

**The Pastoral Search Process
(Suggested Best Practices)**

The following items are included in this section:

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Create Employment Applications

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Make the Decision

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Select the Pastoral Search Committee

When the Regional Elder and the church determine that they are ready to move forward with the pastoral search, the Pastoral Search Committee (PSC) will be selected in accordance with local church by-laws and procedures. A tool to determine readiness is the Pastoral Search Readiness Assessment Inventory located in the download section of this website.

Determine the Best Match

The UFMCC Clergy Manual states:

The UFMCC celebrates the ministry of the whole people of God. We continue, in the historical tradition, to acknowledge our ordained members are being charged with having a primary concern for equipping the Laity for its work in ministry in the world.

Living out our commitment to the priesthood of all believers means, for most congregations, entering into a partnership between lay and clergy. Different churches, at different times in their lives, need different skills from their clergy partners. Each clergy person will bring a different mix of skills to your congregation. Identifying what you need is important to finding a clergy person who can best serve with you.

The following are a list of skills that clergy bring to churches. Make a copy of this list for each person on the Search Committee and distribute the lists. You may want to have people do the exercise prior to the meeting and bring the results with them or you may want to spend the first 20-30 minutes of the meeting having people fill out the surveys. Remind the Search Committee members that there are no right answers to this ... all of the skills are valuable to congregations. You can also use this exercise with the congregation by distributing it and asking that it be returned.

Have participants select the 10 skills (and no more than 10) they believe are most important for your next pastor to have and then rank those from 1 to 10, with 1 being the most important. Your committee may want to narrow this list down to the 15-20 specific skills that are needed for a church your size and have people select from the smaller list.

Pastoral Skills Exercise:

- _____ Brings vision, direction and skills to assist our church in achieving significant outreach to new people, growth and change (church growth)
- _____ Discovers, recruits, and trains future clergy leadership for our denomination (clergy leadership development)
- _____ Places a priority on ensuring that members and participants are fully informed about church activities and that the community is aware of MCC and it's programs (communications)
- _____ Represents our church to the wider community and works to further the goals of community organizations in partnership with the church (community involvement)
- _____ Leads the community in developing opportunities for involvement in social, spiritual and political activities and groups (community organizing)
- _____ Provides pastoral leadership to heal conflicts and divisions while respecting the diversity of individuals, thoughts and beliefs (conflict management)

- _____ Educates the broader community about issues related to the lives of gay, lesbian, bisexual and transgender people (community education)
- _____ Leads the community in developing opportunities for involvement in social, spiritual and political activities and groups (community organizing)
- _____ Actively participates in denominational life through elected, volunteer or appointed roles (denominational leadership)
- _____ Participates with other Christian and interfaith bodies and raises awareness about the spiritual journeys of lesbian, gay, bisexual and transgender people of faith (ecumenism)
- _____ Contributes to the study of homosexuality and the scriptures and to the discourse on sexuality and spirituality (education and research)
- _____ Witnesses to the saving power of Jesus Christ (evangelism)
- _____ Conveys the message of God's love for all people to those who have not heard it and reaches the un-churched. (evangelism)
- _____ Encourages and equips the people of the church to share their faith experiences with those outside of the church (evangelism)
- _____ Ensures proper care and stewardship of the church's physical resources and building (facility management)
- _____ Ensures accurate financial management of resources and budgeting that build confidence in our fiscal situation (financial management)
- _____ Actively works to raise the money necessary to fund the church's programs, ensure the success of its programs and build a foundation for future ministry (fund-raising)
- _____ Promotes and support the global work of UFMCC
- _____ Assures the development of ministries that help newcomers become fully integrated with the life of the church (integration)
- _____ Interprets the faith for people to understand in light of our times and our circumstances (interpreting the faith)
- _____ Recruits, encourages, and equips lay people to find meaningful opportunities for service in ministry (lay leadership development)
- _____ Encourages and equips ministries which bring meaning and discovery to people's lives, through small groups, retreats and other formats (ministry development)
- _____ Participates in and advocates for programs that engage and address the needs and lives of people from different cultural, ethnic and racial backgrounds (multi-cultural involvement)
- _____ Is a skilled musician and raises the professionalism of our music program (music)

- _____ Ensures excellence in music by encouraging and equipping professional leadership and lay participation in a high quality music program (music)
- _____ Creates a safe, nurturing and mutually supportive environment where people feel welcomed and affirmed (nurturing fellowship)
- _____ Encourages and equips ministries of pastoral care to those in need (pastoral care)
- _____ Provides for effective supervision of the church's staff and volunteers to further our achievement of excellence in ministry and to promote personnel satisfaction (personnel supervision)
- _____ Proclaims the Word through excellent preaching (preaching)
- _____ Focuses on issues of social justice and liberation that face us, and actively works to eliminate injustice (social action)
- _____ Works with individuals seeking personal development and healing (spiritual counseling)
- _____ Encourages and equips ministry programs and individual interactions which provide tools and insights for those seeking to deepen their spiritual lives (spiritual direction)
- _____ Fosters a climate of generous giving and stewardship which enhances the ministries and potential of the church and furthers the spiritual growth of the givers (stewardship)
- _____ Provides leadership that will enable us to turn our visions into reality, working with us to establish real goals and plans to further our mission (strategic planning)
- _____ Works with the church leadership to implement strategic planning and manages the organization to achieve those plans (strategic planning implementation)
- _____ Provides educational opportunities for people to grow and learn (teaching)
- _____ Visits with members of the congregation and community, especially those who are hospitalized and shut-in (visitation)
- _____ Prepares and leads excellent worship that is inspiring and illuminating (worship preparation and leadership)

Next, go through the list and see how many members marked each item. Do you have relative agreement about what your church needs? Can you agree together about which ten are most important for your church right now? What kind of portrait does this paint of your next pastor? Does this seem accurate to you?

If you have substantial disagreement about what you need and are unable to resolve this, you may need to speak with your Regional Elder about finding some common understandings and directions for your church.

Create a Congregational Profile

You do want to get information about your congregation to pass on to potential candidates. One useful resource is the Congregational Questionnaire developed by the Strategic Growth Initiative:

Universal Fellowship Of Metropolitan Community Churches
Strategic Growth Initiative Congregational Questionnaire
(Copyright 1996 Universal Fellowship of Metropolitan Community Churches)

Our church is working to increase the quality of its ministries. We want to assure effective outreach to our community. Your participation in this questionnaire will help provide important feedback. Thank you for taking a few moments of your time today to answer the following questions:

Section 1: Worship Services (please select the one option most appropriate for you)

1. I am:

_____ a member of this church

_____ not a member of this church, but attend its services

_____ a visitor to this church

2. I have attended this church:

_____ never before

_____ less than one month

_____ less than one year

_____ less than two years

_____ less than three years

_____ more than three years

_____ more than seven years

3. I usually attend this church:

_____ four or more services per month

_____ one to three services per month

_____ less than one service per month

_____ I usually do not attend this church

An opportunity for suggestions to improve worship services will follow these questions:

4. Overall, I consider the worship services in this church usually to be:

_____ excellent

_____ good

_____fair

_____poor

_____unacceptable

_____unable to evaluate

5. I consider the selection of the hymns/songs in the worship services as usually:

_____excellent

_____good

_____fair

_____poor

_____unacceptable

_____unable to evaluate

6. I consider the special music (choir, ensembles, vocalists, instrumentals) in worship services as usually:

_____excellent

_____good

_____fair

_____poor

_____unacceptable

_____unable to evaluate

7. I consider the Pastor's sermons usually to be:

_____excellent

_____good

_____fair

_____poor

_____unacceptable

_____unable to evaluate

8. I consider Holy Communion in the worship services usually to be:

____excellent

____good

____fair

____poor

____unacceptable

____unable to evaluate

9. I consider the bulletin/information for the worship service usually to be:

____excellent

____good

____fair

____poor

____unacceptable

____unable to evaluate

10. Generally, I consider the length of the worship service to be:

____Just right

____Too long

____Too short

____unable to evaluate

My suggestions for improving the worship services:

1.

2.

3.

Section 2: Other activities of this church (select one option)

1. I find the Christian education (Bible study/personal growth) activities of this church usually to be:

____excellent

____good

____fair

____poor

____unacceptable

____I do not participate in such activities at this church

2. I find the small/care group activities of this church usually to be:

____excellent

____good

____fair

____poor

____unacceptable

____I do not participate in such activities at this church

3. I find the social/fellowship activities of this church usually to be:

____excellent

____good

____fair

____poor

____unacceptable

____I do not participate in such activities at this church

4. I find the children's activities of this church usually to be:

____excellent

____good

____fair

____poor

____unacceptable

____I do not participate in or am not familiar with such activities in this church

5. I find the ministries of this church to people in need usually to be:

____excellent

____good

____fair

____poor

____unacceptable

____I do not participate in or am not familiar with such ministries in this church

6. I find the activities of this church to work for causes of social justice usually to be:

____excellent

____good

____fair

____poor

____unacceptable

____I do not participate in or am not familiar with such activities in this church

My suggestions for improving the activities/ministries of this church:

1.

2.

3.

Section 3: Important Personal Information

1. I am ____male ____female

2. My race/ethnicity is: ____African American/Black ____Caucasian/White ____Hispanic
____Asian/Pacific Islander ____Native American/Indian ____Other (specify)_____

3. My age is _____years

4. Do you have children under the age of 18 living with you?

yes no

5. My level of formal education completed is: (**select one**, the highest level)

High school: grade 9 grade 10 grade 11 grade 12

College: 1 year 2 years 3 years 4 years

Technical school: 1 year 2 years 3 years 4 years

Degrees: undergraduate graduate post graduate

6. My current annual income is:

under \$10,000 \$10,000-20,000 \$20,000-30,000

\$30,000-50,000 \$50,000-70,000 above \$70,000

7. My Zip Code is: _____

8. Do you presently attend the worship services or participate in the activities of another church or synagogue?

yes no

9. My religious background/denomination prior to MCC is (check **all** that apply to you)

Roman Catholic Methodist Baptist Lutheran

Episcopal Presbyterian United Church of Christ

Orthodox Unitarian African American (AME/CME)

African American (COGIC/Baptist) Jewish Disciples of Christ

Pentecostal/Assembly of God Independent/non-denominational

New Age Mormon Jehovah's Witnesses Buddhist

Other (please list) _____

No prior religious affiliation

10. Were you actively attending the activities/worship of another church when you started to attend MCC?

yes no

11. How did you come to church today? (select one)

drove a car

rode in a car with someone

_____public transportation (bus, taxi, subway, train)

_____walked

12. How long does it usually take you to travel from your home to this church? (select one)

_____less than 15 minutes

_____15 to 30 minutes

_____30 minutes to 1 hour

_____more than one hour

Again, thank you for taking the time to give your valuable input to this survey. The results will help us to improve the ministries and activities of our church.

You will want to include the results from this survey or any others that you do in your packet.

History

You may want to write out the history of your church to give important background about how you got to where you are. You might want to look at questions such as:

What year was your church was founded?

What led people to establish your church?

Who have been the significant people in the history of your church? What contributions have they made?

Who have been the pastor(s) of your church? What years were they with you?

What have been significant events in the life of your church (such as purchasing a building, adding a full time pastor, natural disasters, church splits, political events etc.)?

Prepare the Packet

You want to present an appealing and informative packet of information about your church that will enable potential candidates to get an accurate picture of your church and community. We suggest preparing the materials that you will send to interested clergy before or as you begin seeking resumes. Being prompt with your responses shows professionalism and interest.

You don't want to swamp people with so much information that it's overwhelming, but you do want to present a fairly complete picture. You will have to find a balance that works for you.

You will want to present information about three areas:

- the geographic community or city where you are located,
- the gay, lesbian, bisexual and transgender community in which you serve
- the church itself

Our City

Contact the local Chamber of Commerce for information about your area. They often have packets available for people considering a move to your location and usually this information is free.

Some search committees have included articles about their city, sent a copy of the Sunday newspaper (which provides interested candidates with information about housing and potential employment for part-time pastors or spouses), and maps of the area.

The Lesbian, Gay, Bisexual and Transgender Community

A copy of the local community newspaper or magazine will contain information about your community. You might also want to include a newsletter from leading community organizations, such as the local Community Center. If you have newspaper articles about major events in the community, such as a drive for civil rights legislation, you may want to include those.

Your Church

You will want to include information about:

- the people in your church
- what you are seeking in a pastor
- the physical facilities you use or own
- the organization of your church
- your mission and vision for the future

The church profile form, included at the end of this resource, provides places for you to fill out information from the exercises and surveys that you've completed to give to candidates.

Other things you may want to include:

5. Copies of the budget and year-end financial statements for the past three years
6. Copies of the minutes of the Board of Directors for the past year, including any reports referenced, and copies of the minutes of congregational meetings for the past year

7. An organizational chart indicating the names, positions and functions of all salaried and volunteer positions in the church
8. Copies of written job descriptions available for all salaried and volunteer positions in the church
9. A copy of the church's vision and/or mission statements if such have been adopted
10. A copy of the church's annual ministries plan or program, if one has been adopted
11. The church's local Bylaws and Standard Operating Procedures
12. Any personnel and policy manuals the church has adopted
13. Copies of recent bulletins, newsletters, and brochures.
14. Copies of the results of any congregational surveys or studies conducted over the past three years.

Create an Employment Application

In addition to basic information that one would include on a resume, you may want to ask the following questions. The candidate should also be asked to submit a video of one or more sermons typed during a service.

Professional Journey

Please respond to the following questions in 1 page (and no more than 2 pages) per answer.

What lead you to become an MCC minister? What motivates you to remain one?

What are the strongest parts of your current ministry?

What are the greatest challenges you face?

What do you feel called to do over the next 10 years?

How have you changed as a pastor?

Please provide a statement of faith. You may use your statement of faith from your ordination application.

Professional Ministry Skills

Mark up to 15 (and no more than 15) of the professional ministry skills that you believe you bring to a church. All of these are valuable to congregations; skills are listed alphabetically with no order or hierarchy.

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- _____ Ensures excellence in music by encouraging and equipping professional leadership and lay participation in a high quality music program (music)
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- _____ Provides for effective supervision of the church's staff and volunteers to further our achievement of excellence in ministry and to promote personnel satisfaction (personnel supervision)
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- _____ Focuses on issues of social justice and liberation that face us and actively works to eliminate injustice (social action)
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- _____ Provides leadership that will enable us to turn our visions into reality, working with us to establish real goals and plans to further our mission (strategic planning)
- _____ Works with the church leadership to implement strategic planning and manages the organization to achieve those plans (strategic planning implementation)
- _____ Provides educational opportunities for people to grow and learn (teaching)
- _____ Visits with members of the congregation and community, especially those who are hospitalized and shut-in (visitation)

_____ Prepares and leads excellent worship that is inspiring and illuminating (worship preparation and leadership)

Church Life and Faith

Please indicate which you are most comfortable with:

_____ Church leaders have a strong consensus about their common beliefs

_____ Church leaders engage in open and active dialogue and disagreement about issues of faith

_____ Church leaders value diversity of belief

_____ Church leaders are committed to a wide range of beliefs and value open sharing of beliefs

Please indicate which best describes your position:

(Defining inclusive language as: non-gendered or both male/female language)

_____ I strongly support the use of inclusive language; I always use it and expect others to do the same

_____ I consistently use inclusive language and encourage individuals to use whatever language they are comfortable with

_____ I usually use inclusive language

_____ I struggle with inclusive language

_____ I do not use inclusive language

Please indicate which statements are true for you:

Yes No I use inclusive language to refer to **people**

Yes No I use inclusive language to refer to **God**

Yes No I use inclusive language to refer to **Jesus**

Yes No I use **Lord** in worship

Please indicate which statement best describes your belief:

_____ I believe that the Bible is literally true

_____ I believe that the Bible is the inspired Word of God

_____ I believe that the Bible is a historical document, written by people

Worship

Please indicate which statement best describes your style:

- _____ The Bible is the only source of readings in church
- _____ The Bible is the primary source of readings in church
- _____ I use the Bible in worship and am comfortable with readings from the holy writings of other religions
- _____ I use the Bible in worship and am comfortable using poetry and prose from other sources, including secular and other religions
- _____ I rarely use the Bible in worship, relying primarily on other sources for readings

Please indicate with a check mark which statement best describes the style(s) of worship you prefer and with which you have experience. You may indicate as many as are applicable.

Worship services that are:	I have experience in:	I prefer:
formal and liturgical		
informal and casual		
charismatic		
evangelical		
A Worship and Praise@		
mainline protestant worship		
Pentecostal		
Mass (Roman Catholic style)		
Taizé		
quiet and meditative		
A typical MCC		
varying styles in worship		
Other:		

Worship Leadership:

Please indicate your usual practice and comfort about who leads which part of worship. If you believe laity should always do this, indicate the far left of the continuum. If you believe clergy should always do this, indicate the far right of the continuum. If you believe either can, mark it near the middle.

Greeting People as they enter worship

Lay Person-----*Clergy*

Leading the Call to Worship:

Lay Person-----*Clergy*

Doing Welcome and Announcements:

Lay Person-----*Clergy*

Reading the Scriptures:

Lay Person-----*Clergy*

Preaching:

Lay Person-----*Clergy*

Doing a Children's Sermon

Lay Person-----*Clergy*

Leading Music:

Lay Person-----*Clergy*

Leading the Prayers

Lay Person-----*Clergy*

Celebrating Communion

Lay Person-----*Clergy*

Praying the Benediction

Lay Person-----*Clergy*

Planning Worship

Committee-----*Clergy*

Greeting people as they leave worship

Lay Person-----*Clergy*

Please indicate which statement best describes your style:

_____ It is very important that the pastor and lay worship leaders wear vestments

_____ It is very important that the pastor wear vestments

_____ I prefer not to wear vestments

_____ I wear vestments for special occasions, but not regularly

_____ This is a negotiable issue for me; I am comfortable either way.

Are there other things you would like to tell the committee about yourself?

Answer Important Questions

There are a number of important decisions that you need to make about the process before you begin to contact any potential applicants. These are all things that you want to decide early in the process so that later you can concentrate on selecting your candidate.

What Are the Rules of Your Process?

Early on, you want to determine what rules will govern your decision making process. Remind committee members clearly of the importance of, and need for, strict confidentiality. Clergy need to know that they are not risking their current jobs by exploring the possibility of applying for your pulpit.

Review your church's by-laws and Standard Operating Procedures to see what they say. Learn the process you will need to follow to call a congregation meeting. Talk with your Regional Elder.

There is an important area that you will need to decide about:

- Is there a minimum percentage of the vote required for a candidate to be called as the pastor of your church? If this is not stated in your by-laws or SOPs, you should set a percentage. Most clergy will not go to a church unless they have received 75-85% of the vote. We recommend that you set a minimum standard of a 75% majority; you may choose a higher number.

Plan how the process will work from start to finish before you begin.

What Is Your Timeline?

Set a timeline to complete each step of this process and publicize it widely in the congregation. This will serve two purposes. First, it maps out the process for you and helps you know whether you are on target for completing the project in front of you. You can determine each step of the way whether you are on time. It also helps break the process down into manageable pieces and tells you when to do what work. Second, the congregation needs to know, and deserves to know, what is happening. This way, they'll know what you are working on, even during those periods when you won't be able to report much in public. Remember that much of this process will be confidential and, at the same time, the congregation will want information. Knowing that you are reviewing résumés this month will help them know that something is happening.

Who Will Be Your Contact Person?

You will need to have a single spokesperson and contact for the Pastoral Search Committee. It is important that you speak as one voice to the congregation and to potential applicants for your church. If you are sending out mixed messages to either group, you will simply have a mess that you have to deal with, rather than a careful, clear process. The spokesperson will be responsible for timely communication

with both the congregation and the applicants. If congregation members approach another member of the Pastoral Search Committee, that member should direct the inquiry to the spokesperson.

Having a single spokesperson will make the process much more user friendly for your applicants. This way, they will know exactly who to call when they have questions or need to communicate information to you. The spokesperson should keep careful records of their contacts with the applicants so that you can know right away from whom you've received information and to whom you've sent information. A log book or checklist should be designated for just this purpose.

Commit Yourselves to Timely Communication

Make a decision to communicate clear and in a timely way with applicants. The number one frustration that clergy report about the pastoral search process is not hearing from churches for months on end. You will make the process much easier, friendlier and more successful if you are good about communications. This can make or break your search.

Some guidelines to remember

- You should always acknowledge receipt of materials with a brief note thanking the applicant for sending the information.
- Within a week of making major decisions, you should contact any applicants affected by them. For example, contact applicants that you have decided to turn down so that they can concentrate on other churches where they might be better suited.
- Keeping your top choice applicants well informed will serve you well. You want to avoid having a great applicant taking another position because they think you are not interested because they haven't heard from you.
- Keep the lines of communication open and give people as much information as you can about the process. Don't give out personal information or talk with candidates about how you see them in relation to other candidates (for example, don't say, "you're our second choice") but do be clear and frequent about telling people where they are in the process (for example, "we're reviewing the applications now next week we contact the applicants we'd like to interview").

What Compensation Will You Give the Successful Candidate?

Early in your process, engage the issue of compensation. Carefully review your budget and financial situation and develop a range of compensation that you can afford to pay your next pastor. Make a realistic list of benefits that you can offer. Talk with your Regional Elder about what are culturally and nationally accepted practices for benefits such as health care, vacation, sabbatical etc. Look at things like covering the UFMCC Pension contribution required from clergy participants in the US, retirement plans, and other benefits. The non-tangible benefits you offer may be very persuasive in helping a candidate choose your church.

Remember that you are in a competitive industry. Excellent pastors are not easy to find and there is competition for their services. You will need to pay a competitive salary to attract quality church leadership. This is an important investment in the future of your church

Methods to Use to Find a Candidate

There are three approaches that you can use to find candidates for your pulpit. There is no one right way; you'll need to decide which is most appropriate for your size church and your particular situation.

Whichever method you use, remember to keep your applicants informed and current at all times. Good and timely communications are vital to the success of any Pastoral Search process.

Method 1: Cast a Wide Net

In following this approach, you will do everything you can to get the word out about your church to the widest possible pool of potential candidates. You'll want to be sure that the candidate who is right for your church learns that you are looking for a pastor and is motivated to send you a résumé. You will rely on using traditional channels of communication within the Fellowship plus word of mouth. This is an effective form of search for a smaller congregation.

The advantages of this method are that you will, hopefully, have a wide range of candidates from which to choose. Many people will hear about your position and prayerfully consider it. This is particularly useful if you are seeking someone in their first pastorate or someone who will be serving bi-vocationally (having a pastorate and another, secular, job). The disadvantages of this are that you are sending information to those who are interested and those who are not and it is an impersonal form of communication.

After compiling the surveys and doing your background work within the congregation, you will want to develop an attractive, dynamic brochure and cover letter outlining who you are and what you are seeking in a pastor and inviting interested persons to contact you. By stating the qualifications up front, you are asking people to self select; if they meet your qualifications, they should then send you information about themselves. Provide clear information about how you want responses from those who are interested. Most likely, you will want to request a résumé by a particular date. Work carefully to be sure that the information is inviting because you are relying on people reading the material and wanting to respond to you. Ask yourself if your material describes a church you would want to go to. At the same time, paint a realistic picture of your church and what you are offering; people will steer clear of your church if they feel like you are not telling the truth about who you are.

You can send a mailing to all MCC clergy by contacting the Fellowship headquarters and obtaining mailing labels. Send your brochure to all clergy. Look on the MCC website at the postings of other churches in the **MCC Jobs** section, which lists. Send your information to AvailablePulpitsPositions@MCCchurch.net.

After you receive resumes from interested people, select those you would like more information about and send them an application to complete. Along with the application, send the summary of information about your church. After you receive a completed application from the potential candidate, send them the complete packet of information that you have compiled about your church. This will form the basis for their decision making, just as their application will allow you to decide about them. Remember to keep communication going both ways.

Step	Action
Getting ready	<ol style="list-style-type: none"> 1. Pray 2. Survey congregation 3. Prepare brochure describing the church and the position 4. Prepare cover letter inviting people to contact you 5. Prepare applications 6. Prepare packet of materials about your church
Getting the word out	<ol style="list-style-type: none"> 1. Secure addresses from the MCC website or office 2. Send mailing to all clergy 3. Post information on the MCC Website 4. Send letters and information to all of the Elders
Receive résumés and send applications	<ol style="list-style-type: none"> 1. Review the résumés you receive 2. Send applications and a summary of your church's packet to qualified applicants (Some churches are now placing the preliminary packet on

	<p>their websites)</p> <p>3. Send letter to those whom you do not want to continue in the process informing them of your decision</p>
Receive applications	<p>1. Review applications</p> <p>2. Send detailed, complete packet of information to the top 2-3 applicants</p> <p>3. Send letter to any applicants that you will not be considering</p>
Interviews	<p>1. Set up interviews with your top 2-3 applicants</p> <p>2. Conduct formal screenings, including background checks and references. Consult your Regional Elder.</p>
Candidate	<p>1. Select your top candidate</p> <p>2. Make arrangements for them to come to the church to candidate</p> <p>3. Negotiate compensation and package</p>
Congregational Meeting	<p>1. The Pastoral Search Committee presents the candidate to the congregation</p> <p>2. The congregation votes on the candidate; if yes, call the candidate to the pulpit, if no, return to the top applicants and make another selection</p>
End of the process	<p>1. Make preparations for candidate to move to your area</p> <p>2. Install your new pastor</p>

Method 2: The Invitation to Apply

In this method, you are again going to seek multiple applicants, but rather than sending the information out to everyone, you will create a list of people who have been recommended to you as potential pastors for your congregation and inviting them to apply. You can ask the Elders, MCC Staff members, other clergy and lay leaders that you respect, and the congregation to give you the names of clergy they feel would be suited for your church. Members of your church may have worshipped in other MCCs when they've been on vacation or business in another city and may have been impressed with the pastor. Your lay delegates may have favorable reactions to clergy they've interacted with at the Regional or General Conferences. The Elders and Fellowship leaders that you will ask can give you a perspective on a wide range of pastors.

The advantages of this method are that you will be more focused on people who will probably have the skills, theology and temperament that would be a good match for your congregation and it is a more personal way of reaching potential pastors. The disadvantage is that you could potentially miss a strong candidate who is not as well known or networked as others. This method works for churches from a variety of sizes.

Compile a list of names and send each one a personalized letter asking them to pray about and consider applying for the pulpit of your congregation. Along with your letter, you will want to send an attractive brochure of information about your church and about the position that you are seeking to have filled. Include the application form and ask those who are interested to send you the completed form plus a résumé. After screening the applications, send the complete packet of information about your church to those candidates that you will want to interview. Again, remember to keep communications open with your applicants.

Step	Action
Getting ready	1. Pray

	<ol style="list-style-type: none"> Survey congregation Prepare brochure describing the church and the position Prepare cover letter inviting applications Prepare applications Prepare packet of materials about your church 	
Seeking recommendations	<ol style="list-style-type: none"> Contact your Regional Elder, MCC Staff members and seeking recommendations Talk with the congregation about recommendations 	others
Contacting potential applicants	<ol style="list-style-type: none"> Send brochure and application to those recommended Include cover letter asking them to respond 	
Receive applications	<ol style="list-style-type: none"> Review applications Send detailed, complete packet of information to the top 2-3 applicants Send letter to any applicants that you will not be considering 	
Intviews	<ol style="list-style-type: none"> Set up interviews with your top 2-3 applicants Conduct formal screenings 	
Candidate	<ol style="list-style-type: none"> Select your top candidate Make arrangements for them to come to the church to candidate Negotiate compensation and package 	
Congregational Meeting	<ol style="list-style-type: none"> The Pastoral Search Committee presents the candidate to the congregation The congregation votes on the candidate; if yes, call the candidate to the pulpit, if no, return to the top applicants and make another selection 	
End of the process	<ol style="list-style-type: none"> Make preparations for candidate to move to your area Install your new pastor 	

Method 3: Recruitment of a Single Applicant

This method is similar to an executive placement process. Here, you are looking to find a single person to become the candidate for your position. You will ask yourselves who, in the entire Fellowship, would be the best possible person to serve as your pastor. Determine what the qualifications are for someone to serve your church and then look at who meets those qualifications, *regardless of whether or not they might be looking for a new church.*

The advantages of this process are that you have an understanding of your church and what you need and can be focused on finding exactly that person. It allows you to seek some very specific qualities in your next pastor and find the person who will be the best fit for you. You can reach people through this method who would not apply otherwise and are happy and successful in their ministries. The disadvantages are that you may be unaware of someone who would be ideal for your church. You can potentially alienate the church your selected pastor is currently serving. This process is best suited for large or very large churches who have a clear sense of their mission and vision.

When you have come up with the idea of who could best pastor your church, quietly learn all you can about that person. Do not assume that they are not available. Listen to her/his sermons, learn what churches s/he has served and what those ministries have been like. When it is clear that this is the person that you want, begin a quiet courtship of him/her. Meet with the person and give a clear sense of why you have chosen her/him.

If s/he is in agreement with you, ask for a basic application to be completed (for legal reasons). You will not need a more extensive application because you will have already gathered extensive information about the person.

Step	Action
Getting ready	<ol style="list-style-type: none"> 1. Pray 2. Study congregation and current needs 3. Prepare any summary documents 4. Determine qualifications for the position
Finding a candidate	<ol style="list-style-type: none"> 1. Brainstorm who would be the best possible person to meet your requirements 2. Select the single best candidate
Learn about the candidate	<ol style="list-style-type: none"> 1. Quietly and discreetly learn about the person through observation and inquiry 2. Confirm your choice of that person
Contact the person	<ol style="list-style-type: none"> 1. Contact the person you have chosen and initiate dialogue 2. If they agree, go forward to candidate and negotiate compensation 3. If they disagree, return to search for another
Candidate	<ol style="list-style-type: none"> 1. Make arrangements for the candidate to visit 2. Present the candidate to the congregation
Congregational Meeting	<ol style="list-style-type: none"> 1. The Pastoral Search Committee presents the candidate to the congregation 2. The congregation votes on the candidate; if yes, call the candidate to the pulpit, if no, return to brainstorming
End of the process	<ol style="list-style-type: none"> 1. Make preparations for candidate to move to your area 2. Install your new pastor

Narrow the Search

Throughout the process, you will be screening the applicants who approach you. In the early stages, you'll use more informal processes and, as your search progresses, you'll move to more formal ways of screening candidates.

Remember to pray together regularly for guidance as you seek the next pastor of your church. Praying together and as individuals is very important to this process. It will help you to be more centered and more open to the leading of the Spirit.

At each step of the process, you'll want to review what you have received from applicants and select those people that you would like to move forward with. Be sure to promptly contact everyone after you have made a decision. Send a letter to those whom you have rejected so that they can move on with their search with other congregations. Stay in close contact with those you are interested in so that they know they are still being considered at your church.

Remember, too, that applicants are screening you just as you are screening them. At each step of the process, you will be sending them more detailed information. At the beginning, the basics about your church and the available job will do. Next, you will want to include a summary of what you've discovered through your surveys and study of the congregation. Then, you will send a complete, detailed package to the top 2-3 clergy you are most interested in (except in the Executive Search model where you send this information to your single top candidate). Finally, you will interact directly with the candidate through an interview and a visit to your church.

Some of the screening processes you'll use are:

- Prayer
- Reference Checks
- Background Checks
- Psychological Testing
- Interviews
- Candidating Week

Prayer

Prayer should be a very important part of your process. Trust the Spirit to lead you to the person who is right for your church. As a Christian organization, in most countries, you are not bound by employment laws that narrow the type of decision-making you can use. Accepting applicants or turning them down because you believe that God has or has not called them there is a valid, and extremely important, part of the process. Check with your Regional Elder about any applicable labor laws that you should keep in mind.

Reference Checks

Some of your important sources of information are the people who have worked with your applicants. Find out what kind of pastor that person is. Ask applicants for references and be sure to contact these people. If the pastor is open about their search (and be sure about this before you proceed further), you can contact members of the Board of the church they are currently serving. You can also speak with churches they have served in the past, keeping in mind that people do change and grow in their ministries (for example, someone's weak preaching in their first pastorate may have led them to study and pursue excellence in preaching over the next 5 years so that they are now a strong and gifted preacher).

You will want to have a single person contact the references for information. The Committee should work together to develop questions and to review the answers, with one person contacting the reference.

Before you make any calls, prepare a list of questions. This will help you to remember to cover all of the information that you wish to get. Remain flexible, however, to any questions that occur to you during the conversation. The Alban Guide to Managing the Pastoral Search Process, by John Vonhof, includes an excellent list of questions on page 61. You can also talk with people on your Board or in your congregation who have experience in human resources. You may want to prepare a worksheet with blanks after each question where you can fill in the answers.

Make notes while you are speaking with the person and immediately after you have ended the conversation. Don't rely on your memory; it is too easy to confuse or forget details after you have spoken with a number of people. Write down your impressions as well as any details of the conversation. If you want to tape record the conversations, remember that, in most countries, you need the permission of the person you are taping to do so. Not only is this likely to be a legal requirement, it is also polite to ask before taping.

If, when you review the notes from the reference checks with the larger committee, people need additional information, it is fine to contact a reference again with a follow up question.

Background Checks

You will want to request a criminal background check or review the check that was completed when the person was ordained. Some churches also conduct a credit check.

Interviews

You will want to interview the applicants that you are most interested in. This gives you an opportunity to hear their answers to your questions and also gives the applicant the chance to learn more about your church by talking with you. Interviews should be considered to be two-way conversations; you will need to answer questions about your church as well as learning about the applicant. The interviews can be conducted with the entire pastoral search committee; you should designate one person as the leader of the interview to keep things clear. This should probably be the person who has been serving as the spokesperson. Most initial interviews are conducted by telephone.

Discuss what questions and information you would like to share with the interviewee before you hold the interviews. This will ensure that you don't ask redundant questions and that all of your committee members share a common understanding of the goals and structure of the interview. Talk with your Regional Elder to see if there are any applicable labor laws that apply to your interview; most likely, there will not be. Prepare your list of questions, select a way to introduce yourselves to the applicant, and arrange to be present at a speaker phone, if the applicant is not close enough to interview in person. Using similar questions for each person that you interview will allow you to compare the answers applicants have given.

When arranging a phone interview with the applicant, be sure to be clear about the details of the interview and verify the time, date and phone number where the applicant would like to be called. You should be the ones to place the phone call. When interviewing in person, make sure that the applicant has clear directions to the meeting location and confirm the date and time with them.

It is also helpful to give an approximation of how much time you expect the interview to last. Fifteen minutes would be too short a time to get a good sense of a candidate, in most cases, and two hours would be excessively long. You would do well to have the interview last between 30 and 60 minutes. You do want to be somewhat flexible so that you have enough time to really get your questions asked and to thoroughly answer the applicant's questions about your church.

Be sure that all of the committee members have whatever documents they need in front of them during the interview. Most likely, this will be the applicant's résumé and completed application. Having those materials with you will make it easier to remember the important details about this applicant and to ask any questions that the material may have raised for you. Provide pens or pencils and paper for committee members to use during the interview. You will also want to be sure that you are sitting in a comfortable location. Make sure that distractions are kept at a minimum, so turn off the TV or radio and make arrangements for children to be cared for in another room. Pets should be placed in another room if they are likely to cause a disruption.

Take a few minutes to prepare before you pick up the phone or invite the interviewee into the room. Pray together and get centered and focused. You won't be at your best if people rush in, sit down and immediately go into the

interview. Tell committee members to arrive 15 minutes before you begin the interview and use that time to get organized and to pray.

It is also important for you to begin on time. What being on time means varies from culture to culture; handle this as it is appropriate for your setting. You want to conduct yourself in a way that conveys respect to the applicant and treats them in the way in which you expect to be treated. Do not call before the appointed time. If you are all ready and the applicant is early, you can invite them into an in person interview a little before the stated time, but be sure that you are not rushing the preparation time for your committee or for the person you are interviewing.

For an in person interview, give some thought to the kind of impression that your committee will make on the applicant. Think about how you want to dress for the interview; most likely, you will want to dress similarly to the way you often dress at church events. This conveys some information to the interviewee about the culture of your church. Don't all wear business suits for the interview if everyone wears jeans all the time at church or vice versa. You also want to think through the seating. Having people sit in a circle or around a table is much more inviting than all sitting facing the applicant. You want to make the interviewee feel comfortable sharing openly with you.

Be clear when the interview is over and thank the applicant for meeting or talking with you. Be sure, too, that the applicant knows what the next step of the process will be and when they will be likely to hear from you.

Immediately after the interview, after you have ended the call or after the interviewee has left, have committee members jot down their impressions and discuss them together before you move on to another interview or agenda item. Be sure to leave some time between appointments for this process; probably at least half an hour. You want to be sure that you have clearly in your minds what answers came from which applicant. You may want to structure the conversation by asking committee members first what they were most excited about and then asking if there were any concerns that they noticed during the interview. If a number of you have concerns or questions about a particular point, make arrangements with your spokesperson to call the applicant back and get more information about that issue.

You will make a good impression on the applicant if you send a follow up note thanking them for talking with you and stating clearly the next steps of the process. You can use the note to give information about whether or not you will be going further with this applicant. Following this stage, you will want to select a single candidate

It is considered polite for interviewees to send a thank you note to the committee after the interview. They might use this letter to reiterate or clarify points made during the interview and give you any additional information about themselves that they feel would be useful. Sending a thank you note to the committee conveys that applicant's professionalism, courtesy and ability to follow through. Receiving that note will tell you that this applicant is taking the process seriously and is really interested in your church.

Candidating

When you have narrowed your selection down to a single candidate, you will invite them to come to your church as the candidate for your pastorate.

Present a Candidate

When you have narrowed down your list to a single applicant, you will present that person as the candidate for your church.

One candidate

You should only present **one** candidate. Asking the congregation to choose between two people will create conflict and division in your church when some of the people like one candidate over the other. This is always a mistake.

Issue the invitation

Contact the person that you wish to candidate at your church and let them know of your decision. They may give you an answer immediately that they want to schedule the visit or they may wish to pray about it before giving you an answer. Don't take it as a negative sign if the person wants to take some time to be sure that this is the right step for them; it will save you time and expense invested in the wrong person if they ultimately decide they are not called to be there.

When the individual accepts your offer to candidate at the church, select a time for the visit. The visit should definitely include at least one Sunday so that the person can be a part of your regular worship time. Two weekends and the week in between is plenty of time. Less than four days would be too short a time for you to really get to know each other and longer than 10 days is really too much. Select a mutually agreeable time in the near future. You want enough time to plan the visit (and to get an acceptable airfare if the person will be flying in) but soon enough that you are moving forward in the process. You probably want to set the visit in the next 3-6 weeks.

If your applicant is in a relationship, or has children or other dependants, it is very helpful to invite them to come along. It will cost you more but it is very difficult for someone to make a decision without their family having the opportunity to see and choose to come to your church.

Plan the Visit

Select one member of your committee to coordinate the schedule for this visit. This will prevent you and the candidate from overbooking or double booking the schedule. Be sure to plan some free time for the candidate to explore your city or town. While there are many things you'll want to do and accomplish during this time, having the person busy all day and all night will wear you all out and you won't see the candidate at his/her best.

Ask the candidate to let you know what things she/he wants to do while at your church. For example, s/he may want to meet with the church staff or the Executive Director of the Community Center, and you should schedule these meetings well in advance.

If it is possible, arrange for the candidate to stay at a local hotel, unless they request housing with a church member. There are several reasons for this. It provides a neutral place for the person to relax and rest; remember that the person will need private time to pray and focus on making this life-changing decision about moving to your city and your church. Staying with a church member, even a very well intentioned one, usually means little privacy and down time for the candidate. Staying in a hotel also avoids the appearance that the potential new pastor is aligned with any group or clique within the church. Be sure that the hotel is clean and well maintained. Make arrangements ahead of time to pay for the room with a check from the church or to place the charge on a credit card.

Candidates really appreciate information about what you have scheduled during the time and what expectations you have of them. Give the person an idea of what will happen and some idea of local dress codes. For example, if you are planning a beach picnic, let the person know so s/he doesn't pack only suits. Remember that

different styles of dress carry different meanings depending on your culture. What may be obvious to you may not be clear to someone from another part of the world.

What should happen during the candidacy period?

There are a number of things that you will want to do with the candidate while they are in town. The following are listed in no particular order; select which things are meaningful for your church. You will want to balance a sense of guiding the person around your area and church and giving them some independence and time to explore on their own.

Preaching/Worship

The candidate should preach at least at one worship service. Some congregations invite the candidate to observe the worship service on their first Sunday in town and then to preach on the following Sunday, while others have the candidate preach at both or preach at one and celebrate communion at the other. There is no one right way to do it. Think about what you want to see the candidate do while balancing that with what you want to them to observe and learn about how you currently do things.

The candidate should give you a good idea of the range of their beliefs and practices. The point of the sermon is to let you see realistically who this person is and what they proclaim, not to present a sermon that is palatable.

Be sure to let the candidate know if they are expected to wear vestments during the service.

Have someone available to orient the candidate to the service and to your way of doing things. Sometimes we think that our church does things in a standard or obvious way, only to find out that another church does the same thing in quite a different way. Explain exactly how you serve communion, where the candidate should sit and what will happen in the service.

Orientation/Tours

Give your candidate an orientation to your church and your city. A driving tour by a church member who is familiar with the geography and history of your city can be helpful. If the candidate is from a different area, it is helpful to let them get to know your part of the world better. If it is possible to supply the person with a rental car and a map so s/he can do some exploring on her/his own, that can be very helpful.

Church facilities

Give the candidate a tour of your worship and meeting facilities. You will want to be sure that things are clean and in good repair. Think about the impression that your space will make on your candidate (and on visitors to your church!). You may want to make a banner welcoming the candidate for their visit.

If you own the facility, be prepared to answer questions about your mortgage, repair record and maintenance schedule. Be honest about the limitations of the building as well as its potential. See the Benchmarks of Excellence on Facilities if you need some guidance about your building.

If you rent a church building, make arrangements, if possible, for the candidate to meet with the pastor of the church that owns the building. This is both professional courtesy and a good opportunity for the candidate to begin networking with other clergy in the area. The host church's pastor can give the candidate information about your congregation and also about the current ecumenical climate for your area.

Meeting with Financial Leaders of the Church

Set up a meeting for the candidate with the church treasurer, stewardship or fundraising chairperson, and any other folks who are responsible for finances at your church. It is critical that you give the candidate an accurate picture of finances at your church. If you have been struggling, you need to be honest about that. If this person comes as your next pastor, you want to be sure that s/he has the skills to assist you and is aware of the areas in which you need to strengthen your work. You don't want to paint a dire picture, but you do want to be honest. Both of you need to know what you'll be getting into as you work in ministry together.

You should have on hand budgets and financial statements for the past few years that you can review with the candidate. If you have materials from a stewardship campaign or information about giving to the church, it is useful to have that available too. See the Benchmarks of Excellence on giving and stewardship for more information about this.

Q & A Time

Be sure to provide time for the candidate and congregation to ask each other questions. Plan a time for dialogue and getting to know each other. There should be at least one meeting that is open to everyone. This should be a time when the candidate can ask questions of the congregation as well as answering questions about her/his ministry, vision and style.

Meeting with Staff Members

Schedule time for the candidate to meet with the church's paid or volunteer staff members. The candidate will be working closely with these people if he/she comes to your church and it is important to establish good working relationships early on. Make sure that staff will be in town during the candidacy time.

Meeting with Interim Pastor or Pastoral Leader

Provide an opportunity for the candidate to meet with the interim pastor or pastoral leader if they are still present. If not arrange a meeting through the Coordinator of Transitional and Interim Ministry. The interim leader will have valuable information to share about the current state of the church.

Meeting with church members

You may want to arrange for some specific groups of church members to meet with the candidate. Some groups you might want to consider, depending on your church, would be

- Founding or long term members, who can give a sense of the history of the church. These folks often have a perspective that is broader than the average member, having seen trends come and go. The church's patriarch or matriarch may be a member of this group.
- Members who joined the church recently, who can give a sense of what is currently attracting people to your congregation. Often, they have high expectations and hopes for the congregation.
- Special groups within your church; if you have a specific outreach or ministry to a group of people, you may want the candidate to meet with that group.

Meeting with the Board of Directors

Arrange for the candidate to meet with the Board of Directors. Your new pastor will be the Moderator of the Board and it is important to look at how you will work together. Give an opportunity for the candidate to ask questions of board members about how their meetings run and what the church's challenges, priorities and dreams are.

The Board is also responsible for negotiating the compensation for the pastor.

Compensation Package for Pastors

Be sure to check the Intranet section on Risk Management for information about hiring practices before you begin negotiating with a pastor. Remember, too, that while you can negotiate a contract for a specified period of time, the contract cannot state the length of time of pastoral service. The pastor can only be hired and removed as stated in the UFMCC by-laws, not by the expiration of a contract. You can find a sample contract at the end of this resource.

In most cases, the church will pay a pastor a salary, a housing allowance and benefits. In some countries, including the United States, these are taxed at different rates. One good source of information about clergy taxes in the US is the **Clergy Finance Letter available from Clergy Financial Services**. You can reach them at **P.O. Box 6007, Grand Rapids, MI 49516 USA**. Check with an accountant or financial specialist if you have specific questions.

There are a number of benefits that you can choose to offer your pastor. These include:

- Insurance—health, disability (long or short term), dental, life, vision
- Time off—vacation, sick, bereavement, compensatory or flex time, maternity/paternity leave, sabbaticals
- Educational Allowances
- Payment for Conference expenses—General, District/Regional and Leadership
- Car allowance
- Payment of Annual Status Fee (\$US50/year)
 - Professional subscriptions and books
- For US clergy: Payment of Clergy Pension Contribution (\$120/year)

You will have to decide as a committee which benefits you can afford to pay and want to offer your new pastor.

You will also need to consider a moving allowance if your new pastor must move to serve your church. Make sure that you communicate clearly about what will be paid, how much will be paid and what kind of documentation of expenses you will need. Consider whether you want to send the pastor an amount of money upfront or if you'd rather reimburse the person for expenses. You might also want to allow the person to replace items that will cost more to move than to replace. It may be cheaper, for example, to buy a new sofa than to ship it from one country to another.

If you are unable to pay a full time salary right away, you may want to consider working out a plan that builds the salary over time as the church grows or indicate at which points in the year you will re-consider the question of salary.

A full time pastor should be paid at least the equivalent of the average annual salary for your area (usually town, city or county), adjusted for experience and education. This information is available from the government. Your Regional Elder may have resources that will help you locate these figures.

Make the Decision

The next step is for both you and the candidate to decide if you are called to work together.

The Congregational Meeting

Shortly after the candidacy time, you will schedule a congregational meeting. The UFMCC By-laws state that: "When [the Pastoral Search Committee] have chosen a suitable qualified candidate or co-pastoral team, they shall present the name to the congregation for approval at a specially called meeting or at the next regular congregational meeting."

The Pastoral Search Committee may want to do a brief presentation on why they feel that the candidate is the best person for your congregation at this time.

The candidate should not be present for the meeting. You should specify with the candidate how you will inform him/her of the vote. Usually, this is done by having the contact person call the candidate; be sure to find out what the best way to reach her/him is. You will need to tell the candidate the percentage of yes and no votes, and the percentage of abstentions.

Early on, we suggested that you know what percentage of yes votes you need in order to affirm this call to your church. If you have only one candidate and if the church has not been in serious conflict recently, then we suggest at least an 85% yes vote in order to call the candidate. You don't want this person to begin their ministry if 15% of the congregation is uncomfortable with the candidate. Usually, percentages run much higher than the 85%, especially if you have invested time in selecting a candidate who will meet the needs of your church and if you have provided adequate ways for the congregation to get to know the candidate.

The Clergyperson's Decision

When you call your prospective pastor to let him/her know that the congregation has voted to call her/him, that person may or may not accept the position immediately. S/he may decide to spend a period of time in prayer about this. That is a sign of a thoughtful and prayerful response to you; don't read it as a sign of hesitance or a lack of enthusiasm for your church. They may take up to a week or more to decide; it is appropriate to ask when you will hear from them.

If Either of You Say No

If the vote does not affirm the candidate or if the person decides that are not called to your church, this can be a difficult and disappointing time. Remember, though, that it is better to find that out now than to go forward with a pastor who is not called to your church. Be sure to pay attention to the morale of your congregation and committee.

Take some time to review the other applications and to reconsider your options. God has called someone to your church and you simply haven't discovered who it is yet. Keep trying.

Getting Started

Hopefully, your congregation will say yes to the candidate and the candidate will say yes to you. Finish up your negotiations about compensation and moving expenses. Begin to get ready to welcome your new pastor.

Be sure to find ways to thank your interim pastor or pastoral leader and members of the Search Committee for all of their hard work. Plan, too, for exciting ways to introduce your new pastor to the community.

Appendix I

NSMCC Policy & Procedure Manual re: Pastoral Search Committee

Section VI - Page 3 of 4

D. Pastoral Search Committee:

1. The Board of Directors plus three individuals elected at a duly convened congregational meeting will comprise the Pastoral Search Committee
2. The Chair and Clerk of the Pastoral Search Committee will not be officers of the Board of Directors.
3. The Chair will request the Pastoral Search Packet available from the Region and stay in regular (at least monthly) contact with the Regional Elder.
4. The procedures outlined in the Pastoral Search Packet will be followed as appropriate for New Spirit MCC.

Appendix II

Pastoral Search Committee Ground Rules Recommended by former MCC Vice-Moderator Rev. Elder Don Eastman

1. All discussion and deliberation occurs when the Pastoral Search Committee is meeting together either face-to-face or electronically (could be by telephone conference call or in an Internet conference site)

2. Members do not discuss Pastoral Search Committee matters between themselves or in small groups of members of the Pastoral Search Committee.
3. Members do not discuss Pastoral Search Committee matters or transmit confidential information through email. The Chair will determine what constitutes confidential or sensitive information in cases where it is unclear.
4. The members of the Board of Directors do not discuss matters related to the Pastoral Search Committee when the board is meeting either in open or executive sessions.
5. The entire Pastoral Search Committee selects the Chair and Vice-Chair.
6. The Chair and Vice-Chair will guide the process, serve as the representatives of and spokespersons for the Pastoral Search Committee, and assure transparency of process while maintaining appropriate confidentiality of content.
7. The Chair and Vice-Chair only will be the ones to initiate and receive communication from the congregation regarding matters of the Pastoral Search Committee and its process.
8. The Chair only will be the one to initiate and receive communication with prospective candidates for the office of Pastor
9. The Chair only will be the contact between the Regional Elder and the Pastoral Search Committee. This will include regular contact with the Regional Elder throughout the process and facilitation of the Regional Elder's ongoing consultation with the Pastoral Search Committee.
10. All deliberations of the Pastoral Search Committee are strictly confidential. Members of the Pastoral Search Committee will not disclose the discussions, deliberations, or processes of the Pastoral Search Committee with *anyone* outside the committee, except the Regional Elder and any others as determined by the Chair. The members of the Pastoral Search Committee will hold one another accountable for such confidentiality and will remove from the Pastoral Search Team any member who breaches this confidentiality.
11. The decision of the Pastoral Search Committee to select the candidate to be presented to the congregation shall require the consensus of the Committee members.

Appendix III

Praying as a Pastoral Search Committee
www.gotpreaching.wordpress.com

Section 3: Praying as a Search Committee

Ask the Lord of the harvest, therefore, to send out workers into his harvest field (Matthew 9:38)."

The enormity of the work needed in hearts should motivate you to pray. Calling a pastor will only be successful if God works in the heart and lives of the search committee, the leadership and congregation of the church, and the pastor you will call. It will only work if the Lord of the Harvest sends a worker to pastor in the harvest field of your community. Depending on the size of your church, your search will necessitate that dozens or hundreds or even thousands agree. You will probably be asking your next pastor to leave a place where his heart is knit together with others and to begin to grow new roots in a different place. It will be a hard decision. Your search committee will need to be patient and to submit to one another.

Then there is your time. Many search committees may meet on a weekly basis. Whether or not it is this often, it will require a tremendous amount of your time, all this while you try and get your kids to soccer practice, your tax return submitted, your lawn mowed, or to do whatever other daily tasks fill your life. To give the time to a search committee that is required, amid so many demands in life, will require hearts to be both softened and strengthened.

Let me give you even better motivation to pray individually and as a search committee. Consider the example of Jesus.

One of those days Jesus went out to a mountainside to pray, and spent the night praying to God. When morning came, he called his disciples to him and chose twelve of them, whom he also designated apostles: Simon (whom he named Peter), his brother Andrew, James, John, Philip, Bartholomew, Matthew, Thomas, James son of Alphaeus, Simon who was called the Zealot (Luke 6:12-15, NIV).

Here was Jesus, chairman of a perfect search committee of one. He had perfect wisdom and discernment. He was the greatest recruiter in the history of humanity. Yet, before he met with candidates for spots on his team, he spent the night in prayer. Consider another example from the book of Acts.

They preached the good news in that city and won a large number of disciples. Then they returned to Lystra, Iconium and Antioch, strengthening the disciples and encouraging them to remain true to the faith. "We must go through many hardships to enter the kingdom of God," they said. Paul and Barnabas appointed elders for them in each church and, with prayer and fasting, committed them to the Lord, in whom they had put their trust. After going through Pisidia, they came into Pamphylia, and when they had preached the word in Perga, they went down to Attalia (Acts 14:21-25, NIV).

Notice that the text says that they appointed elders for them in each church with prayer and fasting. The entire process was bathed with prayer. The early church also associated prayer and fasting with calling pastors.

My goal in this section is to call your search committee to lead your church in praying for the pastoral search process. As you work through this brief section, keep this strong statement in mind. Without much prayer, your search committee will not achieve success. You may find someone, your congregation may even be excited about him, but God will not be in it unless there is a work done by the Spirit in hearts.

At this point, you may be saying, "Yeah, yeah. We know this. We believe in prayer." You may be tempted to just scan the rest of this section. I encourage you not to do that. It is too easy to move quickly past prayer. I see it in my own experience. Let me be transparent. I look back now over a number of years of ministry. Throughout that time, I have consistently been involved in recruiting. I have recruited youth pastors, adult ministries pastors, worship directors, Sunday School workers, and Vacation Bible School workers. I have to tell you, I think a lack of prayer for God to raise up the right workers has been one of my greatest deficiencies. I am convicted even in writing this. When was the last time I stayed up all night praying for workers? I complain at points about not being able to sleep. Maybe God doesn't want me to sleep! Maybe the Lord wants me to be up all night praying for more people to join the team.

How about you and your search team? How well have you done so far in praying for your next pastor? You may be well into your search process. Have you had any organized concerts of prayer? Has anybody stayed up all night? Has your search committee fasted and prayed? Have your elders or deacons fasted and prayed? Have there been any meetings in homes where you fasted and prayed? Have your other staff members met together just to pray? When you do pray, how much time is spent on prayer requests and small talk and how much on actual prayer?

Keep thinking about those questions and consider some additional passages.

Jesus went through all the towns and villages, teaching in their synagogues, preaching the good news of the kingdom and healing every disease and sickness. When he saw the crowds, he had compassion on them, because they were harassed and helpless, like sheep without a shepherd. Then he said to his disciples, "The harvest is plentiful but the workers are few. Ask the Lord of the harvest, therefore, to send out workers into his harvest field (Matthew 9:35-38, NIV)."

Jesus challenged the disciples that the workers are few and that in response they ought to pray. His point applies to churches looking for pastors today. Gifted and qualified pastors are rare. The right strategy in the face of this need is to cry out to the Lord to do a work in hearts and call workers. The words Jesus used in this passage are strong ones. We might even paraphrase the passage, "plead with the Lord of the Harvest to throw out workers into the harvest fields." Jesus is saying, "Pray that the Spirit would do such a work in the lives of potential harvest field workers that they would be thrust into the game." Likewise, your search committee should continually pray that the Lord of the Harvest would send out a particular worker into your harvest field.

Meditate on a couple of passages Paul wrote.

And this is my prayer: that your love may abound more and more in knowledge and depth of insight, so that you may be able to discern what is best and may be pure and blameless until the day of Christ, filled with the fruit of righteousness that comes through Jesus Christ-to the glory and praise of God (Philippians 1:9-11, NIV).

Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God-this is your spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is-his good, pleasing and perfect will (Romans 12:1-2, NIV).

In these passages we see that knowledge or depth of insight is something that we ought to pray for and develop as we spend time in the Word. We should pray that our minds will be renewed in order that we can test and approve God's will. In calling a preaching pastor, your search committee will make hundreds, if not thousands of small decisions. How do we go about the process? When do we stop receiving resumes? How often should we meet? What do we think of individual sermons? On and on it goes. These decisions will range from the small to the large. Some you will make intuitively, in an instant. Others you will work through carefully over time. Each of these decisions will require wisdom.

Pray that God will grant it to your search committee, church, and potential candidates.

Prayer also is important in leading your congregation. If the church is aware that people are really on their knees, there will be an increased confidence in the entire process of calling a pastor. In turn, this will convince people in their hearts that this is God's choice for the church and they will treat their new pastor accordingly.

The entire search process must be bathed in, immersed in prayer. Most committees and churches agree with this point. But, few actually take steps to be disciplined about prayer. If you agree that prayer is essential, then I encourage your search committee to adopt a disciplined and thought out approach to prayer.

Discussion Questions

- * Do you have a person in charge of leading your church in prayer during the search for a new pastor?
- * Have you ever been part of a prayer time where you spent most of your time making small talk and taking prayer requests and spent a relatively small amount of time in prayer? If so, when?
- * How could you guard your search committee against not spending time in prayer?
- * How would you grade your search team and church so far in their prayer efforts for a new pastor?
- * Would you be willing as individual search committee members to recruit one or two people to regularly pray for you and the search team?

Specific Prayer Suggestions

The following are specific prayer suggestions for your search committee. These are not the only ones. But, they are a good place to begin. You will think of more ways to pray as you pray individually and together.

Pray for your search committee:

Pray for patience. Commit to waiting for God's timing.

Pray that your search committee will have the mind of Christ and agree. Much of the process is subjective. Personal opinions and preferences are involved. Differences can divide. In challenging the Philippians about unity, Paul pointed them to the example of Jesus (Philippians 2:1-12). Your attitude should be the same as that of Christ Jesus (Philippians 2:5). It is so easy for us consciously, or more often, unconsciously to bring our own agendas to church business.

Pray for wisdom to choose the right person. For, now it is enough to think about the below to passage and understand that your decision as a search committee will require a renewing of your mind so that you have wisdom. Notice that if your mind is to be renewed, then your committee will each need to spend regular time in God's Word. [1]

Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is-his good, pleasing and perfect will (Romans 12:2, NIV).

Pray for discipline as a search committee and as individuals. The search process will require a great deal of follow through on the parts of individuals. It will also require that you stay with your agenda during meetings and do not constantly digress or retrace decisions you have already made.

Pray for your next pastor

Pray that God would increase his passion for preaching the Word of God.

Pray that God would give him a love for your church and the strength to leave his current position.

Pray that your next pastor would begin new relationships at your church in the right way, even during the search process.

Pray that God would prepare your pastor to better shepherd your flock through the trials and blessings he currently faces.

Pray for your next pastor's family. Of course, he may be single or married. He may have children or not. God knows all that. Pray that God, who knows who they are, would give them strength as they consider leaving their current setting and going to a different church or beginning pastoral ministry for the first time.

Pray for the people in your church

Pray for patience. The search process can go on longer than expected. It is hard for people doing the work. It is also difficult for those who must wait without knowing exactly what is going on. Pray that your people would trust the leadership as the process takes place.

Pray that your people would place a priority on biblical preaching. It is easy to gravitate to personality or programs or a particular age. Pray that, above all, you would call a pastor who will proclaim the Word without apology.

Pray that your people would not react to a previous pastor. Some churches struggle with wanting a pastor who is like their old one (they had a good experience). Other churches want someone who is just the opposite.

Prayer is so important. Pray and then pray some more. Cry out to God and ask Him to thrust forth for you a shepherd who will feed your flock for years and years to come.

Please Join the Pastoral Search Committee Daily in Praying the Word

“And all things, whatsoever ye shall ask in prayer, believing, ye shall receive.” Matthew 21:22

These Scriptures have been personalized for the Pastoral Search Committee and are to all be prayed in the following order: Colossians 1:9 -13; Ephesians 1:16- 23; Philippians 1: 6, 9 – 11; & Ephesians 3: 14 – 21.

**Heavenly Creator,
Colossians 1: 9 – 13**

9 For this cause, we the Pastoral Search Committee, since the day we were elected by Your People, do not cease to pray for our church, our associate ministers, our leaders, this committee, and our work, and to desire that we might be filled with the knowledge of Your will in all wisdom and spiritual understanding;

10 That we might walk worthy of the Lord unto all pleasing, being fruitful in every good work, and increasing in the knowledge of You, O God;

11 Strengthened with all might, according to Your glorious power, unto all patience and longsuffering with joyfulness;

12 Giving thanks unto You, O God, which hath made us meet to be partakers of the inheritance of the saints in light:

13 Who hath delivered us from the power of darkness, and hath translated us into the realm of Your dear Son.

Ephesians 1:16 – 18

16 We cease not to give thanks for all stated above, making mention of them in our prayers;

17 That You, the God of our Lord Jesus Christ, the God of glory, may give unto us the spirit of wisdom and revelation in the knowledge of Him;

18 The eyes of our understanding being enlightened; that we may know what is the hope of Your calling, and what the riches of the glory of Your inheritance in the saints,

Philippians 1:6, 9 – 11

6 Being confident of this very thing, that You which hath begun a good work in us will perform it until the day of Jesus Christ: 9 And this I pray, that Your love may abound yet more and more in knowledge and in all judgment; 10 That we may approve things that are excellent; that we may be sincere and without offence till the day of Christ;

11 Being filled with the fruits of righteousness, which are by Jesus Christ, unto the glory and praise of God.

Ephesians 3: 14 – 21

14 For this cause we bow our knees unto You, O God, the Creator of our Lord Jesus Christ,

15 Of whom the whole family in heaven and earth is named,

16 That You would grant us, according to the riches of Your glory, to be strengthened with might by Your Spirit in the inner man;

17 That Christ may dwell in our hearts by faith; that we, being rooted and grounded in love,

18 May be able to comprehend with all saints what is the breadth, and length, and depth, and height;

19 And to know the love of Christ, which passeth knowledge, that we might be filled with all the fullness of God.

20 Now unto You who is able to do exceeding abundantly above all that we ask or think, according to the power that worketh in us,

21 Unto Him be glory in the church by Christ Jesus throughout all ages, world without end. Amen

Appendix IV

Top 10 suggestions for Pastoral Search Committees
The Passionate Followers Journal
thepfjournal.wordpress.com

I've been on the "candidate" end of the Pastoral Search process far more than I like to think about. I think it was all in God's scheme of things (of course it was) but I'm quite tired of the process and hope and pray to never go through it again.

But in those times I've seen TONS of things that I wish the Search Committee folks (all good people) would do differently. It sure does help to walk a mile in the other guy's shoes - so here's my suggestions for those currently engaged in working on a Search Committee, or considering what the entire process should look like...

1. Don't advertise your opening until you are REALLY ready!

Unless you've organized your committee, clarified what you are looking for, developed a call-back/contact system, etc. - you are going to be SWAMPED with the process and want to give up sooner rather than later. AND you are probably going to take a lot longer at the process than you ever dreamed. It's not uncommon for committees to get over 100 resumes for 1 position! Be ready before you actually begin or the process will overload you from day one! Trust me on this...

2. RESPOND - TO EVERYONE!

There is nothing more frustrating to a potential candidate than to spend a ton of time putting together a good resume, mailing it out, copying sermon CDs, etc. and then NEVER HEARING PEEP #1 FROM THE PLACES HE'S SENT HIS STUFF! Have some common Christian courtesy and develop some sort of way to respond to ALL candidates in a timely fashion, even if they really had no business sending you a resume in the first place. In my thinking that's about as rude as picking up the phone when it rings but refusing to say "Hello."

3. Be very clear about your process.

Once you start talking on a bit more serious of a level with a candidate, verbally walk them through the steps that you plan on taking in investigating a possible fit between your church and the candidate. Candidates are in need of some timeframes - remember, they may have sent out numerous resumes and be talking with numerous churches at different levels at any given time. Their response to you will be better - and more helpful to you - if they know where you're going and how long you think it will take to get there. When things change, let them know that too. You'll all be much happier with the way things go...

4. Let EVERYONE know the outcome.

Do you like to be left hanging???? Neither do candidates who have taken the time to send in a resume. Type a quick e-mail and let everyone know of your final decision. Divide it up among your committee members so it doesn't take so long - but do it.

5. Talk about salary, benefits, moving expenses, etc. EARLY in the process.

Believe it or not, Pastors have to make a decent wage too, and for many candidates God's leading quite often will come through the knowledge of whether or not their family can live on what your church is able to offer. You will save yourself time, energy, frustration, and a lot of pointless consideration of candidates who were never a possibility (and most importantly, not God's choice for your position), if you reveal your financial particulars way up front. And if you decide not to do this and a candidate asks about the financial piece of the puzzle, don't assume that he's materialistic and corrupted by "mammon." Like I said, sometimes God shows His direction by whether or not the position will provide for the needs the Pastor's family has.

6. Be honest about your church's baggage - and don't think your church doesn't have baggage.

Whoever your new Pastor turns out to be, he's going to do a much better job from the start if he has some "heads-up" about the problems he's inheriting. For whatever reasons, some churches feel that they should they hide those things throughout the candidacy process. Maybe they think they will have a better chance of getting the "right guy" if they don't scare him off with all the messy things going on in the life of the church. Or it could be that they are simply embarrassed by the mess things have become. Let me turn that around for a minute - Don't you think it's more likely that the "right guy" will show up if he knows all your junk, dysfunction, and needs, and COMES ANYWAY??? And don't think your church doesn't have any baggage either. Churches that think that are usually the ones who have Visa and Passport stickers ALL OVER their baggage, cause they've taken it with them everywhere they've gone!

7. Don't have outlandish qualifications or requirements for your position.

While I'm not naive or stupid enough to think that just anyone can lead a church (or a large one for that matter) I also don't think God limits Himself to the things we often do. It makes me kind of crazy when I read a posting for a ministry position that says, "Must have 3 to 5 years experience leading a church of 3000 or more." or this one's even better - "Must have at least 5 years leading a small group program of 200 or more groups." (I actually saw that one). If you set up these kinds of "requirements," that means that probably 98% of the candidates out there DON'T fit your expectation. Said another way, You are LIMITING your pool of fish to the top 2%, which are the biggest, most experienced, most well-paid, and probably the most content **already!** Consider this: There are some greatly gifted, Spirit-controlled, fresh NEW leaders out there that God is raising up for ministry to this and the next generation. Do you want to set yourself up to not even consider those up-and-coming tools God has in His toolbox? Think about it; Chuck Swindoll, Billy Graham, Bill Bright, Andy Stanley, Bill Hybels - they were once the leaders whose name nobody knew. Are you willing to take a chance that the next one God has those kinds of plans for, **may** be in that stack of resumes on your desk?

8. Talk to the candidate's spouse somewhere along the way.

It has always bugged me that the most important person in my life, the one who knows me and my ministry better than anyone else, has often not even been asked one question in the search process. Does that make much sense? I'm not saying you need to interview the spouse as if she's being hired too - that's not my point and is a wrong approach. But you do need to get a sense for how supportive the spouse is, what her opinion of the guys is, how healthy their marriage is, what type of relationship they have with their kids, etc. Those are some HUGE areas that trip up many pastors. Don't you think you should find out what problems there are on the front end instead of hiring the guy and going to church some Sunday only to discover that that Pastor Smith's wife never has been happy that her husband is a Pastor?

9. Don't let one "negative" response from an isolated reference ruin the "positive" responses of many others.

Candidates naturally give you the names of people that they think will speak highly of them. That's just how the process goes. But sometimes, unbeknownst to the candidate, stuff happens that sours one of those people on them. If you've called 5 references, 4 of which were outstandingly positive, and then one of them seems to be disgruntled with your candidate - consider this: If the candidate is all THAT bad, why would 4 out of the 5 be saying otherwise? It could be that something that happened in the way the candidate left his last position was not to that person's liking. It could also be that there's a misunderstanding between the two of them that the candidate has no clue about. If you get the negative 1 and the positive 4, call back the 4 and ask them specific questions about the concerns of the 1. You'll be glad you did.

10. Give your candidate an opportunity to respond to the negatives you hear from references.

There are always two sides to a story and the truth is usually somewhere in between them. If you only take a negative report from one reference and don't allow the candidate to respond, you are probably doing yourself and the candidate a huge disservice. Often the issue the reference is upset about is one that the candidate can adequately explain. And he'll likely be able and more than willing to provide you the names of other people who know about the situation the reference is upset about, who you can talk to in order to get a more fully-orbed picture of what the truth is.

Appendix V

What Are Pastoral Search Committees Looking For?*

**Rev. John Simpson, General Superintendent
Baptist Union of Victoria, Australia
www.ministryhealth.net**

Number 181

Over recent years the Pastoral Search Committees (PSC's) of our churches have been encouraged to give very careful thought to the shaping of their pastoral profiles before undertaking interviews. The pastoral profile is usually a comprehensive description of the qualities which the PSC is seeking in a new pastor. Moderators have helped in this shaping process with the use of resources developed for this purpose.

So, what are our churches seeking when they start the search for a pastor? This report is based on information supplied by the Pastoral Search Committees (PSC's) of many churches as part of their pastoral profiles.

The Bottom Line Expectation

Foremost in the minds of PSC's is the expectation that the pastor will have a sense of Call to ministry. Associated with this are the following:

*** There will be a growing relationship with Christ as Lord.**

All PSC's are deeply interested in the pastor's testimony of how they became a Christian and what their faith means to them in the day to day. Some will press further and inquire into the pastor's spiritual disciplines realizing the crucial importance of being "an example to the flock."

They will be concerned to see a real balance between the mountain and the market place. Too many churches have been alerted to the dangers of unrestrained busy-ness and are aware of these in their own lives. In the centre of all this will be an active interest in the pastor's attitude to the Bible and prayer and the place that these find in the pastor's personal routines.

*** PSC's will want to know how and why a pastor is in the ministry.**

It is a source of fascination to PSC's to discover why a person is a pastor and in what ways the Call to ministry is being confirmed, nurtured and deepened. There is also the recognition that without this underlying conviction, the staying power for the tough times will not be there.

*** It is assumed by many PSC's that the pastor will be continuing to stretch the mind and develop further their giftedness for ministry.**

This is the reason why PSC's will gladly accommodate the pastor's desire for ongoing training and enrichment. A pastor who does not have plans for study will raise questions in the minds of many who, in their own fields will recognize that in-service training is a must. PSC's are also keen to discover just how teachable a pastor is in a more general sense. They are discomforted by the thought of a pastor being a poor listener and unable to benefit from the wisdom of others.

The Qualities Most Often Sought in a Pastor

Some qualities emerged as being common to the needs of all churches regardless of size or location. It should be stressed at the outcome that your average PSC is not looking for perfection. There is usually a clear idea about the kind of pastor appropriate to their needs and this is accompanied by a willingness to expect and accept the rough edges which go with being human.

These are listed according to a freshly emerging understanding of priorities:

*** The capacity to bring vision and strategic thinking to the leadership of the church.**

This desire has emerged in recent years in churches representing a wide range of theological positions and understandings of ministry. Churches are looking for pastors who are able to offer leadership to their congregations by grasping the "big picture" while still being at home with the details.

A dictatorial or autocratic style of leadership is not on the shopping list. There appears to be plenty of room for the way in which leadership may be exercised though. Most PSC's will be attracted to the thought that their pastor will not be afraid to take a few risks and that there will be the courage to do this.

*** The clear ability to relate warmly to people within and beyond the immediate congregation and to all ages.**

This is often summarized as "people skills." PSC's are alert to any sign of difficulty in this area. They are deeply interested in pastors whose ministry is known for its warmth and emphasis on relationships.

Most churches see the pastor playing a key role in nurturing a sense of community and fellowship within the congregation. Also included is the ability to conduct meetings with skill and sensitivity.

Pastors who have been in situations where a church division has occurred are especially vulnerable (even where their own role has been beyond reproach).

*** The capacity for effective communication.**

This is usually first expressed in the context of preaching: there is the expectation that the pastor will be able to preach on Sunday in a way that will give the congregation something to hang their hat on for the coming week.

There is an undisputed desire for biblical content. While many PSC's will be anxious to obtain a tape (or even a video of a sermon), they will prefer to visit a service where the pastor can be heard first hand.

Few churches are looking for the Archangel or even Billy Graham for that matter; they are looking though for a basic competence in preaching.

*** Pastoral care follows hard on the heels of effective communication.**

This is a development of the people skills area. It has to do with the giftedness of the pastor to care for people. The whole area of visitation is in a state of flux at present.

Many male pastors are now wary of visiting people in their homes by themselves especially if there is the likelihood of a woman being on their own at the time. Despite this there is still the

clear view that the pastor will be available to the congregation and not invisible Monday to Saturday. This applies in team ministry situations as well.

There continues to be a danger of turning the study into an office with the "bureaucratizing" and "professionalizing" of ministry which comes as a consequence.

*** Not too far away in the minds of most PSC's is an interest in the place which the pastor places on evangelism.**

Most people want to belong to a growing church. There is always a concern about a stagnant congregation trapped in a non-growth cycle.

Now this does not mean that the pastor is expected to possess the gift of evangelistic preaching or be a highly accomplished soul winner but it does mean that there should be a passion, an enthusiasm and a clear commitment to stating the claims of the Gospel clearly.

Many would expect that in every sermon, for example, there should be the opportunity for a challenge of some kind to be overtly articulated. Most congregations want a pastor who will give a strong lead in helping the church to think and act with evangelistic intent.

*** It is a common theme to hear PSC's wanting a "playing coach" who will engage the church in ministry and not attempt to do it all themselves.**

These days the word "facilitator" is frequently used. It has to do with the pastor drawing on the gifts and the skills of the congregation and not building the ministry around themselves.

In fact there is a distinct aversion to one man bands (as indeed there should be). Questions asked frequently revolve around the extent to which the pastor motivates, delegates, encourages and generally shares with others in the exercise of ministry.

*** Churches are becoming increasingly interested in connecting well with the communities in which they are located and how the pastor sees the needs of the community.**

There is a healthy and growing interest in the way churches relate to their communities. Social questions, community issues, debates about values and standards are (thankfully) finding their way onto leadership and church agendas.

Along with this there is, in many places, a strong desire to nurture creative and constructive links with other churches (both Baptist and those of other denominations).

Bridge building is seen to be an essential way forward for the Christian community to make a genuine impact on the community in addressing current needs not all of which may be seen as "spiritual" in the first instance.

Selection Criteria for Pastor

MCC San Francisco

Selection Criteria for the Position of Senior Pastor

The identity and culture of a local church is strongly influenced by many factors including its history, theological perspectives, size of congregation, previous pastoral leadership/management styles, and philosophy of ministry as expressed in worship style and mission emphases, and its impact on and by the larger community. This will be one of the primary considerations in finding the ideal candidate to become the next Senior Pastor of MCC San Francisco.

Another will be the dreams and hopes of the congregation for the future of MCC San Francisco. In short, what is our sense of purpose, vision and mission for MCC SF in the years ahead? Over the past several months we have been engaged in a series of congregational conversations to give insight on the identity and culture of MCC SF, as well as its sense of purpose, vision and mission for the future. These processes now inform the qualifications and characteristics of the best possible candidate to serve as the next Senior Pastor of MCC SF.

The ideal candidate should be:

- An experienced pastor, who understands the dynamics and needs within congregational system, can develop and sustain effective ministries of pastoral care and congregational vitality, and has competence in interpersonal communication and conflict management.
- A continuous learner with solid theological and professional competence, knowledge of queer theology, built on the foundation of seminary education with a Masters of Divinity degree or higher plus evidence of constant post-graduate growth. A teacher who is committed to the education of queer seminarians and to continuing to strengthen the reputation of MCCSF as a teaching church.
- A practical theologian whose profile, presence and voice are a positive and prophetic witness for justice and peace making, and who will lead this church as a progressive liberal community of faith that is rooted in the teachings of Jesus; affirms many paths to the Divine; and includes and celebrates the beliefs and sacred texts of many faith traditions. Is passionate about the value of MCCSF as a house of prayer for all people and a home for queer spirituality.
- An engaging preacher with an appreciation of diverse liturgical styles and the ability to plan and produce high quality worship, including a deep commitment to maintaining excellence in music ministry.
- An advocate for social justice who will serve on the Board of the social service arm of MCCSF, the Metropolitan Community Foundation and lead MCCSF & MCF in their commitment to creating a world where every person matters.
- A transformational leader with experience in a church that has a record of healthy growth, and can build widely-shared clarity of and passion for the purpose, vision and mission of this church. It is also important to understand the needs and dynamics of church sizes and to have the competency to effectively lead a larger multiple-staff congregation.
- A leader who understands the importance of community allies, is politically astute, and has demonstrated competence in building relationships and coalitions within private, public, and multi-faith sectors of a community. Understands dynamics of a major building project and prepared to lead the congregation through a period of major change.
- An effective manager with the demonstrated skill and experience to empower and equip both staff and volunteers for team ministry/service in a large urban church. This includes demonstrated experience in the ability to perform the basic tasks of management such as planning, organization, staffing and evaluation.

MCC SAN DIEGO PASTORAL SEARCH CRITERIA

As of 5 August 2007

Statement 1: The Senior Pastor of MCC SD should be a pastor who can unite people in a passion for the mission, vision, and core values of this church.

Statement 2: The Senior Pastor of MCC SD should be an experienced pastor who understands the dynamics of congregational systems, has excellent interpersonal communication, effective conflict management skills, and can develop and sustain effective ministries.

Statement 3: The Senior Pastor of MCC SD should be a pastor who can nurture spiritual development and foster spiritual growth in the lives of the people of the church.

Statement 4: The Senior Pastor of MCC SD should be someone whose presence and voice are a positive witness in leading this church in the teachings of Jesus.

Statement 5: The Senior Pastor of MCC SD should be a community leader who can network and relate to various groups with confidence, compassion, and trust.

Statement 6: The Senior Pastor of MCC SD should be an effective teacher/trainer with the proven ability to inspire, recruit, coach, and support people in ministry.

Statement 7: The Senior Pastor of MCC SD should be a person of demonstrated financial responsibility who can work closely with a Board of Directors to assure sound financial discipline.

Statement 8: The Senior Pastor of MCC SD should be an engaging speaker who appreciates diverse worship styles and has the ability to plan and produce high quality worship services, which include excellence in music.

Statement 9: The Senior Pastor of MCC SD should be a competent manager with demonstrated skills and the experience to empower and equip multiple staff and volunteers for effective team ministry/service in a large urban church. This includes demonstrated experience in the ability to perform the basic tasks of management such as planning, organizing, hiring, and evaluating staff and programs.

Statement 10: The Senior Pastor of MCC SD should be a capable leader with a proven history of growing a healthy and vibrant church.

Statement 11: The Senior Pastor of MCC SD should be willing to support and participate in culturally and economically diverse social activities for the church.

Statement 12: The Senior Pastor of MCC SD should be a continuous learner who puts learning into practice.

Statement 13: The Senior Pastor of MCC SD should be someone who acknowledges that people find differing paths to God and respects the beliefs and sacred texts of varied faith traditions.

Statement 14: The Senior Pastor of MCC SD should have experience in working with church leaders to develop stewardship programs that build generosity in the giving of people's time, talents, and financial resources.

Appendix VII

Sample Advertisements of Pastoral Position

The Rock MCC

Chattanooga, Tennessee (USA)

The Rock Metropolitan Community Church (MCC) a warm and friendly GLBT/Affirming congregation seeks a half-time pastor to serve 20 hours per week. We are a service oriented congregation, seeking to grow numerically and spiritually. We are evangelical in style, active in outreach, and have a deep commitment to Jesus Christ. We seek a relevant preacher who is also an empowering educator with strong skills in discipleship, stewardship, and GLBT/A community involvement. This person will be the spiritual and administrative leader as well as personnel director. The Rock MCC's mission is to Lead people to Jesus Christ, Equip them with the tools to grow spiritually and to celebrate Christian diversity, and Send them out to serve Christ, the church, the community, and one another. Learn more about us at www.therockmcc.org. We are affiliated with the Metropolitan Community Churches www.mcccchurch.org which requires a M.Div. from an ATS accredited seminary. Please send your letters of interest, CV preferred, or resume to: SearchRockMCC@aol.com or write to us at The Rock Metropolitan Community Church, Attn : Pastoral Search | 1601 Foust St. | Chattanooga, TN 37404. 423-629-2737

East London, United Kingdom (See full description)

MCC East London is looking for a pastor to serve this committed, but small congregation. Our Pastor will be an energetic leader serving this faithful and committed congregation. The Pastor will help us grow whilst maintaining our welcoming, inclusive and family atmosphere. She or he will support the many and varied ministries which are being undertaken, ensure we are appropriately equipped for these ministries, and challenge us to expand them, in order to spread Christ's message of liberation. The closing date for the receipt of CVs will be **5pm GMT on Friday 26th September**. CVs and enquiries will be treated with the strictest confidence. The candidate successful at interview will be expected to attend in person to preach and meet the congregation. Expenses of which will be covered up to an agreed level. Please send any enquiries and CV and covering letter to: pastoralsearch@MccEastLondon.org.uk, or by post to: Pastoral Search Team - MCC East London | 12, Edward Temme Avenue, Stratford, London, E15 4BE, United Kingdom.

MCC Topeka

Topeka, Kansas (USA) (See full description)

Metropolitan Community Church of Topeka, Kansas, has an opportunity for a full-time, UFMCC-credentialed Senior Pastor. MCC of Topeka is a 27-year-old congregation that has recently moved into a large facility and has completed the intentional interim pastor process. We are looking for a passionate individual who is interested in a long-term relationship with MCC Topeka. The Senior Pastor should have dynamic preaching skills, a progressive and inclusive theology, strong organizational skills, and be adept at working with diverse populations. In addition, the Senior Pastor must be willing to draw on and nurture the talents of the congregational leaders and empower people to accomplish the church's missional objectives. The Pastoral Search Team plans to review applications in October/November, invite candidates to our church in November/December, and offer a contract to the successful applicant in December. We expect the new pastor to begin duties in January, 2009. Information about our church and the application process for this position is available online at: <http://www.mcctopeka.org>

Appendix VIII

Sample Job Descriptions

MCC Seattle

Pastor

Metropolitan Community Church Seattle, located in Seattle, Washington, (Region 1) is actively seeking a part-time Pastor to serve our congregation and community. Located in the largest city of the great Pacific Northwest, there is potential for enormous growth working the pastorate into a fulltime position and salary.

We are seeking a Pastor who is a spiritual, progressive Christian preacher of positive, Bible based, socially relevant sermons which focus on the real, felt needs of the people; a possibility thinker who can help equip the people of God to do the ministry of the church; a visionary pastoral leader who, together with the congregation, can seek and define our vision, and one who can assume the leadership for growth, by motivating others.

Our Pastor will need to be a person of faith, with a sense of humor and compassion, willing to go out into the community, to take risks and upset the status quo in order to move out toward new horizons. We seek someone with experience in GLBT interfaith community outreach who is able to connect with the community, including youth, and work with and respect all faith backgrounds. Our Pastor will provide leadership to help us achieve our goals, which in turn should result in our ability to eventually fund a fulltime salary.

We seek someone who is being called by God to lead us in building our faith community in order to help us minister to the greater Seattle metropolitan region. MCC Seattle provides a great opportunity to someone who wants to lead our people in growing ministries of outreach and increasing our numbers that we may take our place as a spiritual center for Seattle. Must not be averse to rain, moderate year round temperatures, or warm and loving people.

Is God calling YOU to be our Pastor? Direct your inquiries to: MCC Seattle | Attn.: Pastoral Search Team | 1122 East Pike Street, PMB 930 | Seattle | WA | 98112 or email to: ddennis@fhcrc.org

Metropolitan Community Church of San Francisco Full-time Senior Pastor Position Description (Full description)

General Description

As the leader of our spiritual community Metropolitan Community Church of San Francisco (MCCSF), the position of Senior Pastor encompasses a wide range of privileges and responsibilities. Working closely with the congregation, the Senior Pastor is responsible for the ministry and for leading the congregation to develop and articulate a vision for the Church and to empower the community to drive the execution of that vision. The role calls for an individual who can ensure the strategic direction for the Church and Foundation, keeping the community focused on their purpose and goals, secure resources to meet their objectives and who can solicit involvement, participation and ideas while driving group decisions. The ministry is one of word, sacrament, pastoral care, social justice efforts and community building; so the shape of the work is fluid rather than fixed since it relates to events in the life of the church. The following is a sketch of this position, which will be modified per the skills, training, and interests of the person who fills the position.

General Requirements (See also Selection Criteria for the Position of Senior Pastor)

- A Master of Divinity or its equivalent from an accredited seminary or theological school
- Minimum of 5 years of pastoral experience in a church setting
- Experience with and acceptance of sexual-minority Christians & Interfaith worship
- A leader who understands the importance of community allies, is politically astute, and has demonstrated competence in building relationships and coalitions within private, public, and multi-faith sectors of a community.
- Commitment of a long-term pastorate
- Ordained and credentialed in UFMCC
- Good preaching skills, including exegesis

- Inclusive language skilled (gender, race, age, socio-economic, sexual orientation, abilities, etc.)
- Leadership ability including conflict management
- Knowledge of and comfort with a wide range of Christian and non-Christian traditions
- Good communication, including small and large group skills
- Pastoral skills – home and hospital visitations, congregational care
- Certified as a UFMCC supervisor for clergy candidates preferred
- Passion for serving the church & foundation
- Passion for social justice

Primary Duties and Responsibilities

The Senior Pastor will see to the health and well-being of the congregation through thought provoking worship experiences, ongoing education programs, pastoral care and counseling, and social activities that promote church, foundation and community spirit. This position may also require other responsibilities as agreed upon with the church and foundation boards.

Worship

- Plan, order, and coordinate all worship services, or assign this responsibility to other staff and lay leaders
- Lead regularly scheduled worship services with exceptions to be approved by the church Board of Directors (vacation, illnesses, etc)
- Administer the sacraments and rites of the UFMCC, or provide that they be properly administered when absent or not participating
- Lead worship in special services during Advent, Christmas, Lent, Easter, and as scheduled and planned with other staff members and the church Board of Directors
- Perform wedding/holy unions and funeral/memorial services as requested and desired

Pastoral Care

- Exercise pastoral skills and sensitivity in encounters with church members and friends
- Provide pastoral leadership and training for and work in close association with laity
- Encourage congregational events which build bonds between church members
- As needed, offer short-term care to members and friends
- Coordinate hospital and home visitation as needed
- Contact by phone or letter, members and friends who do not regularly attend church services and events

Administration and General Staff Responsibilities

- Attend and serve on both the church and foundation board meetings and submit monthly ministry reports
- Supervise clergy staff, clergy candidates in formation and administrative staff; attend and supervise weekly staff meeting
- Participate in leading membership classes
- Attend official events of the church and foundation
- Attend congregational meetings and work to establish the agenda with the church and/or foundation Board of Directors
- Attend UFMCC General and Regional conferences and participate as a voting member of the Clergy House
- Attend other UFMCC, Regional, or clergy conferences when feasible
- May accept responsibilities of appointed or elected positions within UFMCC or Region

General Employment Information and Timeline

- The position of Senior Pastor is full-time
- The Senior Pastor reports directly to the Church Board of Directors, and serves at the pleasure of the Foundation Board of Directors.

JOB DESCRIPTION – SENIOR PASTOR – MCC OF TOPEKA

The office of Senior Pastor at Metropolitan Community Church of Topeka is a full-time position. MCC of Topeka believes in inclusion, the dignity of all persons, and service to its congregants, northeast Kansas, and the larger world community.

The Senior Pastor is the spiritual leader of the congregation. The Senior Pastor is the primary preacher for worship services, preaching at least two-thirds of the worship services per year. The Senior Pastor plans the worship events, with the assistance of the Worship Committee.

The Senior Pastor, working with the Board of Directors, oversees the financial health of the church, functions as the personnel manager, and hires/terminates paid personnel with the approval of the Board of Directors. The Senior Pastor is responsible for selecting/de-selecting persons for unpaid leadership positions with the approval of the Board of Directors.

The Senior Pastor works with the paid Administrative Assistant to oversee the daily operations of the church, plans church publications, and works with the Outreach Ministry to maintain relations with external agencies or individuals.

Assisted by the Congregational Care Committee, the Senior Pastor is responsible for facility and in-home visits, and provides spiritual care to congregants as needed.

The Senior Pastor performs UFMCC sacraments of Baptism and Communion, assisted by trained volunteers. The Senior Pastor performs UFMCC rites of Holy Union, Matrimony, Membership, Funeral or Memorial Services, Laying on of Hands, and the Rite of Blessing.

Working through the Ministries Council, the Senior Pastor coordinates and provides direction to all ministry teams. The Director of Music Ministry reports directly to the Pastor.

The normal duties of the Senior Pastor include attendance at all Congregational meetings and forums, meetings of the Ministry Council and the Board of Directors, as well as worship services and regular office hours (which shall be posted and otherwise made known to the congregation). The Senior Pastor serves as the Moderator of Congregational meetings.

The Senior Pastor is the Moderator of the Board of Directors and is expected to work with the Board in setting priorities, establishing agendas, supporting the vision of the church, and leading the entire congregation to attain our missional objectives. The Senior Pastor will submit a monthly written report to the Board covering number of pastoral visits made, worship preparation and implementation, church-related events, and other activities related to the Senior Pastor's duties.

The Senior Pastor cooperates with the training, guidance, and supervision of persons in process to REVM (Readiness to Enter Vocational Ministry).

A written evaluation of the Senior Pastor's performance based upon this job description will be conducted by the Board of Directors at the completion of 3 months, 9 months, and 18 months of employment, and annually thereafter. The Board, collectively, serves as the Senior Pastor's supervisor.

Pastoral Search: MCC Brisbane (AUSTRALIA)

Metropolitan Community Church Brisbane is seeking a senior pastor:

- * with an ability to serve our congregation and community in
- * witnessing to the saving power of Jesus Christ;

- * who will bring vision, direction and skills to assist our church in
- * achieving significant outreach to new people, growth and change;
- * who prepares and leads worship that is inspiring and illuminating and
- * who proclaims the Word though preaching;
- * who helps to create a safe, nurturing and mutually supportive
- * environment where people feel welcomed and affirmed; and
- * interprets the faith for people to understand in light of our times and our circumstances.
- * the individual we seek will have strong worship skills, preaching and teaching ability, a heart for congregational care and a strong focus on
- * social justice issues.

This vacancy has arisen as our current Joint Pastors, Rev Anne James and Rev Iris Saggars, have announced their intention to retire in January 2009.

If you feel the pull to ministry with this congregation that is continuing to develop our mission “*to provide a welcoming and sensitive worship environment, expressing the reconciliation between God and the world, including the LGBTIQQ community; and to encourage each other to grow in faith and foster involvement in social justice*”, we encourage you to apply.

For further information or to indicate your interest in applying, contact the Pastoral Search Committee, MCC Brisbane, PO Box 317, Fortitude Valley, Queensland, AUSTRALIA, 4006, Email: laydelegate@mccbris.asn.au Web site: www.mccbris.org.au

Thank you.

Appendix IX

Sample of Cover Letters and Table of Contents for Congregational Packet

MCC East London Pastoral Search Pack

Candidate's Pack Contents

1. Overview
2. Mission and vision statements and core values of MCC East London
3. Description of the region, community and church
4. Job specification
5. Person specification
6. Terms and conditions
7. Equal opportunities policy
8. Application procedure
9. Useful links

Appendix A: Working in the UK

Appendix B: More information about East London Appendix C: Financial reports from 2002 to 2008 Appendix D: Budget for 08/09

Holy Covenant Metropolitan Community Church, Brookfield, IL (Cover letter for Initial Congregational Packet)

January 13, 2007 _____

Dear Reverend __:

Greetings and thank you for your interest in learning more about the Pastoral opportunity now available at Holy Covenant Metropolitan Community Church in Brookfield, Illinois. The members of the Pastoral Search team are delighted to provide you with information about our church community; including our congregational beliefs, vision, mission, and core values along with what we have discerned to be the Pastoral needs of this church community. In addition, we have provided information about the larger geographic community of which we are a part. We are excited to partner with you as we explore the possibility of joining forces to more fully realize God's blessings.

It is with great excitement that we respond to your request for information related to our pastoral search and we hope that you find this introductory packet helpful in your personal journey of discernment. We trust that we will hear from you if you are moved to further explore the potential for a mutually beneficial partnership making use of your pastoral gifts and addressing the needs of this vibrant church community.

For your convenience we've enclosed a DVD which we have produced that will provide you with an overview of our church.

If after reviewing the materials you feel called to pursue the pastor's position, please fully complete and return the enclosed questionnaire. Please send the candidate questionnaire to: **Holy Covenant MCC, c/o Brad Carlson, P.O. Box 456, Forest Park, IL 60130**

After reviewing your material the Pastoral Search Committee will get back to you in approximately 30 days. Again, thank you for your inquiry. If you have any questions, please call me at (708) 997-4611.

Sincerely,
Bruce Myers
Chair, Pastoral Search Committee

1.

Holy Covenant Metropolitan Community Church

Table of Contents (Initial Packet)

1. DVD
2. Our Church
3. Our History
4. Thoughts from our Interim Pastor
5. Guiding Documents
6. Our Community
7. Our City
8. Desired Pastoral Skills
9. Order of Worship
10. Sunday Times
11. Initial Candidate Questionnaire

**Holy Covenant Metropolitan Community Church
Brookfield, IL
(Cover letter for Second Packet)**

March 19, 2007

Dear Reverend _____

It is with great excitement and collective hope that we, the members of the Pastoral Search Committee of Holy Covenant Metropolitan Community Church (HCMCC), acknowledge your interest in joining our community of believers. We have been inspired by your introductory offerings and are anxious to learn more about you and your interest to pursue the pastoral leadership position within our church family. We encourage you to take the next steps in this process of discernment.

At this point, we request that you:

- Review the enclosed documents
 - A Series of Discussions*
 - Survey Results*
 - Standing on the Threshold*
 - Bylaws*
 - Learning from Our History*
 - Faith of the People*
 - Church Financial Information*
 - Compensation Package*
- Provide written responses to the enclosed set of questions
- Provide references

As you review the enclosures provided please pay special attention to the dates of the documents since they help illustrate the progress of Holy Covenant during the intentional interim process.

Following the review of your responses and viewing of your sermon, we will determine whether or not a telephone interview with the Pastoral Search Committee is warranted. We will contact you within 30 days of receipt of your response to schedule an interview date and time.

As part of a continued effort to provide greater insight into the preferential desires of this community, we present to you the thoughts of Scottish writer John Buchan. John once shared, "The task of leadership is not to put greatness into people, but to elicit it, for the greatness is there already." Although John's expressed focus was on leadership specifically, we ask that you consider broadening the scope of your understanding to include the spiritual aspects of serving the congregants of HCMCC. We are excited by applicants who see as part of his/her pastoral role, the intentional drawing forth and nurturance of God's love, and its consequential faith, which already resides in the hearts of this congregation of believers. We hunger for leadership that consistently encourages us toward peace, joy, ambition, purpose, participation, fellowship and humility. Your continued participation in this application process will further enable us to discern if you are that person.

Thank you for your efforts and this opportunity to get to know you better. God Bless.

Sincerely

Bruce Myers
Chair of the Pastoral Search Committee

MCC Topeka

MCC Topeka (KS) is using their website as an introduction to the church for individuals who are interested in learning more about and applying to serve as Sr. Pastor. This is the introductory letter on their website at www.MCCTopeka.org. The following links are also on the Pastoral Search page: Job Description, Order of Worship, Sample Newsletter, Our City, Clergy Application Questionnaire, MCC Family Values, History of MCC Topeka, Thoughts from our Interim Pastor, and Missional Objectives.

Hi! My name is Ginny, and I am the Chair of MCC of Topeka's Pastoral Search Team. Our team is composed of a mix of Board of Directors' members and at-large members from the congregation.

Our goal is to hire a qualified and dynamic Senior Pastor to lead our congregation in growth and achieving our missional objectives. We have been busy the last several months, blending objectives with a new job description and spelling out the qualities that the congregation most wants to see in a Senior Pastor.

MCC of Topeka has a large and beautiful facility for worship and education; several community groups meet regularly at our church. We have a friendly and diverse congregation. We believe in inclusion and reaching out to the community. Many of our members regularly fulfill roles in our worship services. Our music program is simply outstanding! We have a children's program which has received denominational recognition for their support of the Mother of Peace Orphanage in Zimbabwe, and you should see the Children's Garden!

There is much more to tell about MCC in Topeka, and I invite you click on the links below to learn more about us.

Thank you for your interest in us. Please review our online materials, and if MCC of Topeka sounds like the kind of church you're looking for and you feel called to, and are interested in applying, please send the requested information to:

Metropolitan Community Church of Topeka
Attn: Ginny Higgins – Confidential
P.O. Box 4776
4425 SW 19th Street
Topeka, KS 66604
GinnyH@MCCTopeka.org

To apply, send a letter of application, along with:

- MCC Topeka Clergy Applicant Questionnaire
- Current Resume
- DVD or CD video of at least two sermons

Please submit all information electronically, in Microsoft Word if possible. You may send the DVD or CD video of your sermons through regular mail to me, Chair of Pastoral Search Team at the address above.

Appendix X

Samples of Job Application

Jesus MCC Minister of Congregational Care

Application Questions

Applicant Name:

Date:

Telephone Number:

E-Mail Address:

Please provide a brief written response to each question below.

- 1) After reviewing the home page of our web site (www.jesumcc.org), and the information available there "About our Mission and Beliefs", tell us why you believe you would fit well with a church like ours.
- Answer:
- 2) Why do you feel called to apply for this position?
- Answer:
- 3) We are looking for a person with a track record of solid integrity and spiritual and emotional stability. What should we know about you in this regard?
- Answer:
- 4) What experience do you have in strategic planning, goal setting, and project implementation? (If possible please provide a sample plan, goal, or project document.)
- Answer:
- 5) List your experience in leadership/administration/oversight (in church and in other venues), noting any objective data that indicate success in these areas.
- Answer:
- 6) Describe your spiritual background and calling.
- Answer:
- 7) Describe your theology.
- Answer:

8) Whether single or in relationship, please tell us your relationship history.

- Answer:

9) Are you are ordained within MCC or any other denomination? If you are in the ordination process, tell us where you are in that process. If you're not in process, what is your interest level in pursuing ordination?

- Answer:

10) Please describe your experience in preaching and teaching. If possible include a sermon, writing sample, or any other relevant material to aid in the selection process. (Could be a recent sermon, a recent school or work-related paper, or any other recent writing sample.)

- Answer:

11) Please include a minimum of three references (name, address, phone).

REFERENCE 1:

Name:

Contact Information:

Relationship:

REFERENCE 2:

Name:

Contact Information:

Relationship:

REFERENCE 3:

Name:

Contact Information:

Relationship:

Initial Candidate Questionnaire in Congregational Packet

Please answer the following questions:

1. Describe your leadership style
2. Describe your preaching style
3. How would you describe your Worship style?
4. How do you maintain your own physical, spiritual and emotional well being?
5. Briefly tell us about yourself

Questionnaire in second Congregational Packet - Final Questions

- 1) Tell us about your participation in the ministry of your current church.
- 2) What in your present situation is disappointing to you?
- 3) How have your faith and theological views changed since you entered the ministry?
- 4) What emphasis do you place on pastoral counseling? Please describe your training and experience in this area?
- 5) What is your role with respect to Church finances?
- 6) What are your greatest strengths as a pastor?
- 7) What are the greatest challenges you face?

**Sample Pastoral Contract
(Sample from the Mid-Atlantic District)**

The parties to this agreement are Metropolitan Community church _____ and _____ herein referred to as church and Pastor.

MCC _____ is a Church in the Universal Fellowship of Metropolitan Community Church (UFMCC) and therefore this agreement is subject to the Bylaws of the UFMCC as well as the local church.

RESPONSIBILITIES

MCC _____ hereby contracts with _____, Pastor, to perform the usual pastoral duties and responsibilities including, but not limited to the following:

1. The Pastor is being initially hired for _____ hours per week for the performance of Pastoral duties and responsibilities. It is the hope of all parties for the Pastor's hours to increase as the budget allows. (Work hours include sermon preparation and Sunday worship.)
2. The Pastor shall direct the ordering of all worship services of the church as set forth in the By-laws of the UFMCC. The Pastor shall officiate and participate in the regularly scheduled weekly Sunday worship service, except when on vacation or authorized leave.
3. The Pastor shall direct the performance of the Sacraments of Baptism and Holy Communion, as set forth in the Bylaws of UFMCC.
4. The Pastor shall perform, at her/his discretion, the rites of Holy Union or Holy Matrimony.
5. The Pastor shall direct the performance of the rite of attaining membership in MCC _____.
6. The Pastor shall perform, at his/her discretion, the rite of Funeral or Memorial Service, the rite of Laying on of Hands, and the rite of Blessing, as set forth in the UFMCC Bylaws.
7. The Pastor shall be the spiritual and administrative leader of the church and shall work in a spirit of cooperation with the Board of Directors.
8. The Pastor shall direct the spiritual education program of the church.
9. After the Pastor's weekly work hours have increased to at least 20 or more per week the church will actively support the Pastor in serving the UFMCC and the Region. The Pastor may then accept one (1) denominational or regional office or task at any one time without the affirmation of the Board of Directors provided that the responsibility can be performed within the confines of this contract, and will not require the Pastor to miss more than seven work days from the church per year. Any time, including travel time, spent away from this church on Regional or UFMCC activities shall be considered normal time worked. Prior to working twenty hours per week any denominational work would be considered volunteer time and not paid by the church.
10. The Pastor shall attend church social events as part of his/her work schedule. All expenses charged by the church for the event shall be waived for the Pastor and their spouse. (I.e. entry fee and food)
11. The Pastor will personally perform very few hospital, jail, and home visitation until work hours are increased to 20 or more per week. The Pastor shall organize and supervise a pastoral care program to see to the pastoral needs of the congregation.

12. If there are planned worship services or events the Pastor shall not ordinarily take the following as time off: Easter, Pentecost, Christmas Eve or Day, Good Friday and Thanksgiving.
13. The Pastor shall serve as personnel director of all paid and volunteer staff.
14. The Pastor shall serve as Moderator of the Board of Directors in accordance with UFMCC Bylaws.
15. The Pastor shall be responsible for the performance of such other duties and responsibilities as may be set forth and agreed to between the Pastor and MCC _____.
16. The Pastor agrees that she/he will at all times faithfully and to the best of her/his ability perform all the duties herein described.
17. The Pastor agrees to serve in accordance with the UFMCC Code of Conduct.
18. Primarily the Pastor shall work diligently **“to equip the people of God** for works of service, so the body of Christ may be built up until we all become mature, attaining to the whole measure of the fullness of Christ,” (Eph. 4:11-13 and Jan. 1997 UFMCC Clergy Manual, Page 3)

TERMS OF EMPLOYMENT

1. In order to balance the needs of the congregation and the needs of the Pastor, the Pastor shall be entitled to the following leave:
 - a. One Sunday off every quarter, this allows for others to preach and for the Pastor to work other hours from time to time. The Pastor will ensure that the pulpit is filled during any absence.
 - b. Four weeks paid vacation annually, dates to be affirmed by the Board of Directors. (A week is based on the current number of contracted hours per week.) Five weeks vacation annually beginning with the tenth year of full time service. No more than one week may be carried over to the next year.
 - c. The Pastor shall accrue one health day every two months, one per month when hours are increased to 20 or more per week. Said time shall be accrued and be accumulative for the duration of this contract, or any extension, but shall not exceed ninety days. (Said time may not be used in conjunction with vacation time. Further, such time shall not be reimbursed at termination of employment.)
 - d. After the Pastor’s hours are increased to 20 or more per week the following holidays will be given: All federal holidays, Good Friday, Easter, and the day after Christmas and Easter. Should the holiday fall on a church function day or a scheduled day off, the pastor shall receive another day off in its place.
 - e. After each five years of service the Pastor will be given a paid sabbatical of 90 days. This time is for reflection, education, writing, and renewal.
 - f. Should the Pastor become ill or disabled to the extent that the Pastor cannot perform her/his customary pastoral duties and responsibilities for two weeks or accumulated health leave, whichever is greater. To return to work the Pastor must have a written doctor’s consent. If the Pastor requires more time away from the church, the Board of Directors in consultation with the Regional Elder will consider continuing the sick leave benefits.

In the event the Pastor shall, during the term of this contract, become totally disabled, which disability lasts or is expected to last, for a period of at least six months, either party shall have the option to terminate this contract, after consultation with the Regional Elder. Such option shall be exercised by either party giving written notice to the other party of at least thirty days.

For the purposes of this contract, the Pastor shall be deemed to have become totally disabled if, in the opinion of two or more physicians who have examined the Pastor, she/he is not able to perform her/his duties by virtue of illness or injury, and such inability is expected by said physicians to last for six months. The opinion of the physicians shall be presented to the Board of Directors in writing. During any such period of disability, the Board of Directors may, at its discretion, appoint another person as interim pastor.

g. After the Pastor's hours have been increased to 20 per week or more the Pastor shall be entitled to 5 days for emergency leave in the event of a death occurring within her/his or her/his spouse's immediate family. This time shall not be charged against vacation time and shall not be carried over to the next year if unused.

h. After the Pastor's hours have been increased to 20 or more per week the Pastor shall be entitled to five days annually to pursue continuing education. This time shall not be charged against vacation time and shall not be carried over to the next year if unused. A stipend as set forth in the budget will be given the Pastor for expenses incurred for continuing education.

i. After the Pastors hours have increased to 20 or more per week the Pastor may have 3 personal business days annually. This time shall not be charged against vacation time and shall not be carried over to the next year if unused.

2. Review - It is understood that open and honest feedback will be shared with the Pastor within the monthly Board of Directors meetings. The Board of Directors will conduct a written annual Board performance review; this will include a review of all Board positions.

3. Compensation and Benefits - The Pastor's compensation shall be established through the church's budgetary process and will be negotiated between the Pastor and the Board of Directors. The church will base the minimum compensation on the US Labor Statistic for the local area where the church is located based on the hours contracted for.

a. The Pastor shall be paid every two weeks.

b. When the Pastor's hours reach twenty or more per week MCC _____ shall pay the Pastor's health insurance at a fair and negotiable rate if the Pastor is not currently insured through other employment.

c. After the Pastor's hours reach twenty per week MCC _____ shall pay the Pastor's continuing professional education expensed up to the amount set forth in the budget.

d. MCC _____ shall pay all normal and reasonable conference expenses incurred by the Pastor for attendance at authorized UFMCC, Regional and Leadership conference. These expenses shall include the following: transportation, lodging, meals, registration fees and incidentals. The dollar amount will be established in the budgetary process.

e. The Pastor shall be reimbursed all professional expenses. The dollar limits shall be set during the budgetary process and a receipt must verify each expense.

f. The Pastor shall receive additional benefits as may be approved during the budgetary process and set forth in the budget. Future considerations - retirement plan, life insurance, dental insurance

4. UFMCC Ordination (If not UFMCC Ordained) - It is understood that the Pastor will seek ordination in UFMCC in 20____. Failure to be UFMCC ordained within this time frame will result in the Pastoral position being considered vacant.

5. Resignation - Should the Pastor resign from her/his duties she/he shall give a minimum of one months written notice to both the Board of Directors and the Regional Elder. If she/he gives the required notice and has worked for more than one year she/he will receive all salary and benefits due up to the effective date of resignation.

6. Termination - In the event that the UFMCC removes the Pastor pursuant to the Bylaws of UFMCC, employment may be terminated without notice.

7. Any dispute regarding this agreement will be heard by the Regional Elder who will make final determination.

The hours, salary and benefits will be negotiated and modified as part of the budgetary process of the church. All salary and benefits are to be paid by MCC _____.

On this _____ day of _____ in the year of our Lord _____ all parties, in Christian love and mutual respect, set forth their signatures as acceptance of the above terms and conditions.

_____ Date _____

Pastor

_____ Date _____

Clerk, on behalf of the Board of Directors of MCC _____

Appendix XII

Report from the Pastoral Search Committee

Villines Internet Humor Archive

www.villines.com

Adam: Good man but problems with his wife. Also one reference told of how his wife and he enjoy walking nude in the woods.

Noah: Former pastorate of 120 years with not even one convert. Prone to unrealistic building projects.

Abraham: Though the references reported wife-swapping, the facts seem to show he never slept with another man's wife, but did offer to share his own wife with another man.

Joseph: A big thinker, but a braggart, believes in dream-interpreting, and has a prison record.

Moses: A modest and meek man, but poor communicator, even stuttering at times. Sometimes blows his stack and acts rashly. Some say he left an earlier church over a murder charge.

David: The most promising leader of all until we discovered the affair he had with his neighbor's wife.

Solomon: Great preacher but our parsonage would never hold all those wives.

Elijah: Prone to depression. Collapses under pressure.

Elisha: Reported to have lived with a single widow while at his former church.

Hosea: A tender and loving pastor but our people could never handle his wife's occupation.

Deborah: Strong leader and seems to be anointed, but she is female.

Jeremiah: Emotionally unstable, alarmist, negative, always lamenting things, reported to have taken a long trip to bury his underwear on the bank of a foreign river.

Isaiah: On the fringe? Claims to have seen angels in church. Has trouble with his language.

Jonah: Refused God's call into ministry until he was forced to obey by getting swallowed up by a great fish. He told us the fish later spit him out on the shore near here. We hung up.

Amos: Too backward and unpolished. With some seminary training he might have promise, but has a hang-up against wealthy people--might fit in better in a poor congregation.

Melchizedek: Great credentials at current work place, but where does this guy come from? No information on his resume about former work records. Every line about parents was left blank and he refused to supply a birth date.

John: Says he is a Baptist, but definitely doesn't dress like one. Has slept in the outdoors for months on end, has a weird diet, and provokes denominational leaders.

Peter: Too blue collar. Has a bad temper-even has been known to curse. Had a big run-in with Paul in Antioch. Aggressive, but a loose cannon.

Paul: Powerful CEO type leader and fascinating preacher. However, short on tact, unforgiving with younger ministers, harsh and has been known to preach all night.

James & John: Package deal preacher & associate seemed good at first, but found out they have an ego problem regarding other fellow workers and seating positions. Threatened an entire town after an insult. Also known to try to discourage workers who didn't follow along with them.

Timothy: Too young!

Methuselah: Too old . . . WAY too old!

Jesus: Has had popular times, but once his church grew to 5000 he managed to offend them all, and then this church dwindled down to twelve people. Seldom stays in one place very long. And, he's single.

Judas: His references are solid. A steady plodder. Conservative. Good connections. Knows how to handle money. We're inviting him to preach this Sunday. Possibilities here.