



## SAFE CHURCH POLICIES AND PRACTICES

### GUIDELINES FOR CHECKING WITH A REFEREE

These guidelines will need to be tailored to the needs of your parish and the references being sought.

- At least two people, preferably male and female from the Parish Oversight Committee should be involved with this interview.
- Arrange a suitable time and place for the interview – this may be via skype or using a telephone (speaker phone / conference).
- Briefly explain / describe the role(s) relating to the position for which the applicant has applied. This would also include a brief outline of the parish ministry policy (ies) so the referee clearly understands the needs of the parish.
- Make sure that the referee is aware information will be recorded (as the written word or recorded as an audio) and will be kept confidential.

Consider the following areas and possible questions that you could ask the referee before starting and check with the Oversight Committee if there are any particular aspects to be checked:

#### **How well does the referee know the applicant?**

- How long have you known the candidate?
- In what context did you know the candidate?
- How well have you known the candidate?

#### **Applicant's ability to work with others.**

- How well did the candidate get on with other members in the ministry team / parish / church / workplace? Please give examples to illustrate your opinion.

#### **Ability of applicant in relation to the role / task.**

- Using examples based on your experience with the applicant, describe his / her strengths, especially in relation to the role / task for which they have applied.
- Could you describe any characteristics of the candidate that may raise questions concerning his / her ability to work well in this ministry
- Use an example(s) to describe ways in which the candidate has improved over the time they have been in the role with your parish / church / workplace?
- Could you please describe a situation where the candidate has had to initiate a project, gain the support of others and see the project through to its conclusion?
- For this role, what areas do you think the candidate would find most challenging?

You would now need to ask some very specific questions relating to the position the candidate applied for. These would depend on local circumstances and have to apply



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to your context. These questions would hopefully lead to a better understanding of the candidate and their ability to carry out the task(s) as asked for.

### **Overall impressions**

- Using examples from your experience with the applicant, describe how well they would deal with conflict that may be experienced in the carrying out of the role / task.
- Could you please describe an incident from your experience with the candidate that confirms for you the ability of the candidate to carry out the role / task for which they have applied.
- Remember that all questions asked and any general discussion with the referee are designed to elicit information that will allow you (and thus your committee) both to check the information in the resume as well as ascertain the suitability of the candidate for the position.