Before the First Interview

Preparation of the Minister

- Prepare a Testimony of Salvation
- Prepare a Testimony of Answering God’s Call
- Be Prepared to Describe your Calling to Ministry
- Pray for God’s Guidance

Request Information About the Church

- Location of the Church
- Size of the Church
- Service Times
- Staff
- Annual Budget
- Organizational Chart
- Constitution/Bylaws
- Demographic Study

Request Information about Ministries

- Education Ministry
- Preschool Ministry
- Children’s Ministry
- Student Ministry
- College Ministry
- Singles Ministry
- Adult Ministry
- Senior Adult Ministry
- Special Needs Ministry
- Women’s Ministry
- Men’s Ministry
- Evangelism Ministry
- Discipleship Ministry
- Missions Ministry
- Music and Worship Ministry
- Media Ministry
- Counseling Ministry

Church-Minister Relations

The Church-Minister Relations Team at New Orleans Baptist Theological Seminary can:

- Connect Students and Alumni to Ministry Opportunities
- Connect Churches to Qualified Ministry Leaders
- Assist Ministers in Developing Their Resumes
- Assist Ministers through the Interview Process
- Assist Churches in Search Team Training

Visit www.nobts.edu/cmr or Call 504-282-4455 or 1-800-662-8701, ext. 3291
First Interview

History of the Church
- Church’s Beginning
- Major Milestones
- Past Strengths and Challenges
- Pending Legal Matters

People of the Church
- Staff
- Role of the Deacons/Elders
- Committees
- Influential People

Health of the Church
- Current Attendance
- Recent Growth/Decline
- Recent Baptisms
- Growth Potential/Strategy
- Financial Health/Cooperative Program Involvement

Vision of the Church
- Mission Statement
- Measurable Goals
- Future Building Plans
- Current Community Involvement

Expectations of the Church
- Of the Minister
- Of the Minister’s Spouse
- Of the Minister’s Children
- Of What God Will Do Here

Views of the Church
- Doctrinal Issues
- Divorce
- Racial Diversity
- Handling Conflict

Final Interview

Previous Ministers of the Church
- Length of Stay
- Reason for Departure
- Strengths/Weaknesses
- Perception from the Congregation
- Contact Permitted

Role of the Minister
- Job Description
- Accountability/Evaluations
- Priorities

Compensation for the Minister
- Salary
- Insurance
- Retirement
- Housing
- Parsonage
- Auto Expenses
- Conventions/Conferences
- Education
- Books/Publications
- Ministry-Related Expenses
- Holidays
- Vacation
- Sick Leave
- Moving Expenses
- Cell Phone/Laptop Usage

Other Considerations for the Minister
- Office Hours
- Days Off
- Outside Speaking Opportunities
- Number of Absences Allowed

In View of a Call

Visiting the Church
- Only if Extremely Interested
- Visit with Key Groups
- Make Yourself Available
- Be Open to Answer Questions
- Expect Background Checks
- Include Your Family
- Prepare Sermons as Needed

Making the Transition

Leaving the Present Church
- Decide How to Inform Them
- Decide When to Inform Them
- Be Honest and Gracious
- Express Gratitude
- Fulfill Your Responsibilities
- Reconcile Relationships
- Affirm God’s Calling
- Pray for the Church’s Transition

Interview Tips

Making a Good Impression
- Dress Appropriately
- Positive Attitude
- Good Posture
- Make Eye Contact
- Remember Names
- Listen Attentively