



QUESTIONS TO ASK WHEN INTERVIEWING FOR A NEW POSITION AT A CONGREGATION/ORGANIZATION

**Note: You do not need to ask all of these questions. They are listed here to help you determine which questions will be the most important for you to ask in your particular context.*

About the Interview Process:

- What are the next steps in the interview process?
- When can I expect to hear back from the committee/hiring team after this interview?
- Does the committee/hiring team have a timeline as to when they plan to make their final decision?

When You Will be the First Woman in a Role:

- Can you describe the support systems in place for all ministers/employees? Are there specific resources or mentorship opportunities that could be available to me in navigating a pioneering role? (You may need to suggest something like coaching or leadership training to help them understand what you mean.)
- What steps has the congregation/organization taken, or is it considering, to ensure a smooth and equitable transition with a woman in this position for the first time?
- How will my success in this role be measured, and what metrics will be used?
- How does the congregation/organization address and resolve potential challenges or biases that might arise in a traditionally male-dominated environment or culture?
- What is the leadership's philosophy on work-life integration for all ministers/employees?
- Beyond filling this specific role, what is the congregation's/organization's broader vision for gender diversity at all levels?

About the Congregation's/Organization's Vision & Values:

- What are the most pressing spiritual/community needs you see in this congregation/community and the surrounding area?
- How does the congregation/organization envision its role in addressing these needs?
- What are the core values that guide the congregation's/organization's ministry and decision-making?

About the Role of the Job You are Seeking:

- What are the primary expectations for the minister's/employee's leadership style and priorities?
- How does the congregation/organization support and equip the minister/employee for success in this role?
- What opportunities exist for the minister/employee to engage in professional development and continuing education?
- What is the typical or expected workload and schedule for the minister/employee in this position?
- How will my success in this role be measured, and what metrics will be used?
- What actions would help to make for a successful first year in this role?
- What type of supervisory structures and evaluative measures are utilized by this congregation/organization?

About the congregation's/Organization's Culture:

- Can you describe the overall culture and atmosphere of the congregation/organization?
- How does the congregation/organization foster open communication and collaboration among staff, volunteers, and members?
- How does the congregation/organization handle conflict resolution and address challenging situations?
- What steps has the congregation/organization taken to create a welcoming and supportive environment for all people, regardless of their background or identity?
- How does the congregation/organization make decisions?

- If you could name one event/situation/conflict that shaped the congregation's/organization's culture as it exists now, what was that event and how did it influence the congregation's/organization's current state?
- Does this congregation/organization have any customs that are held as sacred or that are above criticism or opposition ("sacred cows")?

About the Health of the Congregation/Organization:

- What are the biggest challenges facing the congregation/organization right now?
- What are the congregation's/organization's strengths and areas for improvement?
- How does the congregation/organization view its role in the community?
- What are the congregation's/organization's hopes and dreams for the future?

About the Congregation's/Organization's Financial Health:

The questions should not be asked in an initial interview. Save them for the final round of interviews or when the interviewers bring up the topic.

- How does the congregation/organization approach its financial stewardship?
- Does the congregation/organization have a healthy operating budget and reserves?
- How does the congregation prioritize giving to local ministries and global missions? (for congregational interviews only)