

A Step-by-Step Walk Through the Pastor/Staff Search Process

Revised January 2008



This booklet is a part of the ministry of ...
Church Health Development
Illinois Baptist State Association
A ministry made possible by your Cooperative Program gifts.

Pastor Search Timeline

A timeline is an outline of the search committee's work.
It includes dates in which church member's assignments are to be completed.

Week	Task	Person Assigned
1-6	<ul style="list-style-type: none"> • Pray about leadership needs of the church • Contact DOM • Select search committee • Review church by-laws and constitution • Communicate regularly with church regarding status of process • Call interim • Prepare church information packets (conduct a self-study of the church) • Develop congregational survey • Survey congregation • Develop references, telephone interview, and face-to-face interview questions • Develop minister profile 	
7-15	<ul style="list-style-type: none"> • Begin sending out church information packets • Begin to receive resumes • Select possible candidates and interview references of possible candidates • Assign committee members to conduct interviews with references • Make selection of candidates to interview by telephone 	
16-26	<ul style="list-style-type: none"> • Schedule telephone interview • Conduct telephone interview • Make selection of candidate to interview face-to-face • Select neutral site for interview and preaching (if needed) • Schedule face-to-face interview • Conduct face-to-face interview • Complete background checks • Invite candidate to church field or select new candidate and begin process again • Assign person(s) to care for the needs of the family during pastoral visit to church field • Set date for candidate to visit church field • Other tasks search committee deems necessary 	
27- Calling pastor	<ul style="list-style-type: none"> • Complete covenants • Complete severance agreement • Issue call to candidate 	
After calling pastor	<ul style="list-style-type: none"> • Committee works to give orientation to new staff member • Committee gives leadership in the installation of new staff member • Committee works to help new staff member have a successful ministry • Return "We've Called a Pastor" card to IBSA • Plan Pastor Appreciation Month activities • Other tasks search committee deems necessary 	

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**You may also find this document on line at
www.IBSA.org
Click on Submit a Church opening and Resumes
Scroll down to Search helps and click on
*A Step-by-Step Walk Through the
Pastor/Staff Search Process.***

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Dear Pastor/Staff Search Committee,

Preparing for the search process is a spiritual quest to find God's will regarding the future for your church.

- Follow the leadership of the Holy Spirit.
- Apply Spiritual Wisdom and Knowledge.
- Listen to outside suggestions, not directions.

The Pastor/Staff Search Committee is encouraged to make a covenant with one another. That includes:

- Honoring one another by praying for one another
- Honoring one another through unity
- Honoring one another through honesty/openness
- Honoring one another through confidentiality
- Honoring one another through faithfulness

It is our prayer that you will know God's abundant goodness, as you seek to follow His will for your church. May He richly bless you as you serve Him.

Sylvan Knobloch, Director
Church Health Development Ministries
Illinois Baptist State Association

Please note: Since the majority of search committees are working to call a pastor, the candidate will be referred to as "pastor." If you are seeking to fill another staff position, substitute "youth pastor," "minister of music," etc., for pastor.

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