

# Interview Record

Mentor: \_\_\_\_\_ (keep this copy)

Person Interviewed: \_\_\_\_\_ Date Interviewed: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone #: \_\_\_\_\_

## Primary Gifts:

- 1.
- 2.
- 3.
- 4.
- 5.

Present Ministry Involvement: \_\_\_\_\_

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## Potential Gifts Ministries based on initial interview and personal interests:

- 1.
- 2.
- 3.

**Suggested Ministry Area(s):**      **Ministry Leader(s) Contacted:**

- |    |    |
|----|----|
| 1. | 1. |
| 2. | 2. |

## Follow-up Schedule

### 1 Month — Date:

Comments:

### 6 Months — Date:

Comments:

### 1 Year — Date:

Comments:

## Follow-Up Record

Follow-Up Mentor: \_\_\_\_\_

### **1 Month — Date:**

Comments:

### **6 Months — Date:**

**1. How are you fitting in to your present ministry role?**

*(Mentor, if the person presently is not involved in a ministry, or has not ever participated in one of the original suggestions for ministry roles in the earlier interview, then move to question #3.)*

**2. At our original interview, we identified your probable spiritual gifts, ministry burdens, and performance styles as:** *(Make a list of these from the original interview form.)*

How has your role confirmed these gifts?

**3. Do you want to look at some ministry opportunities from the Job Description Notebook to look for a new ministry placement?**

Which ones are you interested in?

**4. How would you describe your spiritual journey at this point?**

**5. Do you have a particular need to get more Bible study input or accountable fellowship through a Sunday school class, fellowship or small group?**

**6. Is there anything else that you would like to discuss at this time?  
Do you want to meet again to discuss ministry options or any spiritual needs?  
Are there any ways that we could have better served you in this mobilizing process?**

*(Mentor, if you discern any problems in a ministry area, communicate this concern confidentially to the staff person or coordinator who oversees the gifts mobilizing program.)*

### **1 Year — Date:**

Comments:

# MINISTRY MENTORING INTERVIEW GUIDE

## I. BEFORE THE INTERVIEW

### A. REVIEW THE PURPOSE OF THE INTERVIEW

- To help the person discover potential spiritual giftedness.
- To help the person find a place to confirm gifts in ministry

(and to change ministry roles if the present "fit" is not good).

- To help the person discern his or her present spiritual health, and to communicate potential fellowship, bible study or ministry possibilities which could enhance his/her walk with Christ.

(Note: We assume the person being interviewed has received Jesus Christ and has chosen to follow Him.)

### B. REVIEW ANY OF THE PERSON'S "ASSESSMENT TOOLS" THAT MAY HAVE BEEN COMPLETED PRIOR TO THIS INTERVIEW (NOTE ANY IMPORTANT FACTORS).

### C. PRAY THROUGH THE "INTERVIEW GUIDE" AND ASK GOD FOR WISDOM.

## II. THE INTERVIEW

OPEN WITH PRAYER. AS YOU GET ACQUAINTED, NOTE THE FOLLOWING INFO.

**Ministry Mentor:**\_\_

**Date:**

**Name:**

**Home Phone:**

**Address:**

**Business Phone:**

**City:**

**Cell Phone:**

**Email:**

**Sex: M or F**

**Family Info:**

**Describe Occupation:**

*Express to the person: Thank you for coming (or letting me come). During this interview, I'm going to ask you a series of questions which have been developed to help us in our discussions. Please feel free to ask any questions or make any comments as we go through this process. I will be writing some notes as we talk so I won't forget the important things you say.*

### **III. GENERAL INFORMATION**

1. I hope you enjoyed the material on spiritual gifts. Please tell me how it helped you.
2. Have you previously considered your spiritual gifts?
3. People are at many different levels of spiritual understanding and growth. If you were to take a spiritual snapshot of your relationship with Christ, how would you describe that relationship at this time? (e.g., searching, new/young, growing/stable, leading/guiding)

### **IV. PRIOR AND CURRENT MINISTRY INVOLVEMENT**

1. How long have you been in our church?
2. Have you attended Class 101?
3. Have you been baptized?
4. Have you become a member of Spring Lake Church?  
...any other church?
5. Are you presently involved in any group in our church family where you are receiving encouragement (e.g., Small Group, Sunday School, Prayer or Task Group, Children/ Youth Ministry, etc.)
6. Describe any areas of prior and/or current service or ministry involvement:
7. From these experiences, is there a ministry area that you thoroughly enjoyed?  
...any areas you did not enjoy?
8. Do you see an area of ministry that needs to be developed which our church presently does not have?

### **V. MINISTRY BURDENS OR PASSIONS**

1. Do you have a burden or passion for any particular group of people or place (e.g., for children or youth, single moms, business executives, the Hispanic community, the elderly or homebound, addiction, those who do not know Christ, etc.)
2. In what or whom do you most enjoy investing your resources of faith, time, energy, and money?

### **VI. IF YOU COULD CREATE YOUR OWN MINISTRY**

The purpose of this exercise is to get the creative input on what new ministries our church could or should create to both fulfill our "purpose" as well as meet the needs of either Christians or non-Christians. Money is not an object! Please guide the person through some of the following questions so as to glean their creative thoughts.

1. If I were to create a new ministry or group, it would be
2. The reason you believe that this ministry or group is needed is because
3. How many people would need to be involved in this project, and what roles would they be?
4. If you were to play a part in this ministry, your role would be
5. If you were to suggest to the leadership of our church one thing that would enhance our body's ministry, it would be (if different than above)
6. What existing ministries in the church could provide resources for these ideas?
7. Does the idea of creating your own ministry encourage you?... scare you?... excite you?... confuse you?

## **VII. POTENTIAL SPIRITUAL GIFTS**

1. Is there one gift you feel certain that you have?
2. In light of your recent studies on spiritual gifts, and the gifts survey results, what do you think are your spiritual gifts?
3. Is there a spiritual gift you would like to explore further?

*(Mentor: You may want to suggest or confirm gifts revealed by this interview process.)*

4. How would you describe your "performance style," and what do you think are the gifts that might fit well with your style? (e.g., I work better within a team context, I work better alone, I tend to want to lead, I am more of a follower, etc.)

**Of the following four styles below, which would be your top two for you?**

- Let Me Help You**       **Let's Be Careful**  
 **Let's Go!**             **Let's Stay Together**

5. Please share how you came to faith in Jesus Christ, and also share some of the relationships, groups, and experiences which have helped you grow spiritually.

6. What do you do in your free time for relaxation? (e.g., hobbies and/or interests such as athletics, catering, cooking, musical instruments, computer programming, gardening, reading, etc.)
7. What do you enjoy doing that makes you feel good about yourself?
8. Are you and your family involved with any organizations outside the church that involves a regular commitment of your time? (e.g., baseball, soccer, Kiwanis, Optimist Club, Boy Scouts, PTA, etc.)
9. How would you describe the pace of your life right now in its present circumstances and relationships.
10. Without feeling any pressure to share specifically, do you see any possibility that your desire to serve in ministry could be negatively affected by some past hurts? If so, can you share generally how that might affect your service? Would you like for me to help you experience God's love and strength in that area of your life?

### **VIII. POTENTIAL MINISTRY INVOLVEMENT**

1. Have you heard of any ministry opportunities here that might be of interest to you? Did any ministries from the "Gifts/Ministries" list interest you?
2. What particular role could you see yourself playing?
3. Are you aware of the time commitment to serve in this or these ministries?
4. When are you able to serve?

**Month: J F M A M J J A S O N D**

**Days: Sun Mon Tues Wed Thurs Fri Sat**

**Hours:**

**Other: (explain)**

5. Ministry Possibilities (Encourage at Least Three) and the Ministry Leader to contact:

- (1) /
- (2) /
- (3) /

6. Do you need to join a Small Group or Sunday School Class to provide you with more Biblical Study and/or accountable fellowship?

(Mentor: If the answer is "yes," decide how to follow up.)

### IX. SUMMARY STATEMENTS

Explain to the person: The contact person in each ministry area we mentioned will be given your name and telephone number to approach you about the ministry possibility in their area that you are considering.

I will contact you in one month, six months, and at the one year mark, just to see how you are doing in discerning your ministry role(s).

**What would be good days for me to call:**

\_\_\_ for the 1-month follow-up? \_\_\_\_\_

\_\_\_ for the 6-month follow-up? \_\_\_\_\_

Feel free to call me at any time if I can help you.

Is there anything else you would like to ask or anything you would like to comment on?

Thank You! It has been a pleasure. Could I close us in prayer?