

Reference for:

Date:

## United Church of Christ Profile Reference

You have received this reference form from a person who values your opinion. The material you provide will be placed with other materials to form a Ministerial Profile for use in the United Church of Christ. The Office for Parish, Life and Leadership encourages persons regularly to update or prepare a new profile. Therefore, being asked to provide a reference does not necessarily imply that the person is interested in a change in position. The material you provide may be used in the future by search committees if the person seeks a change. When the profile is completed, this information will be made available to the person about whom it is written.

When you have completed the information, please send this form with your signature directly to the United Church of Christ Profile Office, 700 Prospect Avenue, Cleveland, Ohio 44115-1100.

If you use a personal computer to prepare Section 2, we encourage you to provide a printed page and send this with your completed reference form. This will simplify the process of incorporating your comments into the person's Ministerial Profile. Profiles will not be distributed without references, so your prompt reply will be appreciated by the applicant.

You are being asked to provide as clear a picture of this person as possible through a forced choice checklist and commentary. Indicate the qualities evidenced in this person's ministry at this time as you have encountered them, both on the checklist and with at least a paragraph that will be compiled with other references to profile this person.

Reference for:

Name of Person Providing Reference (Rev., Dr., Mr., Ms.)

Signature of Person Providing Reference:

Address

City, State, ZIP

How Long and in What Relationship Have You Known the Above Named Person?

### Section 1

This part of the reference form is for you to identify the 12 strongest qualities in this person's ministry as you have experienced it. There are no assumptions that items not marked are a sign of weakness in those areas. Check no more than 12. Many more characteristics will be apparent to you. Please indicate the strongest qualities from those on the second page of this form by placing an "X" beside them. Do not rank the 12. Because of the variety of items, read through them before beginning to mark items.

Fill out both sections. Return signed form to the address listed above.

Reference for:

Date:

REFERENCES WILL NOT BE PROCESSED IF MORE THAN 12 ITEMS ARE CHECKED.

- 1. is an effective preacher/speaker.
- 2. continues to develop his/her theological and biblical skills
- 3. helps people develop their spiritual life.
- 4. helps people work together in solving problems.
- 5. is effective in planning and leading worship.
- 6. has a sense of the direction of his/her ministry.
- 7. regularly encourages people to participate in United Church of Christ activities and programs.
- 8. helps people understand and act upon issues of social justice.
- 9. is a helpful counselor.
- 10. ministers effectively to people in crisis situations.
- 11. makes pastoral calls on people in hospitals and nursing homes and those confined to their homes.
- 12. makes pastoral calls on members not confined at home or in hospitals.
- 13. is a good leader.
- 14. is effective in working with children.
- 15. builds a sense of fellowship among the people with whom he/she works.
- 16. helps people develop their leadership abilities.
- 17. is an effective administrator.
- 18. is effective with committees and officers.
- 19. is an effective teacher.
- 20. has a strong commitment to the educational ministry of the church.
- 21. is effective in working with adults.
- 22. inspires a sense of confidence.
- 23. works regularly at bringing new members into the church.
- 24. regularly encourages support of Our Church's Wider Mission.
- 25. reaches out to inactive members.
- 26. works regularly in the development of stewardship growth.
- 27. is active in ecumenical relationships and encourage the church to participate.
- 28. is a person of faith.
- 29. writes clearly and well.
- 30. works well on a team.
- 31. is effective in working with youth.
- 32. organizes people for community action.
- 33. is skilled in planning and leading programs.
- 34. plans and leads well organized meetings.
- 35. encourages people to relate their faith to their daily lives.
- 36. is accepting of people with divergent backgrounds and traditions.
- 37. encourages others to assume and carry out leadership.
- 38. is mature and emotionally secure.
- 39. has strong commitment and loyalty to the United Church of Christ.
- 40. maintains confidentiality.
- 41. understands and interprets the mission of the church from a global perspective.
- 42. is a compassionate and caring person, sensitive to others' needs.
- 43. deals effectively with conflict.

## Section 2

Comment in a paragraph or two on personal qualities and characteristics that commend this person for ministry in the church (e.g., personal faith, adaptability to new ideas, integrity, etc.). Add anything you want to say that would be helpful. Please type or use a computer to write your comments on an additional page. If those are not available, please write legibly so that the comments may be accurately transcribed.