

CHARACTER REFERENCE

Name (Applicant)

School (if presently attending)

The person named above has applied for Christian service, and it is important for the C&MA to learn about the qualities of this applicant.

1. How long have you known this person, and upon what is your relationship based?

In the following questions, feel free to share experiences or situations that better explain your views.

2. How has your personal or spiritual life been affected or changed through knowing this person?

3. List three personality qualities that best describe this person, and explain why you chose these.

4. Please list and explain any personal or spiritual weaknesses or areas for improvement in this person.

5. What observable evidence persuades you that this person is called and qualified for vocational ministry?

6. In your view, for which types of ministry is this person best qualified:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Preaching | <input type="checkbox"/> Teaching | <input type="checkbox"/> Evangelism | <input type="checkbox"/> Discipleship |
| <input type="checkbox"/> Church Planting | <input type="checkbox"/> Prayer Ministry | <input type="checkbox"/> Counseling | <input type="checkbox"/> Small Groups |
| <input type="checkbox"/> Administration | <input type="checkbox"/> Leadership | <input type="checkbox"/> Worship/Music | <input type="checkbox"/> Service/Helps |
| <input type="checkbox"/> Children's Ministry | <input type="checkbox"/> Youth Ministry | <input type="checkbox"/> Worker Mobilization | <input type="checkbox"/> Drama and the Arts |
| <input type="checkbox"/> Cross-Cultural Ministry | <input type="checkbox"/> Other _____ | | |

II. PERSONAL CHARACTERISTICS

Please circle a number below, using this scale:

5 = exceptional ability – as proficient as anyone you know at exhibiting this quality

4 = quality consistently exhibited

3 = adequate – a tendency but not a regular trait

2 = quality seldom exhibited – improvement needed

1 = quality lacking entirely

G. PATIENCE 5 4 3 2 1 cannot say

Accepts others' faults; is able to wait for others to make positive changes or to understand; has tolerance for ambiguity

H. EMOTIONAL STABILITY 5 4 3 2 1 cannot say

Calm, even-tempered; does not show strong anxiety, fearfulness or frustration in most circumstances; does not show obvious mood swings

I. EMOTIONAL RESILIENCE 5 4 3 2 1 cannot say

Under pressures, remains in control of his/her emotions; takes criticism well and learns from it; does not overreact to situations

J. RELIABLE 5 4 3 2 1 cannot say

Can be counted on to follow through to a successful end the tasks for which one is responsible; industrious; consistently trustworthy; demonstrates integrity

K. POSITIVE ATTITUDE 5 4 3 2 1 cannot say

Good humored; enthusiastic; sees the "bright side" of difficult situations; is hopeful; good sense of humor

L. SERVANT SPIRIT 5 4 3 2 1 cannot say

In humbleness, benefits others at personal sacrifice

Additional Reflections on Personal Characteristics (Optional):

In the following section, we will look at three distinct groupings of personality qualities:

- I. Intellectual skills refer to a candidate's ability to logically and efficiently solve problems.
- II. Personal characteristics refer to a candidate's ability to respond in a mature way to stressful situations.
- III. Interpersonal skills refer to abilities a candidate demonstrates in building successful relationships.

I. INTELLECTUAL SKILLS

Please circle a number below, using this scale:

5 = exceptional ability – as proficient as anyone you know at exhibiting this quality

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3 = adequate – a tendency but not a regular trait

2 = quality seldom exhibited – improvement needed

1 = quality lacking entirely

A. DEMONSTRATES KNOWLEDGE Is able to communicate a good biblical and secular base of understanding	5	4	3	2	1	cannot say
B. SYSTEMATIC DECISION MAKING Decides in an orderly way; shows good judgment, common sense	5	4	3	2	1	cannot say
C. INTEGRITY OF CONVICTIONS Regards facts as facts, without interests or biases interfering with good judgment; stands by personal convictions even if a minority	5	4	3	2	1	cannot say
D. DECISIVE Ability to sort through data and make a decision quickly; purposeful, takes initiative	5	4	3	2	1	cannot say
E. APPRECIATES DIFFERENT VIEWS Sees how others feel, not just how candidate feels about an issue	5	4	3	2	1	cannot say
F. RECEPTIVE TO CHANGE Welcomes fresh approaches; does not get "stuck in a rut"	5	4	3	2	1	cannot say

Additional Reflections on Intellectual Skills (Optional):

III. INTERPERSONAL SKILLS

Please circle a number below, using this scale:

- 5 = exceptional ability – as proficient as anyone you know at exhibiting this quality
- 4 = quality consistently exhibited
- 3 = adequate – a tendency but not a regular trait
- 2 = quality seldom exhibited – improvement needed
- 1 = quality lacking entirely

(Look at the candidate from the viewpoint of people in general and not just from your own personal relationship, though you will include this, too.)

M. RESPECT FOR OTHERS 5 4 3 2 1 cannot say

Respects people despite differences in values, appearance, or behavior; shows concern for others; discreet in conduct with the opposite sex

N. TEAM PLAYER 5 4 3 2 1 cannot say

Works with others easily, smoothly to complete a group task; cooperates with others

O. ACCEPTS AUTHORITY 5 4 3 2 1 cannot say

Not a rebel who unreasonably fights legitimate, recognized authority in others; can express disagreements to superiors tactfully, but graciously accepts authority decisions without complaining

P. LISTENS WELL 5 4 3 2 1 cannot say

Can “tune in” to others’ feelings well; knows when to talk and when to listen; takes time to try to understand what others mean in conversation

Q. SINCERITY 5 4 3 2 1 cannot say

Open and direct in dealing with people; not phony or slick; not deceitful or misleading

R. LEADERSHIP 5 4 3 2 1 cannot say

Has the capacity to get others to arrive at a specific objective; influences others in positive direction

Additional Reflections on Interpersonal Skills (Optional):

Do you recommend that this person be accepted as a candidate for service with the C&MA? Yes No Uncertain

Please explain:

I am willing to share this information with the applicant. Yes No

Signature (Printed name) Phone Number E-mail Address