INTERVIEW AND SELECTION PROCESS

1. Applicants responding to your position announcement for youth minister should be given instructions for submit materials for your consideration. Ask interested ministers to submit a cover letter, resume/vitae, contact information for 3 references, and a completed Parish Application of Employment in your posting.
	1. Application must be completed in full. Avoid accepting “see resume” in any field. Applications are legal documents, resumes are not. All documents must be submitted before meeting with the search committee
	2. Everyone who submits complete materials should at minimum receive an email, thanking them for their interest. You may wish to include a message that the parish will contact the person again within xx number of days or weeks if they are selected to be invited for interview.
2. A search committee is not required, but can be helpful in assessing the candidate’s fit for the role, and it can help the candidate get a further glimpse into the people of the parish. For a youth minister role, you may wish to invite a member of your parish council, the deacon, the pastoral leader who helps form young people for Confirmation, an adult volunteer in youth ministry, and a parent who recently had teens participating in youth ministry. Members of the search committee should be present at every interview to help with a valid, objective assessment of each candidate. Search committee members should also be sensitive to keeping applicants and application materials confidential.
3. As you consider which applicants to interview, you may first categorize your applications by:
	1. Evidence of preferred qualifications
	2. Meets minimum qualifications
	3. Does not meet minimum qualifications

1. Materials for each candidate meeting minimum or preferred qualifications is sent confidentially to each committee member. Plan to have at least one meeting with the search committee in advance of the first interview(s.)
	1. Search committee will receive all materials of applicants who meet the minimum and preferred qualifications. They will also receive a list with the names of ALL applicants, with the reason some applicants were categorized as not meeting the minimum requirements for the role.
	2. In advance of the first meeting, members will identify their choices for applicants to be invited to interview.
	3. In advance of the meeting, the search committee will also receive a draft of proposed interview questions for their review and comment.
	4. At the first meeting, the pastor should describe the parish’s vision for youth ministry and what the parish is looking for in a minister. The committee will achieve consensus on which candidates to interview. The committee will also discuss, revise, and finalize the interview questions and select a date (or dates) on which you will invite the candidates to interview.
2. When you contact applicants you would like to interview, provide details about the role that can be important to someone seek the role: location of office, health benefits, leave benefits, pension, reporting relationships, number of peers/colleagues on staff, predicted schedule, and salary range. If all is acceptable to all parties, an interview is scheduled during the date/time the committee has set aside for interview.
3. Send each candidate an email confirming instructions for interview and the names and titles of members of the search committee.
4. If you are interviewing several candidates on the same date, have a plan for keeping candidates participation confidential and keeping separate from each other. If possible have someone on staff outside of the search committee members greet candidates and provide a waiting area and hospitality until the committee is ready to meet with her or him.
5. Prepare hard copies of materials for search committee members who may not have or may not prefer mobile devices in front of them at the interview. Typically, members prefer to have a hard copy of the questions for each person being interviewed and use that to make notes on each interviewee.
6. The search committee will arrive at least 15 minutes before the first candidate candidate. Arrange for water for candidates and committee members. The candidate is seated at the head of the table. Each search committee member should introduce themselves and include full name, title, why they are serving on the committee, etc.
7. After introductions, ask the interviewee to start the session by leading you all in prayer. When beginning the formal questions/answers consider asking a softball question, such as “tell us about yourself” and “tell us why you applied for this position.” It helps everyone settle in and allows the committee to observe the candidate’s ability to share appropriate information and hopefully helps you to observe that the candidate took some time to learn about the parish in preparation for interview. Present your interview questions to each candidate. When your list of questions have been asked, the candidate should have an opportunity to ask questions of the committee.
8. The search committee debriefs and develops recommendations for candidates who should move forward in the process.
9. Call the references listed and if not already listed, ask your top candidate for contact information for her or his pastor or one person who can speak to the candidate’s participation in the life of the Church. Also be sure to speak to at least one person who supervised this person in employment or ministry. Ask about the applicant’s success in their work environment and appropriateness in working with children and youth. Thoroughly review the person’s social media posts and digital media presence, going back 3 to 5 years.
10. Second interviews may be helpful to you. You may wish to arrange for an informal coffee session with the current parish staff so that the candidate can learn more about potential colleagues.
11. Extends the offer over the phone and then follow up with an email detailing the offer for the person to consider.
12. If candidate accepts, a start date is agreed upon. Send the successful candidate a hire/welcome letter signed by the pastor. The candidate would not sign the letter, as you will want to keep this relationship “at-will.”
13. Call the other candidates who were interviewed to advise that the position has been filled.