**The Interview Process for**

 **Parish Catechetical Leader**

The purpose of the interview is to exchange information concerning the needs of the catechetical program in the parish and to determine whether the applicant might be able to meet these needs. The atmosphere should be relaxed to enable everyone to speak openly about their needs and concerns. The interview should include:

* a review of the applicant’s background, including academic, ministerial, and professional experience.
* the applicant’s competency in these areas:
* sacraments and liturgy
* theology
* spirituality
* catechist development
* communication skills
* administrative skills
* articulation of faith and ability to plan and lead prayer
* community building skills
* leadership skills
* a review of the parish’s or cluster’s catechetical program needs and goals
* a review of the role description
* discussion of salary and benefit package (if applicable)

It may be necessary to conduct second interviews.

The applicant should be told when to expect a decision in hiring. Let all applicants know whether they will receive either an acceptance or rejection letter.

Sample interview questions can be found on the following pages. You need to be selective in choosing questions appropriate to your parish situation and the needs of the position that is being filled.

**SAMPLE INTERVIEW QUESTIONS**

1. How would you describe the ideal parish religious education program? How would you work toward achieving this ideal?
2. Why are you interested in this position of Parish Catechetical Leader ?
3. What strengths do you bring to your ministry as a Director/Coordinator of Religious Education?
4. What, for you, will be the most difficult aspect about being a parish Director of Religious Education
5. How would you describe your experience and vision of Church? What do you regard as the most critical challenge the Church is facing today?
6. Have you ever worked with or participated in a renewal program (i.e., RENEW, Christ Renews His Parish, TEC, Cursillo)? If you have, what has been your experience, both as a participant and/or a team member?
7. What is your understanding of the RCIA? How would you like to see the RCIA handled within the parish?
8. How do you suggest providing religious education for students/adults with special needs?

What, if any, experience do you have in working with, or relating to, persons with special needs?

1. What has been your experience supervising someone and giving feedback on their performance?
2. What procedure would you use to find competent volunteers for the programs? How would you prepare them for their positions? What support could you provide for them?
3. How would you handle the demands of a highly flexible schedule? Can you multi-task? Do you work well without externally imposed structures?
4. Give a brief explanation of your past experience with finance and the task of budgeting for religious education programs.
5. What has been your experience with computers? Are you skilled with Word? Using Email and the internet? Using Excel?
6. On a scale of 1-10 where would you put yourself if “1" represents lack of organization and “10" represents compulsive orderliness?
7. Describe a situation where you disagreed with a co-worker or volunteer. How did you handle the situation?
8. How would you measure yourself in your commitment to the Catholic faith? How do you share this faith with others?
9. Give an example of a time you have been criticized. How did you handle the situation?

1. What would be some of the anxieties that you can foresee having if you are offered employment by us?
2. How do you handle stress? Where do you get your support?
3. How well do you get along with older people? With younger people?
4. How familiar are you with the major catechetical documents: *General Directory for Catechesis, National Directory for Catechesis, Our Hearts Were Burning Within Us, Catholic Catechism*?
5. Are you currently employed? When would you be available to begin here if we choose to offer you the position?