



Question Bank

CHARACTER

- Describe how a significant experience in your life has shaped you and formed your character
- If you won a million dollars in the lottery, what would you do with the money?
- What do you think it would be like working for a church?
- What are three words that other people would use to describe you?
- Tell me about a disagreement you had with a previous employer or boss.

TEAM DYNAMIC

- Describe a time when you worked as a member of a team to accomplish a goal of your organization. What role did you play?
- What attracted you to this church personally and professionally?
- What is your typical way of dealing with conflict? Give me an example. What have you learned from dealing with conflict?

CAPACITY

- Describe your effectiveness at time management. What tools and technologies do you employ to aid you in the management of time and productivity?
- Tell me about a projects or event that have you started and lead on your own?
- What skills or experience do you think you're still lacking?
- How do you manage your email inbox?

DISCIPLESHIP RHYTHMS

- How did you come to know the Lord?
- Tell me how and why you feel called to pursue vocational ministry?
- Describe the pattern of your devotional life.
- Describe to me a moment or season where you were influencing kids.
- Tell me a story of someone who has influenced you.
- Describe how you continue to learn and grow as a leader.
- Show me how you would tell a 9 year old about the Gospel.

hiring for...

Interview Checklist

Write the mission, vision & heart of the ministry statement

Update job description
**specific & short*

Define timeline

Define budget

Post your job

Accept applications

Gather hiring team

Review resumes

Set up initial phone interviews

Set up second round interviews
**narrow down to top 2*

Have a FUN meeting with candidate,
lead volunteers and staff

Decide on final candidate & send offer

Create an onboarding plan

Completed by: _____ Date: _____

GETTING TO KNOW

NOTES

Position Applying For...

"Trust in the Lord with all your heart, and do not rely on your own understanding; in all your ways know him, and he will make your path straight." Proverbs 3:5-6 (CSB)

Interviewer's strengths are:

Interviewer's areas of growth:

Notes:

How well would this candidate fit into our team?

not a good fit 1 2 3 4 5 *seamless fit*

You feel inclined to move this person forward?

not today 1 2 3 4 5 *absolutely*