

Before the Recertification Interview

By February 1, schedule dCOM recertification interviews.

Recertification interviews are usually scheduled in person in the spring, giving consideration to students and school breaks. However, summer or fall interviews are acceptable and recertification interviews may be scheduled via video conferencing or conference call.

If certified candidates are in seminary, dCOMs may request that the Center for Clergy Excellence Clergy Recruitment ministry area team Seminary Ambassadors conduct certification interviews on their behalf during fall seminary visits by contacting the Associate Director of the Center for Clergy Excellence at 713.521.9383.

Contact certified candidates from your District to determine how many interviews you'll need to schedule. Plan to allow at least 45 minutes per interview--at least 30 minutes for the actual interview plus a total of at least 15 minutes for dCOM discussion before and/or after the interview. Divide committee, if necessary, so that no more than eight members are present in any interview.

By February 15, notify dCOM and certified candidates with interview dates and times.

Give dCOM and candidates detailed information about the interview location. Tell candidates what they should expect and what they should wear.

No later than two weeks prior to the interview, candidates should forward to you (and/or upload into Dove):

- Current transcript
- Any changes in contact information, college, university, or seminary
- Any other District requirements

Two weeks before the interviews, confirm that all candidate information has been received.

Forward candidates' information to dCOM members who will be present during that interview:

- Personal Data Inventory
- Any changes in contact information, college, university, or seminary

dCOM members should prepare for interviews by:

- Prayerfully reviewing candidates' information