

# PERSONAL AND PROFESSIONAL REFERENCES LIST

Name of Candidate:

Date:

**PERSONAL AND PROFESSIONAL REFERENCES:** Please obtain the full email address for each reference. All Recommendation Forms will be sent via email. List all four references, please do not use family members as references. If names and addresses are incomplete, including zip codes, it may be necessary for the office to phone you collect in order to obtain any missing information.

**Most Recent Local Pastor:** If you are serving a church yourself and do not have a pastor, please list a former pastor, preferably the one who knows you best and could best comment on your potential for service as a member of the ordained clergy. If your most recent local pastor is your parent, please list a pastor who knows you well other than your parent or close relative.

Name:

Address:

City:

State:

Zip:

E-mail Address:

**If you are now serving or have recently served a church, name a parishioner who knows your work well:**

Name:

Address:

City:

State:

Zip:

E-mail Address:

**List the address of one colleague who knows you well:**

Name:

Address:

City:

State:

Zip:

E-mail Address:

**List at least one additional reference of your own choosing:**

Name:

Address:

City:

State:

Zip:

E-mail Address:

Any explanatory comment you would care to give about any of the above persons and their relationship to you would be welcomed. However, none is required.

## INSTRUCTIONS. TO THE APPLICANT:

It is your responsibility to contact the persons you have named above as REFERENCES advising them that they will be receiving a RECOMMENDATION FORM from Rev. Ben Burnside at the Texas Annual Conference Office and should return the completed form immediately.

Follow up with your REFERENCES two weeks after Candidacy Summit to confirm that they have received the form, have completed the form, and have returned it by email to Rev. Ben Burnside [bburnside@txcumc.org](mailto:bburnside@txcumc.org).

The RECOMMENDATION FORMS are a necessary part of the assessment process and your file cannot be processed until these completed forms have been returned. It is the candidate's responsibility to see that the recommendation forms are returned to Rev. Burnside [bburnside@txcumc.org](mailto:bburnside@txcumc.org).