

# Sample Reference Questionnaire

## Example #1

\_\_\_\_\_ has been brought to our attention in our search for a pastor. As we seek the individual God has chosen for us, we appreciate your response to as many of the questions indicated below as your knowledge of this individual allows. (Leave blank those questions for which you have no knowledge. Please use additional sheets if necessary.)

1. How long have you known this person? \_\_\_\_\_ years / from \_\_\_\_\_ to \_\_\_\_\_.
2. In what capacity?
3. How would you describe his spiritual maturity as a Christian?
4. Does he share his faith on a regular basis?
5. Does he visit prospects, church families, hospitals, nursing homes, etc.?
6. How would you describe his preaching ability?
7. Does he demonstrate Christian compassion for people?
8. Is he flexible and can he adapt to changing situations?
9. How does he react to problem situations?
10. Does he keep personal confidences?
11. Is there any personal trait, habit or attitude that might hinder his ministry?  
If there is please explain:
12. Does his family, especially his wife, appear to be supportive of his ministry?
13. Is he cooperative and supportive of the Southern Baptist Convention, the State Convention and the local Association?
14. What do you believe is his greatest asset?
15. What do you see as his greatest weakness?
16. Describe his leadership style (authoritarian, visionary, consensus builder, equipper, etc.)
17. Do you have any information that would give you any reservations about his person's appropriateness to serve as pastor? If so, please explain using the back of this form.
18. Please indicate your evaluation of the candidate in the following areas. If you have no basis for an answer do not respond.

	STRONG	AVERAGE	WEAK
COMMUNICATION SKILLS – <i>Relates ideas to other in effective ways</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONFLICT – <i>functions effectively under pressure</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONSIDERATION – <i>is patient, courteous and understanding</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DELEGATION – <i>equips others versus does everything himself</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMOTIONAL CONTROL – <i>maintains control of emotions when things are not going right (deals with anger properly)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENTHUSIASM – <i>shows interest and excitement toward work</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNOWLEDGE – <i>demonstrates a thorough knowledge and understanding of church functions and administration</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LEADERSHIP – <i>creates a feeling of unity and enthusiasm among those in contact with him</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUPPORTIVE – <i>supports the policies, procedures and philosophies of the church</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRUSTWORTHY – <i>is able to keep confidences</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UNDERSTANDING – <i>is conscious of the problems that face the church</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

Thank you for taking the time to help us in evaluation of this pastoral candidate. We desire God's will for him and us. We would welcome your prayer support during this time. Should we have further questions, may we call you? If so, please give us your telephone number on the line below your name.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Other references you recommend that we contact:

Name:

Address:

City:

State:

Zip:

Phone:

Name:

Address:

City:

State:

Zip:

Phone:

**Example #2: Based on criteria grid located on page 31**

REFERENCE'S NAME \_\_\_\_\_  
TELEPHONE NUMBER (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ has been brought to our attention in our search for a revitalization pastor. As we seek the individual God has chosen for us, we appreciate your time and your willingness to share your experiences with \_\_\_\_\_.

1. How long have you known this person? \_\_\_\_\_ years. From \_\_\_\_\_ to \_\_\_\_\_.
2. In what capacity? \_\_\_\_\_  
\_\_\_\_\_
3. How would you describe his spiritual maturity as a Christian? \_\_\_\_\_  
\_\_\_\_\_
4. Does he share his faith on a regular basis? \_\_\_\_\_
5. Does he visit prospects, church families, hospitals, nursing homes, etc.? \_\_\_\_\_
6. How would you describe his preaching and Bible teaching ability? \_\_\_\_\_  
\_\_\_\_\_
7. Does he demonstrate Christian compassion for people? \_\_\_\_\_
8. Is he flexible and can he adapt to changing situations? \_\_\_\_\_
9. How does he react to problem situations? \_\_\_\_\_  
\_\_\_\_\_
10. Does he keep personal confidences? \_\_\_\_\_
11. Is there any personal trait, habit, or attitude that might hinder his ministry? \_\_\_\_\_  
If there is please explain: \_\_\_\_\_  
\_\_\_\_\_
12. Does his family, especially his wife, appear to be supportive of his ministry? \_\_\_\_\_  
\_\_\_\_\_
13. Is he cooperative and supportive of the Southern Baptist Convention \_\_\_\_\_,  
the State Convention \_\_\_\_\_, and the association? \_\_\_\_\_
14. What do you believe is his greatest asset? \_\_\_\_\_  
\_\_\_\_\_
15. What do you see as his greatest ministry challenge? \_\_\_\_\_  
\_\_\_\_\_
16. Describe his leadership style (authoritarian, visionary, consensus builder, equipper, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

17. Do you have any information that would give you any reservations about this person's appropriateness to serve as pastor? If so, please explain using the back of this form.

18. On a scale of 1 – 10 with 10 being the strongest, how would you rate \_\_\_\_\_ in the following areas?

1 2 3 4 5 6 7 8 9 10

COMMUNICATION SKILLS—relates Biblical truths to others in clear and effective ways \_\_\_\_\_

CROSS CULTURAL—is able to connect with people of various cultural backgrounds and to understand strengths and weaknesses of various traditions and cultures \_\_\_\_\_

GOOD RELATIONAL SKILLS—connects easily and naturally with others—is seen as friendly and warm \_\_\_\_\_

EVANGELISTIC—regularly and naturally shares the Gospel with others \_\_\_\_\_

LEADERSHIP—is able to cast a clear vision and has been able to get others to join him \_\_\_\_\_

PERSEVERENCE—is able to quickly bounce back from difficult situations and has demonstrated a willingness to hang in during tough times \_\_\_\_\_

SELF STARTER—is able to see what needs to be done and is willing to do it and is willing to ask for help when it is needed \_\_\_\_\_

SPIRITUAL MATURITY—demonstrates a growing and deepening walk with God and man \_\_\_\_\_

TRANSFORMATIONAL FOCUS—models and teaches that a mature disciple is someone who not only knows the word of God but lives it \_\_\_\_\_

WIFE AS A MINISTRY PARTNER—do he and his wife function as a ministry team (church revitalization is different than a normal ministry position) \_\_\_\_\_

ADDITIONAL COMMENTS:

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Who else do you know that might be able to provide us with a clear understanding of \_\_\_\_\_'s fit for our unique situation?

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

