

**Pastor Search Process**

**Pastor Search Committee**

**Phase One: Getting Acquainted**

* Prayer
* Getting to know each other
* Selection of officers
* Establishing:
	+ Search Process
	+ Making Decisions (quorum, methods, etc.)
	+ Confidentiality
	+ Meeting Times
	+ Communication to Congregation (First communication should include explanation of stages. Then communicate monthly or as stages proceed)

**Phase Two: Preparation**

* Meet and Work with Transition Team on the following tasks;
	+ Heritage
		- Celebrate the past
		- Give opportunity for congregation to grieve and heal
	+ Mission
		- Determine the core values of the congregation
		- Explore what it means to be missional
	+ Leadership
		- Update the church’s documents
		- Examine how the congregation makes decisions
		- Explore staffing needs
	+ Connections
		- Clarify the church’s denominational / external alliances and relationships
	+ Future
		- Seek future direction of the church by examining the church’s resources and core values
		- Develop a profile of church and its demographics
		- Develop and execute a Pastoral Leadership Expectations Profile that describes the congregation’s expectations for its next pastor
* Conduct exit interview with former pastor
* Conduct interviews with current staff members and congregational leaders

**Phase Three: Considering Candidates**

* Gather names (set a deadline)
	+ Church members and friends of members
	+ Organizations
	+ Seminaries and Divinity Schools
* Read resumes and prayerfully consider them
* Prioritize candidates relative to “Pastoral Leadership Expectations Profile” and fit with the “Church Profile”

**Phase Four: Contact/Interview/Discern**

* Contacting Candidates
	+ Establish number of high priority candidates
	+ Send them a letter inquiring about their interest, along with the church, congregation and community profiles
* Conduct First Interview
	+ Consider where and when to meet, spouse attendance, reimbursement, assurance of confidentiality and integrity
	+ Ask questions that have been developed before the interview
	+ Determine how to conclude interview
* Visit and Worship in Candidate’s Church
* Conduct Second Interview
	+ Notify other candidates
	+ Consider where and when, spouse attendance, reimbursement
	+ Ask questions that have been developed before the interview
	+ Offer interview with staff ministers
	+ Permission to conduct criminal and credit checks
	+ Check references and seek to “go behind” with additional references
	+ In consultation with Stewardship Committee, prepare compensation package
* Conduct Third Interview
	+ Present formal compensation package (usually not with the entire Search Committee)
	+ Answer any lingering questions that candidate or committee may have
	+ Establish that candidate will accept if called and then determine when candidate can visit church (congregational visits and / or trial sermon)

**Phase Five: Call/Install/Assimilate**

* Information about the candidate to the congregation
* Visit of the candidate
* Extending the congregational call
* Welcoming the new pastor
* Ongoing support model