

# **PASTOR SEARCH COMMITTEE**

**SUGGESTIONS PREPARED FOR CHURCHES IN**

**FANNIN BAPTIST ASSOCIATION**

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## **SEARCH COMMITTEE GROUND RULES TO CONSIDER BEFORE BEGINNING**

1. Agree that your discussions will be confidential.
2. Agree that you will not bring any man before the church until all of the committee is in agreement.
3. Agree that only written recommendations will be considered. Verbal recommendations are difficult for you to remember all the details.
4. Agree that all information will be available to the entire committee.
5. Agree that men who recommend themselves will not be considered.
6. Agree on a percentage of votes necessary for calling the pastor (unless your constitution already speaks to this. If it does you need to know about it.)
7. Agree to keep the church informed as needed, (example, we are working, praying and visiting prospective men, other details are not needed at the moment).

# **Code of Ethics**

## **Pastor Search Committee Members**

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

**We will pledge to pray 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 no 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 tot 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 our our covenant, we pledge to uphold all confidentialityes.
6. We undertake this task as a spiritual challenge and recognize our personal and corporate need for prayer and wisdom in order to fully accomplish our work in the Lord. AMEN

# Checklist for Pastor Search Committee's First Meeting

1. \_\_\_ Review the duties and responsibilities of the committee.
2. \_\_\_ Determine the process of selecting someone to preach during the interim time.
3. \_\_\_ Determine committee officers: chairman, vice-chairman, and recording secretary, (a correspondence secretary might also be needed). Take good minutes at every meeting.
4. \_\_\_ Discuss the considerations listed in "Getting Organized as a Search Committee", and review the "Code of Ethics" with the entire committee.
5. \_\_\_ Determine the place and time for weekly committee meetings. The importance of attendance at meetings should be stressed.
6. \_\_\_ Determine how often you will report to the congregation.
7. \_\_\_ If at all possible, schedule a committee retreat (one or two days) away from the church in a relaxed setting. Such a retreat would provide the committee a significant advantage for praying and developing personal and working relationships.
8. \_\_\_ Pray for one another. A specific covenant of prayer should be adopted:
  - Enlist the Holy Spirit to guide in the process.
  - Pray for each member to be able to function in their secular responsibilities; in family matters; and pray that God will protect the committee from distractions.
  - Pray that committee members will communicate with honesty and with love in all matters.
9. \_\_\_ Determine when to conduct the Church Questionnaire (see Appendix 3\_Church Questionnaire). Develop, distribute, review, and report the congregation questionnaire that seeks to determine the expectations of the congregation regarding the next pastor. The questionnaire would include both personal factors (age, education, experience, etc.) and pastoral tasks (visitation, preaching, teaching, administration, etc.)

## First Report to the Congregation

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

Confirm the preaching arrangements for the interim period and call the congregation to special commitment during this time.

Distribute the **Pastor Search Questionnaire** to the congregation. ("This questionnaire will help us determine your expectations for our next pastor.")

Your Search Committee will use the profile we gain from this questionnaire to help narrow the list of potential pastoral candidates.



## Pastor Search Committee Expenses

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

1. All expenses should be coordinated through the chairman of the search committee.
2. Reimbursement should only be expected when there are receipts submitted to the church.
3. It is recommended that the cost of the Pastor Search Committee would come from the line item in the church budget: Pastor's Salary or other related line items. However, it would be wise to save as much of the pastor's salary for moving expenses for the pastor your church will select, since there probably is no provision in the budget for these re- lated expenses. The pulpit supply/interim pastor expense can also come from the Pastor's Salary line item.
4. A monthly allotment should be established early in the search. If it appears that expenditures will exceed the monthly allotment, church approval should be received prior to financial commitment, if at all possible.
5. Reimbursements should be expected for the following items:
  - A. Transportation, meals, and lodging of the search committee for trips to interview a prospective pastor. (A suggested amount for automobile expenses would be the allowed IRS expense per mile –current rate can be found at [www.irs.gov](http://www.irs.gov)).
  - 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 to and from the church field. (A suggested amount for automobile expenses would be the allowed IRS expense per mile – current rate can be found at [www.irs.gov](http://www.irs.gov)).
6. Any other expense related to searching for a pastor that is approved by the church.

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

# Putting Together a Church Information Packet

Make assignments to committee members to put together a packet of information on the church and community. Have several copies of the packet available to send to each viable candidate about the time you schedule your first interview visit. 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 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 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 ACP – Annual Church Profile).

List of organizations in the church. Copy of the latest church picture directory.

Information about your town/area (contact the chamber of commerce).

## Example of Church Profile

### Planted in the Community—Rooted in Christ

Organized with 11 members on July 28, 1921, First Baptist Church of Fredericksburg has been serving the community, Gillespie County, and the Hill Country for 82 years.

In December 1988, the church moved to a 5-acre site on E. Main Street, which is its current location. Another 9.5 acres adjoining the E. Main property was purchased for future expansion. Now with a membership of over 500, the church in recent years has added a new sanctuary and educational space as well as the Oma Lovell Pavilion, a center for family activities and recreation.

Many programs and activities exist at First Baptist that provide for the training, equipping, and spiritual growth of the entire church family. There are also many ministries in place that reach out to the community and beyond as well, including Upward Basketball, the annual Nursing Homes/Retirement Centers Luncheon, Moms Day Out, Habitat for Humanity, the annual Thanksgiving dinner, disaster relief, and mission partnerships in Fredericksburg, Mexico, and Scotland.

The First Baptist Church family is made up of people with diverse backgrounds, gifts, talents, and interests; but it is a family that is united in the desire to witness its devotion to Jesus Christ in a loving and caring manner.

#### **Our Statement of Faith**

The church subscribes to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention in 1963.

#### **Our Mission Statement**

The purpose of First Baptist Church, Fredericksburg, Texas is to be a Great Commission Church (Matthew 28:19-20) committed to:

Celebrate God's Message in Worship  
Communicate God's Message in Evangelism  
Educate God's People in Discipleship  
Demonstrate God's Love in Ministry

## COMMUNITY PROFILE

Fredericksburg, population 8,911, in the heart of the Texas Hill Country and known for its scenery and moderate climate, is located 80 miles west of Austin and 70 miles northwest of San Antonio. It is the county seat of Gillespie County. Founded in 1846 by German settlers, Fredericksburg is steeped in history, and the community's dedication to its preservation has resulted in a variety of museums. Unique bed and breakfast/guest houses abound, and downtown Main Street is a shopper's delight. The town's numerous restaurants offer everything from fast food to distinctly German cuisine. There are many points of interest, recreational facilities, and activities located in and around Fredericksburg.

Fredericksburg is served by an outstanding medical and health care system that included Hill Country Memorial Hospital and a wellness and fitness center. The hospital's medical staff includes 50 active members and another 50 consulting/courtesy members offering 27 specialties.

Fredericksburg also offers a very high quality education provided in its three public and four private schools. Both public and private schools have been recognized nationally and statewide for academic excellence. The Hill Country climate and soil have combined to make Gillespie County a diversified ranching and farming area. The area is famous for its many varieties of peaches.

Fredericksburg offers a small-town atmosphere where people are friendly, quality of life is important, and is a great place to live.

# What Kind of Pastor Does Your Church Want?

1. I want my pastor to be:     Full Time     Part Time
  
2. While age should not be the primary factor, approximately what age pastor do you feel our church should have at this time?  
  
 20-30     40-50     55-60  
 30-40     50-55     Does not matter
  
3. How much pastoral experience should our new pastor have?  
  
 Under 5 years     10-20 years     Does not matter  
 5-10 years     Over 20 years
  
4. Education: My pastor should have:  
  
 Some College     A College Degree  
 Seminary Degree     A Doctrate
  
5. I would prefer:     Married     Single
  
6. A pastor has many important responsibilities. While he ought to be interested in each of the following, which do you feel should receive most of his time? (check five)  
  

<input type="checkbox"/> Sermon preparation	<input type="checkbox"/> Attending committee meetings
<input type="checkbox"/> Visiting prospective members	<input type="checkbox"/> Counseling and advising
<input type="checkbox"/> Administration and office work	<input type="checkbox"/> Personal soul winning
<input type="checkbox"/> Personal Bible study and prayer	<input type="checkbox"/> Civic affairs
<input type="checkbox"/> Attending demoninational meetings	<input type="checkbox"/> Visiting church members
<input type="checkbox"/> Promoting church programs	<input type="checkbox"/> Caring for the needs of his own family
  
7. Which of these should he spend the least amount of time? \_\_\_\_\_
  
8. What do you feel is the most important quality our pastor should possess? Feel free to express your feelings about other characteristics you would like to have in a pastor. Use back of page if necessary.
  
9. OTHER CHARACTERISTICS \_\_\_\_\_

## Example Letter

Dear Brother \_\_\_\_\_,

Your name has been given to the Pastor Search Committee of The name of your church for consideration as we seek a pastor. Naturally, we do not know of your desires or availability.

Should you be open to our consideration, we ask that you complete the enclosed form and return it to us as soon as possible. Please be assured that we will keep this information confidential and bathe it in prayer.

Join us in prayer that all of us, both you and our church will know God's will in this matter.

Sincerely,

Clerk, Pastor Search Committee  
Your Address

Enclosure/questionnaire

## 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*

Dear Mr. Reference:

The Pastor Search Committee of \_\_\_\_\_ Baptist Church has been given your name as a reference for Rev. \_\_\_\_\_ who is a candidate for Pastor 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 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 pastoral 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 in the next 15 days. Thank you for your help and please join our church in prayer that the church and the man will know God's will when He calls.

Yours in His Service,

Chairman, Pastor Search Committee  
Church  
Address

Personal Reference Information Form

\_\_\_\_\_ Baptist Church

Address

Reference For: \_\_\_\_\_ Form Completed by: \_\_\_\_\_

1. How long have you known the candidate and under what circumstances have you known him?

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2. What do you consider his strengths as a pastor?

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3. What do you consider his weaknesses as a pastor?

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4. What can you tell us about his family?

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5. How does the family contribute to his ministry?

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6. Are there any problems relating to their children that would be distracting from his ministry?

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7. In what capacity of the church have you particularly worked with this pastor? Circle one or more:

Sunday School	Discipleship Training	Deacon	Choir	WMU
Committees	Associations	Convention	Member	Other

How did this pastor relate to you and your group in the area of your involvement as mentions above.

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8. Does this prospect's sermons have substance? Are the sermons delivered in a manner which holds the attention of the congregation?

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9. Does the prospect's worship leadership help those attending services to experience worship in both the church services and their personal lives?

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10. How does the prospect demonstrate his enthusiasm for ministry?

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11. Does he exhibit a vision for doing God's work? Can he share his vision enthusiastically?

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12. Does the prospect organize and challenge the staff and communicate well with committees and offices of the church?

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13. Describe the prospects involvement in ongoing mission activities.

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14. Would you desire to be a part of a church where this individual was serving? Yes \_\_\_\_; No \_\_\_\_\_. If your answer is "No," please explain

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15. Additional comments:

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Please give the contact information of at least one other person who could provide an objective appraisal of this candidate.

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The following items, are in alphabetical order, and include many responsibilities of a pastor. All of the responsibilities are important. Would you please rank the candidate as to his strengths regarding responsibilities, roles, and attributes of a pastor. We ask you to rank him in what you believe to be his greatest strength - number 1 through 10 (1. being the most important).

### **COUNSELOR**

The pastor should be an effective counselor, setting aside a portion of his time for counseling, and making referrals when appropriate.

### **DENOMINATIONAL RELATIONS**

The pastor should be knowledgeable of and concerned about our church's efforts to cooperate and maintain historic values with sister churches in missions, education, evangelism, and other denominational activities.

### **EVANGELIZER**

The pastor should be involved personally in evangelism, sharing the gospel with those inside and outside the church.

### **LEADER**

The pastor 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 pastor should be excited about his 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 pastor should support home and foreign missions, be aware of local community needs and lead the church in ministering to these needs.

### **PRAYER AND WORSHIP LEADER**

The pastor should arouse all people to prayer. His worship leadership should help members and those attending services to experience worship in both the church services and their personal lives.

### **PROCLAIMER**

Each sermon should have substance and should be delivered in a manner which holds the attention of the congregation. He must prepare well and then forth-tell God's Word from the pulpit.

### **STUDENT**

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

### **VISITOR**

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

## INITIAL INFORMATION & QUESTIONNAIRE FORM

Last Name \_\_\_\_\_ Middle Initial: \_\_\_\_\_ First Name \_\_\_\_\_

Candidate Preferred: \_\_\_\_\_ Spouse Name \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone: ( ) \_\_\_\_\_ Evening Phone: ( ) \_\_\_\_\_

Mobile Phone: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

### SPECIAL INFORMATION

Yes  No

Have you or your spouse ever been divorced or had a marriage annulled?

Yes  No

Have you or your spouse ever been arrested or indicted for a felony?

Yes  No

Do you or your spouse drink alcoholic beverages or use illegal drugs?

Yes  No

Do you or your spouse live such a lifestyle that it could be an embarrassment to the church?

Yes  No

Are you aware of a health issue that could hinder you from performing as a pastor?

Yes  No

Do you object to having a criminal and credit background check done?

If you reply "yes" to any of the above items, give an explanation in writing on the reverse side of this page or attach an explanation if more space is needed.

### BELIEF AND PRACTICE STATEMENT

Yes  No

Do you agree with the statement including the statement that the Scriptures are "truth without any mixture of error"?

Yes  No

Do you believe that the miracles and historical events recorded in the Bible actually occurred?

Yes  No

Do you believe that Jesus Christ is the virgin-born Son of God who died for our sins, rose bodily from the grave and is coming again?

Yes  No

Do you recognize immersion of believers as the scriptural mode of baptism?

Yes  No

Do you agree that the office of pastor is limited to men as qualified by Scripture?

Yes  No

Do you actively engage in personal evangelism?

Yes  No

Do you give regularly (tithe) to your church and encourage others to do so?

Yes  No

Will you lead the churches of the association to participate in the Cooperative Program?

If you reply "no" to any of the above items, give an explanation in writing on the reverse side of this page or attach an explanation if more space is needed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Important Questions to Ask a Prospective Pastor

**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. Add your own. The list is not intended to be exhaustive, or to be used in its entirety, or in a particular order, although it could be. Take notes during the interview and rate the candidate on a scale of 1 to 10 for each category. Once the interview is over, transfer your scores to the Interview Summary on the last page.

**Name of Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Ministry Experience:**

What have you learned in the congregation you now serve that will make you a better pastor?

Describe a ministry experience with the congregation you now serve that captures you greatest strengths.

Describe a grievance you have had with any of the churches you have served. How was it resolved?

Have you had a positive or negative experience with a church building program?

Describe your weaknesses and your strengths.

### **Education:**

What skills do you bring to this position that you believe will serve you and the church well?

How did you obtain these skills? How do you apply these skills to your work?

Do you have plans regarding future education? What role do you believe the church should play in your continuing education?

### **Philosophy of Ministry:**

Describe the mission of your present congregation. In what ways have your ministry influenced this mission?

Describe your personal vision for ministry. Is there any particular congregation presently reflecting this vision for ministry?

What attracts you to this church? How long would you like to stay at this church?

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.

Churches desire a pastor who has personal integrity. What does this mean to you?

How do you respond to criticism?

### **Theological and Ethical:**

Describe a personal experience that has significantly shaped your own theology.

To what degree if any do you differ with the historical doctrinal positions of this church?

Describe several ethical principles that guide your work.

Do you identify yourself with any particular religious political group?

Do you consider yourself a Southern Baptist? Why or why not?

### **Congregational Life:**

What changes may be in store for our congregation if you become our pastor?

What church structure do you view as best in helping a congregation to achieve its mission?

What planning model do you use in guiding the mission of a church? (How do you set goals, prioritize plans, define and evaluate success?)

Describe your operational strategy during the first 6 months with this congregation. (What would be your most important priorities?)

How have you approached the issues of finance and stewardship with your present congregation?

How do you conduct business meetings?

**Worship Leader:**

Describe a typical worship service for which you plan to lead. Do you use an order of service?

Describe the style of music you prefer and share its role in the service.

What special services do you like to conduct throughout the year?

How do you balance worship so it addresses the needs of different age groups?

**Preaching:**

Describe your routine process of preparing sermons.

How do you select sermon topics?

How much time do you devote each week to sermon preparation? How does that compare to time spent counseling or administration?

How long do you typically preach?

How do you feel about other ministers preaching at our church?

Are there any topics you feel uncomfortable preaching about, such as finances or current moral issues?

**Pastoral Care and Counseling:**

What role does pastoral care and counseling have in your present position? Give us an example of a typical week of pastoral care activities.

What duties are more important than pastoral care? What duties are less important?

Do you consider yourself a counselor? What type of counseling do you perform?

More recently, sexual misconduct within the church has become a more visible issue. What safe guards have you initiated to protect yourself and the church from such misconduct?

If a middle-aged man asked you to counsel him about divorce at his home, would you? What if it was a woman?

How do you equip church members to provide care to other congregational members?

How do you view your role in visiting members and church guests (visitors)?

Do you have any restrictions on the performance of marriages? Describe your approach to premarital counseling.

Do you feel that a pastor should have an unlisted phone number? Why or why not?

**Christian Education:**

Do you encourage participation in state and associational training?

Describe your present model of education for the church.

What successful approach have you found to adult education? (preschool, children, youth)

What is your role in Christian education?

What Bible study curriculum do you currently use for the different age groups within your church? How do you determine which to use?

What educational programs, other than Sunday School, do you emphasize?

**Missions and Evangelism:**

What role does evangelism play in your current church? (Worship, activities, etc.) Do you view some activities or services being more focused on evangelism than others? Which ones?

What types of outreach programs do you feel are important and relevant to this congregation?

How do you view the responsibility of world missions in your current church?

How do you now allocate financial resources to the local association, state and national mission endeavors?

Some people believe a church can become too big. Others feel that every church should become as large as possible. What's your view?

**Administration:**

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?

What is the primary role of the deacon body? What responsibilities, priorities or boundaries should the deacon body have in defining our church ministry?

What accountability should exist between the deacon body and the pastoral staff members?

How would you describe your working relationship with your present deacon body? Have you ever experienced conflict with a deacon body, how was it resolved?

What training and orientation have you provided for deacon bodies in the past?

**Staff Relationships:**

Describe how your management or leadership style affects your relationship with other church staff members?

What accountability would be expected among staff members?

How comfortable are you in providing direction to staff members?

Who should be included in staff meetings?

What type of conflicts have you experienced with other staff members, and how was it resolved?

How do you feel about a church member being employed as the church secretary, janitor, etc.?

Have you ever had to terminate a church staff member? If so, how did you handle it?

How would you respond to other staff members who in your opinion are doing a poor job?

**Financial Issues:**

What are your salary expectations?

On what basis would you expect future raises?

How many weeks of vacation do you presently receive?

Do you have a retirement plan?

What insurance plans do you have?

**Community Relations:**

What responsibility do you feel the church has to respond to the social problems affecting our community?

What organizations are you currently involved with outside the church?

Have you worked with ecumenical activities within your community?

**Family Life:**

Tell us about your family.

How does your family feel about the possibility of this job change?

What things would you like the church to do to provide support to your family?

If you were to move here, what type of housing would you be looking for?

If you were to die or become disabled, how would your family be provided for?

**Personal:**

Why are you a pastor?

What motivates you as a pastor?

What spiritual disciplines guide your life?

How do you cope with stress?

Have you been previously married?

When you face a personal problem, whom do you turn to for support and counsel?

Have you had any health problems in the past few years? How about now?

Do you take regular vacations?

Have you ever been charged and/or convicted of a crime?

Have you ever had financial difficulties? Will you give permission for a credit check?

Do you have outstanding debts with which you are struggling?

Do you have any severe problems with your children or teenagers?

Do you have any outside business involvements? If so, how involved are you?

**Questions about our church:**

How familiar are you with the history of our church? Do you have any questions about our past?

How familiar are you with the current life of our church? Do you have any questions?

What do you see that you like about our church?

What questions do you have about this position that have not been answered?

Are there any concerns about which we have not asked, which might be of a sensitive nature for you or our church?

## Example

Dear Brother \_\_\_\_\_,

We appreciate so much our visit with you in your church last week. This was a blessing to us.

We feel that we must continue to seek the man that our Lord would have serve our Church. Please join us in this prayerful search.

Thank you again for your time and interest.

Respectfully submitted,

Clerk, Pastor Search Committee

PULPIT COMMITTEE WORKSHEET

The Pulpit Committee of the \_\_\_\_\_ Baptist Church at \_\_\_\_\_ is authorized by our Church to make the following commitments to our new pastor as he begins his work with us.

I. Annual Salary.....\$ \_\_\_\_\_

II. Annual Car Allowance.....\$ \_\_\_\_\_

III. Housing
( ) A parsonage is furnished
( ) A parsonage and all utilities are furnished
( ) A utility allowance of .....\$ \_\_\_\_\_
( ) A house allowance of .....\$ \_\_\_\_\_

IV. Vacation
Annually the pastor will receive a \_\_\_\_\_ week’s vacation with the pulpit supply and salary paid by the Church.

V. Revivals
The pastor may be gone for \_\_\_\_\_ week’s each year to conduct revivals. Pulpit supply preachers shall be paid by \_\_\_\_\_.

VI. Convention Expense.....\$ \_\_\_\_\_
The pastor may use this money to attend the conference or conventions which he feels will help him most in his work.

VII. Book Allowance.....\$ \_\_\_\_\_

VIII. Retirement.....\$ \_\_\_\_\_

IX. The Church will pay.....\$ \_\_\_\_\_
towards Social Security.

X. Hospitalization Insurance.....\$ \_\_\_\_\_

XI. Other agreements
(Such as promised raises, work on parsonage, Christmas Bonus, that he can go to school, etc) \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Pulpit Committee Chairman

\_\_\_\_\_  
New Pastor

Example of  
POSITION DESCRIPTION –PASTOR

**PRINCIPLE FUNCTION**

The pastor is responsible to the congregation for the spiritual and administrative leadership of the church.

**WORKING RELATIONSHIPS:**

1. Works with the Deacon Fellowship in providing spiritual and administrative leadership for the church.
2. Supervises the Associate Pastor, Minister of Education and Minister of Music and through them all other employees.
- 3 Gives leadership to the work of the Personnel Committee and makes recommendations pertaining to church employees to the committee for appropriate action.

**DUTIES**

1. Serve as the preacher/teacher of the congregation and give first priority to the study of God's Word in preparation for his preaching/teaching ministry.
2. Direct the pastoral care of the congregation in cooperation with the ministerial staff and deacons.
- 3 Lead the worship of the congregation and be responsible for all worship services, including the observance of the church ordinances, revivals and special services.
- 4 Serve as the chief administrator of the congregation and give leadership for the total church program, supervise the church staff and develop goals for the ministry of the
5. Recommend salary adjustments to the Personnel Committee and coordinate with the Personnel Committee concerning staff administration
6. Serve as an evangelist and lead the congregation in seeking the salvation of the lost and nurturing of the saved.
7. Represent the church as denominational representative to the Association, the Baptist General Convention of Texas and to the Southern Baptist Convention.
8. Act as a moderator of all church business meetings. In his absence, he will appoint a member of the ministerial staff or the chairman of the deacons to serve in his place.
9. Serve as ex-officio member of all committees of the church and as staff advisor for the following standing committees: Personnel, Deacon Nominating, Missions, staff Appreciation and the Deacon Fellowship.



# How to Make a Recommendation and Vote on the Pastoral Candidate

The process of calling a pastoral candidate:

1. The committee should announce one month in advance of when the candidate will preach in "view-of-a-call."
2. The candidate should normally preach both the Sunday morning and Sunday evening services.
3. Schedule the church vote one week later to allow the church members and the candidate one week to earnestly pray about the matter. The less the Committee is perceived to rush the process, the more confidence is engendered by those church members who might be cautious.
4. The Pastor Search Committee should lead the church to conduct a secret ballot vote regarding the call of the candidate as pastor. (It is strongly suggested that children and youth be asked to immediately sit with their parents, and parents should be given a few minutes to discuss this important occasion with them prior to the vote.)
5. Pray with the congregation that God's will to be done in this matter.
6. Each active member should be provided with a secret ballot, and those voting should indicate on the ballot either yes or no.
7. The Pastor Search Committee should count the ballots.
8. It is suggested that a vote to call the candidate as pastor should require at least 75 of the voting ballots (see Church Constitution for required percentages).
9. The results of the vote should be shared with the congregation waiting in the worship center.
10. The candidate and family should be notified of the vote results. The candidate should respond to the "call" within one week. It would be anticipated that if the candidate responded favorably, he would commence his ministry at the church approximately one month later (or at the time previously determined in his interview).
11. If the vote of the congregation is not favorable, be prepared to make an announcement to the congregation immediately. Notify the candidate as soon as possible, and regroup the committee to proceed to the next candidate.

## How to Present the Candidate to the Congregation

This process is crucial to an informed decision by the church. The committee must do two things simultaneously, anticipate and meet the needs of a church decision; provide a clear invitation to the candidate and his family.

The church constitution and by-laws might provide a clear procedure for calling a pastor. If so, it should be strictly followed, but with personal warmth that is characteristic of the congregation.

You are inviting its prospective lead family to be a part of its fellowship, ministry and life. Things must be in order.

A written recommendation and introduction of the candidate should be provided to the church at least one month prior to the vote on the candidate. This must be done in a manner that does not cause undue concern in the current pastorate of the candidate. The candidate must appreciate the need for your church to be informed and in prayer about this historic decision in the life of the church.

A brief biographical sketch with picture of candidate and family is very appropriate. A brief statement of the type of ministry in which the minister is currently serving and a succinct explanation as to the conviction of the committee in presenting this candidate should be shared. This explanation is not to be a campaign speech to sway the votes of the church, but rather an open explanation as to the process used by the committee to bring this particular candidate before the church.

Schedule a get-acquainted weekend. Arrange for the candidate to preach at all services on that Sunday. Schedule times for the candidate to visit with the church staff, deacons, church ministry leaders, church organizational leaders, and the various age groups of the church. Schedule a question/answer time to allow church members the opportunity to satisfy their concerns.

## Sources For Resumes

Fannin Baptist Association  
1505 Silo Road  
Bonham, TX 75418  
903-583-2210  
[www.fanninbaptistassociation.com](http://www.fanninbaptistassociation.com)  
[jchristopher@cableone.net](mailto:jchristopher@cableone.net)  
[donnabcox@cableone.net](mailto:donnabcox@cableone.net)

Southern Baptists of Texas Convention  
PO Box 1988  
Grapevine, TX 76099  
[www.sbtexas.com](http://www.sbtexas.com)  
972-953-0878

Baptist General Convention of Oklahoma  
3800 N May Ave  
405-942-3800  
[www.bgco.org](http://www.bgco.org)

Grayson Baptist Association  
Bobby Fletcher, DOM  
PO Box 1806  
Sherman, TX 75091  
903-868-9361  
[www.graysonbaptist.com](http://www.graysonbaptist.com)

Red River Baptist Association  
Michael Cosgrove, DOM  
2320 Clarksville St.  
Paris, TX 7460  
903-785-2890  
[www.redriverbaptist.com](http://www.redriverbaptist.com)  
[redriverbaptist@att.net](mailto:redriverbaptist@att.net)

Hunt Baptist Association  
Jim Gatliff, DOM  
2900 Eastland  
Greenville, TX 75402  
903-454-2690  
[www.huntbaptist.com](http://www.huntbaptist.com)  
[dom@argontech.net](mailto:dom@argontech.net)

Baptist General Convention of Texas  
333 N Washington  
Dallas TX 7526  
[www.bgct.org](http://www.bgct.org)  
888-244-9400

Southwestern Baptist Theological Seminary  
Church/Minister Relations  
PO Box 22000  
Fort Worth, TX 76122-0212  
817-923-1921 ext. 6330  
[www.swbts.edu](http://www.swbts.edu)

Collin Baptist Association  
  
970 South Hwy 5  
McKinney, TX 75069  
972-562-5818  
[www.collinbaptist.org](http://www.collinbaptist.org)

Rehoboth Baptist Association  
Ken Pate, DOM  
1139 E Industrial  
Sulphur Springs, TX 75482  
903-885-2868  
[www.rehobothonline.org](http://www.rehobothonline.org)  
[shelly@rehobothonline.org](mailto:shelly@rehobothonline.org)

Bryan Baptist Association  
  
1925 West Main  
Durant, OK 74701  
580-924-2351  
[www.bryanbaptistassociation.com](http://www.bryanbaptistassociation.com)

## Other Sources For Resumes

[www.churchstaffing.com](http://www.churchstaffing.com)  
[www.churchjobs.com](http://www.churchjobs.com)  
[www.ministersearch.com](http://www.ministersearch.com)  
[www.ministrycareers.com](http://www.ministrycareers.com)  
[www.victorious.org/pastorsearch](http://www.victorious.org/pastorsearch)  
[www.pastorstaff.net](http://www.pastorstaff.net)

## Supply Pastors

Jerry Christopher  
Director of Missions  
Fannin Baptist Association  
903-583-2210  
903-227-5130  
[jchristopher@cableone.net](mailto:jchristopher@cableone.net)

Bill Thornton  
Retired Pastor-Member of Bois D Arc Creek Cowboy Church  
903-664-3600

Bill Beasley  
Retired Pastor-Member of FBC Bonham  
903-583-4323

James Henry  
Retired Pastor-Member of FBC Trenton  
903-989-2619

Mickey Lyles  
Home: 903-664-3483  
Cell: 903-819-7956  
Office: 903-771-7303

Carl (Skeeter) Fogle  
Member of Lamasco  
903-664-4505

Carey Gable  
903-227-8806

Joe Smith  
Retired Pastor  
972-547-9725

Daniel Cladwell  
Ordained Minister, FBC Randolph  
903-583-7605

Bill Sessoms  
Member of FBC Savoy  
903-965-0484