

**LCMS NORTHERN ILLINOIS  
DISTRICT  
Call Process Guidelines Commissioned Ministers**

NID Steps for Calling a Commissioned Minister

Appendices

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Appendix A  
**Northern Illinois District (NID)**

**Checklist for Commissioned Minister Call Process from the Field**

**Date of Completion**

\_\_\_\_\_ Notify NID School Ministry Department (SMD) of vacancy and complete vacancy form.

\_\_\_\_\_ If the vacancy is an administrator, make arrangements for Interim Administrator and communicate contact info with NID SMD.

\_\_\_\_\_ Notify Congregation of vacancy and plans during Interim.

\_\_\_\_\_ Review Constitution and By Laws (C&BL) for procedures to Call a Commissioned Minister

\_\_\_\_\_ Create Call Committee compatible to C&BL.

\_\_\_\_\_ Conduct survey for needs or attributes for the vacant position.

\_\_\_\_\_ Revise/Update job description of vacant position.

\_\_\_\_\_ Receive names of potential candidates from stakeholders.

\_\_\_\_\_ Request access code for Portal searches from NID SMD.

\_\_\_\_\_ Search Commissioned Minister Information Form (CMIF) Portal.

\_\_\_\_\_ The CMIF documents are confidential and should be limited to the view of the Call Committee. CMIF'S should be destroyed when no longer needed.

\_\_\_\_\_ Prioritize candidates.

\_\_\_\_\_ Share list of remaining candidates with SMD.

\_\_\_\_\_ Create Interview Questions (see appendices G-J).

\_\_\_\_\_ Conduct First Round of Interviews. Skype for distant interviews is acceptable.

\_\_\_\_\_ Conduct Second Round of Interviews (If on sight, at the cost of the congregation.).

\_\_\_\_\_ Follow C&BL for announcing a meeting to extend Call.

\_\_\_\_\_ Prepare the standard pages of Call document in advanced of meeting (see pages 2-4 of Call Process Guidelines.)

\_\_\_\_\_ Conduct Call meeting.

- A summary of the candidate(s) may be shared with the Voter's but not the actual CMIF.
- Unless prohibited by the C&BL, the Call Committee to provide a recommendation.

\_\_\_\_\_ Complete Call documents [https://www.holybytes.com/cop/call\\_docs](https://www.holybytes.com/cop/call_docs).

\_\_\_\_\_ Utilize NID salary guidelines (see [www.nidlcms.org](http://www.nidlcms.org)).

\_\_\_\_\_ Obtain necessary signatures on call documents. Mail within three days of Call meeting.

\_\_\_\_\_ Offer an on-site visit as candidate considers his/her call.

\_\_\_\_\_ See that new worker submits all necessary paperwork to Synod and NID SMD.

**Prayer and communication with stakeholders are both important throughout the entire Call process**

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Appendix B

**Sample Nomination Form**

Those who wish to suggest names of a candidate for the position of \_\_\_\_\_ at \_\_\_\_\_ Lutheran Church and School, \_\_\_\_\_,

IL, are asked to complete the form and leave it in the church or school office for the Call Committee. The ministry description and qualifications for the position are available from the church and school offices. The deadline for suggesting names is \_\_\_\_\_.

Having carefully and prayerfully considered the needs of our congregation and school, and the ministry description, I wish to nominate the following as a candidate to be considered for a call to our church.

Name:

Current place of service:

Address:

City/state/zip:

Email and phone:

I believe he/she will meet the needs as specified in the job description for the following reasons:

Please state whether you know him/her personally, the nature of the relationship and for how long:

If you do not know him/her personally, state the source of your information and the basis upon which you are making your nomination:

If possible, please provide the name and phone/email for another person who knows this person well:

My signature and date \_\_\_\_\_

You may contact me at phone number/email:

## Appendix C

### PRINCIPAL POSITION DESCRIPTION

**Biblical Foundation-** *“It was he who gave some to be...pastors and teachers to prepare God’s people for works of service so that the body of Christ may be built up, until we all reach the unity in the faith and the knowledge of the Son of God and become mature attaining to the whole measure of the fullness of Christ.”*  
**Ephesians 4:11-13**

**Purpose-** **The Primary purpose of the school principal is to lead towards unity with the mission of the church in making disciples of Jesus Christ. This flows from the redeeming work of Jesus Christ through the power of the Holy Spirit into all aspects of the school ministry.**

#### **Main Areas of Responsibility-**

The principal serves as leader in the following areas (1) Spiritual Leadership (2) Supervision of Instruction (3) Administration.

#### **1) Spiritual Leadership**

The principal provides leadership for the school’s spiritual climate through age appropriate development of faith and life under the guidance of the Holy Spirit. This climate is one which fits under the overarching umbrella of discipleship for the entire church. The goal is to work in a collaborative effort with parents, teachers and staff, students and the entire congregation as it carries out its mission to make disciples.

**Student Life . . .** Create and maintain a school environment which positively influences students to experience maximum growth spiritually, academically, physically, emotionally, and socially. The overall climate of the school as a disciple making center is a key goal.

**Relationships . . .** Relationships based on Biblical principles are the foundation with parents, teachers and staff, students, congregation and the broader community. Positive relationships with the local public school officials and other Lutheran school principals are also key relationships to maintain.

**Unified Ministry...** Place special emphasis on the coordination and unity of school activities, events, and emphases within the overarching ministry of the congregation. Intentionally working to ensure the school’s role in the mission of the church.

#### **2) Supervision of Instruction**

The principal will provide primary direction for the selection of curriculum, selection of staff and on-going pursuit of professional and spiritual growth for the staff so that students receive the highest quality of instruction and spiritual nurture.

**School Curriculum . . .** Develop and supervise a plan of curriculum development that ensures quality in all teaching/learning activities of the school while achieving the school's purpose and objectives in accord with the school's philosophy

**Supervision of Teachers and Instruction . . .** Lead in securing, supporting and supervising qualified personnel for the school. Use a variety of modes for supervision, e.g., goal setting, clinical supervision, peer coaching, etc. so that staff grow and strive for greater effectiveness. Maintain diligent personnel records including documentation and

improvement plans as necessary. Lead in the dismissal or removal of school related staff within an approved policy.

**Professional and Spiritual Growth . . .**Provide professional and spiritual growth opportunities to meet both individual and collective needs of faculty. Examples might be: integration of technology, meeting the needs of students of various levels, current trends in educational pedagogy and participation in district and national education conferences. The principal also provides leadership in Bible studies, prayer, and spiritual care for the staff.

### **3) Administration-**

The principal will provide leadership and assistance preparing, establishing, carrying out and communicating appropriate policies and procedures necessary to help achieve the school's purpose.

**Building and Grounds . . .**Work cooperatively with the Business Administrator in developing and supervising plans for building care and maintenance. This includes the long term facility needs and working with the appropriate staff towards an on going capital improvement plan.

**Financial Planning and Accounting . . .**Provide leadership and help in the fiscal management of the school to assure quality Christian education in accord with good stewardship practices and fiscal procedures. Coordinate fundraising events, promote the Education Grant Fund, and seek other funding via grants, donations, etc.

**Governance...**Provide direction for strategic planning, policies and procedures as appropriate to the congregational polity.

**Office Management . . .**Manage the office and affairs of the school including: (1) appropriate records of students, faculty and staff; data and information appropriate for maintaining a school history file; minutes of meetings, including official and legal transactions, (2) conduct the business affairs of the school in an efficient and effective manner, and (3) maintain correspondence with the church and staff offices and otherwise as appropriate for conducting the affairs of the school. (4) Oversee and supervise school related office staff within the organizational structure.

**Public Relations and Communications . . .**Develop and carry out a program of printed and personal communications for the constituent groups of the school community to keep them informed about the school, involve them in the work of the school so as to enhance their goodwill, support and confidence in it. Acknowledge individuals, organizations and others for services and/or gifts provided to the school. Serve as a spokesperson for the Day School Ministry, its policies and programs.

**Student Recruitment and Admissions . . .**Oversee the recruitment, admissions and retention strategies of the school.

**Student Services . . .**Supervise the hot lunch program and the hiring of personnel in conjunction with the Business Administrator. Provide guidance to the Extended Child Care program in conjunction with the ECC Director. Oversee the Parent-Teacher related activities. Provide guidance for the Athletic Director as necessary. Coordinate efforts in counseling services, remedial assistance, volunteers, transportation, etc.

### **Authority**

The Board of Christian Education delegates to the principal the responsibility for the daily operation of the school. The Principal administers and supervises the program in accord with polices adopted by the Board. Where no policies exist, the Principal uses sound administrative and supervisory judgment. The Pastor is an ex-officio member of this board.

### **Accountability**

The Principal is accountable to the congregation through its Senior Pastor. The principal meets regularly with the Pastor for prayer and Bible study, to coordinate vision and mission, set goals, and coordinate a unified direction for the church. The principal provides leadership so that the school's purpose is in harmony with established policies for the furthering of the ministry of the church. The Pastor is to regularly evaluate the Principal to provide feedback for an effective team ministry.

### **Support**

The principal works towards a collaborative relationship with the entire staff: Pastors, Business Administrator, Professional and Support staff. This team provides regular prayer support for each other and also serves as a sounding board for a strong united ministry throughout the entire church. The principal is expected to attend Voters, Church Council, Board of Christian Education, and other auxiliary meetings as necessary. The congregation commits to provide adequate financial support, health and retirement benefits, professional development support as well as emotional and spiritual care for the principal. This includes encouragement, respect, and appropriate Biblically grounded admonishment when necessary.

**Sample of related tasks**  
***To be reviewed annually***

**The Principal:**

1. Meets regularly with the pastors and other staff to plan their participation in school activities.
2. Prepares reports required by local, state, LCMS national and District officials and keeps current files of reports.
3. Communicates school news to parents regularly.
4. Prepares annual school handbook, faculty handbook, etc.
5. Oversees the ordering and purchases of all school materials and equipment and keeps a complete inventory.
6. Oversees all school related income, maintains an accurate financial record and ensures appropriate auditing procedures.
7. Provides primary leadership in the development of the school's annual budget.
8. Prepares the agenda for the Board of Christian Education in consultation with the chairperson and communicates the decisions of the board to the appropriate stakeholders.
9. Leads in the creation and coordination of the school calendar with the entire church calendar.
10. Oversees the school's technology plan.
11. Works with the public school superintendent in carrying out busing, special education and other cooperative programs.
12. Meets regularly with the public school superintendent and principals of other public schools.
13. Coordinates school related activities with other ministry agencies in the congregation. Eg. Family ministry, children's ministry, youth ministry.
14. Develops and improves the curriculum and provides for teacher and parent involvement in curriculum study, construction, and revision.
15. Supervises the instructional program of the school so that the philosophy and curricular objectives are fulfilled.
16. Helps the board develop policies and implement the adopted policies.
17. Represents the needs and points of view of the faculty and staff before the board.
18. Assigns extra duties and orients new personnel to those special duties.
19. Oversees a thorough orientation process for workers new to the school.
20. Supervises school schedules for coordination and smooth operation of the instructional program.



## Appendix D

### **Early Childhood Director Job Description**

**Position:**     Preschool Director

**Purpose:**     Direct and execute the weekday preschool educational activities at

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**Accountability:** The Preschool Director is accountable to the congregation's Preschool Board for performance expectations and direction. He/she will be supervised by the Senior Pastor.

**Qualifications:**

Minimum requirements:

- B/A in Early Childhood Education, Elementary Education or a related field
- Is enthusiastic about ministry
- Is an active member of \_\_\_\_\_ Lutheran Church
- Has at least two years of successful experience as a preschool classroom teacher and/or a preschool director

Preferred:

- Synodically trained or completed Colloquy program
- Trained in the administration of early childhood ministries

**Responsibilities:**

- A. Register and enroll students in the Preschool in accordance with policies and procedures established by the Preschool Board.
- B. Assist with and/or conduct interviews of prospective preschool staff members and make recommendations of employment to the Preschool Board.
- C. Supervise all personnel serving the Preschool program.
- D. Conduct regular staff meetings with the Preschool staff.
- E. Together with teachers, plan a preschool curriculum that is age appropriate, Christ-centered, faith integrated and serves to meet the purpose of the preschool program.
- F. Together with the Preschool Board and congregation treasurer, insure that all monies are collected and that accurate financial records germane to the Preschool ministry are maintained.
- G. Order and purchase all materials and equipment for the Preschool ministry and maintain a complete inventory of these materials and equipment.
- H. Together with the Preschool Board, establish and maintain written policies necessary for an efficient and orderly Preschool program.
- I. Plan and implement a safety program including the planning and conducting of disaster and fire drills.
- J. Plan and implement a program for the spiritual and professional growth of the Preschool staff.

- K. Supervise classroom schedules and the yearly calendar of the Preschool program.
- L. Supervise classroom, building and equipment maintenance.
- M. Keep all records required by Synodical and governmental agencies.
- N. Be responsible for the day-to-day operation of the Preschool.
- O. Assist with the preparation of the annual Preschool budget.
- P. Conduct the operation of the Preschool within the confines of the stated budget.
- Q. Evaluate the Preschool staff annually and provide information to the Preschool Board on the ongoing progress of the Preschool program and staff.
- R. Learn about the children and families served by the Preschool in order to minister to their needs and make recommendations to the Preschool Board and Senior Pastor on how to improve this ministry.
- S. Develop and foster a good working relationship with the Day School Principal, the Day School staff and the Director of Family Life Ministries.
- T. Attend and participate in church staff meetings.
- U. Continue to sharpen and improve leadership skills by staying up with current research and best practices relating to preschool ministry.
- V. Teach a class or act as an aide as needed.
- W. Lead the preschool, in conjunction with the day school, through the National Lutheran School Accreditation annual renewal process.
- X. Plan, organize and lead special programs and activities of Preschool outside of school hours, including, but not limited to, singing in church services, Christmas program, Parent Nights, PTL events, etc.
- Y. Plan, organize, and lead the special programs of the Preschool within the school hours (e.g. Grandparents Day, Fun Fest, Special Guests, etc.)
- Z. Lead the planning of Preschool fieldtrips.
- AA. Facilitate the planning of Preschool Chapel services.
- BB. Other duties as assigned.

## Appendix E

### **TEACHER JOB DESCRIPTION**

**Biblical Foundation-** *“It was he who gave some to be...pastors and teachers to prepare God’s people for works of service so that the body of Christ may be built up, until we all reach the unity in the faith and the knowledge of the Son of God and become mature attaining to the whole measure of the fullness of Christ.”*  
**Ephesians 4:11-13**

**Purpose-** **The Primary purpose of the teacher is to instruct the children in the prescribed academic areas, integrating the faith in accordance with the mission of the church in making disciples of Jesus Christ. This flows from the redeeming work of Jesus Christ through the power of the Holy Spirit into all aspects of the school ministry.**

#### **1) Qualifications**

- Member of LCMS church (preferred)
- Roster eligible (preferred)
- Valid Illinois Teacher License (preferred)
- Have experience in the academic areas.

#### **2) Personal Attributes**

The classroom teacher must be deeply committed to a consistent daily walk with Jesus Christ. Daily, personal devotion time is spent to grow in the Word which leads to showing a joy in Christian life.

- Motivate students to walk their faith by setting a positive example.
- Demonstrate a strong desire to uphold the vision, mission, and objectives of \_\_\_\_\_ Lutheran School.
- Possess the ability to work gracefully with parents, students, and staff.
- Demonstrate the ability to accept and carry out responsibilities in a competent and professional manner.
- Recognize that the parents have the primary responsibility before God for their children’s education. Be prepared to assist them in this task.
- Respect and publically support school administration.
- Follow Matthew 18 in relationships.
- Commit to working in a unified ministry.
- Be an active participant in worship, Bible Study, and church life.

### **3) JOB RESPONSIBILITIES**

The teacher will provide direct instruction for the academic areas assigned.

- Integrate the faith into academic areas.
- Motivate and assist parents in leading students to accept God's gift of salvation, by helping them grow in their faith.
- Teach classes as assigned utilizing the prescribed Scope and Sequence.
- Use the school's adopted curriculum.
- Utilize and integrate technology in instruction.
- Maintain a clean and attractive classroom.
- Plan a program that engages a variety of learning styles. Meet the children where they are academically.
- Utilize a variety of teaching styles.
- Use homework to extend learning not as busy work.
- Use a variety of assessment tools.
- Adopt instruction strategies based on assessment results.
- Maintain accurate and prescribed record keeping.
- Keep students, parents, and administration well informed.
- Attend and participate in scheduled devotions and other school activities.
- Follow all written policies and procedures.
- Pursue on-going professional development to stay informed of current education trends.
- Maintain membership in professional organizations.
- Actively participate in church related activities (e.g. VBS, dinners, clean up days, etc...).

## Appendix F

### **Director of Christian Education Job Description**

#### **A. Minimum Qualifications**

- Rostered DCE in the Lutheran Church-Missouri Synod
- Philosophy of ministry that “fits” congregation
- Personal integrity that is “above reproach” (1 Tim. 3:2)
- Passion for the lives and faith of youth and young adults
- Strong teaching skills
- Strong organization skills
- Skilled in use of technology and social media
- Fun-loving, energetic and outgoing
- Team player
- 3 or more years ministry experience recommended

#### **B. Responsibilities:**

##### I. Ministry in Personal Life and Conduct

- Faithful in worship, personal study of the Word of God, and prayer.
- Connected to a small community of fellow believers for personal growth and accountability.
- Demonstrates a healthy personal life for God’s glory and as a witness to others.
- Displays good stewardship of time, talents and treasures as a servant of this congregation and as a follower of Christ in the world.

##### II. Ministry with Junior High Students

- Occasional teacher for “Ignite”, as scheduled by Director of Children’s and Junior High Ministry.

##### III. Ministry with Senior High Students

- Oversee and grow all ongoing facets of Senior High Student Ministry including: Student Groups, Sunday morning high school class, ministry events, leadership training (students and adults), outreach to students (non-active from \_\_\_\_\_ and students in the community), serving and mission trip opportunities, and administration (budgeting and regular communication to voters assembly and Pastor).

- Serve as the primary teacher, shepherd, and ministry contact for senior high students and their families.
- Work with the Director of Children's and Junior High Ministry to create bridge events for students and their families as they move into High School Student Ministry.
- Recruit and develop effective parental support for this ministry.

#### IV. Ministry with College Students and Young Adults

- Serve as primary teacher, shepherd and ministry contact for young adults
- Expand our current communication and support mechanisms for college students.  
(Work with the college connect ministry).
- Develop events/gatherings for students during school breaks.
- Support existing 20/30 something small group.
- Develop way of including local college students and young adults (~18-31) in ministry and discipleship.

#### V Ministry with Parents

- Develop occasional educational opportunities for parents and congregation members.

#### VI. Ministry in Congregational Life

- Work with Minister of Worship and Music to develop and promote youth and young adult involvement in worship.
- Work with Director of Outreach and Assimilation to promote service and mission trip opportunities to the congregation at large.
- Work with Director of Children's and Junior High Ministry to promote youth and young adult leadership in Children's Ministry and Ignite.

#### VII Meetings and Staff Work

- Communicate regularly and attend all staff meetings as well as Discipleship Team meetings to ensure coordination of ministry efforts both in regard to calendar and philosophy.

#### VIII Accountability

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- This staff member is accountable to: a) the Discipleship Pastor for day to day work; and b) the **voters of the calling body.**

## APPENDIX G

### **Principal Interview Questions (Round One)**

Candidate name \_\_\_\_\_ Date/Time of interview \_\_\_\_\_

Current Position \_\_\_\_\_

- ✓ Each person on the Call Committee is encouraged to read these questions in advance of the interviews
- ✓ Prior to the interview, Call Committee members may prepare what they expect as “good” answers and “bad” answers to each question.
- ✓ Take notes during the interview and compare to you desired answers.

### **OPEN WITH PRAYER**

#### **Part One- Warm up questions**

1. Tell us about your upbringing/background (Where did you grow up? Schooling? Etc)
2. Tell us your history in professional church work?
  - a) What have been your greatest joys?
  - b) Greatest challenges?

#### **Part Two- Philosophy and Ministry**

3. Our mission statement is “\_\_\_\_\_.” How has God gifted you; which might help us further this mission?
4. Describe ways you have worked to raise the mission connection of the school with the church.

### **Part Three- Academic Program**

5. When you visit a classroom, what are some indicators of effective teaching strategies and student learning?
6. How have you used test scores to validate a school's quality?
7. Describe your current strategic planning process and its major goals

### **Part Four- Staff Supervision and Leadership**

8. Describe your evaluation process for a teacher.
9. What are some examples from the past year or two that would help us understand your leadership style?

### **Part Five- Wrap up/summary**

10. What are your greatest strengths in ministry?
11. What are your greatest limitations?
12. Do they have any questions?

Explain your steps in the process going forward

**CLOSE WITH PRAYER (optional- Ask them to say the prayer**



## Appendix H

### **Principal Interview Questions (Round Two)**

Candidate name \_\_\_\_\_ Date/Time of interview \_\_\_\_\_

Current Position \_\_\_\_\_

- ✓ Each person on the Call Committee is encouraged to read these questions in advance of the interviews
- ✓ Prior to the interview, Call Committee members may prepare what they expect as “good” answers and “bad” answers to each question.
- ✓ Take notes during the interview and compare to you desired answers.

#### **OPEN WITH PRAYER**

##### **Part One- Warm up questions**

1. What are the last few books you have read?
2. How do you stay spiritually healthy?

##### **Part Two- Philosophy and Ministry**

3. Tell about a time you helped a shift or change a school culture?
4. What were the biggest impediments to this change and how did you overcome them?
5. What is the role of the school in the church’s mission plan to a community?

##### **Part Three- Academic Program**

6. Tell of a time you helped a teacher or staff adapt new strategies for student learning
7. How have you helped a school integrate technology into instruction?
8. What is the greatest educational trend that will impact Lutheran Schools in the 21<sup>st</sup> Century? What are you currently doing to address these trends?

**Part Four- Staff Supervision and Leadership**

9. Describe a time you worked with a teacher who did not meet satisfactory standards?
  
10. Describe a time when you dealt with conflict which resulted in a positive movement of mission.

**Part Five- Wrap up/summary**

11. If you were to receive the Call for this position, what would your deliberation process include?
  
12. Should you get the Call, what could we provide for you to help you in such a deliberation process?

**Explain the church or schools steps in the process going forward**

**CLOSE WITH PRAYER (optional- Ask them to say the prayer)**

## Appendix I

### **Teacher Interview Questions (Round One)**

Candidate name \_\_\_\_\_ Date/Time of  
interview\_\_\_\_\_

Current Position\_\_\_\_\_

- ✓ Each person on the Call Committee is encouraged to read these questions in advance of the interviews
- ✓ Prior to the interview, Call Committee members may prepare what they expect as “good” answers and “bad” answers to each question.
- ✓ Take notes during the interview and compare to you desired answers.

### **OPEN WITH PRAYER**

#### **Part One- Warm up questions**

1. Tell us about your upbringing/background (Where did you grow up? Schooling? Etc)
2. Tell us your history in professional church work?
  - a) What have been your greatest joys?
  - b) Greatest challenges?
- 3.How do you stay spiritually healthy?

#### **Part Two- Philosophy and Ministry**

- 4.Our mission statement is “\_\_\_\_\_.” How has God gifted you; which might help us further this mission?

5.How have you helped **support** a Christ centered culture in a school?

6.What is the role of the school in the church's mission plan to a community?

7.As a teacher, how have you worked to raise the mission connection of the school with the church?

8.How do you handle an unhappy parent?

### **Part Three- Academic Program**

9.Describe academic excellence. Give an example of how you strive for academic excellence in your classroom.

10.How do you integrate technology into your classroom?

11.How do you use the test scores of your class to drive instruction?

12.Describe a best lesson you have taught? What made it so great?

13.Describe a lesson that did not go well. Why?

14.Describe what your classroom looks like on an average day.

## **Part Four- Beyond the Classroom**

15. How would you use those gifts to make \_\_\_\_\_ school even better than it is now?

16. Where do you see yourself in 5 years? In 10 years?

## **Part Five- Wrap up/summary**

17. What are your greatest strengths in ministry?

18. What are your greatest limitations?

19. Do you have any questions?

Explain the steps in the process going forward.

**CLOSE WITH PRAYER (optional- Ask them to say the prayer)**

Appendix J

**Teacher Interview Questions (Round Two)**

Candidate name \_\_\_\_\_ Date/Time of  
interview\_\_\_\_\_

Current Position\_\_\_\_\_

- ✓ Each person on the Call Committee is encouraged to read these questions in advance of the interviews
- ✓ Prior to the interview, Call Committee members may prepare what they expect as “good” answers and “bad” answers to each question.
- ✓ Take notes during the interview and compare to the desired answers.

**OPEN WITH PRAYER**

**Part One- Warm up questions**

- 1.Tell us about your favorite memory as a teacher.
- 2.How do you envision yourself in 3 years?

**Part Two- Philosophy and Ministry**

- 3.What is your ministry philosophy?
- 4.How can you assist in connecting school and community?

**Part Three- Academic Program**

- 5.DO you use websites to get resources that enrich your teaching? If so, what would some of those websites be?

6.How do you address a variety of learning styles in your classroom?

7.How do you connect your field trips to the curriculum?

8.We are going to give you a topic and 10 minutes to prep a lesson. We will then have you teach that lesson to this group.

**Part Four- Beyond the Classroom**

9.What gifts can you offer in church/congregation participation?

10.What gifts/talents can you offer our school outside of the classroom?

**Part Five- Wrap up/summary**

11.Do you have any questions?

Explain the steps in the process going forward.

**CLOSE WITH PRAYER (optional- Ask them to say the prayer)**