

PASTORAL SEARCH PROCESS FOR CHURCH

Phase I - Preparation: church board/council and/or elders

- Establish an intentional intercessory prayer base
- Identify search committee, course of action and application process
- Contact Conference Office for resource(s) and potential applicants/candidates

Phase II - Profile Development: search committee

- Establish communication with congregation and poll congregational needs
- Prepare church description/profile and pastor profile
- Develop action plan and possible time line
- Determine basic contract details of ministry expectations, salary, etc.
- Decide on vote process, percentage, etc. to call new pastor

Phase III - Information Gathering: search committee (confidentiality of all applicants must be kept)

- Begin receiving resumes/applications from the Regional Office
- Identify acceptable candidates as profile match
- Reduce to no more than 2 or 3 possible candidates to interview
- Be certain potential interviewees have conference approval

Phase IV - Interview and Selection: search committee (confidentiality of all applicants must be kept)

- Send additional church information if requested
- Invite applicants for personal interview with search committee
- Select one candidate from applicants interviewed. (This one candidate is the only applicant that will be introduced to a congregation)

Phase V - Candidate: search committee and congregation

- Set up time for introductory sermon(s)
- Notify congregation of date for introductory sermon(s)
- Distribute bio of candidate to membership at least 2 weeks before sermon
- Congregational vote
- Notify ARC of decision/result of congregational vote
- POC to appoint pastor
- ARC Ad. Council approve credential and appointment

Phase VI - Employment: church board/council

- Finalize agreement with council/board approval
- Set start date and sign contract
- Arrange for move and arrival of new pastor
- Prepare a transitional committee to help pastor acclimate to congregation and community
- Continue to pray for God's leader sent to you