

Appendix J

Evaluating the Candidates

Identify the Key Traits:

The search committee should work through and identify a few items under each of the major areas listed below. This grid should reflect the description created for the position. Rate each of the items on the basis of the material that you have read in each candidate's file.

Score each item 1-5 1 being low – 5 being high	Name	Name	Name	Name
Desired Attributes				
Major Ministry Function Skills				
Education Requirement				
Preferred Experience				
Other Significant Information				
Quality of references				
Wild Card – Gut Feeling (1-10 points)				
Total				

Collaborate using your individual observations to complete the form below.

On the basis of reading the candidate’s file materials and the attributes outlined in the position description, identify those individuals that

- Must be considered for future interviews
- Perhaps should be considered for future interviews
- Should not be considered for future interviews

This worksheet should be filled out as you work through the materials on each candidate and either turned in to the committee chair or taken to the meeting when the narrowing decision will be made.

Candidate’s Name	Must Be Considered	Perhaps Should Be Considered	Should Not Be Considered
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

Remember To:

1. Communicate openly and regularly with others within the congregation and District;
2. Pray unceasingly for all who are involved and impacted by your actions; and
3. Remain vigilant not only for the congregation’s interests but also for those of the pastor that you aspire to add to the congregation’s staff.