

## Initial Phone Interview Questions

- Note:
1. You must select a good lead interviewer who comes over as warm and encouraging on the phone—but also keeps things moving along.
  2. Everyone should have a set of questions sent in advance and instructions about how to join the conversation remotely if not at the church.
  3. A secretary for the group should take detailed notes for all.
  4. Encourage people to listen carefully to words, tone and disposition—if they want a follow up question have them submit it to lead interviewer in a note—or save it for end questions.
  5. Keep interview to 30-35 minutes max!

Introductions: Greetings and thanks for joining us. My name is \_\_\_\_\_ and I will take the lead in the interview. How is it going for your end?

- a. We tell \_Candidate\_ there are as many as \_\_\_\_\_ of us listening in to the phone call. Some of us have been here a long time—and some of us are new.

-About 1/3 of us are on the \_\_\_\_\_ ministry  
-Two ministers/ two deacons/elder and elder's wife

Prayer... \_\_\_\_\_

- b. We ask \_\_\_\_\_ to tell us a little about himself, his family and church background. His education and call into ministry...and some of the high points of his life story.

1. What made you want to be a \_\_\_\_\_ minister? How were you called?

- How has your calling affected your moves from \_\_\_\_\_ to \_\_\_\_\_ to \_\_\_\_\_?

2. Every job, even in the ministry, has its pros and cons, and parts that fit in better with unique work styles and personalities.

- What are some of the greatest “positives” about \_\_\_\_\_ ministry?
- How do you deal with the “cons” of being a \_\_\_\_\_ minister, and how do you manage the parts of the job that don't come as naturally to you?

3. Describe how you go about assessing the needs of the congregation. What percentage of a worship service should stretch a congregation and how much should bring continuity and a sense of heritage?
4. How do you challenge yourself and keep yourself growing professionally and spiritually? Could you give some specific examples?
5. Describe some situations in which a volunteer was unreliable or not very good at what he or she wanted to do. How did you handle the situations? In retrospect, would you do anything differently?
6. How do you respond to members' individual preferences for a certain style of ministry? What kinds of styles have you used in worship, and how were you able to introduce and mix those styles? In your view, what is the ideal way to do this?
7. Our church, as you know, is cut out of the "progressive" cloth of the Churches of Christ. How does a progressive church like ours continue to progress related to \_\_\_\_\_?
  - What are some "progressive" moves a church could make that do not involve blowing up the church?
  - What from your heritage do you feel needs to be maintained no matter how you progress?
8. How do you discover the gifts of the members for your area? How do you utilize gifts that fall outside of the mainstream needs you have?
9. Describe the best working relationships you've had with the preaching and other ministers and church staff. How did you work with each other and communicate, and how did this affect your performance?
10. In a church the size of PRCC most ministers wear several hats. What other areas of ministry do you have gifting and experience in functioning inside the life of the church? How interested in your secondary ministry area are you? Would you like to continue in that area or would you prefer to move in a different trajectory?

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What questions do you have for us collectively or as: a) deacons, c) ministry team, etc.?

Could you pray for us as we close?