



Evaluating Resumes

1. Set aside a quiet time in a private place dedicated to this purpose.
2. Spend time in prayer, interceding for the church, and then asking for the Lord's guidance and direction as you search for your next pastor.
3. Read over all of the resumes at one time. Don't take time to dig down in the details the first time through.
4. Go back and begin to study the resumes individually. Begin writing notes on the applicants. First note the strong points and what looks promising or inviting about the applicant.
5. Make note of the questions that need to be answered. Perhaps you need more information about something that was confusing or incomplete. Maybe there were some gaps in history of service, questions about departures and why something feels incomplete to you.
6. Make note of any concerns or reservations. You may later learn that the matters can be easily answered or resolved. Or, you may find additional reasons for the concern. But, make note so that you can remember to discuss your thoughts with the other members of the team when we gather again.
7. Listen to the audios/videos of all of the applicants. It is recommended that you do this last, not first, as you evaluate the applicants. It is best to learn everything you can and need to know about a person before listening to his or her sermon.
8. Bring your notes you have made with strengths, questions, and concerns to the next meeting with regional leadership.
9. Remember to reserve your evaluative comments about applicants to communication with the entire team at the next meeting rather than in private discussions, thereby honoring and respecting fellow team members.