

Crossroads Interview Guide

START THE INTERVIEW

To start the interview, be sure to welcome the candidate and thank them for taking time to go through the interview process. As you make all the proper introductions, be sure to tell a little about each person sitting in on the interview. After introductions are made, feel free to get the interview going by asking some open-ended ‘ice breaker’ questions, such as:

- Can you tell us a little about yourself?
- What do you know about our church?
- Why would you like to work here?

PREVIOUS EXPERIENCE/EMPLOYMENT

After you’ve asked some initial questions, and everyone is feeling a little more comfortable with each other, move to the topic of the candidate’s previous experience and job background. You should have already read the person’s resume, and now is your chance to ask any questions or clarify anything you’ve read relating to their job experience. You might want to ask:

- What type of practical experience do you have for this position?
- What have you learned at your current church that will help you be an even better leader here?
- Name something you love doing at your present job.
- Name something you hate doing at your present job.
- Why are you leaving your present job?
- What did you like/dislike about your current job?
- What would your current employer say about you?

MINISTRY PHILOSOPHY & GOALS

It is imperative that you find out whether this person is a good fit for Crossroads Church. You need to determine as best you can during the initial interview how well this person fits our church’s vision and values. It is entirely possible that a person with a tremendous amount of job experience and a fantastic educational background could prove to be a miserable failure at our church. Ask specific questions to find out how the applicant feels

about and personally conducts their ministry. Here are some sample questions to help you determine a good ministry fit in the area of philosophy and goals:

- Who is Jesus to you?
- Our vision at Crossroads is to serve people toward and anchor people to Jesus. What does that mean to you?
- What does your ideal church look like?
- Tell us about one thing that has happened at your current job that is a good example of your philosophy of ministry.
- Every church has conflicts. Give an example of a recent conflict in your church and ask the applicant how they would deal with the situation.
- What excites you? What makes you extremely happy in your ministry?
- What drains you? What part of ministry do you find most stressful?

WORK STYLE AND PERSONALITY

The goal of the last half of the interview is to better understand the personality and work style of the applicant. How do they work with others? Are they aggressive or passive in their communication style? How well do they manage conflict? These are all things that you'll want to discover during this part of the interview. Here are some sample questions:

- Can you work under pressure?
- How do you handle conflict?
- What would you like to be doing in five years?
- What has been your biggest ministry failure?
- What do you enjoy doing in your spare time?
- Tell us about your family.
- What salary are you seeking?

QUESTIONS FOR US

Close out the interview with a time where you offer to answer any questions the candidate might have about your church or the position. Here you can ask questions like:

- Do you have any questions for us?
- What questions do you have about Crossroads?
- Do you have any questions about the position?

When you are finished, thank the applicant again for his/her time and travel for the interview. Share with them your timeline for filling the position. It is common courtesy to contact the candidate back with a status report on the interview within a week. Tell the applicant they can expect to hear from you soon; and be absolutely sure you do follow-up in the timeframe promised.