

**TRINITY PRESBYTERY COMMITTEE ON MINISTRY
REFERENCE CHECK FORM**

Candidate's Name _____

PNC Member _____

Date Reference Check was completed: _____

(Introduce Self)

I am (name) _____ representing the PNC of (church name)
_____ in (city) _____

We are searching for a _____ whose responsibilities would include

We are considering _____ for this position and s/he has given
your name as a reference. I'd like to spend a few moments talking to you about your perceptions
of his/her gifts, talents, and suitability for such a position. Is this a convenient time for you to
talk? (When may I call back?) _____

(Questions)

1. How long have you known _____? _____

2. In what capacity have you known _____? _____

3. If you were on a search committee at your church looking to call someone to a position such
as ours, why would you want to call _____?

4. If you were on a search committee are there any reasons that would make you hesitate to call
_____ to such a position? _____

5. Please give me some specific examples of actions that you think would uniquely qualify
_____ for our position. _____

6. What is an area that will prove challenging for _____?

7. Is there an area that might prove challenging for us with _____?

8. How would you describe _____'s ability to work with lay volunteers? With professional
staff? _____

9. How would you describe _____'s leadership style?

10. Have you had occasion to see how _____ handles conflict?

11. Recalling that _____ are the important components of our position, on a scale of 1 to 5 how would you rate _____ in relation to this position? Why?
(1-excellent match, 5-no match)

12. What other comments or information about _____ would be helpful for our committee to know?

13. Are there other persons that you could suggest we talk with concerning _____ ?

Would you spell their names for me? Do you have phone numbers for them?

14. Can you give us a one-word description of _____?

Thank you very much for your time.