

Form B – Suggested Script for Telephone Reference Check

“Hello, this is _____ (your name), calling from *Killam Baptist Church / Forestburg Community Baptist Church*.

_____ (Name of Volunteer) has applied to be a volunteer in one of our ministries and has indicated on their application that you might be willing to act as a personal reference. We have a program in our church called Plan to Protect which is designed to protect our children, youth and adults as well as our volunteers. As part of this program we are required to complete a reference check on all our volunteers working in our ministries.

May I ask you a few questions?

- 1) How long you have known the applicant? In what capacity?
- 2) What are the applicant’s strengths? Weaknesses?
- 3) How would you describe the type of person the applicant is and how do they relates to others, especially children, youth and seniors?
- 4) Would you describe the applicant as someone who follows through with commitments he or she makes?
- 5) How does the applicant respond to supervision?
- 6) Is there any conduct you have observed that you would call into question?
- 7) Is there anything that you think the church should know, or that would disqualify the applicant from ministry?

Thank you for your time. We really appreciate it.

Record all information on the Confidential Record of Reference Checks Form (Form C) immediately following the call, keep notes in a confidential and secure location and return them promptly to

_____.