

Reference Checks, Verification, and Safeguarding

Full-size companion resource • Print additional copies as needed. Keep candidate-specific information in restricted, secure storage.

Purpose: Corroborate essential information through authorized reference conversations, lawful verification, and appropriate safeguarding procedures.

Candidate ID: _____ Verification coordinator: _____

Start date: _____ Status: _____

Authorization and Scope

- ☐ The candidate received an explanation of the checks planned.
- ☐ Required authorizations and disclosures were obtained.
- ☐ The candidate identified any current-church confidentiality restrictions.
- ☐ No contact with current leadership will occur without explicit permission.
- ☐ We determined what third-party screening rules and adverse-action procedures apply.
- ☐ Required safeguarding and reporting procedures have been reviewed with qualified people.

Reference Plan

Role or relationship	Permitted contact	Date / status
Former supervisor / elder	_____	_____
Ministry colleague	_____	_____
Person supervised	_____	_____
Other appropriate reference	_____	_____

Reference Questions

1. How and how long have you known or worked with this candidate?
2. What have you personally observed of his integrity, humility, and conduct?
3. Tell me about his response to correction or a serious disagreement.
4. What examples demonstrate faithful shepherding and care for people?
5. Whom has he equipped or developed for ministry?
6. What are his most significant strengths and growth areas?
7. Would you willingly serve with or under his leadership again? What informs your answer?
8. Is there a conduct or safeguarding concern requiring appropriate follow-up?

Reference summary and firsthand basis of knowledge:

Information reported but not verified: _____

Follow-up and owner: _____

Verification Checklist

- ☐ Employment and ministry history reviewed
- ☐ Degrees / education confirmed where required
- ☐ Denominational or ordination standing confirmed, if required
- ☐ Required background screening performed lawfully
- ☐ References conducted according to consent and confidentiality commitments
- ☐ Material discrepancies or significant gaps addressed
- ☐ Safeguarding concerns referred appropriately rather than handled informally
- ☐ Final disposition documented by the authorized decision-maker

Material Concern Record (Restricted)

Concern and source: _____

Is this allegation, candidate statement, direct observation, or verified fact? _____

Next appropriate verification or referral: _____

Who is responsible: _____ Due: _____

Disposition and rationale (restricted): _____

IMPORTANT: Allegations are not established facts, but credible concerns must not be dismissed. Prioritize safety and applicable mandatory reporting. Seek independent professional or authority involvement where needed. Do not ask a search team to investigate abuse allegations informally. Third-party background reports may involve special legal notice, authorization, and adverse-action rules. Consult qualified counsel or screening professionals. Where a third-party consumer-reporting agency supplies an employment background report, determine whether the Fair Credit Reporting Act applies, including any separate disclosure, written authorization, pre-adverse-action, and adverse-action notice requirements. Consult qualified counsel rather than treating this worksheet as a legal compliance procedure.