

CABC Ministry Placement Procedures

(Proposed)

The following proposal will be a new method of doing Ministry Placement in the CABC. The proposal will be to open up our process somewhat in that each church seeking a pastor will advertise the position on the Convention Web site. The Ministry Information Profile (MIP) of pastors seeking to be settled will also be on the website but will be password protected and only churches seeking a pastor will have access to the Ministry Information Profiles. One of the Associate Executive Ministers will primarily be responsible for Ministry Placement. The following is a brief outline of how the process will work.

For the Pastor seeking Ministry Placement:

1. Contact Senior Staff (Associate Executive Minister responsible for Ministry Placement)
2. Fill out Ministry Information Profile
3. Regularly check CABC website ministry openings
4. Send cover letters/resumes to ministry openings where led
5. Seek out pastoral support during this process through the office of the Director of Spiritual Formation/Clergy Care

For the Church seeking a Pastor:

Upon appointment of a Search Committee:

1. Inform Associate Executive Minister responsible for Ministry Placement of vacancy
2. Fill out Position Profile for CABC website
3. When necessary the church will be matched with a trained volunteer who walks the Committee through the suggested process. That volunteer remains a “coach” for the Committee as the process continues and in some circumstances meets with the committee
4. Prepare necessary background materials – i.e. church & community profile; proposed job description; proposed salary & benefits package; etc.
5. Receive access to all MIPs, noting confidentiality with which these are held, once Position Profile posted
6. Prayerfully discern the first person to interview & deal with that person only until resolved whether or not this is the person to be called

Note: As much as possible, the work of Ministry Placement is to be done through administrative support. The Associate Executive Minister responsible for Ministry Placement will be available for telephone coaching to churches but will leave most on site visits to trained volunteer “coaches.”