



## CHRISTIAN REFERENCE FORM

Introduction and Instructions:

\_\_\_\_\_ has applied to Servants with a desire to join one of its long-term mission teams living and working among the urban poor, and has given your name as a referee.

Work with Servants is as demanding as it is rewarding. Volunteers will live with and share the lives of urban poor people from a very different culture. This will require ability to:

- adjust to conditions of urban degradation, to quickly form sustaining relationships.
- deal with stress and powerful experiences and process these effectively.
- exhibit the skills necessary to complete the tasks they take on in their work and ministry.

The applicant will be working as part of a team, requiring of them high social and emotional maturity. Servants workers will have to show lots of initiative, adaptability, self discipline, and emotional resilience. This reference form might seem unusually searching and detailed, but it is in his/her best interest that we build up an accurate portrait. In the light of that, please complete the attached form to the best of your knowledge, giving prayerful and candid answers, which will be kept strictly confidential.

As the applicant cannot proceed until all referee forms are in, please try to get this back to us promptly.

Please return form to your nearest Servants Sending Office at:

Address:

See [link](#) for more details.

*NB. This form was created using Microsoft Word. If you see a Security Warning underneath the menu bar, you may need to enable content to have full use of the form.*

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### **PART I**

Please answer the following, with comments:

1. How long have you known the applicant?

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2. How closely and under what circumstances have you known the applicant?  
(Were you the applicant's employer, teacher, student, roommate, pastor, supervisor, mentor, spiritual director, friend? etc)

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3. From the example you have seen, do you believe the applicant to be a sincere, genuine and committed follower of Jesus?

4. In your frank and honest opinion, does the applicant's actions and life reflect a stable, consistent and authentic commitment to following Christ and his teachings?

5. Would you say the applicant has a genuine concern for reaching out to others, in order to help them know fullness of life and come into relationship with Christ?

6. In your opinion and observation, do you feel that the candidate holds any unusual ideas or practices that could be considered outside of (or contrary to) mainstream, orthodox Christian belief and practice? If yes, please specify.

7. As far as you are able, estimate the applicant's ability/success in his/her occupation, i.e. as a nurse, doctor, teacher, homemaker etc.

8. As far as you know, does the applicant have any unusual eccentricities of habit, diet, lifestyle, thinking or belief? (If yes, please give details!)

**Part II**

Please rate the applicant with respect to each of the characteristics listed below by checking the item(s) under each heading, which most nearly represent your evaluation.

Which of the following would best describe the candidate's emotional make-up? Please mark as N (Never), S (Sometimes), O (Often) or M (Most of the time). Please be as frank and candid as you can. Please add a clarifying comment if necessary.

	N	S	O	M	Comments
a) has a very even temperament	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
b) is up and down emotionally	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
c) has big mood swings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
d) is prone to 'the blues' or depression periodically	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
e) is easily angered	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
f) has angry outbursts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
g) often seems frustrated	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
h) seems vulnerable to feelings of loneliness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
i) is often anxious or worried	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
j) is easily stressed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
k) is cheerful and optimistic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

l) is a confident person	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
m) is usually easy to be around	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
n) is sometimes hard to be around	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
o) is usually friendly and encouraging towards others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
p) tends to be critical of others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
q) is a risk taker	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
r) is a risk avoider	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
s) usually avoids confrontations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
t) seems to relish confrontations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
u) is a sociable, 'people person'	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
v) is a team player	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
w) works better alone	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
x) can be impulsive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
y) usually thinks through consequences carefully before acting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

**Part III**

With the following lists, please tick the boxes you think apply. Add a brief explanatory comment beside relevant the sentence if you think it necessary.

**9. PHYSICAL CONDITION**

- rugged and vigorous
- good health
- fairly healthy
- somewhat below average
- partially incapacitated due to physical disability
- frequently sick
- little stamina
- no observation

**10. SELF DISCIPLINE**

- shows excellent self discipline
- shows good self discipline
- shows normal self discipline
- shows poor self discipline
- avoids difficult tasks
- over-indulges in hobby or recreation
- over procrastinates
- often over or under eats
- does not control temper
- risks emotional stability with over self discipline
- no observation

**11. MONEY**

- consistently spends wisely
- usually spends wisely
- often spends unwisely
- irresponsible with spending
- no observation

**12. INDEBTEDNESS**

- never in debt
- seldom in debt
- shows sense of responsibility towards debt
- pays debts if reminded
- habitually in debt
- no observation

**13. UNSELFISHNESS**

- rarely fails to put interest of others first
- consistently considerate of others
- usually thinks of others' welfare
- frequently seeks own interest even though others may be hurt
- thinks only of self
- no observation

**14. FRIENDLINESS**

- warm and friendly with many
- moderately friendly with many
- quiet and shy
- cliquish
- has difficulty making friends
- easily offended
- generally aloof
- often sullen
- no observation

**15. SOCIAL ACCEPTABILITY**

- sought by others
- liked by everyone
- liked by most people
- tolerated by others
- avoided by others
- no observation

**16. ATTITUDES TO OTHERS**

- encourages others
- speaks well of others
- tactful
- non-argumentative
- tactless
- critical
- argumentative
- fault finding
- no observation

**17. WILLINGNESS TO SERVE OTHERS**

- devoted to service of others
- eager to serve as needed
- usually willing to serve
- willing to do menial tasks
- reluctant/slow to serve
- expects to be served
- no observation

**18. LEADERSHIP**

- displays marked ability to lead others
- sometimes leads in important affairs
- sometimes leads in minor affairs
- seldom takes the lead
- avoids leadership
- probably unable to lead people
- no observation

**19. TEAMWORK**

- very effective in teamwork
- works well with others
- usually co-operative
- seldom co-operates with others
- seeks to dominate
- frequently causes friction
- individualistic
- no observation

**20. JUDGEMENT AND COMMON SENSE**

- shows exceptional judgement and commonsense
- usually shows sound judgement and commonsense
- impulsive in making decisions
- impractical
- finds it difficult to make decisions
- no observation

**21. INDUSTRY AND ACHIEVEMENT**

- superior creative ability and accomplishment
- resourceful, sets additional tasks for self
- self reliant, does ordinary tasks of own accord
- does only what is assigned
- depends on others, needs occasional prodding
- doesn't complete duties, assignments
- no observation

**22. USE OF TIME**

- balances use of time
- can usually organise time
- often procrastinates
- too rigid allocation of time
- seldom relaxes
- often seems lazy
- no observation

**23. PERSEVERANCE**

- perseverance in spite of difficulties
- consistently completes task
- usually carries on to the finish
- finishes easy tasks but is easily discouraged by difficulties
- starts but habitually does not finish tasks
- no observation

**24. WORKMANSHIP**

- extremely good workmanship
- satisfactory workmanship
- some work well done and some poorly done
- tries hard but not always efficient
- most work poorly done
- no observation

**25. STUDY HABITS**

- able to plan study schedule
- on time with assignments
- does minimum
- finds concentration difficult
- averse to study
- no observation

**26. ABILITY TO COMMUNICATE**

- expresses feelings freely
- reserved
- inarticulate
- withdrawn
- cold
- no observation

**27. SOCIAL SENSITIVITY**

- unusually alert to others' needs
- understanding and courteous
- longsuffering and patient with others
- usually responsive to the feelings and needs of others
- slow to sense how others feel
- talks a lot, but seldom listens to others
- no observation

**28. ADAPTABILITY**

- adjusts promptly and successfully to unusual circumstances
- usually successful in adjusting to change
- slow in adjustment to change
- rigid patterns/attitudes make change difficult
- easily floored
- no observation

**29. MOODS**

- generally buoyant
- even
- up and down
- often sullen
- no observation

**30. RESPECT FOR OTHERS AND THEIR VALUES**

- excellent
- good
- average
- poor
- no observation

**31. CHARACTER**

- loyal
- dependable
- persevering
- usually reliable
- unreliable
- no observation

**32. REACTION TO AUTHORITY**

- accepts readily
- accepts sometimes
- accepts grudgingly
- intolerant of 'red tape'
- resentful of correction
- defiant
- bitter
- no observation

**33. FOLLOWING ORDERS AND INSTRUCTIONS**

- unquestioning obedience to all orders/instructions
- excellent in following orders/instructions
- follows orders/ instructions satisfactorily
- sometimes follows orders, sometimes not
- has a tendency to question orders/ instructions
- does things his/her own way regardless of others
- no observation

**34. HUMOUR**

- jovial
- good sense
- normal sense
- occasionally laughs
- sour
- flippant
- no observation

**35. PERSONAL SPIRITUALITY**

- has regular habits of Scripture reading and prayer
- usually has personal times alone with God
- infrequently personal times with God
- has no regular habit of Scripture reading or prayer
- no observation

**36. SCRIPTURE KNOWLEDGE**

- thorough
- good working
- average
- limited
- confused
- no observation

**37. CHRISTIAN EXPERIENCE**

- profound and contagious
- genuine and growing
- genuine but static
- over emotional
- relatively superficial
- no observation

**38. ABILITY TO DRAW OTHERS TO CHRIST**

- outstanding
- effective
- average
- ineffective
- no observation

**39. COMMUNICATION OF CHRISTIAN TEACHING TO OTHERS (Teaching, preaching, sharing etc).**

- clear and inspiring
- able to impart knowledge
- unable to communicate satisfactorily
- poor
- no observation

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**Part IV**

Please answer the following, with comments:

40. Has the applicant shown a tendency towards exclusive and absorbing friendships; e.g. cliques, unhealthy/dependent relationships, infatuations? If so give details.

41. What is the conduct of the applicant towards the other sex (apart from their spouse, if applicable)?

42. If the applicant is married:

(i) How would you describe the relationship of the husband and wife?

(ii) How would you describe the relationship with the children, if applicable?

(iii) Please give any other information you think might be relevant concerning the candidate's home life and conditions?

43. If the applicant is single,

(i) How contentedly single do you perceive them to be?

- very content and at peace with this
- content, but open to finding a partner or soul mate
- has a sense of incompleteness or loss, and is very frustrated with this
- actively searching for a partner or soul mate
- desperately searching for a partner or soul mate

other comments..

- (ii) Please provide any other information you think might be relevant concerning the candidate's home life and also past relationships

44. Please give any information you can concerning the applicant's family background which might be relevant to the applicant's suitability for this placement (for example, any history of divorce, conflict, abuse, alcoholism, mental or physical illness and so on).

45. Are there any stressful events the applicant has experienced, either recently or in the more distant past? Is there anything that you feel he/she has not fully dealt with or fully recovered from? Is there anything that may cause him/her to be particularly vulnerable as a Servants volunteer?

46. Do you believe the applicant to be prejudiced against certain groups, religions, races or nationalities? If so please describe.

47. In what regard is the applicant held by colleagues who do not share his or her Christian Faith?

48. Does the applicant have non-Christian friends?

49. Does the applicant work well with others, including those of a different temperament and background?

50. Does the applicant work well alone?

51. How would you rate the applicant's ability to relate to (and this might also include effectiveness in ministry to):

Children?

Teenagers?

Young Adults?

Mature Adults?

Elderly people?

The poor and/or marginalized?

52. What Christian service has the applicant been engaged in to your knowledge, and how would you rate effectiveness? (1 poor, 2 fair, 3 good, 4 very good, 5 exceptional)

53. What evidence has the applicant given of deep interest in mission work overseas?

54. Do you think the applicant's desire to be involved in overseas mission has been significantly influenced by: *(Please provide explanations where possible.)*

1. A desire for travel, adventure or cultural development?

2. A desire to escape a difficult personal family, social or job situation?

3. An emotional involvement with someone who is going/gone into missions?

55. Please describe the strengths, weaknesses, and your recommendations concerning the applicant that might help in making a decision concerning their placement in a team of people working with the urban poor in a difficult and intense cross cultural setting:

Strengths:

Weaknesses:

Your recommendations for the applicant's ongoing personal growth:

Overall, how would you rate the applicant's social and emotional maturity? (1 very immature, 2 immature, 3 mature, 4 very mature, 5 exceptionally mature)

56. SUMMARY PARAGRAPH

Please state frankly your opinion of the applicant's all round fitness for a placement, adding any significant information and impressions that have not been brought out by the preceding questions.

Name:

Date:

Address:

Telephone:

Email:

**Thank you for your help with this!**