

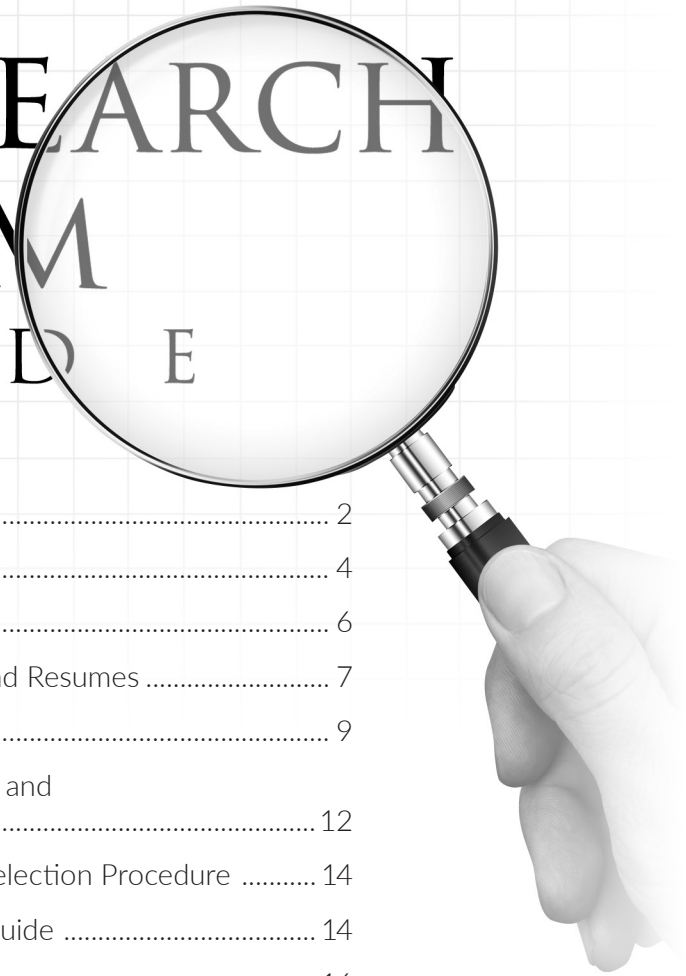


PASTOR SEARCH TEAM GUIDE





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SECTION 1: Forming the Search Team

Team Selection

When the church needs to select a Senior Pastor search team, typically its bylaws include a section that guides the selection of the team. Should your church have no such instructions, **Appendix 1** is a sample team selection process. Regardless of how the team is formed, be sure to follow the church's standard procedure of confirming and empowering committees and teams.

Organizing the Team

Once the team has been selected, it is time for it to be organized. Unless the church's governing documents stipulate otherwise, the team may elect its own officers including a chairperson, vice-chairperson, secretary, and prayer coordinator.

Chairperson

The chairperson is responsible for presiding at meetings, giving leadership to the team, and guarding the integrity of the meeting process. The chairperson will call the meetings, prepare the agendas, preside over the meetings, and facilitate the process. The chairperson will communicate with the church office to reserve a room for meetings and any other physical or calendar concerns. The chairperson is not expected to do all the work. The chairperson should be prepared to delegate responsibilities among the members. Usually, the chairperson will be the liaison between the team and the congregation. This requires good communication skills. In exceptional cases, the chairperson may wish to call on one of the other members who is more gifted in communication to speak before the church.

Vice-Chairperson

The vice-chairperson works closely with the chairperson and acts for the team in the absence of the chairperson. Early in the process, the chairperson and vice-chairperson should decide what the vice-chairperson can do to facilitate the search.

Secretary

The secretary will keep good notes of all the meetings. The notes should be complete and neatly prepared so that if/when questions are raised about previous

discussion or decisions, it will be relatively easy to find answers in the minutes of the meetings. The secretary will also be responsible for all correspondence sent by the team, whether to the church or the candidate(s) being considered.

Prayer Coordinator

The prayer coordinator should be a person who is known by the search team and congregation as one seriously dedicated to prayer. This person will act intentionally to keep prayer before the team and church. **Appendix 2** is a 31-day prayer guide for the church in a Senior Pastor search process.

Search Team Member Commitments

Successfully identifying God's select man to serve as your next Senior Pastor will largely depend on each member of the search team devoting him or herself to the task. Making these commitments is crucial.

1. I will keep myself spiritually prepared for the magnitude of this process.
2. I will be very faithful to the functions and services of the church.
3. I will commit to absolute confidentiality (including my spouse) throughout this process.
4. I will commit to never speak on behalf of the full team, until due process.
5. I will serve until the church approves a new Senior Pastor, or until providentially hindered.
6. I will support the ministry of the church and help lead the congregation to follow the new Senior Pastor's leadership upon his arrival.

Search Team Agreements

The likelihood of a smooth and successful process will dramatically increase if the search team makes some important agreements from the outset.

Here is a suggested list of agreements:

1. We will prayerfully conduct the search for God's choice of the church's next Senior Pastor in a progressive, orderly, and timely manner with regular reports to the church.
2. We will not allow others to rush us in the search process.
3. We will allow the leadership of the Holy Spirit to guide our search above all things.

4. We will use the Senior Pastor profile, as developed by the team based on congregational input, as an important tool to evaluate the priority listing of our prospects.
5. We will work with the congregation and appropriate teams and committees to determine the expectations of the new Senior Pastor and provisions for the support of the Senior Pastor and family.
6. We will use the approved financial provisions in discussions with the candidate. If we feel this must be changed, we will first gain appropriate approval before proceeding with the search process.
7. We will only recommend a candidate to the church after a full exploration of his background.
8. We will only recommend one pastoral candidate at a time to the church in "view of a call."
9. We will only present a candidate to the church when the team arrives at a consensus to do so. At which point, each member on the team will fully support the recommendation.
10. We will remember it is our responsibility to recommend a candidate to the church. It is the church's responsibility to call him.

Search Team Email Address

The team needs to establish an email address to be used throughout the search process. Most candidates will have digital files of their resumes and will submit them electronically. Also, the team will likely conduct much of its communication with candidates utilizing this email address. Because of the confidential nature of this work, only approved search team members should have access to the account.

Search Team Mailing Address

Although most candidates' resumes will come electronically and your written correspondence with them can be accomplished by email, some communication may necessitate a physical mailing address. Just like the email account, only approved search team members should have access to the team's email. Because of this, some search teams have chosen to rent a designated P.O. box for the duration of the search.

Financing the Search

There will be expenses involved in the search process. The church should be aware of this and make provisions from the beginning. The current church budget will have line items germane to the Senior Pastor's compensation. Those funds could be tapped upon the church's approval to resource the search. Here is a list of potential search expenses to keep in mind when formulating a search budget:

1. Travel, meals, and lodging expenses of the search team traveling to and from an interview with a prospective Senior Pastor or to hear him preach in person.
2. Travel, meals, and lodging expenses of candidates and their family members traveling to and from appointments with the team. Remember, any time a candidate travels from his current residence during the search process, all expenses should be covered by the church.
3. Postage expenses related to the search.

Because of the unpredictable nature of the search process, it would be difficult to formulate an exact budget. A way to facilitate the funding is for the church to approve an "up to" amount from a certain budget line to be used by the team without further approval.

Section 1 Checklist

- ☐ Senior Pastor search team has been selected.
- ☐ Chair has been selected and understands role.
- ☐ Vice-Chair has been selected and understands role.
- ☐ Prayer Coordinator has been selected and understands role.
- ☐ A prayer strategy for the church has been developed.
- ☐ The search team's email address has been developed.
- ☐ The search team's mailing address has been chosen.
- ☐ Financing for the search has been approved.

SECTION 2: First Things First

Church Bylaws

Once the team is organized, the first document to consult should be the church's bylaws. Often, there will be a bylaw describing the role of a Senior Pastor in the church and the process the church uses to call him. The search team should take no step in its processes that lies outside the boundaries of the church's governing documents.

While you are reviewing the bylaws, read carefully to discern if it is time to revise them. Typically, there is a stipulated process to revise a church's Constitution and Bylaws. It can take several months to do so. If anything about the description and calling of a Senior Pastor needs updating, careful attention needs to be given to it early in the process. Keep in mind that there will likely be other groups with whom you will need to collaborate to modify governing documents. **Appendix 3** is a sample bylaw that includes a description of the role of Senior Pastor and the process of calling a Senior Pastor.

Policies Specific to Senior Pastor

In addition to bylaws, many churches have a personnel policies and procedures manual. While policies and procedures are not as arduous to revise as bylaws, changing them is something you will want to do early in the search process. Examine each policy and procedure that affects the Senior Pastor. If anything needs to be changed, work with appropriate groups to make the modification.

One document you will want to spend ample time reviewing or developing is the job description. If your church does not currently have one, **Appendix 4** is a sample.

Compensation Package

The search team needs to know the basic compensation and time arrangements for the next Senior Pastor early in the search process. The Lord

directed those who proclaim the gospel to get their living from the gospel (1 Cor. 9:14). God's plan is that those who preach the gospel shall be supported by those receiving it. As Jesus sent out the seventy, they were not to think of themselves as objects of charity.

The hospitality of those to whom they ministered was payment for services rendered. He said, *"... stay in that house, eating and drinking what they give you; for the laborer is worthy of his wages"* (Luke 10:7a).

Paul taught churches to support those who ministered. He wrote to the Galatians, *"... let the one who is taught the word share in all good things with him who teaches"* (Gal. 6:6). According to the New Testament, people who are called to serve a church should receive their support from the church. When a church calls a Senior Pastor or staff member, the church has the responsibility to provide for financial needs to the best of the congregation's ability.

In addition to cash salary and housing, financial support for ministers includes protection coverages (insurance and retirement) and covering ministry-related expenses. This should be done with love and Christian generosity. Ministers and church staff will have difficulty performing effectively without this support. 1 Timothy 5:17-18 reminds us that while ministers who serve well are not necessarily to receive double pay, they are worthy of it and should receive adequate financial support.

LifeWay and GuideStone partnered together on an annual compensation study throughout the Southern Baptist Convention. The data from the study is compiled and an easy-to-use report generator has been created. You can use this tool to research how churches in Kentucky and other states are compensating their Senior Pastor and other church staff. **You will find a link to this resource on the Kentucky Baptist Convention's website's pastor search tools page.**

Appendices 6 is a Financial Support Form.

Time Arrangements

If the church does not already have policies that guide the Senior Pastor's time, you will need to work with the appropriate groups to develop them. Keep the following items in mind as you work through time arrangements:

1. Days off weekly (remember that Sunday is a workday for ministers)
2. Number of vacation days per year
3. Approved holidays
4. Revivals or other ministry engagements
5. Conventions/conferences/continuing education
6. Sick leave arrangements
7. Sabbaticals (Some churches are now offering sabbaticals at certain intervals in the Senior Pastor's tenure. Appendix 6 is a Sample Pastor Sabbatical Policy.)

Section 2 Checklist

- ☐ Bylaws specific to the office of Senior Pastor and calling a Senior Pastor have been reviewed and revised if needed.
- ☐ Policies specific to the office of Senior Pastor and calling a Senior Pastor have been reviewed and revised if needed.
- ☐ The job description for the next Senior Pastor has been prepared and approved.
- ☐ A compensation package with annual time arrangements has been prepared and approved.
- ☐ Church and community profile information has been compiled.

Church and Community Profile

A helpful thing for your final candidates is a church and community profile. It will help them pray with insight about your church and community. With a little effort, the materials can be put together in a PDF portfolio that can be emailed. The following items are suggestions for the document:

1. Constitution and Bylaws
2. Church history
3. Church policies and procedures
4. Personnel policies and procedures
5. Budget
6. Current inventory of teams, committees, and positions
7. 20-Year Church ACP Report (available from KBC)
8. Current pictorial directory
9. Pictures of facilities
10. Copies of recent worship bulletins
11. Mission/Vision Statement
12. Recent newsletters
13. Community profile materials
14. Current community demographics (available from KBC)
15. Promotional brochures from local chamber of commerce
16. Information about local schools

SECTION 3: Involving the Congregation

One of the most important things a search team can do is keep the congregation informed and involved in the process as much as possible. A church will lose confidence in its search team if they feel the team is acting apart from the congregation and not making progress.

Congregational Survey

A good way for the team to communicate that they wish to keep the congregation involved is by conducting a congregational survey. It signals to the church that the team desires their input and is seeking to represent them. Further, data from the survey is necessary to create a Senior Pastor profile that will help guide the search.

To survey the congregation, the team will need to develop a questionnaire. A sample is provided for you in **Appendix 7**. To secure the most data for best survey results, use as many methods of distributing and collecting the questionnaire as needed for the congregation. Some churches use a combination of paper copies and digital services such as Google Survey and Survey Monkey. Be very specific about the deadline for members to participate in the survey.

Senior Pastor Profile

The data from the survey will be used to create your Senior Pastor profile. **Appendix 8** is a sample profile. Once the profile is complete, report back to the church. Let them know what they told you in the survey. A word of caution is in order when you share the profile to the church. *Be sure to explain to them that while the profile will serve as a guide for your search, the Holy Spirit may lead you to a candidate that does not fit your profile in all aspects.*

Regular Reports to the Church

The search team should provide progress reports to the congregations as often as possible. Again, if the church ever feels that the team is not making consistent, orderly progress, their confidence in the team will diminish.

Section 3 Checklist

- ☐ The questionnaire has been developed and it is ready to distribute.
- ☐ A strategy for conducting the survey has been defined.
- ☐ The congregational survey has been conducted.
- ☐ The survey has been analyzed and a pastoral profile has been created.
- ☐ The team has shared the profile with the church with the aforementioned word of caution.
- ☐ The team is committed to report to the church as often as possible.

SECTION 4: Gathering Recommendations & Resumes

Window for Receiving

Now that the team is organized, preparatory work is well underway, and a Senior Pastor profile has been completed, you are nearly ready to begin receiving recommendations and resumes. Prior to asking for them, you need to establish a window for receiving. Obviously, once you publicize the opening, you will begin receiving information from candidates. The question you need to answer is how long you will receive them. Many churches establish a window of one to three months, depending on the time of year and other factors. Remember, while you await information from candidates, there is plenty of work to do. Use the time to complete any unfinished preparatory items.

You will need a resume for each potential candidate. It would be difficult to thoroughly conduct research on a potential Senior Pastor without one. If someone were to recommend a candidate without his resume, ask the recommender to obtain one or explain to the candidate where the resume can be submitted.

Dealing with Interested Staff Members

Occasionally, churches have a current staff member who is interested in the Senior Pastor position. If one demonstrates such interest, the chairperson of the team should have a conversation with him as early in the search process as possible to clarify the following:

1. Is the staff member sensing a call from God to be a Senior Pastor?
2. If so, share with him that if he submits his resume, and is not chosen as the church's next Senior Pastor, he should pursue that sense of calling with another church.
3. If he chooses to submit his resume, ask him to make three commitments.
 - a. Commit to confidentiality in sharing his interest with the search team. In other words, he should not share his interest to other church members. This could unintentionally build a coalition that could divide the congregation.
 - b. Commit to graciously accepting the decision of the search team if he is not recommended to be the next Senior Pastor.
 - c. Commit to pursuing church unity and supporting the team's selection, if it is not him.

Sources

There are a variety of sources from which you may find candidates. You should carefully consider how you use each of these.

1. **Trusted Persons.** Likely, there are friends, church members and others who know potential candidates. These are people who know your church well and have its best interests at heart. Many search teams find their best candidates this way. Make certain you invite these friends to share recommendations with the team.
 - Current staff members
 - Team members
 - The congregation
 - Local association leader
 - Local pastors and pastor friends
 - State convention leaders
2. **Organizations.** The following organizations likely have a pool of resumes they can provide. Please be aware that the resumes you receive from them are probably not vetted and do not bear with them an endorsement of the organization.
 - Local association
 - State convention
 - Colleges and universities
 - Seminaries
3. **Advertising.** The team may advertise the church's Senior Pastor opening in a variety of places. Those listed below are commonly used by Kentucky Baptist churches. Keep in mind that the broader you advertise, the more resumes you are likely to receive. If you need guidance in writing a classified advertisement for your

search, look at how others have advertised in the classified sections of websites of the organizations listed.

- **Church Media**—put an announcement on your church’s website and social media accounts.
- **KBC Ministry Job Board**—you can post a position on the Kentucky Baptist Convention Ministry Job Board for free. The site was designed specifically to help churches during the search process.
- **Local Association Media**—many local Baptist associations have platforms for advertising your position.
- **Other Associations**
- **Kentucky Today (free classifieds)**
- **Other State Convention Publications**
- **SBC.net**

Handling and Acknowledging Resumes

It is important to handle each resume you receive as discretely as possible. Remember, when a candidate entrusts you with his information, he is putting much confidence in you. The fact that you have someone’s resume should not be shared outside your team. Never allow anyone other than team members to have access to the resumes you receive.

Also, it is important to acknowledge each resume you receive. This should be done as quickly as possible. A team member, or subgroup needs to be assigned this responsibility. **Appendix 9** provides sample first correspondence. It may be updated to fit your context and emailed or mailed to your candidates.

Finally, resumes should not be reviewed by the team until soon after the window for receiving has closed. At which point, each member of the search team should receive a paper copy of each resume and begin reviewing all resumes at the same time. The reason for this will be clear as you are acquainted with the next section of the process. Not reviewing resumes until then will require discipline, but the remainder of your search will go much better if you do not.

Section 4 Checklist

- ☐ A window for receiving recommendations and resumes has been established.
- ☐ The team has chosen the sources from which we will receive recommendations and resumes.
- ☐ A team member, or team workgroup, has accepted the responsibility of connecting the search with sources of recommendations and resumes.
- ☐ A team member, or team workgroup, has accepted the responsibility of writing the classified and advertising the position.
- ☐ A team member, or team workgroup, has accepted the responsibility of acknowledging each resume received.

SECTION 5: The Resume Review Process

Before starting the review phase of the search, the team needs be certain that correspondence has been sent to each candidate from whom you have received a resume. This will ensure each candidate's interest in the position and express gratitude for it. Again, **Appendix 9** provides a sample.

The First Review

After the deadline has expired to accept resumes, the team will begin their first review of candidates. The goal of this review is to distinguish those who are viable candidates for the church. Someone will need to make a copy of each resume for each member of the search team and distribute them to the team members one week prior to the next meeting. It is helpful to assign a sorting number to each resume before making copies. The number has no meaning but is simply used for reference when discussing a resume. Place the resumes in numerical order in each notebook. Finding a numbered resume is even easier than finding resumes that are in alphabetical order. This will save valuable time when discussing specific resumes. (Example: "Please turn to resume 25 in your notebook.")

Each team member should have their resumes divided into two groups—viable and nonviable. The basic pastor profile from the congregational survey will enlighten this process. In next meeting(s), go through the resumes and eliminate from the search the individuals who are obviously not potential candidates. The chairman calls the name of each candidate, and each team member shares his/her thoughts. If disagreement exists, the majority rules.

Those candidates released from the search should be notified quickly to thank them for their interest and let them know they will not be considered further. **Appendix 10** provides a sample. *Any written information (cover letters, resumes, etc.) from released candidates should be destroyed and digital information should be deleted. Remember this throughout the process.*

First Review Checklist

- ☐ Each resume received has been acknowledged.
- ☐ Each resume has been printed for each of the team members.
- ☐ Resumes have been sorted into viable and nonviable distinctions.
- ☐ The candidates released have been informed and their materials have been destroyed or deleted.

The Second Review

The goal of this review is to narrow the search to the **Top Ten** candidates. Prior to beginning this phase of the search, team members should be given ample time to review each remaining resume. As the team begins to narrow the field of potential candidates, members will want to spend time in personal prayer and contemplation of each of the remaining resumes. Use **Appendix 11**, a guide for reviewing resumes.

During the work of reviewing resumes, team members will receive impressions about the candidates. A good way to move the search forward is using a rating and ranking system. Here is how it works:

- 1) Prior to the next team meeting, each member will score each resume from 1 to 5. A score of 1 represents limited likelihood that the candidate will be the next pastor, while a score of 5 represents high likelihood. Remember, this score rates the resumes. It does not rank them.
- 2) At the next meeting, each team member is given an opportunity to share how he/she has rated each resume. A collective score is calculated for each resume. This ranks the candidates. The objective is to move the team to an agreement on their **Top Ten** candidates.

Do not treat this as a cold and calculated activity. Be open to discussions if a team member feels strongly about a candidate who does not make the **Top Ten**.

At this point, the team should contact or correspond with each of the **Top Ten** candidates to ask for the following:

- 1) A recent sermon video, preferably of him preaching in his current church (some candidates will point you toward online sermons).
- 2) His permission to begin checking his references (in some instances, a reference list must be requested). Some candidates may prefer for you to not do reference work at this point. Be open to an explanation of his preference, then discuss it with the team. Ask the candidate to contact his references and tell them that a member of the team will be communicating with the reference, and ask the candidate to communicate back to you that he has contacted his references and they are expecting to hear from a member of the team.

In preparation for the next review, the team will begin the process of calling references of these top candidates to acquire more information about each one. **Appendix 12** is a guide for checking references. This should be assigned proportionately among the team members and each member should use the guide so that the team receives uniform information about each candidate. Once secondary references are identified, gain permission from candidate to check those references and ask candidate to give these secondary references a call to inform them they will be contacted by a team member. The next meeting date should be agreed on, and members should have conducted their phone calls prior to the meeting.

In the next meeting, each team member will present his/her findings. If the team agrees, each of the **Top Ten** candidates will be sent correspondence with a questionnaire to be used in the next step of the process. A deadline for the return of the questionnaire should be established. A sample questionnaire is provided in **Appendix 13**.

The candidates released from the search should be notified quickly to thank them for their interest and let them know they will not be considered further. See **Appendix 10**.

Second Review Checklist

- ☐ Each team member has thoroughly reviewed and rated each viable resume.
- ☐ The team has ranked viable resumes by compiling individual ratings.
- ☐ The **Top Ten** list of candidates has been determined.
- ☐ Each of the **Top Ten** candidates has received correspondence, provided sample sermon(s), and permitted reference checking.
- ☐ Reference assignments have been made proportionately among the team members.
- ☐ A questionnaire has been developed and sent to each of the **Top Ten** along with a deadline for return.
- ☐ If any candidate has been released in this phase, he has been informed and his materials have been destroyed or deleted.

The Third Review

The goal of this phase of the search is to determine the **Top Three** candidates. After the deadline for receipt of the top candidates' questionnaires, the team will receive a copy of each candidate's answers and review them. Also, the team members should decide how they are going to view the sermon videos. Some schedule meetings to view each video together, others view them on their own. The team should set a deadline for members to have thoroughly reviewed the questionnaires and watched the sermons and set a meeting date afterwards. At the next meeting, the team should discuss their perceptions of the candidates based on each one's questionnaire and sermon(s).

Prior to the next meeting, each member should rate each candidate (just like in the second Review). It is not important at this point to rank the candidates. The outcome is only to help the team to agree on their **Top Three** candidates (not in order) for the next step. At this point, quickly notify the candidates released from the process and destroy written information on them, as in previous phases.

Third Review Checklist

- ☐ Each team member has a copy of each candidate's completed questionnaire.
- ☐ The sermon viewing process has been determined.
- ☐ Each team member has rated each of the **Top Ten**.
- ☐ The candidates released during this phase have been informed and their materials have been destroyed or deleted.

The Fourth Review

The goal of this phase is to establish the order of the **Top Three** candidates. Before you rank them, the chairperson should contact each of these candidates to ascertain their continued interest and availability. To rank the candidates, the team will potentially conduct further reference work, conduct formal interviews with the candidates and their wives, and hear each candidate preach in person.

Potential Further Reference Work

Discuss the reference work conducted, if any, in the Second Review. If no reference work has been conducted, some reference work should be done at this stage. If any discovery about a candidate needs clarification that can be obtained from further reference work, contact any necessary provided references or persons they recommend.

Formal Interviews

The team will conduct formal, in-person interviews with the candidates and their wives. Because these interviews will usually be conducted on the church campus, much care should be given to scheduling them. Due to the confidential nature of the process, interviews should not be conducted when other persons are on the church campus. Also, enough time should be allotted to conduct the interview and give a candidate a driving tour of the community and a walk-through tour of the church's building(s). **Appendix 14** provides a sample list of interview questions and pointers for conducting good interviews. If you have not done so previously, present the job description,

applicable bylaws, basic time considerations, and basic pay package to your candidates during the interview. These are to only be negotiated with your final candidate(s).

Hearing the Candidates Preach in Person

Although it has never been easier to watch high quality sermon videos from candidates, it is highly recommended that you hear each of your **Top Three** candidates preach in person. There are so many things, especially of a spiritual nature, that cannot be represented on video. Recently, many candidates and teams have preferred to meet at a neutral church for this. If this is best for you and any of your candidates, your Kentucky Baptist Convention consultant can often help with the arrangements.

Ranking the Top Three

At this point, you are ready to rank your **Top Three** candidates. After a season of prayer and reflection, each team member should privately rerate each of the three candidates using the same system as in earlier phases. Meet as soon as possible to report ratings and rank the candidates 1 through 3. If possible, do not release any of the three from the process. You will focus on one candidate at a time. If the highest ranked candidate is not to be your next pastor, move down the list in ranked order.

Fourth Review Checklist

- ☐ The team's chairperson has contacted each of the **Top Three** to determine their continued interest in the position.
- ☐ Any necessary further reference work has been completed.
- ☐ Formal interview questions have been developed and interviews have been planned and scheduled.
- ☐ Formal interviews have been completed.
- ☐ Arrangements have been made to hear the **Top Three** preach in person.
- ☐ The team has heard the **Top Three** preach in person.
- ☐ Team members have rerated the **Top Three**.
- ☐ The top candidate has been identified.

SECTION 6: Dealing with the Top Candidate and Completing the Search

Congratulations and glory to God! You have almost finished your work by identifying your top candidate. However, you have a few more things to do. They include conducting a thorough background and financial search on your candidate, negotiating any employment understandings (job description, pay package, potential start date, etc.), and developing the call weekend.

Background and Financial History

It is critically important that you order a complete background search and credit report on your top candidate. The searches that should be conducted include, at a minimum: SSN trace, National Criminal Database search, National Sex Offender Registry search, and every county/state in which the candidate lived during at least the past 10 years. The pastor search page of Kentucky Baptist Convention website provides links for ordering these searches. **Appendix 15** is a sample authorization form, but the company you retain to run the background check may provide its own form. You will need to use this to secure your candidate's permission for securing these reports.

As a Pastor Search Team, you can also do your own public research for things that may not appear on a purchased criminal background check. A simple google search of the candidate's name may result in a news article(s) about sexual abuse allegations against the candidate. This practice should not substitute for a paid criminal background check but is suggested in addition to one.

Employment Understandings

Your candidate may want to negotiate issues in the job description. Some churches provide a pay range that is to be negotiated with the candidate based on his education, age, and experience. Further, moving arrangements should be discussed with the candidate. You will need to work with him on all these issues and potentially represent him to other pertinent groups or teams in the church. Make sure all of these items are in writing and have been agreed to by the candidate and church prior to scheduling the call weekend.

Contacting the Remaining Candidates

After everything has been completed, and the team is certain about whom they will recommend to the church as the candidate for the position, the chairperson will need to contact the other candidates to let them know. This call should affirm the released candidates and thank them for their role in the process. It is not out of order to ask them if they would like to remain as candidates in the unlikely event that the lead candidate is not called as pastor.

Making the Recommendation

Your team is almost ready to recommend the next Senior Pastor to your congregation. Before doing so, be sure to review the guiding documents (bylaws, policies, and procedures) one more time. You do not want a technicality to postpone or sabotage the call. Once you are certain of the procedures, the chairperson should make the recommendation to the church accordingly.

The Call Weekend

For most churches, a one-day calling schedule is insufficient. Remember, while the team members have had the privilege of knowing the candidate for quite a while, your fellow congregants have not. Making the most of a full weekend will give them more opportunities. Here is a sample schedule:

Friday Evening - Dinner with candidate and family, search team and spouses, and ministerial staff and spouses.

Saturday Morning - After breakfast, the search team will provide a tour of the community for the candidate and family. If the candidate has children, include schools.

Saturday Afternoon - Lunch with deacons and wives at noon. Provide time for deacons to ask questions. Afterwards, continue community touring if needed.

Saturday Evening - Churchwide dinner, or reception after dinner with search team. Provide plenty of time for church members to greet and ask questions of the candidate. Following reception, the candidate will formally introduce his family and share his personal testimony.

Sunday Morning - Worship with candidate preaching. Immediately following the worship service, excuse the candidate and family. Call to order a special business meeting for the purpose of voting on the candidate. Bring the candidate and family back into the auditorium to introduce them as your new pastor and family.

Following the Search

Congratulations! Because of your diligence and good work guided by the Holy Spirit, your church has called a new Senior Pastor. The next season in the life of the congregation has tremendous potential to be days of fresh vision and exciting developments. One question, however, remains: What happens to the search team? Here are a few options.

- 1) The team disbands. Most search teams are ad hoc, meaning they serve a specific purpose, and once their goal is accomplished, the group simply dissolves. No formal action on the part of the church is necessary—the calling of the pastor signifies the work has been accomplished. Once the Senior Pastor accepts the church's call, other matters pertaining to his transition and employment are handed off to other appropriate persons and teams.
- 2) The team helps to transition the Senior Pastor onto the field. They serve as a liaison group between the congregation and pastor to make sure all requirements are met for a smooth transition.
- 3) The team is approved by the church to work with the Senior Pastor for a defined period of time. They meet with him monthly or quarterly for a period of six months to a year. This can ensure that any concerns he is facing may be discussed early in his ministry.

Section Six Checklist

- ☐ Background searches and credit reports have been completed on the final candidate.
- ☐ Clear understanding on all employment matters have been secured with the candidate.
- ☐ Moving arrangements have been explained to the candidate.
- ☐ All church documents pertinent to calling a Senior Pastor have been reviewed and are being followed.
- ☐ The call weekend has been carefully developed and scheduled.
- ☐ The church has called its next Senior Pastor.
- ☐ A final sweep of all documents pertaining to all released candidates has been conducted and anything remaining has been destroyed or deleted.

APPENDIX 1:

Sample Pastor Search Team Selection Procedure

Description

When the need to search for a Senior Pastor arises, the church Nominating Team will oversee the selection of a Pastor Search Team. The team shall be composed of seven (7) active church members—four (4) men and three (3) women, or vice versa. Each search team member shall be at least 21 years old.

Process

A ballot shall be made available for each church member to nominate four (4) men and four (4) women to serve on the team. Ballots must be returned to the church on an announced date.

The Nominating Team shall tally the nominations and work through them in descending order, guided by the description. When they have secured commitments from members to serve, they shall recommend to the church a Pastor Search Team for final approval.

APPENDIX 2:

Senior Pastor Search Prayer Guide

For the Senior Pastor Search Team

Day 1. Psalm 66:18, John 15:5, Ephesians 5:18

Pray for deep spiritual cleansing and fullness of the Holy Spirit in each team member. Pray this for each member by name.

Day 2. 2 Timothy 1:14

Pray for keen supernatural discernment, wisdom and strength for the Pastor Search team chairman.

Day 3. Amos 3:3, Matthew 18:19

Pray for powerful unity and oneness of spirit within the team.

Day 4. Proverbs 14:12, Isaiah 55:8-9

Pray for God's clear direction during the process of collecting and examining resumes along with conducting interviews. Ask God to bring the right person to the team's attention.

Day 5. 1 Corinthians 2:10-16

Pray for the Search Team to have God's wisdom in all the questions they ask of the candidates and information they share with the prospective pastor. Spirit-led thoroughness is essential.

Day 6. James 1:2-6

Pray for the team to have supernatural wisdom as to the unique characteristics and traits most needed for our church.

Day 7. Ephesians 5:17

Pray for the team to have no timetable but God's. They must be determined to find God's perfect will in God's perfect time.

Day 8. Ephesians 6:10-12

Pray for the prevention of Satan's influence in misleading or rushing the search team. (One of Satan's wiles is deception.) Pray for a powerful hedge of protection around the team and their families.

Day 9. 1 Corinthians 1:10, Acts 2:1

Pray for God's guidance in how the future pastor is presented to the church.

Day 10. Philippians 2:3-11

Pray that the Pastor Search Team will place the needs of the church above their own individual desires for the congregation.

Day 11. Jeremiah 29:13, James 4:8

Pray that the pastor search period will be a time during which the church learns to seek God Himself more than just a new pastor. Lord, teach us to draw closer to Jesus and trust Him as the true head of the Church.

Day 12. Psalm 66:18, Psalm 139:23-24

Pray for a powerful move of congregational cleansing and renewal. Father, please cause this to be a time of deep healing, cleansing and renewal in our church.

Day 13. Revelation 2:1-4, Revelation 3:15

Pray for strong consistency and focus in the present ministry of the church. Please grant great power to our interim pastor and to our staff. Protect us from any spirit of luke-warmness or losing our first love. Remind us that we serve Jesus, not a pastor.

Day 14. John 13:34, John 17:21

Pray for a miraculous sense of love and unity among all members of the church. Help us surrender all bitterness, division and anger within our church family. Lord, empower us to love one another with a patient, forbearing love.

Day 15. John 17:21, 1 Corinthians 1:10

Pray for great unity in calling the new pastor. Lord, help us to receive him and his family with deep love and renewed commitment. Grant us a powerful sense of revival and spiritual awakening as we move into the future. Pray for grace, guidance and strength for the church from which our new pastor comes.

Day 16. Ephesians 4:1-6

Pray that we be prepared to make the necessary changes to embrace a new day of ministry. Lord, we understand that a new pastor always means changes. Help us to be prepared to change and grow with graciousness and unity.

Day 17. Hebrews 6:11-12

Pray that we will patiently await God's timing and settle for nothing less than His perfect will. Ask God for His mercy in giving us a true man of God and a great leader.

Day 18. Philippians 2:3-11

Pray that the church members will set aside individual expectations for the new pastor and decide in unity whom God is calling to lead our church.

Day 19. Isaiah 42:9

Pray that we would not make decisions based on previous experiences. Some churches struggle with wanting a pastor who is like their previous pastor. Others desire someone who is just the opposite. Pray that all would be receptive to God's doing a new thing in the congregation.

Day 20. Hebrews 13:17

Pray that the church as a whole would trust the Pastor Search Team through the process of finding a new pastor. Pray that the congregation would trust that the team is being led by the Spirit as they search for the man God is bringing to serve as pastor.

For the Next Senior Pastor**Day 21. 2 Timothy 4:1-5**

Pray that God would increase our next pastor's passion for preaching the Word of God.

Day 22. Philippians 1:3-11

Pray that God would give our next pastor a love for our church and the strength to leave his current position.

Day 23. Colossians 1:9-12

Pray for our next pastor's family. Of course, the new pastor may or may not have children. Pray that God, who knows who they are, would strengthen and guide the new pastor's family as they are led toward ministry at our church.

Day 24. Romans 12:9-13

Pray that God would prepare our pastor to better shepherd our flock through the trials and blessings he is currently experiencing.

Day 25. Romans 12:1-2

Pray for the future pastor and his family to have absolute certainty in their sense of calling to our church. He must know God's direction.

Day 26. 2 Corinthians 12:9-10

Pray for God's strength and guidance in the pastor's former church. Pray that those with whom he is currently ministering would trust God's plan for his servant in leading him to a new location of ministry.

Day 27. Proverbs 29:18

Pray that the new pastor will have a clear vision for how to minister to the people of our church and the surrounding community.

Day 28. Luke 12:22-31

Pray that the new pastor and his family will be able to smoothly transition to our church. This would include the needs of his wife and children in making new friends. Also involved would be physical needs such as housing, schooling, etc. that must be settled upon moving to a new area.

Day 29. Psalm 133

Pray that the new pastor would be able to work effectively with the leaders and other church staff that are already serving at our church.

Day 30. Joshua 1:8-9

Pray that God would protect the new pastor's heart as he prepares to leave his current ministry and move to a new ministry. Pray that the stresses of moving, meeting new people, maintaining relationships etc. would not interfere with his need to continually develop his personal relationship with God.

Day 31. Colossians 3:12-17

Above all, pray that God's will would be done through the entire process of finding a new pastor for our church. Pray that the Holy Spirit will give everyone involved in this process wisdom and peace. Pray that God will show us whom He is calling to our church.

APPENDIX 3:

Sample Bylaw on Senior Pastor

1. The Calling of the Senior Pastor

- a. When the need to call a pastor arises, a designated Senior Pastor Search Team, recommended by the Nominating Team and approved by the church, shall seek out a Senior Pastor.
- b. The Search Team shall bring to the consideration of the church only one man at a time.
- c. Vote shall be by secret ballot.
- d. An affirmative vote of seventy-five (75%) percent of those present and voting shall be necessary to call a pastor.
- e. Agreement with the pastor concerning salary, duties, and privileged absences shall be brought to the church for adoption by joint resolution of the Senior Pastor Search Team, Finance Committee, and Deacons.

2. Duties

- a. In general, the Senior Pastor is responsible for leading the church in functioning as a New Testament Church.
- b. He is the spiritual leader of the congregation.
- c. He is to provide administrative leadership for the total church program.
- d. Lead the staff of the church in a caring ministry.
- e. Serve as Moderator of the church.
- f. Recommend and advise on the selection of all staff members and in determining their duties.
- g. He is expected to be the leader of worship, proclamation, education, and pastoral ministry.
- h. The pastor shall be ex-officio member of all church ministry teams and committees.

3. Termination of Service

- a. Should there be a serious allegation against the Senior Pastor regarding his performance or character, it must be substantiated by two (2) or more witnesses (1 Timothy 5:19) and presented to the current Deacon Officers. The charge(s) will be placed in writing and signed by the witnesses.
- b. Deacons will meet with the Senior Pastor and discuss the issue(s), giving him complete opportunity to address them. If the charge(s) is/are determined valid by a majority vote of the full body of active Deacons, the Senior Pastor will be given thirty (30) days to correct problem or engage in a plan of correction. Otherwise, the Deacons will present specific charge(s) to the church body in a special called business meeting of church members only with a motion to dismiss the Pastor. The congregation must be informed in writing of the special called meeting and its purpose one (1) full week in advance.
- c. A three-fourths vote (75%) of those members voting will be required to dismiss the Senior Pastor. His duties as pastor will cease immediately upon dismissal. He will continue to receive fully salary and benefits through the end of the month of his dismissal, plus one (1) additional month. In joint resolution, the Deacons, Personnel Committee, and Finance Committee may recommend further severance pay for the Senior Pastor.

APPENDIX 4:

Sample Senior Pastor Job Description

Qualifications and Responsibilities

1. The Senior Pastor will be a man called of God and set apart to the gospel ministry, in theological agreement with the "Baptist Faith and Message" (2000 revision), and committed to living and serving in a manner consistent with the standards set forth in Scripture. The Senior Pastor must be a man who exemplifies a godly character, is compassionate toward others, and demonstrates a high level of competence.
 - a. The Senior Pastor will be called by the Holy Spirit and confirmed by a body of believers through ordination. (Acts 20:28; Titus 1:5; 1 Timothy 3:1)
 - b. The Senior Pastor will equip, educate, and edify the church as mandated in Ephesians 4:11-13.
 - c. The Senior Pastor will conform himself to the ministry expectations set forth in 1 Thessalonians 5:12-13.
 - d. The Senior Pastor will lead and serve in accord with the expectations set forth in 1 Peter 5:1-3.
 - e. The Senior Pastor will exercise biblical authority and carry out a Christian witness as set forth in Hebrews 13:17 and as directed in 2 Timothy 4:1-5.
 - f. The Senior Pastor will be qualified to minister in the church as required in 1 Timothy 3:1-7 and Titus 1:5-9.
2. The Senior Pastor is responsible to the church to proclaim the gospel of Jesus Christ, teach the Bible, engage in pastoral care ministries, and provide oversight of all areas of church life and the ministerial staff.
3. The Senior Pastor will be called to lead the church to understand, embrace, and accomplish its mission to make disciples both locally and globally.
4. The responsibilities of the Senior Pastor may be outlined in terms of his primary biblical roles as follows:
 - a. Elder/Overseer: the principal leader and vision caster of the church (cf. Acts 20:28; Philippians 1:1; 1 Timothy 3:1-7; Titus 1:5-9; 1 Peter 5:1-4).
 - b. Evangelist: models the practice of personal evangelism and ensures that the church is challenged and equipped to be obedient to the Great Commission (cf. II Timothy 4:5; Matthew 28:19).
 - c. Shepherd: models the heart of the Chief Shepherd and ensures that the church is well led, cared for, and protected (cf. Acts 20:28; 1 Peter 5:1-4).
 - d. Preacher/Teacher: the principal communicator of God's Word in public worship and ensures that the Church is growing to maturity in Christ (cf. Acts 6:4; Ephesians 4:11; II Timothy 4:1-4; Titus 1:9).
 - e. Equipper: partners with other leaders to empower and equip maturing members for significant service and ministry by discovering, developing, and deploying their spiritual gifts (cf. Ephesians 4:12; II Timothy 2:2).
5. The Senior Pastor will participate in the planning of worship services and events. He will equip staff and lay leaders to successfully coordinate those services and events.
6. The Senior Pastor will oversee and lead outreach and pastoral care efforts, including biblical counseling, performing weddings and conducting funeral services.
7. The Senior Pastor will oversee staff development and ensure that ministerial staff has the resources necessary to fulfill their duties and responsibilities.
8. The Senior Pastor will cooperate with the associational, state, and denominational leaders in matters of mutual interest and support the work of Southern Baptist missions and the cooperative program.
9. The Senior Pastor will work with the church leadership and ministerial staff to set forth vision, direction and relevance to the community for the accomplishment of our mission.

Physical Demands/Working Conditions

This is an intense and demanding position based on full responsibility for the church's operations. The Senior Pastor handles detailed, complex concepts and problems, balances multiple tasks simultaneously, and makes appropriately considered decisions. He plans and implements programs. He plans and meets deadlines. The pastor maintains a flexible work schedule to meet the demands of executive management. His hours may be long and irregular.

APPENDIX 5:

Minister's Financial Support Worksheet

Compensation	Salary		
	Housing	Fair Rental Value of Church Owned Home	
		Utilities Paid Directly by the Church	
		Housing Allowance	
	TOTAL COMPENSATION		

Protection Coverages	Retirement	
	Social Security Equivalent	
	Life & Accident Insurance	
	Medical & Dental Insurance (Including any employer contributions toward any type of qualified medical reimbursement plan)	
	Disability Insurance (Short Term & Long Term)	
	TOTAL PROTECTION COVERAGES	

Minister's Total "Pay Package" (Total Compensation + Protection Coverages) <i>Note: Ministry Related Expenses are NOT part of the Minister's "pay package".</i>	
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Ministry Related Expenses	Automobile (for "Business" Travel)	
	Conventions (SBC, State and Association)	
	Conferences and Continuing Education	
	Cell Phone (provided for non-compensatory reasons)	
	Books, Tapes, Periodicals	
	Hospitality	
	TOTAL MINISTRY RELATED EXPENSES	

Total Cost to Church Includes Compensation, Protection Coverages and Ministry Related Expenses	
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APPENDIX 6:

Sample Sabbatical Leave Policy

In order to allow pursuit of professional development, mentoring, as well as physical and spiritual renewal, THIS CHURCH supports granting sabbatical leave for full time pastoral staff.

The term “sabbatical” means the pastor is freed of all routine duties during the time granted. Prior to the sabbatical, the pastor and church leadership will develop a plan for covering the pastor’s duties during the absence.

All full-time pastoral staff members are eligible for sabbatical upon completion of seven years of service at THIS CHURCH.

A sabbatical is not an entitlement – a request for sabbatical leave may be denied.

Eight weeks of sabbatical leave will be allowed after each seven-year period of pastoral employment. The entire sabbatical must be taken at one time. Sabbatical leave for less than eight weeks may be approved, but the unused portion may not be taken at another time. No two pastors may be on sabbatical at the same time.

The senior pastor shall submit a written sabbatical proposal to the Personnel Team outlining how the time will be used. Other pastoral staff must first submit a written request to the senior pastor following the same guidelines. The request shall then be submitted to the Personnel Team for endorsement. Requests for sabbatical leave must be approved by vote of the church at a business meeting.

The sabbatical proposal should include the following:

- Plans for ministry-related activity, professional development, physical rest, personal recreation, family responsibilities, intellectual stimulation and spiritual renewal
- Proposed timeframe / dates
- Strategy for ministry coverage during the sabbatical

A written report will be presented to the Personnel Team at the conclusion of the sabbatical. It should cover how the time was invested and what benefits were realized. The pastor’s full wages and benefits shall continue during the sabbatical. Seminar or educational expenses contained in the approved sabbatical plan will be financially supported by THIS CHURCH. Travel expenses contained in the plan may also be financially supported, depending on nature and amount.

Exceptions to this policy may be considered by the Personnel Team on a case-by-case basis.

APPENDIX 7:

Sample Congregation Questionnaire

Dear Church Member:

You are the church. Your pastor search team wants your suggestions and recommendations. Please give this response sheet your prayerful, careful, and thoughtful attention.

1. How much experience should our new pastor have?
☐ Less than 5 years ☐ 10–20 years ☐ Does not matter ☐ 5–10 years ☐ More than 20 years
2. While age should not be a major factor, approximately what age pastor do you feel our church should call at the present time?
☐ 20–30 years ☐ 40–50 years ☐ 55+ years
☐ 30–40 years ☐ 50–55 years ☐ Does not matter
3. How do you feel about the educational qualifications of our future pastor? Should he have ...
☐ High School ☐ Seminary ☐ College ☐ Other graduate work ☐ Does not matter
4. Would you consider someone just out of college? ☐ Yes ☐ No
5. Would you consider someone just out of seminary? ☐ Yes ☐ No
6. A pastor has many important responsibilities. While he ought to be interested in each of the following, please rank these twelve in order of importance by placing 1 through 12 in the blanks.
 _____ Sermon preparation
 _____ Counseling
 _____ Visiting prospective members
 _____ Leadership/Administration
 _____ Personal Bible study and prayer
 _____ Personal soul-winning
 _____ Visiting members (includes the sick, homebound, and those in crisis)
 _____ Attending denominational meetings (association, state, and national)
 _____ Civic affairs
 _____ Promoting church ministries/programs
 _____ Reading, current events
 _____ Continuing education (professional development)
7. What do you feel is the most important quality our pastor should possess? Please feel free to express your feelings about other characteristics you want to see. (Use the space provided below.)
8. If you could ask a pastoral candidate one question, what would it be?

APPENDIX 8:

Sample Prospective Pastor Profile

Based on the Search Team's understanding of the church's needs, characteristics, and opportunities for ministry and witness, the following profile will be used to discover candidates for Senior Pastor:

Experience

The Senior Pastor shall have at least ___ years' ministry experience as Senior Pastor.

Education

The Senior Pastor shall have at least a _____ diploma/degree in the field of ministry.

Qualities/Characteristics

(There are hundreds of possible items that could be considered here. These are just a few to get the committee started. These should be gleaned from the congregational survey.)

The Senior Pastor will have:

- A clear sense of calling to this ministry.
- Love for and commitment to his family.
- A solid financial track record regarding personal/family finances as well as church/ministry finances.
- Good organizational and leadership skills.
- An impeccable moral reputation.
- Solid preaching/teaching ability.
- Good administrative skills.

Vision/Passion Goals

The Senior Pastor will have:

- A passion for hands-on missions/ministry in and beyond the local community.
- A vision for reaching the lost in the local community.
- A vision for strengthening families.
- A passion for developing family health and teaching family values.
- A love for and appreciation of (senior adults, youth, children).
- A vision for connecting with the unchurched in the community in a variety of ways to open doors for ministry and evangelism.
- A vision for the spiritual growth of the congregation.
- A vision for the numerical growth of the congregation and its various ministries.
- A passion for pastoral care for the elderly, sick, shut-ins, bereaved, and lonely.
- Goals for training and developing leaders among church members.
- Goals for increased attendance and participation in church worship and activities.
- Goals for improving/increasing the size of church facilities.

Affiliations and Doctrinal Alignment

The Senior Pastor will:

- Support the ministry and witness of the Kentucky Baptist Convention.
- Support the Southern Baptist Convention as the primary means of involvement in international and North American missions.
- Be in doctrinal alignment with the Baptist Faith and Message 2000.

APPENDIX 9: Sample First Correspondence with Candidates

Dear _____,

The Senior Pastor Search Team at _____ Baptist Church; _____, Kentucky is in the early stage of searching for our next pastor. At this point, we have received recommendations and resumes from a variety of sources. Your resume is among them.

Thank you for allowing your resume to reach us. You will find some basic information about our church enclosed (or attached if this is sent electronically). If you do not wish to be included in this process, or if you are no longer available for consideration, please let us know by email no later than _____.

Our team will be praying for you as we seek God's direction in identifying our next Senior Pastor and you seek His will regarding your ministry. After we have worked through the early stages of our search, we will correspond with you in a timely manner.

Sincerely,

APPENDIX 10: Sample Release from Search Correspondence

Dear _____,

Thank you for your willingness to be considered in our search for a Senior Pastor at _____ Baptist Church; _____, Kentucky. We have reviewed resumes from a number of qualified, committed persons and have considered each one prayerfully.

We feel God has led us to move forward with other candidates at this point. We will properly dispose of all digital and paper copies of your resume.

We trust that God will continue to lead you as you continue to serve Him. Thank you for your prayers for our congregation. We, too, have prayed for you and your family.

Sincerely,

APPENDIX 11:

Guide for Reviewing Resumes

Look at personal information to see if there are gaps of time not reported (like employment, marriage, locations.)

Personal:

- Does the candidate give a clear indication of a call into ministry? Is there a clear indication of call to this church ministry role?
- Is the candidate married? If so, how long have they been married? Do they have children? Some candidates have adopted children; this is a place to check the age of children and length they have been married.
- Where does the candidate currently live? His current location could say something about the culture in which he has ministered and would impact the church's consideration of relocating the family.

Professional:

- How many different churches has the candidate served?
- Does the candidate show accomplishments at each church?
- Are there lapses of time between ministries?
- Pay attention to the ministry area, how many different places has the candidate ministered? How long has he served in each ministry position? (Some may say they have been in ministry 25 years, but their average tenure is only 3 years. This may indicate that the candidate may not be a long-term minister.)

- What size churches have they served? Does the candidate have experiences that have prepared him for our church?
- What is the candidate's denominational involvement with their state convention or local association?

Educational:

- Does the candidate indicate completion of some type of formal education?
- Verify degree completion with institutions where candidate has been enrolled. As you look at the schools, are they affiliated with the Southern Baptist Convention? By searching the internet your committee can determine the type of school from which the candidate has received his education.
- Did the candidate graduate? Is the candidate currently enrolled in an institution? Has the candidate allowed time to lapse in completing his education?
- What is the candidate's education or training? Is the person a lifetime learner?

References:

- Does the candidate list references?
- If he does list references, how does the candidate know the references?

One question the committee needs to ask about each resume: "Why do we need to move this person to the next level in our process?"

APPENDIX 12: Guide for Checking References

Name of Candidate _____

Name of Reference _____

Telephone # _____

Name of Committee Member _____

Date of Contact _____

Introduce yourself and briefly explain why you are calling.

“_____ has attracted our interest. We have received his permission to contact references.” Assure reference that the information he/she shares will be held in strict confidence among search team members. “Would you please talk to me about _____?”

1. How do you know _____?

2. How long have you known him?

3. I am going to share with you some areas our committee feels are important and I want you to evaluate _____ on a scale from 1 to 5, with 1 being the lowest and 5 being the highest.

a. Good family man

1

2

3

4

5

b. Spiritual maturity

1

2

3

4

5

c. Honesty

1

2

3

4

5

d. Work ethic

1

2

3

4

5

e. Good pastor

1

2

3

4

5

f. Loves people

1

2

3

4

5

g. Good people person

1

2

3

4

5

h. Preacher

1

2

3

4

5

i. Teacher

1

2

3

4

5

j. Administrator

1

2

3

4

5

k. Emotional maturity

1

2

3

4

5

l. Handles conflict

1

2

3

4

5

m. Dependable

1

2

3

4

5

n. Handles money well

1

2

3

4

5

o. Able to compromise

1

2

3

4

5

p. Warm/friendly

1

2

3

4

5

q. Flexible

1

2

3

4

5

4. What would you say are his greatest ministry assets?

5. Why do you think he is open to leaving his current church at this time?

6. Does _____'s wife support his ministry?

7. To your knowledge, has he ever been asked to leave a former church? If yes, for what reason?

8. Are you aware of anything about him that would make him unfit to serve as a pastor?

9. Are you aware of any allegations of child abuse or sexual misconduct?

10. Would you give me the name and phone number of one or two other people who know _____?

Name _____

Phone _____

Name _____

Phone _____

11. Can you recommend _____ without reservations?

12. Is there anything you would like to add?

13. If you were on a pastor search committee, would you vote to recommend _____ as your pastor?

APPENDIX 13:

Sample Candidate Questionnaire

PERSONAL TESTIMONY AND CALLING

- 1) Briefly share your personal testimony. (If this is included in your resume there is no need to respond to this question.)
- 2) How would you describe your personality and temperament?
- 3) What do you believe the pastor's role is in a church?
- 4) What do you feel are your strongest gifts for pastoral ministry?
- 5) When was the last time you shared your faith with an individual?
- 6) Where do you see yourself in 10 years?

DOCTRINAL

Please share a brief statement on your personal convictions about the following:

- 1) Scripture
- 2) Trinity
- 3) Person and work of Jesus Christ
- 4) Salvation
- 5) Baptism
- 6) Gifts of the Spirit
- 7) Church
- 8) Evangelism
- 9) Do you disagree with any portion of the 2000 edition of The Baptist Faith and Message? If yes, please explain.

MINISTRY

- 1) What goals would you have for a church you were leading?
- 2) What strategy would you want to employ to reach these goals?
- 3) What do you believe is the most critical issue facing the church today?
- 4) How would you utilize volunteers?
- 5) What has been your experience in a church's outreach ministry?
- 6) Do you support the Cooperative Program? Describe ways you have expressed that support.

STAFF RELATIONS

- 1) What would you hope for in other staff?
- 2) Volunteer leadership?
- 3) What has been the most difficult part of office relationships for you?

FAMILY

- 1) How does your family feel about transitioning?
- 2) What role has your spouse/children played in the life of the church?

APPENDIX 14:

Sample Candidate Interview Questions

Instructions:

Each member of the committee should have a copy of these questions. Carefully choose from the following list the questions that your committee feels are pertinent to your church. Check the questions that you would like to ask.

- If the candidate has submitted written responses to a questionnaire, develop any clarification questions needed.

1. Ministry Experience.

- What have you learned in the congregation you now serve that will make you a better pastor? Describe a ministry experience within the congregation you now serve that captures your greatest strengths.
- Describe a grievance you have had with any of the churches you have served. How was it resolved?
- Have you had a positive or negative experience with a church building program?
- Describe your weaknesses and your strengths.

2. Education.

- Are there any Christian authors whose books you read frequently? Name some of the books (or other study materials) and authors you've read within the last few years.
- What skills do you bring to this position that you believe will serve you and the church well? How did you obtain these skills?
- How do you apply these skills to your work?
- Do you have plans regarding future education? What role do you believe the church should play in your continuing education?

3. Philosophy of Ministry.

- What duties of a pastor do you personally consider most important?
- What does a typical week look like for you? How do you manage your time?
- Describe the mission of your present congregation. In what ways has your ministry influenced this mission?
- Describe your personal vision for ministry. Is there any particular congregation presently reflecting this vision for ministry?

- What attracts you to this church? How long would you like to stay at this church?
- Describe your leadership style. To what extent are you self-directed in your ministry responsibilities? Give an example of how you have relied on someone else to give you direction.
- Churches desire a pastor who has personal integrity. What does this mean to you? How do you respond to criticism?

4. Theological and Ethical.

- Describe a personal experience that has significantly shaped your own theology.
- To what degree, if any, do you differ with the historical doctrinal positions of this church?
- Describe several ethical principles that guide your work.
- Do you identify yourself with any particular religious political group? Do you consider yourself a Southern Baptist? Why or why not?

5. Congregational Life.

- What changes may be in store for our congregation if you become our pastor?
- What church structure do you view as best in helping a congregation to achieve its mission?
- What planning model do you use in guiding the mission of a church? (How do you set goals, prioritize plans, define, and evaluate success?)
- Describe your operational strategy during the first six months with this congregation. (What would be your priorities?)
- How have you approached the issues of finance and stewardship with your present congregation? How do you conduct business meetings?

6. Worship Leader.

- Describe a typical worship service which you would plan and lead. Do you use an order of service? Describe the style of music you prefer and share its role in the service.
- What special services do you like to conduct throughout the year?
- How do you balance worship, so that it addresses the needs of different age groups?

7. Preaching.

- How would you describe your preaching style (expository, topical, etc.)?

- b. Has any current or past preacher influenced your preaching? Who are they? What about their preaching influenced you?
- c. Describe your routine process of preparing sermons.
- d. How do you select sermon topics? Are there any preaching topics that make you feel uncomfortable, such as finances or current moral issues?
- e. How much time do you devote each week to sermon preparation? How does that compare to time spent on other pastoral duties?
- f. How long do you typically preach?
- g. How do you feel about other ministers preaching at our church?

8. Pastoral Care and Counseling.

- a. What role does pastoral care and counseling have in your present position? Give an example of a typical week of pastoral care activities.
- b. What duties are more important than pastoral care? What duties are less important?
- c. Do you consider yourself a counselor? What type of counseling do you perform?
- d. More recently, sexual misconduct within the church has become a more visible issue. What safeguards have you initiated to protect yourself and the church from such misconduct?
- e. If a middle-aged man asked you to counsel him about divorce at his home, would you? What if it was a woman?
- f. How do you equip church members to provide care to other congregational members?
- g. How do you view your role in visiting members and church guests (visitors)?
- h. Do you have any restrictions on the performance of marriages? Describe your approach to premarital counseling.
- i. Do you feel a pastor should have an unlisted phone number? Why or why not?

9. Christian Education.

- a. Do you encourage participation in state and associational training?
- b. Describe your present model of education for the church.
- c. What successful approach have you found to adult education (preschool, children, youth)?
- d. What is your role in Christian education?
- e. What Bible study curriculum do you currently use for the different age groups within your church? How do you determine which to use?
- f. What educational programs do you emphasize?

10. Missions and Evangelism.

- a. What role does evangelism play in your current church (worship, activities, etc.)? Do you view some activities or services being more focused on evangelism than others? Which ones?
- b. What types of outreach programs do you feel are important and relevant to this congregation? How do you view the responsibility of world missions in your current church?
- c. How does your current church allocate financial resources to the local association, state, and national mission endeavors?
- d. Some people believe a church can become too big. Others feel that every church should become as large as possible. What's your view?

11. Administration.

- a. Do you have a job description now? What parts of it do you feel confident about performing, and with what parts do you feel uncomfortable?
- b. What is the primary role of the deacon body? What responsibilities, priorities, or boundaries should the deacon body have in defining our church ministry?
- c. What accountability should exist between the deacon body and the pastoral staff members? How would you describe your working relationship with your present deacon body? Have you ever experienced conflict with a deacon body; how was it resolved?
- d. What training and orientation have you provided for deacon bodies in the past?

12. Staff Relationships.

- a. Describe how your management or leadership style affects your relationship with other church staff members?
- b. What accountability would be expected among staff members?
- c. How comfortable are you in providing direction to staff members?
- d. Who should be included in staff meetings?
- e. What type of conflicts have you experienced with other staff members? How did you handle those situations?
- f. How do you feel about a church member being employed as the church secretary, janitor, etc.?
- g. Have you ever had to terminate a church staff member? If so, how did you handle it?
- h. How would you respond to other staff members who, in your opinion, are doing a poor job?

13. Financial Issues.

- a. What are your salary expectations?
- b. On what basis would you expect future raises?
- c. How many weeks of vacation do you presently receive?
- d. Do you have a retirement plan?
- e. What insurance plans do you have?

14. Community Relations.

- a. What responsibility do you feel the church has to respond to the social problems affecting our community?
- b. What organizations are you currently involved with outside the church?
- c. Have you worked with ecumenical activities within your community?

15. Family Life.

- a. Tell us about your family.
- b. How does your family feel about the possibility of this job change?
- c. What things would you like the church to do to provide support to your family?
- d. If you were to move here, what type of housing would you seek?
- e. If you were to die or become disabled, what provisions have been made for your family?

16. Personal.

- a. Why are you a pastor?
- b. What motivates you as a pastor?

- c. What spiritual disciplines guide your life?
- d. How do you cope with stress?
- e. Have you been previously married?
- f. When you face a personal problem, to whom do you turn for support and counsel?
- g. Have you had any health problems in the past few years? How is your current health?
- h. Do you take regular vacations?
- i. Have you ever been charged and/or convicted of a crime?
- j. Have you ever had financial difficulties? Will you give permission for a credit check?
- k. Do you have outstanding debts with which you are struggling?
- l. Do you have any severe problems with your children or teenagers?
- m. Do you have any outside business involvements? If so, how involved are you?

17. Questions About Our Church.

- a. How familiar are you with the history of our church? Do you have any questions about our past?
- b. How familiar are you with the current life of our church? Do you have any questions?
- c. What do you like about our church?
- d. What questions do you have about this position that have not been answered?
- e. Are there any concerns about which we have not asked, which might be of a sensitive nature for you or our church?

APPENDIX 15:

Sample Background & Financial History Search Authorization Form

BACKGROUND CHECK DISCLOSURE STATEMENT AND AUTHORIZATION FORM

(First Name) (First & Last Names as they appear on SS Card)	(Middle)	(Last)	Date of Birth (month/day/year)

Background Check is needed for: _____ Employment Purposes _____ Date: _____

Social Security Number: _____ Driver's License No. and State: _____

Will individual be with Minors? YES

Former Names and Dates Used:

Current Address:

Since (Mo/Yr) (Street) (City) (State/Zip)

Email Address: _____ Phone Number with area code: _____

Previous Address Information: Please provide 20 years history - Use back of form if additional space is needed

(Month/Year) (Street) (City) (County) (State/Zip)

(Month/Year)	(Street)	(City)	(County)	(State/Zip)

(Month/Year) (Street) (City) (County) (State/Zip)

(Month/Year)	(Street)	(City)	(County)	(State/Zip)

The information contained in this authorization, including any addresses written on the back of this form, is correct to the best of my knowledge. I hereby authorize _____ (the "Church") and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment purposes ("Work"). I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to the following areas: verification of Social Security number; current and previous residences; employment history; credit history; workers' compensation claims history; education background; character references; drug testing; civil and criminal history records from a criminal justice agency in any or all federal, state, and county jurisdictions; driving records; birth records; and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to the Church or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

According to the Fair Credit Reporting Act, I will be notified by the Church if Work is denied because of information obtained from a Consumer Reporting Agency. Additionally, I understand that if requested within 60 days, I will be given a full and accurate disclosure as to the nature and substance of all information provided to the Church. I further understand that I may request a copy of the report, and that when doing so, proper identification will be required, and I should direct my request to the Church. I understand that I will automatically receive a copy of the report if an adverse action is taken regarding my application for Work, or upon request as outlined herein.

I hereby release the Church, the Social Security Administration, and their agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages, of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release information.

I consent to this background check being conducted by the Church.

Applicant Signature _____ **Date:** _____



ARE YOU SEARCHING FOR A NEW PASTOR?

This is a crucial period in the life of your congregation. At the Kentucky Baptist Convention, we are available to assist your congregation during this transition period. Here is a checklist of services that we can provide upon request:

- **Pastor Search Team Guide**
- **Pastor Search Team Training**
- **Ministry Job Board**
- **Compensation Study**
- **Pulpit Supply**
- **Interim Pastor**

Please let us know if we can help you find a new pastor to lead your congregation into the next chapter of your church history.



Church Consulting & Revitalization Team

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Louisville, KY 40223*

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