

The Clergy Side of Interviewing in the Calling Process

Second Edition

FOREWORD

This is one of a series of publications which the Church Deployment Board provides through the CDO: the Office for Ministry Transitions to help lay people and clergy make the best use of resources available for the calling process. With the development of “**Interviewing in the Calling Process**,” designed to assist congregations, it was clear that a companion piece was needed for clergy. This booklet is an attempt to address that need.

Other CDO publications include:

"Caring for Clergy in the Calling Process"
"Caring for Clergy through Compensation"
"Clergy Housing"
"Interviewing in the Calling Process"
"Search: a Manual for Those Called to Guide the Parish Through a Process Leading to the Election of a Rector"
"Prayer in the Calling Process"
"Interim Ministries Book I"
"Interim Ministries Book II"

These publications are based on experience and expertise developed in thousands of calling processes. The principles should apply to most situations, but there will always be variations and exceptions in emphasis and details. So feel free to pick out what seems most applicable to your situation.

Board for Church Deployment

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INTRODUCTION

Interviewing has become a critical part of the calling process for both clergy and congregations. Most clergy welcome advice and coaching about interviewing, and the purpose of this booklet is to provide a summary of accumulated experience and principles to help clergy make their own best use of interviews.

Many books and articles have been written about job hunting and interviewing, but most of them speak from the secular point of view--where the applicant is in a subordinate position to that of the interviewer and is intent upon selling oneself in a stressful and competitive situation, or at least undergoing a pass/fail test.

While many of the principles of secular interviewing and job placement can be applied to clergy interviewing, there are significant differences which should be kept in mind by both clergy and lay people.

Clergy should also be familiar with another CDO booklet, addressed to search committees, "*Interviewing in the Calling Process*", and with other resources available from CDO, diocesan offices and Ministry Development Centers. Publications listed in the bibliography (Page 17) may also provide helpful suggestions.

Your state of mind and spirit are the starting points in preparing for any interview. Presumably you have been through enough self-assessment to know where you are in your "passages" of life, your personal and professional aptitudes and capabilities, your spiritual journey, your vocational development and objectives, and your relationships with family, friends, colleagues and church communities.

It is important to have come to terms with any recent traumas or disappointments, particularly such things as marital dissolution or involuntary termination from a church position. It may take some professional counseling or coaching to get these things sorted out so you can lead from strength as you go into interviews.

An interview in the calling process is a mutual testing of call:

**a priest's potential call to a particular parish
a parish's call to a future with a particular priest**

Each party is preparing to make an important decision about the future.

From: "*Interviewing in the Calling Process*," a CDO publication.

INTRODUCTION (continued)

Clergy interviews are part of a calling process which at its best is a process of mutual discernment aimed at establishing a relationship between an existing community and a new pastoral leader. The ultimate goal of the interview is a prayerful, mutual decision by priest and laity, guided by the Holy Spirit.

Interviewing can be anticipated with confidence, because it is a fairly predictable process for which one can prepare oneself. Furthermore, it usually calls for demonstrating some of the most common skills of ministry - pastoral leadership, response to lay leadership and ability to articulate one's personal faith. It also calls for contagious and sincere enthusiasm about the tasks and relationships of parish ministry.

Search committees should receive training in interviewing skills from diocesan officials or consultants. Some, however, do not. Search committees with little experience may welcome sensitive and reassuring guidance by candidates.

Present-day deployment procedures throughout most of the Episcopal Church encourage clergy to exercise a substantial amount of influence and initiative in determining where they will serve God and His church. In most dioceses it is quite acceptable to declare your availability for an opening, and to prepare yourself for the process, including interviewing, that may lead to your being called. Your initiative must include a faithful and prayerful effort to discern the ministry to which God is calling you, and such discernment can be heightened by the application of your own best talents and self-knowledge.

A major purpose of interviewing is to bring to life, for both parties, what has previously been presented on paper. Skills, education and experience for various people may look much the same on paper. The profile of one parish may look much like another. Through the interview, priest and lay people each discover how the other talks about things which both parties consider to be important to the position and to the relationship.

The priest can also discover what kind of people are given responsibility in this congregation, what they value, and what kind of trust level exists within this congregation and between this congregation and the rest of the Church.

SELF-KNOWLEDGE

Realistic and objective knowledge of yourself, as a person and as priest, is essential in presenting yourself for consideration by a search committee or vestry. What is going to be discovered about you should already be well-known to you: your strengths, weaknesses, potentials, limitations, values, life experience and interpersonal characteristics.

Some people are able to develop a high level of accurate self-knowledge on their own. But it is often helpful to undergo a vocational assessment or discernment process, utilizing the resources of behavioral science, theological and ecclesiastical insight, and prayerful spiritual guidance. These resources are combined in the counseling programs of centers accredited by the Ministry Development Council (www.ministrydevelopment.org) and in certain forms of spiritual direction such as Ignatian retreats.

Feedback from your bishop, clergy peers, lay associates and family may also be helpful. Two good "do-it-yourself exercise books are *"More Than Fine Gold"* published by CDO and *"The Quick Job Hunting Map - Advanced Version"* published by the Ten Speed Press, separately and in the book, *"What Color is Your Parachute?"*

Your self-knowledge is first reflected in the papers which you submit before the interview: your letter of introduction, your CDO Personal Profile, and your resume. It becomes more evident as you choose situations for which you are willing or eager to be interviewed and as you proceed with each interview.

Self-knowledge includes the capacity to claim and describe one's own gifts in objective terms. It also includes the ability to distinguish between what one thinks ought to be done in specified circumstances and what one actually has done.

For example, to say "I'm a pretty good preacher" is not as objective and informative as to say "I like to preach. I spend ... (time) in preparation. I (use) (do not use) (a manuscript) (written notes). I usually preach ___ minutes. I always/usually/sometimes preach from a Biblical text. My sermons emphasize (the cares and concerns of my own congregation) (major problems of society and the world). Parishioners have made the following comments about my preaching ..."

The same principle can be applied to other aspects of ministry in describing what you do pastorally, liturgically, or in education and administration.

KINDS OF INTERVIEWS

There are many different kinds of interviewing situations. Part of your preparation is to anticipate the basic situation in which the interview will take place and to know as much as you can about your agenda and theirs. Most people don't mind if you ask.

An interview may be well-defined in one pattern, or it may take on characteristics from several of the following:

Objectives – Yours and Theirs: objectives for either party can range from low-key exploration and data gathering to the level of decision making. It is important for each to understand where the other is in this range of objectives. If the interview is exploratory, it is good to know what may come next. If the purpose is to arrive at final decisions then both parties need to know what decisions rest on this interview - particularly will it determine whether a call will be extended and accepted?

Exploratory or Data-Gathering: you may go into an interview just for information about a new field of ministry, a new diocese, or a new geographical area - or because someone whom you trust has advised you to.

For a Call: the opportunity to be interviewed for a call usually comes out of the search committee's screening process or the diocesan process for presenting a list of promising candidates. Or it may follow an effective exploratory interview with a bishop or deployment officer.

Individual: some interviews are conducted on a one-to-one basis – particularly in the early stages of a search process, or by a bishop or deployment officer.

Group: group interviews are part of most parish search processes. They vary widely depending upon the training and/or sophistication of the group. Obviously the group is likely to be larger on the parish's home turf than when a team is visiting you from out-of-town.

Initial: your first interview, usually with a delegation from a vestry or calling committee, is a get-acquainted opportunity for you and for them. Both parties will usually know after an initial interview whether they want to spend any more time together.

Final: as the list of candidates narrows down, each interview becomes more and more "final". It may be the final interview for negotiating the contract and covenant.

On “Your” Turf: you have a good deal of control over the time and the location, and often you can guide the discussion. A married priest has the opportunity to introduce the rest of the family; and visiting interviewers can see how you behave and how you live in familiar surroundings.

On “Their” Turf: you have an opportunity to see how "they" treat clergy and how they interact among themselves. You are also guided by their timetable and their sense of hospitality, as well as their sensitivity to what you need to know and observe.

TRAINING

Various kinds of training and role-playing may be helpful in preparing for a period when you expect a substantial number of interviews or even a few especially critical ones. Such training may be offered through your diocesan office, your clergy association, or an accessible career counseling center. A friend or your spouse might be helpful playing the role of interviewer; or you may know a priest or lay person who has been through enough successful interviews to be a good coach.

An intense training program for clergy and search committees which was developed in one diocese emphasizes four principles:

1. Any interview is a two-way affair - half of the interview belongs to the candidate.
2. Answer the question you want, not necessarily the one they ask ("Let me say this about that." John F. Kennedy)
3. Behave assertively (as distinct from aggressively) in your half of the interview. (You want to learn as much as you can about the position and its environment.)
4. Experience-based interviewing - respond with specific actions and feelings rather than ideas, theories, and abstractions. **Make sure that you get to tell your stories.**

Experience-based interviewing may require the most clarification, because it is the principle on which you can respond to vague questions with concrete answers.

For example, a vague question on Christian education can be answered by describing the program, budget and time commitment that you have given to Christian education in one or more other positions, and whether or not this description satisfies your own standards. Questions of style in administration, supervision, and working relationships can best be answered by actual examples, incidents or descriptions. Similarly, questions relating to your involvement in diocesan or community activities can be answered on the basis of what you have already done and how you rate that experience.

Some other hints from the above-mentioned diocesan program:

- Do your homework: what are your skills, particularly those that apply here? What are their needs? Find out from independent sources - diocesan office, neighboring clergy, previous incumbents, local newspaper etc.) What is the environmental setting?
- Make no claims that cannot be supported with data (e.g. "I think stewardship is a top priority. That is why I used study leave to sharpen skills in that area, and why I have regular sessions with our stewardship chair before our canvass. ")
- Beware of self-inflicted injury – such as over-emphasizing weaknesses or unhappy experiences.
- How you are treated in the interview and throughout the process provides a clue as to how you will be treated if called.

GETTING THE INTERVIEW

One of the most critical hurdles for clergy in the whole search process is getting the interview - finding ways that are comfortable for you to set your lamp on your lampstand so that search committees will respond with invitations for interview, particularly if you have some built-in handicaps, e.g. age, which may make it more difficult for you to get through some paper-screening process.

What can you do to get yourself singled out for an interview? First, of course, is to pray for discernment of God's will for you and your ministry.

Then you must act to affirm your own conviction that God has equipped you with special, even unique, gifts of ministry that are intended to be exercised.

Some proven techniques include:

1. Let influential advocates who know you and know the parish speak to the search committee for you – especially the bishop if appropriate in this situation.
2. Personalize and "customize" your initial contacts, by letter and by phone. Keeping your letters to one typewritten page or less, be sure that the decision-makers know how strongly you are interested and how well you are informed about the position.
3. Follow your letters with short personal phone calls to reaffirm your interest and to keep in touch with the progress of the search. Some transitions/deployment officers are willing to keep you posted if you don't want to keep calling the search committee.
4. Make yourself available to the parish. As a general rule, the parish is responsible for travel and other expenses related to interviews. Some parishes, however, have to limit the geographical range of their search because of limited financial resources. (This is a particular problem for clergy who are currently stationed overseas.) If you plan a trip that takes you within easy distance of a particularly attractive situation, it can work to your advantage to let the search committee know your plans well in advance and give them the opportunity to schedule an interview and show you around. Sometimes a transitions/deployment officer or bishop can help arrange this for you.
5. If you receive a letter or phone call even hinting at an interview, respond promptly and enthusiastically. Sometimes such a phone call may come at an inconvenient time, and in the confusion (or excitement) you may not be sure of the details or you may get them wrong. So confirm perhaps with a return phone call, but certainly in writing, your understanding of the invitation, the times of your arrival and departure, where you expect to stay, who pays expenses, and whether or not your spouse will be coming. Keep a copy of all correspondence.
6. Check with people you have named as references to be sure they can be enthusiastic about you for this position.

FOR ALL INTERVIEWS

Good preparation is essential to be sure that interview time concentrates on what can be done no other way. This is the opportunity to discuss documented facts, to get interpretation and to perceive attitudes. So preparation should include thorough study of all readily available documentation. You may want to have your own well-arranged file or notebook with copies of your resume, CDO profile, correspondence, parish profile, a checklist of specific questions you want answered, things to do, people to see, places to go.

Be sure you have your own note paper and pen or pencil to write down what you need to follow through on later.

Preparation should also include assurance about meals and sleeping arrangements, and an opportunity to rest and freshen up if you have traveled some distance.

Appearance: first impressions are important. The way you look is the first impression you give, perhaps your most important non-verbal statement. Good grooming and appropriate attire are essential for a good interview. Dress for the interview as you would dress for the job. Neatness and cleanliness go without saying. Papers can be kept tidily in a brief-case or sturdy envelope.

Poise: your self-confidence and personal faith are conveyed by your manner and your mannerisms--the way you meet and greet people, beginning with a firm handshake; the way you respond to small talk or tough questions, the way you handle unexpected situations, and the way you change the subject or close the discussion.

Control: few interviewees have as much opportunity as a priest does to take charge in an interview. Most of your interviewers are looking for someone who is a natural leader in pastoral matters, in worship, in the affairs of parish corporate life. Although the choice of an ordained leader is a lay responsibility, and there may be powerful and influential lay leaders in congregations, they expect authoritative (not necessarily authoritarian) leadership from their priest. You will meet this criterion more by the way you handle yourself in the interview than by specific answers to any questions. You can be respectful of other people's authority without yielding any of your own.

Enthusiasm: in your own style, be genuinely glad to meet the interviewers as people who can play an important role in your life. Remember names. Don't talk too long at one stretch – watch out for boredom – yours and theirs. One of the best ways to project enthusiasm is to make the other person enthusiastic.

Expect the Best: most interviewers have little knowledge of the science of interviewing, particularly for church positions. They are likely to proceed from their own intuition and background, seeking feeling rather than judgment. Yet it is safest to assume that the interviewers will be professional and well prepared for their task. If you assume something less, you may find yourself at a serious disadvantage.

Opening Prayer: you might be invited to open the proceedings with prayer. Be ready for this.

Opening Statement: often it is helpful to have a thoughtful one prepared. It can help put the group at ease, and also direct the interview toward subjects you want to be sure to get covered.

Listen: with patient, observant listening you can learn about your interviewers' values, interests and backgrounds. You may wish to refer to what you learn when you write a follow-up letter. Being a good listener also means that you can ask good questions.

Clarify: take time to be sure you understand what people are saying and, if possible, why they are saying some of the things that seem particularly significant to you.

Be prepared to lead or minister: your own questions can guide interviewers toward discussion of goals, problems and values that might not otherwise emerge. You can also steer the conversation toward emphasis on your own strengths. If you know the "hurts" of the congregation (such as grief over loss of a beloved priest) you may be able to demonstrate rather than tell how you minister sensitively.

Concepts of the Position: concepts and expectations of clergy roles vary widely and you should be familiar with the range and with your own flexibility for fitting into different position descriptions.

Summarize: for yourself and for the interviewers, a summary of your mutual findings can be helpful. If you undertake such a summary, it may help clarify for you and for them some of the conclusions that have resulted from the interview.

Record: prepare a record of each interview in as much detail as possible. (See sample form, Page 16). This will record your findings while they are still fresh in your mind – for consideration at a later date, either for this position or another one. It will also give you your own critique of what went well, and what, if anything, didn't go well. Debriefing with a trusted colleague can be very helpful in this regard.

Homework about the Parish: some personal inquiry can supplement written material you may have been given about a parish where you are to be interviewed. This is particularly advisable if it looks like a serious prospect for you.

1. Contact other clergy in the diocese or locality, particularly neighboring clergy and, if possible, the former rector, as well as the transitions/diocesan deployment officer. Ask for whatever they can tell you about the parish. Also ask anyone else who knows the neighborhood or the parish. People who are not current members can be particularly helpful.
2. Contact the chair of the search committee well ahead of the interview and clarify mutual expectations of the interview.

3. Arrive early with your own transportation, if possible, so you can drive around the area on your own. Look around the buildings. Be sure of the time and place of the interview. Check out the actual site if possible.
4. If the parish is using a consultant, try to make your own contact with this person to ask questions about the parish or process or both.
5. It is always appropriate and professionally courteous to be in touch with diocesan bishops, your own and those of other dioceses where you are being considered. Most dioceses require an interview with the bishop before a call can be extended or accepted.

Some homework questions include:

What issues are currently being addressed in the parish?

Assessing neighboring clergy (including other denominations).

What do these people invest themselves in: raising money, building buildings, having bazaars, worship and prayer, community service, foreign missions, internal controversy etc., etc.

How do they feel about past rectors, especially the most recent one? What was he/she noted for? What did he/she do for this church? What was he/she most admired for? Most appreciated for? What were his/her weak areas?

Where will the people and money come from to fulfill their goals?

One purpose of such homework is to prepare your agenda for the interview. They are interviewing you, but you are also interviewing them. Be frank, but gentle. State your position on hot issues, but leave a place for other views to be recognized and respected. (The only churches in which there is complete agreement are dead churches.) Churches want their rector to be decisive but not hot-headed. On issues where people of good conscience disagree, they want to be assured that the priest also feels the bind or pinch, even though he/she has taken a stand.

The Interview Format: some committees do not have good plans or processes for the interview. You may have to assert leadership to help them do their job. Do not seize leadership. But be prepared to take it if necessary. You and they both have a stake in a positive meeting.

Watch the Group: if one or more strong leaders are evident, it is prudent to let them lead, particularly during the first part of the interview. This allows you time to absorb information and viewpoints and get to know the individuals, without challenging the leaders. If the conversation bogs down too long on one issue, or begins to lag, you can begin to ask questions of your own. Your ability to lead can emerge at this point. Watch out for boredom among interviewers. Pay attention to anyone who seems "out of it". Treat each questioner as if it were a one-to-one interview.

Controversial Issues: the secret is to keep them in the proper perspective of the whole interview. Be remembered as a candidate who handled an issue intelligently and sensitively rather than as a person who couldn't let go of one subject. One approach is to indicate that, if called, you would encourage interested groups in the parish to express their feelings openly.

Claim Time for Your Questions: after the interviewers have introduced their major questions you will have more opportunity to ask your own, and you will be better informed to do so. You will also be able to speak about areas of parish life where you excel. If you can bring interviewers into your discussion, or refer to what some of them may have said earlier, so much the better.

Closure: How the interview ends is important, and you have a good deal of control over this. If the group has strong leadership of its own, you can ask for the opportunity to give a brief summary. You can offer this as a way of determining whether you and they agree on the highlights of the discussion. If leadership in the group is not strong and the interview is obviously winding down, you can ask "I wonder if anyone has any more questions." If not, you can then proceed with your own summary. It is appropriate to close with prayer.

Follow-up: Your own written summary for your files will be helpful if you are called back for another interview. You should also write letters thanking the committee and your hosts. It is most appropriate to express affirmation of their process if you can honestly do so.

WHAT KIND OF QUESTIONS CAN YOU EXPECT?

Many well-prepared search committees design their interviewing plan along lines similar to those suggested in the CDO booklet, "*Interviewing in the Calling Process*" So it is well to study that booklet and any resources that are likely to be used in a specific diocese where you are being interviewed. Questions may also be shaped by the congregation's past satisfactions and/or disappointments with previous rectors, so the more you can learn about their history the better. In any interview some questions are likely to touch your own sensitive areas, and it is well to know what these areas are, and how you will respond to questions.

Although secular job interviews are required to stick to job related questions, church interviews rarely stay within such boundaries. So be prepared for questions like the following:

How do you spend your spare time and vacations?

If you are single, do you intend to remain so?

If you are married, tell us about your family and home life.

If you are in mid-life or later, how long do you expect to work?

Do you do much entertaining at home?

Why do you want to leave your present position? (Perhaps you don't. Then say so.)

What are your feelings about, or what is your position on: abortion, substance abuse, divorce, homosexuality, inclusive liturgy and language, church's involvement in social issues, etc., etc.

Why are you looking for another job? (Again, you may not be.)

Do you have any medical problems?

Obviously, you do not have to answer most questions of this sort. But the way you deal with the questions and the questioner will reveal a good deal about yourself and your pastoral sensitivity to other people.

Position-Related Questions: "*Interviewing In the Calling Process*" gives a general framework of questions related to parish ministry, but it does not attempt to cover general position-related questions like the following, which can apply to most kinds of work:

What offices have you held in the wider church and in the community?

What types of books and periodicals do you read? What television shows or sports events interest you?

Have you any plans for graduate work or continuing education?

What have you enjoyed (most)(least) about parish ministry?

Give some examples of important decisions or recommendations that you have made. How were they received? Which ones were easy and which ones were difficult?

What significant mistakes have you made in your ministry?

Do you feel you are still growing? If so, in what directions?

By what standards do you measure your performance and that of your parish?

How do you plan to work? What is a typical day or week like?

How do you feel about what you know of us?

What is your style of management or leadership? How do you work with a vestry?

How do you handle conflict or opposition?

Do you work well under pressure? Give examples.

What features of your previous positions have you liked? Disliked?

In your present position, what problems have you identified that were previously overlooked?

There will always be some questions for which you have no answer. However, if you prepare yourself with confidence, you will find that even difficult questions need not ruffle you. Indeed, they will give you a chance to show how you handle such things – do you clam up, try to answer anyway, admit not knowing, or what? And how do they handle it when the “expert” doesn't know the answer? Here is another opportunity to learn about the congregation.

YOUR QUESTIONS

In preparing for all interviews you should have a standard check-list of questions that you want answered. They may be answered either in the interview or otherwise without your asking. But your check-list will help you make sure that they do get answered.

In addition, you will probably have a second list applying specifically to a situation under consideration. Here again the questions may be answered without being asked. However, basic facts about the position should have been checked out beforehand.

For each question you will need to have in mind whether you are asking for information only, or whether the answers will have a significant bearing on your decisions about the position.

In general, both lists will reflect your own interests, concerns and values. So it is difficult to suggest specific complete questions.

Some typical areas of concern, however, include:

Worship, liturgy and music

Christian Formation/Education

Management of property, buildings and finances

Parish staff

Involvement of new members

Lay leadership

Relations with other parishes and the diocese

Relations with other denominations and churches

The rector's time off – weekly and annually
Involvement of the rector's family in the life of the parish
Provision for continuing education, conferences, etc.
Provision for sabbaticals, refresher leaves, etc.
Payment of supply clergy
Influential people in the parish who do not hold office
Style, strengths and weaknesses of previous priests

Perhaps more than specific information, you may want to ask yourself, "What do I want to have *happen* in this interview?" and "How can I use this time to demonstrate how I work?" Questions like these can help you design your entire approach.

NEEDLESS NEGATIVES

Almost everyone who has ever been interviewed can recall at least one interview that went badly, or moments when an interview seemed to hang in balance. Some of these situations could not have come out otherwise. The purpose of this section is simply to remind you that some people do, or fail to do, things that result needlessly in their being rejected.

Some of the common mistakes are:

Smoking without asking permission, or smoking inconsiderately
Lack of enthusiasm about the position
Aimlessness or vagueness about vocational commitment
Hedging or indecision in answering critical questions
Rambling, unfocused responses to questions
Poor personal appearance
Lack of tact or courtesy
Ridiculing what someone else takes seriously
Arrogant or conceited manner
Know-it-all, name-dropper

No sense of humor

Overemphasis prematurely on pay and benefits

Failure to say and write thank you

Weak record without suitable explanation

Failure to support claims with record of accomplishments

Poor communication during interview

Disorganized in one's own processes

Blaming other people for failures or condemnation of past employers

Regards this position as a stepping stone

Inability to take criticism or challenge

AFTER THE INTERVIEW

Follow-up Letters: after every interview, write a letter which restates what you have discovered about the quality of your fit for this congregation. If you are interested in staying in the running relate your prime assets and experience to your new knowledge of the position. If possible, touch upon major subjects discussed during the interview and use names and language which reflect your knowledge of the congregation and its members. If this letter is not acknowledged, then follow it with a telephone call in which you reaffirm your enthusiasm for the position.

Individual letters or telephone calls can be addressed to various persons for whose personal attention you may be particularly grateful.

In these letters you can always add or emphasize anything of importance that may have been overlooked or brushed over lightly during the interview. You can also confirm your understanding of the remainder of their process as it may relate to your own interest.

If it is necessary to tell committee members the dates and pressures for other decisions affecting your interest, the follow-up letter is a good place to do it.

Be sure you have a record of all key names in case you return.

After-Interview Checklist (Sample)

FOR WHAT POSITION	DATE
WHERE IT TOOK PLACE	
ADVANCE ARRANGEMENTS FOR TRAVEL AND ACCOMMODATIONS Satisfactorily Planned ____ Fulfilled ____	
ADVANCE DOCUMENTATION My own: I was satisfied ____ They were satisfied ____ Theirs: I was satisfied ____ They were satisfied ____	
MY OWN PERSONAL APPEARANCE (dress, grooming, etc.) Appropriate for the occasion ____	
INITIAL MEETING WITH INTERVIEWERS Comments:	
INITIAL MEETING WITH OTHERS (spouses, other clergy, secretary, sexton, organist, etc.) Comments:	
MY OPENING STATEMENTS IN INTERVIEW Comments:	
THEIR QUESTIONS WHICH I HANDLED WELL	
THEIR QUESTIONS WHICH I WISH I HAD HANDLED BETTER	
MY QUESTIONS WHICH WERE ANSWERED TO MY SATISFACTION	
MY QUESTIONS WHICH WERE NOT ANSWERED TO MY SATISFACTION	
FURTHER EXCHANGE OF INFORMATION What I expect from them..... What they expect from me.....	
TIME-TABLE TO DECISION	
HOW I FEEL ABOUT THIS POSITION AFTER THIS INTERVIEW	
HOW WELL DO I LIKE THE PEOPLE – THE CHALLENGE	
ARRANGEMENTS, IF ANY, FOR DISCUSSION WITH THE BISHOP	
NAMES OF KEY PEOPLE AND PERSONAL NOTES	
PEOPLE I SHOULD CONTACT WHEN I GET HOME	

This checklist is adapted from "The Job Club Counselor's Manual" (University Park Press)

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Interviewing In the Calling Process CDO: the Office for Ministry Transitions, Episcopal Church Center, NY, NY www.episcopalchurch.org/cdo

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Ms. Lindsay Ryland