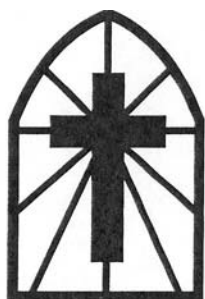


Kentucky Baptist Convention

Staff Search Committee

Workbook



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Introduction

Given the diversity among Baptist churches, you will discover that there is no **one way** for a search committee to accomplish its task. Each search committee must accept full responsibility for what they do and how they choose to do it.

This workbook is a composite resource developed from the efforts of many different people. As you read the material, you must choose what to implement and how best to implement it in your church context.

Each member of the search committee should read the material. Then, as a committee, discuss the suggested implementation steps and explore the purpose of each step. Once you have discussed the search process, you can then design your sequence of procedures.

This is a spiritual task. Thus, the importance of prayer by the committee and for the committee is affirmed throughout this workbook.

The prayer expressed in Hebrews 13:20-21 is appropriate for the search committee as it seeks to fulfill the awesome responsibility entrusted to it by the congregation.

As noted repeatedly in the workbook, the key to success for the search committee is ***PRAYERFUL PATIENCE***.

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Staff Search Committee Workbook

In *Changing Pastoral Leadership*, Loren Mead identified seven phases a congregation will experience during the transition from one pastor to another. These seven phases also apply to ministry staff transitions:

1. The period of closure – the time after announcement of the decision to leave and the minister’s actual departure.
2. The period of direction finding – the search committee discovers how to proceed and what help is available.
3. The period of self-study – the search committee conducts a mission study to see what kind of leadership it needs.
4. The period of search – the search committee seeks to find the next minister.
5. The period of negotiation and decision – the search narrows to one candidate, a decision is made and an agreement is finalized.
6. The period of installation – the new minister arrives and begins ministry.
7. The period of start-up – the new minister and congregation begin working together.

Interim Period

Because the interim period usually encompasses many months, church leadership needs to consider two important issues.

First, the church must answer the question of who will step up to lead the ministry in the interim. Interim procedures must be clearly defined and communicated to all involved. Knowing who is responsible for the ministry area and how that ministry will be serviced in the interim will lower the congregational anxiety level and promote ministry continuity.

Relatedly, church leadership must realize that when a minister leaves, at least four attitudes are evident among the people: 1) Grief (sad); 2) Joy (glad); 3) Anger (mad); and 4) Confusion. One of the primary goals of the interim period is to bring the people with different attitudes back together again.

Electing a Search Committee

Second, the church must elect a Search Committee. Care should be taken that the steps followed in this process are in compliance with the church’s Constitution and By-laws. Be sure that the people selected are characterized by:

- Demonstrated spiritual maturity.
- Priority commitment to seeking and following God’s will for the church.
- Faithful attendance and support of the church.
- Healthy inter-personal relationship skills.

- Ability to maintain confidentiality.
- Freedom and ability to attend long meetings and travel occasionally.
- No agenda based on either self-interest or a sub-group's interest.

If the documents of the church define the number to serve on the committee, you must follow that procedure or have the church amend the documents. For most churches, five to nine members are sufficient. Too large a committee can make the search process cumbersome and overly complicated.

Stay alert to and learn from the common mistakes churches and search committees have made. These include:

- Forming a search committee that does not fully understand the ministry area.
- Providing unclear guidelines for the committee.
- Not keeping confidences within the committee.
- Not doing a ministry needs study and gaining appropriate congregational input.
- Having more than one committee member contact the prospect.
- Not being honest with the candidate about your church situation.
- Considering only the personality of the prospect.
- Not preparing well for the interviews.
- Not doing in-depth background checks and thorough reference checks.
- Not allowing enough time for the candidate and the church to interact and get to know each other.
- Moving the process too quickly, being impatient.
- Conducting the search process in human power alone, not actively seeking God's direction constantly.

Checklist for Search Committee's First Meeting

1. Review the duties and responsibilities of the committee.
2. Determine committee officers: chairman, vice-chairman, prayer coordinator and secretary. Take good minutes at every meeting!
3. Discuss the "Critical Agreements and Considerations," the "Code of Ethics," and the "Committee Expenses" with the entire committee (see pages 4-5). As needed, modify these documents in consultation with appropriate church leaders and/or committees. Formally adopt these documents as a committee. Share this information with appropriate committees and the congregation.
4. Determine the place and time for regular committee meetings. The importance of attendance at meetings should be stressed.
5. Determine if the committee will use a designated post office box for receiving resumes. This can help guard the confidentiality of the committee's work.
6. Determine how often you will report to the congregation. The committee should plan to give at least a brief monthly report during the Sunday morning worship.
7. If at all possible, schedule a committee retreat 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.
8. Review the overall process of searching/selecting the candidate.

9. Determine when to develop and conduct the Church Questionnaire.
10. Plan a time to review the position description and discuss ministry expectations, responsibilities and relationships. (If the church does not have a position description, one should be developed by the appropriate committee and approved by the church.)
11. Pray for one another, the work of the committee, the church and the future minister.

Organization of the Committee

Most search committees elect a Chairperson, Vice-Chairperson, Prayer Coordinator and Secretary.

Special qualities to consider in selecting the chairperson include:

- Collaborative leadership style.
- Ability to facilitate the process, not dominate or manipulate it.
- Tactfulness.
- Impartiality.
- Ability to organize and manage the search process.

Responsibilities for each officer include:

- **Chairperson.** The chairperson is responsible for presiding at meetings, giving leadership to the committee, and guarding the integrity of the meeting process. The chairperson will call the meetings, prepare the agendas, preside over the meetings, and facilitate the process. The chairperson will communicate with the church office to reserve a room for meetings and any other physical or calendar concerns. The chairperson is not expected to do all the work. The chairperson should be prepared to delegate responsibilities among the members. Usually the chairperson will be the liaison between the committee and the congregation. This requires good communication skills. In exceptional cases, the chairperson may wish to call on one of the other members who is more gifted in communication to speak before the church.
- **Vice-Chairperson.** The vice-chairperson works closely with the chairperson and acts for the committee in the absence of the chairperson. Early in the process, the chairperson and vice-chairperson should decide what the vice-chairperson can do to facilitate the search.
- **Prayer Coordinator.** The prayer coordinator should be a person who is known by the congregation as one who takes seriously the discipline of prayer. This person will act intentionally to keep prayer before the church and the committee.
- **Secretary.** The secretary will keep good notes of all the meetings. The notes should be complete and neatly prepared so that if/when questions are raised about previous discussion or decisions, it will be relatively easy to find answers in the minutes of the meetings. The secretary will also be responsible for all correspondence that goes out from the committee, whether to the church or the candidate(s) being considered.

Commissioning the Committee

The church may want to consider a commissioning service for the search committee. Such a service accomplishes at least two important functions. First, the importance of the responsibility assigned to the committee is underscored by a commissioning service. A

commissioning service also provides a worship context in which a covenant is made between the committee and the congregation. A commissioning service can be a very meaningful act of dedication. The congregation covenants to pray for the committee. The committee covenants to represent the congregation by being faithful, under God, to find His person for this ministry.

Slow Down – Don’t Rush

The inevitable tendency is for the search committee to accelerate its work. Pressure may come from within the committee and/or from the congregation. The committee must be sensitive to the people who voice their concerns. However, in a kind and firm way, the members of the committee must remind their fellow church members that they are committed to finding God’s person through the exercise of prayer and in dependence on the Holy Spirit’s leadership.

The key for a successful search committee is PRAYERFUL PATIENCE!

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)

1. _____ We will require a unanimous vote of the search committee regarding the final recommendation of the minister to our congregation.
2. _____ We will maintain confidentiality in all matters (including spouses).
3. _____ We will only consider candidates for whom we receive resumes.
4. _____ All recommendations that the committee receives must be written.
5. _____ The ministry profile, as developed by the committee based on congregational input, will be used as the primary means to evaluate the priority listing of our prospects.
6. _____ No individual will be recommended to the church until the committee has thoroughly completed its investigation of the candidate.
7. _____ 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.
8. _____ We will not allow church members to “rush” us in the search process.
9. _____ Once we focus on a specific candidate, we will devote full attention and efforts toward that person.

Code of Ethics –Search Committee Members

All those who have been privileged to become involved in this search realize that 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.

Therefore:

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.
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.

Search Committee Expenses

Understanding that there will more than likely be expenses related to securing the next minister, the following guidelines should be followed:

1. All expenses should be coordinated through the chairman of the search committee.
2. Reimbursement should only be expected when there are receipts submitted to the church.
3. Reimbursements should be expected for the following items:
 - a. Transportation, meals, and lodging of the search committee for trips to interview a prospective minister. (A suggested amount for automobile expenses would be the allowed IRS expense per mile.)
 - 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 he would not have to pay for the call.)
 - d. Transportation, meals, and lodging for the candidate and family to and from the church field. (A suggested amount for automobile expenses would be the allowed IRS expense per mile.)
 - e. Any other expense related to searching for a minister that is approved by the church, including reference checks and background checks. *The committee should be fair and frugal with expenses. The search could last for several months.*

Search Process Overview

1. Search Committee formed.
2. Search Committee organizes and bonds.
3. Search Committee guides in ministry review.
4. Search Committee receives resumes.
5. Search Committee reviews resumes.
6. Search Committee selects three to five potential candidates.
7. Search Committee makes initial inquiry and contact; followed by preliminary interview (usually by telephone).
8. Search Committee checks references.
9. Search Committee reviews potential candidates and selects one.
10. Search Committee contacts additional references and conducts background checks.
11. Search Committee conducts in-depth interviews.
12. Search Committee invites candidate and family to church field.
13. Search Committee arranges interaction of candidate and church.
14. Search Committee presents candidate to church.
15. Search Committee informs candidate of church vote and church of candidate's response.
16. Search Committee arranges for move and transition.
17. Search Committee leads in church celebration.
18. Search Committee helps bridge the transition.
19. Search Committee concludes its work.

Remember: The key for a successful search committee is PRAYERFUL PATIENCE.

Now That We Are Organized, How Do We Proceed?

The following process is presented as a guide. This process is one among many, but it is Baptist-friendly and has been used effectively in many Baptist churches. As you consider the process, please be encouraged to adjust and tweak it so that it feels comfortable for your situation. As you shape the specifics of your process, please be alert to both geographical considerations and availability of financial resources.

Surveying the Congregation

A wise search committee will welcome and actively seek input from the congregation. Already, the point has been made about keeping the congregation informed and engaged. A committee will profit from a Congregational Search Survey distributed to all appropriate church members. Announcements from the pulpit and in the newsletter should be made well in advance so that people know a survey will be used, when and how the survey will be dispersed, how long people have to complete it, and how the survey will be returned. It is important for the committee to take seriously the data in the survey. However, it is probably best not to publish the data. Publishing the results could create very narrow expectations among the people and could limit the committee in its search efforts.

The search committee needs to think strategically about the next person who will lead the ministry. The data from the survey is helpful in developing a profile for the next minister. The search committee can schedule times to meet with specific groups such as specific ministry workers, deacons, and Sunday School classes for follow-up conversation once the information has been gathered. This allows for additional verbal input from the members and for the committee to clarify any general concerns or questions from the survey experience.

A Ministry Forum

A *Ministry Forum* provides additional opportunity for the search committee to gather input in a more relational setting.

Schedule a fellowship on a Wednesday or Sunday evening. Promote this event as an important time to give input to the search committee. Have participants sit around tables, six to eight people per table. Have each table identify a “secretary” to write ideas expressed and a “spokesperson” to report the ideas. Put large note pads on the wall and note sheets on each table, and have the search committee secretary record the reported ideas.

1. Ask each table to identify and list what they think are the ministry assets or strengths. This could include things like buildings, location, and specific programs/activities. Allow about ten minutes for small group discussion. Then, debrief the discussion by asking each table to identify ONE asset or strength. Record each response on the large note pad. Proceed around the room, giving opportunity to each table to share. Once each table has shared, repeat the process until all the ideas have been listed.
2. Now ask each table to explore the question, *what could we do better in and through this ministry?* This will give opportunity for people to discuss what they see as the needs and/or challenges facing this ministry. Repeat the process described above for gathering the input.
3. The final focus point asks each table to identify and list hopes and dreams they have for this ministry within the next five years. Repeat the process described above for gathering the input.

This event will generate energy among people, stimulate ministry conversations, provide valuable information for the search committee to share with a prospective minister, and focus people’s attention toward the future. As a follow-up to this event, the strengths and asset list could be printed and made available to the congregation. This could be distributed as a bulletin insert, displayed as a wall banner or poster in the church and/or included in the church newsletter.

Positional Ministry Description

If the church has a positional ministry description, the search committee should review the document prayerfully and carefully. An effective positional ministry description will clearly:

- Define the primary purpose of the position.
- Define the working relationships of the position.
- Define accountability.
- Define the responsibilities and tasks.
- Define requirements such as education, experience and training.

If the church does not have a written positional ministry description, then one must be developed according to church policy. The positional ministry description is an essential resource for the search committee. It provides crucial parameters needed to develop a viable profile and review resumes.

Developing Profiles

The committee must spend significant time thinking and praying together about the qualities, skills and strengths needed by the next minister in order to be an effective leader with that congregation. That determination can only be made if the committee knows the congregation and community. Ask such questions as “Where does our congregation want to go in the next three to five years?” “What are the specific skills the next minister should possess?” “What are the roadblocks that the next minister will need to overcome?” and “What gifts, talents, skills and abilities should the next minister demonstrate?” ***These are all matters that need to be considered in the creation of a profile for your next minister that identifies and defines realistic ministry expectations.***

As part of the profile development process the search committee should dialogue individually with the pastor and staff members. Discussions between the pastor and search committee provide opportunity for the pastor to describe how he sees this ministry and the new minister contributing to the fulfillment of the church’s mission. These conversations allow current staff to share their hopes and expectations about this new person, to describe the working dynamics of the staff and to explore each staff member’s views regarding how the various ministries cooperate and compliment one another in fulfilling the church’s mission.

The committee should also develop a church and community profile. This information will be helpful in sharing information about your church and community with prospective ministers. Information to be included in the profile is listed below.

Church and Community Profile

A sub-committee of the search committee can handle this project or the search committee can request the church to authorize a special group to develop the materials. The materials can then be reviewed and revised by the search committee before it is distributed. This resource has value for the church beyond the search committee. It can be adapted for use in community outreach. It can be a tool for welcoming new people into the community and introducing them to the ministry of the church.

Have several copies of the packet available to send to each viable candidate. It should include items such as:

- Copy of church budget, church constitution and by-laws, personnel policies, any 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 few monthly financial statements.
- Any church and ministry brochure(s) you may have.
- 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 a list of statistics about the building.
- Any future plans voted on by the church that would affect the future of the church (you may want to include copies of the minutes from 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 (available from the Annual Church Profile).
- List of ministries in the church and their leadership.
- Copy of the latest church picture directory.
- Information about and maps of your town/area. (Contact the Chamber of Commerce for resources.)

When the Committee Is Ready, How Do We Process the Resumes?

The committee will receive resumes from a variety of sources. Some resumes will come directly without the committee ever making a request. Sources of resumes include:

- **Pastoral Ministries Office, Kentucky Baptist Convention**

Resumes sent out from the office of Pastoral Ministries are not to be understood as recommendations. Our commitment is to provide resumes to search committees and trust the committees to be thorough in their search and to be led by the Holy Spirit to the person who will serve as their church.

To request resumes from the Pastoral Ministries office, go to the Kentucky Baptist Convention website (www.kybaptist.org). Use the quick link to *Seeking Minister/Seeking Church*. Complete the *Church Profile*. This will create a file with our office. Appropriate resumes matching your stated criteria will be sent by e-mail to the designated address on the profile.

- **Seminaries, Colleges and Universities**
- **Other State Conventions**
- **Directors of Missions**
- **Church Members**
- **Pastors and Other Church Leaders**

- **Advertisements in Baptist papers, *Western Recorder* and others**
- **Internet**

Sorting Resumes

The search committee will need to establish an adequate amount of time for receiving resumes. The committee should select a cut-off date for receiving resumes. This does not mean that resumes will not be received after that date. It simply gives the committee a set time when they will begin working with the resumes they have received.

A letter of acknowledgement need not normally be sent to each potential candidate, unless for some reason, the individual was personally contacted by the committee. If the search committee has requested the resume of a candidate, a letter should be sent stating receipt of the resume. If at a later date that particular candidate is rejected, a letter should be sent to notify him of the committee's decision. *A good procedural rule is that if the search committee makes contact with a candidate, the committee has an ethical/professional responsibility to communicate with the candidate when that individual ceases to be a candidate.*

In reviewing resumes, the committee needs to:

- Look at the candidate's ministry record
 - Locations
 - Time of ministry
 - What accomplished
 - How this person accomplished ministry
- Verify educational background and degrees
- Validate ministry record by confirming with former churches
- Check on denominational involvement, checking state conventions and associations

Depending upon the size of the church, the sheer number of resumes can be overwhelming. The question becomes how to reduce the volume of resumes to a workable number. One way is to make copies of every resume for each member of the search committee. Using the profile that the committee has created, each committee member will work independently with the stack of resumes, eliminating those that do not fit the profile. Many resumes will be easily eliminated. The goal of the committee at this point is to develop a short list of candidates (from five to ten, with the ideal being five). This will not be an easy task. Study and prayer will be required. This step should not be rushed. Once this has been completed, the committee members will come back together and share their choices. The five to ten resumes that show up with the most frequency will comprise the short list.

Once the short list has been developed, each person on the short list will be contacted by phone. If the individual agrees to become a candidate, he will then receive a follow-up letter. The telephone call should include:

1. Introduction to the church.
2. Invitation to the individual to become a candidate in the search process.
3. Response to the individual's initial questions.
4. Permission to check references.

The follow-up letter will confirm the telephone conversation; include information about the church, a short questionnaire and a reference release form. Focus the questionnaire on five to seven issues the search committee believes to be most crucial for sorting candidates. Questions can be taken from the *Initial Interview Questions*. To ensure confidentiality, send the letter to the candidate's home address rather than to the church office. Allow sufficient time for the individuals on the short list to be contacted, for the follow-up letters to be sent and the questionnaires and release forms returned.

Reviewing Candidates

Remember that you are still in the consideration phase. Just because you are focusing on a short list of candidates, it does not mean you will call one of these people. Be careful not to make any commitments to any person at this time. Serving effectively on a search committee is hard work. A tremendous amount of time and effort will be expended investigating the background of the candidate. This can be time-consuming and tedious work. However, to shortcut the process at this point is dangerous.

Checking References

Typically, most resumes will include references. If references are not included, the committee will want to secure references from any candidate who makes the short list.

Checking the references is key to understanding the candidate. Granted, even when a committee has done a thorough and effective work in checking references, there is no absolute guarantee of a healthy relationship between the new minister and the congregation. However, the likelihood of the relationship succeeding is greatly enhanced by careful attention by the committee in this process.

Start with the references listed on the candidate's resume. Usually there are telephone numbers and addresses included with those who are named as references. The chairperson of the search committee will need to delegate among the committee members the task of contacting references. It is important to involve all members of the search committee, as far as possible, in this step in the process. It is equally important that the committee members all be in agreement. Therefore, the committee members will need to take as much time as needed to agree upon what questions are important to ask the references. Create a checklist that will be used by the committee members as they contact each reference.

Some search committees choose to develop a letter to send to references. The letter of request should include a brief introduction, a copy of the signed Reference Release Form, the questionnaire and a stamped, self-addressed envelope. Keep the questionnaire simple. Long documents that require extensive, detailed responses can be a burden to the writer. Also, remember that some people are hesitant to put sensitive information in

writing. It is best to gather such information from a follow-up telephone conversation. The follow-up conversation provides opportunity to clarify unclear or unanswered points.

Regardless of which approach the committee decides upon, it is advised that the committee go beyond the references listed on the resumes. Anyone can find three or four people who will give him a good reference. This is exactly why the committee needs to expand its efforts beyond the references listed on the resume. There are several ways to accomplish that. When talking to the references listed on the resume, the committee member can ask, "Can you provide me with the name (and telephone number, if possible) of someone else who knows _____?" Another way of expanding your information base is to contact the Director of Missions in the association where the candidate is currently serving. As a general rule, the committee is discouraged from contacting people in the candidate's current church. However, it is perfectly permissible to contact members in churches where the candidate has served previously. These are usually listed on the resumes under "experience." You can also contact the Director of Missions in the associations where the candidate has previously served. Realistically, the committee should understand that there exists the possibility of getting negative feedback from a reference. After all, it is impossible to please everyone! However, after having contacted multiple references, the committee can see if there are recurring patterns of destructive behavior or unhealthy issues that characterize the candidate's ministry experiences.

Contacting the Candidates

After the hard work of checking the background of the ministry candidate, the time has come for the search committee to interact with the candidates on the short list. The chairperson of the committee will logically be the one to make the contact. The chairperson needs to be prepared to answer questions that may be raised by the candidates over the phone. At this juncture, neither the committee nor any of the candidates are making a decision beyond an initial interview. The chairperson will express the committee's interest in each of the candidates and ask each candidate if there is a willingness to interview with the committee. The committee can choose to conduct this interview in person or by telephone.

Initial Candidate Interview

Telephone Interview

At the agreed time, the search committee calls the candidate. The candidate needs to be at a location that allows the person to speak candidly without concern of interruptions or distractions. The committee should use a speakerphone so that all members can both hear the responses and enter into dialogue with the candidate. Avoid asking questions that require only a "yes" or "no" response. *Sample initial interview questions are included.*

In-Person Interview

If the search committee chooses to meet personally with the candidate, arrange for the meeting to take place in a neutral location convenient for both the candidate and the

committee members. A neutral site could be a neighboring church, an associational office or a hotel conference room. The location must provide confidentiality for both the search committee and the candidate. Questioning can follow the same pattern as the telephone interview.

The Second Meeting

After the initial interview, the search committee must make a prompt decision. If the search committee senses that it is God's will to continue with a particular candidate, a second meeting needs to be scheduled. However, if the search committee chooses not to proceed with a candidate, then the chairperson should notify the candidate that the search committee believes God is leading them in a different direction. Thank the person for the privilege of considering him/her and assure him/her of your continuing prayers for their ministry.

During this second meeting the candidate and the search committee will begin to develop a deeper relationship. Both will begin to sense what it is like to work with one another. Sample questions for this interview can be selected from the expanded questions list. The purpose of this interview session is for the search committee to experience how the candidate builds relationships, solves problems and provides leadership with a group.

The chairperson should extend an invitation for the candidate's spouse to attend this meeting. It is extremely important for the spouse to attend this meeting. Though the church is not calling the spouse to serve on the staff, the spouse will be either an asset or a liability in the ministry. The church has every right to expect that the minister's spouse will be committed to Christ and to the church, and the committee has the responsibility of assessing that.

If the candidate is interested in meeting with the search committee, the candidate and the chairman of the committee should mutually agree upon a place and time. The specific place and time should be selected based on convenience and privacy for both the candidate and the search committee. It is a professional courtesy for the church to cover all expenses incurred by the candidate throughout the entirety of the search process. This is only fair in view of the fact that the committee initiated the process and the candidate has chosen to enter the process at its invitation.

Geographical restrictions may require the search committee to adjust and/or modify the interview process. The process as described assumes that the candidate is within driving distance of the church. There may be instances where the candidate is far enough away that the committee will need to make other arrangements for meeting. The committee will use its judgment to determine how the process needs to be adjusted.

In advance of the meeting, the search committee members should have already identified the questions they want to ask the candidate and decided how the questions will be divided among them. It will be much easier if each member of the committee accepts responsibility for three or four of the questions. At this meeting, it is appropriate for the committee chair to take the lead.

It is very important that the committee members understand the answers to each question. It is perfectly acceptable to ask the candidate or spouse to amplify on an answer that may be incomplete. The chairperson needs to be sensitive to the time and allow ample time for the candidate and spouse to ask the questions they have brought to the meeting.

As soon as possible after the meeting, the committee members should get together to debrief. Each member of the committee should be prepared to share his/her impressions. It is important to hear from each member. The chairperson has the responsibility of encouraging and engaging each member to express his/her feelings. What did you like; what did you not like? Were there any red flags? Did the meeting raise other questions that need to be addressed? Does the committee feel good enough about the meeting to proceed to the next step? All concerns should be resolved before moving to the next step.

Focusing on the Candidate

At this point the committee needs to focus its attention on one specific candidate. The chairperson should contact the other candidates on the short list and tell them the committee senses God is leading them in a different direction at this time. Thank the candidates and assure them of your prayers for their future ministry.

The Third Meeting

This interview takes place in the search committee's church community. This provides the candidate and spouse the opportunity to see the church and community. It is appropriate for the committee to arrange for the candidate to meet and talk with the other church staff confidentially during this interview session. The home of one of the committee members could serve as the meeting site to insure privacy rather than the church building.

This visit should include extended discussion time between the search committee and the candidate and spouse. Additional questions from the committee and from the candidate are to be addressed. In this session the committee will present the required documents to facilitate background checks for both the candidate and spouse. Assure the candidate that all the confidential information will be securely protected for review by church officers only in the unlikely event that litigation should ever result from the employment of the person by the church. **To protect the integrity of all concerned, background checks are not optional.**

Prior to this meeting, the search committee should work with the appropriate church committee regarding the compensation package and moving expenses. Discussions at this session between the committee and the candidate must include compensation, moving expenses, housing, vacation time, and revival, conference and convention allowances. ***Information about ministerial compensation can be obtained from the Church Financial Benefits Department on the Kentucky Baptist Convention website.*** This visit also is a time for each party to identify and explore expectations.

A healthy search committee-candidate dialogue process will have identified and explored at least ten significant issues:

1. History of the church; including previous ministers.
2. Culture of the church and community; including how decisions are made.
3. Expectations of both the church and the candidate.
4. Theology of the church and candidate.
5. Church policy; including church grievance procedure and negotiation.
6. Church issues for the future.
7. Church priorities for both current and future missions and ministry.
8. Church staff relations and responsibilities; including hiring and termination.
9. Church communication and conflict management process.
10. Church staff support; including finances, vacation, continuing education.

Three crucial components the search committee must consider in making their candidate selection are:

1. ***Character.*** This component focuses on the candidate's personal and relational integrity and spiritual maturity.
2. ***Competency.*** This component focuses on the candidate's skills, training, and experiences.
3. ***Chemistry.*** This component focuses on the candidate's abilities to serve on this church's ministry team.

Extending the Call

When the candidate and the search committee are in agreement that it is God's will for her/him to be recommended to the church, it is time for the final step.

Preparing the Congregation For the Visit

How the candidate is presented to the congregation is crucial. If the committee members are not excited about their recommendation of this candidate, it is highly unlikely that the congregation will be. On the other hand, if the committee demonstrates excitement in presenting the candidate, the congregation will catch it!

The committee can help pave the way for the candidate's visit to the church field and a positive reception by providing good information to the congregation. Develop an attractive and informative biographical form that can be used in introducing the candidate and family to the congregation. A recent picture of the minister and family, along with important information about the candidate's ministerial preparation and experience, will help answer a lot of initial questions among the congregation. This form could be included in the newsletter or passed out on a Sunday morning through the Sunday School.

Some committees have utilized a "town hall" type meeting to share information (excluding details of name and current ministry) about the candidate with the congregation. This type of meeting allows the committee to present answers to questions that might be anticipated and to deal with unanticipated questions. The committee should remind the congregation of important matters such as salary and benefits, vacation, time off for revivals, continuing education, etc. previously approved by the congregation. It is

simply a courtesy to make sure everybody is on the same page. In addition to the “town hall” meeting, the committee should utilize other means for informing the congregation of the candidate’s visit, e.g., bulletin, newsletter, pulpit announcements; being careful to disclose the name of the candidate only at the appropriate time. The week before the candidate’s visit the committee should send a letter to the homes of all resident members. This letter should include the biographical form and picture and details on how the recommendation, vote and announcement of results will be handled.

The Church Visit

The search committee chairperson will work with the candidate to determine a mutually acceptable time for the church visit. Over a period of at least three days (Friday through Sunday), the search committee should schedule opportunities for the candidate to dialogue with all appropriate strategic church groups (e.g., deacons, Sunday School teachers, children’s ministry leaders, church council, etc.). An informal churchwide fellowship provides the opportunity for the candidate and family to meet and visit with the church family. This should be a casual event. The candidate could briefly share his/her testimony and a time for a question and answer period designated. In scheduling the visit, allow sufficient time for the candidate and family to tour the community. Notify the congregation of the entire schedule and encourage people to make this a personal calendar priority.

Issuing the Call

Churches vary as to when the vote to extend the call is to be taken. The vote should be taken at a time when as many people as possible will be involved in the decision. Some churches vote immediately following either the morning or evening service. Others wait until the following Wednesday or the next Sunday before voting. The vote should be by secret ballot and specify that a certain percentage must be met to constitute a call. Often the church constitution gives direction on the percentage for a call. It is in the best interest of both the church and candidate to call a minister with at least 85-90% vote. With a lesser percentage, the candidate will have too much opposition to overcome early in his/her ministry to have an effective ministry in the church.

After the vote, the chairperson should immediately contact the candidate. Share if called or not and the number of votes. If it is a positive vote, then the chairperson should ask for a verbal acceptance. The candidate may request a few days for prayer before accepting the call. Once the candidate has accepted the call, inform the church at the next worship service. Call the congregation to prayer, thanking God for the new minister. Encourage the congregation to pray daily for the church and the new minister in this transition time. An official call letter should be sent by the church clerk and signed by the search committee chairperson to the new minister confirming the decision.

Welcome and Orientation

The arrival of a new minister generates excitement throughout the congregation. There are several actions the church can implement to help the new minister and family in this transition.

Help the Family Feel Welcome

The church is responsible to assist the new minister in the moving process, in accordance with the guidelines of the church. The date of the move and the beginning of his/her leadership role must be mutually agreed on by both the church and the minister. There are multiple ways for making this a time of celebration.

- Ask members of the congregation to write letters of welcome to the new minister and family.
- Ask the children of the church to draw pictures of welcome.
- Provide meals for the minister's family during the actual move.
- Provide childcare for the minister's family during the move.
- Schedule special prayer times for the minister's family in all the church gatherings during the first month of the transition.

Installation Service

Plan an installation service for the new minister. This could include the signing and affirmation of the covenant between the congregation and the minister (page 50). Some congregations do this on his/her first Sunday morning or Sunday evening. Others choose to have the service on a Sunday afternoon to accommodate community guests. Following the installation service, the church can host a reception for the minister and family.

Orientation

The search committee should coordinate the minister's orientation to both the church and the community. Each church has its own way of doing business. Be sure the minister knows the church procedure for business reimbursements, days off, vacation and sick leave. Provide the minister with a list of key contact people in case of emergencies or special needs.

Orientation to the community should include the minister and family. A key church leader such as the senior pastor, the search committee chairperson or deacon chair should introduce the minister to appropriate community leaders, the Director of Missions, and other community ministers. A church leader should offer to accompany the minister's family when they enroll the children in school and help them learn their way around the community. Church leaders should provide all appropriate help to the minister's spouse and family in this transition time.

Because the search committee members will have the strongest initial relationship with the minister and family, they should serve as transition guides. They can help address any concerns or questions by either the congregation or the minister and family in the transition process.

Appendix 1

Congregational Survey

1. How much ministry experience should this person have?
 - Less than 5 years
 - 5-10 years
 - 10-15 years
 - more than 15 years
 - does not matter

2. What educational qualifications should this person have?
 - Some college
 - College graduate
 - Post graduate work
 - Seminary graduate
 - Other (define) _____

3. What are the three key strengths of our current _____ ministry?
 - 1) _____
 - 2) _____
 - 3) _____

4. What three things would you like to see our _____ ministry accomplish in the next three to five years?
 - 1) _____
 - 2) _____
 - 3) _____

5. What do you consider to be the three greatest needs in our _____ ministry at this time?
 - 1) _____
 - 2) _____
 - 3) _____

6. From the list below, mark the three ministry responsibilities you consider essential for the next _____ minister.
 - _____ Administer the ministry
 - _____ Enlist and train ministry leaders, workers and volunteers

___ Counsel

___ Lead the ministry programs

___ Visit

___ Teach

___ Encourage and equip

___ Be involved in community activities and programs

___ Evangelize

___ Other (define)

7. What specific skills, talents and abilities must this person have?

8. What leadership style/approach will be most effective in leading the _____ ministry?

9. What additional comments or suggestions do you have regarding our _____ ministry?

Appendix 2

Church Members Questionnaire

1. About what age person would you like for our next minister to be, assuming that other characteristics are favorable? (Check one)
 - Age should not be a major factor
 - Under 30
 - 30-39
 - 40-49
 - 50-up

2. What preference, if any, do you have regarding formal education beyond college? (Check one)
 - Formal education should not be a factor
 - At least college training
 - At least seminary training
 - Doctoral program in theology or ministry
 - Other (describe) _____

3. Prayerfully consider the gifts of a minister. On a scale of 1 (weak) to 10 (strong), rate the gifts by circling the dot, which you believe God wants for this ministry leader. (Definitions of skills are attached.)

Profile of Gifts

1	2	3	4	5	6	7	8	9	10	Gifts
.	Administration
.	Leadership
.	Community Leadership
.	Counseling
.	Crisis Ministries
.	Denominational Leader
.	Evangelism & Missions
.	Inter-Church Cooperation
.	Pastoral Care
.	Prayer & Bible Study
.	Social Ministry
.	Stewardship Leader
.	Teaching-Bible/Theology
.	Training-Equipping
.	Officiating
.	OTHER (define-describe)

DEFINITIONS FOR CHURCH MEMBERS QUESTIONNAIRE

Administration

Managing the affairs of the congregational organization through planning, decision making, delegating, evaluating, and leader of conflict and stress management.

Leadership

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

Community Leadership

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

Counseling

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

Crisis Ministry

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

Denominational Leadership

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

Evangelism and Missions

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

Inter-Church Cooperation

Sponsoring programs interdenominational or jointly with other churches.

Pastoral Care

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

Prayer and Bible Study

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

Social Ministry

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

Stewardship Leader

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

Teaching (Bible/Theology)

Communicating a comprehensive understanding of the Bible and Christian theology and applying these truths in the ministry area.

Training and Equipping

Providing leadership development opportunities to ministry leaders, workers and volunteers.

Officiating

Weddings, baptisms, funerals, etc.

Sample Minister Search Committee Questionnaire

1. **Experience.** Assuming other characteristics are favorable, indicate the minimum years of church ministry experience you would like our next (position) to have.
(Check one)
 - Experience is not an important factor
 - 0-5 years
 - 6-10 years
 - 11-15 years
 - 16-20 years
 - 21 or more years experience

2. **Education.** What preference, if any, do you have regarding the minimum formal education for our next (position)?
(Check one)
 - Formal education should not be a factor
 - At least a high school diploma
 - Some college
 - At least a Bachelor Degree from college
 - Some seminary training
 - At least a Masters Degree from seminary
 - Doctor of Ministry, or PhD from seminary
 - Other (describe) _____

3. **Activities.** In thinking of our church's (position) and our church's needs and programs, please circle the appropriate number by each to rate the following activities for priority use of the (position)'s time in your opinion.

(1) not as important (2) important (3) very important

 - 1 2 3 (1) Visiting church members
 - 1 2 3 (2) Attending meetings and functions of the church
 - 1 2 3 (3) Office work, administration
 - 1 2 3 (4) Visiting prospective church members
 - 1 2 3 (5) Denominational work in Association and state
 - 1 2 3 (6) Evangelism and soul winning
 - 1 2 3 (7) Personal study and self-improvement
 - 1 2 3 (8) Personal care and family concerns
 - 1 2 3 (9) Visiting the sick and home-bound
 - 1 2 3 (10) Personal prayer and devotion
 - 1 2 3 (11) Training workers/leaders for (youth, children, preschool, singles, senior adults, etc.) ministry
 - 1 2 3 (12) Planning events for (youth, children, preschoolers, singles, senior adults, etc.)

- 1 2 3 (13) Attending public/social/school events where (youth, children, etc.) are involved
- 1 2 3 (14) Planning/providing missions involvement opportunities for (youth, children, singles, etc.)
- 1 2 3 (15) Other _____

Which three activities are most important? #____ #____ #____

Which three activities are least important? #____ #____ #____

4. **Important Qualities.** Please list characteristics you would especially want us to see in a person serving as our (position).

5. **New Programs.** What additional programs would you like our church to offer after a new (position) is called?

6. **What do you expect of your (position)?** _____

It would help the committee to understand and evaluate this survey if you would answer the following:

Your age bracket (check one)

- ____ Youth ____ 41-50
 ____ 15-20 ____ 51-60
 ____ 21-30 ____ 61-70
 ____ 31-40 ____ 70 up

Your Involvement (check all that apply)

- ____ Sunday School member
 ____ Church member
 ____ Regular visitor

Prayer Support

- ____ I commit to pray often for our (Position) Search Committee.
 ____ I commit to pray often for the new (Position) to whom God is leading our church.

Note: This form will be filled out at Sunday School this coming Sunday. If you will not be present but would like to have your input into the description of our new (position), please feel free to fill out this form and mail or bring it by the church office. The Search Committee would certainly like to hear any comments that you would like to make. If you would like for us to contact you, please sign below:

 (Signature optional unless you want to be contacted by the (Position) Search Committee)

Appendix 3 – Sample

Open-Ended Survey Questions

1. What should our goals be in providing a ministry specifically targeting _____?
2. If we were to paint the perfect picture of _____ministry in our church, what would it look like?
3. What could our church provide for _____that they cannot or will not get anywhere else?
4. “When you think of an effective_____ministry, what picture jumps into your head?”
5. What are your greatest concerns about _____ministry here?
6. What do you like most about our church’s_____ministry? What are its strong points?
7. If you could change anything about the_____ministry, what would it be?
8. What additional programs or services would you like to see in the _____ministry?
9. What role would you like to see the _____ministry play in the community?
10. What other outreach opportunities would you like to see considered?
11. What haven’t we asked that we should have?
12. What are the current strengths of our _____ministry? Weaknesses?
13. What type of person do we want to direct our _____ministry? (Be specific!)

14. What do we desire the _____ministry to look like in three, five, ten years?
15. What do you hope for people to know and to experience after being involved in our _____ministry?
16. How do you view a _____minister? Is he/she...Pastoral staff? Activities Director? Other?
17. What is your vision for the _____ministry here in your church?
18. What frustrations have you had with past _____ministers? Likes? Dislikes?
19. What other comments do you have regarding _____ministry?

Demographics

Church Member _____ Non-member _____ Male _____ Female _____

Age: Under 20 _____ 20-40 _____ 41-60 _____ Over 60 _____

Attendance: Regularly _____ Often _____ Occasionally _____ Never _____

Appendix 4

Sample Ministry Position Descriptions

Appendix 5

Compensation Worksheet for Personnel Costs Annual Budget Figures

1. Church Ministry Related Expenses

- a. Automobile Reimbursement
- b. Convention Reimbursement
- c. Book/Tapes/Periodicals Reimbursement
- d. Continuing Education Reimbursement
- e. Hospitality Reimbursement

Total Expenses

2. Protective Coverage

- a. Insurance
 - 1) Term Life
 - 2) Comprehensive Medical
 - 3) Disability
- b. Retirement
- c. Social Security Allowance

Total Benefits

3. Personal Income

- a. Cash Salary
- b. Housing Allowance
- c. Utilities Allowance

Total Personal Income

TOTAL PERSONNEL COST _____

* * * * *

Assistance in reviewing and/or developing a minister's compensation package is available through the Church Financial Benefits Department, Kentucky Baptist Convention (866-489-3384).

Comparative compensation package information can also be obtained from the published Compensation Study. This study is available free, on line through the Kentucky Baptist Convention website (www.kybaptist.org/compstudy). This study includes information from both Southern Baptist churches in Kentucky and from Southern Baptist churches across the nation.

Appendix 6

Worksheet for Financial Support

1. Church Ministry Related Expenses

a. Automobile Reimbursement

The Internal Revenue Service sets a standard mileage rate for business miles each year (40.5 cents/mile in 2005). 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 a minister of our church.

b. Convention Reimbursement

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

c. Books/Tapes Reimbursement

Our minister is encouraged to stay at pace with 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.

d. Continuing Education Reimbursement

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

e. Hospitality Reimbursement

It is a regular occurrence for ministers, as representatives of the congregation, to be required 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.

2. Protection Coverage

a. Insurance (Life, Medical, Disability)

The church provides the standard health care, comprehensive medical, term and disability protection for our minister and comprehensive medical for his/her 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.

The true compensation to a minister is his/her salary cash pay, housing allowance, utilities allowance, and social security equivalent. These terms 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).

b. 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 this cost so as to provide equal 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).

3. Personal Income

a. Cash Salary

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

b. 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.)

c. Utilities Allowance

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

Appendix 7

Initial Interview Questions

It is important to ask “open ended” questions, as opposed to “yes” and “no” questions. The following list is not exhaustive, but is intended to highlight important areas that are worthy of exploration by the Search Committee.

Christian Sojourn:

1. Ask the candidates to share their conversion experience. Tell about the last time they shared their faith.
2. Ask the candidates to talk about their call to ministry.
3. Ask the candidates where their calling has led them to this point.
4. Ask the candidates why they would be open to a move at this time.
5. Ask the candidates to share about their personal devotional time and Bible reading.

Family:

1. Invite the candidates to talk about where they grew up.
 - a. Parents.
 - b. Schools/Involvement.
 - c. Church Experience (may have been covered above).
2. Invite candidates to talk about their commitment to family.
3. Invite candidates to talk about how they plan to spend time with their family (if not covered in the previous response).

Preparation for Ministry:

1. Ask candidates to briefly describe their formal training for ministry (this will likely be reflected on the resume); however, it is important for the committee to verify the educational credentials of the candidates.
2. Follow-up with questions that may be **Preparation for Ministry**, e.g., questions raised by the resume or oral presentation.
 - a. What is their commitment to continuing education, e.g., certificates, diplomas, specialized training opportunities, etc.?
 - b. Which three books (other than the Bible) have shaped their ministry?
 - c. What books have they read recently?
 - d. Does the candidate provide personal counseling? If so, on what level, and what training does the candidate have in this area?

Ministerial Experience:

1. Ask the candidates to talk about where they have served and their most significant accomplishments.
2. Ask candidates to describe their leadership style.
3. Ask candidates how they would characterize their ministry at his/her current church.
4. Ask candidates if they have ever left a church under unfavorable circumstance. If so, why?

5. Ask what role committees have played in the candidates' churches and how they have related to them.
6. Ask candidates to describe their relationship with other staff and deacons in previous churches.
7. Ask how the candidate has been involved with the associations, the state convention and the national convention.

Theological Orientation:

1. Ask the candidates what they believe about the Bible.
2. Ask about their beliefs regarding salvation, election and predestination.
3. Ask about their beliefs regarding the Lord's Supper and Baptism.
4. Ask how they see their role as minister on staff of this church.
5. Ask how they view the role and ministry of women in the church.
6. Ask what they believe about missions (Cooperative Program, International Missions, North American Missions, State Missions, etc.) and how they have led churches to support missions.
7. Ask how they understand pastoral authority.
8. Ask about their beliefs regarding church policy and decision-making.
9. Ask how they understand the relationship between church and community.
10. Ask about their views of the Baptist Faith and Message 2000.

Appendix 8

Reference Authorization Form

I hereby authorize _____ Baptist Church of _____ to contact references on my resume and others who may know of my qualifications for ministry.

Further, I authorize any person, school, past employer(s) and organization(s) who might know my qualifications for ministry to provide _____ Baptist Church with relevant information and opinion that may be useful to _____ Baptist Church in making a decision about considering me as a candidate for a ministry position In _____ Baptist Church.

I hereby release such persons and organizations from any legal liability in providing such information and opinions.

Signature: _____

Date: _____

Appendix 9

Letter to Candidate's References

(Send this to the references noted on the resume. Enclose a self-addressed, pre-stamped envelope for return on church letterhead.)

Date

Dear _____:

The Search Committee of _____ Baptist Church has been given your name as a reference for _____, who is a candidate for _____ minister of this church.

Our committee is particularly interested in your evaluation of this candidate and will be awaiting your earliest reply before proceeding with further consideration of this candidate. We would greatly appreciate your forthright and honest opinion of his/her current and past ministry, as you know it. Please rest assured we would handle your comments with the utmost care since we recognize the importance of so doing. Any narrative or additional information you might give us beyond the questions asked regarding his/her skills, giving both positive and negative factors, would be very insightful and useful to this church.

The committee would appreciate it if we could have this vital information within the next fifteen (15) days. Thank you for your help and please join our church in prayer that the church and the person will know God's will when He calls.

Yours in His service,

Chairperson, Search Committee

_____ Baptist Church

Enclosure

Appendix 10

Letter for Use in Checking References

Date

Name
Address

Dear _____:

The Search Committee of (name of church) in (name of city) is interested in _____ . We have received his/her permission (copy enclosed) to contact references to check personal and ministerial background. We would greatly appreciate it if you would take just a few minutes to respond to the following questions. **You can be assured that what you share will be guarded with the utmost confidentiality.** Please return this form in the stamped, self-addressed envelope. Thank you for your time and cooperation.

1. How do you know _____? _____
2. How long have you known him/her? _____
3. Following are several areas that our committee feels are very important. Would you please evaluate _____ by using the following categories:

P = Poor F = Fair G = Good E = Excellent D = Don't Know

- | | |
|-------------------------------------|-------|
| a. Family | _____ |
| b. Spiritual Maturity | _____ |
| c. Work ethic | _____ |
| d. Minister | _____ |
| e. Loves People | _____ |
| f. Gets along well with most people | _____ |
| g. Administrator | _____ |
| h. Emotional maturity | _____ |
| i. Handles conflict | _____ |
| j. Dependable | _____ |
| k. Handles money well | _____ |
| l. Able to compromise | _____ |
| m. Warm/friendly | _____ |
| n. Flexible | _____ |

4. What would you consider his/her greatest ministry assets? _____

5. Why do you think he/she is open to leaving his/her current church at this time? _____

6. To your knowledge, has he/she ever been asked to leave a former church? If yes, for what reason? _____

7. Are you aware of any skeletons in his/her closet, be it personal or professional? _____

8. Would you be able to give me the name and telephone number of one or two other people who know _____?

Name: _____ Phone: _____

Name: _____ Phone: _____

9. Can you recommend _____ without reservations?

10. Any additional information you can provide would be appreciated. _____

Signature: _____

Date: _____

Appendix 11

Personal Reference Information Form

Name of Church: _____

Address: _____

Reference for: _____

Completed by (Name/Title): _____

THE ABOVE NAMED INDIVIDUAL IS UNDER CONSIDERATION FOR THE POSITION OF _____. PLEASE ASSIST OUR SEARCH COMMITTEE BY ANSWERING THE FOLLOWING QUESTIONS AS FULLY AND AS OPENLY AS POSSIBLE. YOUR ANSWERS WILL BE HELD IN THE STRICTEST OF CONFIDENCE.

1. How long have you known the candidate and under what circumstances have you known this person? _____
2. What can you tell us about this person's family? _____

3. How does the family contribute to his/her ministry? _____

4. Are there any problems relating to their children that would be distracting from his/her ministry? _____
5. In what capacity of the church have you worked with this minister? Circle one or more:
Sunday School Discipleship Training Deacon WMU Choir
Committee Baptist Association Convention Member Other _____
6. How did this minister relate to you and your group in the area of your involvement as mentioned above? _____
7. What do you consider this person's strengths as a minister? _____

8. What do you consider this person's weaknesses as a minister? _____

9. Does the prospect organize and challenge the others and communicate well with committees and offices of the church? _____
10. Additional comments: _____

11. Please give contact information of at least (1) other person who could provide an objective appraisal of this candidate:
Name: _____
Address: _____
Telephone: _____ Email: _____

12. The following items, listed in alphabetical order, include many responsibilities of a minister. All of the responsibilities are important. Would you please rank the candidate as to his/her strengths regarding responsibilities, roles, and attributes of a minister. We ask you to rank him/her in what you believe to be his/her greatest strength by numbering 1 to 11, with “1” being the greatest strength and “11” being the weakest. Because the tasks of a minister are multi-dimensional, an overview of each category (listed below the questionnaire) may be helpful in completing the questionnaire.

_____ **Administrator.** The minister should possess good administrative skills; capable of leading the ministry staff and lay leaders to carry out effectively their respective ministries.

_____ **Community Relations Supporter.** The minister should be aware of and concerned with community needs, activities and affairs and knowledgeably capable of addressing these concerns from a ministerial perspective; thus establishing respect in the community.

_____ **Counselor.** The minister should be an effective counselor, setting aside a portion of time for counseling, and making referrals when appropriate.

_____ **Denominational Relations.** The minister should be knowledgeable of and concerned about the church’s efforts to cooperate and maintain historic values with sister churches in missions, education, evangelism, and other denominational activities.

_____ **Evangelizer.** The minister should be involved personally in evangelism, sharing the gospel with those inside and outside the church.

_____ **Leader.** The minister should be a leader capable of inspiring, encouraging, and motivating church members to use their time and talents in doing the work of the church.

_____ **Missionary Vision.** The minister should be excited about his/her calling to the ministry and to our church; should exhibit a vision for doing God’s work here; and should enthusiastically share it with the church. The minister should support home and foreign missions; be aware of local community needs and lead the church in ministering to those needs.

_____ **Prayer Leader.** The minister should arouse all people to prayer.

_____ **Student.** The minister should have an ongoing program of study (including, but more than personal Bible study and prayer) to develop new skills and knowledge and participation in activities, which renew his/her physical, emotional, and spiritual energy and zest for his/her ministry.

_____ **Visitor.** Within the limits of his/her time, the minister should visit the church membership, including times of hospital care, grief, personal crisis and joy. The minister should be friendly, approachable, and personable and should relate well to each age group in the church.

An Administrator is one who sees that people are organized and challenged to be involved in Ministry for Christ. The ministry is a heavenly pursuit but also an earthly task; he/she should organize the ministry staff into a team, be a good communicator to all segments of the church body and good manager of time, all to the Glory of God. Like Paul, the godly minister should be a team-oriented leader, relying on others when necessary as Paul did with Silas, Barnabas, Luke, Mark and Timothy, working together and demonstrating love: “By this shall all men know that you are my disciples, if you love one another.” (John 13:35)

A Community Supporter works in the civic and denominational areas, reflecting Christian principles on important issues. According to Acts 5:28, the early church’s pattern was one of involvement: “You have filled Jerusalem with your doctrine...” Further examples abound: Acts 13:44, 14:1, 16:5, and 17:3-4.

A Counselor is one who can effectively deal with and help troubled people. It may involve listening, comforting and guiding. As Romans 13:14 suggests, scriptural counseling involves focusing on Jesus, denying self, and emphasizing a view toward changing behavior.

An Evangelizer works to reach the lost for Christ. There is a need to be both faithful and focused. Paul admonishes Timothy to “keep your head in all situations, endure hardships, do the work of an evangelist, discharge all the duties of your ministry” (II Timothy 4:5). There are two ways to evangelize: 1) through our lives and 2) through our words. He is to be salt and light to a lost world by living an evangelistic lifestyle, and is to evangelize through speech, “be ready always to give an answer to every man that asks you a reason for the hope that is in you with meekness and fear.” (I Peter 3:15).

A Leader guides others towards God’s way, in the same way a shepherd guides his flock. This includes both knowledge of what is right and an intimate knowledge of his sheep. I Peter 5:2 says, “Feed the flock of God, which is among you, taking the oversight of it...”

A Missionary Vision Proverbs 29:18 says, “Where there is no vision, the people perish...” A minister should see the opportunity of enlarging God’s Kingdom and should lead the ministry area to see that the field is white unto harvest.

A Prayer Leader should arouse all people to prayer, and work with other staff members to insure an organized and meaningful service by inspiring the body of believers to: “...worship in the Spirit of God, who glory in Christ Jesus...” (Philippians 3:3) so that we may draw near to God, and He will draw near to us.

A Student is one who continues to learn, improving his/her skills as well as increasing his/her understanding of the Word. For example, I Timothy 4:6 challenges Timothy to denounce apostate teachings. This becomes possible by being a diligent, prayerful student of scripture.

A Visitor visits with the members of the church, including the hospitalized, shut-ins and the bereaved. James reminds us that “Pure religion and undefiled before God and the Father is this: to visit the fatherless and widows in their affliction...” (James 1:27). The minister should also show hospitality, good-natured, extending kindness to strangers and not just friends. (Hebrews 12:14; I Peter 4:9)

Appendix 12

Important Questions to Ask a Prospective Minister

Instructions: Each member of the committee should have a copy of these questions. Carefully choose from the following list the questions that your committee feels are pertinent to your church. Check the questions that you would like to ask.

1. Ministry Experience.

- a. What have you learned in the congregation you now serve that will make you a better minister? Describe a ministry experience within the congregation you now serve that captures your greatest strengths.
- b. Describe a grievance you have had with any of the churches you have served. How was it resolved?
- c. Describe your weaknesses and your strengths and spiritual giftedness.

2. Education.

- a. What skills do you bring to this position that you believe will serve you and the church well? How did you obtain these skills?
- b. How do you apply these skills to your work?
- c. Do you have plans regarding future education? What role do you believe the church should play in your continuing education?

3. Philosophy of Ministry.

- a. Describe the mission of your present congregation. In what ways has your ministry influenced this mission?
- b. Describe your personal vision for ministry. Is there any particular church presently reflecting this vision for ministry?
- c. What attracts you to this church? How long would you like to stay at this church?
- d. Describe your leadership style. To what extent are you self-directed in your ministry responsibilities? Give an example of how you have relied on someone else to give you direction.
- e. Churches desire a minister who has personal integrity. What does this mean to you? How do you respond to criticism?

4. Theological and Ethical.

- a. Describe a personal experience that has significantly shaped your own theology.
- b. To what degree, if any, do you differ with the historical doctrinal positions of this church?
- c. Describe several ethical principles that guide your work.
- d. Do you identify yourself with any particular religious political group? Do you consider yourself a Southern Baptist? Why or why not?

5. Congregational Life.

- a. What changes may be in store for our congregation if you become part of this ministry team?
- b. What church structure do you view as best in helping a congregation to achieve its mission?
- c. What planning model do you use in guiding a mission of the church? (How do you set goals, prioritize plans, define and evaluate success?)
- d. Describe your operational strategy during the first six months with this ministry. (What would be your most important priorities?)
- e. How have you approached the issues of finance and stewardship with your present ministry?

6. Pastoral Care and Counseling.

- a. What role does pastoral care and counseling have in your present position? Give an example of a typical week of pastoral care activities.
- b. What duties are more important than pastoral care? What duties are less important?
- c. Do you consider yourself a counselor? What type of counseling do you perform?
- d. More recently, sexual misconduct within the church has become a more visible issue. What safeguards have you initiated to protect yourself and the church from such misconduct?
- e. If a middle-aged man asked you to counsel him about divorce at his home, would you? What if it was a woman?
- f. How do you equip church members to provide care to other congregational members?
- g. How do you view your role in visiting members and church guests (visitors)?

7. Christian Education.

- a. Do you encourage participation in state and associational training?
- b. Describe your present model of education for the church.
- c. What successful approach have you found to Christian education?
- d. What is your role in Christian education?
- e. What Bible study curriculum do you currently use for the different age groups within your ministry? How do you determine which to use?
- f. What educational programs, other than Sunday School, do you emphasize?

8. Missions and Evangelism.

- a. What role does evangelism play in your current ministry? Do you view some activities or services being more focused on evangelism than others? Which ones?
- b. What types of outreach programs do you feel are important and relevant to this ministry? How do you view the responsibility of world missions in your current ministry?

9. Administration.

- a. Do you have a job description now? What parts of it do you feel confident about performing, and with what parts of it do you feel uncomfortable?
- b. What accountability should exist between the deacon body and the pastoral staff members? How would you describe your working relationship with your present ministry staff and deacon body? Have you ever experienced conflict with a ministry colleague and/or deacon body; how was it resolved?

10. Staff Relationships.

- a. Describe how your management or leadership style affects your relationship with other church staff members?
- b. What accountability would be expected among staff members?
- c. How comfortable are you in providing direction to ministry members?
- d. Who should be included in staff meetings?
- e. What type of conflicts have you experienced with other staff members, and how was it resolved?
- f. Have you ever had to terminate a ministry staff or worker? If so, how did you handle it?
- g. How would you respond to other staff members who in your opinion are doing a poor job?

11. Financial Issues.

- a. What are your salary expectations?
- b. On what basis would you expect future raises?
- c. How many weeks of vacation do you presently receive?
- d. Do you have a retirement plan?
- e. What insurance plans do you have?

12. Community Relations.

- a. What responsibility do you feel the church has to respond to the social problems affecting our community?
- b. What organizations are you currently involved with outside the church?
- c. Have you worked with ecumenical activities within your community?

13. Family Life.

- a. Tell us about your family.
- b. How does your family feel about the possibility of this job change?
- c. What things would you like the church to do to provide support to your family?
- d. If you were to move here, what type of housing would you be looking for?
- e. If you were to die or become disabled, how would your family be provided for?

14. Personal.

- a. Why are you a minister?
- b. What motivates you as a minister?
- c. What spiritual disciplines guide your life?
- d. How do you cope with stress?

- e. Have you been previously married?
- f. When you face a personal problem, whom do you turn to for support and counsel?
- g. Have you had any health problems in the past few years? How is your current health?
- h. Do you take regular vacations?
- i. Have you ever been charged and/or convicted of a crime?
- j. Have you ever had financial difficulties? Will you give permission for a credit check?
- k. Do you have outstanding debts with which you are struggling?
- l. Do you have any severe problems with your children or teenagers?
- m. Do you have any outside business involvements? If so, how involved are you?

15. Questions About Our Church.

- a. How familiar are you with the history of our church? Do you have any questions about our past?
- b. How familiar are you with the current life of our church? Do you have any questions?
- c. What do you like about our church?
- d. What questions do you have about this position that have not been answered?
- e. Are there any concerns about which we have not asked, which might be of a sensitive nature for you or our church?

Possible Areas of Exploration by the Candidate.

- What kind of minister does your church need?
- What action/conduct would your church not be willing to forgive a minister?
- If it were in your power, what one thing would you change about your church?
- What are the two or three things about your church that are doors through which people enter?
- How does your church handle conflict?
- What role do deacons play in the church?
- What role do women play in the ministry of your church?
- What were the circumstances under which your last minister left? How long did this person serve the church?
- What issues/problems will your next minister need to address?
- What are the strengths of your church?
- What are the weaknesses of your church?
- How would you describe your current ministry?
- How are decisions made in your church?

Appendix 13

Interview Summary

Date: _____

Name of Candidate: _____

=====

Assessment Rating Scale: 1 = lowest 10 = highest

Interview Impression of Candidate: **Excellent**
 Good
 Possible
 Poor

Category	Rating Scale (1 to 10)
1. Ministry Experience	
2. Education	
3. Philosophy of Ministry	
4. Theological & Ethical	
5. Congregational Life	
6. Pastoral Care & Counseling	
7. Christian Education	
8. Missions & Evangelism	
9. Administration	
10. Staff Relationships	
11. Financial Issues	
12. Community Relations	
13. Family Life	
14. Personal	
15. Ministry Development	
16. Self-Understanding	
17. Questions About Our Church	
TOTAL	

Appendix 14

Request for Criminal Records Check and Authorization

I hereby request the _____ Police Department (or proper authority) to release any information which pertains to any record of conviction contained in its files or in any criminal file maintained on me whether local, state, or national. I hereby release the above-mentioned Police Department (or proper authority) from any and all liability resulting from such disclosure.

Signature: _____ Date: _____

Print Full Name: _____

Print all aliases: _____

Date of Birth: _____

Place of Birth: _____

Social Security Number: _____

SEND RECORD TO:

(Name) _____

(Address) _____

(City) _____ (State) _____ (Zip) _____

This form is for illustrative purposes only. The Search Committee should proceed only with expressed, written advice of an independent and qualified attorney, following a full legal analysis of all the circumstances.

Appendix 15

Credit and Legal Information Release - Minister

I hereby authorize _____ Baptist Church, of _____(city/state),
to check my credit and legal history with all appropriate sources. Such information may
be obtained for the years of _____ to the present.

Minister's Name (full name): _____

Minister's Driver Permit Number: _____

Minister's Social Security Number: _____

(Minister's Printed Name)

(Minister's Signature)

(Date)

Appendix 16

Credit and Legal Information Release – Minister’s Spouse

I hereby authorize _____ Baptist Church, of _____(city/state),
to check my credit and legal history with all appropriate sources. Such information may
be obtained for the years of _____ to the present.

Name of Minister’s Spouse (full name): _____

Other names Spouse has used, e.g.,
maiden name: _____

Spouse’s Driver Permit Number: _____

Spouse’s Social Security Number: _____

(Signature of Spouse)

(Date)

(Sample Covenant)

A Covenant Between _____(Position) and _____ Baptist Church.

The membership of the _____ Baptist Church solemnly and joyfully enters into this covenant with our (Position), _____.

Recognizing the governing principles as defined in the Constitution and By-laws of the church as adopted, we adopt this covenant as evidence of our commitment to promote a harmonious working relationship between the membership and the (Position). We believe that these mutual agreements and understandings will be of benefit to the church in promoting its ministries and in fostering its continued prosperity and growth.

Each of us promises to support by our prayers and actions this (Position) – Church Covenant. We prayerfully request the leadership and guidance of the Holy Spirit in this endeavor.

The (Position)’s Expectations of the Church

1. TRUST in the (position) as a person of integrity, dedicated to the work of the ministry and as a competent professional person who can manage the use of time wisely.
2. SUPPORT the (position) as leader by faithfully praying and by each member participating appropriately in the life and ministry of the church.
3. CONSULTATION with the (position) about church affairs before decisions are made regarding ministries related to this position so that the church can benefit from this person’s training and experience and so that the work of the church can be coordinated.
4. CONCERN for the welfare of the (position)’s own welfare as well as that of the (position)’s family as evidenced by prayer support and an annual review of the total compensation within the budget process.
5. AUTHORITY for the (position) to supervise all paid employees of the church related to this ministry.

The Church's Expectations of Its (Position)

1. COMPETENCY in ministry through professional direction, training and leadership for all related ministries, regular visitation where there is a need, administrative and organizational leadership, and the improvement of ministry skills through continued study.
2. AVAILABILITY to be contacted during the week and by providing contact information while away from the church field.
3. LEADERSHIP in the development of ministry-related ministry programs and events and the administrative work of the church in cooperation with the church's leaders.
4. LOYALTY to Baptist beliefs as found in the Scriptures, attendance at denominational meetings, and support for the denominational mission programs.
5. COOPERATION with compatible inter-denominational endeavors.

The (Position)'s Obligation to the Church

1. To fulfill the duties of the office of (position) as a servant of the church.
2. To seek to meet the spiritual needs of the congregation through biblical teaching and to refrain from proclaiming personal opinions as the Word of God.
3. To meet the reasonable expectations of the congregation as its minister while at the same time living a life sensitive to the personal direction and leadership of the Holy Spirit.
4. To manage money with integrity so as not to injure the witness of the church.
5. To accept the church as an imperfect organization composed of imperfect people who must be loved and forgiven, to work with the elected leaders of the church, and to focus service toward the people of the church who relate in any way to this ministry.
6. To acknowledge that constructive criticism from the congregation can be helpful and to be open enough to accept it and profit by it.
7. To recognize the availability for assistance from local and state Baptist agencies.

The Church's Obligation to Its (Position)

1. To respect the office of (position) and to support this ministry.

2. To allow the (position) the freedom to be creative and innovative in the ministry under the leadership of the Lord, and to expect no more of the (position)'s family than any other family in the church.
3. To provide for the (position)'s support to the best of the church's ability and to review annually the (position) compensation as an evidence of the church's care and concern.
4. To recognize that the (position) is human and makes mistakes and needs forgiveness like everyone else and because of the limitation of time may not be able to fulfill everybody's expectations.
5. To confer with the (position) about any accusation instead of discussing it in secret and to refrain from passing judgment, but instead to provide an opportunity for responding to the accusation.

Matters of Mutual Agreement

1. The church shall have a minister-church relations committee to work with the (position) in keeping this covenant up-to-date, abiding by the guidelines adopted for the relationship, reviewing compensation and time arrangements, arranging for mutual evaluation sessions, handling criticisms of the (position), and hearing complaints by the (position), helping with staff difficulties, and dealing with any problems that may arise.
2. When the (position) moves to the community in which the church is located, the church shall pay moving expenses.
3. If there is disruptive conflict in the church, the (position) and the church members shall mutually agree to seek competent help from associational or state Baptist agencies.
4. If the (position) is dismissed, three (3) months salary and benefits (not including expenses) shall be paid as severance pay or until other employment is secured, whichever comes first. The departing (position) shall not be expected to perform normal ministry duties during that time. Under ordinary circumstances, when resigning, the (position) is expected to give the church thirty (30) days notice.

Sample Items to Include in a Church Staff Evaluation

(Staff evaluations should be placed in confidential files and kept in a secure area.)

Questions for staff being evaluated – written responses to be viewed by and discussed with supervisor(s):

1. List your primary accomplishments this evaluation period.
2. Explain any challenges you encountered that affected your work or performance in this evaluation period.
3. What critical skills/strengths/relationships have you built (or improved) and applied during this evaluation period?
4. What critical skills/strengths/relationships would you like to develop for the next evaluation period?
5. Is your current workload reasonable? What adjustments in workload would you suggest?
6. What changes, if any, are needed to make your job description accurately reflect your current responsibilities?
7. How can the other staff persons better help you to accomplish your goals/tasks in the future?
8. Explain any processes/procedures/tasks that you would like to discuss with your supervisor that would enhance the success of your work. Address other comments you have.

How do you personally rate your overall performance for this evaluation period?

- _____ Unacceptable
- _____ Needs Improvement
- _____ Met Expectations
- _____ Exceeded Expectations
- _____ Outstanding

Supervisor's observations – to be discussed with the staff person being evaluated (rate each item):

A = Above Expectations B = Meets Expectations C = Below Expectations

1) Relationships/Leadership

- a. _____ Role-models positive and consistent Christian behavior and biblical values.
- b. _____ Demonstrates genuine concern for those being served through his/her ministry.
- c. _____ Establishes and maintains appropriate relationships with co-workers and church members.
- d. _____ Works as an enthusiastic team member.
- e. _____ Demonstrates concern for the spiritual development of church members.
- f. _____ Demonstrates evangelistic concern for the lost.
- g. _____ Provides appropriate training and encouragement for church members serving in his/her area of ministry.
- h. _____ Has a vision for the future growth and effectiveness of his/her area of ministry and for the church as a whole.
- i. _____ Demonstrates servant leadership in attitude and actions.
- j. _____ Demonstrates understanding that self-care (spiritual, physical and emotional) is an important aspect of being a good leader for others.

2) Operational Tasks

- a. _____ Understands and upholds the policies and procedures established by the church.
- b. _____ Enthusiastically and properly fulfills responsibilities assigned to his/her ministry position.
- c. _____ Is punctual and reliable in time worked and attendance at appropriate church/ministry events.
- d. _____ Works with church administrative staff effectively to document needed records and reports.
- e. _____ Respects time and workload of church administrative staff when giving them assignments or asking for their help.
- f. _____ Attends/actively participates in staff meetings, training opportunities and conferences related to ministry position.
- g. _____ Appropriately maintains church equipment, resources and facilities.
- h. _____ Maintains exemplary cleanliness of his/her work space and contributes appropriately to the cleanliness of the church facility.

- i. _____ Follows appropriate safety rules and procedures; physically is able to perform required tasks.
 - j. _____ Respects budget allocations and financial provisions determined by the church finance committee when planning/executing ministry activities, etc.
3. Self-Management
- a. _____ Maintains flexibility and manages time effectively.
 - b. _____ Maintains professional composure and constructive approach in dealing with others.
 - c. _____ Completes tasks on time and provides follow-up as needed.
 - d. _____ Stays organized and on schedule.
 - e. _____ Consistently makes sound decisions and uses good judgment.
4. Interpersonal/Communication
- a. _____ Shows consideration of others.
 - b. _____ Communicates clearly with speaking.
 - c. _____ Writes legibly and with proper grammar and spelling.
 - d. _____ Listens attentively and responds appropriately to needs and concerns of others.
 - e. _____ Responds in a timely manner to questions and requests from church staff and church members.
5. Regarding the job description/covenant established when the staff person was first employed by this church, what items are being addressed well, what items need improvement, what items need to be changed?
6. The supervisor rates the overall performance for (staff person) for this evaluation period:
- _____ Unacceptable
 - _____ Needs Improvement
 - _____ Met Expectations
 - _____ Exceeded Expectations
 - _____ Outstanding
7. Based on discussions during the evaluation process, the staff person and his/her supervisor have agreed to set the following goals for the upcoming evaluation period:

Signed by (Staff Person): _____
(Signature does not necessarily indicate agreement with the evaluation as a whole or any item within it, but rather verifies that the staff person has had the opportunity to discuss this document with his/her supervisor.)

Signed by (Supervisor): _____
(Signature indicates that supervisor has provided reasonable opportunity and time to discuss this evaluation in its entirety with the staff person named herein.)

Appendix 17

Additional Search Committee Resources

1. Pastor Search Committee Workbook
(pdf) free download
Baptist General Convention of Texas
www.bgct.org
2. A Step by Step Walk Through the Pastor/Staff Search
(pdf) free download
Illinois Baptist State Association
www.ibsa.org
*suggested screening/background resources identified
3. Pastor Search Manual
(pdf) free download
Baptist State Convention at North Carolina
www.bsnc.org
4. Pastor Search Committee
(pdf) free download
Sacramento Association of Southern Baptist Churches
www.sacbaptist.org
5. Pastor Search Committee Workbook
(pdf) free download
Twin Cities Metro Baptist Association
www.tcmba.org

**Background Screening Resources
(Partial List of Resources Available)**

<u>Service Provider</u>	<u>Fee Schedule</u>
<p>1. Acxiom 6111 Oak Tree Blvd. Cleveland, OH 44131 Contact: Hollie Zelenka (216-615-7661) www.acxiom.com (or) 800-853-3228</p>	<p>Basic Fee \$25.00 - \$45.00 for Criminal Background Check*</p>
<p>2. ADP Screening & Selection Services 301 Remington Street Fort Collins, CO 80524 www.adpselect-info.com 800-367-5933 (or) 970-484-7722</p>	<p>Fee based upon service requested</p>
<p>3. ChoicePoint and ScreenNow www.ScreenChurchStaff.com</p>	<p>One-time set-up fee: \$50.00; additional fees are based upon package selected (packages and prices available on line)</p>
<p>4. InfoLink Screening Services Inc. 9201 Oakdale Avenue Chatsworth, CA 91311-6520 www.infolinkscreening.com (818/800) 990-HIRE (4473) Email: info@infolinkscreening.com</p>	<p>Fee based upon service requested</p>
<p>5. Kentucky Court of Justice Administrative Office of the Courts Pretrial Services Records Division 100 Millcreek Park Frankfort, KY 40601 www.courts.ky.gov/aoc/pretrial/records.htm 800-928-6381 (or) 502-573-1682 E-mail: Contact Pretrial Customer Service</p>	<p>\$10.00 fee for Statewide Criminal Background Check</p>

***Fees quoted are approximate; fees are based upon screening services selected.**