

Phone Screen Interview Questions for Search Committee

Instructions: Each member of the committee should have a copy of these questions. Carefully choose from the following list the questions that your committee feels are pertinent to your church. Check the questions that you would like to ask. The list is not intended to be exhaustive, or to be used in its entirety, or in a particular order, although it could be. Take notes during the interview and rate the candidate on a scale of 1 to 5 for each category. Once the interview is over, transfer your scores to the Interview Summary.

Name of Candidate: _____ Date: _____

Overview

1. Goal is to establish common goals, values and expectations with candidates.
2. Tactics: Using questions such as those identified below, invite personal stories (*e.g.*, don't ask "what would you do if..." but ask "what have you done when...")

Questions to consider for Candidates during Search Committee interviews

1. Introductory Questions (Break the ice and get some general information.)
 - a. Describe your current church, your responsibilities in your current position and results that have been achieved?
 - i. What do you know about our church?
 - ii. Can you tell us a little about yourself?
 - iii. Why did you choose the schools you attended? How have they shaped your thinking and values?
2. Bible Scholar Questions (Determine how he sees and uses the Bible.)
 - a. Probing questions on critical issues: describe interpretation of role of women in church/music/baptism etc.
3. Intrinsic Motivation Questions (Identify sufficient skills/energy to work toward excellence.)
 - a. When you have been in a leadership role, what have been your biggest disappointments?
 - b. Why did you choose to work in the ministry?
 - c. Which tasks in pulpit ministry bring energy and joy in your life?
4. Ministry Philosophy Questions (Identify sufficiency of understanding of demands/functions/roles roles of pulpit minister job.)
 - a. What do you view as the primary (most important) priorities as a minister?
 - b. What issues, concerns and attitudes are dominant in your current church?
 - c. What ways have you given leadership to the church in evangelism and church growth?
 - d. Why do you believe that the context for this church is the right setting for you in and your family to minister?
 - e. Who is your ministry role model?
 - f. Name a few churches that you think follow your philosophy of ministry. Why?

- g. What does your ideal church look like?
 - h. Tell us about one thing that has happened at your current job that is good example of your philosophy.
5. Relationship Questions (Determine how he will interact with others, including minister peers.)
- a. What advantages and complexities do you see from working with a large ministerial staff like ours?
 - b. Where do you see youth ministry fitting into the total life of our congregation?
 - c. What are your strengths as far as people skills are concerned?
 - d. Tell us about your leadership style.
 - e. Have you ever been in a situation with a strong-willed individual whose ideas were not compatible with your vision? How did you resolve those differences? Would you handle it differently now?
6. Job Performance Questions
- a. What have you learned at your current church that will help you be an even better leader here?
 - b. Why are you leaving your present job?
 - c. What did you like/dislike about your current job?
 - d. What would your current employer say about you?
 - e. Please briefly explain the circumstances surrounding your ministry changes in the past. What are the main factors for why you are open to a possible ministry change to our church in the future?
 - f. Describe your experience in working with a budget.
7. Education Questions
- a. Have you had any other special training?
 - b. Have you attended any relevant conferences or seminars?
 - c. Cite some of your publications and speaking engagements.
 - d. What was the most valuable aspect of your college education?
 - e. What are a few books related to your field that you have read in the past years.

Any additional notes or comments: