



Pastoral Search Committee Process:

mjb 2009

1. Choose a chairperson, and a secretary to handle the communications.
2. Meet regularly to keep the process moving. Even if there is no new information meet to pray.
3. Keep Conference Minister informed of developments. It is the Conference which holds credentials of the incoming pastor so the Conference needs to approve the choice.
4. Keep prayer central to all your activities. You want the direction of the Holy Spirit for the choice of your next minister.
5. Complete the Congregational Information Form which is valuable for you for accurate self understanding. This is to be passed on to a potential pastoral candidate for his understanding of the congregation. Send a copy to the Conference Minister.
6. Survey the Congregation with the MLI form, **Twenty Pastoral Tasks**. Collect and collate the responses. This form is also to be given to a potential candidate to fill out and return to the Pastoral Search Committee which is then able to assess and compare congregation needs and a pastoral candidate's strengths.
7. Give regular reports to the congregation on the status of the committee, i.e. progress made.
8. Invite members in the congregation to suggest names of potential candidates. Search out resumes from Canadian Ministry web sites, Bible College job sites etc.
9. Invite potential candidates to send a resume. If it is suitable send an MLI Candidate form to a suitable candidate to fill out and return, although much information contained in that form may be included in a resume. However do send him/her the **Twenty Pastoral Tasks** to complete and return to you.
10. Collect as many resumes as you wish, but prioritize the list and choose the most likely candidate and pursue your unanimous first choice to its conclusion. **Send** a copy of the resume to the Conference Minister. Choosing a Shepherd to oversee God's flock is a discerning process for both pastor and congregation led by the Holy Spirit. It is not a competition of popularity or skill.

11. Promptly contact a potential pastor to see if there is a primary interest in your church. If so follow up all references by phone or email thoroughly before inviting a candidate for an interview. Look for consistency in references.
12. If there is strong interest on both parties, invite the potential pastor and spouse at church expense to your community for an interview with your committee. This is NOT the time to introduce him to the church. Maintain confidentiality. Please plan interview questions carefully. This is the time to discuss job expectations, terms of the call and salary. At this preliminary interview the potential candidate is also able to assess the congregation and the community.
13. If the interview goes well, set up a candidating weekend with pastor, spouse and family at church expense for the near future. On this occasion the potential pastor is introduced to all aspects of congregational life, organization and ministry.
14. A key question to ask the prospective candidate at the conclusion of the candidating weekend is this; “if the congregation were to extend a call would you be willing to come? Clarify for the candidate, the vote percentage needed for a call to be issued. Ask what approval percentage he would be happy with.
15. If the candidating weekend goes well the Search Committee makes its written recommendation to the Church Council/Elders/Leadership Team which jointly recommends the pastor for congregational approval at a congregational meeting promptly called for that purpose. Immediately inform the candidate of the outcome of the vote.
16. When a pastor has responded to the call of the church, the pastoral search committee should take the lead regarding the move to your community. You may wish to help the new pastor find housing. The church is responsible for the cost to move the pastor to your community so make suitable arrangements acceptable to both pastor and church.
17. Plan a joyful welcome event for your new pastor.
18. Make plans with the Conference Minister for a formal installation and licensing.