

## During the Recertification Interview

### Extend hospitality.

- Create a **hospitable waiting environment**. Choose one committee member to stay in the waiting area for certified candidates, serving as host. Hosts should welcome candidates, offer beverages and/or healthy snacks, answer any questions, and make the certified candidates 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 certified 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 Personal Data Inventory and any changes in contact information, college, university, or seminary) and suggest possible interview questions which will help the candidate further articulate;
  - **continued fitness for ministry**
  - **progress in studies** (if candidate for ordination)
- Confirm that the candidate's current transcript was received and is satisfactory.

**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 about progress in his or her studies** (if candidate for ordination)
- **Ask questions which will help the committee discern whether or not the candidate is still fit for ministry**

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

- 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