

## **Recommended Pastor Search Committee Process**

### **Greene County Baptist Association**

These are guidelines to assist a Pastor Search Committee in the process of locating a new pastor to recommend to their church. These are simply guidelines. Each Pastor Search Committee needs to take these suggestions and develop a process that fits them and their church.

#### **Search Process**

##### **I. Preparation**

###### **A. Prayer**

- Bathe everything you do in prayer.

###### **B. Process**

- Determine the process the committee will use.
- Time invested initially in determining the process will save a great deal of time later.

###### **C. Self Study**

- Get church input on the kind of pastor the church wants (gifts, strengths, leadership style, etc.)
- This may be done through a survey, church forum or other method.

###### **D. Profile**

- Develop a profile of the kind of pastor the committee believes will fit your church (age, family, education, experience, spiritual gifts, leadership style, etc.)
- Remember, the man God is preparing to be your pastor may not exactly fit the profile. The profile is a helpful guide, but not the law.

###### **E. Resumes**

- Seek candidates (resumes) to consider through the association, state convention, personal recommendation, etc.

###### **F. Questionnaire**

- Design a questionnaire to be sent to candidates.

###### **G. Job Description**

- Update the Pastor's job description and begin working on salary/benefit package, moving expense package, etc.
- The committee will want to have this completed and in hand prior to focusing on one candidate.

##### **II. Contact With Candidates**

- ###### **A. Prior to contacting candidates, the committee will want to reduce the number being considered to 12-15 candidates.**

- B. Send candidates the questionnaire that was developed for this purpose. Enclose some information about the church with the questionnaire.

### III. **Determining First Choice**

- A. After receiving the completed questionnaires, reduce the number being considered to 5-7 candidates.
- B. At this point, the committee will contact the references of the candidates.
- C. The committee will contact the candidates personally to discern the candidate's level of interest and ask preliminary questions.
- D. The committee may want to request audio or videotapes of sermons.
- E. After contacting references, talking with the candidates and possibly listening to audio or videotapes of the candidates, the committee will rank their top several (preferably three) candidates.

### IV. **Working With First Choice**

- A. *Once the committee has decided on its first choice, the committee will only work with that candidate until the church calls that candidate as pastor or it becomes clear that the candidate is not the right man for the church.*
- B. Notify the candidate that he is the committee's first choice.
- C. Bring the candidate and his wife to the church field for an interview.
- D. Go hear the candidate preach.
- E. If all goes well, bring the candidate to the church in view of a call.

### V. **Call Process**

- A. *Make sure all communication between the search committee, church and candidate is clear and that all expectations (job description, salary, etc.) are clear to everyone.*
- B. Bring the candidate to the church in view of a call.
- C. Make this a time of celebration and anticipation. Include opportunities for the entire church to get to know the candidate and his family.
- D. Vote on the Sunday the candidate preaches in view of a call.

**CELEBRATE!**