Checklist For Assistant Interviewing

In using this checklist, the seminarian will need to prioritize the queries, since there will not necessarily be time to cover all of these.

REALITIES OF THE ASSISTANT’S POSITION
- Serve at pleasure of the Rector
- Importance of relationship with Rector – more important for functioning than relationship with the congregation
- Support the Rector as well as serve God and the Church
- Difference between seminarian (educative and more time with Rector on formation) and Assistant (paid for work and time with Rector on tasks)

THINGS TO THINK ABOUT PRIOR TO INTERVIEWING
- Serve at pleasure of the Rector – what does that mean to you?
- Servant theology of diaconate – how appropriate?
- Exercising leadership as Clergy Assistant – a subordinate position under the umbrella of the Rector’s vision and mode of operation
- How to interview to find a working relationship at which you can thrive?

DISCUSS WITH RECTOR about RELATIONSHIP OF ASSISTANT TO RECTOR
- How does Rector plan to share liturgical, preaching, pastoral functions?
- What are the principles of being an Assistant?
- How would you and I deal with triangulation in the staff?
- What does Rector value in a Clergy Assistant? What do I value in being a Clergy Assistant? What does Rector value in a staff member?
  - When to take Initiatives without Rector’s knowing?
  - When to exercise authority and when to defer to Rector?
  - When & where can I differ with you? Never? In your office?
- What are frowned upon behaviors of assistants?
- Assistant not feeling stifled – does the Rector promote vision and space for creativity?
- Expectation of team relationship or each operating independently/separately?
- How do I get feedback, especially if there are problems about my performance?
- Graces of being an Associate under your leadership?
- As Sr. Warden may be your advocate, is there an advocate for me?
- Can you give me an example of a working relationship with an Assistant that was wonderful? Was there a moment when it came apart?
- What are you looking forward to/not looking forward to in having an Assistant?

DISCUSS WITH RECTOR about RELATIONSHIP OF ASSISTANT TO PARISH
- What do you perceive are the strengths, weaknesses of the staff, of the parish?
- Give examples of gender issues that have happened in this church or staff. How have you dealt with them? How do you want me to respond to such issues?
- Give examples of challenges or power issues that have happened in this church or staff. How have you dealt with them? How do you want me to respond to such issues?
- Where do negotiations over compensation happen?
- How would you and I deal with triangulation in the parish?