

Reference Interview Form

Candidate's Name:

Name of Person Being Interviewed:

Contact Info:

Relationship to Candidate:

Notes:

Date of Interview:

Possible Introduction: *"I am a member of the Pastoral Search Committee from _____ Church. The church has given us the responsibility of bringing viable candidates to the congregation for consideration. We believe in God's often repeated warning in Proverbs to use a multitude of counselors to make safe and sure decisions. Your name was given to us as a reference for _____ who is a potential candidate for us. I am going to ask you to be very candid with me and I assure you we will be extremely discreet with your responses. Please be patient with me as I will be writing notes as we go."*

Note:

- Each reference will be more knowledgeable about some of the questions below than others.
- They should pass on questions about aspects of the candidate with which they are unfamiliar.
- Ask for examples of everything they share about the candidate.
- Take thorough notes on a separate sheet of paper.

General

How long have you known the candidate?

What has been your relationship with the candidate?

Our first concern is that our next pastor meet the qualifications listed in 1 Timothy 3 and Titus 1. Based on these passages, I'd like to ask you the questions about the candidate's character, household, maturity, reputation, and abilities.

Your answers will remain confidential among the pastoral search committee.

Character (1 Timothy 3:1-3)

Husband of one wife

- What is his marriage like?
- To your knowledge, has he been a faithful husband?

Sober-minded

- What are his thought-patterns like?
- Does he tend to be thoughtful?
- Is he balanced in his thinking, or is he given to extremes?

Self-controlled, respectable

- What is his lifestyle like?
- What are his habits like?
- What sort of routines does he keep?
- Is he an orderly person or is he disorderly, scattered?

Hospitable

- Is he more of an 'open-door' type of person or more of a 'closed-door' type of person?
- Does he show evident concern for others?

Not a drunkard

- To your knowledge, is he addicted to anything? (Alcohol, drugs, etc.)

Not violent but gentle, not quarrelsome

- What is his approach to conflict like?
- Can you think of examples in which you have seen him navigate conflict? How did he handle it?
- Does he have a peaceful effect on situations or an inflaming effect?
- Does he ever get angry with people?

Household

Must manage his own household well

- Can you tell me about his household and family life?
- What are his children like?
- Are his children submissive to their parents? Their teachers?
- How would you describe his parenting style?

Maturity

Must not be a recent convert

- How long has he been a Christian?
- How long has he been a church member?

Reputation

Must be well thought of by outsiders

- What is his reputation with people outside of the church?

Ability

Able to teach

- Tell me about his preaching and teaching.
- Has his preaching and teaching been fruitful?
- Do people tend to be able to understand the scriptures he's preaching and teaching?

- Does his life match his teaching?
- Does he seem to have a good grasp of Christian doctrine?
- Have you ever seen him correct someone who is mishandling scripture? How did he handle it?
- Does he seem more able to teach in formal settings or informal settings (like one-on-one discipleship relationships)?

Possible Conclusion:

“Thank you so much for your time.

Before we conclude, is there anything else you think we should know as we consider this candidate?

Is there anyone else we should speak with to learn more about him?

If you think of any additional information for us, feel free to contact me any time at _____.”

General Notes: