

## LETTERS OF RECOMMENDATION

### INSTRUCTIONS TO CANDIDATE

1. Please give this form to your immediate supervisor(s): **(all that apply to you)**
  - Senior Minister- if serving on staff of a local church
  - PPR or SPR Chair
  - Supervisor- if serving in site other than local church

**Do not give it to your District Superintendent. If you do not have a supervisor, please write a note to explain that to be placed in your file.**

2. Ask those writing letters of recommendation to return the responses to the questions no later than **November 15, 2011** to: Rev. Donald S. Neal, Executive Director, Office of Ordained Ministry, 898 Arkadelphia Road, Birmingham, AL 35204.

### TO PERSONS WRITING LETTERS OF RECOMMENDATION

You have been asked to write a letter of recommendation for a person who is seeking approval of the Board of Ordained Ministry of the North Alabama Conference. As their supervisor your letter of recommendation will be a very important part of the evaluation of the candidate for ministry in the United Methodist Church. Please give candid and complete answers to the following questions. Additional information may be provided if you think it would be helpful. Return to Executive Director, Office of Ordained Ministry no later than **Monday, November 15, 2011**.

1. What were the candidate's responsibilities when he/she worked with you?
2. What gifts have you observed in the candidate that would affirm their call to ordained ministry in the United Methodist Church?
3. If you have observed the candidate in times of stress and/or conflict, how did he/she respond and how did the circumstances affect the performance of their duties?
4. What is your evaluation of the candidate's interpersonal relational skills? How well do he/she get along with a variety of people?
5. What is the attitude of the candidate to deadlines? How would you describe the candidate's ability to meet deadlines?
6. How does the candidate respond to criticism and the suggestions of others?
7. What strengths and skills will the candidate bring to ministry? What weaknesses will the candidate bring to ministry?
8. What is the largest challenge the candidate faced and how did he/she respond?
9. Does your experience with the candidate cause you to have any concern that this person can function effectively within the structure of the United Methodist Church? If your answer is yes, please explain.