



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

Ministry Vocations, Ministry and Employment Unit
3250 Bloor St. West, Suite 200, Toronto, ON M8X 2Y4

Conference Interview Board Reference Form

This is a personal reference form for _____,
who is an applicant for ministry 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 their 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 their 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 their 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.