

During the Certification Interview

Extend hospitality.

- Create a **hospitable waiting environment**. Choose one committee member to stay in the waiting area for candidates and home church pastors, serving as host. Hosts should welcome candidates, offer beverages and/or healthy snacks, answer any questions, make the guests feel at home.
- Create a **hospitable interview environment** with a simple altar space, chairs arranged in a circle, and no more than eight committee members. If home church pastor or exploring mentor is not available to accompany each candidate as his or her advocate during the interview, choose another committee member to serve as advocate.

Before the candidate is invited into the interview environment, committee members should:

- Briefly discuss the information they received prior to the interview (including statement of call (§3.11.2.a (i) through (vi)), written responses to Wesley's historic questions (§ 310) and personal data inventory) and suggest possible interview questions which will help the candidate further articulate;
 - **the maturity and depth of her or his Christian faith**
 - **a genuine sense of call to licensed or ordained ministry**
 - **physical, psychological, and emotional fitness for ministry**
 - **potential for effectiveness in ministry**
- Confirm that the candidate's other information was received and is satisfactory, including minutes from charge conference, mentor's recommendation letter, notarized disclosure form, and psychological assessment summary.

When the candidate is invited to enter, committee members should:

- Greet the candidate warmly
- Graciously acknowledge any obvious anxiety
- State the purpose of the interview honestly and openly
- Begin with prayer

During the interview, committee members should:

- Express interest in the candidate's present situation
- Ask candidate to share his or her faith story and call to ministry
- Ask questions which will help the committee discern whether or not the candidate is **fit for ministry**
- Ask candidate if she or he is aware of the **Behavioral Guidelines**, and whether or not there is anything information he or she needs to share with the committee

During the interview, committee members should **not**:

- Ask questions which assume previous theological education
- Ask questions which assume previous pastoral leadership experience
- Ask questions which might be interpreted as discriminatory (i. e., questions which suggest a prejudice against a candidate's age, gender, ethnicity, marital status, level of education, social status, etc.)

If any committee member asks an inappropriate question, either the chair or advocate should feel free to invite the committee member to ask another question or to ask the question in a more appropriate way.

At the end of the interview, the chair or another committee member should:

- Thank the candidate for his or her time
- Inform the candidate when to expect a decision—both written and oral
- End with prayer