

Request to Complete Pastoral Questionnaire

Before conducting phone/in-person interviews, it may be wise to consider asking promising candidates to respond in writing to a list of questions to gain an overview of who they are. This allows you to hear from several candidates quickly and use time in other interview formats for follow-up questions. Caution: Do not ask all of your questions in this written questionnaire. You want to be able to ask questions in a way (on the phone or in person) that allows you to experience the candidate's spontaneous response.

Following is an example of a letter requesting a written response to a list of questions. ***This should be emailed to the candidate's personal email account*** with an electronic document of the questionnaire. This form helps you to see more quickly if a candidate is strategically aligned with your pastoral profile. If you like what you read, you can extend an invitation to interview. Feel free to cut, paste, or edit accordingly.

Dear Pastor (insert candidate's last name):

Thank you for your willingness to work with the Pastoral Search Committee of (insert church name) in the pastoral selection process. We are seeking to be thorough while at the same time praying for God's clear direction.

We are at a point where we are asking a few selected candidates to consider responding to some written questions our team has drafted. Our desire is to keep the questions pointed and succinct so that large blocks of time are not needed for their completion.

We have attached these questions; and if you are willing to take another step with us, we would appreciate your response in writing and then emailed to us by (insert deadline here). Feel free to use a Word document if that is convenient. We will look forward to receiving your response. (The next sentence is optional, depending on what the candidate has already received. Use the appropriate language if it is an email attachment or link to a website.) Also included is a brief description of/link to our process and a profile of our church and community.

May God's blessing be yours.

Sincerely,

(Insert first and last name here)
Chair, Pastoral Search Committee
(Insert church name)