

CHILDREN'S MINISTRY INTERVIEW GUIDELINE

Note: Volunteer candidates under 18 years old must have a parent present during the interview.

Volunteer Candidate's Name: _____ Date _____

Interviewer: _____

Pre-Interview Steps:

- *Check their church data base profile and familiarize yourself with their journey at your church. This enables you to know more about them ahead of time and makes the interview more personal.*
- *Remember first and foremost this is about the kids. It's a privilege to serve in Children's Ministry not a right.*

Introduction:

- *Introduce yourself.*
- *Explain that the purpose of the interview is to get to know them better and help them find their area of service.*
- *Pray with the person before beginning the conversation.*
- *Take notes as you go along.*

Opening Questions:

• How did you find our church and how long have you been attending?
(check church data base before interview and write here) _____

• How connected are you at our church?
(check church data base before interview and write here) _____

• Have you been through _____ (your new member's class)?
(check church data base before interview and write here) _____

• What other groups have you been involved with at our church?
(check church data base before interview and write here) _____

Spiritual Journey Questions:

- Have you accepted Jesus as your personal Lord and Savior?
 - *If yes, ask them to tell you about their experience. If their answer indicates they do not understand what this means, look for an opportunity to share the Gospel with them.*
 - *If no, look for an opportunity to share the Gospel with them.*

2. How do you strengthen your relationship with Jesus?

Family Questions:

- Tell me about your family.
 - _____ Married? ____ Ma
 - _____ Single? ____ Sin
 - _____ Children? ____ Chi

- Read this question to them. **** (only ask to people 18 and older)*

“When it comes to relationships, God has called us to follow His plan, reserving a sexual relationship for a legally married man and woman. Are you living according to God’s plan in this area of your life?” _____

- *If they answer no...*
- _____ *Remember you are not there to call them “out” but to call them “up.”*
- _____ *This is a ministry opportunity.*
- _____ *Share with them that we have people who are at all stages of their spiritual journey and we accept people wherever they currently are.*
- _____ *We do offer opportunities for people to serve that are struggling in this area of their life and we’d like to connect them with someone who can help them get plugged in.*
- _____ *That being said, every role in children’s ministry is considered a key leadership role, since children are younger and so impressionable.*
- _____ *We do ask that people who serve in our children’s ministry are living by God’s plan in this area.*
- _____ *(***If they will not be able to serve at this time due to the answers you received, do not ask the placement questions.)*

- Who are your friends and influences? (****ask this question if they are under 18*)

Emotional State Questions:

- *(If you were notified of a red flag on their background check, this is when you will talk with them about it.)*
- Are there any circumstances, patterns or issues in your life that might make it inappropriate for you to serve with minors or would compromise the integrity of our church?
(If yes, please explain.)

- Have you ever struggled with alcohol, drugs, pornography or other harmful addictions?
(If yes, please explain.)

(If yes - How long has it been you were last involved with this?) _____

(if yes – What steps have you taken to overcome it?) _____

- *(They should be free from the addiction for at least 2 years before serving in children's ministry.)*
- Have you ever been accused of or charged with any crimes that would disqualify you from serving in our children's ministry? Is it still a potential risk? *(If yes, please explain.)*

- Have you ever been accused of or charged with abuse, neglect or any other charges against a child? *(If yes, please explain.)*

- *(#4 would forfeit their ability to serve in our children's ministry.)*

- Is there anything mentally or physically that would prevent you or limit you from fulfilling the responsibilities of your role on the team? *(If yes, please explain.)*

- Have you experienced any major life changes in the past year such as a major move, loss of loved one, illness, etc.? *(If yes, please explain.)*

- *(***If they will not be able to serve at this time due to the answers you received, do not ask the placement questions. Go to the steps on page 2.)*

Social Media Questions:

- Do you use social media? _____
 - If yes, what media do you use? *(Facebook, Instagram, Twitter, Snapchat, etc.)*
-
- If yes, would there be anything posted that would dishonor God or our church? _____
 - *(Explain that kids and families see our posts and we want to be a good example in this area.)*

Placement Questions:

- *Remember, the goal is not to place them WHERE YOU NEED THEM. The goal is to place them WHERE THEY NEED TO BE.*
 - *This is called their sweet spot. This is an area and role where they can use the talents and spiritual gifts God has given them.*
 - *When a volunteer finds their sweet spot, they will thrive and serve long-term.*
 - *Your job is to help them discover their sweet spot.*
- How busy is your life currently?

- How is your home life currently?

- Have you served in a ministry in the past? (*check church data base before interview and write here*)

- What do you enjoy doing?

- What are you hoping to offer the people you serve? _____ (Listen for spiritual gifts, personality strengths and life experiences.)

- Are there any special skills or talents you could bring to the team? (*music, arts, technical, etc.*)

- What would be your dream role at church?

- What excites you most about serving?

- What age of children do you enjoy working with the best?

- Minimum age requirements for students (*if not serving with their a parent*)

- _____ Nursery: 9th grade
- _____ school: 6th grade
- _____ GK

Studios: 8th grade

• _____ Nitr

o: 9th grade

• _____ We

Income Team: 18+ years old

• _____ Ser

vice Coordinator: 21+ years old

- Which adult/student worship service do you presently attend? _____

Placement Steps

- *Look over the age groups and help them find what they are interested in.*
- *If they are unsure, encourage them to try a few areas before deciding.*
- *Ask them to let you know if they get into an area or role and then realize it's not a fit for them. Let them know you'll be checking with them in a few weeks to see how it's going. You want to help them find their sweet spot.*

Area(s) of Interest... (Check)

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- Nursery (newborn-2)
- Preschool (3-Kindergarten)
- Preschool Chapel Experience
- Elementary (Grades 1-5)
- Special Needs Ministry
- Welcome Center / Check-in
- Transition Team (Set up / Tear Down)
- Media
- Worship Team
- Weekday Office Help
- Special Events

Campus _____ Service Time _____

How many times a month can you serve? ____1 ____2 ____3 ____4

- *Give them a copy of the roles in children's ministry to look over and take with them.*
- *Let them know their area coordinator will help them find their specific role once they start serving.*

Connecting and Spiritual Growth Questions:

Let them know...

- *This is about what we want FOR you rather than what we want FROM you.*
- *Serving is such a great way to get connected with a small group of people at church.*
- *It's also a catalyst for spiritual growth.*
- *We want to be your biggest fan and encourager as you serve.*
- *Explain pre-service huddle and how it can help them connect relationally and growth spiritually.*

Can we help you get connected with additional groups or classes?

Conclusion:

- *Include any additional questions that are specific to your area.*
- *Give them any next step information they need to know such as orientation, follow-up conversations, etc.*
- *Thank them for wanting to invest their time and talents in your area.*
- *If they are not going to be able to serve in children's ministry at this time, let them know you will follow-up and get someone from another area to connect with them.*
- *Pray a blessing over them.*

After the interview:

- *Notify your campus leader of any new red flags that came up during the interview.*
- *Notify anyone who will be involved with helping them take their next step (orientation invite, adult ministry follow-up, etc.)*

Additional Notes...
