

## Department Head Interview Questions

1. Name a time where you developed or directed study courses or religious education programs within congregations. Share an example.

2. What is the most challenging part of collaborating with other ministry members to establish goals and objectives for religious education programs or to develop ways to encourage program participation?

3. Describe what method you use to select appropriate curricula or class structures for educational programs. What has worked so far?

4. Tell me about training and supervising religious education instructional staff? Describe an experience.

5. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?

6. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

7. Share an experience you had in dealing with a difficult person and how you handled the situation.

8. Tell me how you organize, plan, and prioritize your work.

9. Please share an experience in which you presented to a group. What was the situation and how did it go?

10. Share an experience when you applied new technology or information in your job. How did it help your company?

11. Share an experience in which personal connections to coworkers or others helped you to be successful in your work. (Make sure candidate works well with others.)

12. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

13. Provide an example when your ethics were tested.

## Department Head Interview Questions

14. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

15. Name a time when your patience was tested. How did you keep your emotions in check?

16. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?

17. Walk me through how you confer with clergy members, congregational officials, or congregational organizations to encourage support of or participation in religious education activities.

18. Share an effective approach to analyze member participation or changes in congregational emphasis to determine needs for religious education.

19. What kind of experience do you have counseling individuals regarding interpersonal, health, financial, or religious problems? Share an example.

20. What have you found to be the best way to identify and recruit potential volunteer workers?