



### CANDIDATE CHECK LIST

Name: \_\_\_\_\_ RMP Received: \_\_\_\_\_

- Initial Call within 24 hours: \_\_\_\_\_
- Hard copy of RMP given to Call Committee: \_\_\_\_\_
- Viewed candidate's online worship services, Facebook, Google, etc.
- Schedule 1st Interview via Zoom: \_\_\_\_\_
- Zoom link sent to candidate and call committee: \_\_\_\_\_
- Committee decision post 1st Interview: \_\_\_\_\_
  - Candidate and Synod Minister notified (ASAP – even if don't have 2nd interview plan)
- 2nd Interview scheduled: \_\_\_\_\_
- Logistics:
  - Travel (reimburse mileage)
  - Accommodations
  - Plan for day of interview (tours, meals, etc.)
- Committee decision post 2nd Interview: \_\_\_\_\_
  - Candidate and Synod Minister notified (ASAP – even if it is that we are going to wait, timeline, etc.)
- References Called (notify candidate that references will be called):
   
\_\_\_\_\_
   
\_\_\_\_\_
   
\_\_\_\_\_
- Candidate of Choice Selection:
  - Notified Candidate: \_\_\_\_\_
  - Date they accept: \_\_\_\_\_ or Decline: \_\_\_\_\_
  - If accepted, council notified to schedule meeting: \_\_\_\_\_
    - Council Meeting Date: \_\_\_\_\_
    - Congregation vote Date: \_\_\_\_\_
    - Pastor Start Date: \_\_\_\_\_