

Due to The Center for Clergy Excellence by December 1, 2023
Letters of Reference Form – District Superintendent

Candidate's Name: _____

Candidate's Required Signature: _____ **Date** _____

The Candidate is responsible for requesting the **District Superintendent** complete this form and submit it directly to The Center for Clergy Excellence.

District Superintendent's Name _____

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 District Superintendent your letter of reference will be a very important part of the evaluation of the candidate for ministry in The United Methodist Church. Please give candid and complete answers to the following questions. **Please note: the candidate does not have access to the content of these letters without prior consent of the writer.** Send all letters to the Center for Clergy Excellence via email clergyexcellence@ngumc.org or by mail to: 1700 Century Circle, NE Suite 100, Atlanta, GA 30345 or by **December 1, 2023**.

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?
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 a regular basis.
4. Does the candidate display an ability to lead people to a relationship with Christ? Give examples.
5. Please rate the candidate's effectiveness in the appointment/job? Give rationale for your answer.
Highly Effective Effective Occasionally Effective Ineffective
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. If the candidate is married, is his/her family supportive of their participation in the ordained ministry? If the candidate is on the elder track, is his/her spouse supportive of participation in the itinerant system?
9. Does your experience with the candidate cause you to have any concern that this person can function effectively, lead a church, and serve under appointment in a variety of settings within the structure of The United Methodist Church? If your answer is yes, please explain.