**Handbook for the Search Committee   by David Self**

**I. The Setting**

Searching for a new pastor or a staff member grows more difficult by the year. The denominational changes, social media usage, unavailable ministers, and changing cultural values create complexities that many churches have difficulty understanding.

Emerging from this social turmoil, congregants and committee members often feel personal grief. Some members will feel sadness while others will feel anger or abandonment. If the previous pastor stayed for a long period, baptized the young, married couples, and buried the dead, the loss could be intense. Therefore, the Search Committee needs to handle their job with sensitivity and understanding.

Often people eagerly rise to fill the gap. Some of these people are competent to lead while others are not. Then there are other churches where the needed people retreat, leaving various ministries unattended.

Thom Rainer once observed that four out of five search committees received no training whatsoever. It is no wonder that our churches panic when they have to search for pastoral leadership.

This handbook is a brief version of a search process. The intention of this document is to help the church navigate the selection process for a pastor. It is not to help a church select a given candidate. Each church must decide for itself who they select. The general purpose here is to help churches do all things in order (1st Corinthians 14:40) while remaining unified

*“I appeal to you, brothers and sisters, in the name of our Lord Jesus Christ, that all of you agree with one another in what you say and that there be no divisions among you, but that you be perfectly united in mind and thought*.” 1st Corinthians 1:10 (NASB)

Your church needs a Search Committee to help your congregation find a new pastor and to do so effectively. The use of a common handbook will help your committee search for a pastor with great ease. You can purchase other search committee materials on-line through Life-Way or other reputable Christian bookstores.

Your church will find that the search process is a great time to pray, while asking hard questions about core values. It can be an opportunity to define yourself as God’s people. You may come to understand why your church occupies a space on the corner or along the roadway in your town.

A great Search Committee will find that discovering the next leader is a deeply spiritual process. Ask the Lord to guide you through the process. It will likely take time and require great wisdom.

There are no guarantees for the Search Committee. You may do everything right and still not get everything the church hopes for. However, your search committee can minimize the risk by carefully considering the candidate.

A healthy process will have similarities to a dating relationship. You will not completely know who you have until you commit to a given individual. Churches can embrace a candidate with a beautiful resume’ and later discover that the person they called did not match their congregation. Likewise, a pastor can examine the slick, church brochure, only to discover the ministry setting is far more difficult than expected. Even if the right person is chosen, both the church and pastor must grow together in order to stay together.

The search process will enable the committee to make a good selection, not a perfect selection. After all, no one is perfect.

This handbook offers guidance to a Baptist church that is typically traditional in its governance. In other words, the direction given here assists a Search Committee, under the authority of the Holy Spirit and directed by a congregational government to recommend the pastoral candidate.

**II. Let the Processes Begin**

**The Search for a Pastor or New Staff Member is a Process, Not an Event**

Pastor Brown resigned today. Most of the church did not expect this day to come so soon.  He had been the pastor at New Towne Baptist for 10 years. How do they find someone to replace Brother Brown? Is there someone to call and say, “Send us a new pastor?” The obvious answer is no. In Baptist life there is no bishop to send a new pastor when the pulpit is vacant.

Nevertheless, the local church is not alone. The local association of churches or the Georgia Baptist Mission Board may be helpful to your committee. Also, other networks (pastors, friends, suggestions et.al.) will connect you with names of candidates.

The process takes time to do well.  It will not happen in a week or even a month. Some churches have taken 6 months to 2-years to locate the right person. It is certainly not a single event. It is a process in a variety of ways.

**It is a Spiritual Process**

The Search Committee is about to undergo a very different religious experience. The committee needs a team of people with a clear task of finding the best person for the job. This team’s journey begins within the hearts and minds of its members. Questions of “who can we get?” become secondary to larger questions like, “Who am I to decide what God wants?”

When Christ came to Earth, the scripture says that He “emptied Himself and took upon Himself the form of a servant.” (Philippians 2:7) The Search Committee must do the same. The committee must not ask which candidate pleases them. Rather, they must ask which candidate would benefit their church. They, like John the Baptist, must decrease to serve the greater good.

This process cannot become “mud-slinging church politics,” Stay in the Word and stay on your knees. The outcome belongs to God. Remember that the world is watching. If the church cannot go through this process in peace, we drive people away from the message of the church - Namely that Christ is above all that we do.

Ask yourself the following questions?

Ø  Does the search process have anything to do with the Great Commission?

Ø  Will this process affect my prayer life? Will this affect the prayer life of the church?

Ø  Is this process about unity within the body?

Ø  Can you harbor sin and adequately sense the Lord’s guidance?

Ø  If the congregation rejects your candidate, are you likely to take it personally?

Ø  How would a servant respond?

**It is a Busy Process**

This may take some time from your regular schedule. There will be reading, phone calls, and planning. All this is normal. Do not try to rush the process, and do not allow anyone to rush the committee. Let the process take its own time. If the committee is in a hurry, a poor selection is possible and the whole process may need repeating. Do your homework. All that begins well, ends well.

**It is a Confidential Process**

Secrets can be hard to keep. Everyone must work to maintain confidentiality. Everyone in the church is curious and some will ask the Search Committee members to share information prematurely. After all, they are your friends. They may say, “How was the meeting, dear?” or they may say, “I’m not asking you to share anything important, just tell me if they have kids.” Someone else may say, “I hope you are not talking to this person or that person.” Eventually a fragment of truth will emerge and people will compare notes. Soon people will know more than they should. Once they have sufficient knowledge, people begin to offer unsolicited advice to the committee.

My children used to guess the contents of their Christmas gift boxes. They would ask simple questions like, “Is it metal or plastic?” Sometimes, we gave the answer, thinking that it will not reveal the contents. However, they remembered what two gifts they requested and the description of each in the catalogue. Once we named the material, they knew both gifts. The only way to outsmart our children was to SAY NOTHING.

The same is true when serving on a search committee. The only way to keep a secret is to say nothing.

**Four reasons why confidentiality is necessary**:

Ø  It creates trust within the committee. People can say what the need to say, if they believe it stays in the meeting room.

Ø  It keeps controversy out of the church. You may have to carefully weigh many thoughts without the involvement of non-committee members.

Ø  It protects the candidate. The committee must have room to negotiate with someone who is seeking the Lord’s will. Loose lips may injure a candidate.

Ø  It keeps committee members from hurting their own reputation. People will know if certain people are worthy of the trust of others.

Think about the search committee as a choir. There is one leader. Everyone who sings must come to practice, and good choirs always do everything together. Likewise, all activity must go through the chairperson. To function well, the committee members have to be at the meetings. This is critical when you are meeting with a candidate. In addition, the committee will always speak in public with a unified voice.

The following sentence will help you with confidentiality: **“I will notify the committee chair of your question.”** That is all you need to say**.**

**It Can Be a Unifying Process**

If the Search Committee maintains a positive attitude, committee members should grow closer as a result. It is like being on a long trip with someone. You may know them a little, but hours down the road, you will know them a lot. If Christ is the center of the committee, then the committee will grow closer. As a result, the church can become closer and that is a wonderful thing.

This is not to imply that there will be no disagreement. In fact, you should expect it. The committee, if it is a real representation of the church, will have a variety of people represented. Such diversity can help the Search Committee ask better questions, especially if they are committed to the task and not a personal agenda.

You would be smart to name the process as “Norm,” “Storm,” and “Perform.” The process starts calmly (Norm). Then someone raises a question or makes a statement that creates some disagreement (Storm).When you discuss your position on a given matter, understand it as a storming of ideas. You may have to vote among yourselves to solve the question. If you can solve it easily, you move toward the next step (Committee Performance).

An excellent way to vote within a Search Committee is to employ a process that Benny Pate used called “Fist-to-Five.” Instead of a yes or no vote, such as used in a church conference, vote with your fingers. A closed fist means “Absolutely Not.” A single digit means, “Mostly Not.” Three fingers mean, “Unsure.” Five fingers in an open-handed position mean, “highly in favor.” Such voting allows more room for discussion as everyone can see the degree of agreement or disagreement.

If the committee employs “fist-to-five” without reaching a consensus, the chair may ask permission to proceed as if the committee had reached a consensus. However, the chair must show fairness by raising the question again. If a committee member sees the bigger picture and changes their vote (even if slightly), the Search Committee can move ahead.

If your church has adopted a mission statement or a purpose statement, remind your congregation often throughout the process. The committee itself would do well to read it as they consider clarifying questions.

There is often tension in the church surrounding this search process. The reason for this is simple. People within a church have a desire to have their own wants and needs met. Since we do not all have the same needs, there may be a struggle over who gets the most needs met (see also James 4:1). For others it is a mere attachment to that which is most familiar. It may be beneficial to continue to ask, “Who does God want us to do serving in this search capacity?” As long as people ask, “Who do I want as pastor,” believers run the risk of creating an unhealthy agenda. Church members who seek to meet their own needs will create sibling rivalry with their brothers and sisters in Christ.

If church members are happy with one another before the pastor left, the search is often easier. Yet, many pastors or staff persons leave under duress with battles lines clearly drawn. With the help of other leaders, the committee may get the church to move toward revival and mend some of the “broken fences.” Some churches delay appointing a Search Committee because they knew they were not healthy enough to begin making difficult decisions.

Unity provides clarity. Clarity enhances decision-making. For the committee, the bigger question is not “Do we agree?” but rather, “Can we reach an agreement?” The committee needs unity in purpose in order to reach an agreement. It is okay if the committee moves forward as long as it maintains purpose.

**III. Substitutes and Interims**

**Avoid Power struggles**

At the onset, the absence of a pastor creates a power vacuum. Deciding who speaks on any given Sunday may cause a power struggle. Hopefully, the church constitution and bylaws should help your church and minimize the need to struggle for power or be overwhelmed by responsibilities.

How Christian leaders at your church handle differences will communicate volumes on how much they value others. Many business meetings turn out badly when brothers and sister cannot agree. Contentious meeting cause many to lose interest in your church.

This is especially true for children. Bad business meetings are significant reasons we have such a large number of dropouts in teens. It is hard enough on adults to hear negative talk. When adults speak sharply toward one another, children will learn to distrust the leadership of the church. For many, the church is a safe zone. If an open disagreement is unavoidable, underscore the difference in one another’s positions while affirming each other in love. Angry outbursts have a detrimental effect in the lives of children and teens as well as the future of the church.

**Use a Supply Speaker**

The first Sunday that the pastor or minister is gone, have someone appointed to fill the pulpit and handle the work of the pastor. If possible, do not use a potential candidate. Your Association or sister churches may help you with supply speakers. This would be a good opportunity to invite a guest speaker from the Georgia Baptist Mission Board or a related institution to speak to a special mission endeavor. Often a church discovers leaders within its own ranks. A retired pastor or your Director of Missions (Associational Missionary) would often be happy to have the opportunity to speak to the congregation.

**Select an Interim for a Long-term Substitute**

Often churches need time to adjust between pastors. The church usually reacts to the former pastor or staff and calls the opposite personality of the person they had. For example: If the previous pastor was a good administrator, but weak in pastoral care, the church will normally call the next person who is better in pastoral care. If the previous pastor was people oriented, the next might seek one that is task oriented.

If a man is driving a car and his wheel gets off the road, he will likely have a quick reaction. A person should not snatch the wheel back onto the road or the car may swerve into the opposite lane. Rather, the driver must slow down then ease the vehicle back into the correct lane. The movement in the church should likewise. Slow down until things are in control. Next, move in a new direction but in smaller increments. That way a church does not over act.

Some interims handle significant administrative issues. These Intentional Interims will come and help the church resolve issues before calling the next pastor. Because of the level of intensity, these interims need a larger salary, similar to that of the previous pastor. They may come on a contractual basis and will engage the congregation at every level. They will be involved in church organizational work and train the church in every way to prepare them for their next pastor.

**Why Avoid Calling the Interim to be the Pastor (Except in Rare Circumstances)**

·         First, it politicizes the interim position. Often the church needs a period of rest from the struggles of the past administration. There is a peace in knowing that the interim has no agenda except loving the church. The true interim period gives the church time to anticipate the next minister without fighting about anything.

·         A second reason for not calling the interim involves the by-passing the Pastor Search Committee. Some pastoral candidates can use it as a manipulation tool to circumvent the Search Committee. It is all too common to have a pastoral candidate ask if someone could help them get them an opportunity to be the interim pastor and say, “With a little help, I could by-pass the screening of the Search Committee.” This is referred to as “the back door” method. It shows a lack of integrity.

·         A third reason to avoid calling the interim involves the avoidance of the resume’. The church examines the resume of the Interim with less care than that of a true candidate. Congregations assume that the real minister will be someone different, so they do not ask hard questions. In their mind, those questions are for the “real” candidate.

·         It also reduces the search process to a few weeks. Within a few weeks, the church has already decided on an interim. The new minister begins doing everything that the former minister has left undone. Members begin asking the interim, “Why don’t you be our pastor?” If the interim minister simply smiles, trouble will come. By the next conference, someone brings the interims name to the floor. The Search Committee feels pressure to go along with the wishes of the Church. The interim becomes pastor without proper screening.

·         A fifth reason not to hire an interim is that the members cannot make a clear distinction between a candidate and an interim. Members will assume that anyone who preaches is a genuine pastoral candidate. If an appropriate church committee hires an interim and leaves the terms of service open-ended, the church may become confused.

·         Sixth, there are some things that only an interim can say or do. An interim period is a unique time. An outside leader can be very frank with church leadership. Using the wisdom of their years, they offer guidance and a smooth transition. They are in a position to encourage committees without the fear of losing their job.

·         Last, if the Interim is considered, two search committees operating at the same time. One elected by the church (formal) and the other will be the congregation itself (informal). One will do the homework necessary while the other will likely act on its feelings. One will answer to the church while the other has no accountability structure. One has the ability to negotiate with the candidate while the other does not. Therefore, pray for the Search Committee and do so often. Rarely entertain the thought of calling the interim.

Most any interim would have an advantage over all other candidates.  The pastoral candidate, for example, has limited contact with the church before coming in view of a call. Once the interim sat at the bedside of influential church members, performed funerals, etc., people feel like they owe him the opportunity of being the pastor. The church could say, “The interim is my friend,” or they may say.  “I don’t think we need to look any further.”

The church should beware of the interim who secretly wishes to be your pastor. If he is willing to corrupt the work of the Pastor Search Committee and risk dividing the people achieve his personal goals, he may have a character flaw that you may wish to avoid.

**IV. Establishing the Search Committee**

**Look for Guiding Documents**

Before the church selects the committee, look at the Constitution and By-laws. Study to see if there is any guidance listed there. If there are no directives, look at the minutes of business meetings that demonstrated the how the church established a former Search Committee.

Often people may see the establishment of a Search Committee as their opportunity to gain political power or protect their special interest. They may want to serve on the committee to control the outcome. Predetermined guidelines can help avoid trouble and hurt feelings. However, if there are no documents to guide your church, you could rely on pre-existing decisions (Precedents). If your church cannot find a guiding document to direct your method of committee selection, the church or leadership structure must decide whether the people need to (1) undergo an election from the floor,(2) determine a committee appointment process, or (3) recommend the Search Committee. In each case the church will have the last say.

One example: let’s say that Big Harmony Baptist Church lost their pastor and had no guiding documents to replace him. They also had no documents telling them how to formulate a Search Committee. They were afraid to call a business meeting to elect a committee from the floor. The chance of people hurting one another in the clamor for a seat on the Search Committee became a risk they were unwilling to take.

The deacons met with a denominational representative who suggested that Big Harmony consider a method to appoint seven people chosen from a list of elected leadership. The church can now act on the recommended committee as a normal act of business.

Not every church can make the same decision as Big Harmony. Many churches have members who are suspicious of their leaders. In such case, members might perceive this as political maneuver to fulfill a hidden agenda. Some churches prefer to “battle it out” from the floor of the church business meeting. This is risky as it may elect people who cannot work well together. It also may elect popular people who may not have the wherewithal to understand the process. A church and Search Committee with this beginning may be damaged from the start.

**Election of the Search Committee**

If the Constitution and By-Laws mandates an election from the floor, the church will need to know in advance how many will be serving on the committee. A well written document will describe the size of the committee. Churches of small numbers typically have three to five members (3 -5). Many midsize churches will choose a committee of five (5) or more, but always an odd number. Anything larger than nine (9) will be too cumbersome for the average church. Some churches appoint or elect an extra person to serve as an alternate committee member. This will be a person asked to serve should a member resign from the committee.

The church or the By-laws may determine the committee chair. If not, the committee members must decide among themselves. The chair will determine meeting dates and will take the lead when it is time to make the initial contact with a candidate. The chair will make committee assignments based on member strengths as well as present the committees nominee to the floor of business near the end of the process.

One common form of committee election is taking nominations from the floor of the business meeting. Example: If the number to be elected is five, then the church should be prepared with ballots numbered 1 -5. When the church is finished nominating possible candidates, the moderator will hand out the ballots and ask the church members to select their top five choices. The moderator will appoint a teller or counting committee of three people to report to the church the top five people. The moderator should keep all ballots in case someone should question the validity of the count.

Electing a Search Committee by taking nominations from the floor can be a difficult task. Some churches use other methods to select the committee. One way is to have a board or council to nominate the Search Committee. In this case, the Search Committee is nominated, but is not elected until it approved by the church business meeting.

A third style is to create a blend so that some members are selected for nomination while others are nominated from the floor. One church asked the deacon body to nominate four nominees. The remaining member, elected from the church floor and the four appointees, comprised the Search Committee.

It is better that a church have a “called business meeting” to elect the Search Committee. Called business meetings come together for one purpose. This will diminish any extra motions tagged on to the establishment of a Search Committee. Often too many issues arise at once and confusion ensues. A difficult business meeting starts the work badly.

Remember, whatever decision the church makes, it sets precedence for the next Search Committee. The church can minimize political struggles when they do not make rash decisions. This is a reason to have a good Constitution and By-laws. Following them depoliticizes the process.

If your church does not have adequate bylaws, try to make them under the leadership of an existing pastor. Changing Constitution and Bylaws during a stressful process creates additional stress on the church.

Not every member should be open to serving on a Pastor search Committee. I recommend that the following members should not allow their name be placed into nomination:

Ø  If your husband or wife is serving on the committee, it is not advisable that you serve on the committee.

Ø  If your son, your daughter, your mother or your father is on the committee, it is best if you do not serve on the committee.

Ø  If you are not perceived to be an active member, you should not serve on the committee.

Ø  If you are a person with questionable morals, you do not need to be on the committee.

Ø  If you typically have a difficult time working well with pastors, this is not a good time to be on the Search Committee.

Ø  If you are generally viewed as a person with a contentious personality, you should not be on the Search Committee.

Try to make the committee to be trust worthy. The process may be stressful enough without adding other personal issues.

If your Search Committee is larger (meaning 5 or more), the work can be divided into smaller parts.

1.       **The chair** – The one who leads the meetings and speaks to the church and is the first to speak to the candidate

2.       **The Vice chair** – The one who leads in the absence of the Chair

3.       **The recorder** – The one who keeps the records and helps with the necessary copying and paperwork

4.       **The hospitality leader** – The one who makes arrangements with hotels and eating opportunities

5.       **The prayer leader** – The one who prays and encourages others to pray for the process

**Meet with the Church Finance Committee**

To operate, the Search Committee will need to secure some operating funds for travel or correspondence. Typically, it would be easier for the Search Committee if they had access to an existing line item. The easiest method is to have access the amount budgeted for the former minister’s salary.

Of course, there are always extenuating circumstances that will need consideration. Good financial cooperation is mandatory for a healthy search process.

**Set Regular Meeting Times**

It is very important that the committee set for itself a regular time to meet. This will enable people to have a clear calendar for a number of months. If a member of the committee missed a regular Search Committee meeting in which the committee selected a top candidate, or if they missed meeting with a visiting candidate, the process of selection could break down.  Another problem could mean having to answer the same question more than once.

Then there are those moments that that just happen. They are “God moments.” For instance, let us say that the committee gained a new sense of direction having moved through a storm. The group reached consensus on a critical question.  However, a key member was away. What was once the clear will of God, now becomes unclear at the next meeting. Attending regular meetings is very important.

**Consider Using a Survey**

One easy way to begin your search is to survey the congregation. This will give your committee some guidelines. Do not publish the complete survey, as this will make some people unhappy. If anything, report a verbal synopsis of your findings. Underscore the characteristics in which the church agrees. These characteristics will define what a good candidate for the church will look like.

Remind the church that the candidate of their wishes may not ever submit a resume. In such a case, the committee will do the best they can to find a pastor.

(**See Appendix for an example**)

**Produce an Information Packet About Your Church with a basic Job Description**

Candidates will want to know some basic facts about your church and community. They will also want to know the church’s expectations. One pastor held the key for the volunteer fire department as a requirement of his job. The parsonage was next door and the community expected him to unlock the building, open the large bay doors, and start the firetruck.

Such things sound strange, but the church should explain their expectations in advance. Once a call is extended, it is unfair to say to the new pastor, “Oh, yeah. Did we tell you that you would be expected to do this and that?”

As you write the job description, leave a lot of room for what is included. There are things that a pastor or staff must to do in order to remain employed (Example: Preach on Sundays and attend Sunday School etc.). Other things the pastor needs to do in order to have a happy congregation may include things like placing timely phone calls or encourage others. However, there are other things that you or the new pastor can delegate to others.  Avoid putting too much on the list as it may communicate that the position will be micro-managed one. Your associational missionary or another trusted pastor can offer positive feedback in your effort to establish a workable job description.

**Report to the Church What Your Committee Accomplished**

The church will be very curious about the progress of the Search Committee. Report what the committee completed. If the committee gives information about what it is about to do, the committee could face a roomful of differing opinions. The congregation will have a tendency to gather with others who think like their group. The worst-case scenario would be the formation of factions that the church must contend with for years. At the very least, it would greatly increase the pressure on the Search Committee. This would negatively politicize the process.

A good example of reporting is to say at the first month that the Search Committee meeting time is “thus and such.” The next report the committee could say that they will be receiving resumes for the next six weeks; the third report may include the number of applicants. (Never mention a name or a town associated with the search process until the committee has a name for the congregation to consider).

Reports should be clear and concise; always ask for prayer. Answer only the questions that the committee has agreed to answer.

**Contact the State Convention, Association, and Sister Churches**

“Leave no stone unturned” when you are looking for a possible candidate. One pastor in Macon, GA said, *“I was called to a church when my mother’s friend’s next-door neighbor knew an influential person who knew a deacon that served at a church without a pastor. That deacon was a father figure to the chair of the Search Committee.*” You just never know what God is doing.

Wait on resumes before taking a candidate seriously. It is often the only legal proof that the church screened its leadership. The resume is that candidate’s best foot forward. If it is shoddy or full of incomplete information, you may want to look elsewhere. Even a poor speller can ask for a proofreader.

**V.  Stretching Exercises for the Search Committee**

The following is an exercise to stretch the minds of committee members and help them understand why it is important to follow a proven plan of action.  Some of these examples are personal experiences that I witnessed during my 34 years of ministry. All names are changed and they occurred in more than three associations and two states.

**Trouble at Riverdale Church**

The pastor leaves and the church called Rev. Goodbody as the interim.  Goodbody was not the one the church wanted to be their pastor. That was something nearly everyone agreed to.  The Search committee worked hard to find the new pastor. Six months later, certain members of the congregation approached the Search Committee and said that people have changed their mind. Now they are saying to the committee that Rev. Goodbody ought to be the next pastor. However, the committee was currently negotiating with another candidate that met all the church’s qualifications and was hoping to present him the next Sunday.

However, certain members said that if the committee presented anyone other than Rev. Goodbody, they would vote against the Search Committee’s candidate. The Committee believed that all their work was in vain. The committee resigned and some left the church.

What could the committee do to avoid this problem?

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Answer: The position of interim pastor often isn’t the best choice. Some unqualified leaders typically seek to by-pass the system by becoming the interim. A recent phone call with a young man desiring to be pastor said, “If you can help me become the interim, I can get my foot in the door.”

**The Exception to the Interim Question**

Everyone can name a situation in which the interim turned out to be an excellent pastor.  Nevertheless, it is often a high-risk endeavor. The exception to this would involve the Search Committee taking the initiative. The committee should ask the interim to turn in his resignation so that they could consider him as a viable pastoral candidate. Should the committee or the church reject him, the church would need to select a new interim pastor.

The church voted to select the Search Committee. In return, the committee agreed to do a tremendous amount work. They have prayed specifically over many candidates. They may have turned down candidates that were superior to the current interim. The point is to let the Search Committee lead the process.

Let’s suppose Riverdale Church hired an interim. After four weeks in the pulpit, the congregation and its Search Committee realized they had a prime candidate. The committee interviewed the interim and asked if he would consider the position. The interim began to weigh his options. After feeling led by the Lord, he submitted his resume to the committee as a pastoral candidate.

The following Sunday, the Search Committee announced they received a favorable resume from the interim. In keeping with the church policy, they asked interim to resign so that he could preach in view of a call two weeks from the current Sunday. The service concluded after the interim read his resignation letter.

Two Sundays later, the Search Committed introduced the former interim as their candidate and recommend that the church select him as their pastor. The church voted by ballot and found little opposition. The church and the Search Committee got the one they desired without violating church polity.

If the church Constitution and By-Laws has a statement forbidding the interim to be pastor, the church must honor the words or change its Constitution and By-Laws. That may require an additional step (Often a 2/3 majority). Honor your guiding documents. If you intentionally violate them, you set a precedent that anyone can violate the rules of decorum at any meeting.

Call your Associational Missionary (DOM) if you have any questions.

**Trouble at Old Brick Church**

After the pastor left, the church elected a Search Committee to begin the search process.  Before the committee met, one man, whose nephew had just finished some Bible courses, called a member of the committee. This Search Committee member held a private interview with the young man and promised that she would try to convince the other committee members to present him to the church. At the initial Search Committee meeting, she mentioned that she already had the perfect candidate for the church. Other committee members questioned her motives as well as her judgment.  She explained that she had prayed about it and believed him to be “God’s man.” Church By-laws indicated that the committee needed to be *unanimous*before issuing an invitation to give a trial sermon. Neither side would budge.

What could the committee do to avoid this problem?

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Answer: The Search Committee acts together and does nothing without the knowledge of one another. There should be no private interviews or private conversations with potential candidates unless directed by the committee.

A separate problem arises when a committee demands a unanimous decision. Any one dissenter will have absolute power. Their “no” always wins. This is another reason to vote “Fist-to-Five.” Not every decision needs to fall into a yes and no category.

**Trouble at Tall Steeple Church**

The Hatfield and McCoy families have always taken opposite opinions on just about everything. Therefore, when the church elected Hatfield to serve on the search committee, it was a guarantee that the outcome would be unacceptable to many. When it came time to vote on the pastor, the results were unpleasant. Hatfield exclaimed, “So what do you want?” For almost a half an hour, the Hatfield and McCoy families debated. Eventually, the meeting ended when all parties left the building. A number of neutral parties left the church vowing never to return.

What could the committee do to avoid this problem?

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Answer:  The Search Committee should seek a candidate that the church would receive. If not, the committee insured a short ministry for the new pastor. The other problem involved the embarrassment of the Search Committee as good candidates continued to receive “no” votes. Remember, the church is not the property of the Hatfield or McCoy families.  She is the bride of Christ and it is improper to embarrass a “lady.”

**Stonewall Baptist**

The newly elected committee at Stonewall issued a survey to the church before they began their search. They promised to get the person that reflected the wishes of the congregation. The problem: He needed to be a young man with gray hair, fresh out of seminary with 15 years experience. His wife would need to be beautiful and talented, but must be willing to stay in the background and dress homely. Also, the church expects his children to be normal and above average. The committee published the results.  It took the church over 2 years to find a pastor. In the end, they settled for someone other than what was reflected on the survey. What could the committee do to avoid this problem?

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Answer:  Do not publish complete survey results. Rather, publish things as generally as possible. Focus on how the church agrees. Remind everyone that the desired candidate may or may not exist. The list will create a general direction to get things started.

Example report: *“Last week we surveyed 40 members of our church over a variety of topics involving the potential pastor. This list is the number of characteristics with the highest agreement. We will focus on these as we begin the search.”*

*1.       Young (below 35),*

*2.       Have a level of education beyond high school,*

*3.       Strong supporter of missions and evangelism,*

*4.       Supporter of the local association*

*5.       Married*

*6.       Willing to live in the parsonage*

**The Parade of Pastors**

The church, not wanting to waste time locating a pastor, put the deacon body in charge of finding pulpit supply for each Sunday. The church began sizing up the supply speakers as potential pastors. Soon it became clear that finding consensus on an interim would be difficult and finding a pastor would be almost impossible without disappointing the people. Then some of the supply speakers sent résumés and told regular church members that they wanted to be the pastor. Eventually, everyone was trying to tell the Search Committee what to do. Good candidates began to withdraw their names while desperate, “want-to-be employed” candidates began showing up on Sundays unannounced. How could the committee avoid this? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Answer 1:  Tell the church that the committee will only consider one candidate at a time.

Answer 2:  Every candidate must have a resume. A “walk-on” is risky and indicates a willingness to usurp the process.

Answer 3: Every candidate must pass a criminal background check. Therefore, a “walk-on” cannot be accepted.

Answer 4:  Call all references and ask the references for references. The Search Committee must have time to investigate.

If the church expects their interim to do virtually everything like the pastor, they deserve his salary. On the other hand, if the deacon/leadership team shares the work, it’s okay to pay less. Ask your association or state missionary about what other churches your size pay for the same job.

With all candidates there must be time to do things appropriately. If not, you will pay the price. Your association is willing to help you with the process. Ask for help with your process.

**VI. Solicit Resumes**

The search committee will publicize with the Association and Convention about its search. State the position for which the church is searching and the “ball park figure” you are able to pay. It would be helpful if there were a brief job description attached. If the Search Committee describes who they are looking for, it will keep the committee from being overwhelmed with resumes that are poor matches for the church. Indicate that the committee will solicit resumes for a given number of weeks before narrowing the list. This will help both the committee and the candidates.

**Reading Resumes**

1. The church should always have a resume in-hand for every candidate. Do not hire a best friend without a resume. Employee screening is proven by the resume. If you do not have a resume and someone claims that you did not screen your pastoral candidate, it can be difficult to prove your work.

2. Check for spelling and grammatical errors. This tells what kind of a worker he/she would be. Even poor spellers can get a proofreader.

3. Examine the quality of paper and print (if its paper at all). A candidate should always put their best foot forward. Make sure that the copy in hand is an original copy before you draw any conclusions. E-mail versions are only as good as the recipient’s printer.

4. If the resume is too long (more than three pages beyond a cover letter) the candidate “might” enjoy talking about himself more than usual. That is usually too much information anyway.

5. Study his/her work history. Past action is a good predictor of future behavior.

6. Look what the candidate does not say. Notice timeline gaps. It is typical for a pastor to have shorter pastorates early in his career. It is good to see a minister stay four or more years, especially after his third pastorate. There are some exceptions, so get more information from the candidate’s references.

7. Recognize the difference between “attending” a school and receiving a degree from a school. Look for the degree earned. A Doctor of Theology is for teaching theology while a Doctor of Ministry is earned while working in a particular church field. A Doctor of Divinity is a conferred degree and may not represent any particular level of education. The Master of Divinity represents three years beyond college. Some degrees are purchased without any significant work. You may want to look up the schools on the internet.

A man once received his doctorate and an ordination certificate$35. With so many inexpensive ways to acquire pretentious credentials, the Search Committee must investigate people properly.

8. Study doctrinal statements made by the candidate and make notes on what the candidate did not include. Be sure to ask questions.

·         Ask the candidate to share their salvation experience

·         Ask about their calling to ministry

·         Ask about the Baptist Faith and Message

·         Ask about how they plan to care for both the church and their family

9. Call references and ask them for references. Printed phone numbers and addresses should be correct. Be sure to ask if they have any knowledge of accused criminal behavior.  Be prepared to do a background check for criminal records. This is now standard operating procedure in ANY job.

10. The best resumes have cover letters. The candidate or someone else may write it.

11. Everything needs to be typed. Handwriting on a resume does not look professional.

12. Does the person state his/her objectives? If not, the Search Committee should ask.

13. Remember, no candidate is perfect.  If the committee waits for the perfect person, it may never find him/her.  If the search Committee finds a perfect candidate, remove the blinders and look again.  Aim for excellence; perfection is out of reach.  Look for the best person, not the perfect person.

**Reading Social Media**

·            **Almost everyone has some form of Social Media. Look up a Facebook account and search the candidates activity pages Search those with whom he has friended. Read how face book is used.**

·            **View any podcasts, U-Tube channels, and websites associated with the candidate. Read about prior church experience or other business. Often you can search Google under the candidate’s name and find information.**

·            **Remember that everyone has a black sheep in the family. Look for significant patterns that indicate issues with integrity. This may seem a little intrusive, however it is best to know now rather than later.**

**Deciding Who to Contact**

The Search Committee will reach a point when the resumes need ranking in order of preference. Some committees will make copies and send them home with committee members. (Be careful to keep these confidential.) The individual committee member will pray over the stack and return them in order of preference. The advantage here is to encourage committee members to think for themselves and draw their own conclusions. The committee members will then compare personal observations and seek consensus within the Search Committee.

**Making First Contact**

When the committee has selected a candidate of interest, the chair should initiate a telephone contact telling the candidate of your interest in their resume. The committee will ask some arranged questions. For example:

1. Are you seeking to leave your previous position?   If so, why?

2. Would you be open to consider a church like ours?

3. What is your current pay?

4. Ask if the committee could send some more information and ask what address would be best to receive any correspondence.

5. Ask if the candidate is speaking with any other church Search Committee.

Share this conversation with the committee and begin to check references. Use the following as a guide.  In order to examine candidates in a consistent way, use a guide to assist the interview. The committee can then better compare “apples to apples,” not “apple to oranges.” (Feel free to create a list to fit your church’s need).

**Checking References (Chair)**

This is a sample, reference /interview guide for when you call for reference checks. Create a common sheet like the one below so that the committee asks each reference very similar questions. This is only a sample. The committee may choose to write its own. Please tell the reference that his/her name and contact information was given by the candidate.

Candidate’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Reference \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ph #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to the Candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_How long? \_\_\_\_\_\_\_\_

The candidate’s greatest strengths

1.       A word or statement that describes his/her ministry skills \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.       A word or statement that describes his/her character \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.       A word or statement that describes his/her attitude \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.       A word or statement that describes his/her leadership  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.       On a scale from 1 –5 (5 being the highest), rate the following in light of the candidate.

6.       Integrity                                               \_\_\_\_\_\_\_\_\_\_\_\_

7.       Work attitude                                    \_\_\_\_\_\_\_\_\_\_\_\_

8.       Cooperation                                       \_\_\_\_\_\_\_\_\_\_\_\_

9.       Dependability                                    \_\_\_\_\_\_\_\_\_\_\_\_

10.   Honesty                                               \_\_\_\_\_\_\_\_\_\_\_\_

11.   Emotional Maturity                         \_\_\_\_\_\_\_\_\_\_\_\_

12.   Personal Habits                                 \_\_\_\_\_\_\_\_\_\_\_\_

13.   Compatibility with others             \_\_\_\_\_\_\_\_\_\_\_\_

Could you provide two other references for the candidate?

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ph#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ph#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Member Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_

**Second interview with the Candidate**

If all goes well with the references, follow this process with a 2nd contact with the candidate. Tell them if you wish to pursue their candidacy. If not, send a letter to inform the candidate, thanking him/her for his/her time. Ask what he/she thinks about the information that your committee sent. Arrange for the candidate and the committee to meet. If the candidate is required to travel to meet the committee, be willing to reimburse the gas expense.

At the2nd meeting with the committee and candidate, be sure to discuss some of the following with the candidate (Committee):

1.       Dreams they have for their ministry

2.       How they believe they are gifted

3.       Their salvation experience

4.       Their preaching style

5.       How their family fits in

6.       Vacations and sick leave

7.       Salary needs

8.       Health insurance and retirement

9.       Discuss a basic job description

10.   How they relate to other ministers in their association/convention.

11.   If they are currently leading a congregation, ask how they spend a typical day.

12.   How they handle conflict.

13.   If there are other staff, how they relate to them.

14.   Encourage the candidate to ask questions

**Post Interview Discussion Guide for the Committee to follow resume**

SAMPLE:  After the committee has interviewed the candidate, the search committee will answer a few questions to rate their overall reaction. It is best to resist discussion until the form is complete. This gives every committee member equal voice and encourages greater input.  Again, this is only a sample.

1. The resume was reflective of the candidate.                                                   1   2   3   4   5

2. The candidate seemed like a warm individual.                                1   2    3   4   5

3. Appearance was acceptable                                                                                    1   2   3   4   5

4. Enthusiastic                                                                                                                    1   2   3   4   5

5. Seemed Confident                                                                                      1   2   3   4   5

6. Seemed like a spiritual person                                                                 1   2   3   4   5

7. Seemed like he/she would get along well with others                 1   2   3   4   5

8. Seemed intelligent                                                                                      1   2   3   4   5

9. Seemed emotionally mature                                                                                  1   2   3   4   5

10.  Fun to be with                                                                                           1   2   3   4   5

11. Could fit in with the existing leadership                                          1   2   3   4   5

12.  Easy to talk to                                                                                            1   2   3   4   5

13.  Holds beliefs in keeping with traditional Baptists                       1   2   3   4   5

14.  Seemed to poses no risk to children or youth                              1   2   3   4   5

15.  My overall impression of the candidate                                          1   2   3   4   5

**Visiting the Candidate**

If the meeting with the committee and candidate went well, the committee should arrange to visit the current church to examine his/her work. Do not sit as a group as this only attracts others to your presence. If the church is small, it may be unavoidable. Other options may include watching video or hearing audio. Sometimes ministers are away leading an event and the Search Committee could observe with ease.

Some Search Committees choose to take the candidate to a social setting. Eating together is helpful as the committee is able to observe the candidate’s social skills. If social skills are poor, he/she may not do well with the job that the church needs them to do. If they excel, the church may be blessed to have this person on the church’s staff. Remember that social skills are relative to each church.

**Meeting the Church**

If the relationship between the candidate and the committee is still going well, invite the candidate to bring his/her family to join you on a weeknight to meet your church leadership. The church should have a dinner and have time allotted for members to ask questions. If the candidate’s role is to lead a choir, encourage the choir to be present, if the candidate is to lead youth, encourage the youth to be present. If the candidate is a pastoral candidate, encourage everyone to be present.

At the end of the evening, the search committee should get together and ask themselves, “Does the candidate seem to be connecting well with the people?” If all is going well, invite the prospective minister to come on a Sunday in view of a call.

One final thought: it is the committee’s job to read the church. If you focus on the candidate alone, you may not see key people sending negative signals. Read the body language of people in the room. If key leaders are smiling and engaging, it may be a good sign to invite the candidate to come in view of a call.

**VII. The Call**

On the specified Sunday, the candidate comes to preach. After morning worship, the committee addresses the church during a called conference. The question is a simple yes or no vote. It is highly recommended that the vote be by ballot. The Moderator of the business will appoint a teller committee of three. They will count the ballots and share with the congregation the results.

Some may want to make the final vote unanimous. Although that might look good in the minutes, it is deceptive. The prospective minister needs to know the actual percentages before agreeing to come. In addition, if the votes are in favor, but key leaders oppose the new minister being there, the minister may have difficulty establishing leadership even though they have the required votes (usually 2/3 majority). The committee should be open with the candidate on these matters.

**What if the Candidate is Rejected?**

In the event that the candidate is rejected, try in the days ahead to ascertain why. The current business meeting will not be the appropriate time to discuss this matter. The committee will need to spend more time listening to individual church members. Go back to the stack of resumes, look at other candidates, and continue interviewing. If the committee finds all other candidates unacceptable, the committee must start with a second round of collecting resumes.

Do not take a “no” vote personally. The process is not about the committee.  Rejection of a candidate may happen for a variety of reasons. Some people just want someone else. Others may not like the way his wife laughed.  Perhaps, it was his haircut or his name may be too long for the marquee.

If the church rejects the candidate, there is to be no discussion; the decision is final and complete. The business session is a called meeting for one purpose. No one should complain to the congregation because of the decision. Such statements and other motions would be out of order and cannot be decided until the next regular church business conference. Take at least 24hours to get over the frustration.

In the following week listen to church members and ascertain the problem. If you we “blind-sided” by the decision, you did not read the church very well.

The hard job is to break the news to the candidate. Do not send an e-mail or text the results. Speak with the candidate in person.

**The Candidate is Accepted**

The chair of the Search Committee should contact the candidate. He/she should share with the candidate the total number of voting members present, and how many votes cast in the affirmative.  With that information, the candidate is able to respond to the call. If the candidate agrees, rejoice and plan for a church wide fellowship or some kind of an installation service.

**VIII. Plan the Move**

Arrange to move the minister’s family. If they already live nearby, it will not be a big issue. Some churches provide an allowance for the new minister to arrange for a moving company to handle their belongings.  Others churches that have younger members may want to come help the pastor move.  If you choose to help the new minister move, be aware that you will see the minister and family under great stress.  Depending on what gets broken, the honeymoon may end before the first Sunday.  Unless you enjoy moving people, and the pastor and his wife enjoy having you do it, it is worth the money to hire a professional.

I hope this guide will be of great help to your church as you seek to find the minister that the Lord wants for your church.

8/15/16

Updated 6/10/19

**Appendices**

**Appendix A**

**Questions that a candidate may ask your church:**

1.       What is your average Sunday School attendance on Sunday mornings? (Adults and children total) How do those averages compare 5 years ago and 10 years ago?

2.       What year was you highest number in worship?

3.       Are you currently making budget?

4.       Do you have a copy of your annual report that you file to the Georgia Baptist Mission Board?

5.       What is the size of your debt?

6.       What do you consider to be you biggest obstacle to your church growth?

7.       What is the biggest opportunity for your church?

8.       What are the needs of your city/community?

9.       What is the social demographic of your immediate neighborhood? Do the church members reflect it?

10.   Who are the current staff and how long have they been here?

11.   How is your church organized? How are big decisions made?

12.   If I were to stop at a local coffee shop and ask about your church, what would they likely tell me?  i.e. What is your church’s reputation?

13.   Could you state your church’s core values?

14.   How many committees did the former pastor currently attend?

15.   What are the non-negotiables? What should the pastor leave unchanged?

16.   How has the church handled change in the past?

17.   What does the next pastor need to do to be successful?

18.   Are the deacons and leadership teams involved in your Bible study programs?

19.   Why did the last pastor leave? Are they still in the community?

20.   Has the church ever experienced a significant split?

21.   Do you have a Constitution and By-Laws/ Policies and procedures manual?

22.   What is God doing in you church right now?

**Appendix B**

**Typical Pastor Job Description**

The duties of the Senior Pastor are as follows.

**Worship.**

The pastor is to preach the morning and evening services. The pastor should lead prayer meeting at the mid-week service. The pastor is to coordinate with the worship (music) leader to prepare a service that is pleasing to the Lord. The pastor should lead a Lord Supper each quarter of the church year. He should preform weddings and funerals as needed.

**Administrative Duties**

The pastor will serve as the chief administrator and will be responsible for all administrative duties. This includes managing the following: office staff, pastoral staff, church custodians, and yard cleaning. The pastor will serve as ex-officio on all committees and teams. The pastor and his office team will work together produce a monthly newsletter and post church information to social media.

**Ministry Duties**

The pastor will serve to encourage Bible study, mission study, mission activities, and ministering to those in need whenever possible. The pastor will work along side the body of deacons and help them coordinate ministries within the church. He will also provide short-term, pastoral care and counseling as his abilities allow. He is expected to act in a manner becoming of a minister at all times.

The minister should attempt to keep within 40-hour work week. Although extenuating circumstances may require extra hours, the pastor is expected to get his rest and support his family.

Finally, the pastor is encouraged to take two weeks of paid vacation per year. He shall be allowed two additional weeks per year to preach revivals or other ministerial duties outside the pulpit.

[*This is only an example. Please consider writing out the duties unique to your church. Do not create a job description much longer than one page unless the pastor is a Senior Pastor of a multi-staff church. Keep the wording broad to keeping from sounding as the church wants to micro-manage the pastor*.]

**Appendix C**

**Typical Church Survey**

Please share with the committee the person you believe could best serve our church.

**Age**: \_\_Younger than 30 years \_\_30 to 40 \_\_ 40 to 50 \_\_50 or more

\_\_ Age does not matter

**Experience:**\_\_no previous experience \_\_1-3 yrs. \_\_3-6yrs. \_\_6yrs.+ \_\_Doesn't matter

**Marital status:**\_\_Single \_\_Married \_\_Married with children \_\_ Does not really matter

**Education standard:**\_\_High School Graduate \_\_Some College \_\_College Graduate \_\_Seminary Graduate

**Prayer Support**:  \_\_I will pray for our Search Committee and ask that God will guide them in this process.

**Ministry Priorities:**

Even though a pastor is limited by time and energy, these are three important the ways the pastor could spend his time: (select your top three)

**\_\_\_visit the hospitals \_\_\_visit the lost \_\_\_visit the members**

**\_\_\_spend time with the youth \_\_\_spend time with aged**

**\_\_\_preparing to preach and teach \_\_\_spend time at home with his family**

**\_\_\_supervising volunteers \_\_\_organize committee meetings**

**\_\_\_counseling the members of the church \_\_\_praying**

**\_\_\_visiting prospective members and community residents**

**\_\_\_administer church programs, building, office responsibilities**

**\_\_\_other (please explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If you have a suggestion for a candidate, share that name with the Chair of the Search Committee. If you send a letter, you must include your name and contact information. All candidates must submit a resume before consideration for the position.**

**Tell any candidate to send their resume to the mailing address or e-mail below.**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Postal address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**