



### Spiritual Life Reference Form

To be completed by the applicant.

This form is to be completed by your pastor, youth minister, small group leader, spiritual mentor or other person in a position of spiritual leadership in your local church who knows you well. Relatives, Grace College and Seminary faculty, staff or students are not permitted to complete reference forms. Your application is not complete and cannot be processed until Grace has received this Spiritual Life Reference Form.

I authorize Grace Schools to request and secure a full and candid spiritual life reference from the individual named below. This individual has my permission to provide answers to the questions noted on this form.

Applicant Signature \_\_\_\_\_ Date / /
Applicant Name (printed) Position Applied For \_\_\_\_\_
Reference Name (printed) Phone \_\_\_\_\_
Church Position \_\_\_\_\_
Address E-mail \_\_\_\_\_

#### This Section to be completed by Pastor/Minister/Spiritual Leader

Grace seeks to hire administration, faculty, and staff who aim together to make Christ preeminent in all things. Students learn by living, studying, working, worshipping, and achieving academic success with others who share similar Christian ideals in a setting where the community lifestyle fosters devotion to serious academic inquiry, wholesome recreation and relaxation, and mature spiritual growth (see the attached page or click on Mission, Values and Educational Philosophy).

The individual named above is applying for employment with Grace College and Seminary and is asking you to provide a reference. We value your comments and request that you give a candid report so that fair consideration may be given to the applicant.

How long have you known the applicant? \_\_\_\_\_ In what capacity have you known the applicant? \_\_\_\_\_

How well do you know the applicant? \_\_\_Very well \_\_\_Well \_\_\_Casually \_\_\_Just by name

#### Community Lifestyle and Faithful Involvement in an Evangelical Church

Does the applicant attend church regularly? \_\_\_\_\_

What involvement has the applicant had in church? \_\_\_\_\_ What ministries has the applicant been involved in?

Based on what you know about this applicant, how would you rate him/her on the following criteria?

Please discuss ratings in the following section. (1 = "strongly disagree," 5 = "strongly agree," DK = "don't know").

- 1. The applicant's life reflects a commitment to Christ 1 2 3 4 5 DK
2. The applicant's life reflects a commitment to Biblical authority 1 2 3 4 5 DK
3. The applicant seems interested in growing in spiritual matters 1 2 3 4 5 DK
4. The applicant is known for honesty, responsibility, and reliability 1 2 3 4 5 DK



- 5. The applicant demonstrates the fruit of the Spirit in all relationships 1 2 3 4 5 DK
- 6. The applicant reflects a commitment to service 1 2 3 4 5 DK

To the best of your ability, please describe the applicant’s commitment to a biblical view on matters of:

- 1. *Faith and conduct* (e.g., of marriage and family, including what you know about any divorces or remarriage; biblical attitudes and conduct in other personal/professional relationships),
- 2. *The worth and dignity of human life*,
- 3. *Responsible social practices* (e.g., discretion in entertainment and social activities), and
- 4. *Any other lifestyle practices* that may or may not reflect a commitment to the Lord and His body of believers based on the institution’s mission, educational values, and community lifestyle expectations (see attached or click on [Mission, Values and Education Philosophy](#)).

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**Recommendation**

In your opinion, does this applicant possess the ability and willingness to faithfully uphold the institution’s *Community Lifestyle Statement* (see below)? \_\_\_\_\_ Yes \_\_\_\_\_ No

Any other pertinent comments:

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Please choose the appropriate statement in regards to this individual's application for employment:

- \_\_\_\_\_ I recommend the applicant enthusiastically  
\_\_\_\_\_ I recommend the applicant  
\_\_\_\_\_ I recommend the applicant with reservations\* (please provide pertinent comments above)  
\_\_\_\_\_ I do not recommend the applicant\* (please provide pertinent comments above)

Do you wish this reference to remain confidential? \_\_\_\_\_ Yes \_\_\_\_\_ No

Signature of Reference \_\_\_\_\_ Date \_\_\_\_\_

**Upon completion, please mail, E-mail or fax this reference to:**

Mail

Grace College & Seminary  
Attention: HR  
200 Seminary Drive  
Winona Lake, IN 46590

E-mail

employment@grace.edu

Fax

574-372-5115  
Attention: Human Resource

## Our Mission

Grace College is an evangelical Christian community of higher education which applies biblical values in strengthening character, sharpening competence, and preparing for service. Grace Theological Seminary is a learning community dedicated to teaching, training, and transforming the whole person for local church and global ministry.

## Our Educational Values

At the heart of a Grace education are academically challenging courses that are specifically designed to foster a thirst for character, competence, and service within the hearts and minds of our students. Every student at Grace completes a series of general education courses (we call it the **Grace Core**) and thus enjoys a common experience that stretches across all disciplines. Explicitly taught from a liberal arts approach, these courses are driven by the mission and evangelical heritage of the college and have been created around four key human relationships: with God, with others, with self, and with the world, which includes both cultures and the environment.

We believe that worshipping God, growing as individuals, relating with others, and serving in our world are the keys to unlocking an academic experience that strengthens character, sharpens competence, and



prepares for service. We also believe that an education that emphasizes the integration of faith and learning lays the foundation for and is in perfect concert with our mission. At Grace, we are committed to a life of worship and spiritual growth and actively look for reflective and practical ways the Christian faith intersects with the disciplines we teach in the classroom.

The integration of faith and learning is based on the shared understanding that the extent to which we do our work consciously as Christians, our professional lives become an offering of worship to God and our faith gives greater significance to the questions we struggle with in our work and in our lives. In other words, we are whole individuals and recognize the deficiency of a compartmentalized life. Based on this foundation, our faith informs our work and makes it distinctive.

### Community Lifestyle Statement

Members of the Grace College and Seminary (Grace Schools) community are committed to the mission of the institution and to living in a manner that brings glory to the name of our Lord. To this end we agree to uphold the standards of the community as cited in this statement.

Since members of the Grace Schools community are also members of the broader community of the body of Jesus Christ, it is expected that everything we do will reflect our commitment, both to our Lord and to His body of believers. This commitment is to be demonstrated by faithful involvement in a local evangelical church, Christian loyalty to each other, and pursuit of the fruit of the Spirit – love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

Our beliefs on all topics are based on scripture (2 Timothy 3:16); therefore, the Word of God is the final authority on all matters of *faith and conduct*. Members of the Grace Schools community work hard to demonstrate Christ-like attitudes and actions appropriate for mature Christians in their personal lives and in the life of the community. In seeking to live out the fruit of the Spirit (Galatians 5:22-23) rather than deeds of the flesh (Galatians 5:19-21), items expressly forbidden in the Scripture are not acceptable for members of the Grace Schools community. Examples include pride, greed, lust, slander, drunkenness, profane language, premarital sex, adultery, homosexual behavior, and prejudice (1 Corinthians 6:9-11). We affirm the holy institution of marriage as being between one man and one woman, rooted as it is in God's creation of man and woman and in the relationship of Christ and his church.

Grace Schools values the *worth and dignity of human life*. Having been made in the image of God (Genesis 1:27), those who learn, live, and/or work at the institution are expected to respect and uphold life-affirming practices that distinguish our faith community from other institutions of higher education, particularly for those who are vulnerable members of society. Consistent with a resolution of the Fellowship of Grace Brethren Churches (1982, 1996), Grace Schools believes that human life is worthy of respect and protection at all stages from the time of conception. The sanctity of human life is established by creation (Genesis 1:26-27), social protection (Genesis 9:6) and redemption (John 3:16).

Although Scripture does not provide specific teaching regarding all *social practices* in a given cultural setting, it does speak to our Christian responsibility in areas of conduct that may be harmful or spiritually



offensive to ourselves or to others. In keeping with its objectives to develop moral and spiritual leadership, Grace Schools expects members of the community to demonstrate restraint and discretion in entertainment choices, social activities, and personal habits (Galatians 5:13-23), including substances that may harm our physiological and psychological well-being. Without question, the Christian should act in ways that honor the body, which is the temple of the Holy Spirit (Romans 12:1), and God's standard of purity; are morally uplifting; and guide us to godliness through the use of spiritual disciplines including scripture reading, study, and application; prayer; worship; meditation; evangelism; serving; and stewardship.

All of us have sinned and fallen short of God's standards in one way or another (Romans 3:23), but if we ask for His forgiveness, His grace and mercy are extended to us (Ephesians 2:4-5). While recognizing the existence of temptation, sin, and lifestyles that are contrary to biblical truth, Grace Schools expects tangible evidence of *life transformation*, commitment to growth in Christ, and sound judgment based on biblical principles. Jesus was full of grace and truth (John 1:14) and, in striving toward His example, we seek as a spiritual community to demonstrate a balance of both.

As a community of believers, therefore, those at Grace Schools strive to carry out both individually and collectively the model for *conflict management and resolution* described in Romans. We make use of biblically-based practices such as arbitration, mediation, grace, restoration, forgiveness, and redemption to live at peace with each other (Romans 12: 16-21) and strive to resolve disagreements in private or within the Christian community using the biblical principles of 1 Corinthians 6:1-8, Matthew 5:23-34, and Matthew 18:15-20 as guidelines.

We acknowledge that God has placed institutions and individuals in positions of *authority* over Christians and our biblical response is one of submission (Romans 13:1-8). God and His word are our final authority and give us guidance in areas such as relationships, marriage, the church, human government, spiritual leaders, and employers. Our testimony in these matters of authority is powerful when our actions are based on biblical truth rather than individual gain. Our responsibility as citizens is submission, but we also have rights as citizens to protection; therefore, although there may be competing interests, we value the right to appeal decisions based on our biblically-informed conscience (Acts 5:29). Grace Schools, however, recognizes and supports only those individual and campus advocacy initiatives that are in alignment with biblical teaching as outlined in this *Statement on Community Lifestyle Expectations* and our *Covenant of Faith*.

Above all, we the members of the Grace Schools community are committed to accurately representing the Lord Jesus Christ on our campus, in our community, and to the ends of the earth.