

A series of TV ads uses the slogan "image is everything."

In job interviews, image is not everything but it is important.

The way you dress contributes to that image.

Little has been written about dressing for interviews and that is what makes the following information, adapted from Campus to Career in 48 Hours, helpful.

Creating the right appearance is but one of many ways you prepare for the interview—and everything you do makes a job offer more likely!

Colors best suited for the office: navy, deep blue, dark brown, tan, beige, grey

Men

Attractive, controlled hair style
Clean, trimmed head and facial hair
Clean, pressed suit
Conservative tie
Polished shoes in good repair
Minimal or no cologne
Clean fingernails
Moderate jewelry
No gum or food
Positive attitude

Women

Attractive, controlled hair style
Minimal make-up/ perfume
Clean, tailored dress
Polished pumps in good repair
Clean fingernails
No chipped fingernail polish
Moderate jewelry
No gum or food
Positive attitude

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MINISTER'S GUIDE TO THE SEARCH COMMITTEE INTERVIEW

Church Staff Development Ministries



The following information is designed to assist you in your search and interview preparation.

Suggested questions are intended for your use in the interview and need to be adapted to each individual and church situation.

PRIOR TO FIRST INTERVIEW

Prepare a list of . . .

Church committees
Names of committee members

Staff positions:	Paid	Volunteer
Choir Dir. _____	\$ _____	hrs _____
Custodian _____	\$ _____	hrs _____
Secretary _____	\$ _____	hrs _____
Song leader _____	\$ _____	hrs _____
Organist _____	\$ _____	hrs _____
Pianist _____	\$ _____	hrs _____
Volunteer _____	\$ _____	hrs _____
Youth _____	\$ _____	hrs _____

Request a copy of . . .

- ___ Annual Report
- ___ Budget for Current Year
- ___ Budget for Previous Year
- ___ By-laws
- ___ Constitution
- ___ Job Descriptions
- ___ Organizational Chart (shows accountabilities)
- ___ Policies



AT THE FINAL INTERVIEW

Ask about salary and benefits . . .

Compensation
Salary \$ _____
Housing \$ _____

Protection benefits
Insurance \$ _____
Retirement \$ _____
Disability \$ _____
Soc. Security \$ _____

Ministry-related expenses
Travel \$ _____
Hospitality \$ _____
Books/Publications \$ _____
Professional dues \$ _____
Conventions \$ _____
Cont. Education \$ _____

Holidays: _____

Vacation: _____

If parsonage is included, note condition.

Parsonage value \$ _____ garage _____

What is included, and what is condition?

Refrigerator	Stove	Washer & Dryer
# of Bedrooms	Closets	Storage space
# of Baths	Carpeted	Basement
Air-Conditioning	Dining Rm.	Attic
Dishwasher	Fireplace	Rec.



AT THE FINAL INTERVIEW

Ask about pastoral expectations . . .

- Who were the last three pastors?
- What was the previous pastor's length of stay?
- What conditions caused this pastor to depart?
- What were the previous pastor's strengths?
- What were the previous pastor's weaknesses?
- How do you expect a new pastor to be different?
- How do you expect a new pastor to be similar?
- Is there a written job description for pastor?
- Describe the role of the pastor within this church.
- How is the pastor made accountable? Evaluated?
- How would you prioritize the pastor's activities?
- Hours expected weekly? Days off?
- Counseling load?
- Outside speaking ministries permitted?
- Is time absent for continuing education permitted?
- What is the preaching schedule?
_____ AM _____ PM
- Are sermons taped?
- Is there a tape library?
- What are the expectations of the pastor's wife?
- What are the expectations of the pastor's children?



PRIOR TO FIRST INTERVIEW

Request Information on . . .

Complete list of all church positions and names of personal currently serving in that position.

Adult Ministries

- How many Sunday School classes? _____
- Are Sunday School classes age-grouped or topical?
- Home Bible studies? How many _____
- Care Groups? How many _____
- Support Groups: _____

Children's Ministries

- Is there a nursery? _____
- How many Sunday School classes? _____
- Is there Toddler Church? _____
- Is there Primary or Junior Church? _____
- Vacation Bible School? _____
- Youth programs: _____

- Events: _____

PRIOR TO FIRST INTERVIEW

Request information on . . .

Evangelistic Ministries

Evangelism strategies being utilized, such as

- ___ Outreach events
- ___ Visitation
- ___ Neighborhood Bible Studies
- ___ Direct Mail
- ___ Door to Door
- ___ Tracts
- ___ Concerts
- ___ Outdoor Services

Other: _____

Are these outreach ministries on the calendar and in the budget? _____

Senior Adult Ministries

Is there a Senior adults ministry? _____

Sunday School class? _____

Bible Study? _____

Events? _____

DURING THE INTERVIEW

Ask about sermon presentation techniques . . .

What kind of preaching does the church prefer?

- Animated
- Creative
- Discipleship
- Expository
- Follow Christian Calendar
- Grace-filled
- Humorous
- Intellectual
- Monologue
- Practical
- Sermon series
- Storytelling
- Textual topical
- Topical
- Controversial
- Deeper life
- Evangelistic
- Family
- How to...
- Illustrated (Power Point)
- Logical points
- Outline in bulletin
- Serious
- Social issues
- Straight exposition
- Theological
- Witty

What does the church say are the most important pastoral strengths?

- Administration
- Associational leader
- Be a friend
- Committee work
- Conflict resolution
- Counseling
- Discipling
- Hospital visits
- Planning & vision
- Teaching
- Visit members
- Altar calls
- Church leadership
- Community leader
- Continuing education
- Denominational leader
- Evangelism
- Planning activities
- Study of Word
- Training
- Visit new attenders

DURING THE INTERVIEW

Ask about current issues . . .

- What is the church's traditional stand on social issues such as divorce and remarriage, etc.?
- How does the church handle disputes/conflicts, and does it have a specific policy?
- Is the church in conflict at this time?
- What is the community's image of the church?
- How many attend Sunday morning worship?
- How many non-members are active?
- What specific people groups is the church trying to reach at this time?
- Is there an active Evangelism Committee or team?
- How are people coming to Christ?
- What evangelistic tool works best?
- What new ministries has the church initiated in the last three years?
- What kind of music is used during worship services?
(traditional, hymns, choruses, contemporary)
- How would you describe your worship services?
(formal, informal, quiet, liturgical, exciting, noisy, worshipful, inspiring, free, orderly)
- What instruments are used during worship?
(organ, piano, guitar, drums, brass, choir)
- Is there a Sunday School teacher training program?
- Are there qualified adult Sunday School teachers?
- Do you have trouble finding teachers?
- How many adults attend Sunday School?
- Are the youth involved in the life of the church?
- How many children attend Sunday School (0-12)?

PRIOR TO FIRST INTERVIEW

Request information on . . .

Single Adult Ministries

Is there a Single adults ministry? _____

Sunday School class? _____

Bible Study? _____

Events? _____

Worship and Music Ministries

Style of music in worship: _____

Adult choir? _____

Children's choir? _____

Drama group? _____

Other: _____

Special events/Presentations: _____



PRIOR TO FIRST INTERVIEW

Request information on . . .

Youth Ministries

Is there a Youth ministry? _____

Youth Pastor? _____

Junior High Sunday School class? _____

Senior High Sunday School class? _____

Bible studies? _____

Youth Groups? _____

When do groups meet? _____

Events: _____



DURING THE INTERVIEW

Ask about the church's history . . .

What is the founding story of the church?

What are the growth statistics for the past five years?

Ask to review Annual Church Profile for past five years. Study membership statistics/giving patterns.

Why is membership and/or giving in decline, if this is the case?

What plans do they have to remedy this?

What, if any, are the roadblocks to implementing their strategy to increase membership and giving?

Have there been any church splits/divisions/fights?

Are there legal matters pending in the church?



Ask about vision and goals . . .

What is the church's Mission Statement?

Is there a Vision Statement, as well?

Are there plans for future growth and ministry?

Is there a five-year plan? A ten-year plan?

Are there specific, written, measurable goals?

What are they?

What size do you want the church to be in 1 year;

3 years; 5 years; 10 years?

What is the strategy for reaching these goals?

What changes need to be made in the next 10 years to accomplish these goals?

Are there specific building plans for the near future?