

Step 2: Information Gathering Process

All the preparations have now been made. It is time to seriously seek the pastor that God has already chosen for His church. The search has begun for the “ideal pastor.” Is there such a person? No! The question is, “What will the pastor profile for our church look like”?

Everyone has their own ideas as to what comprises an ideal pastor. Some want a pastor that is a dynamic preacher and evangelist, others want a pastor that cares for his flock, and yet others want a pastor that is a good leader. However, every pastor has strengths and weaknesses. Remember, just as there is no ideal church, neither is there an ideal pastor. The church and the search committee need to discover the profile of the pastor they are seeking. To begin the process of developing a pastor profile, first conduct a self-study.

Notes:

A. Conduct a self-study. The self study has two purposes:

- to help the search committee describe their church and community to prospective candidates
- to help the search committee begin to collect information useful in designing their pastor/staff profile

1. Describe where God is at work in your church:

- a. Review Sunday School and Morning Worship attendance, baptism and giving records for last five years.
- b. List unique characteristics of the church (i.e., conservative, moderate, harmonious, contentious, Single/Senior Adults Ministry, Christian school, student ministry, etc.).
- c. Describe some major accomplishments and problems that have occurred in the church in the last five years.
- d. Obtain pictures of the church building(s), including classrooms, etc.

2. Describe where God is working in your community.

- a. Write a one page summary of the general area or community where the church is located. Include areas such as size, demographics, trends, ministry opportunities, etc. Illinois Baptist State Association has provided a demographics search for your community at www.link2lead.com.
- b. For more information on your community contact the Chamber of Commerce or Visitor’s Bureau.

Natural Church Development is all about releasing the potential that God has already implanted in the church. Based on research in more than 40,000 churches on all six continents, NCD describes eight characteristics of a healthy church that are applicable regardless of culture or spiritual style. For more information on how this survey can help your church e-mail IBSA Church Health Development at sylvanknobloch@ibsa.org or debbiemuller@ibsa.org or phone 217-391-3133 or 217-391-3126.

B. Prepare a Pastor Profile. What information, insights, and discoveries has the search committee made during the self-study that will help us in developing this three-part profile? Below is a sample worksheet for this profile.

- **Church profile portion**

The pastor profile should include the wants and needs of the congregation. A sample of this is the Church Member Questionnaire on the pages.18-19 What are the skills this pastor will need to minister effectively in this place? What doctrinal issues should be included in the profile? What other considerations need to be given to the pastor profile for your specific church?

- **Community profile portion**

The community profile portion seeks to answer the question, What kind of pastor does our community need? What relational skills will the pastor need to minister effectively in this community? What are the spiritual needs of the community?

- **Leadership profile portion**

What are the specific skills the new pastor will need? What leadership style will the pastor need to take the church to the next level? The leadership profile portion should consider skills and qualities required to work with staff and church leadership.

Below is a worksheet with samples of attributes. A worksheet that may be copied is on page. 30.

MINISTER PROFILE WORKSHEET

Candidate Name	Negotiable	Non-Negotiable	Importance Rate 1-10	Candidate Rate 1-10	Total
Attributes					
<i>Church profile (sample attributes)</i>					
Interview					
Leadership					
Communication					
<i>Community profile (sample attributes)</i>					
Involvement					
<i>Leadership profile (sample attributes)</i>					
Doctrine					
Education					
Personal mission statement					
Total					



Sample

How to use the profile:

1. Determine negotiable and non-negotiable attributes.
2. Prioritize the non-negotiable attributes on the worksheet on page 30.
3. Filter all resumes through the profile.
4. Use the profile to develop questions that will be asked of the candidate's references.
5. Use the profile to develop questions that will be asked of the candidates.

C. Gather resumes. Once the information concerning the resignation of your pastor and/or that you are seeking a new pastor has been shared through the associational newsletter or state convention paper, resumes will begin to arrive at the church's address. Resumes could also be obtained from the local Director of Missions or the IBSA Church Health Development Director, nearby state conventions, Southern Baptist College and Seminary Placement offices (See pages 56-64 for information on contacting various entities.), and, of course, from the church membership.

You may post your church opening on the IBSA website. Go to <http://www.ibsa.org/ministries/churchstrengthening/csd/>. Scroll down to Church Openings. Click "submit a church opening". When you have filled out the church opening form, scroll down to the bottom and click "submit".

To request resumes, email sylvanknobloch@ibsa.org or debbiemuller@ibsa.org. Resumes can be sent by e-mail, CD, fax, or paper copy, as you prefer. Consider each resume equally and from all sources. NOTE: Write on the back of each resume the source from which you received it (i.e., IBSA, Dir. Of Missions, church member, or directly from candidate).

Note: Establish a separate e-mail account for your search committee to receive all e-mailed resumes. This will prevent a committee member's mailbox from becoming too full. Some church internet accounts have multiple e-mail address options. If the church doesn't have an internet account or has used all available addresses, the search committee can establish a free e-mail account at hotmail.com or yahoo.com.

D. Prepare information packet for serious candidates. A copy of the self-study should be given to any serious candidate. Just as the committee will be asking for information from the candidate, he will need information about the church. The packet should include information that will acquaint the candidate with the church and community.

CHURCH MEMBER QUESTIONNAIRE

1. About what age person would you like for our next pastor to be, assuming other characteristics are favorable? (check one):

- Age should not be a major factor 40-49
 Under 30 50-up
 30-39

2. What preference, if any, do you have regarding formal education beyond college? (check one):

- Formal education should not be a factor
 At least college training
 At least seminary training
 Doctoral program in theology or ministry
 Other (Describe) _____

3. Prayerfully consider the gifts of a pastor and rate on a scale of 1 (weak) to 10 (strong) those you believe God wants for our church.

PROFILE OF GIFTS

	1	2	3	4	5	6	7	8	9	10	
.	Administration
.	Leadership
.	Community Leadership
.	Counseling
.	Crisis Ministry
.	Denominational Leader
.	Evangelism & Missions
.	Inter-Church Cooperation
.	Pastoral Care
.	Prayer and Bible Study
.	Preaching
.	Social Ministry
.	Stewardship Leader
.	Teaching (Bible/Theology)
.	Worship Leader
.	Officiate

(After you have marked the dots, draw a profile line to connect them)

4. Please list briefly any qualities or characteristics you would especially like to see in a person serving as our pastor. Indicate any that you feel are of greatest importance.

5. I would like to submit these name(s) to be considered as pastor. (Please list names, addresses, and any additional information available on the back of this sheet; then sign your name and give your phone number below.)

6. Please check your Sunday School age division

Older Children Middle Adult
 Youth Senior Adult
 Young Adult

Signature _____ Phone _____

DEFINITIONS FOR CHURCH MEMBER QUESTIONNAIRE

Administration:

Managing the affairs of the congregational organization through planning, decision making, delegating, evaluating, and leading.

Leadership:

Skills necessary to cast a vision and lead a congregation to accomplish that vision.

Community Leadership:

Leading through personal involvement, helping to organize community groups to meet stated needs such as drug problems and social/recreational needs.

Counseling:

Clinical and career counseling, assisting persons facing problems or decisions.

Crisis Ministry:

Ministering in the midst of crisis, e.g. death, sickness, or other traumatic events in individual lives.

Denominational Leadership:

Serving (or have served) in a position of leadership within the local association or state denominational ministries.

Evangelism and Missions:

Sharing the Christian faith, enabling lay persons to witness and doing missions in the whole world.

Inter-Church Cooperation:

Sponsoring programs interdenominationally or jointly with other churches.

Pastoral Care:

Ministering, befriending, nurturing, supporting, reconciling, affirming of church members in their homes and communities.

Prayer and Bible Study:

Strengthening the church through private and public devotion, prayer and Bible study.

Preaching:

Making the gospel relevant to people's lives through clarity in preaching.

Social Ministry:

Enabling persons within the congregation to become aware of and participate in issues of social concern.

Stewardship Leader:

Leading lay persons in the development and use of individual and congregational resources.

Teaching (Bible/Theology):

Communicating a comprehensive understanding of the Bible and Christian theology.

Worship Leader:

Planning and conducting worship services as a central event of the congregation in the gathered community.

Officiate at:

Weddings, baptisms, funerals, etc.