

**Due to the Center for Clergy Excellence by December 1, 2019**

**Letters of Reference Form**

**To be used by SPRC Chairperson, Senior Pastor, and/or Supervisor**

**Candidate's Name:** \_\_\_\_\_

**Candidate's Appointment Date and Time:** \_\_\_\_\_

**Candidate's Required Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

*The Candidate is responsible for requesting the PPRC Chairperson, Senior Pastor, Supervisor, or someone who knows you well to complete this form and submit it directly to the Center for Clergy Excellence.*

**PPRC Chairperson, Senior Pastor, Supervisor, and/or Other Reference:** you have been asked to respond to the following questions for a person who is seeking approval of the Board of Ordained Ministry of the North Georgia Conference. As their supervisor your letter of reference will be a very important part of the evaluation of the candidate for ordained ministry in the United Methodist Church. Please give candid and complete answers to the following questions and make sure that you have identified the candidate by name and signed your reference before sending it in. **Please note: the candidate does not have access to the content of these letters without prior consent of the writer.** Send all letters of reference to Center for Clergy Excellence, 1700 Century Circle, NE Suite 100, Atlanta, GA 30345 no later than **December 1, 2019**.

**Please respond to the following questions:**

1. What were the candidate's responsibilities when he/she worked with you?
2. What gifts have you observed in the candidate that would affirm their call to ordained ministry in the United Methodist Church? What weaknesses will the candidate bring to ministry?
3. Describe the candidate's work ethic as you have observed him/her in discharging his/her responsibilities, including the ability to meet deadlines on regular basis.
4. Does the candidate display an ability to lead people to a relationship with Christ? Give examples.
5. Is the candidate effective in his/her appointment/job? Give rationale for your answer.
6. If you have observed the candidate in times of stress and/or conflict, how did he/she respond and how did the circumstances affect the performance of his/her duties?
7. What is your evaluation of the candidate's interpersonal relational skills? How well do he/she get along with a variety of people?
8. What is the largest challenge the candidate faced and how did he/she respond?
9. Does your experience with the candidate cause you to have any concern that this person can function effectively, and lead churches within a variety of settings within the structure of the United Methodist Church? If your answer is yes, please explain.