



PHJC Volunteers

Make a difference with heart!

Spiritual Reference From

(Reference is to be completed by a spiritual mentor, companion or guide who knows the applicant very well and can attest to the character and values to complete this Spiritual Reference Form. It may not be a coach, relative, spouse, partner or significant other.)

This reference form will help us to better know the applicant for our Volunteer Program as we consider her acceptance and placement with the PHJC Volunteer Program. When possible, please use specific examples or scenarios in the responses. Please return this form directly to our office as soon as possible at the address or FAX number provided at the end of this form.

The Poor Handmaids of Jesus Christ Volunteer Program seeks mature, well-balanced, motivated individuals compelled by our Mission and Core Values. This reference will be reviewed by the co-directors of the Volunteer Program as well as by the supervisor of the agencies/ministries for which the applicant may be considered.

APPLICANT INFORMATION (This section to be completed by the applicant.)

Applicant's Full Name: _____ DOB: _____

I waive my right of access to this form. I do not waive my right of access to this form.

Applicant's Signature: _____ Date: _____

REFERENCE INFORMATION (This section to be completed by the reference.)

Full Name: _____

Address: _____

City: _____ State: _____ Zip Code _____

E-mail Address: _____

Daytime Phone: _____

Occupation: _____

Relationship to Applicant: _____

Length of time reference has known applicant: _____

Mission Statement

The mission of the Poor Handmaids of Jesus Christ Volunteer Program is to offer single, Catholic women unique opportunities in a faith-based context to live out their Baptismal call to share God's presence in the world. Volunteers are inspired by openness to the Spirit, simplicity, community, and dignity and respect for all.

Vision Statement

Volunteers share the Poor Handmaids of Jesus Christ Mission, Vision and Core Values as they live and partner alongside Sisters and co-workers in domestic and international ministries that champion the poor, the disenfranchised, and Earth. Volunteers commit to service for a time period of up to twelve months. Sharing a spirit of mutuality and shared leadership, volunteers grow in their discernment toward service.

QUESTIONS REGARDING THE APPLICANT: *Please type your numbered responses on a separate sheet of paper. Feel free to omit any questions you do not feel qualified to answer. Keep a completed copy for your records and return this reference to the address/fax listed at the bottom of this form. Thank you for your candid responses!*

1. Please list three adjectives that describe the applicant.

2. How long have you been aware of the applicant's desire to be a PHJC Volunteer?

3. What values and beliefs are most important to the applicant?

4. Describe specific ways the applicant displays a commitment to her faith life?

5. How does the applicant share God's presence in the world?

6. How does the applicant show a love for the poor and/or disenfranchised?
7. How does the applicant care for Earth?
8. How does the applicant share leadership?
9. In what ways will the applicant be challenged to live our mission and vision?
10. From your experience with the applicant, describe her ability to live with people who espouse different values. Please provide specific examples.

The Poor Handmaids of Jesus Christ live by four core values: openness to the Spirit, community, simplicity and dignity and respect for all.

11. Which of these values do you believe would be the applicant's greatest strength?
12. Which would be most challenging?
13. Does the applicant demonstrate self-awareness, self-initiation and a willingness to learn?
14. Please let us know anything else about the applicant that would be helpful in determining her suitability as a PHJC Volunteer.
15. Do you have any reservations about this applicant? Please explain.

Please rate the applicant on the following interpersonal skills. Check the box that you feel best describes how the applicant typically behaves on most days, on most projects and with most people.

| | Excellent | Satisfactory | Needs Improvement | Unsatisfactory | N/A |
|--|-----------|--------------|-------------------|----------------|-----|
| Lives a faith-based life | | | | | |
| Is open to praying in a variety of traditions/styles | | | | | |
| Integrates values into life experiences | | | | | |
| Cares for own needs | | | | | |
| Interacts well in one-on-one | | | | | |
| Interacts well in groups | | | | | |
| Addresses conflict in a timely manner | | | | | |
| Displays flexibility | | | | | |
| Openly expresses feelings | | | | | |
| Is open to others of different backgrounds, faiths, and/or beliefs | | | | | |
| Can spend time alone | | | | | |
| Is a self-starter | | | | | |
| Shares ideas | | | | | |
| Shows compassion/empathy | | | | | |
| Can live simply | | | | | |
| Contributes to the well being of others | | | | | |
| Demonstrates self awareness | | | | | |
| Demonstrates integrity | | | | | |
| Demonstrates respect for all persons | | | | | |

Overall, how would you rate the applicant? (Check one.)

Exceptional, rare find. (Top 5%)

Confidently recommend with no reservations (Top 15%)

Good, better than many (Top 25%)

Recommend. No strong feelings (Top 50%)

Might be okay. (Below 50%)

Do not recommend.

Signature: _____ Date _____

Please return this Reference Form to:

Sr. Connie Bach, PHJC
PHJC Volunteer Program
P.O. Box 1
Donaldson, IN 46513

... or Fax to (574) 287-8342
Attention: Sr. Connie Bach