

# Appendix E

## Sample Interview Questions

The following questions are routinely suggested to call committees for use in interviews. Prior to an interview, the candidate should think through or, better yet, write out how to respond.

### **Personal Background**

- Briefly summarize your personal history. Tell us about your family and early growth experiences.
- Where did you attend elementary and high school?
- What were your activities at school and in your home congregation?
- What are your hobbies? How do you relax?
- Who or what influenced you to become a DCE?

### **Professional Training and Experience**

#### **Placement Candidates**

- What led you to the college that you chose?
- How did your college education prepare you to serve in a Lutheran congregation?
- What experiences other than college courses were influential in your preparation as a DCE?
- Describe your internship experience(s). What did you learn?
- How did internship help you to make a decision about the area of ministry in which you would like to serve? Why do you want to work with children/youth/older adults, etc.?
- As a DCEs you may be involved with children, teens, young adults, music, parents/families, care groups, small group ministries, and/older adults. Describe your experience with, and preference for, each of these areas of ministry.
- Share your strengths and limitations (what you have done to remediate your limitations).

#### **Field Candidates**

- What ministry experiences were influential in your growth as a DCE?
- Describe your prior ministry calls. What did you learn?
- Why do you continue to want to work with children/youth/older adults, etc.?

- As a DCEs you may be involved with children, teens, young adults, music, parents/families, care groups, small group ministries, and/older adults. Describe your experience with, and preference for, each of these areas of ministry.
- Share your strengths and limitations (what you have done to remediate your limitations).

### **Understanding of Mission and Ministry**

- How is being a part of the DCE ministry unique?
- What is your understanding about the role of the congregation today?
- What is your view of the relationship of the church and the school?
- How would Law and Gospel be a part of your ministry?
- How would you enable and encourage others in your charge to put into practice what is learned in the study of religion?
- What special skills and interest do you bring to this congregation?
- How would you go about initiating and promoting a new policy and procedure that the church might adopt? List several steps.
- What are some things you would do to communicate the strengths and the atmosphere of your children's, youth, or family to the church and community?
- How will you determine when curriculum needs to be re-examined? How will you proceed to do so?
- What activities do you believe to be essential to recruiting and retaining volunteers?
- How would people at your present congregation say that you model the Christian life and provide spiritual leadership?
- Describe the relationship you value between pastor and staff. What can you, as Director of Christian Education, do to establish and maintain a positive working relationship?

### **Philosophy of Ministry**

- Describe your philosophy of ministry in the world today and the years to come.
- What is the role of the family in the faith formation of children today?
- How will you develop a successful ministry? Include thoughts on discipline, management, parents, meeting the individual needs of students. How will you affirm your students as well as their parents?
- List three goals for your ministry this coming year.

### **Professional Goals**

- What activities do you feel are important for your professional growth?
- Are you considering enrolling in an advanced degree program? In what area of ministry are you interested in pursuing another degree?
- What would you like to be doing in five years?

### **Local Questions**

Questions may be asked which relate specifically to the congregation/school, the position for which the candidate is being interviewed, and skills for extra duties.

### **Inappropriate Interview Questions**

- Committee members should not ask questions which directly solicit information about your age, marital status or family plans, nationality, ethnic origin, physical attributes or disabilities except where these specifically relate to the requirements of the position for which you are being considered. They may, however, ask an open-ended question such as, "Are there any issues which would affect your ability to perform your duties?" Any voluntary response to such a question may be used as criteria in candidate selection.
- A congregation may not request a photograph of a candidate for "PR" purposes until after the candidate has accepted a call. Also, a request for candidate to respond to a set of questions via exchange of videotape on which the candidate appears may fall into this category.