

The following groups of questions were used in a search process by a church who was interviewing a Dallas Seminary graduate for a staff position. These are not guaranteed questions, simply some ideas to help you prepare for the interview process, reflecting what many churches are asking.

PERSONAL QUESTIONS

1. Briefly share the story of your personal spiritual development, including how you came to personal faith in Christ.
2. How does your family feel about your being in the ministry?
3. How do you personally go about establishing and maintaining healthy boundaries between church and family?
4. How do you resolve conflict in your personal and professional life?
Share a real life example.
5. Please describe your relational style, including strengths and weaknesses.

EXPERIENCE AND MINISTRY EXPERIENCE

1. To what degree do you feel your formal education equipped you for effective ministry with single adults in the local church setting?
2. Beyond your formal education, what other training have you received for ministry with singles?
3. Describe your experience and expertise in long and short-range planning, vision casting and ministry development.
4. Please describe your experience and relative effectiveness in counseling. What particular approaches to counseling have you found most natural for you?
5. Why are you looking to relocate and leave your current position?

MINISTRY AND VISION PERSPECTIVES

1. Please share your personal vision for ministry with (position title) and experiences and influences God has used to develop that vision in you.
2. Please share briefly your views on divorce and remarriage.
3. Given free reign, how would you structure a (ministry title, e.g. singles) ministry (e.g. age-levels, lifestyle groupings, etc.)?
4. What do you feel are your primary Spiritual Gifts?
5. What is your ultimate professional objective?
6. How many years would you be willing to commit to this ministry?

7. Is there any specific area of (ministry title) ministry with which you are uncomfortable, or which you might anticipate posing a significant challenge for you?
8. What is your view of the role of the senior pastor in a multiple-staff setting?

LEADERSHIP STYLE QUESTIONS

1. What would you say are the major lessons you have learned about ministry in each of the places you have served thus far?
2. How would you rate your current ministry? Describe its strengths and weaknesses.
3. What would your current pastor/supervisor say are your areas of strength and weakness in ministry leadership?
4. Describe your experience and expertise in budget planning and administration.
5. What techniques would you use for recruiting and building team leadership?
6. How would you structure your time in directing this ministry?

MISCELLANEOUS QUESTIONS

1. Name two or three books that you read as part of your educational process that had particular impact on your view of ministry.
2. Who are some of your favorite authors? Why?
3. How do you stay current with new materials and new ideas in ministry?
4. What is your position on marriage-which you will or will not officiate, and your policy and approach on premarital counseling?
4. Please arrange the following in order of importance to you personally and explain why:
 - a. Evangelism of the un-churched
 - b. Teaching and discipleship of current members
 - c. Counseling
 - d. Program development
 - e. Development of lay leadership
 - f. Fellowship and recreation
 - g. Missions

PHILOSOPHY OF MINISTRY

The following questions were given to the candidate and instructed to fill out and send the answers back to the search committee.

Please type your responses and limit them to no more than three lines each.

1. Your view of Scriptures
2. Your plan of evangelism/outreach

3. Your view of church government (elder, line of authority, congregational government, etc.)
4. Your plan for church growth (local church growth and new church planting)
5. Your convictions on tongues, miracles, and healings
6. Your convictions on divorce and remarriage
7. Your convictions on the use of alcoholic beverages and drugs
8. Your convictions concerning eschatology
9. Your convictions concerning the security of the believer
10. Your view of the atonement
11. Your view of Calvinism
12. What do you believe are your spiritual gifts?

SAMPLE QUESTIONNAIRE FOR THE CHURCH

These questions were taken from a questionnaire that a candidate wrote for the Interviewing Church to answer regarding the position of Singles Ministry Coordinator. Issues will vary depending on the individual church, however, they are very good questions to consider.

1. What are the strengths that attracted you to me? What are your reservations?
2. What are your realistic expectations of the Singles Ministry at XYZ Church? Of me to fulfill those expectations?
3. What do you consider the major priorities of the staff?
4. In your view, is the staff at XYZ Church unified? Do you hold one another accountable? If so, how?
5. In your view, is the elder board (or other government form) unified? Do you hold one another accountable? If so, to what standard?
6. What are the “sacred cows” (or untouchable subjects/issues) at XYZ Church?
7. How are changes made?
8. Do specific activities and events require board approval? How much liberty does each ministry have in planning activities and events (i.e. freedom in planning an outreach that is creative and non-traditional)?
9. What is “shepherding” understood to mean at XYZ Church? How do you see your role in discipling and developing staff?
10. Are staff members expected to be on call (esp. in regard to crisis situations) “24 hours a day...7 days a week?” If not, how is this responsibility handled?
11. What type of administrative assistance is there available to staff? What are their limitations in assisting with ongoing responsibilities?
12. How is the budget planned, promoted and raised? Is there currently a budget in place for the Singles Ministry? If so, will it need to be revised based on a new incoming staff member?
13. Concerning the format for and purpose of the worship service:
 - What is the planning process to determine the order of Sunday’s service?
 - What is the chain of authority?
 - What is the role of the elders in planning and leading this service?
 - What is the purpose of the worship service? For whom is it directed?
14. With respect to evangelism and edification:
 - Do you have altar calls? Why or why not?
 - Do you have a visitation program? Who implements it? How often?
 - Is there one specific person in charge of overseeing the evangelism/outreach for the whole body?
 - How are new believers followed up? Who is responsible?
 - What part do the elders (leadership) play in evangelism/outreach?
 - Are members of the body (including leadership) trained and equipped to share their faith? If so, how is this impacting the community?

- What percentage (estimated) of the budget goes to missions? How does this figure compare to the estimated figure five years ago?
 - How are “small groups” set up? Who is responsible for this? Are these “small groups” set up as community groups within each ministry (i.e. singles meeting with other singles)? Or, do the “small groups” reflect diversity?
 - In your opinion, what are the church’s strengths in worship? What are the weaknesses in this area?
15. Do you have an annual staff/board planning retreat?
16. Does XYZ Church cooperate with other ministries?
- Other churches?
 - Para-church local ministries?
 - If yes, how do you determine when it is appropriate to cooperate?
17. What are the responsibilities of the congregation?
- What is expected of the members?
 - How is this expectation communicated to the members?
 - How are the members trained to carry out their responsibilities?
 - Do the members know what their spiritual gifts are?
 - What are greatest needs for the congregation? (i.e. evangelistic training? Discipleship training)?
18. What are the most profound difficulties you, as a church, have had to address in the past? Currently?
19. What excites you about the future of XYZ Church? What concerns you about the future of XYZ Church?
20. With respect to the leadership of XYZ Church:
- Do you have elder rule? How does it work? Are the elders distinguished from the pastoral staff? Describe the “chain of authority” currently in place.
 - How responsive are the elders to the congregation? How is the responsiveness evaluated? How is it maintained?
 - What is the attitude and relationship between the elders and staff (i.e. trust; adversarial; partners; overseers, etc.)?
 - In your opinion, do you consider the leadership “movers” or “maintainers?”
 - Where does the REAL authority reside according to your constitution?
 - Where is the “unofficial” power located?
 - Is there an annual review of the pastoral staff? The elders? Etc.
 - What is the attitude of leadership toward professional counseling?
21. What is the church’s official practical position on the following:
- Divorce and remarriage? What conditions allow for a person to obtain a divorce? Under what conditions can a person be remarried? Is there a possibility of having a ministry at XYZ after divorce?
 - Homosexuality? How would you minister to a person who is homosexual?
 - Church discipline? Is this part of the process of disciplining a member? Have you ever implemented the “final step” in church discipline?
 - Communion? Who may partake? How often do you offer communion?
 - The Charismatic movement? What is your position on the sign gifts? (tongues, miracles, healing) What is your position concerning those who are in the body and either believe in these gifts and/or claim to have these gifts?
 - Women in ministry? Can women have a ministry? What kind? With whom? Are there limitations to their ministry in the church? If so, what are these limitations?
 - The issue of salvation (“free grace,” “Lordship”)? Does the church take a stand on this issue? If not, why not?
22. With respect to family and personal:
- How would you assess your county as a place to raise a Christian family? What are the strengths of the area in this regard? What are the weaknesses?
 - What plan of compensation is currently in force at your church for the Director of Singles Ministry:

- a. Salary
 - b. Health insurance
 - c. 401-K or retirement plan
 - d. Housing allowance
 - e. Car allowance
 - f. Vacation
 - g. Professional/pastoral seminars
 - h. Continuing education/seminary training
 - i. Ministry reimbursements (i.e. luncheons, travel)
 - j. Relocation expenses
- In what community do you expect staff to live?
 - How do you see the church's role in assisting new staff members in transitioning into the community?
 - Does the church have a babysitting co-op? Is there a "Mother's Day Out" program for Moms who need relief?

23. Anything else?