**Thank you for your willingness to be a reference for a prospective staff member! We appreciate your effort in helping us understand and become familiar with the applicant.**

**Who is The Boston Project?** The Boston Project Ministries is a Christian community development organization that engages neighbors, volunteers, and churches to build strong communities characterized by God's shalom. We are a grassroots organization that supports neighbors who create community change. We operate a Neighborhood Ministry House full of youth programs, leadership development initiatives, community organizing work, and volunteer opportunities. For more information about our ministry, visit [www.tbpm.org](http://www.tbpm.org).

The applicant has applied to work with one of The Boston Project's seven (7) summer programs under the Summer Missions Program or our Youth and Family Ministries. For more information on these staff positions, visit our website at <http://www.tbpm.org/summerstaff/>.

Please answer the questions below to the best of your ability based on your knowledge of the applicant, and send to: jobs@tbpm.org or The Boston Project Ministries, 15 Elmhurst Street, Dorchester, MA 02124.

Thank you for your time. If you have any questions, please contact us at jobs@tbpm.org.

**Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your Contact Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: ( ) -

**Questions to help us get to know the applicant better:**

How long have you known the applicant, and in what capacity?

Please comment on the applicant’s Christian character and maturity.

How would you describe the applicant’s leadership style?  How does the applicant naturally contribute when working on a team?

The Boston Project Ministries needs staff that are flexible and able to adjust to diverse (changing) environments.  Please comment on the applicant’s typical response to the following: highly relational environments; stressful or intense situations (including conflict); and interacting with new groups of people and work environments continually.

The applicant wants to join us in investing in the lives of children and/or teenagers.  Please describe your observations of the applicant’s passion, skills, and/or experience in this area.  Feel free to use examples.

In assembling a small team (5-7 people) for leadership, why would you choose this applicant?  Please explain.

List five words you would use to describe the applicant. No explanations, please.

**Other Information or Comments?**

Is there anything else you feel we should know about the applicant that might help us in our decision making process? Compliments? Concerns?

**Your Commitment**

Thank you for your time and comments. By signing below you agree that to your knowledge all information provided is true and accurate. If you are emailing this reference, in place of a signature, entering your name below will be considered a valid signature for the purposes of this reference.

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Signature Date