

Initial Candidate Screening Worksheet

Full-size companion resource • Print additional copies as needed. Keep candidate-specific information in restricted, secure storage.

Purpose: Decide who meets the preliminary criteria and warrants deeper assessment. This is not a final character investigation or theological examination.

Candidate ID: _____ Reviewer: _____

Date: _____ Position-profile version: _____

Part 1: Essential Initial Requirements

Mark each Meets / Unresolved / Does Not Meet based on the evidence available.

Initial criterion	Result	Evidence / follow-up
Essential doctrinal compatibility	_____	_____
Stated pastoral eligibility criteria	_____	_____
Required credentials, if applicable	_____	_____
Relevant preaching / teaching background	_____	_____
Basic readiness for this position	_____	_____
Mutual interest in exploring	_____	_____

Part 2: Brief Screening Conversation

Ask a common set of core questions while allowing relevant follow-up.

1. What is prompting you to explore a pastoral transition now?

Notes: _____

2. How would you describe your calling to pastoral ministry?

Notes: _____

3. What does faithful preaching and shepherding look like in your current ministry?

Notes: _____

4. Which experiences prepare you to serve our congregation's present needs?

Notes: _____

5. What attracts you to this opportunity, and what concerns do you have?

Notes: _____

Part 3: Preliminary Evidence and Disposition

Supported qualifications: _____

Candidate-reported claims to verify later: _____

Unanswered questions: _____

- ☐ Advance to structured interview
- ☐ Obtain further initial information
- ☐ Retain for appropriate future consideration
- ☐ Decline under documented criteria

Rationale based on approved position requirements: _____

Decision authorized by: _____ Date: _____

Candidate update owner and due date: _____

Do not treat a candidate's statement about his character or achievements as verification. Follow applicable, job-related, lawful criteria; seek qualified advice concerning religious-employer requirements.