

**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