

Date: _____

Dear _____,

_____ has offered to help with our children's ministry.

As you are probably aware, before we can accept any new volunteer workers we must be sure that they are suitable. _____ has given us your name as someone who can give a character reference.

I would be grateful if you could complete the enclosed questionnaire. Your written response will be made available to only certain pastors of our church.

_____ will mainly be working with _____ year olds, as

In commenting on the volunteer, please remember that it is the church's duty to protect children from harm of a physical, emotional or sexual nature, and all volunteers are required to sign to this.

Sincerely,

Please mail completed form to:

REFERENCE FORM

Private and Confidential

Name of Volunteer: _____

What is your relationship with the volunteer?

Relative ____ Friend ____ Employer ____

Other (please specify) _____

How long have you known the volunteer? _____

With your knowledge and experience of the volunteer, please comment on his/her suitability to work with children/young people. Please include comments about his/her honesty, reliability, health and experience of working with children.

Are there any comments you would like to make about the volunteer?

Signed: _____ Date: _____