



**The United Church of Canada
L'Église Unie du Canada**

Ministry Vocations, Human Resources Unit
3250 Bloor St. West, Suite 300, Toronto, ON M8X 2Y4

Conference Interview Board Reference Form

This is a personal reference form for _____,
who is an applicant for a designated ministry position in The United Church of Canada.

Please type your responses on a separate sheet.

Background

- Describe your relationship to the applicant.
- How long and under what circumstances have you known this person?

Personal

- Describe the applicant as a person. Comment on his/her strengths and weaknesses.

Relating to Others

- How does the applicant relate to others (i.e., flexibility, dependability, trustworthiness, sensitivity to others)? Please address strengths and weaknesses in your assessment.

Work

- Describe the applicant's work habits. Include comments on her/his leadership style, initiative, communication skills, organizational skills, ability to set priorities, ability to follow through, response to conflict, and ability to deal with stress.

Ministry

- Describe what kind of minister you believe the applicant will be, and why.
- Describe what you understand to be the applicant's sense of call to ministry in The United Church of Canada.
- Describe the applicant's ability to demonstrate and live his/her faith. Please include strengths and weaknesses.

Other Comments

- Include any other comments about the applicant that you wish to share with the Conference Interview Board.

Please return this sheet with your responses to:

Chair of Conference Interview Board: _____

Address: _____

Due date: _____

Please keep a copy of your responses for your future reference.