



It is important to speak to at least two references provided by the applicant.

References are extremely helpful and must be requested with all new recruits and in all new ministries. Even if members of the Leading With Care Committee know a person well, they may not have seen him/her interact with others at work, with children at play or in a teaching/leading capacity, or while visiting with an elderly, mentally ill or homeless person. Even if written references are provided, follow up with a phone call. Inform the reference of the nature of the ministry position. Ask his/her opinion about the person's suitability in this situation, e.g., "John may be co-leading a junior High group on Friday nights at our church. Would you be comfortable with John having this type of responsibility?" "Sukdiv has applied to be coordinator of our *In the Cold* program which feeds and shelters homeless people during the winter. Tell us what you know about her abilities to volunteer and to relate to the overnight guest." Listen to tone, attitude and hesitancy as well as to the words the reference uses. Contact at least two references.

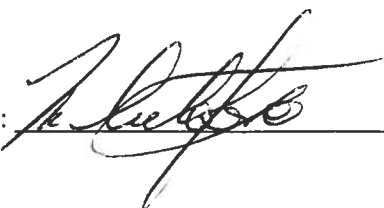
**Sample Reference Check Form**

Person's name for which references are checked: \_\_\_\_\_  
Person contacted: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contacted by: \_\_\_\_\_ Date: \_\_\_\_\_

Introduce yourself and state the purpose of your call. Ask if they have a few minutes to answer some questions:

1. How long have you known (person's name)?
2. In what capacity do you know him/her?
3. How well do you feel you know (person's name)?
4. Could you briefly describe the character and personality of (person's name)?
5. Have you ever been in a position to work with him/her? If so, what was your impression?
6. What gifts, talents and abilities would this person offer to The Church of St. Andrew and St. Paul?
7. Are you aware of any facts or circumstances involving this person that would call into question his/her ability to do this ministry?
8. Would you, without reservation, recommend this person as a leader in \_\_\_\_\_ ministry?

"Thank you for taking the time to answer these questions for us. We are working hard to provide a safe environment for all who participate and all who offer leadership in our church."

Approved by:  \_\_\_\_\_