

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



NEW ORLEANS
BAPTIST THEOLOGICAL SEMINARY
— CHURCH-MINISTER RELATIONS —

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Minister's Guide
Through The
Interview Process

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