Reference Form – **Pastor**

(applicants’ name)       has applied to be a Group Leader/Kitchen Helpers at our Raglan children's camp in the school holidays. We are delighted that they want to be involved in the up and coming camp. We believe it is very important that every leader or helper is a regular attender of a local church and comes with the blessing and prayer support of their leadership team.

Could you please fill out the reference form below as we need to have an up-to-date reference from their church leadership. The applicant is aware that we have asked you for this information which will be kept strictly confidential. If there is someone else in a better position to fill in this form, please ask them to fill in this form and send back to me as soon as possible.

Attached is a copy of our Standard of Conduct which every adult must agree to before they are accepted as a leader, kitchen helper or junior leader.

The duration of the camp is one week and the children attending will be in the 7-14 year old age bracket. Group Leaders will be responsible for the 24-hour care of a group of up to ten children which includes a young teenager, who will help with the group and at the same time learn leadership skills from the senior group leader.

Camp Raglan staff will be available at all times for advice and practical help.

Kitchen Helpers will work under the direction of our Camp Raglan staff and will have clearly defined roles which will not include cooking. Their day commences at 6.30 am. They are free from approximately 2.00 - 4.30 pm and the day finishes about 8.45 pm. We would like to see them attend the morning and evening children's meetings.

Thank you for your time and effort in filling in the reference. I appreciate your willingness to give an accurate assessment of the applicant.

Yours faithfully,

Rev Mike Buckley

Camp Director

1. How long have you known the applicant?

In what capacity?

2. Does he/she appear to be growing in his / her Christian experience?

3. If so, what evidence can you cite that would tend to show this?

4. What can you tell us of the application’s home conditions and family background?

5. Is the applicant:  Single  Married  Divorced  Separated  Widowed?

6. What are your impressions of their physical /emotional /general health?

7. How regular is his / her church attendance?

Hardly ever see him / her Patchy/irregular attendance

Regular attendance Never misses!

8. How does the applicant relate to other adults?

9. Is the applicant sufficiently grounded in their Christian faith to teach others and answer basic questions about the Christian faith? Yes No

10. Is the applicant willing to accept direction from those in leadership?

11. Are there any tendencies or traits which you feel might reduce his / her effectiveness in our camping programme? Please comment

12. Do you recommend this person as a suitable candidate to work as a Group Leader or Kitchen Helper in our Camp? Yes No

13. If you have any reservations please be specific

14. Would you be happy to have your child placed under the direct charge and influence of the applicant for a good percentage of each day?

Please tick all the comments that offer an appropriate description of the applicant

**CHRISTIAN EXPERIENCE**

Genuine and growing

**Attends Church/Youth Group regularly**

Genuine but not strong

Fluctuates

Relatively superficial

No observation

Your comment

**teamwork**

Works well as a team member

Accepts direction from authority

Un-cooperative

Seeks to dominate

No observation

Your comment

**CHARACTER**

Generally well balanced

Good judgment and common sense

Responsible

Somewhat over-emotional

Changeable and unpredictable

Easily swayed by peers

No observation

Your comment

**LEADERSHIP**

Demonstrates leadership

Potential leadership ability

Sets a good example

Causes friction

No apparent leadership ability

No observation

Your comment

**TOWARDS OTHERS**

Courteous

Outgoing and friendly

Seeks to attract attention

Overly shy and retiring

Can be sullen or moody

Relates sensibly with opposite sex

Relates well with younger children

No observation

Your comment

Do you:  highly recommend this applicant

recommend this applicant

suggest this applicant wait until a later date

not recommend this applicant (he/she is unsuitable)

Additional comments or explanation:

Date:   /  /   Your name:

Your church:

Your position of Leadership:

Your contact phone numbers (should further information be required):

Home:   -   -      Work:   -   -      Mobile:

Your email address:

Thanks so much for taking the time to fill in this reference form. Be assured that all the information you provided will remain **confidential.** The information provided by this confidential form will only be used by full time staff of Camp Raglan and used for the following purposes:

1. To assess the applicant’s suitability for leadership at Camp Raglan children’s camps
2. To mail future information regarding children’s camps.

**To return this form:**

1. **Save** this **completed** document to your computer
2. Return it as soon as possible as an email attachment to: [**info@cbm.org.nz**](mailto:info@cbm.org.nz)(right click the blue link and select “open hyperlink)

Yours faithfully

Rev Mike Buckley (Camp Director)