### Reference Check Questionnaire

### (May be used in a phone interview or as a mailed written questionnaire)

Name of Reference \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Committee Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Introduce yourself and give brief background on why you are calling. “Bro.\_\_\_\_\_\_\_\_\_\_\_” has attracted our interest. We have received his permission to contact references.” Assure reference that the information shared will be strictly confidential. “Would you please talk to me about Bro. \_\_\_\_\_\_\_\_\_\_\_\_\_\_?”

1. How do you know Bro. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?
2. How long have you known him? \_\_\_\_\_\_\_\_\_\_\_
3. Please share about some areas our Committee feels are important and how you would evaluate Bro. on a scale from 1 to 5, with 1 being the lowest and 5 being the highest.

* + 1. A good family man 1 2 3 4 5
    2. Spiritual maturity 1 2 3 4 5
    3. Honesty 1 2 3 4 5
    4. Work ethic 1 2 3 4 5
    5. Good pastor 1 2 3 4 5
    6. Loves people 1 2 3 4 5
    7. Good people person 1 2 3 4 5
    8. Preacher 1 2 3 4 5
    9. Teacher 1 2 3 4 5
    10. Administrator 1 2 3 4 5
    11. Emotional maturity 1 2 3 4 5
    12. Handles conflict 1 2 3 4 5
    13. Dependable 1 2 3 4 5
    14. Handles Money Well 1 2 3 4 5
    15. Able to compromise 1 2 3 4 5
    16. Warn/Friendly 1 2 3 4 5
    17. Flexible 1 2 3 4 5

1. What would you say are his greatest ministry assets? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Why do you think he is open to leaving his current church at this time? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. To your knowledge, has he ever been asked to leave a former church? If yes, for what reason? \_\_\_\_\_\_\_
4. Are you aware of any skeletons in his closet, be it personal or professional? (Has he ever been accused of abuse or harassment?)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Would you be able to give me the name and phone number of one or two other people who know Bro. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?
   1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Can you recommend Bro. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ without reservations? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Can you think of any questions I should have asked but have not? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. If you were on a Pastor Search Committee, would you vote to call Bro. ??? as your pastor? \_\_\_\_\_\_\_\_\_

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