

Please note this reference is to be submitted using the online admissions portal you will have received access to via email. This document is to show you the questions you will need to answer.

Sending Minister Reference

An applicant to Oak Hill College will have asked you to complete this form as their sending church minister.

When you complete your reference, please email it directly to the Admissions Office. **We will not proceed with any application until we have received both the application form and this corresponding sending minister's reference.**

Why provide a reference?

The decision to pursue a course of study is a large commitment from an applicant, any immediate family, from the sending church, and from the College. You know the candidate from a unique perspective which is of prime importance to their future. Such information is immensely valuable in the application for a place, and for accepted students it forms a critically important foundation to their training.

Are there particular areas we are asking you to comment on?

1. Graduate Profile: strengths and weaknesses

The College has developed a Graduate Profile in order to shape all our training towards growing the kinds of ministers the Bible prescribes for the church. Please take a look at the [Graduate Profile](#) and [Introduction to the Graduate Profile](#). This reference asks you to comment on a number of areas, as well as to provide your considered thoughts on any particular strengths and weaknesses of the applicant in light of the Graduate Profile.

2. Family

While we are assessing only the applicant, and not their family, life as a student and in most future ministry settings places demands on family life and the Bible explicitly includes the family as a relevant factor in suitability for a ministry role. There are therefore some questions about their family situation.

3. Areas of Possible Concern

We also ask specifically about a candidate's history and maturity in various areas of lifestyle and behaviour.

You may already know a great deal or in fact very little about some of these things in the applicant's life, and you may or may not feel able to pursue questioning at this point. Before completing the reference, you might seek some more information in these areas from the candidate or from others who may know more.

Confidentiality

In accordance with the Data Protection Act, it is possible that applicants may ask to see the record of information held about them, which includes any references written about them. In some cases we may be able to keep the content confidential but this can not necessarily be guaranteed if there is a subject access request. If you would like your reference to remain confidential, to that extent, please indicate this in the reference. Please note that if applicants become students at Oak Hill then the references taken up for them will be seen by relevant staff.

Church of England ordinand applicants

If you have already sent a reference to the Church of England's Ministry Development Team, we would be happy for you to submit that along with completing sections 3, 6 and 7 of this form and the final question in section 4.

Submitting your reference

Submit the reference using our online portal you have received an email with access to.

Thank you

We are acutely conscious of the effort needed to be a referee, and we trust that the importance of the role for which the applicant intends to train is well matched by the care with which we are able to consider and support them. We are very grateful for your interest in the College and for the time and effort you are giving to providing a reference.

Sending Minister Reference Form

Your full name:
Your current role:
Name of applicant:

Please complete each section below.

1. Your relationship to the applicant

Please indicate the length of time and capacity in which you have known the applicant.

2. Applicant's faith

This College cultivates a Christian community life and the majority of our students go into either ordained Anglican ministry, Independent Church ministry or other areas of Christian work/church leadership. We would therefore value your comments on the applicant's:

- Understanding of the gospel
- Devotional life
- Ability in active Christian work

3. Applicant's Character, Leadership and Wisdom

Having taken a look at the [Graduate Profile](#) and the [Introduction to the Graduate Profile](#) on the website, please comment on four or five areas that strike you as particularly important strengths or weaknesses of the applicant.

4. Applicant's readiness to study

Where not already covered in preceding sections, please offer your views on the applicant's suitability for the course, bearing in mind the following:

- Motives for studying theology
- Academic capacity
- Emotional maturity
- Any social or other interests

Please also indicate how supportive you are of them undertaking training, and training at Oak Hill in particular.

5. Applicant's family

- Please comment on how the applicant's immediate family might impact their suitability for the proposed period of study in preparation for ministry.

- Please indicate any ways in which you anticipate focused support might be necessary for the applicant and their family if accepted.

6. Areas of Possible Concern

As a College, we feel it important to know if, and to what extent, a minister's reference includes a knowledge of particular areas, as we consider taking on some responsibility for a stage of their training. We would be most grateful for your comments as below.

Areas of possible concern	To what extent do you feel you know the candidate's history and maturity in this area? 1-5: 1 = not at all 5 = thoroughly	Please outline any areas of concern you have or write "none known" or "see above" if already covered in this reference.
Power dynamics in leadership, as experienced from others and personally exercised. What kinds of leadership have they experienced, and what does their leadership look like?		
Any specific vulnerabilities arising from a history of abuse as abused or abuser?		
Characteristic responses to stress		
Attitudes to responsibility including confidentiality		
Attitudes to intimacy and intimate relationships		
Addictive and destructive behaviour, including any personal pressure points in areas of finance, drug and alcohol use, pornography or sex.		

7. Safeguarding

Have you any reason to be concerned about the applicant being in close contact with or having responsibility for children, young people or adults at risk? If so, please provide details to explain. Thank you very much for taking the time and effort to provide a reference.