

**Due to The Center for Clergy Excellence by December 1, 2024**  
**Letters of Reference Form – District Superintendent - REQUIRED**

*This form must be signed and returned with the letter of reference.*

Candidate's Name: \_\_\_\_\_

Candidate's Required Signature: \_\_\_\_\_ Date \_\_\_\_\_

The Candidate is responsible for requesting the **District Superintendent** complete this form and submit it directly to The Center for Clergy Excellence.

**District and District Superintendent's Name** \_\_\_\_\_

You have been asked to respond to the following questions for a person who is seeking approval of the Board of Ordained Ministry of the North Georgia Conference. As their District Superintendent your letter of reference 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. **Please note: the candidate cannot access these letters' content without the writer's prior consent.** Send all letters to the Center for Clergy Excellence via email at [clergyexcellence@ngumc.org](mailto:clergyexcellence@ngumc.org) or by mail to: 1700 Century Circle, NE Suite 100, Atlanta, GA 30345, or by **December 1, 2024**.

1. What were the candidate's responsibilities when they 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. Describe the candidate's work ethic as you observed them discharging their responsibilities.
4. Does the candidate display an ability to lead people to a relationship with Christ? Give examples.
5. Is the candidate effective in their appointment/job? Give the rationale for your answer.
6. If you have observed the candidate in times of stress and/or conflict, how did they respond, and how did the circumstances affect the performance of their duties?
7. What is your evaluation of the candidate's interpersonal relational skills? How well do they get along with a variety of people?
8. What is the attitude of the candidate to deadlines? How would you describe the candidate's ability to meet deadlines?
9. How does the candidate respond to criticism and the suggestions of others?
10. What strengths and skills will the candidate bring to ministry? What weaknesses will the candidate bring to ministry?
11. What is the most significant challenge the candidate faced, and how did they respond?
12. 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 yes, please explain.
13. If the candidate is married, does their family support their participation in the ordained ministry? If the candidate is on the elder track, is their spouse supportive of participation in the itinerant system?