

CHECKING PERSONAL REFERENCES

Before interviewing any potential leader, please take some time to call their references to see what other people think about the applicant.

Script For Checking Personal References

"Hi, this is _____ from the Children's Ministry at High Desert Church. _____ has applied to serve in our Children's Ministry and part of our screening process involves asking a few questions of the references they have provided. _____ has listed you as a personal reference. May I ask you a few questions? Thank you.

POINTS TO COVER:

- How long have you known _____?
- How is it that you know _____?
- Do you have any concerns about their personal involvement with children?

Notes: _____

If You Are Leaving a Voicemail Or An Email

"Hi, this is _____ from the Children's Ministry at High Desert Church. _____ has applied to serve in our Children's Ministry and part of our screening process involves asking a few questions of the references they have provided. _____ has listed you as a personal reference. I would like to ask you a few questions if possible. You may respond by leaving a message on my voicemail/email, but please be sure to directly respond to the following questions. Thank you.

POINTS TO COVER:

- How long have you know _____?
- How is it that you know _____?
- Do you have any concerns about their personal involvement with children?

Notes: _____

