

What should be included in a reference letter.

A good recommendation letter should include these three elements:

- A description of how you know this person and how long you have known them
- A discussion of the abilities of this person and their gifts, how they interact with others including those in authority, peers, and those they might be pouring into. If possible offer specific examples that illustrate the person's strengths and qualifications.
- A summary that explains if you would recommend this person and if they are ready for a ministry position.

Things you might Discuss

- Strengths and Abilities
- Christian knowledge and ability to follow Jesus
- Dependability
- Role model
- Ways you know this person is serving others