

## Step 7: Concluding Process

The pastor has been issued the call by the church and he has accepted. The search committee's job is over, right? Wrong! There is much more work to be done. Some churches retain the search committee up to a year after the call of a new pastor for the purpose of orienting the new pastor to the church, community and IBSA. Here are some recommended things that still need to be done:

- Contact IBSA at 217-391-3133 or 217-391-3126 and inform them of the new pastor's information.
- Keep all records regarding the call of the new pastor in the pastor's personnel file, including resume, background check information, reference letters, agreements and notes. Destroy information on all other candidates.
- As a result of negotiations with the new pastor, some church documents may need to be updated. For example, did the church have a severance policy, job description, covenant, etc.? This would be a good time to update policies while it is fresh in everyone's mind.
- Support the new pastor. After the pastor is called, the search committee now takes on the role of encourager. Encourage other church members to develop a close relationship with the pastor and his family. For several months, the pastor and the committee have been working closely together. Now it is time to give other families an opportunity to get to know the new pastor and his family. The search committee's informal, yet vital, role during this time is to help assimilate the new pastor and his family into the life of the church and community.
- Schedule a Pastor Appreciation observance on one or more Sundays in October.
- Dismiss the search committee. Whenever the committee has finished its work, the church should dismiss the committee with sincere gratitude for a challenging job well done. The dismissal should be accomplished by formal church action in a business meeting.

### A. The pastor's expectations of his church:

- **Trust** him as a person of integrity dedicated to the work of the ministry and as a competent professional who can manage his time wisely.
- **Support** him as a leader by faithful stewardship in attending, giving, and serving in the church along with recognition when his work is well done.
- **Consult** with him before decisions are made so that the church can benefit from his training and experience and so that the work of the church can be effectively coordinated.
- **Concern** for him and his family as evidenced in part by proper upkeep of the parsonage or by an annual review of the housing allowance arrangement.
- **Authority** for him to approve or disapprove the coming of other ministers and religious groups to the church and to supervise all paid employees of the church.

### B. The church's expectations of its pastor:

- **Competency** in ministry through well-prepared sermons, regular visitation, pastoral care, administrative and organizational leadership, and the improvement of pastoral skills through continued study.
- **Availability** by publishing contact information for both on and off the church field.

- **Leadership** in worship services, evangelistic outreach efforts, the Christian education program, and church administration (in cooperation with the church's leaders).
- **Loyalty** to Baptist beliefs as found in scriptures and *The Baptist Faith & Message*, attendance at denominational meetings, and support for the Cooperative Program.
- **Participation** in civic and community affairs and cooperation with compatible area inter-denominational endeavors.

### **C. The pastor's obligation to his church:**

- To fulfill the duties of the office of pastor as a servant rather than a ruler who always knows what is best.
- To seek to meet the spiritual needs of his people through biblical preaching and teaching and to refrain from proclaiming his own opinions as God's Word.
- To meet the reasonable expectations of the congregation for him as its pastor while living his life as he believes God would have him to do.
- To manage his life with integrity so as not to bring reproach upon the church.
- To accept the church as an imperfect organization composed of imperfect people who must be loved and forgiven, to work with elected leaders of the church, and to try to be the pastor of all the people in the church.
- To acknowledge that constructive criticism can be helpful and to accept it and learn from it.
- To recognize the need for outside help when his role as pastor is endangered and to avoid actions that would harm the church.
- To provide leadership, vision and direction for reaching a lost world for Christ.

### **D. The church's obligation to its pastor:**

- To provide adequate compensation for him and his family.
- To pay reasonable moving expenses for a new pastor.
- To respect the office of pastor and to support his ministry for as long as he holds that office to which the church, and ultimately God, has called him.
- To guarantee the freedom of the pulpit so that the pastor can preach his convictions in his own manner and style as the Spirit of God leads him.
- To allow the pastor to be himself and to not place unreasonable expectations on his family.
- To support the pastor financially to the best of its ability and to annually review his compensation package as an evidence of its care and concern for his welfare.

- To have a Pastor-Church Relations Committee or Personnel Committee to work with the pastor in keeping its covenant up to date, abiding by the guidelines adapted for the relationship, reviewing compensation and time arrangements, arranging for mutual evaluation sessions, handling criticisms of the pastor and hearing his complaints, helping with staff difficulties, and dealing with any problems that may arise.
- To conduct an annual review of the pastor. Dr. Bill Weedman has prepared an annual performance review worksheet (pages 47-49) that will help to clarify the expectations of the pastor.
- To resolve disputes following biblical principles (Matthew 18:15-22) and church guidelines. If unable to do so without outside help, to contact the Director of Missions or IBSA Church Health Development Director for assistance in identifying issues and seeking reconciliation. To develop a reconciliation policy if one does not exist.

## Suggested Performance Review Form

To be used by a Church  
Administrative/Personnel Committee  
in an Annual Evaluation of the Pastor

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Please rank the performance of your pastor for this past year in the categories below. The evaluation should reflect the typical performance rather than occasional, isolated performance.

- 1 = Unacceptable
- 2-3 = Poor
- 4-6 = Commendable
- 7-8 = Outstanding
- 9 = Consistently superior

### 1. Pastoral Ministry

Please circle one number in each line

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|-------------------------------------|---|---|---|---|---|---|---|---|---|
| a. Communication skills             | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| b. Listening skills                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| c. Counseling skills                | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| d. Crisis ministry                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| e. Hospital visitation              | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| f. Visitation of shut-ins           | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| g. Visitation of church members     | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| h. Grief follow-up ministry         | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| i. Conduct of weddings and funerals | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

### 2. Pulpit/Worship Ministry

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|--|---|---|---|---|---|---|---|---|---|
| a. Planning of worship services/prayer meeting | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| b. Sermon preparation                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| c. Sermon delivery                             | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| d. Sermon variety                              | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| e. Involvement of staff and church members     | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| f. Teaching skills                             | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| g. Conduct of the church ordinances            | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

### 3. Church Administration

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|---|---|---|---|---|---|---|---|---|---|
| a. Leadership of church staff/volunteers                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| b. Assistance to boards, committees, church officers,<br>church organizations | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| c. Organization skills  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| d. Promotion skills   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| e. Preparation of printed, visual aids  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| f. Timeliness in correspondence   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| g. Response to telephone calls, e-mails                                       | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| h. Responsible management of church finances                                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| i. Delegation skills  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

### 4. Personal Qualities

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|--------------------------|---|---|---|---|---|---|---|---|---|
| a. Grooming/appearance   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| b. People skills         | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| c. Affirmation of others | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| d. Personal security     | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| e. Balance in life       | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| f. Physical health       | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| g. Emotional health      | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

h. Spiritual health	1	2	3	4	5	6	7	8	9
i. Commitment to personal/professional growth	1	2	3	4	5	6	7	8	9
j. Family health	1	2	3	4	5	6	7	8	9
k. Punctuality	1	2	3	4	5	6	7	8	9

5. Community/Denominational Participation

a. Participation in local Baptist Association	1	2	3	4	5	6	7	8	9
b. Participation in state and denominational activities	1	2	3	4	5	6	7	8	9
c. Participation in local clergy association	1	2	3	4	5	6	7	8	9
d. Image in the community	1	2	3	4	5	6	7	8	9
e. Commitment to local and world-wide missions	1	2	3	4	5	6	7	8	9

6. Evangelism leadership

a. Provision of evangelism training	1	2	3	4	5	6	7	8	9
b. Commitment to evangelistic visitation	1	2	3	4	5	6	7	8	9
c. Commitment to evangelistic fervor in the church	1	2	3	4	5	6	7	8	9

**Narrative evaluation**

1. What strengths are most evident in the service/ministry of the pastor?

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2. What areas of ministry/service by the pastor provide the greatest need and opportunity for growth?

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3. How has the pastor responded to the evaluation given to him last year?

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4. How do you evaluate the overall effectiveness and potential of the pastor in his current role?

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5. How do you evaluate the effectiveness of the pastor in leading the church to fulfill its purpose and mission?

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6. What constructive suggestions do you wish to communicate to the pastor?

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Pastor's written responses to the performance review (optional):

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\_\_\_\_\_  
Signature of Pastor

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*Signature of chairperson of the Administrative/  
Personnel Committee

\_\_\_\_\_  
Date

\*This performance review represents a consensus and a composite of the members of the Administrative/Personnel Committee.