



CANADIAN BAPTISTS  
OF ATLANTIC CANADA

*Guidelines and Resources  
for  
Search Committees*

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## 1. Introduction

Nothing involves the entire congregation more than the decision-making process of calling a pastor. Only through diligent prayer can a church discover God's person for its spiritual leader. The entire process should be bathed in prayer, both at the committee level and in the congregation as a whole. I Thessalonians 5:17

In the calling of a pastor the congregation must accept as basic the Lordship of Christ. Each member must submit to His Lordship if a unified call can be extended.

The entire Body of Christ cannot function as a hands-on working committee, therefore, the congregation must select and trust those people of good character, spiritual maturity, prayerfulness and experience in whom the responsibility of seeking out the new pastor lays. The committee members must also have a Biblical understanding of the mission of the church.

In the end, as a congregation votes on a candidate, it exercises the biblical principle of congregational government. Conformity to the Word of God, reliance upon the Holy Spirit and submission to the leading of God must have preeminence in the entire process, including the final vote.

## 2. The Role of the Canadian Baptists of Atlantic Canada (CBAC)

A CBAC link with the local church is time honored, cost effective and practical in our Baptist family. One of the significant ministries that we do together as a denomination is that of training, developing and utilizing a pool of accredited pastors for ministry in our local churches. This includes: Accredited Ordained Pastor, Candidate for Ordained Pastoral Ministry, Recognized Convention Lay Pastor and Candidate for Recognized Convention Lay Pastor. The CBAC web site contains a password protected directory of accredited ministers which can be accessed by the Search Committee chair.

It is strongly recommended that only candidates approved by the Board of Ministerial Standards and Education (BMSE) be considered for a call. This Board is governed by the "Regulations Concerning the Ministry" which is published in Section A of the Annual CBAC Yearbook. If the church is interested in calling a pastor not accredited by the CBAC, a thorough investigation of the candidate's background should be undertaken by the search committee. Also, the church should discover if the candidate will commit to seeking accreditation through the BMSE as soon as possible. This action can become a requirement for the incoming pastor. (<http://www.baptist-atlantic.ca/resources> )

Search Committees are encouraged to be cognizant of the principles of non-discrimination. These principles recognize the diversity of persons who have been called to the Christian ministry, and approved by the BMSE. Numerous resolutions and past votes of the Assembly of the Canadian Baptists of Canada Churches as well as the Canadian Charter of Rights and Freedoms affirm and encourage CBAC churches to consider calling pastors of either gender, whether single or heterosexually married, without discrimination according to race, ethnicity or disability.

### 3. After the Pastor Resigns

Upon accepting the resignation of a pastor, it is beneficial to a church to contact the Coordinator of Ministry Priorities to arrange a meeting of a trained volunteer coach of the CBAC with the congregation to offer support during the time of transition and to explore the options of immediate pastoral ministry, explain the process of the pastoral search, and review the resources found in the appendix of this booklet.

Prior to the pastor's leaving, the deacon's should plan and arrange a positive closure including a farewell.

Establish an understanding with the outgoing pastor regarding the possible visit from a pastoral candidate while the former is still ministering. The outgoing pastor needs to be flexible and cooperative in these matters. The outgoing pastor should be absent on a Sunday when a candidate is preaching for a call. It would be inappropriate and a violation of the CBAC Pastoral Code of Ethics for the outgoing pastor to submit names of possible candidates as the Search Committee seeks a successor. Furthermore, associate pastoral staff members and other salaried staff should not be involved with the Search Committee in this process. However, the Search Committee should provide opportunity for dialogue to take place between existing pastoral staff and the prospective candidate at some point, especially for a senior pastor. If necessary, review pastoral ethics with the outgoing pastor regarding his/her future involvements in the church and/or pastorate after a new pastor has been called to avoid polarization, conflict and the inability of the new pastor to lead the church.

#### Arrangements for Interim Pastoral Care:

Unless directed by the church constitution or by-laws, the deacons, elders, leadership team or pastoral committee will give attention to a continuing pulpit ministry. Some of the options available are:

- Bi-vocational pastor - Pastoral care subsidized by other employment
- Student pastor
- Supply pastors to fill the pulpit, Bible studies, funerals, weddings, etc.
- Interim pastor - Pastoral care provided between the out-going and in-coming senior pastor: full or part-time (*Appendix K, p 35*)
- Intentional interim pastor - Pastoral care which is intentionally directed towards specific needs. e.g. reconciliation, healing, facility and financial planning, etc.: full or part-time

**Note:** Salary should be commensurate with the requirements of the position.

### 4. The Search Committee

#### Formation of the Committee:

Many churches have constitutions or by-laws that outline how the Search Committee is selected. If not, a major Board or Committee should take the initiative to call a meeting of the congregation for the purpose of appointing a Search Committee.

#### Composition of the Committee:

The members nominated for election or appointment to the Search Committee may be outlined in the constitution and/or guidelines by virtue of the office they hold in the church. If this is not the case, care should be taken in the selection of its members. Because of the committee's responsibility, this is not the place to simply throw a group of people together with little experience or direction. Careful consideration should be given to people with particular gifts, abilities and experience in such areas as:

- spiritual maturity
- prayerfulness
- spiritual sensitivity
- recruitment of leadership
- an understanding of the dynamics of pastoral ministry and the pressure in a minister's family
- ability to attend to details in the collection of information
- an understanding of the church's processes and polity
- ability to develop a profile of the church – including its core values and expectations
- vision for the church's future
- a knowledge of the church's history
- ability to work well in a committee setting
- listening and communication skills

Ideally, a functional committee should include 5 to 7 members, composed of both men and women who represent a range of age groups. Members must be willing to commit to 100% attendance with the exception of unforeseen emergencies, until the pastor is called. Odd numbers are advisable.

### Chairperson of the Committee:

The chairperson holds the key position on the committee, but acts only upon the direction of the committee. This person must be able to lead and be a good communicator. The chair is responsible for the orderly conduct of the business and will attempt to achieve consensual agreement in all decisions. Where this is not possible, in the event of an unresolvable stalemate that prevents the committee from moving ahead, parliamentary procedure may be employed. Also, the chair would usually contact the candidates, keep the church informed of progress, and maintain contact with the supporting CBAC trained volunteer coach, or designate someone else to do so.

### Ground Rules for the Committee:

Of all the committees which you have had the opportunity to serve on, this one will have the most impact on the future life and ministry of the church.

- (a) This task is not a secular search for someone who will fill a job position. It is a spiritual exercise in seeking whom God wants you to call as pastor. Remember that God calls a pastor to serve Him and churches need to issue the call of God to a pastor. Hiring a pastor is not the terminology we should be using. Therefore, the committee is urged to make prayer-time the most important part of each meeting's agenda. The place and priority of prayer in the search process cannot be overstated.
- (b) The Search Committee members need to spend time to get to know one another, to build trust, and to nurture unity. **Members must guard against promotion of personal agendas.** At all times the committee members should exercise the fruit of the Spirit as each seeks God's leading in the search for a pastor.
- (c) Determine at the outset that the committee will do its best to operate on the basis of consensus in all its decisions. It is strongly recommended that the committee be unanimous when presenting a candidate's name to the church or pastorate. If after much prayer and discussion on the part of the committee, a member of the committee cannot agree or support the committee's decision to recommend a name to the congregation, that member should consider **refraining from speaking against the committee's decision publicly** or consider resigning from the committee.

- (d) Agree to keep discussions confidential within the committee. The committee must adhere to the principal of confidentiality at all times and communicate its' importance to the church. This means not sharing any details of the search process with spouses and/or family members. Procedurally, this could mean assigning letters (A, B, C, etc.) to resumes and referring to the letters rather than names when discussing the candidates outside the formal meeting times (phone conversations, etc.).
- (e) Establish a reporting system with the congregation where at least every other week the chairperson updates the congregation on the progress of the committee, being careful not to disclose names of pastors or churches or other confidential matters. He/she can give the following information examples:
- The committee met this week for prayer and to appoint a chair.
  - Please keep the search committee in your daily prayers.
  - We have contacted the CBAC office to arrange for a trained volunteer coach in the search process. (Give the name of the person assigned to this search when available).
  - We need your help in completing the surveys distributed today.
  - We have finished our church, community and pastor profiles.
  - We are beginning to examine the available resumes.
  - We will have a visit from a candidate and his/her family in 2 weeks followed by a vote on the following Wednesday. Confidentiality dictates that the candidate will be introduced when he/she arrives.
- (f) Consider one candidate at a time. This reduces any polarization of the committee and congregation and keeps the search from becoming a competition which will be rejected by most candidates.
- (g) Generally, it is not advisable to advertise for the position in secular papers and magazines. In addition to secularizing “the call”, it may result in unaccredited candidates (including candidates from other denominations) submitting resumes which can lead to confusion for the committee. The position should be listed on the CBAC web site under Ministry Openings for the awareness and prayerfulness of credentialed pastors.
- (h) Well in advance of an interview provide the candidate with a copy of the church profile, the community profile, the job description, and any other pertinent information.

### **Procedures for the Committee:**

Once contacted, the CBAC will assign an agreed-upon trained volunteer coach to assist the committee in the search. The initial meeting will be for the purpose of providing resources and outlining the processes for calling a pastor. The *Guidelines and Resources for Search Committees* will be used. Assistance can be given in the following areas:

- (a) Discuss the Pastor Search Committee Covenant (*See Appendix A, p 13*).
- (b) Assess the needs of the congregation. Prepare a church profile (*See: Appendix B, p 14*) including information concerning baptisms, membership, budget, groups, constitution, annual report, and other pertinent information. Take into consideration the present state of the church's ministry, its goals, and the legacy of the outgoing pastor(s).

- (c) Assess the needs of the community (*See: Appendix B, p 14*). Develop a community profile pertaining to population, cost of living, industries, hospitals, schools, social system of the community, internet access, and other churches in the community.
- (d) Determine what qualities and gifts are needed in a pastor at this time in the church's life and ministry. This could take into consideration input from the congregation through a special meeting and/or congregational surveys. (*See: Appendix C, p 20*)
- (e) In consultation with the church and its leadership:
  - i. Review the models of ministry and determine the primary roles, responsibilities, expectations, and accountability structure for the new pastor. In addition, where a job description exists, refer to it. (*See: Appendix D & E, p 22 - 24*)
  - ii. Develop a list of realistic negotiable and non-negotiable expectations. (*See: Appendix F, p 26*) Too often a pastor is called where expectations have not been clearly delineated. This often results in misunderstandings and/or mutual dissatisfaction between pastor and congregation. The Search Committee should also explore with the candidate what her/his expectations would be of the church.
- (f) Determine if the Search Committee has been authorized by the congregation to negotiate a proposed salary and benefit package including the type of housing and if there is a maximum amount for the search committee to negotiate within. Where authorization has not been granted, the Search Committee is well advised to postpone any discussion with any candidate until this matter is resolved.

In consultation with the Finance Committee, seek approval of the church for a budget to cover the expenses of the Search Committee and candidates. (*See: General Information for Treasurers* for recommended guidelines. <http://www.baptist-atlantic.ca/resources> )

## 5. The Search Begins

- (a) Pray for God's leading in your search. Christian ministers are **not hired** by congregations; they are **called** to serve the Lord with congregations – called by God and called by His church.
- (b) The congregation can be given one week to submit names of prospective candidates to the Search Committee. Resumes of CBAC accredited candidates will be available through the Coordination of Ministry Priorities. If desired, sister Canadian Baptist conventions can be contacted for available candidates.
- (c) Assemble information on the candidates, including checking out all references. (*See Appendix G, p 28*) Remember that according to the Canadian Charter of Rights and Freedoms, a committee is allowed to check only the references listed in the resume or otherwise supplied or approved by the candidate. It is important when calling references, to ask that the call be kept in strictest confidence.
- (d) It is very important to acknowledge by letter or e-mail all resumes and applications you receive DIRECTLY from potential candidates.
- (e) It is a common courtesy to let a candidate know when he/she is no longer under consideration i.e.:

- A person who applied directly
  - A person with whom you have had direct communication
- (f) Establish a “short list”. The longer list of candidates should be prayerfully and carefully reduced to a list of three or four names. Next prioritize this short list to determine the order in which the candidates will be contacted. The Search Committee is not officially dealing with a candidate until the first candidate has been asked for an interview. The Search Committee should not deal with any other candidates unless the first candidate is rejected.
- (g) Make contact by telephone and speak ONLY to the candidate. DO NOT LEAVE A MESSAGE ON AN ANSWERING MACHINE OR WITH SOMEONE ELSE ANSWERING THE PHONE. Identify yourself as chair or designated member of the Search Committee. Give an overview of the church you represent. This will help the candidate determine if he/she is willing to be a candidate. If the candidate requests time to think and pray, establish a mutually agreed upon date for a second contact to be made – no more than 3 or 4 days should be needed. Make it clear that neither the pastor nor the Search Committee is making a commitment to proceed further at this time but simply to meet in an interview situation. Additional interviews can be arranged should either party decide they do not have enough information. It is recommended that the candidate’s spouse be invited to the interview although he/she should not be seen as needing to be interviewed. **Please note:** At any point in this process, if the candidate is at a distance, you can arrange an online meeting or interview via computer utilizing programs such as Skype©, GoToMeeting©, Zoom© or other such platforms.
- (h) The Search Committee may choose to visit a candidate’s current ministry however, it is important to be as discreet as possible. No more than two people should visit a potential candidate’s church at any time and they should not make any reference to being part of a search committee either by what they say, how they look or what they bring to the service (no clipboards, recording devices, etc.!) Such a visit could place a candidate’s present ministry in jeopardy.
- (i) Be patient. It is better to get it right than right now!
- (j) Persevere! Know what the church needs in a pastor and stay on course.

## 6. Meeting with the Candidate

- (a) Invite the candidate and spouse (if applicable) to visit the church. It is important to include the spouse since they will be praying for God’s direction as a couple and will make a joint decision at the end. Provide a tour of the church, parsonage, and community as part of the visit. It is expected that the committee will reimburse the candidate for all expenses incurred by him/her as a result of attending this meeting or any other meeting or event scheduled by the Search Committee. Mileage of at least the CABC recommended rate should be given at the time of the meeting. (Please note the link to the Treasurers Handbook for CBAC mileage rate <http://www.baptist-atlantic.ca/departments/operations/treasurer> ). Accommodations should also be provided for the visiting candidate and family.
- (b) The Search Committee should be well prepared for the interview having considered together appropriate questions to be asked of the candidate (*Appendix H, p 29*). Provide a comfortable, private and confidential setting for the meeting where the interview will be uninterrupted. Following prayer and introductions, begin a series of predetermined questions to the candidate.



- (c) Have as many committee members as possible share in the discussion and presentation of questions.
- (d) Be sensitive to what is being said and ask relevant questions that naturally evolve from the discussion. Queries relating to a candidate's age or health conditions are not permitted according to The Canadian Charter of Rights and Freedoms. The candidate may be willing to supply this information.
- (e) Questions should cover leadership style, strengths/weaknesses perceived by the candidate, priorities of the candidate and themes he/she feels necessary to repeat, pastoral care, preaching, theology/doctrine, worship style, priorities, etc. (*Appendix H, p 29*)
- (f) Have an open discussion about salary and benefits. Give attention to the local cost of living, the candidate's educational indebtedness, the number of dependents, and a Godly attitude of generosity.
- (g) Discuss expectations of the church and pastor, including non-negotiables. It is advisable to clarify these expectations and non-negotiables in writing should the candidate be called.
- (h) Allow adequate time for the candidate to ask questions of the committee. (*Appendix I, p 31*) Write down questions you cannot answer adequately and get back to the pastor within 48 hours with the answers. Remember that your approach and response to the candidate is representative of the ongoing life of the church.
- (i) Conclude by setting up a time to contact the candidate to inform him/her whether or not the committee wishes to go further in consideration of the call and to ascertain the response of the candidate.

## 7. Evaluation of the Meeting with the Candidate

- (a) Call a meeting of the Search Committee and carefully discuss what each member has perceived and noted as to the candidate's suitability for the call. Seek a unified decision. Do not rush. If clarification is needed, obtain it. If more time is needed, take it. If another interview is needed, schedule it.
- (b) If the committee chooses not to proceed any further, a telephone call to inform the candidate should be made as soon as possible.
- (c) If the committee has agreed to proceed further, contact the candidate as soon as possible to discuss the next step. Unless a further meeting with the Search Committee is desired, the candidate and family (if applicable) may then be invited to meet with the entire congregation whose privilege and responsibility it is to extend the call. It is recommended that the candidate attend a church family supper so everyone has opportunity to meet the candidate and family members, that a brief (45 minute) informal question and answer time be held and that the candidate preach or lead a devotional.
- (d) Search Committees are cautioned against scheduling the initial meeting with the candidate and a congregational meeting with the candidate on the same visit. To do so may place the Search

Committee in a difficult position if, following their meeting, the Search Committee is unprepared to recommend the candidate to the church.

## 8. Decision Time

### The Search Committee:

After the candidate's visit to meet the congregation, vote within the week so as to protect the candidate from breaches of confidentiality. It is important not to allow the news that a candidate has preached for a call to get back to the candidate's church before he/she is prepared to make an announcement to his/her congregation. Therefore, it is important to have a special meeting to vote on the candidate previously scheduled to fulfill the time (often a two week notice) specified in the constitution. The date of the candidate's visit as well as the meeting to vote can be announced at the same time.

### The Congregation:

Follow the church's procedure for the calling of meetings, quorums, etc.

The Search Committee shall provide as much information as possible, without sharing the full resume (give highlights), to the congregation prior to the meeting and immediately before the vote is taken. Summarize procedures which were followed and all the agreements made with the candidate, financial and otherwise. Indicate how the Holy Spirit has been leading both the candidate and the committee. Present the Search Committee's recommendation clearly and simply without coercing the congregation.

Be sure that the type of voting process and the percentage of vote needed to extend the call has been determined by the constitution or by a decision of the church prior to presenting the candidate's name. Unless a percentage is given in the constitution, it is recommended that 75% or 80% be required so as not to empower a few people to make the decision, especially in a smaller congregation. A secret ballot vote is also recommended. Pray for a unanimous vote and a unified church as a new pastor comes.

If the **vote is positive**, notify the candidate as soon as possible by telephone. Follow the telephone call with two copies of a letter extending the call, (*Appendix J, p 33*) complete with terms of the financial package and other special arrangements. This will protect you and the candidate from future misunderstanding. If the candidate prefers some time to pray about the call, allow three days for the candidate to give the church a decision. Set a date for the return call by the committee for the candidate's response, and for the candidate to sign and return a copy of the letter extending the call with his/her statement of acceptance of the terms of the call. When the call is accepted and written documentation is received, the congregation should be informed as soon as possible.

If the **vote is negative**, notify the candidate as soon as possible by telephone and follow up with a letter. (*Appendix J, p 33*) Indicate your appreciation to the candidate for participating with the Search Committee/Church in seeking the Lord's will.

## 9. Welcoming the New Pastor

If a parsonage is provided, invite the pastor and family (if applicable) to visit again to make suggestions regarding preparation of the parsonage. Colors and decorating plans can often be arranged to meet the family's wishes. Reimbursement for this extra trip should be provided. If the pastor needs to purchase or rent a house, extra trips should be provided for as well as any practical assistance the leadership can

give. Assume responsibility for moving costs. It is recommended that the church engage the services of a professional mover of the pastor's choice after getting estimates for two or three movers. In consultation with the pastor, prepare the study/office for a pleasant, practical working environment. Décor, shelving, furnishings, equipment, etc. can help provide a pleasant atmosphere for ministry from day one. In conjunction with the church, plan for an appropriate way to introduce your new pastor to the community.

## 10. Last But Not Least

Provide a detailed account of Search Committee expenditures to the treasurer, indicating any outstanding bills.

The church clerk should only retain on record a copy of the letter of call sent to the pastor, and his/her written response.

**In keeping with privacy laws, either return material and resumes to the agency/person that supplied such or destroy all such information, including any minutes of the Search Committee and erase all information from member's computers.**

**CELEBRATE!**

# LIST OF RESOURCES

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## Appendix A: Pastor Search Committee Covenant

As a member of the Pastoral Search Committee of \_\_\_\_\_ Baptist Church, I gladly covenant to participate in the work of the committee according to the following agreements.

### **Covenant of Ethical Behavior**

I agree to relate to each member in a manner consistent with the ethical standards characterized by Jesus Christ.

### **Covenant of Spiritual Preparation**

I agree to make Bible study and prayer ongoing priorities in my life.

### **Covenant of Prayer**

I agree to pray daily for each committee member and for the work of the church.

### **Covenant of Unity**

I agree to work in unity, not regarding myself as of more value than others, “diligently keeping the unity of the Spirit with the peace that binds us” (Eph. 4:3).

### **Covenant of Honesty and Openness**

I agree to be honest and open with others on the committee, always seeking the Holy Spirit’s guidance so that the fruit of the Spirit identified in Galatians 5:22-23 will characterize my participation.

### **Covenant of Confidentiality**

I agree to refrain from discussing with persons outside the committee, including members of my family, information shared in committee meetings unless the committee agrees to release information to other church members.

### **Covenant of Faithfulness**

I agree to remain faithful to the church and its ministries so that church members will have confidence in the committee and so that I can effectively and honestly interpret the work of the church to prospective pastors being considered by the committee.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix B: Church and Community Profile Resources

A study is necessary in order to portray your church accurately to a prospective pastor through an information packet. The information provided should give a definite statement of your church's focus, needs and priorities. Remember that pastors will read your church packet in the same way that you read their pastoral profiles and resumes. These efforts are the first steps towards ensuring a potentially good match with a new pastor.

The following material, if available, would be helpful in compiling a church profile to be sent to prospective candidates:

- A letter of introduction from the Chair or Secretary of the Search Committee
- List of Important Values of the church
- Doctrinal Statement
- Last Annual Report including annual church budget
- Church Constitution and By-laws
- History of the Church
- Church's Vision and Mission Statements
- Church's Ministry Plan and Goals
- Brochures which introduces visitors to your church, bulletins
- Job Description for pastor and any boards, committees or other staff
- Expectations (what a church expects of a pastor)
- Community Profile
- Pictures of the church and community or multi-media presentation
- List of church's ministries with a sentence about each
- An overview of the church worship style: traditional, contemporary or blend

## Church & Community Information Sheet

### CHURCH AND COMMUNITY INFORMATION

The Pastoral Search Committee must have a clear understanding of all aspects of the church and community. They should do research to be fully informed. The committee should divide this assignment among the members to facilitate the task. Be aware that you can also utilize individuals and resources external to the committee to obtain the necessary information.

#### Church History

1. Origin and Date
2. Factors of growth and development
3. Any major changes in affiliation or doctrine
4. Five former pastors – length of ministry, strength of church at the time
5. Major occupations of people in the community
6. Evaluation of lay leadership involvement
7. Any major issues of change during last ten years

#### Church Statistics

8. Present Membership
 

<input type="checkbox"/> Sunday School <input type="checkbox"/> Evening Worship <input type="checkbox"/> Youth Fellowship <input type="checkbox"/> Men's Fellowship	<input type="checkbox"/> Morning Worship <input type="checkbox"/> Prayer Meeting <input type="checkbox"/> Women's Fellowship <input type="checkbox"/> Other _____
--	--
  
9. Average Attendance for past year
 

<input type="checkbox"/> Sunday School <input type="checkbox"/> Evening Worship <input type="checkbox"/> Youth Fellowship <input type="checkbox"/> Men's Fellowship	<input type="checkbox"/> Morning Worship <input type="checkbox"/> Prayer Meeting <input type="checkbox"/> Women's Fellowship <input type="checkbox"/> Other _____
--	--
  
10. Church Budget and Actual Revenues over the past five years

YEAR	BUDGET	ACTUAL REVENUE

11. Growth Patterns for the past three years

Below, record the average Sunday School attendance, average morning worship attendance, and church membership for each of the past three years in the columns listed below. Add the three rows and then divide by three to obtain the three-year average. (S.S. + A.M. Worship + Membership divided by 3 = \_\_\_\_\_)

	YEAR 1	YEAR 2	YEAR 3	AVERAGE
Sunday School Attendance				
Morning Worship Attendance				
Church Membership				
TOTAL				
Divide by 3				

12. Growth Projections for the next ten years

- a) Projected growth pattern for the next five years \_\_\_\_\_
- b) Projected growth pattern for the next ten years \_\_\_\_\_

13. Church Membership/Attendee demographic information

Age	Male	Female	See # 14
0 – 5			
6 – 11			
12 - 19			
20 – 29			
30 - 39			
40 – 49			
50 – 59			
60 – 64			
65+			

- a) Age & Gender (see table on following page)
- b) Number of two-parent homes
- c) Number of single-parent homes
- d) Median income per household

14. List the groups ministering to each area in #13.



15. Occupation Evaluation

\_\_\_ Management  
\_\_\_ Office or Sales  
\_\_\_ Industrial Worker  
\_\_\_ Construction Worker  
\_\_\_ Agriculture

\_\_\_ Professional  
\_\_\_ Medical  
\_\_\_ Education  
\_\_\_ Unemployed  
\_\_\_ Other \_\_\_\_\_

**Church Property**

16. Size of Property \_\_\_\_\_

17. Seating of Auditorium \_\_\_\_\_

18. Christian Education Facilities \_\_\_\_\_

19. Description of Parsonage (if applicable)

Number of Rooms \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_ Number of Washrooms \_\_\_\_\_  
Appliances \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Type of Heating \_\_\_\_\_ Type of Flooring \_\_\_\_\_  
Proximity to the Church \_\_\_\_\_ Other \_\_\_\_\_

20. Age and Condition of:

a. Church: \_\_\_\_\_  
b. Parsonage: \_\_\_\_\_

21. Indebtedness \_\_\_\_\_

## Church Community

Your church should take into consideration more than just the members and attendees from your stated city/community boundaries. To have a true picture of the extent of your church's community, locate the farthest regular attending member. With the church at the center, use the distance to the member as a guide for the radius of the circle. The area within the circle is your church's community.

22. Population Statistics:

- a) Total number of people living with your church's community \_\_\_\_\_
- b) Age and Gender (see table below)
- c) Number of two-parent homes \_\_\_\_\_
- d) Number of single-parent homes \_\_\_\_\_
- e) Median income per household \_\_\_\_\_

Age	Male	Female
0 – 5		
6 – 11		
12 - 19		
20 – 29		
30 - 39		
40 – 49		
50 – 59		
60 – 64		
65+		

23. Projected Growth for the next: (a) five years \_\_\_\_\_ (b) ten years \_\_\_\_\_

24. Type or combination of types of community:

- a. Rural \_\_\_\_\_
- b. Urban \_\_\_\_\_
- c. Suburban \_\_\_\_\_

25. Major Industries: \_\_\_\_\_

26. Occupation Evaluation:

- |                          |                   |
|--------------------------|-------------------|
| ____ Management          | ____ Professional |
| ____ Office or Sales     | ____ Medical      |
| ____ Industrial Worker   | ____ Education    |
| ____ Construction Worker | ____ Unemployed   |
| ____ Agriculture         | ____ Other _____  |

27. List other churches in your community: \_\_\_\_\_

28. Community Services:

- a. Police:
- b. Schools:
- c. Medical Services:
- d. Recreation & Sport Centers:
- e. Museums & Art Centers:
- f. Other:

## Appendix C: Surveys

### Pastoral Profile Survey

The pastor is first of all called by God to **fill** a particular office and after meeting the qualifications, she/he is called to **fulfill** it. Recognizing the diversity which exists in the areas of individual personalities and giftedness on the part of pastors as well as the needs of each church, please respond to the following questions indicating the profile of the pastor you feel, before God, your church needs at this time.

- Our church will call a pastor who is:  
 Accredited /Ordained       Candidate for Ordination       Recognized Lay Pastor
- Our church will call a pastor whose years of ministry experience are:  
 up to 10       10 - 20       20 - 30       30 - 40       over 40

Using a scale of 0 – 5 rate the following in terms of your expectation of a pastor. (0 = no expectation and 5 = very high expectation). **After you have finished, circle the five (5) pastoral expectations that you consider to be priorities for a pastoral candidate.**

	Pastoral Expectation	Rating		Pastoral Expectation	Rating
1	Effective preacher		16	Effective working with children and youth	
2	Effective in planning and leading worship		17	Involved in and supportive of ministry to seniors	
3	Ability to help people develop their Christian life (disciple)		18	Trains and motivates leaders/workers	
4	Works regularly on the development of stewardship understanding and growth		19	Ability to do general counseling (e.g. marriage, family problems, grief, etc.)	
5	Has a vision, can communicate it for the church's ownership and can translate it into a concrete plan		20	Active in the church Christian Education ministries	
6	Plans and leads well organized meetings		21	Regularly encourages support of CABCs mission and outreach	
7	Encourages people to related their faith to their daily lives		22	Committed to leading the church in outreach/evangelism	
8	Ability to motivate others in a positive way		23	Open to introducing new ideas, including new methods for ministry	
9	Ability as a church administrator		24	Makes pastoral calls to people in homes, hospitals , nursing homes	
10	Ability to encourage and assist others to discover and exercise their spiritual gifts		25	Is mature and emotionally secure, maintains confidentiality and is compassionate and caring	
11	Ability to work with individuals, boards and committees		26	Possess conflict management skills and works well in team situations	
12	Ability to delegate responsibilities		27	Active in the life of the community	
13	Regularly encourages people to participate in CBAC activities and programs		28	Has a strong commitment and is involved in Association and CBAC activities	
14	Works regularly to bring new members into the church		29	Helps people understand and act on issues of social justice.	
15	Effective teacher		30	Possesses a heart for missions	

What is the single most important characteristic a new pastor should have to aid in the leadership of our church? \_\_\_\_\_

## Congregational Survey

### Congregational Survey

Male \_\_\_ Female \_\_\_ Member \_\_\_ Adherent \_\_\_  
Age: 14 – 17 \_\_\_ 18 – 24 \_\_\_ 25 – 44 \_\_\_ 45 – 64 \_\_\_ 65 + \_\_\_  
How many people in our church do you know by name?  
5 or less \_\_\_ About ¼ \_\_\_ About ½ \_\_\_ ¾ or more \_\_\_

#### OUR RELATIONSHIPS WITH JESUS

1. I take time for personal or family Bible reading at least three times a week. Yes\_\_\_ Not Really\_\_\_
2. I can recall one situation in the last week when obedience to Christ was a factor in how I lived or spent my money. Yes\_\_\_ Not Really\_\_\_
3. I have come to a place in my spiritual life where I know for certain that I have eternal life. Yes\_\_\_ Not Really\_\_\_
4. I have increased my giving to the church proportionately as my income has increased. Yes\_\_\_ Not Really\_\_\_

#### OUR RELATIONSHIPS WITH EACH OTHER

5. I feel loved and accepted by my family. Yes\_\_\_ Not Really\_\_\_
6. I am part of a small group that meets at least once a month for sharing, study or prayer. Yes\_\_\_ Not Really\_\_\_
7. I feel loved and accepted in our congregation. Yes\_\_\_ Not Really\_\_\_
8. I feel good enough about our church to recommend it to my friends and neighbors. Yes\_\_\_ Not Really\_\_\_
9. I am using my gifts and abilities in the church. Yes\_\_\_ Not Really\_\_\_

#### OUR RELATIONSHIPS WITH OUR NEIGHBOURS

10. I am currently involved in meeting some of the practical needs of people in our community. Yes\_\_\_ Not Really\_\_\_
11. I am praying by name for specific persons who need Jesus. Yes\_\_\_ Not Really\_\_\_
12. Within the past month a person not from our Church shared a personal concern with me. Yes\_\_\_ Not Really\_\_\_
13. I understand the Gospel well enough to share it with another person. Yes\_\_\_ Not Really\_\_\_
14. Within the past month I have talked to a non-churched person about Jesus Christ. Yes\_\_\_ Not Really\_\_\_
15. I have consciously changed my life-style in the last year so that I may be a better steward of my material resources. Yes\_\_\_ Not Really\_\_\_
16. In the last month I have read something on Christian Missions. Yes\_\_\_ Not Really\_\_\_

## Appendix D: Models of Ministry

Studies have shown that ministers, by practice, fit certain ministry models. Their preference and predominant approach to ministry is expressed in discernible ways. Look over the following models and indicate three that best describes the **primary** approach to ministry needed at your church.

**Pastor/Shepherd:** The minister spends the majority of his/her time in visiting homes and hospitals. He/she is known as a pastor “who cares”. Counseling has a high priority, as well as positive interpersonal relationships. This minister believes the ministry is primarily developing right relationships between God and people and with other people. He/she sees preaching as a means to help people develop and mature as individuals so that their relationships become increasingly more satisfying.

**Preacher/Teacher:** This is an educational model. This minister understands his/her role as being primarily to involve teaching the truths of Scripture and applying them to contemporary life. This person is more satisfied in the pulpit and the study than anywhere else. This minister believes that ministry is primarily serving God by being a “servant of the Word” who teaches correct biblical truth. To him/her the purpose of preaching is to impart correct biblical knowledge that will provide Christians with the resources they need to live in obedience to God’s Word. Sermons are generally expositions of passages of Scripture.

**Worship Leader:** The primary concern of this minister is with personal and corporate worship. He/she finds great satisfaction in planning meaningful worship services and leading the congregation to experience the awesome holiness of God. This minister believes that ministry is primarily leading the congregation in worship that is pleasing to God. Sermons focus on enriching the congregation’s relationship with God and therefore often deal with the nature and actions of God.

**Evangelist:** The primary concern of this minister is to win the lost to Christ and enfold them into the church. He/she is very concerned with the numerical growth of the church. For him/her, the primary purpose of preaching is to motivate people to make decisions for Christ. Sermons are generally evangelistic.

**Equipper:** This minister has a high commitment to the ministry of the laity. He/she often sees himself/herself as a coach and the congregation as players on the team. He/she will derive more satisfaction from the accomplishments of the people than from his/her “hands on” ministry. Discovering and developing spiritual gifts is a high priority. Preaching focuses on recruiting and developing Christians for ministry. Sermons usually focus on the nature and ministry of the church.

**Administrator:** The pastor sees himself/herself as a CEO. He/she manages the congregation’s resources well. The life of the congregation is carefully organized and lines of authority are well defined. This minister believes that ministry is primarily managing the varied resources of the church with effectiveness. The purpose of preaching is to build the church and sermons usually deal with the nature and structure of the church.

**Prophet:** This minister is concerned with challenging the unrighteousness of society. Biblical righteousness and justice will be dominant themes of his/her ministry and preaching. He/she believes that ministry is primarily confronting individuals and institutions with the demands of God for justice, mercy, and holiness.

**General Practitioner:** This minister does not identify specifically with any of the other models. His/her image will be in flux as he/she changes to meet what he/she perceives to be the changing needs of

the congregation. This minister believes that ministry is meeting the needs of individuals, groups, or the church by using appropriate skills and abilities that he/she has developed. The purpose of preaching is to meet the needs in the congregation that are perceived as the most acute at the present time. Sermons may vary in style and content as the need indicates.

## Appendix E: Sample Job Description For Pastor

### PURPOSE:

Faithfully preach God's Word and model the priority of prayer and discipleship within the Church. Provide spiritual leadership to the Church and work in conjunction with the Boards in formulating Policy Statements of the Church as may be required. Give oversight and direction to all ministries. Work with the Boards to establish and implement the vision.

### RESPONSIBILITIES:

1. Provide a **preaching ministry** which is balanced in terms of doctrine, principles of our Christian faith in knowledge of the Word, application of those principles to our daily lives and commitment of the individuals to those principles.
  - a) provide a balanced overview of the whole counsel of God
  - b) deal with doctrinal issues which may need particular attention
  - c) apply Biblical principles to moral, ethical, and political issues
  - d) ensure that encouragement, reproof, and correction are in balance
  - e) conduct baptisms and oversee membership
  - f) give opportunity for people to respond to evangelistic and commitment messages
  - g) conduct the Communion Service
2. Provide **pastoral care** for the congregation personally or through groups.
  - a) visitation in hospital, shut-ins, members and adherents
  - b) premarital counseling
  - c) counseling troubled people and those in need
  - d) funerals
  - e) weddings
  - f) keep contact with the various groups in the church formally and informally
3. **Disciple and equip** the congregation to train believers in the basics of the Christian life so that they may be assimilated into the congregation, grow, and reproduce in order to impact their homes, church, and community.
  - a) disciple new believers
  - b) provide leadership development opportunities
  - c) equip people to disciple others
4. Provide **leadership** and direction for ministry, not only in its effectiveness but in the preparation of people to carry it out.
  - a) provide a vision for direction and develop a strategic plan for the church
  - b) train and develop the deacons board
  - c) develop a long range plan for:
    - pulpit ministry,
    - discipling and equipping,
    - community outreach
  - d) ensure that prayer has a prominent place in the church life and personal lives
  - e) be an ex-officio member on all boards and committees
  - f) provide an outreach vision which is local and mission oriented
  - g) liaise with the Deacons in maintaining a spiritually healthy church
5. Provide **administrative duties** to ensure the ministry of the church runs smoothly
  - a) oversee worship service in consultation with musicians, choir director and/or worship committee



- b) develop a standard for performance in ministries
  - c) respond to incoming mail
  - d) respond to incoming phone calls and emails
  - e) advise use of benevolent fund
  - f) develop agenda for Deacon meetings with Chairman/Vice-chairman
  - g) attend all Deacon meetings
6. Maintain a **self-development** program which will keep both personal and church life in balance.
- a) schedule time to concentrate on prayer and personal Bible Study
  - b) exercise and relaxation
  - c) keep current in reading
  - d) keep contact with pastors, colleagues and resource people
  - e) consistent contact with pastoral gatherings in the area
  - f) take advantage of seminars and conferences
  - g) preach at other churches and conferences as deemed helpful

- Adapted from Assessment in the Church, Edna Eade: PowerWalk Ministries, 2002.

## Appendix F: Expectations of a Pastor

Many times our expectations of others are not clear and this often leads to confusion and frustration. It happens in marriages and other relationships, including that of the pastor and church. Expectations that a church has for its pastor sometimes go beyond what are stated in a job description. Most often these expectations are not in writing. It is simply assumed that the pastor “knows” about them. This is not always the case. Thus when the pastor fails to meet an expectation, tension arises and can develop into an issue.

Consider the following list of examples of expectations. Your church may have others. The Search Committee should be prepared to discuss with a candidate any expectations placed by your church on its pastor.

1. **The Pastor and Administration**
  - Is the pastor expected to attend every meeting of the church? How often?
  - Is the pastor expected to act as moderator or as a resource person at meetings?
  - Is the pastor expected to produce the church bulletin each week?
2. **The Pastor and Teaching**
  - Is the pastor expected to teach a Sunday School class?
  - What is expected of the pastor in youth ministry?
  - What are the expectations on the pastor’s own continued education?
3. **The Pastor and Social Issues**
  - How much time is the pastor expected to be involved in issues in the community?
  - Are there certain issues on which your church has taken an active stand?
  - Are there certain issues which your church has chosen to avoid?
4. **The Pastor and Evangelism**
  - Does the church expect evangelistic crusades? If so, how often?
  - Is the pastor expected to do the church’s evangelism?
  - Is the pastor expected to give “altar calls”? If so, how often?
5. **The Pastor and Preaching**
  - Do decisions about the pulpit ministry belong to the pastor, deacons, or church?
  - Does the pastor have opportunity to occasionally preach elsewhere? How often?
  - Who is expected to arrange for pulpit supply?
  - What is the expected length of a pastor’s sermons?
  - Is there a preferred translation to be used from the pulpit?
6. **The Pastor and Leadership**
  - Is input into leadership from the pastor only or are the deacons and church included?
  - How much is the pastor permitted to delegate to others?
  - Is the pastor expected to create and implement any vision for the church?
7. **The Pastor and Counseling**
  - Is the pastor expected to do pre-marriage counseling?

- Does the church provide funding if required to subsidize referring certain counseling situations to professional counselors?
  - Can the pastor delegate baptism and membership classes to others?
  - Are there any particular expectations relating to who may or may not be married in the church by the pastor?
- 8. The Pastor and Worship**
- Is the pastor expected to lead all aspects of a worship service?
  - Who chooses the hymns and order of service?
  - Is there room for flexibility and creativity in planning a worship service?
- 9. The Pastor and Visitation**
- How much time is the pastor expected to contribute to visitation in a normal week?
  - How much visitation is expected to be done by lay-people?
- 10. The Pastor and Community Involvement**
- Is the church's emphasis on ministry in the community or ministry in the church?
  - How much involvement is the pastor permitted or expected in community life?
- 11. The Pastor and Denominational Involvement**
- How will the church encourage and support the pastor in the work of the CBAC?
- 12. The Pastor and Dress Code**
- Are there dress code expectations for the pastor in his/her public life/in the pulpit?
- 13. The Pastor and Family**
- Are there any particular expectations with regards to the pastors' spouse and family?
  - If applicable, are there any particular expectations with regards to the use of the parsonage?
- 14. The Pastor and Work Time**
- What are the expectations concerning the pastor's vacation? How Much? When?
  - How many days off is the pastor expected to have each week?
  - How many hours is the pastor expected to work each week?
  - What are the minimum number of evenings per week that the pastor should be free to spend time with his/her family?
  - What are the expectations on the pastor's time during the week between Christmas and New Year?

## Appendix G: Sample Questions to Ask References

Hello, my name is \_\_\_\_\_. I'm calling on behalf of the Search Committee of the \_\_\_\_\_ Baptist Church. In our current Pastoral search we are considering Pastor \_\_\_\_\_ and he/she has given your name as reference. Is this a convenient time for you to answer some questions about Pastor \_\_\_\_\_'s? Please know that your responses will be in strictest confidence as a part of the confidential Search Committee process.

- How long have you known Pastor \_\_\_\_\_?
- What (ministry) relationships have you had with Pastor \_\_\_\_\_?
- Please comment on how Pastor \_\_\_\_\_ leads his/her congregation?
- How does Pastor \_\_\_\_\_ relate with Youth? Seniors?
- Would you describe Pastor \_\_\_\_\_ as a "people person"?
- How would you describe Pastor \_\_\_\_\_'s Preaching, Teaching, and Leading Worship.
- Does Pastor \_\_\_\_\_ give much attention to visitation?
- What would you say are Pastor \_\_\_\_\_'s greatest strengths and abilities?
- Are there areas of Pastor \_\_\_\_\_'s ministry that could benefit from development and improvement?
- How do you feel about Pastor \_\_\_\_\_'s credibility?
- Is there a question we should be asking or a topic we should explore with the pastor?
- Do you have any other comments you would like to share?

Thank you for your time and willingness to act as a reference for Pastor \_\_\_\_\_. You have been extremely helpful.

## Appendix H: Sample Questions to Ask a Prospective Pastor

Please use the following as a guideline to your interview. The best way to get to information is by asking for examples or using scenarios.

### Ministry:

1. What is the emphasis of your ministry? (evangelism, teaching, pastoral care, etc.)
2. Would you please comment on the following aspects of church life:
  - a. Worship: Sunday service style, length, music, etc.
  - b. Preaching: approach, style, length, etc.
  - c. Evangelistic practice: frequency and invitations during church services
  - d. Approach to Baptism, Lord's Supper, Child Dedications, Marriages, etc.
3. What place do you give missions, either local or global, in your ministry?
4. How do you handle leadership training?
5. How would you define your leadership style?
6. What brings you the greatest joy in ministry? Describe your ideal or most productive setting?
7. What causes you the most frustration in your ministry?
8. What is your approach to handling conflict, confrontation and criticism? (i.e. Head on, assertive, 'Let's fix it', avoidance, procrastinate and eventually get to it). Give examples. What type of decisions do you have difficulty making?
9. What would you do differently if you were beginning your ministry all over again in your current church?

### Administration:

10. Characterize your relationship to:
  - a. The deacons
  - b. The boards and the organizations of the church
11. What are your expectations of:
  - a. Members of the Board of Deacons
  - b. Persons in other leadership positions
12. Are there areas of church life and discipline or preaching/teaching on which you have strong views that you feel ought to be shared? (e.g. church membership responsibilities, stewardship, money-raising activities, divorce and remarriage of divorced persons, etc.)
13. Do you have any questions about the church constitution?
14. Give examples or relate an instance of how you handle pressure or stress? Describe a time when you had to regroup when things didn't go as planned?

15. How do you manage your week and make realistic deadlines? What personal skill or work habit have you struggled to improve?

**Doctrine:**

16. Do you emphasize any one doctrine above others? (e.g. election, second coming, prophecy, “sign” gifts of the Holy Spirit, etc.)

**Personal:**

17. Do you have any personal goals you would apply to a church you might pastor? Tell us about something you accomplished that required discipline.

18. How do you prefer to be known and addressed? (e.g. Reverend \_\_\_\_, Pastor \_\_)

19. How do you relate to the Convention of Atlantic Baptist Churches, its agencies and mission?

20. What is your practice toward other denominations and interchurch cooperation?

21. Describe your areas of strengths and weaknesses. Give examples.

22. What type of people do you work with most effectively/have the most difficulty working with?

23. Name the last 3 most influential books you have read recently. How do you stay current?

24. Are you more project-oriented or people-oriented?

25. What do you do for fun on your days off? How do you spend your free time?

26. If there is a spouse: In what ways does your spouse support and affirm your call to ministry?

27. Why are you considering leaving your current ministry situation?

28. What are you currently studying during your devotional time and what is God telling you?

29. Are you familiar with and do you support the Regulations Concerning the Ministry of the Canadian Baptists of Atlantic Canada as printed in the current CBAC yearbook and on the website? (<http://www.baptist-atlantic.ca/documents/ministry-regulations.pdf>) Are you willing to be accountable to the standards within this document?

## Appendix I: Sample Questions Pastors Ask Prospective Churches

1. What are the 3 main strengths and weaknesses of the Church at this time?
2. What do you think the church **needs** at this time? (Needs are more significant than wants.)
3. What do you envision to be the pastor's role? What do you see to be his/her main task? (preaching, visitation, organization will likely be named)
4. Paul teaches in Ephesians 4 that God has placed in the church pastors and teachers. He did this to prepare all God's people for work in His service, in order to build up the Body of Christ. Do you see the pastor as called to coach and train the members as a whole for service?
5. To whom is the pastor accountable:
  - a. To the deacons?
  - b. To the church organizations?
  - c. To the church meetings and members?
6. Do you see the "call" as a call from God to lead the church, or as an agreement with the church to be fulfilled in an employer/employee relationship?
7. What do you see to be the role of the deacons?
8. What responsibilities do you think the deacons carry in relation to the pastor?
9. How are the deacons appointed to serve? What is expected of them in terms of:
  - a. Their commitment to Christ
  - b. Their involvement in church life
  - c. Their lifestyle
  - d. Their support of the pastor
10. How are other leaders and officers appointed to church organizations?
11. What place, in practice, does the church give to:
  - a. Evangelism
  - b. Christian education
  - c. Caring fellowship
  - d. Meeting needs in the community
12. What would you say are the church's main aims and hopes for a new ministry? If evangelism, outreach, deepening fellowship, greater service of need are mentioned, the next question (13) may also be asked.
13. What plans and approaches would the church welcome in developing these? (Take those mentioned one at a time.)
14. Do you think the church needs change? If so, in what areas?

15. What does the community think of this church? Give examples.
16. Are there any issues where the church is divided?
17. Would the church resist or resent experimentation in worship, evangelism or youth work?
18. What is the church's attitude to admitting people to membership? Does the church always require:
  - a. A profession of faith in the Lord Jesus Christ
  - b. Acknowledgement of the Lordship of Christ expressed in believer's baptism. If no, does this mean the church is opposed to pulpit encouragement of baptism?
  - c. A commitment to support and serve the life of the church.
19. Does the church practice:
  - a. Pre-baptism training (inquirers' classes)
  - b. Post-baptism nurture
20. Does the church approve the emphasizing of Christian stewardship of: time, gifts and money as the Christians loving obligation to Christ?
21. Are there special matters, perhaps in the history of the church such as remarriage of divorcees, marriage of a Christian to a non-Christian, fellowship with other denominations, for example, which the minister would need to exercise great care?
22. Is there an 'unofficial' role that the church expects the minister's spouse to fulfill?
23. I believe my most natural ministry and most likely emphasis is in the area of: preaching, pastoral care, youth work, teaching, organization, evangelism, community service, mission, other. How do you react to this?
24. Will the church expect more of my children than those of other church members?
25. In terms of ministry and program, what do you do best?
26. What new ministries or programs have been added recently or are under consideration?
27. If you could change one thing in all we do together as a denomination what would you change?



## Appendix J: Sample Letters - Extend a Call OR Negative Vote

The assumption behind a **Letter to Extend a Call** to a pastor is that contact has already been made with the candidate by telephone to convey the vote results immediately.

Date

Dear...

On behalf of the congregation of \_\_\_\_\_ Baptist Church, it is my pleasure to officially inform you that at a meeting of the congregation last evening we voted unanimously (*or whatever the percentage vote was*) to extend a call to you to become our pastor, effective \_\_\_\_\_.

On the basis of our tentative agreements while you visited with us, I am submitting a copy of our revised Job Description and a copy of our proposed Salary and Benefit Agreement. These are specific indicators from us as to our employment and benefit offer. Should you find any items in the Job Description or the proposed Salary and Benefit package that you feel require further negotiation prior to your acceptance of our call, please feel free to telephone me.

The call of the church is for an indefinite period (*unless the church's constitution states otherwise*). Please note that employment with the church is terminated by either the church or by the pastor providing three months' notice (*or a lesser or greater period if mutually agreed*).

*(If no verbal reply to date, use this paragraph)*. We eagerly and prayerfully await your response to this call. Please call me at (*insert phone number*) on or before \_\_\_\_\_ (*usually two weeks is sufficient time to grant, unless the candidate has negotiated more time*).

*(If verbal acceptance has already been given, use this paragraph)* We praise God for your acceptance of our call. We believe He has faithfully led you and us to begin a new era of ministry at \_\_\_\_\_ Baptist Church. We eagerly await your arrival. At your earliest convenience would you please sign one of our signed copies of the Salary and Benefit Agreement and return it to us.

We continue to pray that the Lord will give to you and to us a clear sense of His will and the power of His Holy Spirit to accomplish it.

Sincerely in Christ,

The assumption behind a **Negative Vote Letter** is that contact has already been made to the candidate by telephone to convey either the results of the meeting with the Search Committee or the negative vote results of a Congregational Meeting.

After the Candidate Has Visited With the Search Committee  
Or  
Following the Vote at a Congregational Meeting

Date

Dear ...

On behalf of the Pastoral Search Committee of \_\_\_\_\_ Baptist Church, allow me to convey that at a meeting of the committee (*or church*) on \_\_\_\_\_, and after careful and prayerful consideration, a vote was cast which does not support a proposal to extend a call to you to become our pastor.

We deeply appreciate the time you invested in exploring our profile materials, your willingness to visit with us and the responses you offered to our inquiries. We were able to make some self-discoveries during the process and also gained insights from the questions you asked.

*(Optional paragraph)* It is the studied opinion of the Committee (*or church*) that you possess gifts and strengths in the areas of *(include some observations here)* However, as best we can discern, the primary factors that seemed to influence the negative vote were *(at this point the specifics should be added since most candidates find this information helpful for personal growth)*.

Thank you again for your willingness to explore possible ministry in our midst. I trust that the Lord will have confirmed for you what we believe He has led us to decide. May He grant you a clear sense of His leading into the place of ministry He has for you.

Sincerely in Christ,

## **Appendix K: Why Not Call the Interim Pastor as Your Senior Pastor?**

*Article by Cam Taylor – posted March 2012*

This past week I had a request from a church in transition to comment on this idea of possibly calling the Transitional Pastor (Intentional Interim) as the next Senior Pastor. The lay leader I spoke with wanted to help guide the team who is in the middle of calling the Transitional/Interim Pastor in answering this question which came up in their conversations. He had heard it wasn't a great idea to call the Transitional/Interim Pastor but wasn't sure why it wasn't such a great idea.

I went to work researching and writing down some of the ideas I've heard and witnessed with the belief (that was confirmed) that calling the Transitional/Interim Pastor, in most cases, is not advisable. These ideas I share with you as an incomplete list.

### **Eight Reasons Why You Should Avoid Calling the Transitional/Interim Pastor as Your Next Senior Pastor**

#### **1. YOU MIGHT INTERRUPT HEALTHY CLOSURE**

Churches need time for proper closure from the previous pastor's ministry (regardless of whether the exit was smooth, rough or traumatic). There needs to be a time to grieve the loss without being interrupted or stalled by the idea or possibility that the transitional/interim pastor may become the next pastor (this is an emotional issue which must not be overlooked).

*"The churches I work with that ignored this stage (closure) often continue to lament for years over the loss of 'the best pastor we ever had.' Or they struggle with anger and distrust for years because the former pastor did not finish well. This is not healthy for the individual, the church or the incoming pastor." Dan Reiland (Author and Pastor)*

#### **2. YOU MIGHT LOSE OBJECTIVITY DURING THE TRANSITION**

Transitional/Interim pastors to be effective need to maintain objectivity in their ministry so they can deal properly and thoroughly with issues (conflict, mistrust, broken relationships, etc.) that are keeping the congregation from moving forward. Deep change during transition is better led by a person who is seen as an outsider with no hidden agenda and nothing to lose.

#### **3. IT MAY SOFTEN THE ABILITY TO ACT WITH TOUGH LOVE**

The minute the transitional/interim pastor becomes a candidate for the (senior) pastor position, the desire and ability to act with tough love or speak the truth in love will be clouded by the courtship that is now going on between the pastor and congregation.

#### **4. IT MIGHT LEAD TO A LESS THAN IDEAL CANDIDATE**

If in the back of your mind you are thinking “maybe we’ll just call the Transitional/Interim Pastor”, it could hinder the hard work of ongoing assessment, continual improvement and proper development of the pastoral profile (job description) that will best suit your congregation. Calling the transitional/interim pastor will affect the unbiased development of a job description.

#### **5. IT MAY PUT A CLOUD OVER A FRESH START**

If the role of the transitional/interim pastor is to do some house cleaning, a separate incoming (senior) pastor will not carry the residue of that process which could impact their ability to start fresh.

#### **6. THE DIFFERENT ROLES REQUIRE DIFFERENT GIFTS**

Many of the leadership gifts required to be a (senior) pastor are different from the leadership gifts required to be a transitional/interim pastor. The best (senior) pastors do not often make the best transitional/interim pastors and vice versa. People are usually called to these ministries separately.

#### **7. YOU WILL AVOID A POTENTIAL CONFLICT OF INTEREST**

Not allowing the transitional/interim pastor to be a candidate for the (senior) pastor position will allow the transitional/interim pastor to build trust without any real or perceived conflict of interest (Metanoia Ministries).

#### **8. YOU MIGHT BE CALLING AN UNINTENTIONAL INTERIM**

If you call the transitional/interim pastor as your (senior) pastor, studies show that you may be actually calling an unintentional interim and before too long find yourself once again in transition. (Patricia A. Nugent with The Ministry Network).

As I mentioned earlier, this list contains some of the issues and thinking that supports the belief that it is best to keep a clear differentiation between the role of the Transitional/Interim Pastor and the potential incoming new Pastor for any given congregation. Of course there are exceptions to every "rule" but great care and caution needs to be taken if in fact your church is planning to break this rule for some reason.

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