

## *Recommendation Template for Deployed Team Leader Spiritual Care Providers of the Oklahoma Conference of Churches*

---

The Oklahoma Conference of Churches is invested in caring for those affected by disaster by providing effective and appropriate spiritual care. As part of this ministry, we are working to train and credential a team of Disaster Spiritual Care Providers who are qualified to deploy outside of their local areas to provide emotional and spiritual care in the event of a disaster. Furthermore, we are committed to maintaining a standard of excellence within this team by adhering to the National VOAD (Voluntary Organizations Active in Disaster) Disaster Spiritual Care Guidelines. In accordance with this goal we are requesting that all Disaster Spiritual Care Providers who wish to lead a Deployed Spiritual Care Team provide two letters of recommendation.

***If you have received a request for a recommendation letter*** from a Disaster Spiritual Care Provider (meaning an individual who has completed OCC's Local Disaster Spiritual Care Training) please complete the form below. It is important that you answer as honestly as possible so that we can get a clear picture of how each individual might contribute to the dynamics of a Deployed Team. Providing Spiritual Care in a disaster setting can be a difficult, stressful, and/or traumatic experience so knowledge about any potential character weaknesses, or strengths, before deployment could be vital to the success of the team.

Thank you for your cooperation. **Completed Recommendations** should be returned to Mary Hughes Gaudreau at the Oklahoma Conference of Churches either by mail to 301 NW 36<sup>th</sup> St., Oklahoma City, OK 73118 or by fax at (405-525-2636). You may also scan the document into PDF format and email the form to [mgaudreau@okchurches.org](mailto:mgaudreau@okchurches.org)

*NOTE: All returned recommendation forms will be reviewed by the Oklahoma Conference of Churches Background Check and Application Review committee (BCARC). The Credentialing as "Deployed Spiritual Care Providers" must be approved by the OCC BCARC. A copy of the "OCC Policy and Procedure for Review of Criminal Background Checks and Team Applications" is available upon request.*

*All completed recommendation forms are confidential between the recommender and the BCARC.*

Name of Person Being Recommended: \_\_\_\_\_

Name of Recommender: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

What is your relationship to the individual? \_\_\_\_\_

Is it okay to contact you for additional information or explanation?  Yes  No

### **Personal Attributes**

The following is a list of personal attributes, set forth by the National VOAD Spiritual Care Guidelines<sup>1</sup>, which should be exhibited by an effective Deployed Disaster Spiritual Care Provider. Please rate, from 1 to 5, how well this individual represents each of these attributes (with 5 being the most/highest and 1 being the least/lowest). Afterward, mark the top three attributes you feel this individual exhibits the most (using the numbers 1, 2, and 3; with 1 being most exhibited, 2 being second most exhibited, etc.).

<b><u>Attribute:</u></b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b><u>1,2,or3</u></b>
- Sensitivity, openness, and respect for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Spiritual maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Ethical approach to living in general, and within helping relationships especially	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Trustworthiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Respect for the integrity of relationships and maintenance of professional boundaries (emotional, spiritual, physical) with those being served	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Awareness of the potential power imbalance in helping relationships and refraining from exploitation of that imbalance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Truthful representation of training and credentials, working within the scope of their abilities, making references as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Respect for confidentiality, not disclosing information (unless required by law to do so)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Avoidance of conflict of interest or seeking personal gain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- A personal manner that inspires confidence, including personal attire and personal hygiene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Evidence of appropriate self-care, including a healthy lifestyle to build/retain resiliency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

---

<sup>1</sup> List of attributes adapted from the "National VOAD Disaster Spiritual Care Guidelines"

Do you have any additional comments concerning any of these listed attributes?

---



---

### **Basic Skills**

The following is a list of basic skills, set forth by the National VOAD Spiritual Care Guidelines<sup>2</sup>, which an effective Deployed Spiritual Care Provider is equipped with. Please rate, from 1 to 5, how well this individual represents each of these skills (with 5 being the most/highest and 1 being the least/lowest). Afterward, mark the top three skills you feel this individual exhibits the most (using the numbers 1, 2, and 3; with 1 being most exhibited, 2 being second most exhibited, etc.).

<b><u>Skill:</u></b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b><u>1,2,or3</u></b>
- Expressive (oral, written) communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Receptive (listening, use of questions, etc.) communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Able to utilize a range of supportive actions in a stressful situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Ability to work effectively as part of a team in shared multi-disciplinary and interfaith settings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Ability to establish relationships based on trust, manifested by respect for the right of persons served to choose their own beliefs, values, and lifestyle, and refraining from imposition of one's own belief/value system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
- Ability to theologically reflect upon, and learn from, disaster spiritual care experiences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Do you have any additional comments concerning any of these listed skills?

---



---

### **Overview of Candidate**

Please list 3 strengths this person brings (or could bring) to this ministry.

1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
- 

<sup>2</sup> List of skills adapted from the "National VOAD Disaster Spiritual Care Guidelines"

Please list any areas of concern or needed growth that could adversely affect this individual's ability to effectively participate in Disaster Spiritual Care Ministries.

---

---

---

---

How would you describe this person's ability to function in a stressful situation?  
(or) What has been your experience of this person under periods of stress?

---

---

---

---

Do you feel that this person works better individually or as a member or a team?

---

---

Disaster Spiritual Care Providers find themselves in situations where they are called upon to deal with extreme traumatic circumstances which may include highly sensitive information. Comment specifically on this person's ability to interact with stressed persons:

a) as an individual

---

---

b) as a member of a team

---

---

### **Leadership Qualities**

The following is a list of Team Leader skills, set forth by the National VOAD Spiritual Care Guidelines<sup>3</sup>, which an effective Deployed Disaster Spiritual Care Team Leader is equipped with. Please rate, from 1 to 5, how well this individual represents each of these skills (with 5 being the most/highest and 1 being the least/lowest).

Afterward, mark the top three skills you feel this individual exhibits the most (using the numbers 1, 2, and 3; with 1 being most exhibited, 2 being second most exhibited, etc.).

<i>Skill:</i>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<u>1,2,or3</u>
- Orient team members to the disaster response mission & guide all DSC operations in harmony with overall mission objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
- Can synthesize information, discern situational needs, plan appropriately, transmit recommendations to higher leadership & oversee team members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
- Facilitate the team's work through collaboration to ensure that members complete their tasks effectively & efficiently, including compliance with ethical standards & National VOAD Points of Consensus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
- Monitor the safety & emotional & spiritual state of team members and provide &/or facilitate care or referral as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
- Maintain effective working relationships among team members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
- Understand team members' capabilities & training & coordinate their efforts to address goals, priorities, team needs & achievements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
- Ability to develop additional team DSC protocols as may be needed, in cooperation with the DSC manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___
- Accurately synthesize operational information, document & report disaster spiritual care activities to DSC manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___

Do you have any additional comments concerning any of these listed leadership skills?

---



---

<sup>3</sup> List of skills adapted from the "National VOAD Disaster Spiritual Care Guidelines"