



PASTOR SEARCH HANDBOOK

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Pastor Search Handbook

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Convention

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Preface

The Southern Baptists of Texas Convention is committed to equipping churches. This Pastor Search Handbook is offered as a tool to assist churches in this critical time in their history.

The period without a pastor or staff member can be one of the most challenging times in the life of any church. Thus, it is essential that the search committee be as prepared as possible, both spiritually and practically. This will help to facilitate the most efficient search process and smoothest possible transition for the church's new pastor.

The SBTC stands ready to assist the committee in any way possible through training, resources and prayer support. Upon request, the Minister/Church Relations Department of the SBTC will be happy to provide resumes for a committee's consideration through our Next Step Resume Service. Any resumes sent from our office are intended as a service to our churches and are not recommendations from the SBTC.

It is our prayer that God would bless the use of this handbook to assist churches in finding the individual God desires for effective ministry in His church.

ELECTING A PASTOR SEARCH COMMITTEE

A Pastor Search Committee may be elected one of several ways. The church must decide the best method to meet its needs and proceed from that point. The chosen process will often be determined by the size of the church.



Suggested Process for Electing a Pastor Search Committee

1. If your church has a Constitution and Bylaws, consult and follow it. Other possibilities are:
 - a. A “Standing Committee” or “Committee on Committees” may be responsible for nominating all church committees, including a “Search Committee” for a pastor or staff member.
 - b. The church “Nominating Committee” may have this responsibility.
 - c. The church may nominate and elect the committee from the floor.
 - d. Ballots may be prepared with the names of all church members eligible to vote. The Constitution and/or Bylaws may give the voting requirements. For example, some churches require age eighteen and above. In a business meeting, the church members circle the names of five or seven persons to serve on the committee; the chairperson would need to be selected as well.
2. Notify the church at least two weeks in advance that there will be a special called business meeting to adopt the process for electing a Pastor Search Committee. Explain that the purpose of the meeting is to adopt the process.

3. The appropriate committee (see 1a-c) recommends the following process for electing a committee to search for a pastor (staff member).
 - a. That _____ (a church member or staff member) be elected to serve as moderator of church business meetings until a pastor is called.
 - b. That the following process be adopted:
 - 1) The name of the committee will be: "Pastor Search Committee."
 - 2) No existing committee will be used (Pastor Search Committee should give its undivided attention and prayer to the process of searching for a pastor).
 - 3) A business meeting will be called two weeks from today (give date) for the purpose of electing a Pastor Search Committee. (This time should be used by every member to prayerfully seek God's will regarding persons to serve.)
 - 4) The Pastor Search Committee will consist of five members and two alternates, all members of our church. (This number may vary depending upon church size). Be careful about too large of a group regardless of the church's size.
 - i. The individual receiving the most votes will be the chairperson.
 - ii. A record will be kept of the persons receiving the most votes.
 - 5) A secretary will be elected by the committee.
 - 6) If any of the top seven cannot serve, the individuals receiving the next highest votes will be asked to serve.
 - 7) The Nominating Committee (or other appropriate committee) will be responsible for counting the votes.
 - 8) Those elected will be contacted by appropriate persons (chairman of deacons, associate pastor or other staff members).
 - 9) The results of the election should be published in the next mail-out, website or other communications.

4. The members of the Pastor Search Committee should represent the entire church - a healthy cross-section of the membership.
5. The expenses of the Pastor Search Committee should be paid by the church.
6. The church should pledge to support the search committee in prayer until a pastor (or staff member) is called.



PRELIMINARY CONSIDERATIONS

1. Pray!
2. Scriptural Basis for a Pastor (1 Tim. 3:1-13; Titus 1:5-9)
3. Specific Concerns During the Interim
 - a. Seek the leadership of the Holy Spirit for an interim pastor. Consider a Transitional Pastor (see 4c, d).
 - b. Avoid allowing a vacuum to be filled by incorrect leadership.
 - c. Do not allow an interim pastor to be considered for the position of pastor. A covenant agreement signed by the interim and church representatives prior to the interim's call will alleviate much confusion. This agreement should also include the interim job description, compensation and any other particulars either the potential interim or the church may deem necessary in order to prevent later confusion.
 - d. Consistency of ministry is important.
 - e. Supply preachers should be given an honorarium from the church.
 - f. The interim pastor should be paid commensurate with his experience and responsibilities. This amount should be agreed upon in advance.
4. SBTC Assistance
 - a. The SBTC is available to help train the Pastor Search Committee as well as provide other assistance.
 - 1) It is important to equip your committee with relevant information. Even if members of your committee have served on a search team before, there are new circumstances.
 - 2) Allow the Holy Spirit to move in an orderly fashion (1 Cor. 14:33, 40)
 - b. Supply preachers may be secured from the staff of the convention, or other non-pastoral candidates, including: retired ministers, college and seminary professors, etc.
 - c. The Minister/Church Relations Department of the SBTC is available to assist churches requesting

ministry resumes through the Next Step Resume Service (see <http://resume.sbtexas.com/>).

- d. If long term ministry is needed, the Transitional Pastor program is designed to equip potential interim pastors. It represents the commitment of the SBTC to assist churches in ministry during the interim period.
- e. Contact the Minister/Church Relations Department for information or for names of men equipped as Transitional Pastors.

5. Essentials for Success

- a. Move on God's timetable and not what others are urging you to do.
- b. Get the conviction that there is only one man God has for you.
- c. Confidentiality is necessary for the committee.
- d. Observe ministerial ethics and etiquette in dealing with the candidates.
- e. The chairman should share a report twice a month with the congregation in general terms of where the committee is in the process.

6. First Meetings

- a. Pray together until you come to a place of spiritual unity. You have an awesome responsibility. The congregation has given you its trust.
- b. Elect a chairman and a secretary to handle the minutes, if not done by vote of the church.
- c. Discussion in the committee should include: priorities, needs and future challenges the church may face.
- d. Discuss the biblical role of a pastor as well as a possible profile of the kind of pastor needed for the church.
- e. Spend at least a month in prayer before looking at resumes.

7. Practical Suggestions

- a. All of the committee's travel and other related expenses should be covered by the church.
- b. Keep accurate records.

- c. When presenting a candidate before the church:
 - 1) Allow everyone on the committee to give testimony as to why they are convinced this is God's man.
 - 2) Create a biographical sketch of the candidate and his family and provide for the church. Some items to include are a family picture, resume, information about wife and children, testimony, doctrinal statement, covenant agreement between prospective pastor and the church, etc.
- d. If at first you don't succeed, try, try again.
 - 1) An announcement to the church ought to be made as soon as possible, should the pastor decline.
 - 2) The committee may return to any point in the process. One possibility is to go back to the second candidate and consider him. You may want to start the process over at some other point.
 - 3) Should the committee's recommendation be overwhelmingly rejected, the committee may need to allow the church to elect another search committee.



*Therefore, pray to the Lord of the harvest
to send out workers into His harvest.*

Matthew 9:38 (HCSB)



*Give ear to my words, O Lord, Consider my
meditation. Give heed to the voice of my cry,
My King and my God, For to You I will pray.*

*My voice You shall hear in the morning,
O Lord; In the morning I will direct it to You,
and I will look up.*

Psalms 5:1-3 (NKJV)



*Because He has inclined His ear to me,
Therefore I will call upon Him
as long as I live.*

Psalms 116:2 (NKJV)



PASTOR SEARCH COMMITTEE

1. Step One – Getting Started

a. Receiving Resumes

- 1) Recommendations and referrals from trusted sources are preferable to resumes received from unknown sources. However, a committee should never receive a recommendation without also receiving at some point a resume of the man being recommended.
- 2) Announce to the congregation you are receiving resumes and give a cutoff date. Resumes should be the only means by which a person will be considered. Additionally, resumes should be in the sole possession of the chairman. Resumes may be obtained through the State Convention office, associational offices, seminaries, colleges, church members or other pastors.
- 3) The Southern Baptists of Texas Convention is available to assist churches with resumes through our Next Step Resume Service (<http://resume.sbtexas.com/>).
- 4) After the cutoff date, copies of all resumes should be made for each committee member.
- 5) Other considerations:
 - i. The committee may contact a man for a resume.
 - ii. Late arriving resumes may be considered.

b. Church Survey

- 1) Announce to the congregation that a survey will be taken. This should be done during the first month, while resumes are being gathered. Give at least one week advance notice regarding the survey. The sample survey can be found on page 17 & 18.
- 2) Distribute during the early part of a morning worship service.
- 3) The chairman of the Search Committee should explain the purpose of the survey. (The purpose of the survey is to let the congregation know that they are being taken into consideration

in the process as well as to get a profile of the prospective pastor.)

- 4) The secretary of the committee should compile the findings.

c. Church Evaluation

- 1) The committee does a ten year evaluation of the church's history. Check areas such as attendance, baptisms, finances, etc. In addition to a statistical evaluation, you may also conduct a spiritual evaluation called "Congregational Spiritual Evaluation for Congregations Seeking a New Pastor." The evaluation can be found on page 19.
- 2) Reviewing this material helps in evaluating the type of pastor the church needs. The results should be made available to the new pastor. Use the profile in the discussion of the resumes.

d. Letters to Prospective Pastors

- 1) Every candidate being considered should receive Letter One (page 21).
- 2) After the first and second selection of resumes the prospective pastors no longer considered should receive Letter Two (page 21).*
- 3) After the third selection of resumes the prospective pastors no longer considered should receive Letter Three (page 22).
- 4) The final selection of prospective pastor/pastors no longer considered should receive Letter Four (page 22).

2. Step Two - Resumes and Data Assessment

- a. Send a letter to every prospective pastor being considered (See Letter One, page 21).
- b. The committee should have the results of the survey and evaluation, the pastoral profile and copies of the resumes. This is the first evaluation of the resumes.
- c. The committee members should then take the resumes home and pray over them for a week.

**The same letter should be sent to prospective pastors no longer considered for both the first and second selections.*

- d. Privately, each member selects a predetermined number (as many as 15 and as few as 7) as their top choices.
- e. The candidates are discussed openly with each member giving their choices. A secret ballot is taken at the end of the discussion with top number (15/7) being selected for further consideration. (This does not mean that others may not be considered. Names may come in late. However, this usually excludes the non-selected candidates from further consideration.)
- f. Send a letter to those who are no longer being considered at this time (See Letter Two, page 21).

3. Step Three - First Contact

- a. Mail the candidates a questionnaire (see page 23). A cover letter by the chairman asks for mutual confidentiality and explains that the person is under consideration. Give them a cut-off date to return the questionnaire. Ask permission to contact references. For return mail, use the home address of the chairman or secretary to ensure confidentiality. Determine which background check organization the church will use, and include the required form for the candidate to complete. LifeWay or the state convention can provide information on background check services. Assure them that background checks will only be run for final candidates.
- b. Drop the names of those that do not return the questionnaire or do not give satisfactory answers.
- c. Obtain three types of messages: evangelistic, doctrinal and pastoral (each committee member needs to hear the prospective pastor). Two weeks is a sufficient amount of listening time.
- d. After listening to the sermons, the committee will review the candidates and narrow the number of candidates under consideration for a second time.

- e. Send a letter to those who are no longer being considered at this time (See Letter Two, page 21).

4. Step Four - Getting Serious

- a. Check references.
 - 1) Contact references on the candidate's resume. Ask each reference to provide additional references that are not listed. Be sure to ask for phone numbers and addresses.
 - 2) Contact secondary references.
 - 3) Use a knowledgeable advisor outside the church to assist in referencing. SBTC staff is well equipped to assist.
 - 4) Avoid prematurely calling church members where a candidate is serving.
- b. Select the final group (this may be as many as five or as few as two). At this point, you may desire to visit these in their home church.
- c. Run background checks on the final group - both financial and criminal.
- d. Send a letter to those who are no longer being considered at this time (See Letter Three, page 22).

5. Step Five - Making the Final Selection

A specific prayer emphasis should be set at this point. When you finish this step, you will be down to one pastoral choice.

- a. The church should only deal seriously with one candidate at a time. This reinforces to the church the need to be dependent on the leadership of the Holy Spirit.
- b. Select the order in which the committee feels led to pursue potential candidates.
- c. Send the church's information to the one candidate. Items to include are the church budget, evaluation, worship attendance, etc. It should be accompanied by

a letter saying that this candidate is the committee's final choice. Some churches will provide a profile of the community for the prospective pastor. It usually includes school information, local businesses, etc. Mail this information to the pastor or give it to him in person. (See checklist on page 26)

- d. Personal visit with the candidate on the field.
 - 1) Contact them and be sure they will be in the pulpit. Set a time when the committee can also meet privately with them, preferably some other time than Sunday.
 - 2) Pay for meals and/or any other expenses of the pastoral candidates.
 - 3) Option - Secure a neutral site for a preacher who is not a pastor or who is a considerable distance away.
 - 4) After meeting with the candidate and his family on the field, a decision should be reached as to whether the committee unanimously believes this is the ONE MAN God has for the church.
 - 5) An in-depth evaluation needs to be made of the pastor's family life. The wife needs to share her conversion, calling and conviction about pertinent topics. Questions about child rearing and a family worship time need to be asked.
 - 6) Send a letter to those who are no longer being considered at this time (See Letter Four, page 22).

6. Step Six - Confirming God's Leadership

- a. The committee should be enthusiastically unanimous about the one candidate they wish to consider. There should be no reservations!
- b. The candidate should be contacted about a convenient time for him to visit the church field.
 - 1) This is a time for him and his family to see the church facilities, visit with the committee and evaluate the community.
 - 2) Any details or questions relating to his coming as pastor should be finalized in this meeting. A full discussion of salary, benefits, moving expenses,

vacations, Sundays away from the pulpit, etc., should be completed. **Everything should be put in writing.**

- c. Set a time for the candidate to come in view of a call.
 - 1) Invite the prospective pastor and his family to come and spend the weekend.
 - i. Designate someone on the committee to be responsible for hospitality (meals, housing, childcare, etc.). The church should pay all related expenses for meals, travel and accommodations.
 - ii. Communicate the following material to the congregation one week prior to his coming in view of a call: biographical information of the prospective pastor, recommended salary and benefits (unless confidential), any agreements between the Search Committee and the prospective pastor and a statement from each committee member expressing their support for the new pastor.
 - 2) Sample schedule for the weekend.
 - i. Friday evening - Pastor & wife have dinner with the committee.
 - ii. Saturday morning - Pastor & wife meet with church leaders for late breakfast. (Afternoon off)
 - iii. Saturday night - church-wide fellowship meal with an informal time of visiting.
 - iv. Sunday - The prospective pastor & wife visit as many small groups as possible. Promotion for high attendance should have been made. The candidate preaches in all Sunday worship services.
- d. Presentation of a candidate before the church.
 - 1) Following the worship, the candidate and his family should be excused.
 - 2) The committee should present their recommendation (allow each member to speak to the congregation) and answer any questions. Take a secret ballot.

- 3) The committee counts the votes immediately and announces the result before the congregation is dismissed.
- 4) The chairman should call the pastor and give the count of the vote. If the pastor is ready to accept, the announcement should be given following the report of the count.

7. Step Seven - The Final Responsibility of the Search Committee

- a. Upon acceptance.
 - 1) Notify the church when the new pastor will be moving to the field.
 - 2) Send a letter to the church from the new pastor.
- b. Relocation and welcome.
 - 1) Assist in the moving process.
 - 2) Assist in any questions or problems during the transition.
 - 3) Arrange salary and benefits to be started and the payment of moving expenses.
 - 4) Be at the pastor's residence as a welcoming party when he arrives.
 - 5) Make sure his new office is ready for his arrival.
 - 6) Make sure the church fulfills the agreements made by the committee and the recommendations voted on by the church.
 - 7) The committee shall act as a liaison between the pastor and church for one year by helping him get acquainted in the community as well as the association and state.



Rejoice in the Lord always. I will say it again: Rejoice! Let your graciousness be known to everyone. The Lord is near. Don't worry about anything, but in everything, through prayer and petition with thanksgiving, let your requests be made known to God. And the peace of God, which surpasses every thought, will guard your hearts and minds in Christ Jesus.

Finally brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable—if there is any moral excellence and if there is any praise—dwell on these things. Do what you have learned and received and heard and seen in me, and the God of peace will be with you.

Philippians 4:4-9 (HCSB)



PASTOR SEARCH COMMITTEE PROCESS SUMMARY

- 1. Step One – Getting Started**
 - a. Pray individually, together as a church and together as a committee
 - b. Church survey
 - c. Church evaluation

- 2. Step Two - Resumes and Data Assessment**
 - a. Make a first selection
 - b. Send letters to those no longer being considered

- 3. Step Three - First Contact**
 - a. Mail candidates a questionnaire
 - b. Ask for permission to check references
 - c. Drop names that don't send back questionnaire
 - d. Review sermons
 - e. Make a second selection
 - f. Send letters to those no longer being considered

- 4. Step Four – Getting Serious**
 - a. Primary and secondary candidates
 - b. Make a third selection
 - c. Background checks
 - d. Send letters to those no longer being considered

- 5. Step Five – Making The Final Selection**
 - a. Personal visit
 - b. Send letters to those no longer being considered

- 6. Step Six – Confirming God's Leadership**
 - a. Bring candidate in view of a call

- 7. Step Seven – The Final Responsibility of the Search Committee**
 - a. Help the new pastor settle into community

SAMPLE CHURCH SURVEY

[To be given to every member of the church and returned to the Pastor Search Committee]

Your Pastor Search Committee would like for you to give this matter your prayerful and thoughtful attention. You are the church. We want your suggestions and recommendations in regards to the selection of a pastor. This will help in the work you have asked us to do.

1. How much pastoral experience should our new pastor have?

- Under 5 years
- 5-10 years
- 10-20 years
- Over 20 years

2. While age should not be the primary factor, approximately what age pastor do you feel our church should have at this time?

- 20-30
- 30-40
- 40-50
- 50-55
- 55-60

3. What educational qualifications should our new pastor have?

- High School
- College degree
- Some seminary training
- Seminary degree
- Post-graduate work
- Other

4. A pastor has many important responsibilities. While he ought to be interested in each of the following, which do you feel should receive most of his time? (check five)

- Visiting prospective members
- Administration and office work
- Personal Bible study and prayer
- Visiting church members
- Promoting church ministries
- Caring for the needs of his own family
- Attending denominational meetings
- Sermon preparation
- Counseling and advising
- Personal witnessing
- Civic affairs
- Attending meetings

5. On which of these should he spend the least amount of time? (List two)

6. What do you feel is the most important quality our pastor should possess? Feel free to express your feelings about other characteristics you would like to have in a pastor.

7. Other Characteristics

8. I would like to present the following names for the committee's prayerful consideration. (Please provide a resume.)

CONGREGATIONAL SPIRITUAL EVALUATION FOR CONGREGATIONS SEEKING A NEW PASTOR

[This survey is designed to reflect the congregation's perception of their involvement in the major functions of the New Testament church as reflected in Acts 2:42-47. Each form should be anonymous and filled out by children through adults.]

My age group is:

- Pre-Teen (4th-6th grade)
- Middle School (7th-9th grade)
- High School (10th-12th grade)
- Young Adult (18-35 years of age)
- Median Adult (36-55 years of age)
- Empty Nest Adult (56 and up)

Other than attending church services...

1. I read and/or study the Scriptures at least 4 days per week.
Yes No
2. I have friends in this church with whom I enjoy fellowship on at least a monthly basis. Yes No
3. I seek to tell others who Jesus is and how they may know him. Yes No
4. I share my possessions through **tithes, offerings,** and **sharing of material needs** with others who have need.
(Circle the ones which are true of you on a regular basis.)
5. I have frequent private times when I find a quiet place to pray to the Lord and listen for him to speak to me.
Yes No
6. I know how to pray with faith in such a way that I know I am being heard by God. Yes No
7. I sense the presence of Jesus when I partake of the Lord's Supper. Yes No
8. I am grateful. Yes No

SEARCH COMMITTEE REVIEW OF RESUMES

1. Look at the candidate's record of ministry, length of time at each place, type of location and accomplishments.
2. Determine, if possible, his reason for departure from previous places of ministry.
3. Check his references thoroughly.
4. Find out who recommended the candidate, if no letter is attached.
5. Verify the degrees and educational background listed on the resume. Contact the registrar's office at each school or seminary.
6. Check on his denominational involvement in the state convention and the Southern Baptist Convention.
7. Investigate his worship and leadership styles, as well as his philosophy of ministry.

SAMPLE LETTERS

LETTER ONE – (To everyone whose resume is being considered)

Dear _____,

*Your name has been sent to us as a prospective pastor. We appreciate your willingness to be involved in the Lord's work at **(church name)**. We ask for your prayers during our time of searching for a pastor. Be assured that we are committed to faithfully and prayerfully seek God's will, as well as maintain the highest level of confidentiality. God has been good to us, and we praise Him.*

Your resume will be placed with the others we have received. After a period of prayer, a selection of about ten to twelve men will be made. Should we be led to consider you, you will be contacted at that time for further information. We are committed to an orderly process and will seriously consider only one man at a time.

Thank you again for your submission to the Lord's will. We pray that God will continue to use you in your current place of service to the fullest.

*In Christ,
Chairman*

LETTER TWO – (After first selection and second selection)*

Dear _____,

*The Pastor Search Committee of the **(church name)** has completed the first stage of the process toward the selection of a pastor. We have prayed over and reviewed all the resumes. Although you possess a number of positive qualities, we feel led in a different direction at this time.*

Thank you for your willingness to allow your name to be considered. Should we feel led to come back to you at a future time, we hope you would be open to talk with us.

May God's will be done in your life and ministry. Please pray for us as we continue our search.

*In Christ,
Chairman*

**The same letter should be sent to prospective pastors no longer considered for both the first and second selections.*

LETTER THREE - (After third selection)

Dear _____,

*The Pastor Search Committee of the **(church name)** has completed the second stage of the process toward the selection of a pastor. We have prayed over and reviewed all the resumes. Although you possess a number of positive qualities, we feel led in a different direction at this time.*

Thank you for your willingness to allow your name to be considered. Should we feel led to come back to you at a future time, we hope you would be open to talk with us.

May God's will be done in your life and ministry. Please pray for us as we continue our search.

*In Christ,
Chairman*

LETTER FOUR - (After final selection)

Dear _____,

*The Pastor Search Committee of the **(church name)** has completed the final stage of the process toward the selection of a pastor. You have been gracious to help us gather information and respond to every request.*

After much prayer and deliberation, we have been led to pursue another man. You have many positive qualities. We simply believe that God would have us consider someone else. Should we feel directed to contact you again, it is our hope you would still be open.

May God continue to use you in His service. We covet your prayers for our church as we hope to complete our pastor search process. We will be in prayer for you as you continue to seek the Lord's will for your life.

*In Christ,
Chairman*

QUESTIONNAIRE FOR PASTORAL CANDIDATE

Do you sense leadership from the Holy Spirit to allow _____ Church to prayerfully consider you as a potential candidate for pastor?
YES NO (Circle your response)

If your answer is yes, we will need the following from you in order to begin our process.

- (1) A current copy of your resume listing ALL previous employment, education, and references
- (2) Completed and signed copy of permission for background check (form included)
- (3) Permission to check previous employment, education, and references YES NO (Circle your response)

Please sign and return this questionnaire, background check permission form and current resume to:

Committee Member
Address
City, State Zip Code

I AM IN AGREEMENT WITH THE CONDITIONS LISTED ON THIS QUESTIONNAIRE AND GIVE MY PERMISSION FOR _____ CHURCH TO BEGIN THEIR PROCESS OF CONSIDERATION OF ME AS A CANDIDATE FOR PASTOR.

(Print full name)

(Signature)

(Date)

QUESTIONS FOR A SEARCH COMMITTEE TO ASK PROSPECTIVE CANDIDATES

Doctrinal Questions:

1. Describe in-depth your definition of inerrancy.
2. What do you believe is required in order for one to go to heaven? What happens to those who die outside this requirement you have just said? (Allow the candidate to respond to both questions without comment. Go from first to second question without comment.)
3. How would you explain Genesis 1-11? Why does it matter?
4. What is your position on predestination, foreknowledge, election, the work of the Holy Spirit in salvation and the universal, general call of the gospel?
5. Explain your interpretation of I Corinthians 12-14. Do you consider tongues to be an operative gift today? If yes, are there any restrictions upon the use of tongues?
6. In your view, to what degree does the Scripture restrict the Lord's Supper? What do you consider alien immersion?
7. From the Scriptures, what is your understanding of the role of women in the church? In light of the fact that the Bible does not give a description of the pastor's wife, what role will your wife have in your ministry?
8. Do you believe in, practice and teach Biblical tithing?
9. Do you affirm the Baptist Faith and Message 2000?

(There may be other questions that are unique to the church such as eschatology or use of alcohol as a beverage.)

Practical Ministry Questions:

1. What is your attitude concerning the Cooperative Program?
2. Tell about your involvement in the Southern Baptist Convention and state convention. What has been your involvement in new church starts?
3. What is your approach to leadership ministry?
4. What is your opinion about some of the current topics in ministry?
5. Are you familiar with the work and direction of the SBTC?
6. Discuss your view of church governance.

Personal Ministry Questions:

1. Share with us your personal salvation experience (ask the wife the same question).
2. Share with us your call to ministry.
3. Share about your former places of service (length of service, accomplishments, reason for resignation, etc.).
4. Share about your family relationships.

CHECKLIST TO SHARE WITH SERIOUS CANDIDATES

- Church Constitution and Bylaws
- Current church budget
- Church mission statement and vision statement
- The church's long and short range goals (if available)
- Pastor's job description
- Demographics profile of your community (if available)
- Information on church ministries
- Current lay leadership
- Church history (if available)
- Evaluation of church's history
- Current pictorial directory
- Profile compiled by church and committee
- Recent newsletters, bulletins, website, etc.
- Other material about the church or community you deem valuable

ANNUAL FINANCIAL ARRANGEMENTS

Vocational Compensation

Base Salary	\$ _____
Housing Allowance	\$ _____
Total Compensation	\$ _____

Other Benefits

Retirement ____% of Package	\$ _____
Family Health Insurance	\$ _____
Life Insurance	\$ _____
Disability Insurance	\$ _____
Total	\$ _____

Professional Expenses

Automobile Expenses/Mileage Reimbursement	\$ _____
*Convention and Meetings	\$ _____
Book Allowance	\$ _____
Total	\$ _____

Other Considerations

Social Security Tax Allowance	\$ _____
Worker's Compensation Insurance	\$ _____
Christmas Bonus or Gift	\$ _____
Home Owner's Insurance	\$ _____
Insurance on Pastor's Library, Books, etc.	\$ _____

Total Package \$ _____

Moving, relocating expenses \$ _____

**Professional expenses, conventions and meetings - will be reimbursed for these if you do not go over budget limit for these expenses.*

Other potential expenses:

Pastor's wife when she attends with the pastor \$ _____

Study leave and continuing education \$ _____

Civic club membership expenses \$ _____

To be used at pastor's discretion \$ _____

Churches may wish to consult the Compensation Study of GuideStone Financial Resources for assistance in putting together a salary package.

ANNUAL TIME ARRANGEMENTS

Due to the nature of the pastor's job, the church acknowledges that crisis situations, emergencies and heavy schedules may arise. There may also be times when the pastor will need to arrange his work schedule to accommodate ample time for family and personal needs.

Following is the Annual Time Arrangements:

Days off per week _____

Weeks of paid vacation _____

Holidays off _____

Study leave allowed _____

Sundays away from the pulpit _____

TOP 10 MISTAKES PASTOR SEARCH COMMITTEES MAKE

1. The Kind of Pastor WE Want
 - a. Everyone has their own idea
 - b. Only looking for compatibility
 - c. Who is God calling?
2. Don't get Training
 - a. Don't have a plan
 - b. But I've served on a PS Committee before...
3. Rush to Resumes
 - a. Remember: You want God's man in GOD'S TIME!
 - b. Your first responsibility is not to start looking at resumes but to seek God
 - c. No plan for processing all the resumes you will receive
4. Where to find a Resume
 - a. How many is enough?
 - b. Where do you find resumes? From whom?
5. Misread a Resume
 - a. How to read a resume
 - b. Not the same as a business resume
 - c. Dig deep!
6. Fail to Keep the Congregation Informed
 - a. Regular updates from the Chair helps prevent congregational impatience
7. Not Following Ethics and Etiquette
 - a. Confidentiality
 - b. Send Letters
8. Fail to Ask the Right Questions
 - a. Some important questions must be asked
 - b. You have a right to know

- 9. Forget the Details
 - a. Cover all the bases
 - b. What to share
 - c. Financial
 - d. Put things in writing

- 10. Finish/Quit too Soon
 - a. Your job's not over until...



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