

A Beginning Checklist for the Pastor Search Committee Chair

1. ___ Review the duties and responsibilities of your committee.
2. ___ Determine the process of selecting someone to preach during the interim time.
Are you going to use lay people? Will you ask people from the community to guest speak? Will you seek local ministers or hire an interim-pastor? What about contacting missionaries? Can you have music specials some Sundays or sing-a-longs? Do you want your State Credentials Committee to help you locate someone? Determine payment for pulpit supply. (See Appendix 1)
3. ___ Determine committee officers: chairman, vice-chairman, and recording secretary, (a correspondence secretary might also be needed). Take good minutes at every meeting!
4. ___ Determine the place and time for weekly committee meetings. The importance of attendance at meetings should be stressed.
5. ___ Determine how often you will report to the congregation.
6. ___ If possible; plan a committee retreat (one or two days) away from the church in a relaxed setting. Such a retreat would provide the committee a significant advantage for praying and developing personal and working relationships.
7. ___ Review the overall process of searching/selecting the pastoral candidate.
8. ___ Pray for one another. A specific covenant of prayer should be adopted:
 - Enlist the Holy Spirit to guide in the process.
 - Pray for each member to be able to function in their secular responsibilities; in family matters; and pray that God will protect the committee from distractions.
 - Pray that committee members will communicate with honesty and with love in all matters.
9. ___ Determine when to conduct the Church Questionnaire (see Appendix 2 – Church Questionnaire).
 - Develop, distribute, review, and report the congregation questionnaire that seeks to determine the expectations of the congregation regarding the next pastor.
 - The questionnaire would include both personal factors (age, education, experience, etc.) and pastoral tasks (visitation, preaching, teaching, administration, etc.)
10. ___ Determine Salary for New Pastor (see Appendix 3)
11. ___ Determine how pulpit committee expenses will be handled. (see Appendix 4)

SAMPLE: First Report to the Congregation

Announcement: "Thank you for your confidence in us. Please pray for us as we seek to serve the church in this capacity."

- Confirm the preaching arrangements for the interim period and call the congregation to special commitment during this time.
- Distribute the **Pastor Search Questionnaire** to the congregation. ("This questionnaire will help us determine your expectations for our next pastor.")
- Your Search Committee will use the profile we gain from this questionnaire to help narrow the list of potential pastoral candidates.

Who Will Preach for Us?

The period in which the congregation is without its pastor is called the "interim period." This refers to "the time between the former pastor leaves and the new one comes." Providing someone to preach in each worship service during the interim is referred to as "filling" or "supplying the pulpit."

When the pastor leaves, at least four attitudes are evident in the congregation: 1) Grief (sadness); 2) Joy (gladness); 3) Anger (madness); and 4) Confusion. One of the primary goals of the interim period is to bring the people with different attitudes back together again.

One of the usual duties of the Pastor Search Committee is to provide some one who will preach in the worship services (unless this duty is assigned to another group of members by your Church Constitution).

During the absence of a pastor, everyone wonders who might be preaching in his place. Here are two methods that are used by congregations to "fill the pulpit:"

- a. A recognized and experienced minister is asked to preach on a variety of different occasions. This is often referred to as "supplying the pulpit" and the one who preaches is said to be the "pulpit supply."
- b. A recognized and experienced pastor is asked to serve as temporary pastor. This does not mean he will become the new pastor. It merely means he will be the primary person preaching in all services of the congregation and serving in ways common to a pastor (sometimes making hospital visits, counseling needs, etc.). This is often referred to as an "interim pastorate," and the one who serves is said to be the "interim pastor." His work is completed when the congregation secures its new pastor. The church is well advised to call an interim pastor to help the church move through the transition from pastor to pastor. During a time when the members are anxious about the future of the church, the interim pastor strives to be an "*non-anxious*" presence for the congregation. **It should be understood that when a person agrees to serve as interim pastor, he also agrees not to allow himself to be considered as a candidate for the position of pastor.**

Appendix 1

Job Description Worksheet for Interim Pastor

Principle Function: The Interim Pastor is responsible to the Chairman of the Pulpit committee (unless the Bylaws otherwise indicate) and shall provide pastoral and administrative leadership for the church and shall use his/her skills in proclamation and pastoral care to minister to the needs of persons in the church and community as negotiated in a covenant agreement. They may also assist the church in healing clinics over the loss of the previous pastor, and serve as a consultant to the Pulpit Committee. The following hours are approximate guides based on research and include preparation time for sermons/lessons and commuting or travel between events.

Responsibilities to be Negotiated between the Interim Pastor and the Church:

- _____ 1. Prepare for and preach at worship services on Sunday morning and Sunday evening — (12 hours)
- _____ 2. Prepare for and lead mid-week prayer/Bible study service — (4 hours).
- _____ 3. Administer office responsibilities, including the preparation of bulletins, newsletters, financial reports, etc.) — (3 hours).
- _____ 4. Supervise the church staff and other church employees — (4 hours).
- _____ 5. Minister to the sick in the hospitals and nursing homes — (4 hours).
- _____ 6. Participate in church outreach and visit prospective members — (4 hours).
- _____ 7. Visit the homebound — (4 hours).
- _____ 8. Counsel with members in crisis — (4 hours).
- _____ 9. Meet with the Pulpit Committee in their regular meetings — (2 hours).
- _____ 10. Meet with other church committees (e.g., church council, trustees, personnel committee, budget/finance committee, and search committee) — (2 hours).
- _____ 11. Conduct training for leaders and committees — (4 hours).
- _____ 12. Prepare for and conduct funerals and weddings — (4 hours).
- _____ 13. Prepare for and serve as moderator for church business meetings — (3 hours).
- _____ 14. Attend other church functions (e.g. class socials, anniversaries, prayer breakfasts, denominational meetings, etc.) — (2 hours).

Remuneration

- Based upon the full-time pastor working 60 hours per week, the Interim Pastor shall be compensated based upon the following formula:
Pay = (# of hours/60) X [Full-time Pastor's salary and housing (or equivalent for church with parsonage)].
- In addition, the Interim Pastor will be reimbursed for mileage (58.5 cents per mile in 2008 – see the latest IRS approved mileage reimbursement rate) and other expenses incurred as indicated by receipts.

Example: 20 hours divided by 60 = .33
 .33 x \$275.00/ regular weekly pay = \$90.75 / week

Appendix 2

Church Questionnaire

Our new pastor will best serve our congregation's needs if he/she were:
(Please help us by checking your opinions)

Age: Younger than 30yrs. 30-40yrs. 40-50yrs. 50yrs.+ Age doesn't matter

Sex: Male Female Either as long as their qualified

Pastoral experience: None previous 1-3 yrs. 3-6yrs. 6yrs.+ Doesn't matter

Marital status: Single Married Divorced
 Married with children Married status doesn't matter

If married what do you expect out of the spouse: For the spouse to be active in ministry also
 I do not want the spouse to be active in ministry
 I do not care about their level of involvement

Education background:

High School grad Some college College Grad Seminary Graduate (Master Degree)

Pastor Search Committee Reporting Procedures:

Please indicate how you want us to respond to you, check all that applies:

What Kind of Reports Do You Want? written articles announcements

How frequent do you want us to Report: weekly monthly as the Committee determines

Prayer Support:

Will you commit to pray often for our Pastor Search Committee? Yes No

Pastoral Ministry Priorities:

I know a pastor can't do everything, but I think these are the **three** most important ways our pastor should spend his time (**check only three**):

- | | |
|---|--|
| <input type="checkbox"/> visit the sick | <input type="checkbox"/> preparing to preach and teach |
| <input type="checkbox"/> visit the lost | <input type="checkbox"/> private family time |
| <input type="checkbox"/> visit members | <input type="checkbox"/> supervising volunteers |
| <input type="checkbox"/> spend time with the youth | <input type="checkbox"/> church committee meetings |
| <input type="checkbox"/> spend time with aged | <input type="checkbox"/> counseling church members |
| <input type="checkbox"/> praying | |
| <input type="checkbox"/> visiting prospective members and community residents | |
| <input type="checkbox"/> administrating church program, building, office responsibilities | |
| <input type="checkbox"/> other (please explain) _____ | |

My Personal Suggestion for a Pastoral Candidate: (Optional)

I want to submit a candidate to the Search Committee recommending that the following individual be considered.

Minister's Name: _____

Name of Church: _____

Town: _____ State: _____

The primary reason for suggesting this person as a possible candidate for our pastor is:

In case you might need more information regarding my suggestion, you can contact me:

Name: _____ Phone: _____

Sample: Pastor's Job Description

This is a good time to evaluate your Senior Pastor Job description or develop one; it can help you examine your expectations for a new pastor. This is a sample that you and your congregation can use as a guide.

Principle Function

The pastor is responsible to the church to proclaim the gospel of Jesus Christ, to teach the biblical revelation, to engage in pastoral care ministries, to provide administrative leadership in all areas of church life, and to act as the chief administrator of the paid staff.

Responsibilities:

1. Plan and conduct the worship services; prepare and deliver sermons; lead in observance of ordinances.
2. Lead the church in an effective program of witnessing and in a caring ministry for persons in the church and community.
3. Visit members and prospects.
4. Conduct counseling sessions; perform wedding ceremonies; conduct funerals.
5. Serve as chairman of the Church Leadership Team to lead in planning, organizing, directing, coordinating, and evaluating the church ministries.
6. Work with deacons, church officers, and committees/teams as they perform their assigned responsibilities; train and lead the deacons in their ministry.
7. Act as moderator of church business meetings.
8. Cooperate with association, state, and national leaders in matters of mutual interest and concern; keep the church informed of national development; represent the church in civic matters.
9. Serve as chief administrator of the paid church staff; supervise the work of the staff.

Appendix 3
**COMPENSATION
WORKSHEET
FOR
PERSONNEL COSTS**

ANNUAL BUDGET FIGURES

A. Church Ministry Related Expenses

- 1. Automobile Reimbursement _____
- 2. Convention Reimbursement _____
- 3. Book/Tapes/Periodicals Reimbursement _____
- 4. Continuing Education Reimbursement _____
- 5. Hospitality Reimbursement _____
- TOTAL EXPENSES** _____

B. Protective Coverage

- 1. Insurance
 - A. Term Life _____
 - B. Comprehensive Medical _____
 - C. Disability _____
- 2. Retirement _____
- 3. Social Security Allowance _____
- TOTAL BENEFITS** _____

C. Personal Income

- 1. Cash Salary _____
- 2. Housing Allowance _____
- 3. Utilities Allowance _____
- Total Personal Income** _____

TOTAL PERSONNEL COST _____

(Appendix 3 – Part 2)
Worksheet for Financial Support

A. Church Ministry Related Expenses

1. Automobile reimbursement _____

The Internal Revenue Service sets a standard mileage rate for business miles each year (58.5 cents / mile in 2008). Check with local businessmen, or call your city officials. This item should reflect the total number of miles necessary to visit in members homes, in the homes and offices of prospective members, in the regular ministry of visitation to hospitals, business concerns, and other such ministry travel as pastor of our church.

2. Convention reimbursement _____

This provision allows our congregation to be represented by our pastor in attendance to the State Convention and the Southern Baptist Convention annually. This includes the costs of travel, lodging, meals, and any material or event fees.

3. Books/Tapes reimbursement. _____

Our Pastor is encouraged to stay informed regarding developments in social, community, and convention ministries as well as personal preparation for proclamation of the gospel. This allows for periodic updates to such material.

4. Continuing Education reimbursement. _____

As with all professional fields, continuing education opportunities such as seminars, workshops, skills enhancement, and briefings are necessary to keep up with developments.

5. Hospitality reimbursement _____

It is a regular occurrence for pastors, as representative of the congregation, to be required/expected to attend meals or banquets on behalf of the church or to be provided a meal while discussing matters of church business. This allows a partial reimbursement.

B. Protection Coverage

1. Insurance (Life, Medical, Disability) _____

The church provides the standard health care, comprehensive medical, term life, and disability protection for our pastor and comprehensive medical for his family. We view this as a protection to the integrity and reputation of care of the church body to one of its primary ministering families.

2. Retirement _____

The true compensation to a minister is his salary cash pay, housing allowance, utilities allowance, and social security equivalent. These items constitute true personal or family income. Retirement provisions are assessed from these items at 10% or higher, based upon the age and margin of years prior to retirement (10% of Salary, Housing & Utilities, and S.S. Equivalent).

3. Social Security Equivalent _____

Ordained ministers are treated as self-employed and not employees for **social security purposes**. Non-ordained employee wages are subject to a matching payment of social security tax. The employee's 7.65% and employer's 7.65% of FICA taxes are each comprised of two components: 6.2% is social security tax; 1.45% is for Medicare hospital insurance. (Verify the accuracy of percentages with

government publications.) The church provides one half of this cost to provide equitable treatment by the employer to the ordained and the non-ordained. This is reported as income and subject to income tax as with all such employees (7.65% of Salary, Housing & Utilities, and S.S. Equivalent).

C. Personal Income

1. Cash Salary _____

Education, experience, responsibilities, and expertise should be considered when determining basic compensation.

2. Housing Allowance _____

Section 107 of the Internal Revenue Code offers housing allowance to ministers. This allowance cannot exceed the fair rental value of the furnished house in which the minister resides. (SECTION 107 APPLIES TO THE COSTS OF UTILITIES AND FURNISHINGS. THIS LINE ITEM COULD CONTAIN ALL SUCH COSTS, OR A SEPARATE LINE ITEM COULD BE USED FOR EACH, (I.E., UTILITIES, FURNISHINGS, LAWN CARE, ETC.)

3. Utilities Allowance _____

Section 107 of the Internal Revenue Code offers utilities allowance to ministers. Allowance cannot exceed actual cost.

Putting Together a Church Information Packet

Assign various committee members to assemble a packet of information on both the church and community. The packets should be available to send to the number one candidate as soon as that determination is made. It should include items such as:

- Copy of church budget, church constitution and bylaws, personnel policies, policy and procedure manuals, etc.
- Chart of organizational responsibilities.
- Copies of past newsletters and / or bulletins that give an indication of the types of activities in which your church participates.
- Copy of your latest church calendar.
- Copies of the last year's monthly financial statements.
- Church brochure(s) .
- Information about the parsonage, as applicable (size, age, features, location, picture, floor plan, color scheme, drapes, carpet, etc.)
- A simple drawing of your present facilities with applicable statistics about the building.
- Any plans approved by the church that would affect the future of the church (include copies of your last few business meetings.)
- Church statistics for at least the last five years (preferably ten years) to give the candidate information about your church. The Church of God Yearbook is a good resource if you don't have anything on file for some reason.

List of organizations in the church.

Copy of the latest church picture directory.

Information about your town/area, send a map. (contact the chamber of commerce).

Critical Agreements and Considerations

Each of these issues will be critical in the performance of your Search Committee and the outcome of your search. Discuss each statement seriously and decide whether or not you will do it. Write down the results of your discussion to avoid misunderstandings.

(Yes / No)

- _____ a. We will require a unanimous vote of the Search Committee regarding the final recommendation of a pastor to our congregation. (Check Bylaws)
- _____ b. We will maintain full confidentiality in all matters (including wives, or not?).
- _____ c. We will coordinate all expenditures of the search with committee approval.
- _____ d. We will only consider candidates for whom we receive resumes.
- _____ e. All recommendations that the committee receives must be written (and includes resume).
- _____ f. The pastor profile will be used as the primary means to evaluate the priority listing of our prospects.
- _____ g. No individual will be recommended to the church until the committee has thoroughly completed its investigation of the candidate.
- _____ h. We will use the approved financial provisions in discussions with the candidate. If we feel this must be changed, we will first gain appropriate approval before proceeding with the search process.
- _____ i. We will not allow church members to "rush" us in the search process.
- _____ j. We agree that a candidate will not preach before our congregation until the committee is ready to recommend him to the church as pastor.
- _____ k. We will only negotiate with one candidate at a time, and we will ask that candidate to only negotiate with us.
- _____ l. We will only take a candidate that has Church of God Credentials or is willing to be licensed through the Church of God.
- _____ m. We will not hire a candidate until the SD State Assembly of the Church of God has performed a background check and criminal check on the candidate's credentials.
- _____ n. We will require a background screening with professional and personal references.
- _____ o. We will require the candidate's family to meet with the church before submitting the candidate for congregational vote.
- _____ p. We will seek God's call on the Pastor's life and some kind of confirmation that this person is God's choice for our church. (Look for a personal testimony/explore reasons for coming here.)

_____q. We will examine the following doctrinal issues within the candidate and make sure that the following topics are in agreement with the values of this church and the Church of God:

(Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Unity (Denominationalism/Racism) | <input type="checkbox"/> Trinity |
| <input type="checkbox"/> Church Membership | <input type="checkbox"/> Eternal Security (Faith Vs. Works) |
| <input type="checkbox"/> Holy Spirit / Spiritual Gifts | <input type="checkbox"/> Predestination |
| <input type="checkbox"/> End Times | <input type="checkbox"/> Eternal Life (Heaven and Hell) |
| <input type="checkbox"/> Holiness | <input type="checkbox"/> The Word of God |
| <input type="checkbox"/> Sanctification | <input type="checkbox"/> Life of Jesus (Birth, Death, Resurrection) |
| <input type="checkbox"/> Women in Ministry | <input type="checkbox"/> Pro-Life |
| <input type="checkbox"/> Salvation | <input type="checkbox"/> Ordinances (Baptism, Communion, Foot Washing) |

_____r. We will look at the following worship preferences as essential criteria in a candidate:

- | | |
|---|--|
| <input type="checkbox"/> Contemporary | <input type="checkbox"/> Traditional |
| <input type="checkbox"/> Hymnals | <input type="checkbox"/> Praise Songs |
| <input type="checkbox"/> Blended Services | <input type="checkbox"/> Single Format |
| <input type="checkbox"/> Length of Sermon _____ | |

_____s. Other.

Code of Ethics

Pastor Search Committee Members

All those who have been privileged to become involved in this search certainly realize their fellow members have placed great confidence in them personally and spiritually. Each one should be encouraged and called to a solemn sense of responsibility. We covenant together to preserve a prayerful and effective service for our Lord in every aspect of the matter before us.

We will pledge to pray daily for each other and to remain in a constant vigil for matters in our congregation that may encourage or discourage our assigned task:

1. We pledge to speak plainly and with honest intent regarding all matters to be considered.
2. We will not knowingly withhold thoughts or reports that bear impact upon our task, but with careful attention to the honor and testimony of our brothers and sisters, we will offer a fair and factual statement to the committee in session for the purpose of its deliberation and counsel.
3. We pledge to receive all information, discuss all information, and meditate upon all information with a confidence that each speaker has spoken to the common good, without intent of harm or hurt to persons present or absent. We will look for the common encouragement found in each challenge, and we shall resist the temptation, should such arise, to think less of one another.
4. In all matters, our concern shall be first to seek our Heavenly Father's will and submit attentively in prayer to His direction. Therefore, we refuse to pursue a personal agenda and attempt to manipulate the decisions of other committee members.
5. In order to protect the integrity of our covenant, we pledge to uphold all confidentiality.
6. We undertake this task as a spiritual challenge and recognize our personal and corporate need for prayer and wisdom in order to fully accomplish our work in the Lord.

AMEN.

Appendix 4

Pastor Search Committee Expenses

Understanding that there will probably be expenses related to securing the next pastor, the following guidelines should be followed:

1. All expenses should be coordinated through the chairman of the search committee.
2. Reimbursement shall require that appropriate receipts are submitted to the church.
3. It is recommended that the cost of the Pastor Search Committee would come from the line item in the church budget: Pastor's Salary or other related line items. However, it would be wise to save as much of the pastor's salary for moving expenses for next Pastor, since there is usually no provision in the budget for these related expenses. The pulpit supply/interim pastor expense can also come from the Pastor's Salary line item.
4. A monthly allotment should be established early in the search. If it appears that expenditures will exceed the monthly allotment, church approval should be received prior to financial commitment, if at all possible.
5. Reimbursements should be expected for the following items:
 - A. Transportation, meals, and lodging of the search committee for trips to interview a prospective pastor. (A suggested amount for automobile expenses would be the allowed IRS expense per mile – 58.5 cents per mile in 2008).
 - B. Postage expenses related to the search.
 - C. Telephone expenses related to the search. (The church phone should be used as much as possible to call the candidate. Should the candidate call, it would be good to offer to call him right back so that he would not have to pay for the call.)
 - D. Transportation, meals, and lodging for the candidate to and from the church field. (A suggested amount for automobile expenses would be the allowed IRS expense per mile – 58.5 cents per mile in 2008).
6. Any other expense related to searching for a pastor that is approved by the church.

The committee should be fair and frugal with expenses. The search could last for several months.