<u>**Search Team Update August 1st, 2021**</u>

Discussion/Agenda Items:
1. Opened in prayer
2. The team conducted a mock interview
3. A recommended question for interviewing candidates:
    a. How do you leave/transition well?
4. Dennis made the following observations during the mock interview:
    a. How can each search team member re-word your question better?
    b. When the candidate has answered your direct question, clearly say "thank you" and allow them to move on
    c. We should brief the interviewee beforehand with number of questions and say that we need 1-2 sentence answers, not a long talk for each
5. Other observations:
    a. As we get down to the final candidates, the interviews will get longer and more detailed/complex
    b. We still need to determine who and how we asks the questions, or if everyone gets a chance to ask. According to the Western Seminary course, it's recommended that one person asks the questions while others record the response. The team had several different views on that (e.g. multiple question askers allows the candidate to interact with different team members)
6. We've had a number of candidates apply through the CVNW site, and a few additional people apply through Churchstaffing.com so far
7. Send the team everything we have to date as far as people whom have applied
8. We went through the "Master" list of candidates so far and talked about who will call each candidate.
9. The team discussed the administrative format for tracking candidates in the Shared Drive.
10. It was suggested that it would be good to have Dennis or an elder(s) preach about whether Laurelwood is ready for Pastor Next. Specifically, address the topic of conflict resolution in the church. Others suggested we may want to focus on unity
11. It was suggested that the team and the elders take an inventory assessment
12. Collected hours for everyone for the week

Actions:
1. Come up with a generic e-mail template to respond to candidates interested in applying.
2. Put candidate information onto the Shared Drive in the designated folder, and send the link to the team when it's ready for viewing
3. **Entire Team -** pray, pray, pray