

Pastor Search Committee Booklet



Gary Townsend, North Region Catalyst

Florida Baptist Convention

6850 Belfort Oaks Pl.

Jacksonville FL 32216

(352) 425-4848

Email: gary.townsend@flbaptist.org

www.FLBaptist.org



Florida Baptist
Convention

Right Beside You.

THE MOST IMPORTANT THINGS TO KNOW

So they proposed two: Joseph, called Barsabbas, who was also known as Justus, and Matthias. Then they prayed, “You, Lord, know everyone’s hearts; show which of these two you have chosen . . .”

Acts 1: 23-24

1. You are to pray...
2. You are to allow God to choose!



WHAT DOES PRAYER LOOK LIKE?

Pray Expectantly – Matthew 7: 7-8

“Ask, and it will be given to you. Seek, and you will find. Knock, and the door will be opened to you. For everyone who asks receives, and the one who seeks finds, and to the one who knocks, the door will be opened.”

Pray Intentionally – Matthew 6: 9-10

“Therefore, you should pray like this: Our Father in heaven, your name be honored as holy. Your kingdom come. Your will be done on earth as it is in heaven.”

Pray for Humility – Philippians 2: 3-4

Do nothing out of selfish ambition or conceit, but in humility consider others as more important than yourselves. Everyone should look not to his own interests, but rather to the interests of others.

Pray for Unity – Psalm 133: 1

How delightfully good when brothers live together in harmony!

Pray for Unity – I Corinthians 1: 10

Now I urge you, brothers and sisters, in the name of our Lord Jesus Christ, that all of you agree in what you say, that there be no divisions among you, and that you be united with the same understanding and the same conviction.

Pray for Guidance – Philippians 4: 7

And the peace of God, which surpasses all understanding, will guard your hearts and minds in Christ Jesus.

Pray for Wisdom – James 1: 5

Now if any of you lacks wisdom, he should ask God – who gives to all generously and ungrudgingly – and it will be given to him.

Pray for the Transition of the new pastor – Colossians 3:14

Above all, put on love, which is the perfect bond of unity.

SECTION 1: THE NEED OF A NEW PASTOR

Three reasons you need a new pastor.

1. Emergency situation
 - Failure
 - Death
2. Expected situation
 - Retirement
3. Exit
 - For good reason
 - For not so good reason

Understand the reason

There is a search...

- Helps to set expectations
- Helps to deal with loss

SECTION 2: SELECTING THE PASTOR SEARCH COMMITTEE

Now that the church is ready to call a new pastor, careful selection of the Pastor Search Committee is of utmost importance. Enlistment can be done in several ways. Before beginning the selection process, the church should consult its Bylaws to learn the process for finding and calling a pastor. If no guidelines are found, the search committee may recommend appropriate policies or procedures for approval by the church.

Options for Selecting Pastor Search Committee

Always consult your church's Constitution and By-Laws before employing either option to insure consistency of actions as determined by the church. Members of the search committee should represent all segments of the church. Some churches' documents clearly require that persons from certain age groups serve on the committee. Regardless of age, persons selected should possess a maturity level that fits the qualifications.

In no case should your church ask a person to serve on a committee just to satisfy a faction in the church. The committee needs to consist of persons whom church members are led by the Lord to select and persons who themselves sense the Lord's leadership to serve in this vital ministry. Church staff members effectively serve as resource persons to the committee. However, experience shows that it is not best for them to be committee members.

Here are a few possible approaches to selecting your committee:

- One possibility is for the church nominating committee to nominate persons to serve on the pastor search committee. These nominations require church approval.
- A second possibility is for the church to elect a pastor search committee from the church floor during a business meeting.
- (Recommended) A final possibility is that this selection would be made on a Sunday morning at an appropriate time after the former pastor leaves. Prior to the Sunday designated for the election, publish the qualifications for committee members. If qualifications have not been adopted, a suitable church leadership team (CLT) should recommend that the church consider suggestions presented below or an amended version for adoption by the church. This group might also recommend the total election procedure for the church's approval.

On the Sunday set aside for that purpose, the congregation nominates persons who fit the qualifications that have been previously adopted. Each member of the congregation can nominate as many persons as the church requires for the committee. For example, if you have decided that five members should compose the committee, then each church member can nominate up to five persons.

Next, the CLT will rank the nominees in order of the number of nominations received. The final tally should include persons in each of the previously approved categories such as age group and gender.

The CLT then takes the five to seven individuals with the most nominations and schedules a visit with each of them. **This should not be done by telephone, e-mail or any other electronic communication system, or in the hallway of the church.** Two members of the CLT should make personal visits to ensure each nominee understands what the church expects of Pastor Search Committee members and commits to serve faithfully. If one of the initial nominees declines, contact the person with the next highest number of nominations in that qualification category.

After the CLT has commitments from the correct number of pastor search committee members, give the church an opportunity to affirm the choices. Present them as a group on a Sunday morning and ask the church to affirm them as a group. Ask the newly elected committee to come to the front of the worship center immediately after the affirmation so that everyone can see them as a group. Pray for them. Publish their names and request that all church members pray for them daily.

The following guidelines should be observed regardless of how the church elects its committee:

1. The church should **elect** the pastor search committee. In some instances, the church Constitution and Bylaws give directions for this procedure. Sometimes there is a standing committee that becomes the pastor search committee.
2. The pastor search committee should represent the church membership's diversity of age and interests.
3. The pastor search committee and the church should be informed about the church's policy and the committee's guidelines for calling a pastor.

Qualities of Search Committee Candidates

Candidates for the pastor search committee are characterized by...

1. Evidence of continuing spiritual growth
2. Spiritual discernment
3. Knowledge and application of Biblical truths in their lives
4. Personally engaged and supportive of the church
5. Skills as a team player
6. Willingness to maintain confidentiality
7. Freedom to attend meetings and travel occasionally
8. Committed to seeking and doing God's will
9. Absence of personal agendas

Size of Pastor Search Committee

"One size fits all" does not apply to pastor search committees. The constitution and bylaws of a church may determine the size. If not, the church should consider how to make the committee representative of the church. Generally, a committee of five to seven persons operates most efficiently. More than nine creates travel and meeting challenges.

SECTION 3: ORGANIZING THE COMMITTEE

The committee should select a **chairperson** to give general leadership to its work. A **vice-chairperson** should be elected to assist the chairperson and function in his absence. The pastor search committee should select a **secretary** who will keep records of meetings, handle the committee's correspondence, and maintain minutes and materials. A (*optional*) **spokesperson** for the committee should be selected as the sole person who reports the actions of the committee to the entire church body. This will aid in a consistent message being presented whenever questions may arise, or information needed.

Communication

You can't over communicate to the church. The committee should report to the church at least once per month and on other occasions as it deems necessary. The committee should also communicate to the church from time to time through the common church communication sources. The committee needs to provide the kind of information that will be helpful to the church and assure the church that it is following a definite plan of action.

Funds for the Committee

The church should provide funds to pay committee expenses. These funds will be used at the discretion of the committee to cover travel, meals, lodging, or other expenses related to the work of the committee.

Supply Preacher, Interim, or Transitional Pastor

The pastor search committee will have the responsibility for providing supply preachers or an interim or transitional pastor unless otherwise specified by the church or the church's Constitution and By-laws. An interim or transitional pastor is preferred because he frees the committee to do its work.

Search Team Guidelines/Agreements

1. The search team should agree to keep all things confidential. This is true during the search process and after.
2. The search team should agree to be faithful to be at all the meetings.
3. The search team should agree on what the vote will be to recommend a candidate.
4. The search team should agree on communication with the church.
5. All communication by the search team should be done as a team not individuals.

SECTION 4: PASTOR SEARCH COMMITTEE CODE OF ETHICS

The pastor search committee should reflect the church's high standards in its work. A good code of ethics is essential in representing the church to prospective pastors. The committee may find the following suggestions helpful:

1. Deal with one person at a time. There may be a list of prospects but deal with one person at a time when the committee decides to talk seriously. Follow the conversations with this one person to a conclusion (whether negatively or positively). Always present only one person at a time to the church.
2. Make and keep appointments. A committee that drops in unannounced may find that the pastor is away or there is a special service which does not give the committee an opportunity to evaluate the pastor.
3. Respect the prospect's ministry situation. The pastor has an on-going ministry and the committee needs to take care that its presence does not disturb or interfere with that ministry.
4. The committee should notify all other prospects that they have made contact with and inform them that they are no longer being considered after the committee has called a pastor.
5. Be honest with the prospective pastor. The persons on the pastor search committee are often the church's most forward thinking people. The prospect needs to know how the whole "church" feels and not just the thinking of the pastor search committee. It will help neither the church nor the prospective pastor if the pastor comes with false expectations.

SECTION 5: WHAT ARE WE LOOKING FOR IN A PASTOR?

Biblical Qualities of the Man of God

*"He chose David his servant (**Calling**) and took him from the sheepfolds; from following the nursing ewes he brought him to shepherd Jacob his people, Israel his inheritance (**Care and Compassion**). With upright heart he shepherded them (**Character**) and guided them with his skillful hand (**Competence**). --Psalm 78: 70-72*

Calling

"And the Lord came and stood, calling as at other times, "Samuel! Samuel!" And Samuel said, "Speak, for your servant hears." --1 Samuel 3: 10

"And I heard the voice of the Lord saying, "Whom shall I send, and who will go for us?" Then I said, "Here am I! Send me." --Isaiah 6: 8

Care and Compassion

"By this all people will know that you are my disciples, if you have love for one another." --John 13: 35

"Do nothing from rivalry or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others."

--Philippians 2: 3-4

Character

"For an overseer, as God's steward, must be above reproach. He must not be arrogant or quick-tempered or a drunkard or violent or greedy for gain, 8 but hospitable, a lover of good, self-controlled, upright, holy, and disciplined." --Titus 1: 7-8

"Show yourself in all respects to be a model of good works, and in your teaching show integrity, dignity, 8 and sound speech that cannot be condemned, so that an opponent may be put to shame, having nothing evil to say about us." --Titus 2: 7-8

Competence

"He must hold firm to the trustworthy word as taught, so that he may be able to give instruction in sound doctrine and also to rebuke those who contradict it." --Titus 1: 9

"Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth." --2 Timothy 2:15

Servant's Heart

"... You know that the rulers of the Gentiles lord it over them, and their great ones exercise authority over them. It shall not be so among you. But whoever would be great among you must be your servant, and whoever would be first among you must be your slave, even as the Son of Man came not to be served but to serve, and to give his life as a ransom for many." --Matthew 20: 25-28

"Have this mind among yourselves, which is yours in Christ Jesus, who, though he was in the form of God, did not count equality with God a thing to be grasped, but made himself nothing, taking the form of a servant, being born in the likeness of men. And being found in human form, he humbled himself by becoming obedient to the point of death, even death on a cross." --Philippians 2: 5-8

SECTION 6: BIBLICAL QUALIFICATIONS OF A PASTOR

I Timothy 3:1-7, Titus 1:5-9 and I Peter 5:1-4

1 Timothy 3: 1-7

This saying is trustworthy: "If anyone aspires to be an overseer, he desires a noble work." An overseer, therefore, must be above reproach, the husband of one wife, self-controlled, sensible, respectable, hospitable, able to teach, not an excessive drinker, not a bully but gentle, not quarrelsome, not greedy. He must manage his own household competently and have his children under control with all dignity. (If anyone does not know how to manage his own household, how will he take care of God's church?) He must not be a new convert, or he might become conceited and incur the same condemnation as the devil. Furthermore, he must have a good reputation among outsiders, so that he does not fall into disgrace and the devil's trap.

Titus 1: 5-9

The reason I left you in Crete was to set right what was left undone and, as I directed you, to appoint elders in every town. An elder must be blameless, the husband of one wife, with faithful children who are not accused of wildness or rebellion. As an overseer of God's household, he must be blameless, not arrogant, not hot-tempered, not an excessive drinker, not a bully, not greedy for money, but hospitable, loving what is good, sensible, righteous, holy, self-controlled, holding to the faithful message as taught, so that he will be able both to encourage with sound teaching and to refute those who contradict it.

1 Peter 5: 1-4

I exhort the elders among you as a fellow elder and witness to the sufferings of Christ, as well as one who shares in the glory about to be revealed: Shepherd God's flock among you, not overseeing out of compulsion but willingly, as God would have you; not out of greed for money but eagerly; not lording it over those entrusted to you, but being examples to the flock. And when the chief Shepherd appears, you will receive the unfading crown of glory.

There are several important qualities indicated by these scriptures.

- ❖ Respect of others -- "*above reproach*"
- ❖ Maturity -- "*not a new convert*"
- ❖ Faithful to human commitments -- "*husband of one wife*"
- ❖ Honest management -- "*good manager of own household*"
- ❖ Stable and mentally healthy -- "*sane, sensible, of sound mind*"
- ❖ Works with people -- "*not a brawler*"
- ❖ Convictions -- "*having a firm hold on the sure Word*"
- ❖ Good worker -- "*working not by constraint but willingly*"
- ❖ Shares truth -- "*a good teacher*"

SECTION 7: READING RESUMES

- Look for personal information
 - Dates
 - Names
- Look for ministry information
 - What they did
 - Where they did it
 - How long in each place
 - Why they left (might have to ask this)
- Look for references
 - Call them
 - Ask hard questions
 - Can they be trusted?
 - Do you want them to be your pastor?

For Top Group of Candidates

1. Consider the candidates philosophy of ministry and discuss whether it aligns with your understanding and knowledge of your congregation's ministry focus.
2. Is he single, married, divorced, widowed? Does this impact who your congregation will call as pastor? Note marriage date in relation to the ages of his children. Are there children at home, school, special needs?
3. Contact educational institutions to validate graduation date, and degree earned. Note the field of study in which his degrees are earned. Consider also the candidates continuing education or certifications as this may reveal areas of ministry interest.
4. Contact all former places of ministry leadership. Request additional references.

For Top Candidate Only

1. Contact all references and use the questionnaire on page 23 to guide the conversation. Request additional references.
2. Note the emphasis of the candidate's past ministry leadership roles. The longer a candidate has focused on a specific area of ministry leadership the greater the influence on his ministry style.
3. Note the length of his tenure in former ministry roles. This may be important to your committee. Be aware of gaps in ministry leadership. Ask for clarification concerning those gaps. Don't assume!

SECTION 8: CONGREGATIONAL SURVEYS

(SAMPLE 1)

1. About what age person would you like our next pastor to be, assuming that other characteristics are favorable? Check one:

<input type="checkbox"/> age not a factor	<input type="checkbox"/> under 30	<input type="checkbox"/> 30 - 34
<input type="checkbox"/> 35 - 39	<input type="checkbox"/> 40 - 49	<input type="checkbox"/> 50 - 59
<input type="checkbox"/> 60 - over		

2. What preference do you have regarding his education? Check one:

☐ formal education should not be a factor
☐ at least college training
☐ at least seminary training
☐ doctoral program in theology or ministry
☐ SBC seminary

3. Consider this list of typical activities of a pastor. In thinking of our church's pastor, our church's needs, and its programs, on which of the activities should our pastor ideally spend the most time and the least time?

- A. Preparing sermons
- B. Visiting church members
- C. Counseling, advising individuals
- D. Attending meetings or functions of church
- E. Visiting prospective church members
- F. Office work, administration
- G. Denominational (associational, state etc.)
- H. Personal evangelism, soul-winning
- I. Reading of books, magazines
- J. Personal prayer, Bible study

On which three should he spend the most time? 1 _____ 2 _____ 3 _____

On which three should he spend the least time? 1 _____ 2 _____ 3 _____

4. Please list briefly any qualities or characteristics you would especially like to see in a person serving as our pastor. Indicate any which you feel are of greatest importance.

(SAMPLE 2)

In seeking the pastor we believe God wills for our church, it is imperative that your Pastor Search Committee try to answer the question: "What kind of pastor do we need?" In that effort, each member is asked to prayerfully complete this survey:

Pastor Profile:

1. About what age would you like our next pastor to be? Please check one.
☐ Under age 30 ☐ 30-39 ☐ 40-49 ☐ 50-up
☐ Age should not be a major factor
2. What preference do you have regarding the pastor's education? Please check one.
☐ College graduate ☐ Doctoral degree in theology or ministry
☐ Seminary graduate ☐ Formal education should not be a factor
3. Is marital status important?
☐ Yes ☐ No Comment:

Pastor Responsibilities:

For each of the following job responsibilities rank the importance of that responsibility for the pastor.

	Very Important 5	4	Important 3	2	Least Important 1
1 Ability to communicate faith and beliefs through inspirational speaking skills					
2 Counseling members who are dealing with personal problems					
3 Participation in community activities					
4 Visiting the sick and grieving					
5 Visitation of potential and new members					
6 Works well with individual groups within the church; committees, deacons, etc.					
7 Supporting missions, both local and worldwide					
8 Care and concern for individual members					
9 Strong spiritual support and witness to members					
10 Participation in denominational organizations					
11 Emphasis on teaching the congregation					
12 Encourages the church's evangelistic witness					
13 Promotes a variety of worship settings/services					
14 Skilled administrator/manager of church staff and programs					
15 Continues to develop theological and biblical skills					
16 Supports a team approach to ministry					
17 Develops and strengthens lay leadership					
18 Has strong commitment to the ministries of the church					
19 Works regularly in development of stewardship growth					

Jacksonville Baptist Association/Ron Rowe/PSC 304

Pastoral Attributes:

Please scan the following attributes of a potential pastor and rank in order 1-11, with 1 being the most important to you and 11 being the least important.

- _____ Warm, open personality
- _____ Sincere spiritual leader
- _____ Expertise in biblical/theological matters
- _____ Formal/traditional style
- _____ Presents global/international challenges
- _____ Good communicator/listener
- _____ Addresses challenges in my life
- _____ Contemporary style
- _____ Missions minded
- _____ Open to new ideas
- _____ Motivator

Comments/Additional Information:

Please list briefly any qualities or characteristics you would especially like to see in a person serving as our pastor. Please share with us any other thoughts you may have that are not addressed in this survey.

Member Profile:

Please complete these few questions. We will use these to be certain that various groups within the church are represented in this survey.

1. Gender: () Male () Female
2. Age Range: () Under 12 () 12-19 () 20-29 () 30-39 () 40-49
 () 50-59 () 60-69 () 70-79 () 80+
3. Marital Status: () Single () Married () Divorced () Widowed
4. Do you have preschool age children? () Yes () No
5. Do you have children in grades 1-6? () Yes () No
6. Do you have teenage children? () Yes () No
7. Please check all that apply to yourself:
 - () Church member
 - () Attend Sunday School regularly
 - () Attend morning worship service
 - () Attend other weekly activities/services

We appreciate you taking time to complete this survey. Thank you for providing the information necessary to complete this important task facing our church.

Jacksonville Baptist Association/Ron Rowe/PSC 304

(SAMPLE 3)

As a member of our church, you are invited by the Pastor Search Committee to participate in the search of a new pastor. We appreciate your input and need your prayers as we, together, seek God's man for our church. We believe that the selection and call of a new pastor must be directed and guided by the Holy Spirit. The seeking and selection of a new pastor for our church is an opportunity with awesome responsibility for the future of our membership, families and community.

The call of a new pastor must first be consistent with the Biblical qualifications outlined in 1 Timothy 3:1-7, Titus 1:5-9 and 1 Peter 5:1-4. Below are several important qualities from these scriptures that we believe are foundational as we search for a new pastor:

- Character – “blameless”
- Respect for Others – “above reproach”
- Maturity – “not a novice”
- Faithful – “husband of one wife”
- Honest Management – “good manager of his own household”
- Stable – “being of sound mind, judgment and temperament”
- Works with People – “not a brawler”
- Convictions – “having a firm hold on the Word of God”
- Good Worker – “working not by constraint but willingly”
- Shares the Truth – “a good teacher”

As you pray and seek God's guidance regarding a new pastor and the needs of our church and ministries, please consider the following questions:

- How much pastoral experience should our next pastor have?
 - _____ Under 8 years
 - _____ 8 to 15 years
 - _____ 15 to 20 years
 - _____ More than 20 years
 - _____ No opinion
- What preference do you have regarding his education? Check one:
 - _____ formal education is not a factor
 - _____ Bachelor's degree in theology or ministry
 - _____ Master's degree in theology or ministry
 - _____ Doctorate degree in theology or ministry
- Do you believe that our incoming pastor should have attended a Southern Baptist seminary?
_____ Yes _____ No
- Is marital status important?
_____ Yes _____ No
- How important is it for the pastor to live in our community?
_____ Important _____ No Opinion _____ Not important

6. Pastors are often called to do more than their time allows. Therefore, they must make decisions about their priorities. In considering this list of typical activities of a pastor and the needs/programs of our church, what do you think the priorities should be?

Check 5 for MOST Important; 3 for Important; and 1 for LEAST Important.

Pastor Priorities	Most Important 5	4	Important 3	2	Least Important 1
Sermon and teaching preparation					
Care and concern for individual church members					
Visiting the sick, grieving, and shut-ins This includes homes, hospitals, & nursing homes					
Counseling individuals who are dealing with personal problems					
Visiting prospective and new church members					
Personal evangelism, soul winning ministry					
Training members in personal evangelism					
Equipping and developing leaders					
Oversight of the church's youth, family and educational programs					
Administration of church staff and programs					
Providing oversight for church activities and committees					
Personal Prayer and Bible study					
Monitoring and guiding church expenditures & budgets					
Attending meetings or functions of the church					
Denominational Involvement (association, state etc.)					
Community involvement					
Demonstrates a commitment to the ministries of the church (Sunday School, Awana, Youth, XYZ, children, etc.)					
Ability to communicate faith and beliefs through inspirational speaking skills					
Works well with individual groups within the church; committees, deacons, etc.					
Supports missions, both local and worldwide					
Continues to develop theological and biblical skills					
Supports a team approach to ministry					

7. If there are other responsibilities/duties not listed above which you feel are important, please list them below.

8. Please list below any qualities or characteristics you would especially like to see in a person serving as our pastor. Indicate any you feel are of greatest importance.

9. In your opinion, what brings people to the church and what keeps them coming back?

10. Please share with the Pastor Search Committee names (address and phone number, if possible) of prospects you would like the committee to consider.

Member Profile: (tell us about you)

1. Gender: ☐ Male ☐ Female
2. Age Range: ☐ Under 12 ☐ 12 to 19 ☐ 20 to 29 ☐ 30 to 39
 ☐ 40 to 49 ☐ 50 to 59 ☐ 60 to 69 ☐ 70 to 79
 ☐ 80 to 89 ☐ 90 or older
3. Marital Status: ☐ Single ☐ Married ☐ Widowed ☐ Divorced
4. Do you have children in the preschool program? ☐ Yes ☐ No
5. Do you have children in the children's program? ☐ Yes ☐ No
6. Do you have children in the youth program? ☐ Yes ☐ No
7. Please check all that apply to yourself:
- _____ Church member
- _____ Attend Sunday School regularly
- _____ Attend morning worship service
- _____ Attend other weekly activities

Thank you for your prayerful consideration and cooperation in completing this survey. As we move forward, please continue to pray for the Search Committee and God's will in this process.

The Pastor Search Committee

SECTION 9: SENIOR PASTOR JOB DESCRIPTION

(SAMPLE 1)

An Excerpt From The Church Organization Manual

Principle Function:

The Senior Pastor (Pastor/Teacher) is responsible to the church to proclaim the gospel of Jesus Christ, to teach the Biblical revelation, to engage in pastoral care ministries, to provide administrative leadership in all areas of church life, and to act as the senior minister of the ministry and support staff.

Qualifications for the Position:

The pastor must be a licensed or ordained minister of the Gospel. No specified formal education is dictated; however, the pastor must demonstrate appropriate theological, doctrinal, and administrative skill to adequately fulfill the requirements of the position. The graduate of a recognized seminary is to be sought.

Requirement of the Position:

1. Serve as spiritual leader and overseer of the congregation.
2. Plan and conduct the worship services; prepare and deliver sermon; lead in observance of the ordinances of the church.
3. Lead the church in an effective program of evangelism; plan and conduct a program of community witness.
4. Lead the church in a caring ministry for persons in the church and the community.
5. Conduct counseling, perform weddings, and conduct funerals.
6. Act as moderator of church business meetings.
7. Work with church leaders, program directors, and church committees in the planning, training for, conducting, and evaluation of church ministries.
8. Cooperate with the local, state, and denominational leaders in matters of mutual interest and concern; keep the church informed of denominational developments; represent the church in denominational and civic matters.
9. Act as the Senior Minister; serve as chief administrator of the paid church staff; supervise the work of the ministry staff organization, both lay and paid ministers and directors.
10. Serve as Chair or delegate and share the leadership of the Church Council with such other staff members as he may from time to time designate.
11. Recommend and advise on the selection of all staff members and in determining their duties set forth in the Church Organizational Chart.
12. Appoint committees as set forth in the by-laws and other such special committees as the church may request or he may deem advisable from time to time.
13. Counsel with and assist in training deacons for their responsibilities.

(SAMPLE 2)

SENIOR PASTOR

JOB DESCRIPTION:

The senior pastor is responsible to _____ Baptist Church for providing spiritual and administrative leadership in all aspects of church life. By providing direction to the pastor/church staff, deacons and church council, he will: (1) encourage and equip lay ministry teams to fulfill their vision and goals; (2) oversee the planning and facilitating of all elements necessary for maintaining quality worship services, ministries, and Bible studies for all ages; (3) take primary responsibility for the preaching in all church services, and; (4) work with the deacons and other staff in providing for the shepherding needs of the whole body as we fulfill the church's vision and mission statements.

RESPONSIBILITIES:

1. Work with the worship leader in planning and conducting all worship services.
2. Prepare for and preach the Word of God in each service and lead in observing the ordinances.
3. Arrange for pulpit supply in case of absence.
4. Lead weekly staff meetings to coordinate responsibilities for shepherding the whole body.
5. Oversee all ministry areas to ensure effective functioning.
6. Encourage and equip ministry leaders in accomplishing specified goals and objectives.
7. Help the church identify and use each member's gifts in ministry.
8. Lead out in visitation ministry of church members and prospects.
9. Hold and/or arrange for counseling sessions; perform wedding ceremonies; and conduct funerals.
10. Serve as chairman of the church council and church moderator to lead in planning, directing, coordinating, and evaluating the total program of the church.
11. Lead the congregation to engage in a daily walk with God and be submissive to the leadership of the Holy Spirit in all things.
12. Help the congregation remember and abide by Biblical teachings.
13. Help to facilitate compliance with church by-laws, constitution and operating procedures.
14. Cooperate with associational, state, and other denominational leaders in matters of mutual interest and concern; serve in denominational positions when appropriate; represent the church in community and civic matters; and keep the church informed about matters that affect its life and work.
15. Seek always to be a Christ-like example.

PERSONAL QUALITIES:

- | | |
|--|---|
| ▪ Effective preacher/teacher | ▪ Counseling skills |
| ▪ Leadership skills | ▪ Resourceful |
| ▪ Team player | ▪ Encourager/motivator |
| ▪ Heart to serve and minister | ▪ Good communication skills |
| ▪ Excellent organizational skills | ▪ Ability to delegate |
| ▪ Self-motivated | ▪ Adaptable, while being a firm leader |
| ▪ Ability to work independently, keeping others informed | ▪ Demonstrates Fruit of the Spirit (Gal. 5:22-23) |

QUALIFICATIONS:

The senior pastor shall be a committed Christian whose life will demonstrate the Biblical qualifications of pastor/bishop as outlined in 1 Timothy 3:1-7 and Titus 1:6-10. His beliefs shall be consistent with _____ Baptist Church's *Statement of Beliefs* and the *Baptist Faith and Message*, and his walk with God will exemplify the teachings of the New Testament. He will testify to a clear sense of God's call to the pastoral ministry and strong sense of God's leadership to pastor this church. He will have a combination of formal education and demonstrate experience in pastoral ministry.

SECTION 10: COVENANTAL AGREEMENTS FOR PASTOR/CHURCH RELATIONSHIP

Annual Financial Arrangements

1. Vocational Compensation

Base Salary To Be Paid \$ _____
☐ Housing Allowance ☐ Parsonage Rental Value _____
☐ Utilities Allowance ☐ Parsonage Rental Value _____
TOTAL \$ _____

2. Fringe Benefits

Retirement Plans: _____
 ____% of Vocational Compensation \$ _____
 Family Health Insurance: _____
☐ Pastor's Part ☐ All _____
 Life Insurance on Pastor _____
 Disability Insurance on Pastor _____
 Tax Deferred Annuity _____
TOTAL \$ _____

3. Professional Expenses

Car Allowance to be Paid \$ _____
 Conventions and Meetings * _____
 Book Allowance _____
TOTAL \$ _____

4. Necessary Expenditures

Social Security Tax Allowance: _____
☐ Half ☐ All \$ _____
 Workman's Compensation _____
TOTAL \$ _____

5. Any Other Considerations

Christmas Bonus or Cash Gift \$ _____
 Homeowners Insurance on Parsonage _____
 Insurance on Pastor's Library _____

TOTAL \$ _____

Annual Time Arrangements

The church acknowledges that the pastor's work cannot be rigidly regulated because of the nature of ministry. Crisis situations and emergencies along with meetings and a heavy schedule may alter the pastor's schedule and sometime necessitate his arranging his work and leisure at his own convenience. Despite weekend work and evening obligations, the pastor must find some time to spend with his family and for his own personal needs.

- 1 Days off per week _____
- 2 Weeks for vacation _____
- 3 Holidays to be taken _____

- 4 Study time leave _____
- 5 Revivals/Sunday Engagements _____
- 6 Total number of Sundays for:
 church paid pulpit supplies _____
 vacation time _____
 conventions/conferences _____
 study leave _____
 revivals/engagements _____
- 7 Sick leave arrangements _____

- 8 Other arrangements _____

- 9 Sabbatical (after 5-10 years of service)

* Professional Expenses, Conventions and Meetings

- | | |
|---|--|
| <input type="checkbox"/> For expenses at meeting attended | <input type="checkbox"/> For study leave and continuing education |
| <input type="checkbox"/> To be used at pastor's discretion | <input type="checkbox"/> Includes pastor's spouse when she accompanies |
| <input type="checkbox"/> For civic club membership expenses | <input type="checkbox"/> Pastor to give account for reimbursement |
| <input type="checkbox"/> Surplus belongs to: <input type="radio"/> church or <input type="radio"/> pastor | |

SECTION 11: LETTER REGARDING E-QUESTIONNAIRE

Date

Inside Address

Dear _____ :

Thank you for your willingness to discuss with our committee the possibility of your coming to serve as the (ministry position) of our church.

We are grateful for the time you have given in order for us to become better acquainted with your ministry and your family. We certainly believe that this is the direction God would have us to be moving.

We recognize that we have a responsibility to be honest and open with you in order to build a strong, caring relationship of trust. We acknowledge, also, a responsibility to our congregation and the expectations they have of us. Therefore, we request that you answer the questions on the enclosed e-Questionnaire and return it to us for our files. These are questions we wish we did not need to ask, but we just want to assure a strong relationship of trust for the future.

If you do not come to serve as our (ministry position), the e-Questionnaire will be returned to you and no copies of it will be made. If you become our (ministry position), this questionnaire will be placed in a closed file and used only to substantiate that the committee followed a thorough process in determining the suitability of the person called to serve as (ministry position).

Unfortunately, we live in a time of infrequent but occasionally documented abuses from members of the clergy. We also live in a time when churches are not immune to litigation. Please understand that these questions are not meant to insinuate any negative thinking or distrust on our part. We simply sense a need to have this information on file for your and our protection. Should there be a response that is problematic, we can honestly report that it was discussed by the committee, dealt with, and an informed decision made to proceed.

You are asked to answer the questions and return the enclosed e-Questionnaire to the chairperson of the committee. Thank you for your assistance in this matter.

Sincerely,

Chair
Search Committee

E-QUESTIONNAIRE

Have you ever been charged or convicted of any offense other than a traffic violation? Explain the circumstances and dispositions.

Please note the traffic violations for which you have been charged or convicted over the past three years.

Have you ever been a party in a civil lawsuit? If so, please explain.

Have you ever filed for bankruptcy? If so, please explain.

Have you ever been disciplined by any professional, private, or public agency? If so, please explain.

Have you ever been dismissed by vote of the congregation from the employment of any church? If so, explain.

Have you ever resigned from any church position or employment in the face of charges or misconduct? Please explain.

Have you ever been treated for alcohol or drug abuse? If so, please explain.

Have you ever been committed, voluntarily or otherwise, to a hospital for psychiatric care?

Have you ever been formally charged or convicted of child abuse?

Have employees, staff, member, or others with whom you worked ever brought charges of sexual harassment against you before either a church body or any civil government agency or court?

Are you a lawful resident or citizen?

Are you currently under continuing medical care for any condition which would impact your ability to carry out the responsibilities of a minister? If yes, please explain.

How many times have you been married? _____

How many times has your spouse been married? _____

In what states have you held driver's licenses in the past 10 years?

In what church are you presently a member?

Signed _____