



PROFESSIONAL REFERENCE FORM (Pastor/Employer/Professional)

FIT4M Applicant

Full Name _____

Professional Reference

Full Name _____

Mailing Address _____
(Street, City, Prov., Postal)

Telephone _____

Email: _____

Organization: _____

Position: _____

Applicant: Please give this form to your pastor, employer or another suitable professional to fill out and send back to the office directly, marking it "Confidential". If your employer is a close relative, please give the form to one of the other leadership team members to complete (i.e. Board member). Think about someone in leadership who knows you well and would provide a candid response to the questions.

Reference: The above named applicant has made application with Mission Canada, the national mission agency of The Pentecostal Assemblies of Canada. It is their desire to move forward in the consideration process for a missional position in Canada. Your input in the assessment of suitability and required preparation necessary of the applicant prior to entering a missional environment will be invaluable. Be assured that this form is for office usage only and will not be made available to the applicant.

We would like to thank you for taking the time to provide us with a candid and thorough reference. Please return this directly to the Quebec and Francophone Canada Coordinator of Mission Canada at mission.quebec@paoc.org by surface mail to:

Please return completed form marked "CONFIDENTIAL" to:

FIT4M
Attention: Quebec and Francophone Canada Coordinator
Quebec PAOC District Office
839 rue La Salle, Longueuil, QC J4K 3G6
Phone: (514) 617-0554 or (514) 617-0870
Email: mission.quebec@paoc.org

PART 1

1. How long have you known the applicant?

2. How well do you know the applicant?
 Very well Well Not very well

3. What do you consider as the applicant's greatest contribution to his/her community?

4. What specific areas do you think the applicant should improve in order for the applicant to thrive and contribute to a team?

5. Please check **five** of the relational characteristics that best describe the applicant:

- | | | | | |
|---------------------------------------|--------------------------------------|-----------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Congenial | <input type="checkbox"/> Tactful | <input type="checkbox"/> Friendly | <input type="checkbox"/> Conservative | <input type="checkbox"/> Sensitive |
| <input type="checkbox"/> Indifferent | <input type="checkbox"/> Outgoing | <input type="checkbox"/> Quiet | <input type="checkbox"/> Boisterous | <input type="checkbox"/> Flirtatious |
| <input type="checkbox"/> Professional | <input type="checkbox"/> Intimate | <input type="checkbox"/> Cliques | <input type="checkbox"/> Talkative | <input type="checkbox"/> Inclusive |
| <input type="checkbox"/> Respectful | <input type="checkbox"/> Insensitive | <input type="checkbox"/> Kind | <input type="checkbox"/> Thoughtful | <input type="checkbox"/> Distant |

6. Please check **five** characteristics that best describe the applicant:

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|---|--|--|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Meek | <input type="checkbox"/> Tardy | <input type="checkbox"/> Teachable | <input type="checkbox"/> Stringent | <input type="checkbox"/> Generous |
| <input type="checkbox"/> Self-Sacrificial | <input type="checkbox"/> Proud | <input type="checkbox"/> Independent | <input type="checkbox"/> Humble | <input type="checkbox"/> Peacemaker |
| <input type="checkbox"/> Longsuffering | <input type="checkbox"/> Thankful | <input type="checkbox"/> Servant | <input type="checkbox"/> Arrogant | <input type="checkbox"/> Spiteful |
| <input type="checkbox"/> Cooperative | <input type="checkbox"/> Gossip | <input type="checkbox"/> Accommodating | <input type="checkbox"/> Hospitable | <input type="checkbox"/> Confident |
| <input type="checkbox"/> Patient | <input type="checkbox"/> Inconsiderate | <input type="checkbox"/> Unaware | <input type="checkbox"/> Egocentric | <input type="checkbox"/> Ethnocentric |

7. Please check **five** leadership/ministry characteristics that best describe the applicant:

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|--------------------------------------|--|---------------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Charismatic | <input type="checkbox"/> Independent | <input type="checkbox"/> Concise | <input type="checkbox"/> Teachable | <input type="checkbox"/> Honest |
| <input type="checkbox"/> Driven | <input type="checkbox"/> Outward focused | <input type="checkbox"/> Hierarchical | <input type="checkbox"/> Articulate | <input type="checkbox"/> Spirit-led |
| <input type="checkbox"/> Demanding | <input type="checkbox"/> Selfless | <input type="checkbox"/> Devoted | <input type="checkbox"/> Team Player | <input type="checkbox"/> Mentor |
| <input type="checkbox"/> Strategic | <input type="checkbox"/> Servant | <input type="checkbox"/> Trustworthy | <input type="checkbox"/> Structured | <input type="checkbox"/> Empowering |

PART 2

Please take the time to carefully read the descriptions of the following skills and describe the applicant's abilities, strengths and resilience according to guideline questions provided. We encourage you to be candid and share stories that would concur with your statements.

1. **Stress Management:** Able to maintain a mature problem-solving attitude while dealing with interpersonal conflict, stressful conditions, personal rejection, or hostility.

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| Question: | Have you observed the applicant when they have experienced interpersonal conflict or personal rejection? Please give an example of a time when you had observed a situation and describe how the applicant coped with these demands. |
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| | <i>To consider: Did the applicant manage the pressure while directing effort to achieve positive outcome? Was there expression of dysfunctional or negative feelings or minimal effort given toward productive conflict resolution?</i> |
| Response: | |

- 2. Communication:** Able to maturely express one’s feelings and opinions in spite of disagreement; able to accurately communicate to others regardless of their status or position.

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| Question: | Sometimes it is important to disagree with others in order to keep a mistake from being made or to bring about positive change. Comment on the applicant’s ability to communicate when they disagree with a leader. <i>To consider: Did the applicant disagree tactfully and in a timely fashion, balancing the need to communicate an opinion/information with respect? Was there avoidance of disagreement or a tactless presentation?</i> |
| Response: | |

- 3. Time Management and Productivity:** Able to organize and schedule people or tasks; to develop realistic action plans while being sensitive to time constraints and resource availability.

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| Question: | Give an example of a time when you observed the applicant manage time well and meet demanding production deadlines. What specific skills did you observe that the applicant used to manage the situation? <i>To consider: Did the applicant have a strategy for using time management techniques across a variety of situations? Was work time used primarily for socializing/pleasant activity, with little emphasis on productivity?</i> |
| Response: | |

- 4. Tolerance of Ambiguity:** Able to withhold actions or speech in absence of important information; deal with unresolved situations, frequent change, delays or unexpected events.

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| Question | Has the applicant gained experience working in an environment with conflicting, delayed or ambiguous information? How did the applicant make the most of the situation? <i>To consider: Did the applicant structure work productively and assume meaningful self-direction in the absence of direction? Was there frustration, apathy and/or unproductive action?</i> |
| Response: | |

- 5. Leadership:** Able to influence the actions and opinions of others in a desired direction; to exhibit judgment in leading others to worthwhile objectives.

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| Question: | Instead of simply using authority to influence another individual, it is sometimes desirable to lead other persons by setting a positive example for them to follow. Describe a work situation when the applicant’s example served as a model for others. <i>To consider: Did the applicant model desired behavior for work associates, perhaps requiring special effort and/or commitment to a principle? Was there a trivial/incomplete example/demonstration, with little guidance regarding proper behavior/methods?</i> |
| Response: | |

- 6. Problem Solving & Innovation:** Able to use a systematic approach in solving problems through analysis of the situation and evaluation of alternative solutions: uses logic, mathematics or other problem solving tools; innovative in generating new ways of thinking and responding to a situation.

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| Question: | <p>Provide an example of a time when the applicant offered several solutions or options for a single situation. Did the applicant use any tools such as research, brainstorming, mathematics and so forth?</p> <p>Secondly, describe the applicant's use of logic and common sense in handling daily challenges.</p> <p><i>To consider: Did the applicant develop alternative solutions to the situation based on clarification of objectives and a review of facts/causes? Was there an obvious/standard solution or an autocratic solution, reflecting little specification of alternatives? Did the applicant use a special activity/stimulus/internal dialogue to change perspective in order to enhance creativity?</i></p> |
| Response: | |

- 7. Cultural/Relational Awareness:** Able to interpret verbal and non-verbal behaviour; to develop accurate perception and understanding of others' feelings, needs, values and opinions; to be aware of, sensitive to and respectful of personality differences, potential misunderstandings/misinterpretations and conflicts. The correct understanding of cultural and personality differences can affect team dynamics and decisions, as well as affect the approach to tasks, conflict management, and gaining team momentum and commitment.

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| Question: | <p>Can you share a story of a time when the applicant had an awareness of cultural/personality differences and responded with understanding?</p> <p><i>To consider: Did the applicant use insight and take productive action in light of his/her understanding? Was there a superficial decision about another person, perhaps reflecting stereotypes/trivial insights/overly simple understanding of others? Is there a posture towards understanding the beliefs and ideas of others through asking questions and actively listening to responses and stories?</i></p> |
| Response: | |

- 8. Commitment to Task:** Able to start and persist with specific courses of action while exhibiting high motivation and a sense of urgency; willing to commit to long hours of work and make personal sacrifice in order to reach goals. Completing a specific task or goal may necessitate unusual persistence or dedication to results, especially when faced with obstacles or distractions.

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| Question: | <p>Describe a time when the applicant was able to be persistent and self-sacrificing in order to reach a goal?</p> <p>(Thoughts to consider: Did the applicant make an uncompromising commitment to a goal, as shown by long hours of work? Did the applicant sacrifice time/plans/energy for the sake of a work objective, without compromising values or dignity? Was there resistance/low effort to make a personal sacrifice to reach a team objective?)</p> |
| Response: | |

Date of Completion: _____

Thank you for your time and your assistance in helping us assess the compatibility of the applicant with the FIT4M Program. A FIT4M Administrator may call you for a follow-up to this reference form within the next few weeks.