



**Confidential Reference Form
for Credentials Applicants
Congregational Christian Churches in Canada**

Applicant's Full Name:

Name of Reference:

Address:

Home Phone:

Mobile Phone:

Please complete the following form as accurately and thoroughly as possible. If you need additional space to comment, please write in the space provided at the end of this form. Thank you for taking the time to provide us with this completed reference. Your response is strictly confidential.

How long have you known the applicant?	
In what capacity?	
What were the applicant's responsibilities while you knew them?	
What were the applicant's overall strengths in this role?	
What qualities would you encourage the applicant to develop further?	
Did you notice any special areas where the applicant excelled in their work/ministry?	
Are there any areas of work/ministry that should be developed further?	

Confidential Reference Form

Was the applicant innovative? Did the applicant bring new ideas and improvements to their work/ministry responsibilities?	
Would you hire the applicant again? (or for the first time) In the same or a different role?	
Did this applicant fulfill their responsibilities in a timely manner?	
How was the applicant's attendance and punctuality?	
Did the applicant perform below, at, or above the general level and area of their responsibilities?	
Did the applicant grasp the "vision" of your organization and or ministry environment?	
Do you know the "passion" of the applicant?	
Which spiritual gifts/special abilities would you consider the applicant to have?	
Is the applicant able to articulate their faith in a clear way so as to lead others to personal relationship with Christ?	
What is the applicant's reputation in the church and the community?	

Confidential Reference Form

How would you describe the applicant's spiritual and devotional life?	
Do you consider the applicant to be self-motivated?	
What other character traits does the applicant exhibit?	
How would you characterize the applicant's ability to relate to others?	
How would you describe the applicant's ability to be caring and compassionate?	
How would you describe the applicant's marriage and family relationship (if applicable)?	
Do you have any concerns recommending this person to work with vulnerable persons of all ages and abilities?	
Would the applicant be able to make tough decisions if called upon?	
If you have observed the applicant in a public speaking role, how would you describe their ability to communicate?	

Confidential Reference Form

In a public speaking engagement, when giving a message, is the applicant able to articulate scriptural passages clearly and make application to current issues?	
Did the applicant have any leadership responsibilities, and if so, how well did they function in this role?	
Does the applicant work well as part of a team?	

General Comments:

Do you have any concerns or is there anything else we should know or explore that would help us in determining this applicant's suitability for ministry? Please explain in the space provided below.

Sign: _____

Date: _____

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