Dear Pastor Search Committee:

You have been chosen by your church and more than that you were chosen by God to serve on the Search Committee in a unique and wonderful way as you look for a new pastor. When a church is looking for a new shepherd it is a transitional period in its history that is exciting and unsettling, but most of all it is a genuine spiritual experience. It is a time filled with great expectations, occasional frustrations, disappointments, and huge responsibilities to find a person to lead the congregation and love the people of God. Those of you who serve on a Pastor Search Committee become the eyes, the ears, and the heart of the congregation and all of your gifts and your spiritual sensors need to be available to and in tune with the heart of God. Not everyone has the opportunity to serve in this unique way. Rarely does anyone desire or pursue the opportunity but the desire of the congregation and the guidance of God provide this unique privilege. It is work! It is serious work! It is spiritual work! It is work that will have long lasting affects not only in your church but also in your personal walk with the Lord.

Some time ago a man who was serving on a Pastor Search Committee was visiting with me, and he said, “This should not be hard at all.” He indicated to me that there were so many fine preachers/pastors, and he felt that he could give leadership to the committee in going out and finding one, bringing him in, and the job would be done. Over a period of months the process moved along, and then I saw him again. This time he said to me, “The job was not as simple as I envisioned it being.” I understood because what he had found out was that there were many different opinions within the congregation about whom, what, and what kind of pastor they needed. In addition to that, they had already seen some pastors that they did not want to consider and a couple that they did want to consider who were not in a position where they felt like they could move. But he and the committee continued to work, to search, to pray, and to seek for a pastor but most of all to seek for the Lord. Again, months passed, and I saw him again. This time he simply said to me, “This job is impossible.” I replied, “You are exactly right!” The reason why it is impossible is that it is a God thing. It is God’s people. It is God’s man. It is an experience led by the Lord to provide for the opportunity for a pastor and people to come together for a unique time in history. You by yourself, the committee as a whole or a congregation in unison cannot find the person or the answer except as you look to the Lord. So when you arrive at the understanding that this is task bigger than you are but just suited for the Lord, you are ready to seek Him and find His direction. It is so often true that when our resources are depleted and our understanding is exhausted then all of the sources of God become apparent, and He works on our behalf.

There is no the way to go about finding a pastor. You will receive some good information, helpful resources, and some valuable guidelines, but it will then be up to you as a committee led by God to face the decisions, the challenges, and then experience the wonderful joy of finding God leading you to the servant He wants you to have. At times you may find your knowledge to be limited, your faith to be tested, your vision to be cloudy, but through it all keep your eyes and your heart fixed on Jesus. You will come to an understanding of the Lord’s guidance and an expanded understanding of His great work among His people and in His church.

This booklet is designed to help you and encourage you through this process. It is not just a how to book, but one that provides guideposts along the way that can be helpful. May God bless you in this wonderful journey and bring you to a day of celebration and thanksgiving as you find the new leader He has for your church.

Prayerfully yours,

Jim Futral
Executive Director-Treasurer
Mississippi Baptist Convention Board
FOR ASSISTANCE CONTACT:

Bruce Cappleman  
Director

Carol Taylor  
Ministry Assistant

Church-Minister Relations

Mississippi Baptist Convention Board  
P.O. Box 530  
Jackson, MS 39205-0530

Phone:  
Local (601) 968-3800, ext. 225  
Toll-free (800) 748-1651, ext. 225

Fax:  
(601) 714-7418

E-mail:  
bcappleman@mbcb.org  
chtaylor@mbcb.org
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INTRODUCTION

At this particular moment, about two to three hundred churches in the Mississippi Baptist Convention are seeking pastors. On any given date, 10% to 15% of our churches need help in this most important area. The material in this book has been compiled with Mississippi Baptists in mind. Some of the materials presented will go back to my three predecessors, Cliff Perkins, Louis Smith and Frank Harmon. Mississippi Baptists are deeply indebted to these three men and the leadership they have given to the department of Church-Minister Relations.

This material is meant to be a guide to the Pastor Search Committee in their process of finding a pastor. It is recognized that no two churches are alike, just as no two individuals are alike. It is also understood that every Mississippi Baptist church is autonomous. Therefore, use this material in its entirety or any part of it that you choose. The most important thing is that you follow the leadership of the Holy Spirit in finding God’s man for your church.

WHEN THE PASTOR RESIGNS

In the 7th and 8th verses of the 31st chapter of Deuteronomy, there is a beautiful account of the farewell address of Moses as he came to the end of his ministry to the children of Israel. Moses had been with Israel from the time they left Egypt. The rising generation had known no other leader. Some of them probably felt they could not go on without him, but Moses reminded them that it was the Lord who was their real leader.

As it was with the children of Israel, a change of leadership in the life of a church is a time to reaffirm the leadership of the Lord God. This means that this transition time should be a time when each member decides that God’s will must come first. To determine the will of God, the church must turn to earnest prayer. Failure to do so will mean the church will miss the power and direction of God and the period of seeking a pastor will be a frustrating one.

In this spirit of prayer and dependence upon the Holy Spirit, the church should turn to the election of the Pastor Search Committee. It is the most important committee in the life of a church because it deals with the most delicate and determinative thing ever to come before a church — the selection of a pastor. The health of the congregation for years to come will hinge on the committee finding the man God has chosen to serve as pastor.
SELECTION OF THE PASTOR SEARCH COMMITTEE

The first step in selecting the search committee is to consult the church’s Constitution and By-laws. This document should set forth the guidelines for the election of the search committee. It should also state the number to be elected and the general make up of the committee. If the church does not have a Constitution and By-laws, the church must decide how the committee will be elected. Past history is a good guideline. Since this is such a delicate and important time, this may not be the time to try new ideas. However, several questions always arise. “How many should serve on the committee?” is the first. As to the number, the committee should be large enough to be representative of the church and should be small enough to be efficient. A good number seems to be 5 to 7, with 1 to 2 alternates. In order to be representative of the church, the committee should be made up of both men and women. However, regardless of the number and makeup, the committee must have the confidence of the church. Those elected to serve should have a proven track record of faithfulness to the church. They should be spiritually mature and able to work cooperatively with others.

The next question that will arise is “How do we select the committee?” Southern Baptist churches use a wide variety of methods. It is generally considered unwise for the departing pastor to participate in the selection of the committee. And, it is also not the best practice to nominate committee members from the floor.

Some churches request that the deacons assume the responsibilities of nominating a representative committee to be voted on by the church. Others ask their regularly elected nominating committee to bring recommendations to the church in conference.

A method that is widely used leaves the decision completely up to the congregation. A list of the entire membership is distributed at a called meeting of the church. The members vote for the required number of persons. Those receiving the largest number of votes are elected.

Whatever method a church chooses, it should be careful to preserve the democratic process.

ORGANIZATION OF THE COMMITTEE

In order to function effectively, the committee should be organized. A chairman, secretary and a prayer coordinator should be elected.

The chairperson presides over the meetings of the committee and gives overall leadership to the committee. He will also be the spokesperson for the committee to the church. He should make periodic reports to the church on the progress of the work of the committee.
In order to maintain consistency in reporting to the church, the chairperson or someone appointed by him should be the only one communicating to the church on the work of the committee. These reports should not violate the confidences of the committee or mention the name of any man being considered. The chairperson should also see to it that the church pays the bills the committee incurs in its work.

The secretary will keep good notes of all the meetings. The notes should be complete and neatly prepared so that if questions are raised about previous discussions or decisions, it will be relatively easy to find answers in the minutes of the meetings. The secretary will also be responsible for all correspondence that goes out from the committee, whether to the church or to the candidate being considered.

The prayer coordinator, with the help of the members of the committee, should be responsible for enlisting the entire church to pray for the committee. They should contact every Sunday School Department Director, teacher and organizational leader and ask them to have prayer for God’s leadership in the process of finding a pastor.

THE INTERIM PASTOR

Another important step the church should take at this time is that of securing an interim pastor who will fill the pulpit and perform other duties specified by the church. The search committee is often given this responsibility. If this is the case with your committee, then this task should be given priority before you begin your search for a pastor. Securing an interim will relieve the committee of the responsibility of filling the pulpit on a Sunday-by-Sunday basis. It is wise to call a minister as interim who is not available to serve as the pastor (Appendix 1). This fact should be stated when the committee recommends the interim. It should also be stated what his salary will be as well as the duties and responsibilities.

If your church needs a more intense pastoral ministry during your interim period, we now have men who have been trained to be transitional pastors. The transitional pastor will be able to spend more time on your church field and will perform pastoral ministries according to a mutual agreement between your church and the transitional pastor. You may call the Church-Minister Relations Department of the Mississippi Baptist Convention for a list of these men.
THE WORKING AGREEMENTS

Confidentiality
In the beginning of its work, the committee should agree that each member would hold in confidence the affairs of the committee. It will be necessary to discuss frankly matters of character and personal judgment. The committee members will be asked to give their opinion as to what they like or dislike about candidates. These discussions should remain confidential. The names of candidates being considered, background information and information gained from interviews must remain confidential. The committee will not secure the cooperation it needs unless its integrity is unquestioned.

No Agenda
No member of the committee should come to the committee with his own personal agenda. Each member should have an open mind to the leadership of the Holy Spirit. It should be the desire of each member to seek the will of God and to find the man God has chosen for their church. Any member seeking to impose their personal will upon the committee will stop the progress of the committee.

A Unanimous Decision
Another agreement the committee should make is that a prospective pastor will not be invited before the church in view of a call unless the committee is unanimous.

DEVELOPING PROFILES

The Church
After organizing, the committee should begin the process by taking an in-depth look at the church. The committee should take a very honest approach in examining both the strengths and weaknesses of the church. A list of each should be made and studied. Questions such as the following need to be answered: “How can the church better meet the needs of the congregation?” “How can the church better meet the needs of the community?” “What should be our priorities over the next two to five years?” (Appendix 2)

A 10-year statistical profile of the church will be helpful in examining the direction the church is going, whether it is growing, declining, or has reached a plateau. A demographic study of the community can reveal information that even the most observant member of the community would never discern. The Church Growth Department of the Mississippi Baptist Convention Board can provide this service for the church. The search committee should study materials such as the budget, the organizational structure and the committee system.
This self-evaluation has a two-fold purpose. First, the search committee should be able to answer the questions of a prospective pastor. Second, and maybe most important, such a study should give the committee some insight into the characteristics of the pastor who can lead the church into the future.

**The Pastor**

After looking at the church and discovering needs and future directions, the Pastor Search Committee should ask the question, “What type of pastor do we need?” The committee should spend significant time thinking together about the qualities, skills and strengths needed by the next pastor in order to be an effective leader with their congregation. The pastor will perform in all the areas of pastoral ministry, but he will have greater skills in some areas than he will have in others. “Do we need someone whose gifts are administration, or pastoral or preaching, etc.?” Refer back to your church profile and look at your strengths and weaknesses. Remember, you are looking for someone uniquely gifted for your church.

Another source that will help the committee with the profile is the Pastor Search Survey (Appendix 3). This survey is to be given to each member of the church. This survey will serve two purposes: first, it will say to the congregation that we value your opinion, and second, you will gain important insight into the mind of the congregation. Probably the most effective way of dispersing the survey is through the Sunday School. Allow time for the survey to be completed and returned during the Sunday School hour. The information gained from the survey should be taken seriously. However, it is probably best not to publish the data. Publishing the results could have the effect of establishing a profile in concrete, so that the committee becomes locked in a too specific profile.

**COMPILING THE LIST**

The search committee should seek resumes of prospective pastors. There are several sources from which resumes may be obtained.

**The Church-Minister Relations Department of the Mississippi Baptist Convention**

When you contact our department, you will be asked to give information about your church (Appendix 4). This information will help us to send resumes within the ranges of your profiles. The resumes sent by us are not to be considered as recommendations. The Church-Minister Relations Department will also help obtain resumes of those candidates whose names and addresses can be provided to us. This service may save time since we may already have the resume. It also may eliminate any undue expectation on the part of the candidate. After being called by the committee, he may expect follow-up information.
In addition to the Mississippi Baptist Convention, resumes may be obtained from:

- Other State Conventions (Appendix 5)
- Church Members
- Seminaries (Appendix 5)
- Other Ministers
- Place an ad in The Baptist Record

The committee should give adequate time for the collection of resumes. There may be a deadline date given or the chairman at his discretion may decide that it is time to begin to examine the resumes.

NARROWING THE LIST

In most situations, the committee will be overwhelmed by the number of resumes. The number must be reduced. There are many ways to accomplish this. One way is for each member to work through the resumes, with the profile in mind, to determine their top ten. The committee would then meet and work out a composite top ten list. Each committee member would then work through these ten resumes to narrow the list to five. The committee now will derive at a consensus top five. These men should now be called to determine if they are still available. They should also be asked if they are working with another search committee and if they would agree to be a candidate. Circumstances may have changed since the committee received their resumes and, therefore, the committee need not waste valuable time considering someone who is not available. If the individual agrees to become a candidate, inform him that a Consent to Release Confidential Information Form will be sent to him. By signing and returning this form, he will be granting permission for the committee to proceed with a comprehensive background investigation.

THE BACKGROUND CHECK

The difficult work of the committee is just beginning. While every step in the committee's process is important, the background check on each candidate is absolutely essential. Passing over this element of the search or treating it lightly may be the number one mistake made by Pastor Search Committees.
When the information release form is returned by the candidates, the committee may proceed with the background check (Appendix 6). There are several companies you may choose to run a background check. A list of these may be obtained from the Church-Minister Relations Department. This list is not intended to be understood as recommendations. These companies will charge for their services, however, this is money well spent. You should do at least a criminal check, a credit check and sexual offender registry check.

Before you begin to check references, you should decide what questions you want to ask. To call and ask very general questions will lead to very general answers and may not give you the information you need. Review the sample questions in (Appendix 7) and decide which you want to ask. The list should not be so long that the person being interviewed becomes irritated with the length of the interview. The first calls will be made to those who are listed on the candidates’ resumes as references (Appendix 8). Do not stop with these references. Next, call the Associational Missions Director in each of the associations where he has previously served. Obtain from the AMD the names and phone numbers of individuals in the church where the candidate has served. These people should be able to inform you as to his leadership style, his ability to communicate, his people skills and any other information that may be vital to the ministry that he will perform in your church. Remember that while pastors may institute different programs for different churches, their personality will change little. Therefore, his leadership style in previous churches will likely be the style of leadership you can expect in your church.

**CONTACTING THE CANDIDATE**

After your investigation of those on your list, your committee is now ready to make contact with the man who has made his way to the top of your list. This man is the one that best fits the profile you established. The chairman should call the man and set up a meeting. If the prospect agrees, this first meeting should be at a site where the confidential nature of the process can be preserved.

The first meeting is a time to get acquainted with the candidate and his wife. The conversation will be of a more general nature compared to the detailed question and answer meeting later on. In this meeting, first impressions are important. Remember, we get only one chance to make a first impression. Your professional courtesy should be highlighted at this meeting. You should cover all expenses incurred by the candidate including meals, travel and, if necessary, overnight lodging. Following this meeting, the committee should discuss whether or not this candidate would fit into the personality of the church and if you feel positive enough to proceed to the next level. If the answer is “no”, then he should be notified that the committee is moving on to someone else (Appendix 9). If the committee feels good enough about this meeting, then he should be contacted and a time set for you to visit his church.
The second encounter you have with the candidate will be a visit to his church. If at all possible, the visit should be to the church where he is the pastor. If distance makes this prohibitive or if he is not a pastor at this time, arrangements can be made to hear him at another church. Do not bring him to your church for the committee to hear him. This will only confuse your congregation. A visit to his church will give you an opportunity to not only hear him preach but you will observe the entire worship experience. You will hear him make announcements, pray, read scripture and, in general, preside over the worship service. Your evaluation should include the entire experience. At the next meeting of the committee, each member should be given an opportunity to give their evaluation. It is important to hear from each member. Now, does the committee feel strongly enough about the candidate to proceed to the next level? If not, inform him of your decision and move to your next candidate. If, however, the committee is still positive, then contact him and arrange another meeting with the candidate and his wife.

This third meeting will be an in depth question and answer time. The committee should prepare for this meeting by discussing information that they need to gather from the candidate. A list of suggested questions can be found in (Appendix 10). This meeting should take place at a neutral site. Remember that confidentiality is still in order.

The three meetings described above are the minimum number of visits with the candidate. Other visits can be planned to clear up questions or to hear him preach. Usually this occurs if there is indecision or if there are questions that emerge from the previous visits. The point is — you must have clarity and certainty. Therefore, have as many meetings as necessary. Both the candidate and the committee must have their questions answered. The committee must be solidly together before they can justify introducing the candidate to the congregation.

PRESENTING THE PROSPECT TO THE CHURCH

By the time the candidate and the committee reach this step in the process, both should have a firm conviction that this is God’s will. The committee and the candidate will decide on an acceptable weekend for the candidate to be introduced to the church and to preach in view of a call.

This is a critical time. The committee must remember that the church has not been privileged to the information they possess. The process has thus far been confidential. It is not a time to take anything for granted. Plans must be made for the weekend and information must be disbursed. How the candidate is presented to the congregation will make a tremendous difference is how he is accepted.
One to two weeks prior to the candidate’s visit to the church, the committee should be given most of the morning worship time to reveal to the congregation their decision. The chairman of the committee should begin by sharing the process that has brought them to this conclusion. The church will want to know that the committee has taken their task seriously and has done a thorough job. He should discuss the candidate’s strong points and why the committee believes that this man, out of all the candidates, is the man God has chosen for their church. Each of the committee members should also be given time to express their support and reason why they believe this to be God’s man. If the committee is excited, the congregation will catch that same excitement. A biographical form can also be used at this time to give each member something to take home and review. A nice picture of the pastor and his family along with important information about his ministerial experience will go a long way in informing the congregation. Also include in this printed material the schedule for the weekend along with the time when the vote will be taken. Be sure to consult your Constitution and By-laws and follow it. This is not a time to change the rules. If you do not have a Constitution or By-laws or if it does not address the calling of a pastor, tradition usually rules.

With the presentation of the committee and the printed material in their hands, the congregation should have all the information it needs. However, some committees have utilized a question and answer meeting to share information. There may be questions about salary, benefits, vacation, time off or other matters that need to be shared. Of course, these matters should have already been approved prior to inviting the candidate to come in view of a call. In order to avoid conflict later, the committee should share all agreements that have been made between them, on behalf of the church, and the candidate. This should be a time to create trust and confidence, both in the work of the committee and in the candidate.

**EXTENDING THE CALL**

The time and procedure for the vote should have been announced when the committee first announced to the church that they were ready to recommend a pastor. If the Constitution and By-laws stipulates how a pastor will be called, these guidelines must be followed. When this question is not addressed, the congregation should understand when the vote will be taken, how the vote will be taken and what percentage is required for a call to be extended.

When is the best time to vote? Since we want to involve the most people, Sunday morning would be the logical time for the vote. Most churches vote the Sunday following the “trial sermon”. This time frame gives the congregation a week to pray about their vote. This also gives the congregation the feeling that they are not being rushed into a decision. The alternative to this time schedule is to vote immediately following the sermon. Many churches do this feeling that those who are present and have heard the candidate should be the ones who vote.
How should the vote be taken? In order to have the most accurate opinion of the congregation, the vote should be by secret ballot. The method of taking the vote, counting the vote and announcing the results should be well planned.

As soon as possible after the vote is announced to the congregation, the candidate should be informed. He will want to know the exact count — his decision will be based on it. Most pastors will want to see a 90% or above positive vote.

THE PASTOR SUPPORT COMMITTEE

With the call extended and accepted, it may seem that the work of the committee is finished, but this is not the case. The committee should remain together as a Pastor Support Committee. The pastor and the church should be informed that the committee will stay in tact but will take on a different role. The committee will meet with the pastor at least once a month for a period of up to a year. The purpose of these meetings will be to support the pastor, to answer questions he may have now that he is on the church field, and to give encouragement during this critical time of adjustment. The pastor and the committee have already established a trusting relationship therefore; this group is best equipped to help the pastor get off to a good start. After the pastor has settled into his work and feels comfortable with his new congregation, the Pastor Support Committee fades away.
THE NO CANDIDACY RATIONALE FOR THE INTERIM PASTOR

One of the constantly reoccurring problems that churches have when there is an interim pastor, is that the people like the interim so much that they want him to become the pastor. However, there is a very strong recommendation against such a move.

The Question: Why is it not good practice for interim pastors to be considered as a candidate for the pastor of the congregation? And how can we keep this from happening?

Rationale #1: Interim pastors can enable congregations to deal with their agenda better if they have no vested interest in their own long-range call to that congregation.

The interim pastor needs to be free to be involved from a perspective or stance of “what is best for this congregation to engage in during the interim period.” Interim pastors need to help congregational leaders identify key agenda needing to be addressed at this time. It is essentially impossible for an interim pastor to be objective when the question becomes, “what must I do to get the call here as the pastor?”

Rationale #2: Trust that persons keep their word is essential in covenant relationships; changing the “rules of the game” may foster distrust in the pastor and the congregational leaders who “changed the rules.”

When an interim pastor becomes a candidate for the open position, it changes the agreements upon which the interim pastor was hired for a specific purpose. Usually there has been no general congregational involvement in a search process. Some people may feel betrayed, fooled, or taken advantage of, and distrust may then be a part of the climate in which a new long-term relationship will begin.

Rationale #3: Consideration of the interim pastor as a candidate will shortchange the search process.

When a search committee decides to consider the interim pastor, it will probably short-change the search process. The focus will likely be on the personality of the interim pastor rather than on an objective definition of what the congregation wants to be in the future and the appropriate skills, strengths and abilities needed in the next pastor. When the search committee decides to find a way to “keep the interim,” they can no longer be objective in the crucial task they are performing on behalf of the congregation.

Rationale #4: It is risky to call in interim pastor when there may be underlying opposition to that individual by persons in the congregation.

The interim pastor may be liked by many, but usually there will be some persons who do not like the interim pastor for a variety of reasons. Perhaps the interim pastor has had to push, confront, challenge or strongly discourage certain behavior, actions, or policies. This may have angered or alienated the interim pastor from some individuals or groups. The anger or hostility can usually be tolerated knowing the interim pastor will one day (not too far in the future) be leaving, but now if the interim pastor is called for a long-term position, there will likely be strong opposition and undermining of the interim pastor’s ability to be effective for the long haul.

Appendix 1
**Rationale #5:** The church needs to be fair to all possible candidates and protect the concept of what an interim ministry program can provide for the congregation.

It is not fair to other persons who want to be considered for the open position. The interim pastor will have a decided advantage in the call process. If interim pastors become the pastors, the trend will build up distrust in the interim process.

**Rationale #6:** When an interim pastor becomes the pastor, there is not a “honeymoon” period for the church and minister.

Every church needs that period of time when there is great excitement and joy at the coming of a new pastor. It is good for the church and it is good for the minister. If the interim pastor becomes the pastor, there is no difference between last Sunday (when the minister was an interim) and this Sunday (when the minister is the installed pastor).

If the interim pastor wants to be considered by the Pastor Search Committee, then the interim pastor ought to resign, submit his resume, and go through the same process as all other candidates. The system of search/call/nominating is built upon a foundation of ethics and trust. Do not by-pass that basis of work.

I have read the above and understand that I will not be considered as a possible candidate to become the pastor. If at such a time there is a change of mind, then I will resign as interim, submit my resume, and go through the same process as all other candidates.

Signature: ____________________________

Appendix 1 (cont’d)
**CHURCH EVALUATION SURVEY**

Thank you for your willingness to participate in this survey. For each statement you are asked to circle one number. You need not sign your name. Give your best attention to the final page.

0 = Not at all  
1 = Poor  
2 = Fair  
3 = Adequate  
4 = Good  
5 = Excellent  
n/a = does not apply

Please circle the answer that best describes your church.

**HOW WELL DOES OUR CHURCH:**

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<td>1</td>
<td>Give our Christian witness to every person in the church and community?</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Provide Bible study for every person in the community?</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>Encourage personal, daily Bible study and worship in the home?</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>Help members discover spiritual gifts for Christian growth and service?</td>
<td>0</td>
<td>1</td>
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<tr>
<td>5</td>
<td>Train members in how to witness to lost people in their setting?</td>
<td>0</td>
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<tr>
<td>6</td>
<td>Keep an up-to-date prospect file and assign members to witness to unsaved persons?</td>
<td>0</td>
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<tr>
<td>7</td>
<td>Conduct revivals and other evangelism projects?</td>
<td>0</td>
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<tr>
<td>8</td>
<td>Create opportunities for witnessing at local community events?</td>
<td>0</td>
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<tr>
<td>9</td>
<td>Help establish new churches and do mission projects to reach unreached persons in our community?</td>
<td>0</td>
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<tr>
<td>10</td>
<td>Start new Sunday School classes, choirs, training groups, and mission groups?</td>
<td>0</td>
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<td>11</td>
<td>Elect Sunday School teachers and officers on an annual basis?</td>
<td>0</td>
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<tr>
<td>12</td>
<td>Train Sunday School teachers and officers?</td>
<td>0</td>
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<td>13</td>
<td>Conduct regular Sunday School workers’ meetings?</td>
<td>0</td>
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<td>14</td>
<td>Use Sunday School to build fellowship among members?</td>
<td>0</td>
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<td>15</td>
<td>Use Sunday School to minister to members and non-members with special needs (divorce, single parents, grief/loss, handicapped, unemployed, etc.)?</td>
<td>0</td>
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<td>16</td>
<td>Plan, promote, and conduct Vacation Bible School?</td>
<td>0</td>
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<td>17</td>
<td>Provide continuing discipleship training for church members?</td>
<td>0</td>
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<td>18</td>
<td>Provide training for new Christians and new church members?</td>
<td>0</td>
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<td>19</td>
<td>Train potential leaders?</td>
<td>0</td>
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<td>20</td>
<td>Understand what is distinctive about Baptist Doctrine and beliefs?</td>
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<td>21</td>
<td>Understand how Southern Baptists govern themselves (local church, county association, state convention, national convention, etc.)?</td>
<td>0</td>
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<td>22</td>
<td>Encourage young people to participate in Bible Drill and Speakers Tournament events?</td>
<td>0</td>
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<td>Question</td>
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<tr>
<td>23. Plan church worship services that meet the real needs of the people?</td>
<td>0 1 2 3 4 5 n/a</td>
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<td>24. Provide warm, joyful, and friendly spirit for church worship services?</td>
<td>0 1 2 3 4 5 n/a</td>
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<td>25. Enlist church members to help church staff conduct worship services?</td>
<td>0 1 2 3 4 5 n/a</td>
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<td>26. Provide music ministry for all age groups?</td>
<td>0 1 2 3 4 5 n/a</td>
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<td>27. Provide enough hymnbooks, sheet music, musical instruments, and other supplies for all the church’s music programs?</td>
<td>0 1 2 3 4 5 n/a</td>
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<td>28. Provide time and materials for teaching missions through Women’s Missionary Union (wMu) and Brotherhood programs?</td>
<td>0 1 2 3 4 5 n/a</td>
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<td>29. Encourage everyone to pray for missionaries and mission programs?</td>
<td>0 1 2 3 4 5 n/a</td>
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<td>30. Emphasize the annual weeks of prayer for foreign, home, and state missions?</td>
<td>0 1 2 3 4 5 n/a</td>
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<td>31. Enlist members to participate in mission projects in our community, state, and world?</td>
<td>0 1 2 3 4 5 n/a</td>
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<td>32. Provide and sustain an ongoing prayer ministry?</td>
<td>0 1 2 3 4 5 n/a</td>
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<td>33. Emphasize financial giving as one of the most important parts of stewardship?</td>
<td>0 1 2 3 4 5 n/a</td>
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<td>34. Teach our people that stewardship involves managing the resources God has given us?</td>
<td>0 1 2 3 4 5 n/a</td>
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<td>35. Teach tithing as the minimum for financial giving?</td>
<td>0 1 2 3 4 5 n/a</td>
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<td>36. Plan an overall church budget each year?</td>
<td>0 1 2 3 4 5 n/a</td>
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<td>37. Operate all the church programs under the annual church budget?</td>
<td>0 1 2 3 4 5 n/a</td>
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<td>38. Commit a percentage of church offerings to missions by giving through the Cooperative Program and Association Missions?</td>
<td>0 1 2 3 4 5 n/a</td>
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<td>39. Help preserve and strengthen marriages and family relationships?</td>
<td>0 1 2 3 4 5 n/a</td>
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<td>40. Minister to church families through deacons?</td>
<td>0 1 2 3 4 5 n/a</td>
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<td>41. Seek to reclaim inactive church members?</td>
<td>0 1 2 3 4 5 n/a</td>
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<td>42. Communicate to church members and people in the community the positive work that is occurring in the church?</td>
<td>0 1 2 3 4 5 n/a</td>
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<td>43. Maintain and supervise the church’s property (buildings, grounds, furnishings, equipment, etc.)?</td>
<td>0 1 2 3 4 5 n/a</td>
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<td>44. Follow a planning process in developing an annual or semi-annual program of work?</td>
<td>0 1 2 3 4 5 n/a</td>
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<td>45. Use a council of key leaders to coordinate the work of the church?</td>
<td>0 1 2 3 4 5 n/a</td>
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<tr>
<td>46. Evaluate the work of the church on an annual basis?</td>
<td>0 1 2 3 4 5 n/a</td>
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<td>47. Create opportunities for cultural-racial reconciliation in our community?</td>
<td>0 1 2 3 4 5 n/a</td>
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</table>

Appendix 2 (cont’d)
48. How can the church better meet my personal needs?

49. How can the church better meet needs in the community?

50. If I could select my church priorities for the next two years, the areas of ministry I would emphasize are:

(1)

(2)

(3)
PASTOR SEARCH COMMITTEE QUESTIONNAIRE

In order to effectively perform the task assigned to us by the church, we are asking you to supply us with information. Please give prayerful consideration as you complete the questionnaire.

AGE OF PROSPECTIVE PASTOR

☐ Under 30   ☐ 30-39   ☐ 40-49   ☐ 50-59   ☐ 60 or older

EDUCATION (Check one.)

Seminary Degree:
☐ Unnecessary   ☐ Desirable   ☐ Essential   ☐ Earned Doctoral

EXPERIENCE (Check one.)

☐ No previous experience   ☐ 15 years
☐ 5 years   ☐ 20 years
☐ 10 years   ☐ 25 years

QUALIFICATIONS (Number in order of importance.)

___ Preaching Ability   ___ Youth Leadership
___ Organizational Ability   ___ Outreach Leadership
___ Evangelistic Ability   ___ Bible Teaching
___ Community Leadership   ___ Christian Education Leadership
___ Pastoral Leadership   ___ Denominational Leadership
   (personal counseling, visitation, etc.)   ___ Mission-oriented

List any other characteristics you would like considered:

What questions would you like the pastor search committee to ask prospects?

Other comments?

We would like to receive these questionnaires no later than ____________________ .
Thank you for your valuable input.

Pastor Search Committee

Your age: ____________________

Appendix 3
CHURCH INFORMATION SHEET

Date

Church Association

Address

Position Open

Name of Committee Chairman

Address

Telephone: Home Office

Number on Search Committee Cell

FACTS CONCERNING CHURCH

PRESENT SALARY SUMMARY

Total Membership Base Salary

Resident Membership Pastorium or Allowance

Sunday School Enrollment Car Expense

Sunday School Attendance Utilities

D'Ship Training Enrollment Annuity

D'Ship Training Attendance Life & Disability

Church Music Enrollment Hospitalization

Number of Choirs Other

WMU Enrollment

Brotherhood Enrollment Total Salary

REQUIREMENTS

Do you expect a full time ministry? □ Yes □ No

Would you consider a man who has other employment? □ Yes □ No

Would you consider a student? □ Yes □ No

Any other requirements? (Explain below) □ Yes □ No

Type of Community: □ Country □ Town □ City □ Downtown □ Suburban □ College

Please comment on goals and needs of your church and the main thrust of the ministry you desire:

Appendix 4
ALABAMA
Mike Jackson
Alabama Baptist State Conv.
P.O. Box 11870
Montgomery, AL 36111
Phone: 334/288-2460
FAX: 205/288-2693
Email: m.jackson@alsbom.org

ARKANSAS
Donna Couch
Arkansas Baptist State Conv.
P.O. Box 552
Little Rock, AR 72203
Phone: 501/376-4791, ext. 5114
800/838-2272
FAX: 501/374-2754
Email: d.couch@absc.org

TENNESSEE
Gary Rickman
Tennessee Baptist Conv.
P.O. Box 728
Brentwood, TN 37024
Phone: 615/371-2020
800/558-2090
FAX: 615/371-2014
Email: grickman@tnbaptist.org

LOUISIANA
Dr. Bill Robertson
Louisiana Baptist Convention
P.O. Box 311
Alexandria, LA 71309
Phone: 318/449-4291
800/622-6549
FAX: 318/445-0055
Email: bill.robertson@lbc.org

Toby Brogden, CMR Consultant
New Orleans Baptist Theological Seminary
3939 Gentilly Blvd.
New Orleans, LA 70126
Phone: 800/662-8701, ext. 8455
Email: cmrconsultant@nobts.edu

Jared Howard
Southwestern Baptist Theological Seminary
P.O. Box 22120
Fort Worth, TX 76122
Phone: 817/923-1921, ext. 6330
Email: jhoward@swbts.edu

Appendix 5
CONSENT TO RELEASE OF CONFIDENTIAL INFORMATION

I understand that ____________________________, Mississippi (the “Church”) will conduct an investigation of my background including criminal, driving, consumer, and/or other reports, less and except any personal medical information. These reports will include information as to my character, work habits, performance and experience along with reasons for termination of past employment from previous employers. Therefore, I authorize any persons, references, employers, churches or organizations with whom I have had any contact to release to the Church, or its agents, any information (including opinions) they may have regarding my record, character, and fitness for work. I also authorize the Church, at its discretion, to contact any background screening company, law enforcement or social service agency to determine whether I have been charged or convicted of a crime, and I authorize such companies and agencies to release such information to the Church. I fully release the Church, its agents, and all persons, organizations and agencies from any right or claim of confidentiality and from all claims, actions, or causes of action that may arise as a consequence of exchanging such information.

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<tr>
<th>Full Name:</th>
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<tr>
<th>Maiden Name:</th>
<th>Social Security No.: - -</th>
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<th>Current Address:</th>
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<th>City:</th>
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<th>Zip:</th>
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<th>Driver’s License No.:</th>
<th>State Issued:</th>
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<th>Applicant’s Signature:</th>
<th>Date:</th>
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I understand that, according to the Federal Fair Credit Reporting Act, I am entitled to know if employment is denied based on information obtained through background inquiries. I also understand that I am entitled to receive, upon written request, a copy of any investigative report(s).

I agree that any copy of this document is as valid as the original.

Appendix 6
1. How would you rate him as a preacher?

2. Were his sermons based on the Bible?

3. When he delivered the sermon, did he reveal that he had made both spiritual and intellectual preparation?

4. How would you rate him as a pastor? Did he visit people and show a real interest in their concerns?

5. Did he relate well to other staff members?

6. How did he relate to all age groups in the church?

7. How would you rate him as a leader?

(over)
8. Could he motivate people to do God's work?

9. How would you rate him as an administrator?

10. What was his reputation for taking care of his financial obligations?

11. Was his wife supportive of his ministry?

12. Did he take part in community affairs?

13. Did he participate in associational and state convention work?

14. Is there anything about his personal life that we should know?
Mr. Good N. Spirit  
1421 King’s Highway  
Bestyet, Texas 00666  

Dear Mr. Spirit:  

The Pastor Search Committee of the Ideal Baptist Church has been given your name as a reference for _______________________________. Our committee is interested in your evaluation of __________________ and will await your reply before proceeding with our consideration of him. We value your input and would greatly appreciate a forthright and honest opinion of this person. We have enclosed a brief form for you to complete. Be assured that this information will be kept in the strictest confidence.  

We would also request a written narrative which includes your perception of his pastoral skills, preaching ability, accomplishments in ministry, and other positive or negative factors you feel would be of value to us. If you like, you can use the back side of this page to record your comments.  

Thank you for taking time to provide this information. Pray for our committee as we seek God’s choice for our church.  

Sincerely,  

Enclosures
NAME OF PROSPECT: _____________________________ AGE: ______

The person whose name appears above has been recommended to us. Please give us information requested below and any additional comment. Information will be kept confidential.

1. How long have you known the prospect? _____________________________

2. Are you a friend of the family?  □ Yes  □ No

3. How does he spend his time? (hobbies, etc.) _____________________________

Please rate the prospect: (We aren’t looking for a perfect person, so be straightforward.)

<table>
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<tr>
<th>Qualifications</th>
<th>Excellent</th>
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<th>Fair</th>
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<th>Very Poor</th>
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4. Additional Comments: ____________________________________________

_________________________________________________________________

_________________________________________________________________

Signed: _______________________________________________ Date: ________________

Please return to: ____________________________________________ Baptist Church

Address: _____________________________________________________

Appendix 8 (cont’d)
Our committee enjoyed the meeting with you and your family. We appreciate the information you shared relating to your ministry.

After prayer and consultation, our committee is not ready to make a final decision. We plan to contact other prospects.

We will pray that God will lead your life now and in the future. Please pray for us as we continue this vital work for Him and His church.

Sincerely,
INTERVIEW QUESTIONS

Please note: Good interview questions cannot be answered with a simple yes or no. Good questions call for some detail in the answer. Do not be afraid to ask hard questions. Learn as much as you can about the prospect at this time. This is a comprehensive compilation of questions for a prospective pastor. Select the questions that best fit your needs. Add others as appropriate to the position.

QUESTIONS FOR THE CANDIDATE:

Conversion and Ministry:
1. Tell about your conversion and call to ministry.
2. Describe important people in your life and tell how they influenced you.
3. Describe successes and failures in your ministry.
4. What strengths do you bring to ministry?
5. How have you grown since entering the ministry?
6. Where do you now need to grow?
7. How do you allot your time among pastoral ministries?
8. What do you like most about ministry?
9. What do you like least about ministry?
10. Describe your spiritual health and your feelings about spiritual accountability.
11. Describe your personal, private devotional time.
12. Share your plans for personal and professional growth.
13. What doctrines do you think are essential?
14. What are your greatest strengths and your greatest weaknesses?
15. Four of the major elements of kingdom leadership are leadership, communication, administration, and ministry. Of these areas, which do you consider your greatest strength in the ministry and why?
16. How do you measure success in ministry? How do you know when you have done a good or a bad job?
17. Who are your mentors/models in ministry (past or present)?
18. Why would you consider moving to another church?
19. How do you classify/describe your preaching style?

Denomination and Community:
20. What is your relationship with the denomination?
21. Do you support the Cooperative Program?
22. How active are you in:
   - Associational work?
   - State convention work?
   - Southern Baptist Convention work?
   - Civic clubs/social organizations in the community?
23. Give us your beliefs concerning the basic Baptist doctrines as stated in The Baptist Faith and Message.
24. How do you relate to other denominations?
Family and Personal Life:
25. What do you do for fun?
26. Describe your current family and tell how each member relates to the others and to the church.
27. Do any of your family members have special needs?
28. How do you encourage spiritual growth in your family?
29. What is your wife’s role in your ministry?
30. To what extent is your family involved in your ministry?
31. How would they feel about moving?
32. What do you and your family enjoy doing together?
33. What are your hobbies?
34. What do you do for entertainment?
35. Does your family support your calling and vocation?
36. Describe your two closest friends.
37. How do you relate to other ministers?
38. Describe your personal financial situation.
39. What is your philosophy of stewardship and tithing? Do you tithe?
40. Do you have outside business income? If so, describe.
41. Describe your health.
42. How many and what books have you read in the past twelve months?

Positions and Policies:
43. What is your concept of the Bible?
44. What is your position concerning missions?
45. What is your conviction and personal practice concerning evangelism?
46. What is your policy concerning pastoral visitation?
47. What is your policy concerning pastoral counseling?
48. Do you do personal counseling and, if so, on what level? How extensive is your training in this area?
49. What are your convictions concerning these issues? Alcohol and drugs, gambling, pornography, racial prejudice, divorce, etc.

Leadership:
50. When you first change churches, what do you think is the most important thing for you to do during the first year?
51. What do you consider, in the order of their importance, your chief duties as pastor?
52. Do you think your best work can be done in a relatively short or a relatively long pastorate?
53. What would the ideal decision-making model look like?
54. What method do you use in accomplishing the goals and business affairs of the church (such as pastor-led, committee-led, team-led, deacon-led, etc.)?
55. What will be your involvement with committees?
56. How do you see the role of deacon in the church?
57. The church allows you revivals, conventions, etc. How many of these do you normally conduct/attend in a year?
58. What style of public worship and preaching do you prefer?
59. How would you describe an effective worship service?
60. What is your personal belief about the nature and function of the church?
61. Describe your leadership effectiveness.
62. How do you go about making changes in the church?
63. How do you work with the leadership of the church in planning?
64. What role do you see for the laity in the decision-making process of the church?
65. How do you keep up-to-date with recent developments in church-related issues?
66. Map out for us the manner in which you use your time throughout the week.

Staff and Church Relationships:
67. What would be your relationship with the church staff?
68. Would you expect to make changes in the current staff?
69. Do you see the staff as being called by the church? Are you willing to work with the present church staff?
70. Do you schedule office hours and days off?
71. Describe your effectiveness in reaching ___________.
   (Fill in the blank with the group of people you are trying to reach.)
72. Describe how you would communicate with _________________.
   (Fill in the blank with the group of people you are trying to reach.)
73. How would you rate your interpersonal skills?
74. What is your concept of the role of the laity (both men and women) in the church?
75. What is important to you in handling conflicts between yourself and a member of the church?
76. How do you manage disagreements in your church?
77. How comfortable do you feel in working with all age groups that make up the membership of the church?
78. Discuss your work schedule and how you divide your time in the range of responsibilities.

QUESTIONS FOR THE CANDIDATE'S WIFE:
1. What influenced your decision to become a Christian?
2. Describe important people in your life and tell how they influenced you.
3. Describe your personal, private devotional time.
4. Were you aware of your husband's call to ministry before you married?
   If not, explain how you have come to view this call to ministry.
5. How do you relate to the church where your husband is pastor?
6. What is your role in the family?
7. How do you feel about moving?
8. Will you be working outside the home?
9. How do you feel about being a minister's wife?
10. What strengths do you bring to your ministry in the church?
11. Describe your family and tell how each member relates to the others and to the church.
12. How do you encourage spiritual growth in your family?
13. What do you and your family enjoy doing together?
14. What are your hobbies?
15. What is your concept of the Bible?
16. What is your position concerning missions?
17. What is your conviction and personal practice concerning evangelism?
18. What do you appreciate most about your husband?

Appendix 10 (cont'd)
WHAT MEANETH THESE DEGREES?

**Associates Level:**

- A.A. Associate of Arts
- A.S. Associate of Science
- A.R.E. Associate of Religious Education
- A.Th. Associate of Theology
- Etc.

Associate degrees are usually equivalent to a two-year college course of study.

**Bachelors (Baccalaureate) Level:**

- B.A. or A.B. Bachelor of Arts
- B.S. Bachelor of Science
- B.Th. Bachelor of Theology
- B.R.E. Bachelor of Religious Education
- B.S.M. Bachelor of Sacred Music
- B.M.Ed. Bachelor of Music Education
- B.S.N. Bachelor of Science in Nursing
- B.M. Bachelor of Music
- B.D. Bachelor of Divinity

Bachelors degrees usually represent the equivalent of four years of college. They usually provide a broad basic education with a major emphasis. Bachelor of Divinity is three years of seminary beyond another bachelors degree.

**Masters Level:**

- M.A. Master of Arts
- M.S. Master of Science
- M.S.Ed. Master of Science in Education
- M.B.A. Master of Business Administration
- M.M.Ed. Master of Music Education
- M.S.W. Master of Social Work
- M.Div. Master of Divinity — formerly this was Bachelor of Divinity (B.D.)
- M.S.T. Master of Sacred Theology equal to M.Div.
- M.R.E. Master of Religious Education
- M.S.M. Master of Sacred Music
- M.Th. Master of Theology

Masters degrees usually represent one or two years of specialized study beyond the bachelors degree. The Master of Divinity is three years. Master of Theology may be three years beyond the bachelors degree (earlier seminary degree now called the M.Div.), or it may be one or two years beyond the Bachelor of Divinity or Master of Divinity.
**Doctoral Level:**

- Ph.D. Doctor of Philosophy
- D.Ed. Doctor of Education
- Th.D. Doctor of Theology
- D.S.T. or S.T.D. Doctor of Sacred Theology
- D.Min. Doctor of Ministry
- D.S.M. Doctor of Sacred Music
- D.R.E. Doctor of Religious Education
- D.D. Doctor of Divinity
- D.Hum. Doctor of Humanities

The Ph.D. and the D.Ed. may be earned in any of hundreds of major fields, including religious areas. These usually take two to five years beyond the masters degree. The Th.D., the D.S.M., D.S.T. and the D.R.E. are doctoral degrees but are limited to the areas of seminary studies. These doctoral degrees prepare one to teach in graduate school.

The D.Min. Degree is one or two years beyond the M.Div. It is designed to give additional skills in pastoral ministry.

The D.D. and D.Hum., D.Litt. (along with several others) are normally honorary degrees and represent no class work. They may represent a significant financial contribution to a school or they may have been purchased for status. They may represent a significant accomplishment in a given field.

Educational institutions invent new degrees to meet their needs.

*NOTE:* Any of the above degrees can be obtained through mail-order, non-accredited schools. For monitory fees in varying amounts, any degree can be bought — without any class work whatsoever. Therefore, one should be suspect of any degree obtained from schools not known to to be accredited by the regional accrediting agencies.

*ALSO NOTE:* Diplomas are not degrees. Diplomas are offered by a variety of institutions for the completions of some non-standardized class or correspondence work. The holder of a diploma may or may not have completed high school.

**Confused? Join the Crowd!**

**HOW TO CHECK ON THE VALIDITY OF EDUCATION:**

To verify the educational attainments of a prospect, take the following steps:

1. Phone the registrar of the college, university, or seminary indicated by the prospect. Ask for information regarding the prospect’s attainments at that institution.
2. If you are not familiar with that institution, ask how the institution is accredited.
3. Phone the registrar of an institution that you know is a legitimate accredited school and ask them if they would accept credits from a school accredited by the above agency. You may ask them about that agency and its validity. Fully accredited schools will not normally give full credit for course work taken at a school without good accreditation.
4. Begin with the highest degree attained. If it is valid, those before it are also.
SEARCH PROCESS FLOW CHART

**Preliminary**

- Committee elected by Church
- Narrow list to 3-4; rank by priority
- Interviews and visits
- PSC resigns; Continue to encourage minister and help adapt to church

**Call and Presentation**

- Survey the congregation to determine priorities
- Check all references
- Minister visits committee at church
- Continue to pray for a strong relationship

**Search Phase**

- Establish procedures, study by-laws; Invite consultant
- Rank top 6-10 based on resumes and biographical sheets
- Covenant developed; expectations, financial arrangements, etc.
- Continue to encourage minister and help adapt to church

- Survey the congregation to determine priorities
- Check all references
- Minister visits committee at church
- Continue to pray for a strong relationship

- Develop a profile and establish criteria
- Study all based on the previously established criteria
- Series of events scheduled to introduce minister
- Plan service of installation within a month of arrival

- Assemble portfolio of church and community
- Make copies for every committee member
- Church votes, relaying results to minister
- Offer to assist in learning community services

- Confirm a financial package with appropriate committees
- Gather resumes and biographical sketches; request from MBCB
- Arrangements completed for moving minister
- Plan appropriate welcome

**Appendix 12**
Name of Church 

Name of Staff Member 

Ideally, categories A, B, C are spread throughout the budget. The worksheet is designed so that the three categories of financial support are not added together. This is intentional. Adding these together is an attempt to reconstitute the lump sum or package approach to compensation and all its inefficiencies.

**A. Church Minister-Related Accountable Reimbursement** (not income)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Auto (current cost per mile _____ cents)</td>
<td>$ _______</td>
</tr>
<tr>
<td>2. Convention/Conferences</td>
<td>$ _______</td>
</tr>
<tr>
<td>3. Library — books, periodicals, tapes</td>
<td>$ _______</td>
</tr>
<tr>
<td>4. Continuing Education</td>
<td>$ _______</td>
</tr>
<tr>
<td>5. Hospitality (business entertainment)</td>
<td>$ _______</td>
</tr>
</tbody>
</table>

Subtotal $ _______

**B. Protection/Fringe Benefits** (not income)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Medical</td>
<td>$ _______</td>
</tr>
<tr>
<td>2. Term Life</td>
<td>$ _______</td>
</tr>
<tr>
<td>3. Disability</td>
<td>$ _______</td>
</tr>
<tr>
<td>4. Personal Accident</td>
<td>$ _______</td>
</tr>
<tr>
<td>5. AD &amp; D</td>
<td>$ _______</td>
</tr>
<tr>
<td>6. Church Retirement Plan</td>
<td>$ _______</td>
</tr>
</tbody>
</table>

Subtotal $ _______

Disclaimer: These two pages are designed to provide assistance to churches in forming their own “Church Financial Policy.” It is intended to provide accurate information in regard to the subject matter covered. It is free with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional service. If legal or other expert assistance is required, the services of a competent professional should be sought.

Adopted from a Declaration of Principles jointly adopted by a committee of the American Bar Association and Committee of Publishers and Associations.
C. Personal Income  
(taxable) 

1. Salary (Federal, State, and SS Taxes) $ __________ 
2. Housing Allowance (State and SS Taxes) $ __________ 
3. Social Security Offset (taxable) $ __________ 

Subtotal $ __________ 

Use one worksheet per church employee. 

“Housing Allowance” is a part of Salary on this worksheet. It is to be determined by the ordained minister. The Church or an authorized committee (see by-laws of the church) must vote on the amount. 

Use one worksheet per church employee. Note: there is no “total” of lump sum salary. 

Accountable reimbursements (A) and benefits (B) are not “salary” items. While this concept isn’t new to the general public it may be new to the way you think of “Church Budgets” and how the church has “paid the preacher” in the past. 

Neither is this a new regulation of the Internal Revenue Service. The IRS expects churches to operate their expenses/budgets much like a business, even though they don’t consider a church a “business.” We are non-profit and we must account (document) for every dollar contributed and every dollar spent. 

Reimbursements and benefits are simply the cost of having an employee of the church, whether it is an ordained minister or non-ordained employee. Think of these budget items (A and B) as you would consider the utilities: if a church wants lights, air conditioning, or heat, the church must pay the cost. For example: the cost of driving one’s car for church business (home visitation/witnessing, associational meetings, hospital visits, etc.) must be viewed separate from salary and reimbursed with documentation to provide cost effective ministry on a monthly basis. 

The Finance and Budget Committee determines how much the church can afford. They will add these three categories together to determine the total amount for any one employee position. Yet, the employee will not have control of the total amount, because he/she will not know the total amount until the breakdown is completed by a responsible church committee. To handle the three separate categories correctly see the booklet “Compensation Planning Guide.” The six steps indicate the correct procedure for handling financial support. 

The worksheet is designed so that the three categories (A, B, an C) of financial support are not added together. This is intentional. Adding these together is an attempt to reconstitute the lump sum or package approach to compensation and all its inefficiencies. 

Appendix 13 (cont’d)
EVALUATION OF PROCESS

Name of Church: ___________________________ PSC Chairman: ________________________

1. Was the presentation clear and understandable?
   □ Yes  □ No

2. Were your questions answered to your satisfaction?
   □ Yes  □ No

3. How much of the process did your committee use?
   □ None  □ Most of it  □ All of it

4. Where does the process need improvement? __________________________

5. Would you recommend this training to other search committees?
   □ Yes  □ No

6. How long did it take your church to call a Pastor? __________________________

7. Were the resumes that we supplied to your committee helpful?
   □ Yes  □ No

8. Was the material in this book sufficient?
   □ Yes  □ No

9. Did you have a need for other material not supplied in this book, and if so, what?
   __________________________________________

10. Who is your new Pastor? __________________________________________

     When did he arrive? Date: ____________________________________

     Comments: ____________________________________________

The Church-Minister Relations Department of the Mississippi Baptist Convention Board
would like to thank you for the opportunity to work with your committee. We trust that
we have been helpful.

Please mail this questionnaire to: Bruce Cappleman, Director, Church-Minister Relations
Mississippi Baptist Convention Board
P. O. Box 530, Jackson, MS 39205-0530

Appendix 14