

## APPENDIX 4C - MINISTRY PERSONNEL REFERENCE CHECK

\_\_\_\_\_ (Name of Volunteer) has applied to be a volunteer with \_\_\_\_\_ (our ministries) and has indicated on their application that you might be willing to act as a personal reference. We have a program in our Diocese called *Responsible Ministry*, which is designed to protect our children, youth and vulnerable adults, as well as our volunteers. We do reference checks on all volunteers working in these areas. Your response will remain confidential. Thank you for your cooperation.

Please forward this information to:

Parish Responsible Ministry Committee

Name of Parish:

Address of Parish:

City of Parish:

Postal Code of Parish:

Attention \_\_\_\_\_

Your Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Email address: \_\_\_\_\_

1. Describe your relationship with this person.

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2. How long have you known this person? \_\_\_\_\_

3. What are the applicant's greatest strengths? \_\_\_\_\_

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4. Please use the following scale to respond:

1 – low    2 – below average    3 – average    4 – very good    5 – excellent    U – unknown

How would you rate this individual in the following areas?

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|---|---|---|---|---|---|---|
| a. Ability to work with other volunteers              | 1 | 2 | 3 | 4 | 5 | U |
| b. Ability to follow through on commitments           | 1 | 2 | 3 | 4 | 5 | U |
| c. Ability to relate to children or youth             | 1 | 2 | 3 | 4 | 5 | U |
| d. Level of spiritual maturity                        | 1 | 2 | 3 | 4 | 5 | U |
| e. Ability to relate to vulnerable adults             | 1 | 2 | 3 | 4 | 5 | U |
| (i.e., elderly, homebound, mentally challenged, etc.) |   |   |   |   |   |   |

5. Would you entrust the care of your children, youth or vulnerable adults to the applicant without any concern, reservation or hesitation?

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6. Do you have concerns regarding this person working in the ministry they have applied for?  
If so, please explain.

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Signature of person conducting reference check \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_