

Birmingham Metro Baptist Association

Pastor Search Training

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Our Pastor Has Left What Should We Do?

BMBA Pastor Search Training (p. 3)

- People react in extremes.
- The “in-between” time can be instrumental in the life of the church.
- Make wise use of the time and see it as a spiritual milestone.
- Use this as a time to clarify and define expectations realistically.
- A transitional pastor can be of help to the congregation.

Our Pastor Has Left What Should We Do?

BMBA Pastor Search Training (p. 3)

- Transitional Pastor or Intentional Interim—When is a TP needed?
 - After a long-tenured pastor.
 - When undercurrents or disunity may exist in the church.
 - Moral failure or trauma has impacted the church.
 - A pastor has been forced to resign.
 - Conflict is unresolved.
 - Church is plateaued or declined.

Electing the Pastor Search Committee

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- Wait if you are using a Transitional Pastor. Stop and take your time.
- Follow your bylaws in the election process.
- Suggestions:
 - Prayer should be the main emphasis.
 - Ask students and children to sit with their parents during all elections/ balloting.
 - Take great care in explaining the process of administering the vote and caring for the ballots; follow the process.

Electing the Pastor Search Committee

BMBA Pastor Search Training (p. 4)

- Most Baptist churches are congregational in the pastoral search process.
- A pastor search does not ultimately decide on the new pastor. The search committee **RECOMMENDS** the candidate that the Holy Spirit leads the group to present.
- The committee does not have the authority to obligate the church.
- The committee should have an expressed process of reporting to the church at every key moment. In addition, the committee should have an ongoing “conversation” with church by giving and receiving information to keep the church body engaged in the process. If the people “weigh in,” they will “buy in.”
- See the sample election ballot on p. 5.

The Pastor Search Team's First Meeting

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- See page 6 for a detailed checklist and agenda.
- Review the committee's responsibilities. See your bylaws.
- Make sure the preaching calendar is filled IF that is your responsibility.
- Secure or recognize the officers of the committee and divide responsibilities.
- Agree to the Code of Ethics. Review the "Getting Organized" suggestions.
- Determine a time and place for WEEKLY meetings. Consider Zoom for every other meeting. Determine congregational reporting processes and timeframes.

The Pastor Search Team's First Meeting

BMBA Pastor Search Training (p. 6)

- Set aside a prayer retreat of a day or two days (Friday evening through Saturday). This is important that you are all working well together and know each other's personality differences. Schedule: fun, prayer, devotional times with Bible study from Experiencing God, testimonies, and DISC profile.
- Pray for one another daily: for the Spirit to guide, for each member to endure the added responsibilities, for the committee to communicate well together.
- Determine how to create, conduct and report a Pastoral Search Questionnaire.
- See sample First Report on page 6.

Who Will Preach? What is an Interim?

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- The “interim period” is the time between when the former pastor leaves and a new “permanent” pastor comes.
- Pulpit supply or filling the pulpit are common terms used.
- An interim pastor is longer-term.
- Emotions are common when a pastor leaves: 1) grief; 2) joy; 3) anger; or 4) confusion. This is a time to bring people back together.
- Let’s think about the qualities of a promising interim pastor (next slide).

Qualities of an Interim Pastor

BMBA Pastor Search Training (p. 7)

- Recognized and experienced.
- Provides a face and voice as a temporary under-shepherd.
- Offers preaching, pastoral care, counseling, and wisdom. Possibly offers administrative and staff leadership.
- Is not a candidate for the permanent pastor role. This is critical.
- Leads with a non-anxious presence.
- The church leadership should take care to carefully agree on responsibilities with the prospective interim pastor.

Job Description Worksheet for Interim Pastor

Principle Function: The Interim Pastor is responsible to the Chairman of Deacons and the Chairman of the Personnel Committee and shall provide pastoral and administrative leadership for the church and shall use his skills in proclamation and pastoral care to minister to the needs of persons in the church and community as negotiated in a covenant agreement.

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

- _____ 1. Prepare for and preach at worship services on Sunday morning and Sunday evening — (3 units)
{Note: 1 unit = 4 hours}.
- _____ 2. Prepare for and lead mid-week prayer/Bible study service — (1 unit).
- _____ 3. Administer office responsibilities, including the preparation of bulletins, newsletters, financial reports, etc.) — (¼ units).
- _____ 4. Supervise the church staff and other church employees — (2 units).
- _____ 5. Minister to the sick in the hospitals and nursing homes — (1 unit).
- _____ 6. Participate in church outreach and visit prospective members — (1 unit).
- _____ 7. Visit the homebound — (1 unit).
- _____ 8. Counsel with members in crisis — (1 unit).
- _____ 9. Meet with the Deacons in their regular meetings — (½ unit).
- _____ 10. Meet with other church committees (e.g., church council, trustees, personnel committee, budget/finance committee, and search committee) — (½ unit).
- _____ 11. Conduct training for deacons and committees — (1 unit).
- _____ 12. Prepare for and conduct funerals and weddings — (1 unit).
- _____ 13. Prepare for and serve as moderator for church business meetings — (¼ unit).
- _____ 14. Attend other church functions (e.g. class socials, anniversaries, prayer breakfasts, denominational meetings, etc.) — (1 unit).

Remuneration

- Based upon the full-time pastor working 15 units per week (60 hours), the Interim Pastor shall be compensated based upon the following formula:
Pay = (# of units/15) X [Full-time Pastor's salary and housing (or equivalent for church with parsonage)].
- In addition, the Interim Pastor will be reimbursed for mileage (_____ cents per mile) and other expenses incurred as indicated by receipts.

Appendix 3 Church Questionnaire

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

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

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

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

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

Pastor Search Committee Reporting Procedures:

Please check all that applies:

Kind of Reports: written articles announcements

Frequency of Reports: weekly monthly
 as the Committee determines

Prayer Support:

I commit to pray often for our Pastor Search Committee.

Pastoral Ministry Priorities:

I know a pastor can't do everything, but I think the most important ways our pastor should spend

- visit the sick
- visit the lost
- visit members
- spend time with the youth
- spend time with aged
- preparing to preach and teach
- private family time
- supervising volunteers
- church committee meetings
- counseling church members
- praying
- visiting prospective members and community
- administrating church program, building,
- other (please explain) _____

My Personal Suggestion for a Pastor:

Minister's name: _____

Name of Church: _____

Town: _____ State: _____

The primary reason for suggesting this person as pastor is:

In case you might need more information regarding contact me:

Name: _____ Phone: _____

Job Description and Compensation

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- The Job Description must be clearly established before the search. See Appendix 4 for a sample.
- The Stewardship/Finance Committee (Team) should work to set some range for compensation to help in negotiating with the candidate. The range is important. A Compensation Subcommittee may include the Finance Committee chairperson and members of the Pastor Search Committee; the Subcommittee can work out details with the selected candidate.
- The Pastor Search Committee may present to the church the updated Job Description and any other necessary details early in the search process to avoid any miscommunication.

COMPENSATION WORKSHEET FOR PERSONNEL COSTS

ANNUAL BUDGET FIGURES

A. Church Ministry Related Expenses

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

TOTAL EXPENSES _____

B. Protective Coverage

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

TOTAL BENEFITS _____

C. Personal Income

- 1. Cash Salary _____
- 2. Housing Allowance _____
- 3. Utilities Allowance _____

Total Personal Income _____

TOTAL PERSONNEL COST _____

Putting Together a Church Information Packet

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- Things to include: Budget, Bylaws, Constitution, Policies, Guidelines, Church Information, Financial Statements
- Church Staff, Committees, Other Leadership
- Community Profile
- Church Ministries and Organizations
- Community/City/State Information

Critical Agreements, 1 of 2

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- Unanimous vote of the Search Committee.
- FULL confidentiality. What about spouses?
- Agreement on committee related expenses and reimbursements.
- Only consider candidates who submit resume or have resume submitted.
- All recommendations must be in writing.
- A profile must help guide.
- The candidate submitted to the church will be investigated completely.

Critical Agreements, 2 of 2

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- No promises will be made to the candidate regarding finances that are outside of the set parameters. Any proposed changes must be brought to the proper leadership group.
- The committee will not rush the process.
- A candidate will not preach before the church unless the committee is ready to present the candidate. No “parade” of candidates will be conducted.
- We will only negotiate with one top candidate at a time.

Code of Ethics

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- The church has placed tremendous trust and confidence in each member.
- Speak plainly and honestly regarding all matters.
- Trust in the committee members to speak to the common good.
- Seek the Holy Spirit's guidance and spend time in prayer.
- Hold all confidentialities. No politicking.
- Recognize our need for God's wisdom.

Pastor Search Expenses

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- This responsibility should not be a financial hardship on any member. Do not make a fellow member feel compelled to pay their own expenses.
- See the guidelines on expenses on p. 17. Consider taking the expenses from line items relative to the Pastor's Salary or Expenses.
- Cover transportation, meals, mileage, etc.
- Be fair and frugal. Save as much of the outgoing pastor's salary. Your new pastor will need moving expenses and other financial support to start his ministry.

Pastor Search Etiquette, 1 of 4

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- Treat every candidate as a called man of God and as a potential pastor of your church.
- Treat every candidate as you would want to be treated.
- The search process could take one month per year that the previous pastor served as a rule of thumb.
- Consider the items on pages 18 and following.
 - Fill the pulpit.
 - Respect the process.

Pastor Search Etiquette, 2 of 4

BMBA Pastor Search Training (p. 18-19)

- Other important considerations:
 - Use the questionnaire to understand the church and give them an opportunity to share their concerns.
 - Update the Job Description. Make sure your bylaws are up-to-date.
 - Give assignments to committee members to assemble information packets for prospective candidates.
 - Discuss the code of ethics.
 - Conduct the search as prescribed.

Pastor Search Etiquette, 3 of 4

BMBA Pastor Search Training (p. 18-19)

- Other important considerations:
 - Make sure your spokesperson is clearly speaking for the committee without undermining.
 - Develop a master list of prospective pastors with needed information.
 - Establish a cut-off date for resumes.
 - Do not accept a recommendation without a resume. Make sure you retain the source of the resume!
 - Keep corresponding with the candidates.

Pastor Search Etiquette, 4 of 4

BMBA Pastor Search Training (p. 18-19)

- Other important considerations:
 - Use the profile and develop a list of prospective pastors according to a rating system.
 - Assign committee members to investigate top candidates.
 - Establish an interview plan. See ideas on pages 20-21.
 - Make sure you understand how the congregation must vote on the selected candidate per the bylaws of the church.
 - Establish a plan of assimilation for the new pastor.

How to Present the Candidate

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- You are inviting an entire FAMILY to come and join the life of your church. This is like an organ transplant. The prospective pastor needs to know that things are handled with care.
- A written recommendation should be provided to the church in advance. This is simply a notice that a candidate has been identified.
- A brief biographical sketch should be shared in a short time window before the candidate comes to the church in view of a call. However, this should not be done too soon due to the impact of social media. Do not share the pastor's information on social media. Host a get acquainted weekend on the eve of the candidates preaching in your worship service and vote.

How to Make a Recommendation

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- Announce that a candidate will preach in “view-of-a-call.” Set up preliminary meeting and prepare to send out the information pieces about the candidate.
- Set up the vote for the candidate. Day of the sermon is customary. One week later is acceptable.
- Active voting members should be provided with a ballot. Signed ballots are customary.
- Check with your bylaws about necessary percentage for calling a pastor.
- Candidate should be notified of the vote results ASAP and have the opportunity to respond to the call. The committee should already have asked the candidate in the interviewing process as to whether the candidate would accept the call should 100% to 80% vote in favor.
- Establish a plan should the vote not be favorable.

Sample Covenant

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- Letter of call or covenant should be prepared between the pastor and church. The covenant should be signed at the time of the candidate's accepting of the call. This details any agreements and understandings not outlined clearly in the governing documents, policies and guidelines of the church.
- This should clearly outline the compensation package.

ALCAP/ACB Confidential Candidate Survey

1. Have you ever been convicted of any offense other than a traffic violation? Yes No

If yes, explain the circumstances and dispositions.

2. Please list any major traffic violations for which you have been convicted over the past three years.

3. Have you ever been a party in a civil lawsuit? Yes No

If yes, please explain.

4. Have you ever filed for bankruptcy? Yes No

If yes, please explain.

5. Have you ever been disciplined by any professional, private, or public agency? Yes No

If yes, please explain.

6. Have you ever been dismissed by vote of the congregation from the employment of any church?

Yes No (This question does not imply that you were at fault.)

If yes, please explain.

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

Yes No

If yes, please explain.

8. Have you ever abused or received treatment for alcohol or drugs? Yes No

If yes, please explain.

9. Do you or your spouse drink any form of alcohol as a beverage? Yes No

10. Do you smoke or use tobacco products of any kind? Yes No

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

Yes No

If yes, please explain.

12. Have you ever been formally convicted of spousal or child abuse? Yes No

If yes, please explain.

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

Yes No

If yes, please explain.

13. Have you ever initiated any of the following sexual behaviors?

Adultery Yes No

Homosexuality Yes No

Rape Yes No

Pedophilia Yes No

Incest Yes No

Sexual Misconduct of Any Form Yes No

Sexual Abuse of Any Form Yes No

If yes for any, please explain.

14. Are you a lawful resident or citizen of the United States? Yes No

15. Are you currently under continuing medical care for any condition that would affect your ability to carry out a minister's responsibilities? Yes No

If yes, please explain.

16. How many times have you been married? How many times has your spouse been married?

If more than once for either or both, please explain.

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

18. Is every detail, date, and credential listed on your resume completely accurate? Yes No

19. Will you consent to criminal background and credit history check? Yes No

Signature

Date