

Sample Personal Reference Information Form
for (Position) of
_____ **Baptist Church**
(Address)

Reference of: _____

Form Completed by: _____

PLEASE ASSIST OUR SEARCH COMMITTEE BY ANSWERING THE FOLLOWING AS FULLY AND AS OPENLY AS POSSIBLE. YOUR ANSWER WILL BE HELD IN STRICTEST OF CONFIDENCE.

1. How long have you known the candidate? Under what circumstances have you known him/her?

2. What do you consider his/her strengths in ministry?

3. What do you consider his/her weaknesses in ministry?

4. What can you tell us about his/her family? How does the family contribute to his/her ministry?

6. What can you share with us about his/her moral conduct, character and ethics?

7. How does his/her personality affect most people?

8. How do you rate this person's decision-making abilities?

9. How well does he/she accept suggestions or advice?

10. If a church became dissatisfied with this person's ministry over time, in what area would you suspect that dissatisfaction might arise?

11. In what capacity of the church have you particularly worked with this person? Circle one or more: Sunday School, Discipleship Training, Deacon, WMU, choir, committee, Baptist Association, Convention, other (specify)_____

12. How did this person relate to you and your group in the area of your involvement as mentioned above?

13. (For pastor) Does this prospect's sermons have substance? Are the sermons delivered in a manner which holds the attention of the congregation?

14. Does he/she exhibit a vision for doing God's work? Can he/she share his/her vision enthusiastically?

15. Does the prospect organize and challenge others and communicate well with committees and offices of the church?

16. Describe the prospect's involvement in ongoing mission activities.

17. If you were looking for a (position) for your church, would you consider this person as a prime prospect? Why or why not?

18. Additional comments:

19. Who are others that know this person well whom we could contact for additional references?

| Name: | Address: | Phone: |
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