**Presbytery of the Twin Cities Area**

**Committee on Preparation for Ministry**

**Reference Form**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 *(name of Reference)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is seeking to be enrolled by and come under the care of the

 *(name of reference seeker)*

Committee on Preparation for Ministry of the Presbytery as they explore becoming either an ordained Minister of the Word and Sacrament or a Commissioned Ruling Elder in the Presbyterian Church (USA). Your insights regarding this person’s character, gifts, skills, and growing edges are important and valuable as this process begins and will help the committee guide this person’s discernment and development for professional ministry. This form asks for your opinions about and experiences with the potential ministry candidate in five broad categories: Wisdom and Maturity of Faith, Leadership Skills, Compassionate Spirit, Honest Repute, and Sound Judgement. These categories are qualities that our denomination requires that Ministers of the Word and Sacrament and Commissioned Ruling Elders demonstrate before being installed as pastoral leaders. The information you share on this form will only be shared with the members of the Committee on Preparation for Ministry and will be kept confidential. Please complete this form as completely and honestly as possible, and return the completed form to the address below:

Presbytery of the Twin Cities Area

ATTN: CPM Reference Form

2115 Cliff Drive

Eagan, MN 55122

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**Reference Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(number and street) (city) (state) (ZIP code)*

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How do you know the reference seeker? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long have you known this person? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we contact you for further conversation? Y / N Preferred method of contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(email or telephone)*

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**Wisdom and Maturity of Faith**

 *Not Observed Emerging Some evidence Well-developed*

Makes thoughtful decisions

Seeks and accepts guidance and

direction in matters of faith

Demonstrates consistent behavior

in a variety of contexts

Actively maintains spiritual life and

seeks to deepen own faith

Please tell us about time when you experienced this person’s wisdom and/or maturity of faith:

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

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**Leadership Skills**

*Not Observed Emerging Some evidence Well-developed*

Maintains poise under pressure

Listens to and values all voices

Has clear sense of direction and

ability to make and follow through

on decisions

Empowers and encourages others

for growth and leadership

Please tell us about a time when you saw or experienced this person’s leadership skills in action:

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

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**Compassionate Spirit**

*Not Observed Emerging Some evidence Well-developed*

Likes and is liked by other people

Is aware of, and cares for, own mental,

physical, emotional, and spiritual health

Has good listening and communication

skills

Is self-aware

Please share with us a time when you saw or experienced this person’s compassionate spirit:

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

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**Honest Repute**

*Not Observed Emerging Some evidence Well-developed*

Understands personal and professional

boundaries

Keeps confidential information

confidential

Acts with integrity, authenticity,

and professionalism

Is trusted by friends, family, colleagues,

and associates

Please tell us about a time when you saw or experienced this person’s honesty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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**Sound Judgment**

*Not Observed Emerging Some evidence Well-developed*

Bases actions on thoughtfulness,

consultation, and reflection rather than

emotion

Considers multiple viewpoints prior

to action or decision

Has a solid understanding of their

own morals, ethics, and values

Manages time and commitments well

Please tell us about a time when you saw or experienced this person’s sound judgment:

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

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What gifts for pastoral ministry have you observed in this person? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What do you see as areas for potential personal and/or professional growth in this person?

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

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What else would be helpful for us to know about this person? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Thank you for thoughtfully completing this reference form. In the next few weeks, you may be contacted by a member of the Committee on Preparation for Ministry for further conversation.