommended

Signature

Date