



Northwestern Minnesota Synod
Evangelical Lutheran Church in America
God's work. Our hands.

Committed to Evangelical Outreach

1. How have you kept yourself up to date on evangelical outreach principles and practices?
2. How have you equipped and encouraged others to be engaged in evangelical outreach?

Responsiveness to the Community

1. How do you put your fingers on the pulse and culture of the community surrounding your church? Or the community in which you live?
2. How have you shifted church priorities to be responsive to needs in the local community?

Utilizes Giftedness of Others

1. How do you cultivate giftedness in others?
2. Describe a good example of someone you helped to recognize and use spiritual gifts they were unaware they possessed.

Flexibility & Adaptability

1. Describe how you go about getting those things done that are important and need to be done, while at the same time navigating the interruptions, emergencies, and other unforeseen circumstances that pop up?
2. Describe how you have dealt with a situation in which you have had to change your plans to meet a sudden need in ministry.

Building Cohesive Groups

1. Describe a time when members of your church were divided over an important issue. What did you do to resolve the conflict?
2. What is your best example of developing a ministry team? How did you develop the team and what was accomplished?

Visioning Capacity

1. When was the last time you created an opportunity out of an obstacle? How did you create that opportunity?
2. Describe a situation that was stagnant or failing and you stepped in to revitalize it.

Intrinsic Motivation

1. Describe your most important accomplishments. How did you go about reaching your goals?
2. What has given you the greatest feeling of accomplishment in your ministry? How was that effort initiated and what obstacles did you overcome in carrying it out?

Creating Ownership of Ministry

1. How do you typically give ministry away?
2. Tell me about your best effort in moving people beyond the maintenance mentality of ministry.

Reaching the Unchurched

1. What guidance or training do you provide other Christians for reaching the unchurched?
2. In what areas do you relate best with unchurched? Describe a current relationship you have with an unchurched person.

Effectively Builds Relationships

1. How do you help others develop relationships?
2. Tell me about a relationship you salvaged after a conflict or falling out with the person.
3. Describe a time when you effectively handled opposition to your calling and responsibilities as pastor and leader.

Resilience

1. Describe a situation when your ministry expectations were high, but the outcome was unexpectedly disappointing. What was your response to the disappointment?
2. Describe a time when you handled unfounded criticism against you.

Exercises Faith

1. Describe your relationship with Jesus.
2. Describe your stewardship life and devotional life?

Commitment to the ELCA

1. Describe how you have guided your congregation into understanding its relationship to the greater church. How does your congregation participate in ministry of the ELCA? What have you done to enable your congregation to become fully a partner with the ELCA?

Multicultural Ministry

1. Tell us about significant relationships you have had with someone who is different than yourself. Describe how you learned about their culture. Describe how you shared your culture or understandings with them.

2. How have you overcome some of your own biases and prejudices as you work with people who are unlike you? How have you helped others understand their prejudices? What have you done to help overcome your own prejudices?

POSSIBLE QUESTIONS A CALL COMMITTEE MIGHT ASK A CANDIDATE

1. Tell us about your faith.
2. Tell us how you became a pastor or deacon.
3. What do you feel are your top five gifts for ministry? What are your growth areas?
4. How do you see laypeople and the pastor or deacon working together in ministry?
5. What are your feelings about inclusivity and welcome, as they relate to the life of the whole congregation?
6. How would you help us involve people of all ages in church activities?
7. Describe your preaching style. What things do you emphasize in your preaching?
8. Tell us about your worship style. Are you interested in experimenting with different services?
9. How do you feel about pastoral visiting? Crisis visiting?
10. What is your concept of Stewardship? Evangelism? Social Ministry?

11. How do you work with the congregation council?
12. How do you use committees?
13. What do you think about fund-raising activities?
14. (If you are married,) how do you see your spouse's role in the congregation?
15. Are you current in Boundary Training? When is the last time you attended a workshop, and do you have a certificate of completion or letter verifying such? If not within the last three years, what are your plans for meeting the requirements in our synod, as outlined by Synod Council in its "Statement of Policy and Protocol Regarding Sexual Misconduct by Rostered Ministers"

POSSIBLE QUESTIONS A CANDIDATE MIGHT ASK THE CALL COMMITTEE

1. Why am I of particular interest to you?
2. What has been the most significant event in the life of this congregation since you have been a member? (This helps you discover what is significant to them; it also helps you see what the congregation considers significant.)
3. Aside from the upheaval of looking for a new rostered minister, what has been the most upsetting event in the life of this congregation?
4. In your opinion, what areas of concern need to be addressed by this congregation?
5. What kinds of things did your former rostered minister do particularly well?
6. What were the circumstances surrounding your former rostered minister's departure? (If the former rostered minister died in office, you may want to re-phrase this question being sensitive to their need to mourn their departure.)
7. In what areas did you wish your former rostered minister(s) had more expertise?
8. What formal and informal methods of support have you used in the past to help your rostered minister become a better minister?
9. How should your rostered minister spend their time? In the course of a week, how much time should be spent in prayer? Personal study? Sermon preparation? Administration? Individual and family counseling? Visiting? With their family?
10. What organizations in the congregation are the most active and/or successful?

11. Beyond calling a rostered minister, what is the highest congregational priority for the next twelvemonths?
12. What goals have you established for the future? What methods can be used to achieve these goals?
13. What plans have you made for the expansion of staff or building?
14. How stable is this congregation financially?
15. What programs have you planned to implement in the next ten years?

Sample: Formal Interview Itinerary for Staff & Committee

Friday, April 12:

Evening - Check into hotel - Hampton Inn Reservation **#83689046**
 1019 Paul Bunyan Drive So., Bemidji, MN 56601 Telephone: 218-751-3600

Saturday, April 13:

- 8:30 Breakfast with the Pastors at Hampton Inn (family is welcome here)
 Introductions/Eat/Talk about our experience as pastors here at Calvary
 & the benefits that our congregation has provided us as rostered leaders
- 9:30 Joel & Bruce to drive candidate & family around town for Bemidji tour
- 10:00 Call Committee to meet at LCM to discuss the interview process
- 10:30 Formal Interview with call committee at LCM - BSU
- Noon Lunch with the call committee & council members
- 2:00 Candidate Interview with staff (Room 1); Pastors participate but
 take a back seat to this process to allow staff to interact and ask
 questions
- 3:00 Tour of our Church facility with staff
- 4:00 Final wrap-up with pastors
- 6:00 Supper Gathering at local restaurant (spouse & family included)//Call
 Committee members to gather to discuss all input and allow the
 couple to go out to eat by themselves to process the day's events.

Sunday, April 14:

8:30 If the candidate needs more time with either the call committee or pastors, we make ourselves available.

We offer to pay mileage & hotel overnight (2 evenings)

HELPFUL TIPS FOR EFFECTIVE VIDEO CONFERENCING

Whether you're a total pro with Skype or Zoom calls or have never taken part in a video conference before, these tips can help you prepare to put your best foot forward on your next video conference call.

If the call committee chair is interested in setting up a Zoom Video Conference call for the first interview with a potential candidate, the call process coordinator can help facilitate this. The call committee chair may contact the Associate to the Bishop at the Office of the Bishop at 218-299-3019 or by email at genellenetland@cord.edu

1. **Make sure you have a stable internet connection.** The most important aspect of video conferencing is a stable and fast internet connection. If the connection is slow, it will affect the conference with visual disruptions and inconsistent audio. Making sure you're seated nearby your internet router if conferencing in on a laptop, or that your hardwire connection is secure are both great ways to prevent a poor connection from interfering with your meeting.
2. **Be sure to take time to introduce everyone.** While some programs will have on screen names available during the entire meeting, some do not and so it's important to take a moment to greet one another. It helps allow folks who might be new learn names and put them to faces.
3. **Sit close to the screen, your face should fill most of it.** It's a big help for others conferencing in to be able to see your face clearly, so when you are speaking and sharing ideas they can be better understood.
4. **Use an external microphone/headset, and headphones.** Most built in microphones on devices can do the job, but an external microphone or headset can go above and beyond helping to be sure you are heard clearly when you speak. Wearing a pair of headphones can help you better hear those you're meeting with as well.
5. **When you're not talking, hit the mute button on yourself.** When you are muted, it allows everyone in the meeting the opportunity to clearly hear who is speaking and what they have to say, and it will provide you the platform to clearly share your ideas when it's your turn to speak.
6. **Maintain appropriate behavior for a meeting.** Do not eat during the meeting, do not dress inappropriately. Basically, if you wouldn't do it during an in-person meeting, don't do it during a video conferencing meeting!

7. **Stay engaged.** When you're on mute during an audio call, you have the ability to do whatever you want. But when you're on mute on a video call, it's important to stay truly engaged. Nod your head. Focus on the screen. Take notes. Participate in active listening, don't get up for a cup of coffee.
8. **Don't sit with a window behind you.** This will make your background look incredibly bright while your body and facial features will be hidden in shadow. Adjust where you sit so that the lighting will allow you to be clearly visible. This goes a very long way to make sure your presence on camera is clear.
9. **When you're talking, spend some time looking at the camera, not the screen.** You'll appear more earnest and honest this way, and it will feel to those listening like you are speaking directly to them, rather than looking elsewhere.
10. **When you're talking, it's okay to speak slowly and at a reasonable volume.** Taking the time to make sure you are heard in volume and tempo is important. You don't want to have to stop and repeat yourself just because you were too quiet or spoke too quickly.