

Step 1: Organizational Process

1. Review the by-laws and constitution to determine the church's guidelines for calling a pastor, such as:
 - What is the size of the search committee to be?
 - Who serves on the search committee? (page 13)
 - How is the committee to be organized?
 - What instructions are given for the committee?
 - What percentage of the church members present and voting is necessary to call a pastor?
2. The search committee or deacons need to determine who will handle the pastoral duties in the absence of a pastor.
3. The search committee should meet and elect a chairperson and a secretary, who will keep the minutes and prepare all necessary correspondence.
4. It is recommended that the search committee contact the departing pastor to set up an exit interview.
5. When the search committee is elected, it is recommended that they contact the Director of Missions or IBSA Church Health Development Director and set up a time for formal training.
6. The Director of Missions and IBSA Church Health Development Director are good resources for the search committee in securing pulpit supply preachers, calling an interim pastor, and securing resumes of prospective pastors.
7. It is recommended that the search committee contact the Budget/Finance Committee and secure a detailed description of the compensation plan for the pastor. The worksheet for this is on page 12.
8. The search committee is urged to work with all committees and individuals necessary to make sure that all preparations (parsonage renovation, office renovation, etc.) are completed in time for the arrival of the new pastor.
9. The search committee will nurture its relationship with the congregation by regularly reporting to the church on the search process and by asking the congregation to pray regularly for committee members and their work.
10. The committee needs to secure a budget for the following expenses: committee materials, telephone, and travel expenses for themselves and the candidates they will be interviewing.

Notes:

11. The search committee should seek authority from the church for negotiations with the candidate including:

- Statement of faith
- Standards of conduct
- Job descriptions (page 37)
- All expectations
- Agree to criminal and credit background check
- Personnel policies
- Total compensation (page below)
- Moving expenses
- Protection benefits
- Vacation and holidays

STAFF COMPENSATION WORKSHEET FOR: _____, 20_____

1. **Church Ministry Related** (currently paying)
 - a. Automobile reimbursement\$ _____
 - b. Convention/Conference reimbursement \$ _____
 - c. Continuing education, books, and periodicals reimbursement ...\$ _____
 - d. Hospitality reimbursement\$ _____
 - Total Church Ministry Related expenses**\$ _____

2. **Protection Coverage**
 - a. Retirement (10% is recommended)\$ _____
 - b. Insurance:
 - (1) Term Life.\$ _____
 - (2) Comprehensive Medical\$ _____
 - (3) Disability\$ _____
 - c. Social Security reimbursement\$ _____
 - Total Protection Coverage.....\$ _____**

3. **Personal Income**
 - a. Salary.....\$ _____
 - Ordained Ministers Only**
 - b. Housing allowance \$ _____
 - c. Utilities allowance\$ _____
 - d. Housing Equity fund\$ _____
 - (If living in parsonage, reportable as income only when received)
 - Total Personal Income.....\$ _____**

4. **Total Compensation\$ _____**

Selecting and Electing the Pastor/Staff Search Committee

by Lanny Faulkner

1. Remember: It is a "Pastor Search" Committee, not a "Pulpit" Committee.
2. The committee should be made up of five to seven members.
3. The committee should be made up of members who have a rich Baptist background to ensure they will follow Baptist policy.
4. Do not have alternates. Every member should have full standing on the committee and attend every meeting possible.
5. Ideally, the committee's decision should be unanimous, but a simple majority vote is all that is necessary in a Baptist church.
6. It is improper for a committee member to resign due to the church not choosing their particular recommendation. Remember, it is the church who calls the pastor.
7. Committee expenses should come from the general budget. (The pastor's salary account is best.) This enables the entire church to fund the process.
8. Members of the committee must understand the vital importance of their task. Calling a pastor is the single most important decision in the life of a church.
9. Each committee member must see themselves as "on mission" for God.
10. The church must commit themselves to pray daily for the committee, if they expect God's will to be done.
11. There are some individuals in the church who should never serve on a search committee:
 - (a) Persons who come and go
 - (b) Persons who are critical of the church
 - (c) Persons who campaign for the position
 - (d) Persons who are related to other members of the committee



12. Remember, no one will become pastor without the approval of this committee; therefore, it is vitally important that this committee be made up of positive leaders who have a positive outlook about the church.
13. It is best if the committee be made up of persons who represent different age groups (for example, 26-35; 36-45; 46-55; 56-65; 65 and up). It should have a fair representation of both men and women.

The 21 Most Common Mistakes Made During the Pastor Search Process

(Taken from *Choosing a New Pastor*, by Henry Virkler, Nashville, Thomas Nelson, 1992, pp. 210-215)

1. Failure to carefully select members of the search committee.
2. Search committee is too large or too small.
3. Failure to do a self-study of the congregation.
4. Failure to keep confidences.
5. Failure to get a clear charge from the church.
6. Failure to use all available resources.
7. Not organizing the process in the beginning.
8. Allow the interim to be considered as new pastor.
9. More than one committee member contacting the applicants.
10. Failure to be honest with candidates about problems at the church.
11. Failure to prepare well for interviews.
12. Failure to consider candidates from outside the denomination with extra care.
13. Failure to consider candidate's family throughout the process.
14. Failure to be discreet when visiting another church.
15. Overemphasizing pulpit skills.
16. Too little time for the candidate and the church to get to know each other.
17. Falling into the "Beauty Pageant" approach (parading candidates for elimination).
18. Not keeping interim staff informed.
19. Not enough time between pastors.
20. Inadequate communication with candidates.
21. Failure to get all agreements in writing.

