

**Policy #16 – Personnel Reference Checks for Ministers Leaving the Presbytery**  
**Committee on Ministry – Presbytery of Tampa Bay**

In order to facilitate the employment of ministers and to protect the presbytery, its churches and its officers from the charge of negligent hiring, personnel inquiries have become an unfortunate but necessary policy. Before representatives of this presbytery are permitted to respond to employment inquiries, a release needs to be completed, signed and on file at the presbytery office.

Whenever the COM or presbytery staff learns that a member of this presbytery is seeking employment, or whenever a request for a personnel reference check is received by a prospective employer, church or presbytery official, Form F-6 shall be completed by the minister for whom a reference has been requested.