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Overview

Every church is unique, and every Pastor Search Committee is unique. Therefore, every Pastor Search Committee will go about the important task of searching for, selecting, and calling their next pastor differently. However, there are some specific steps that can be taken to make this difficult task a little bit easier. The following guide is provided to outline some of those steps and to hopefully help your church call your next pastor as quickly and painlessly as possible!

It is worthy of note at the beginning that a significant amount of the material in this guide has been compiled and adapted from three primary resources:

- Kentucky Baptist Convention Pastor Search Committee Guide
- Brauns, Chris. *When the Word Leads Your Search: Biblical Principles & Practices to Guide Your Search* (Chicago: Moody Publishers, 2011).
- Vanderbloemen, William. *Search: The Pastoral Search Committee Handbook* (Nashville: B&H Publishing, 2016).

As your church begins the pastor search process, it is helpful to know what you are looking for in a pastor. A pastor is a spiritual shepherd of God's church, and Psalm 23 identifies four roles of a shepherd that a pastor must fulfill in order to be a faithful shepherd:

1. Shepherds *feed* the sheep.
2. Shepherds *lead* the sheep.
3. Shepherds *protect* the sheep.
4. Shepherds *comfort* the sheep.

If the man you select does these four things, you have done well. In addition to the biblical *roles* of a pastor, the Bible also speaks to the biblical *qualifications* of a pastor, particularly in three passages in the New Testament:

- 1 Timothy 3:1-7
- Titus 1:5-9
- 1 Peter 5:1-3

Regardless of the other qualifications you may desire in a pastor (age, experience, education, etc.), make sure that he meets the biblical qualifications found in the passages above. If he does not meet the biblical qualifications, he is not qualified to be your next pastor.

With those introductory thoughts in mind, this guide will outline the steps to take in the pastor search process. There are 5 major phases of this process, outlined on the following page.

5 Major Phases in Pastor Search Process:

Phase 1: Setup

Phase 2: Study

Phase 3: Search

Phase 4: Selection

Phase 5: Support

This guide will walk you step-by-step through each of these 5 major phases. In addition to the step-by-step directions, there are several resources (templates for communicating with candidates, interview questions, sample job descriptions, etc.) that have been provided to assist you in this process as well.

If you have any questions or need further resources, you may contact the Pike Association of Southern Baptists at (606) 432-2660. May God bless your church as you begin this journey!

Pastor Search Process Checklist

Phase 1: Setup

- 1. Determine the persons responsible for securing ongoing pulpit supply and/or an interim pastor.
 - This could be the deacons, personnel committee, or another individual/group which is assigned this responsibility.
 - When calling an interim pastor, do not use someone who is also a prospective candidate to become the next pastor. While there are a few exceptions, this often sets the stage for a heightened risk of division.
 - Exercise extreme caution in using a prospective candidate as pulpit supply as well. If, at any point, someone who fills your pulpit expresses interest in becoming a candidate, do not use them for pulpit supply any longer and allow them to enter into the process like other candidates.
 - Do not “parade” candidates before the congregation. This almost always leads to division.

- 2. Check the Church Constitution & Bylaws for direction regarding the election of the Pastor Search Committee (PSC).
 - If not otherwise specified, the recommended number of people serving on the PSC should be 5 or 7 people (odd number is preferred to prevent any stalemates when taking any votes). For large churches (500+ in attendance), 7 or 9 people would be the preferred number.
 - Search committee members should have the following characteristics:
 - Primary: Spiritually mature
 - Primary: Agenda-free and have the best interest of the church at heart
 - Primary: Available and committed to the PSC and the process
 - Secondary: If previous characteristics are present, it is helpful to have multiple generations and perspectives represented on the PSC.
 - It is not advised that both a husband and wife serve on the PSC together.

- 3. Once the PSC is in place, consider conducting a “Commissioning Service” in which the congregation prays over the PSC members as they begin their work.
 - Significant prayer time should be set aside at least once per month during weekly Prayer Meeting.
 - Use Document 1 to guide the congregation in prayer.

- 4. The PSC members should elect a Chairman, Vice Chairman, Secretary, and Prayer Coordinator for the search process (see Job Descriptions in Document 2).

- 5. Begin each meeting with an extended time of prayer and Bible study.
 - Use recommendations found in Document 1.
 - Read through Psalm 23, 1 Timothy, 2 Timothy, & Titus as many times as possible during the course of your pastor search.
- 6. Develop a communication strategy to share progress with the church.
 - Make a commitment to confidentiality. Due to the sensitive nature of the search process, the PSC should decide at the end of each meeting what can be shared with the church. Names of candidates should not be made public until Phase #4.
 - Develop a timeline to communicate progress with the church (weekly, monthly, etc.). While names of candidates and their respective churches cannot be shared until late in the process, it is certainly advisable to provide updates of the PSC's progress throughout the process.

Phase 2: Study

- 7. PSC members should each complete a "Pastor Search Committee Survey" (see Document 3).
 - PSC can compile and discuss the results themselves, or invite an outside person (such as local association Director of Missions) to compile results and lead the discussion.
 - Optional: Consider allowing congregation to complete Pastor Search Committee Survey as well. Then discuss any differences between results of the PSC and the congregation.
- 8. Optional: Consider conducting a "Church Behavior Survey" (Document 4) to determine current strengths and challenges in your congregation.
- 9. In addition to the character qualities listed in 1 Timothy 3:1-7 and the biblical roles of a pastor-shepherd found in Psalm 23 {(1) Feed, (2) Lead, (3) Protect, and (4) Comfort}, determine other desired qualities in your next pastor (obtained from the self-study).
 - Do not use these qualities as a requirement, but as a guide. In other words, consider these qualities as a "wish list" rather than "must haves".
- 10. Review the Job Description and revise as necessary. If you do not have a Job Description, develop one that will be embraced by the church. Refer to Document 5 for templates.
- 11. Develop a basic salary package.
 - This is a general package, but you must be willing to negotiate as the financial needs will vary.
 - Every member of PSC should read Thom Rainer's booklet "The Minister's Salary".
 - Use salary package comparisons provided by the Pike Association office as you determine a fair salary package.

- 12. Develop a Church and Community Profile to be shared with some of your top candidates (see Document 6).

Phase 3: Search

- 13. Determine how broad or narrow that you want to conduct your search.
 - National:
 - <http://www.sbc.net/jobs/login.asp>
 - Please note: You will most likely receive many resumes!
 - Other State Convention websites
 - State:
 - Kentucky Today: www.kentuckytoday.com
 - Kentucky Baptist Convention: Contact Peggy Berry at 502-489-3382 or peggy.berry@kybaptist.org
 - Southern Seminary: <https://sbts.experience.com/emp/sblogin>
 - Clear Creek Baptist Bible College: Email collegerelations@cbbbc.edu to request resumes
 - Western Recorder: westernrecorder.org (paid service)
 - Local:
 - Associational materials
 - Church members
 - Other pastors
 - Word of mouth
- 14. If you conduct a national or statewide search, consult with your Director of Missions to draft a classified advertisement that properly communicates your church's pastoral role to potential candidates.
- 15. Determine the different methods for receiving resumes (email, regular mail, etc.).
 - Consider setting up a new email address just to receive resumes.
- 16. Set a deadline to receive resumes (approximately 6-8 weeks after you begin accepting them). Once the deadline has passed, begin to review resumes.
 - It is not recommended that you review resumes until after the deadline has passed. This allows each resume to have the same opportunity to be viewed.
 - You may receive resumes after the deadline. The PSC should mutually agree on how to deal with any resumes that arrive after the deadline has passed.
- 17. Provide a copy of each resume for every person on the PSC, and give proper amount of time for committee members to review all resumes (at least one week).

- 18. Using Documents 7 and 8 as guides, conduct Round #1 of resume reviews, separating all resumes into one of two stacks, “Likely” or “Not likely”.
 - Contact the candidates in the “Not likely” stack to let them know that they are not moving on to the next level of the search process. See Document 9 for sample letter.

- 19. Conduct Round #2 of resume reviews of all of the resumes in the “Likely” stack.
 - Each PSC member should prayerfully and individually rank each of these resumes on a scale of 1 (least likely) to 10 (most likely).
 - At the next meeting, calculate the average ranking for each resume. The ten resumes with the highest average ranking should move on to Round 3.
 - Contact the candidates who did not make the top ten to notify them that they will not be moving on to the next level of the search process.

- 20. Send copy of “Pastoral Candidate Questionnaire” (Document 10) to each of the top ten and allow adequate time for candidates to complete and return.
 - This step provides two things: first, it allows you to get to know the candidate better. Second, it shows the candidate’s punctuality in meeting a deadline.
 - You will notice that a portion of the Pastoral Candidate Questionnaire matches page 1 of the Pastor Search Committee Survey (Document 3). Compare each candidate’s responses to the congregation’s responses. If there is no overlap in the responsibilities deemed “Very Important” between the candidate and the congregation, that candidate will most likely not be a good fit for your church.

- 21. After the deadline for the top candidates’ surveys to be returned has passed, provide a copy of completed surveys to each PSC member for review.

- 22. At the next meeting, conduct Round #3 of resume reviews by using the scoring system (1 = least likely; 10 = most likely) to rank the candidates based upon their responses to the surveys.
 - Calculate the average ranking for each candidate to determine your top three.

- 23. Contact the top three candidates to let them know that they are on your short list of candidates. Ask them if they still desire to move forward in the process.
 - If any of the top three candidates decline to continue in the process, contact the next highest ranking candidate(s) from your top ten list.

- 24. Once you have secured three candidates that have agreed to move forward in the process, do the following with each of the three candidates (in this order):
 - 24a. Check all references provided by the candidate (See Document 11).
 - 24b. Check second tier references by asking each primary reference (those provided by the candidate) if they could give you the name and number of someone else who knows the candidate. You can repeat the process with second tier references if desired in order to speak with third tier references.

- 24c. Secure a release form giving the PSC permission to conduct a Criminal and Financial background check (See Document 12).
 - 24d. Conduct the background checks (See Document 13 for list of organizations that conduct ministry background checks).
 - 24e. Share copy of Church & Community Profile created from Step #12.
 - 24f. Request sermons from each of the three candidates and evaluate each sermon. (See Document 14 for Sermon Evaluation Form)
 - 24g. Interview each candidate (See Document 15 for list of potential questions).
25. Rank the three candidates in order of priority.
- It may be clear who your top candidate is at this point. If not, it would be wise to conduct a second interview with each of the candidates, and then determine the top candidate.
26. Focus on only one top candidate at a time. Do not work with your second choice until your committee's top choice is no longer a candidate.
27. Conduct further interviews with the top candidate, including the candidate's spouse in at least one of the interviews.
- At this time, it is appropriate to share the salary package with the potential candidate as well. Be willing to make reasonable negotiations based upon the specific needs of the candidate and his family.
28. Schedule a time when you will hear the candidate preach in person.
- If the candidate is currently serving as a pastor, gain his permission before visiting his church to hear him preach.
 - If the candidate is not currently a pastor, work with the candidate to make alternate arrangements (preach in a neighboring church in his geographical region or preaching at a sister church in the Pike Association).
29. Schedule a time when the PSC will host the candidate and his family.
- Provide a tour of the church facilities and the community.
 - Arrange meetings with key leaders (deacons, etc.).
 - Pay for all travel expenses that the candidate may incur.
 - **NOTE:** At this time, the candidate's identity has still not been made public to the entire congregation.
30. If, at any time, the PSC or the candidate no longer feels that the top candidate will be the best fit for the church, move on to the second highest candidate and repeat the process beginning with further interviews (including the candidate's spouse).

Phase 4: Selection

- 31. Once the PSC and the candidate and his spouse feel confident that God is calling him to be the church's next pastor, contact remaining candidates (from top 10) and inform them that you are sensing God's leading in a different direction.
 - For those candidates who were in the top 10, but not in your top 3 and were not interviewed, a letter or email will suffice.
 - For those candidates who were interviewed, a phone call from the PSC chairman is the most appropriate way to inform them of the PSC's decision.

- 32. Schedule a date for the candidate to come in view of a call.
 - Set up times throughout the weekend for the congregation to meet the prospective pastor and his family.
 - Plan the Sunday morning worship service in consultation with the candidate.

- 33. At least one week prior to the scheduled Sunday (or as otherwise directed by the church's Constitution & Bylaws), make the announcement to the church and share the schedule of opportunities to meet the prospective pastor.
 - Be sure to present a biographical profile of the candidate and his family to the congregation as well.

- 34. Vote on the Pastoral Candidate as stated in the church's Constitution & Bylaws.
 - Churches vary as to when the vote to extend the call to the candidate is taken. The vote should be taken at a time when as many people as possible will be involved in the decision.
 - Consult your church's Constitution & Bylaws to determine the minimum percentage needed to extend a call to the candidate. Although some churches have lower percentages, it is generally recommended that your church not call a pastor unless you have at least a 85-90% vote. A lower percentage could indicate immediate challenges for the candidate if he were to accept the call.
 - After the vote, the chairperson of the PSC should immediately contact the candidate. If it is a positive vote, then the chairperson should ask for a verbal acceptance, understanding that the candidate may need a few days for prayer before accepting.
 - Once the candidate has accepted the call, inform the church at the next worship service.
 - Allow candidate time to notify his current church before posting any news on social media. Advise congregation to wait for the green light before connecting with him on social media.

- 35. Plan an installation service for your new pastor's first Sunday.
 - Invite your Director of Missions or KBC staff to be involved in the service in some way.

Phase 5: Support

- 36. Assist the new pastor in the moving process (if applicable).
 - The church should cover moving expenses if at all financially possible.
 - Ask members (and children) of the congregation to write letters of welcome to the new pastor and his family.
 - Provide meals for the pastor's family during the actual move.
 - Provide childcare for the pastor's family during the actual move.

- 37. Conduct an orientation training for the new pastor.
 - Information should be provided to the new pastor regarding the way the church operates (e.g. business meetings, business reimbursements, days off, church practices regarding the Lord's Supper and baptisms, etc.)
 - Either the PSC chairperson or the deacon chairman should introduce the new pastor to community leaders, the Director of Missions, and other community ministers.

- 38. Help the pastor and his family get adjusted to their new community (if applicable)
 - The pastor and his family should also be assisted in learning about the community (e.g. enrolling children in local schools, service providers in the community, potential employment for pastor's wife, etc.)

- 39. Provide ongoing support for the new pastor and his family.
 - Consider developing a Pastor's Prayer Team that meets regularly with the pastor for prayer and support for him in his ministry.
 - Help the church celebrate the pastor's anniversaries, birthday, and significant issues in the life of his family.

Document 1
Specific Ways to Pray During Pastor Search Process

Luke 6:12-13:

In these days [Jesus] went out to the mountain to pray, and all night he continued in prayer to God. And when day came, he called his disciples and chose from them twelve, whom he named apostles.

Acts 14:21-23:

And after they had preached the gospel to that city and had made many disciples, they returned to Lystra and to Iconium and to Antioch, strengthening the souls of the disciples, encouraging them to continue in the faith, and saying, "Through many tribulations we must enter the kingdom of God." When they had appointed elders for them in every church, having prayed with fasting, they commended them to the Lord in whom they had believed.

1. Pray for the Church

- Pray for patience, humility, and unity.
- Pray that the church would support the work of the search committee.
- Pray that the church would not react to a previous pastor (whether positive or negative).

2. Pray for the Search Committee

- Pray for patience, humility, and unity during the search process.
- Pray for discernment and wisdom to choose the right person.
- Pray for discipline to follow-through with assignments and not to retrace decisions that have already been made.

3. Pray for Your Next Pastor

- Pray that God would increase his passion for preaching the Word of God.
- Pray that God would give him a love for your church and the strength to leave his current position (if currently serving in another church).
- Pray that your next pastor would begin new relationships at your church in the right way.
- Pray that God would prepare your future pastor to shepherd your flock more effectively through the trials and blessings he has faced or currently faces.
- Pray for your next pastor's family.

Document 2

Responsibilities of the Pastor Search Committee Officers

- **Chairperson**. The chairperson is responsible for presiding at meetings, giving leadership to the committee, and guarding the integrity of the meeting process. The chairperson will call the meetings, prepare the agendas, preside over the meetings, and facilitate the process. The chairperson will communicate with the church office to reserve a room for meetings and any other physical or calendar concerns. The chairperson is not expected to do all the work. The chairperson should be prepared to delegate responsibilities among the members. Usually the chairperson will be the liaison between the committee and the congregation. This requires good communication skills. In exceptional cases, the chairperson may wish to call on one of the other members who is more gifted in communication to speak before the church.
- **Vice-Chairperson**. The vice-chairperson works closely with the chairperson and acts for the committee in the absence of the chairperson. Early in the process, the chairperson and vice-chairperson should decide what the vice-chairperson can do to facilitate the search.
- **Prayer Coordinator**. The prayer coordinator should be a person who is known by the congregation as one who takes seriously the discipline of prayer. This person will act intentionally to keep prayer before the church and the committee.
- **Secretary**. The secretary will keep good notes of all the meetings. The notes should be complete and neatly prepared so that if/when questions are raised about previous discussion or decisions, it will be relatively easy to find answers in the minutes of the meetings. The secretary will also be responsible for all correspondence that goes out from the committee, whether to the church or the candidate(s) being considered.

Document 3
Pastor Search Committee Survey

The following items, in alphabetical order, include many of the responsibilities of a pastor. All of the responsibilities are important. Carefully consider the needs of our church, then mark these items according to the relative importance of each. Please be discriminating in your response. Please check no more than six items in any column. On the back, comment further on any particular category in which you have additional thoughts inclusive of why you feel one category is of greater or lesser importance. Additional comments are often of more value than simple checkmarks.

RELATIVE IMPORTANCE

Responsibility	Very Important	Important	Less Important
Leadership/Administrator: The pastor should manage the affairs of the congregational organization through planning, decision making, delegating, evaluating, and managing conflict and stress. He should capably lead the church staff.			
Community Leadership: The pastor should be aware of and concerned with community needs, activities, and affairs and knowledgeably capable of addressing these concerns from a pastoral perspective, thus establishing respect in the community.			
Counseling: The pastor should set aside time to assist persons facing problems or decisions.			
Crisis Ministry: Ministering in the midst of crises, for example death, sickness, or other traumatic events of individual lives.			
Denominational Leadership: Serving or having served in a position of leadership within the local association or state denominational ministries.			
Evangelism and Missions: Personally sharing the Christian faith, enabling laypersons to witness, & supporting denominational missions.			
Family: The pastor should spend ample time with his family and be a positive leader in his own family.			
Pastoral Care: Ministering to, befriending, nurturing, supporting, reconciling, and affirming church members in their homes, informal contacts, and at church.			
Personal Growth: Strengthening himself and the church through private and public devotions, prayer and Bible study, availing himself of ongoing educational opportunities.			
Preaching: Making the gospel relevant to people's lives through clarity in preaching.			
Social Ministry: Enabling persons within the congregation to become aware of and participate in issues of social concern.			
Stewardship Leader: Leading laypersons to develop and use individual and congregational resources.			
Teaching (Bible Theology): Communicating a comprehensive understanding of the Bible and Christian theology.			
Worship Leader: Planning and conducting worship services as a central event of the congregation in gathered community.			
Vision: The pastor should be excited about his calling to the ministry and to our church. He should exhibit a vision of doing God's work here, and should enthusiastically share it with the church.			

(Document 3 continued)

How much experience should our new pastor (staff minister) have?

- Less than 5 years
- 5–10 years
- 10–20 years
- More than 20 years
- Should not matter

While age should not be a major factor, approximately what age pastor do you feel our church should call at the present time?

- 20–30 years old
- 30–40 years old
- 40–50 years old
- 50–60 years old
- 60–70 years old
- Should not matter

What level of education would you prefer that our next pastor have?

- High School diploma
- Bachelor's degree (Non-ministry related)
- Bachelor's degree (Ministry related)
- Master's degree from a seminary
- Doctoral degree
- Should not matter

Name the most important qualities and characteristics our pastor should possess:

Document 4
Church Behavior Survey

Demographics

1. What is your gender?
 Male Female
2. What is your age?
 12-19 20-39 40-59 60-74 75+
3. What is your marital status?
 Single (never married) Single (divorced) Married Widowed
4. How long have you been a member of this church?
 Less than 1 year 1-5 yrs 6-10 yrs 10+ yrs Not a member

Worship

5. Do you spend time in daily private prayer and Bible study?
 Almost Always Usually Sometimes Rarely Never
6. Do you attend the primary worship service of your church weekly?
 Almost Always Usually Sometimes Rarely Never
7. Do you actively participate (sing, give, listen, pray, etc.) in your church's weekly worship service(s)?
 Almost Always Usually Sometimes Rarely Never
8. Do you feel close to God during your church's worship service(s)?
 Almost Always Usually Sometimes Rarely Never

Prayer

9. Do you praise God for Who He is in your prayers?
 Almost Always Usually Sometimes Rarely Never
10. Do you confess your known sins to God as you pray?
 Almost Always Usually Sometimes Rarely Never
11. Do you spend time giving God thanks in your prayers?
 Almost Always Usually Sometimes Rarely Never
12. Do you spend time praying for the needs of others?
 Almost Always Usually Sometimes Rarely Never
13. Do you feel your church spends significant time together in prayer?
 Almost Always Usually Sometimes Rarely Never
14. Do you pray for your pastor and church leaders?
 Almost Always Usually Sometimes Rarely Never

Evangelism/Outreach

15. Do you invite lost and unchurched individuals to your church?
 Almost Always Usually Sometimes Rarely Never
16. Do you personally share the gospel with lost individuals?
 Almost Always Usually Sometimes Rarely Never
17. Do you participate in your church's evangelistic and outreach efforts?
 Almost Always Usually Sometimes Rarely Never
18. Do you pray for lost individuals by name?
 Almost Always Usually Sometimes Rarely Never

Discipleship

19. Do you give at least a tithe of your income to the Lord through your church?
 Almost Always Usually Sometimes Rarely Never
20. Do you strive to study and obey Scripture in your daily life?
 Almost Always Usually Sometimes Rarely Never
21. Do you know and participate in your church's plan of discipleship?
 Almost Always Usually Sometimes Rarely Never
22. Do you know and use your spiritual gifts to serve the Lord through your church?
 Almost Always Usually Sometimes Rarely Never

Fellowship

23. Do you feel you "fit in" and are a part of your church family?
 Almost Always Usually Sometimes Rarely Never
24. Do you make an effort to develop friendships with new people in your church?
 Almost Always Usually Sometimes Rarely Never
25. Do you look for opportunities to encourage your fellow church members?
 Almost Always Usually Sometimes Rarely Never
26. Do you spend time with fellow church members outside regular church meetings?
 Almost Always Usually Sometimes Rarely Never
27. Do you feel you have received encouragement from your fellow church members?
 Almost Always Usually Sometimes Rarely Never
28. Do you actively seek to resolve conflicts with your fellow church members?
 Almost Always Usually Sometimes Rarely Never

Sunday School

29. Do you attend a Sunday School class at least twice per month?
 Almost Always Usually Sometimes Rarely Never
30. Do you serve in some way to strengthen your church through the Sunday School?
 Almost Always Usually Sometimes Rarely Never

31. Do you support efforts to start new Sunday School classes in your church?
 Almost Always Usually Sometimes Rarely Never
32. Do you and your class make an intentional effort to enroll new members in your Sunday School class?
 Almost Always Usually Sometimes Rarely Never
33. Do you study your Sunday School lesson prior to the class' meeting?
 Almost Always Usually Sometimes Rarely Never

Ministry & Missions

34. Do you understand the missions program of the Southern Baptist Convention, including the Cooperative Program?
 Almost Always Usually Sometimes Rarely Never
35. Do you pray for you church's participation in missions?
 Almost Always Usually Sometimes Rarely Never
36. Do you give to the special offerings for Kentucky, North America, and International missions?
 Almost Always Usually Sometimes Rarely Never
37. Do you participate in short term mission trips through your church by supporting or going?
 Almost Always Usually Sometimes Rarely Never
38. Do you participate in mission opportunities offered by your church in your local community?
 Almost Always Usually Sometimes Rarely Never

Document 5
Sample Pastor Job Descriptions

Sample 1

Principle Function

The pastor is responsible to the church to proclaim the gospel of Jesus Christ, to teach the biblical revelation, to engage in pastoral care ministries, to provide administrative leadership in all areas of church life.

Responsibilities:

1. Plan and conduct the worship services: prepare and deliver sermons; lead in observance of ordinances.
2. Lead the church in an effective program of witnessing and in a caring ministry for persons in the church and community.
3. Visit members and prospects.
4. Conduct counseling sessions; perform wedding ceremonies; conduct funerals.
5. Work with deacons, church officers, and committees as they perform their assigned responsibilities; train and lead the deacons in ministry.
6. Act as moderator of church business meetings.
7. Cooperate with association, state, and denominational leaders in matters of mutual interest and concern; keep the church informed of denominational development; represent the church in civic matters.

Sample 2

Primary function —To provide kingdom leadership to the members of this church enabling them to focus on the Great Commission, and equipping them to carry out the five functions of the New Testament church: evangelism, discipleship, ministry, fellowship, and worship.

RESPONSIBILITIES

Leading: The senior pastor will lead and develop the pastoral team in equipping the congregation to fulfill the Great Commission and accomplish the purpose statement of this church. The senior pastor will lead and equip the body of deacons so they can effectively lead the ministry teams of the church.

Administering: The senior pastor will provide direction and oversight to the administrative ministries of the church and will give leadership to the administrative ministries team of the congregation. The senior pastor will administer the pastoral team of this church.

Ministering: The senior pastor will use his spiritual gifts to edify and build this local body of believers. The senior pastor will provide appropriate pastoral care to members of the church and the community and will equip the members of the pastoral team and the deacon body to do the same.

Communicating: The senior pastor will preach and teach the Bible, believing that it has God for its author, salvation for its end, and truth without any mixture of error for its matter. The senior pastor will communicate the vision for ministry that God gives to this congregation.

Expectations: The senior pastor is expected to be a servant leader. The senior pastor is expected to live an exemplary life modeling the call, character, and competencies becoming a minister of the gospel of Jesus Christ. The senior pastor will demonstrate a servant spirit as a growing disciple of Jesus Christ.

Source: Frank R. Lewis, The Team Builder (Nashville: Convention Press, 1997)

Document 6
Church and Community Profile

One of the most helpful things that you as the pastor search committee will do for your next pastor is to prepare a profile which can be shared with a potential minister. The profile will also help the potential pastor to pray about God's will concerning his becoming your pastor. If the process breaks down and you no longer are interested in that minister, ask for the profile back so that you might share it with the next minister. The following items are suggestions for the portfolio:

Church Information

1. Constitution and bylaws
2. History of the church
3. Church budget
4. List of all church officers
5. Church's Annual Church Profile: last 3–5 years (can be acquired from Pike Association office)
6. Pictorial directory
7. Copies of recent worship bulletins
8. Church's mission/vision statement
9. Copies of recent newsletters
10. Pictures of the church and community
11. Church's long-range goals

Community Information

1. Most recent census statistics (KY Baptist Convention can provide area demographic)
2. Chamber of Commerce promotional pieces
3. Map of the community, especially a map of the church field (mark the location of the church)
4. Information about schools
5. Free magazines of homes for sale in local area (if no parsonage provided)
6. History of the community

Document 7

Overview of the Resume Review Process

Round 1 of Resume Reviews

After the deadline has expired to accept resumes, the committee will begin their First Review of these candidates. One person from the Pastor Search Committee will need to make copies of each resume for every member of the committee. Another person should be given the task of sending an email to every candidate to thank them for sending their information to the committee. Once everyone on the committee has received their copies of the resumes, set aside some time for each person to read over them, pray through this process, and return with their top candidates (give at least a week or more depending on the number of candidates) to the next meeting.

Information for individual committee members to use to review resumes:

- *Look at personal information to see if there are gaps of time not reported (like employment, marriage, locations.)*
- *Pay attention to the ministry area, how many different places has the candidate ministered, how long has he served at each ministry position (some may say they have been in ministry 25 years but their average tenure is only 3 years, showing the candidate may not be a long term minister)*
- *What size churches have they served? Has the candidate been on a larger church staff in the same position?*
- *What is the candidate's denominational involvement with their state convention or local association?*
- *Where does the candidate currently live? His current location could say something about the culture he has ministered in and would impact the church's consideration of relocating the family.*
- *What is the candidate's education or training? Is the person a lifetime learner?*
- *One question the committee needs to ask about each resume is, "Why do we need to move this person to the next level in our process?"*

At least a week after each member receives their resume packets, set up two stacks of resumes. One for those candidates that are "likely" to move to the next step in the process and one stack for those "not likely" to make the next step. After the committee comes to an agreement on which stack these resumes belong, begin a prayer time over those that are in the "not likely" stack. Ask God to guide these which have been taken out of your prospective stack to where He needs them. Someone will need to contact those individuals in the "not likely" stack to inform them they are not moving to the next level.

In some cases the number of resumes could be too large to copy each one. The time used to make individual copies for each search committee member would be wasteful. One way to handle this first review task would be have two stacks, one for those who could "likely" be a candidate and one for those "not likely." After the first review of the resumes, those candidates

that are in the “likely” stack will need to be copied for the team. At this time the team begins a more in depth process of moving toward God’s preferred candidate.

Round 2 of Resume Reviews

At the second review of the “likely” resumes, each team member will spend time alone carefully reviewing this smaller group of resumes. As the team begins to narrow the field, they will want to spend time in personal prayer and contemplation of each of these more likely individuals.

As the team is sifting through resumes they will give impressions regarding about each of these candidates. One option for the team is to give each individual resume a score from their most likely to least likely (1 being least likely to 10 for most likely.) The individual team members could come back to the next Pastor Search Team meeting with each resume scored and the collective score could be used as a way to get the selection down to a more manageable number of candidates. The objective is to get the individuals to a number where surveys could be mailed for a third reviewing in the narrowing process. A good outcome for this step would be agreement of the team for their Top Ten individuals. The team will also begin the process of calling references of these top candidates to acquire more information about each individual. This step could require an additional meeting before the third review of resumes begins because a discovery from their references could keep a person from being considered in the next step of the search process.

When the team is in agreement each of the top candidates will be sent a questionnaire to be used in the next step of the process. The information sent to these top individuals should include a brief introduction of the church, explanation of the next steps in the search process, and deadline to get the questionnaire back to the committee.

At this point the individuals who are not the Search Team’s top candidates need to be sent a letter or e-mail thanking them for their interest and explaining that the committee has chosen not to include them from the next step of the team’s search process.

Round 3 of Resume Reviews

After the deadline for the top candidates’ surveys, the Pastor Search team will reassemble to receive a copy of each candidate’s answers to the questionnaire. The team should set their next meeting to hear feedback from each team member’s perception of the top candidates. Once again the process could use a scoring system (if you have 10 top individual’s questionnaires then score them similar to the first system and ask them to be prepared to report at the next meeting.) The team should be given at least a week to read over and think through the answers from each candidate.

At the second meeting each team member will bring their report of their top candidates. It is not important at this point to get the candidates into their top 1, 2, or 3. The outcome is only to help the team to agree on their top 3 candidates (not in order) for the next step. It is now time to contact each of the top 3 to set up a time and place for the first face to face interview.

Round 4 of Resume Reviews

The outcome of this step is to rank each individual candidate in the priority order. It is extremely important that each Pastor Search Team member is in attendance for these interviews. The team will have a similar set of questions for each person interviewed. It would also be important at this point to include the wife of the candidate in the process. If your meeting location is the church, for privacy sake, make sure you plan a time when there are no other activities at the church. At this point the process is to determine where each person ranks so that the team can come to agreement on their number 1, 2 and 3 individual.

After the interview it would be best for the team to schedule their next meeting to talk through the interview and how the candidate would be placed in the search process. It is of most importance to get the agreement of the team for the placing of candidates. The next step will be working with the number one person until they cease to be a candidate, in that case the number two candidate is moved to number one.

(Source: Kentucky Baptist Convention Pastor Search Committee Guide)

Document 8

Reviewing Resume Guide

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

Personal:

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

Professional:

- How many different churches has the candidate served with?
- Does the candidate show accomplishments at each church?
- Are there lapses of time between ministries?
- Pay attention to the ministry area, how many different places has the candidate ministered? How long has he served in each ministry position? (Some may say they have been in ministry 25 years but their average tenure is only 3 years. This may indicate that the candidate may not be a long term minister.)
- What size churches have they served? Has the candidate been on a larger church staff?
- What is the candidate's denominational involvement with their state convention or local association?

Educational:

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

References:

- Does the candidate list references?
- If he does list references, how does the candidate know the references? How long have they known him?

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

Document 9
Sample Letters/Emails to Candidates

Sample 1: Letter for Potential Candidates

Date

Dear _____

We received your resume for consideration in our search for our next pastor. We have received a number of profiles and will be spending the next few months studying the information we have received and seeking God's leadership in finding the right person for this important ministry position. When we have completed this process, we will be scheduling interviews with the candidates that we feel match the needs of our church.

You do not need to do anything at this time. We will contact you if we would like to meet personally with you and your spouse or when we have made a final decision. We appreciate your interest in our church. We pray that God will guide both you and us as we seek to serve Him.

Sincerely,

Sample 2: Non-Acceptance Letter

Date

Dear _____

Thank you for your interest in the position of (ministry position) at our church. We have received biographical information from a number of qualified, committed persons and have sought to consider each one prayerfully.

God has led us in another direction. We trust that God will continue to lead you as you seek to serve Him. Thank you for your prayers for our congregation. We, too, pray for you and your family.

Sincerely,

Sample 3: Letter to Potential Candidate

Date
Inside Address

Dear _____:

Our church is in the process of searching for a new (ministry position). (Name of person submitting name) has highly recommended you to us for consideration.

A brief description of our church and its ministries is enclosed. After reading it, if you feel that this description of our needs complements your gifts and interests, we encourage you to complete the enclosed biographical profile. If you have a biographical profile prepared, we welcome that, too; but we ask that you complete the enclosed form so that we will have equivalent information from everyone.

Sincerely,
Name Chair,
Search Committee

Encl: Church Information Form
Biographical Profile Form
Self-addressed, Stamped Envelope

Sample 4: Response to Minister Expressing Interest

Dear _____

We appreciate your sharing your availability and interest in the position of (ministry position). So that we may have similar information from each candidate, we are asking that each candidate complete the enclosed biographical profile. We have also included some basic information about our church so that you can more fully determine if you feel your gifts and experience match the needs of our church. If you are still led in our direction, we encourage you to complete the profile and return it to us as soon as possible.

Sincerely,
Name Chair,
Search Committee

Encl: Church Information Form
Biographical Profile Form
Self-addressed, Stamped Envelope

2. How would you describe your personality and temperament?

3. What do you believe the pastor's role is in a church?

4. What do you feel are your strongest gifts for pastoral ministry?

5. When was the last time you shared your faith with an individual?

6. Where do you see yourself in 10 years?

MINISTRY

1. What do you believe is the most critical issue facing the church today?

2. How would you utilize volunteers?

3. What has been your experience in a church's outreach ministry?

FAMILY

1. How does your family feel about transitioning?

2. What role has your spouse/children played in the life of the church?

The following items, in alphabetical order, include many of the responsibilities of a pastor. All of the responsibilities are important. Please carefully consider each of the responsibilities on this list and then mark these items according to the relative importance that each of them have for you personally in your ministry. Please check no more than six items in any column.

Responsibility	RELATIVE IMPORTANCE		
	Very Important	Important	Less Important
Leadership/Administrator: The pastor should manage the affairs of the congregational organization through planning, decision making, delegating, evaluating, and managing conflict and stress. He should capably lead the church staff.			
Community Leadership: The pastor should be aware of and concerned with community needs, activities, and affairs and knowledgeably capable of addressing these concerns from a pastoral perspective, thus establishing respect in the community.			
Counseling: The pastor should set aside time to assist persons facing problems or decisions.			
Crisis Ministry: Ministering in the midst of crises, for example death, sickness, or other traumatic events of individual lives.			
Denominational Leadership: Serving or having served in a position of leadership within the local association or state denominational ministries.			
Evangelism and Missions: Personally sharing the Christian faith, enabling laypersons to witness, & supporting denominational missions.			
Family: The pastor should spend ample time with his family and be a positive leader in his own family.			
Pastoral Care: Ministering to, befriending, nurturing, supporting, reconciling, and affirming church members in their homes, informal contacts, and at church.			
Personal Growth: Strengthening himself and the church through private and public devotions, prayer and Bible study, availing himself of ongoing educational opportunities.			
Preaching: Making the gospel relevant to people's lives through clarity in preaching.			
Social Ministry: Enabling persons within the congregation to become aware of and participate in issues of social concern.			
Stewardship Leader: Leading laypersons to develop and use individual and congregational resources.			
Teaching (Bible Theology): Communicating a comprehensive understanding of the Bible and Christian theology.			
Worship Leader: Planning and conducting worship services as a central event of the congregation in gathered community.			
Vision: The pastor should be excited about his calling to the ministry and to our church. He should exhibit a vision of doing God's work here, and should enthusiastically share it with the church.			

Thank you for taking the time to complete this questionnaire. We greatly appreciate it!

Document 11

Questions for References of a Prospective Minister

Our search committee is considering (name of candidate) of (name of church) in (city, state) for the position of (ministry position). Since he/she has honored you by giving your name as one who knows him/her, would you please take a few moments to answer some questions about our candidate? You may be assured that your response will be kept confidential. Your candid answers will be greatly appreciated.

Thank you for your thoughtful response to this questionnaire.

QUESTIONNAIRE ABOUT CANDIDATE

Candidate's Name

1. How long have you known this person?
2. In what capacity?
3. What are his/her strengths?
4. What are his/her weaknesses?
5. Would you employ him/her?
6. Would you want him/her as your (ministry position)?
7. Is he/she completely reliable?
8. Is his/her character above reproach?
9. To your knowledge, does he/she have a good financial record?
10. To your knowledge, does he/she have a good moral record?
11. Do you know his/her spouse?
12. Is his/her spouse an asset to his/her ministry?
13. Would this be an opportune time for the candidate to leave the current position?
14. Could you provide the name and contact information for someone else who knows the candidate?

(Source: J. William Harbin, After the Pastor Leaves . . . When Another Comes: A Manual for Pastor Search Committees (Nashville: Convention Press, 1988).)

Document 12
Pastoral Candidate Credit and Legal Information Release

I hereby authorize _____ Church, of _____ (city/state)
to check my credit and legal history with all appropriate sources. Such information may be
obtained for the years of _____ to the present.

Candidate's Full Name _____

Candidate's Drivers License # _____

Candidate's Social Security # _____

Candidate's Printed Name

Candidate's Signature

Date

Document 13
Background Check Resources

The following organizations specialize in performing background checks for ministers. Feel free to contact these organizations directly for more information.

Kentucky Baptist Convention

<http://www.kybaptist.org/safechurch>

Protect My Ministry

Sondra Smith

Risk Management Specialist

800.319.5581 ext 289

ssmith@protectmyministry.com

www.protectmyministry.com

Shepherds Watch (By Group Publishing)

<http://www.group.com/shepherds-watch>

Lifeway Christian Resources

<https://www.lifeway.com/en/services/church-administration/background-checks?intcmp=SRDR-background-checks>

800.464.2799

Document 14
Sermon Evaluation Form

Speaker: _____
Text: _____
Title: _____

On a scale of 1-10 (1=poor, 10=excellent), please rate the sermon according to each of the following characteristics:

Introduction incited interest in the sermon.	1 2 3 4 5 6 7 8 9 10
Points of the sermon were clearly stated.	1 2 3 4 5 6 7 8 9 10
Points of the sermon were based upon the Bible passage being preached.	1 2 3 4 5 6 7 8 9 10
Sermon was biblically accurate.	1 2 3 4 5 6 7 8 9 10
Effective use of illustrations.	1 2 3 4 5 6 7 8 9 10
Appealed to both the mind and the emotions.	1 2 3 4 5 6 7 8 9 10
Specific application was made to everyday life.	1 2 3 4 5 6 7 8 9 10
Speaker was able to conclude the sermon effectively.	1 2 3 4 5 6 7 8 9 10
Speaker presented a clear invitation.	1 2 3 4 5 6 7 8 9 10
Speaker was positive and enthusiastic in his delivery.	1 2 3 4 5 6 7 8 9 10
Speaker displayed personal warmth.	1 2 3 4 5 6 7 8 9 10
Speaker displayed appropriate sense of humor.	1 2 3 4 5 6 7 8 9 10
Message was challenging and/or inspiring.	1 2 3 4 5 6 7 8 9 10
Speaker's mannerisms in the pulpit added to the quality of the sermon.	1 2 3 4 5 6 7 8 9 10
Sermon was an appropriate length.	1 2 3 4 5 6 7 8 9 10

Did you sense God's presence and power during the sermon? Yes/No

Would this kind of preaching meet the needs and/or expectations of our church? Yes/No

Was there anything that you observed about the sermon that concerns you? Yes/No

If Yes, explain below:

Other comments:

Document 15

Interview Questions

Please note: Good interview questions cannot be answered with a simple yes or no. Good questions call for some details in the answer. Do not be afraid to ask hard questions. Learn as much as you can about the prospect at this time. This is a comprehensive compilation of questions for a ministerial candidate. Select the questions that best fit your needs. Add others as appropriate to the position.

1. Tell about your conversion and call to ministry.
2. Describe important people in your life and tell how they influenced you.
3. Describe successes and failures in your ministry.
4. What strengths do you bring to ministry?
5. How have you grown since entering the ministry?
6. Where do you now need to grow?
7. How do you allot your time among pastoral ministries?
8. What do you like most about ministry?
9. What do you like least about ministry?
10. How do you fit in with the denomination?
11. Where is your theology in the parameters of our denomination?
12. Do you support the Cooperative Program?
13. What do you do for fun?
14. Describe your current family and tell how each member relates to the others and to the church.
15. Do any of your family members have special needs?
16. How do you encourage spiritual growth in your family?
17. What is your wife's role in your ministry?
18. Describe your personal financial situation.
19. What is your position concerning missions?
20. What is your conviction and policy concerning evangelism?
21. What is your policy concerning pastoral visitation?
22. What is your policy concerning pastoral counseling?
23. What do you consider, in the order of their importance, your chief duties as pastor?
24. Do you think your best work can be done in a relatively short or a relatively long pastorate?
25. What would the ideal decision-making model look like?
26. What method would you use in accomplishing the goals and business affairs of the church? (E.g. self-led, committee led, team led, deacon led).
27. What will be your involvement with committees?
28. How do you see the role of deacon in the church?
29. What are your convictions concerning these issues?
 - Alcohol and drugs
 - Gambling
 - Pornography
 - Racial prejudice
 - Divorce and/or remarriage

30. How active are you in:
- Associational work?
 - State Convention work?
 - Southern Baptist Convention work?
 - Civic clubs/social organizations in the community?
31. The church allows you revivals, conventions, etc. How many of these do you normally attend/conduct in a year?
32. What style of public worship and preaching do you prefer?
33. What would be your relationship with the staff?
34. Would you expect to make changes in the current staff?
35. Do you schedule office hours and days off?
36. Describe your effectiveness in reaching _____. (Fill in the blank with the group of people you are trying to reach.)
37. Describe how you would communicate with _____. (Fill in the blank with the group of people you are trying to reach.)
38. What are your hobbies? What do you do for entertainment?
39. How would you rate your interpersonal skills?
40. Describe your health.
41. How many and what books have you read in the past twelve months?
42. Describe your leadership effectiveness.
43. How do you go about making changes in the church?
44. Describe your spiritual health and your feelings about spiritual accountability.
45. Describe your personal, private devotional time.
46. What are your measurements for success in ministry?
47. How comfortable do you feel in working with all age groups that make up the membership of the church?
48. Discuss your work schedule and how you divide your time in the range of responsibilities.
49. How would you describe an effective worship service?
50. To what extent is your family involved in your ministry, and how would they feel about moving?
51. What do you and your family enjoy doing together?
52. Share your plans for personal and professional growth.
53. How do you relate to other denominations?
54. What doctrines do you think are essential?
55. What are your greatest strengths and your greatest weaknesses?
56. Four of the major elements of kingdom leadership are leadership, communication, administration, and ministry. Of these areas, which do you consider your greatest strength in the ministry and why?
57. What is your personal belief about the nature and function of the church?
58. What is your concept of the role of the laity (both men and women) in the church?
59. What is your philosophy of stewardship and tithing? Do you tithe?
60. How do you keep up-to-date with recent developments in church-related issues?
61. Map out for us the manner in which you use your time throughout the week.
62. Where does your family fit into your task as a minister? Does your family support your calling and vocation? What role does your wife play in the church?
63. What is your concept of the Bible?
64. How do you measure success in ministry? How do you know when you have done a good or a bad job?
65. Who are your closest friends? How do you relate to other ministers?

66. How do you try to relate to the church staff? Do you see the staff as being called by the church? Are you willing to work with the present church staff?
67. What is important to you in handling conflicts between yourself and a member of the congregation?
68. When you change churches, what do you think is the most important thing for you to do during the first year?
69. How do you work with the leadership of the church in planning? What role do you see for the laity in the decision-making process of the church?
70. Give us your beliefs concerning the basic Baptist doctrines as stated in The Baptist Faith and Message.
71. Why would you consider moving to another church?
72. How do you classify/describe your preaching style?
73. Do you have outside business interests? If so, explain what they are.
74. Do you do personal counseling and, if so, on what level? How extensive is your training in this area?
75. How do you manage disagreements in your church?
76. Who are your mentors/models in ministry (past or present personalities?)

QUESTIONS FOR THE SPOUSE

1. Please share your conversion experience.
2. Were you aware of your spouse's call to ministry before marriage? If not, explain how you have come to view this call to ministry?
3. Describe your relationship to the church.
4. Describe your role in the family.
5. How do you feel about moving?
6. Will you be working outside the home?
7. How do you feel about being a minister's spouse?

Document 16
Other Resources

Pastor Search Books/Resources

- *Search: The Pastoral Search Committee Handbook* by William Vanderbloemen
- *When the Word Leads Your Pastoral Search* by Chris Brauns
- *Seeking God to Seek A Pastor* by Gregory Frizzell
- KBC Pastor Search Committee Workbook (available from kybaptist.org)

Minister's Salary Issues

- *"The Minister's Salary and Other Challenges in Ministry Finance"* by Art Rainer
- *"The Minister's Salary"* by Thom Rainer (free eBook)
- Lifeway's Ministry Compensation Study: compstudy.lifeway.com
- KBC resources: www.kybaptist.org/financialbenefits