



3. Structured Interview Guide — ELCIC

This interview guide is intended to describe the flow of a thorough interview process. Each synod Candidacy Committee may adapt the structure to its own style and needs. The entrance interview guide assumes that interviewers will have read and become familiar with the following:

- Discernment resources (e.g. *Do I Belong in Seminary?* by Ronald E. Parker, 1998, an Alban Institute Publication;
- relevant sections of the *Candidacy Manual*; and
- the applicant's file, including the application and entrance essay (autobiography), congregational recommendation and all other related materials.

It is assumed that an interview will last approximately 1–1 1/4 hours.

I. Introduction (5 minutes)

While in a typical structural or developmental interview a longer period may be allowed for introductions, in the initial interview the focus should be on key issues that the interviewer(s) feel should be raised. Everyone will have read all of the materials in the candidate's file and will, therefore, have a basic familiarity with the candidate's life and background.

II. Interview With Applicant (40–50 minutes)

Many applicants and interviewers value the opportunity to begin with prayer. The following order for conversation is suggested.

A. Discernment Process

- The candidate is asked to describe her or his discernment process. What steps or actions were taken? In the process of discernment, what did you discover about yourself—positives and negatives? Who did you converse with in your discernment time?
- It may be helpful in this segment of the interview to inquire as to how the pursuit of this vocation will affect the candidate's life.

B. The Corporate Dimension of Discernment

- Discernment resources reference the "corporate dimension" of discernment. Where in the church has the candidate sought and/or found his/her sense of call to be affirmed?
- What do you perceive to be the most pressing need of the church today? How do you perceive your prospective vocational role as addressing that need (i.e., how can you, as a pastor/deacon, support and advance the mission of Christ in the ELCIC)? How do you understand or perceive the ministry to which you feel called? A call to a specific roster may not yet be discerned.

C. Other Significant Considerations in the Structured Interview

- Rostered leaders in the ELCIC bear responsibility for the church and its members. In light of this responsibility, applicants should be asked about matters of personal conduct which could signal obstacles to readiness for responsible leadership. Such behaviours, with the exception of a history of pedophilia, do not disqualify an applicant. However, careful attention should be given to how the applicant has addressed or resolved such behaviours.

D. The Spiritual Journey

- What has been the candidate's recent involvement in the life of his/her congregation? Have there been two years of "active involvement"? Is the candidate a member in good standing of a congregation?
- The interviewers should determine whether the candidate is comfortable with and able to articulate faith experiences. This can be asked in many ways. For example:
 - Can you describe your sense of God's presence in your life right now?
 - How do you intentionally seek to draw near to God?
 - Can you describe a Bible story or share a scripture passage that is especially meaningful to you now or that represents your spiritual journey?

E. Other questions deemed appropriate by the interviewer(s).

STRUCTURED INTERVIEW GUIDE—ELCIC

- Listen! Be receptive and responsive
- Comment! Make conversation
- Question! What? How? Why?
Use *plurals and contrasts*
Rephrase “yes/no” to open-ended

TOPICS	LINE OF INQUIRY	JOB QUALIFICATIONS
INTRODUCTION <i>Cover:</i> Greeting Small talk Opening question(s) Lead question		<i>Look for:</i> Appearance Manner Self-expression Responsiveness
WORK EXPERIENCE <i>Cover:</i> Earliest jobs, part-time, temporary Full-time positions Volunteer work	<i>Ask:</i> Things done best? Done less well? Things liked best? Liked less well? Major accomplishments? How achieved? Most difficult problems faced? How handled? Ways most effective with people? Ways less effective? Level of earnings? Reasons for changing jobs? What learned from work experience? What looking for in job? In career? Short-term and long-range goals?	<i>Look for:</i> Relevance of work Sufficiency of work Skill and competence Adaptability Productivity Motivation Interpersonal relations Leadership Growth and development in future work
EDUCATION <i>Cover:</i> (Elementary school) High school University Specialized training Recent courses	<i>Ask:</i> Best subjects? Subjects done less well? Subjects liked most? Liked least? Reactions to teachers? Level of grades? Effort required? Reasons for choosing school? Major field? Special achievements? Toughest problems? Role in extracurricular activities? How financed education? Relation of education to career? Consider further schooling or specialized training?	<i>Look for:</i> Relevance of schooling Sufficiency of schooling Intellectual abilities and growth Versatility Breadth and depth of knowledge Level of accomplishment Motivation and interests Reaction to authority Leadership Teamwork

TOPICS	LINE OF INQUIRY	JOB QUALIFICATIONS
<p>EARLY YEARS/PRESENT FAMILY SITUATION</p> <p><i>Cover:</i> Special interests and hobbies Civic and social involvements that are job relevant Health and energy Geographical preferences</p> <p><i>*Personal information is optional and should be job relevant</i></p>	<p><i>Ask:</i> Things like to do in spare time? Extent involved in community? What kind of health problems might affect job performance? Reaction to relocation? To travel? Circumstances that might influence job performance?</p>	<p><i>Look for:</i> Vitality Management of time, energy, money Maturity and judgment Cultural breadth Diversity of interests Social effectiveness Interpersonal skills and interests Leadership Situational factors</p>
<p>RELIGIOUS DEVELOPMENT</p> <p><i>Cover:</i> Experiences in congregational life Awareness of God’s activity in candidate’s life Role models Leadership experiences Group activities</p>	<p><i>Ask:</i> Experiences that led you to consider a church occupation? How others have influenced your thinking? How ideas re: church occupation have changed recently? Involvements in congregational life—as a participant, as a leader? Most satisfying experiences? Why? Least satisfying experiences? Why? In addition to a church occupation, to what other vocations have you given consideration? How have you experienced “the call”? Describe your opinion of appropriate lifestyle and behaviour related to faith.</p>	<p><i>Look for:</i> Early church contacts Parents’ attitudes Reasons for considering a church occupation Alternate plans other than a church occupation Commitment to the teachings of Christ Ability to articulate personal faith Desire to represent Lutheran Church and be represented by it Faith reflection in lifestyle Rational consideration of job demands</p>

TOPICS	LINE OF INQUIRY	JOB QUALIFICATIONS
<p>SUMMARY OF STRENGTHS AND SHORTCOMINGS</p> <p><i>Cover:</i> Strengths (Assets)</p> <p><i>Cover:</i> Shortcomings (Development needs)</p>	<p><i>Ask:</i> What assets do you bring to job? What are best talents? What qualities seen by self or others? What makes you a good investment for employer?</p> <p><i>Ask:</i> What are some shortcomings or limitations? What areas need improvement? What qualities do you wish to develop further? What constructive criticism from others? How might you be a risk for employer? What further training or experience might you need?</p>	<p><i>Look for:</i> <i>Plus (+) and Minus (-)</i></p> <p>A. Can do? Talents, skills Knowledge Energy</p> <p>B. Will do? Motivation Interests</p> <p>C. How fit? Personal qualities Social effectiveness Character</p> <p>D. Situational factors</p> <p>E. Synthesis</p> <p>F. Zero prejudice (Equal Employment Opportunity)</p>
<p>CLOSING REMARKS (Adapt to context)</p> <p><i>Cover:</i> Dialogue; give information Review job and opportunities, sell, if appropriate Further contacts to be made Course of action to be taken</p>		
<p>CORDIAL PARTING (Spontaneous)</p>		