



Southeastern California Conference

Pastor Search Committee Workbook

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Search Committee Responsibilities

The following general guidelines are intended to assist a pastoral search committee with their work. Primary to this process is the time committee members will spend in prayer requesting God's guidance throughout the process. Thank you for your willingness to serve.

1ST MEETING

- Things to Keep in Mind
 - » The search committee will function only when a conference representative is present.
 - » Committee members are not to make contact with any potential pastors. Committee members are not to contact the current congregation or previous congregations where a potential pastor has served. There is to be no contact made to any of these congregations' members. A conference representative will do research on the references. (Pg. 3)
 - » The committee members are recommended to research online (church website/sermons, YouTube sermons, Facebook (please do not send Facebook friend request at this time), personal blog, etc.
- The committee will organize by choosing from among themselves a chairperson and secretary.
- The committee members will maintain complete confidentiality regarding their work. (sign doc.) (Pg. 29)
- The committee will set up the next meeting date.
- Periodically, the committee will provide a general update to the congregation.

THINGS TO DO BETWEEN 1ST AND 2ND MEETING

- Review of the **pastor job descriptions** (pg. 5-9)
- The committee will collect the potential candidate's information for the next two to three Sabbaths. Determine the deadline of **collecting candidates names** (pg. 10)
- The committee will collect the **pastoral needs of the congregation** (pg. 11-15)
- The chair will send the collected names to the conference for review and to check references.
- The committee will prepare a resume for the congregation (see **Church Resume** document, pg. 16-20) and send it to the conference representative. This resume will be given to potential candidates.
- The conference representative will ask for resumes and call to ministry papers from the candidates should the candidates be open to a possible calling.
- The committee will establish a set of 10-12 **interview questions** that will be used with all candidates who will be interviewed. (pg. 21-28)

2ND MEETING

- The committee will present the pastoral qualities that would best meet the needs of the congregation. (Pg. 11-15)
- The conference representative will share the reference results of the candidates, and the committee will narrow down the names to one or two.
- A conference representative will indicate which candidates will “not be available” due to any of the reasons listed below to protect the candidate’s privacy and reputation:
 - Other conference did not permit us to speak to the candidate
 - The candidate has declined
 - Candidate has recently made a transition (2-3 years)
 - Possibly not a good fit and/or not a transferable pastor
 - Issues with education
 - Negative or mixed references
 - Track record, etc.
- The committee will set up the next meeting date.

3RD MEETING

- The conference will interview the candidate(s).
- The committee will interview candidate(s).
- The committee will determine which of the candidates would be the best fit for the congregation.
- Upon consensus/vote (super majority) of the committee, the conference representative will contact the candidate recommended by the search committee and ask the candidate to give the conference a final answer.

NEXT STEPS

- Upon the final candidate's acceptance of the informal call, the search committee will make their recommendation to the church board.
- The recommendation from the church board will go to the conference Personnel Committee (every 3rd Thursday of the month) and to the Executive Committee (every 4th Thursday of the month).
- An official call will be extended to the pastor and negotiations on the starting date will begin with the conference, pastor, and the church.
- An announcement to both churches (departing church and your church) will be made on the same Sabbath.



Search Committee Process

PHASE

1

GATHER NEEDS ASSESSMENTS:

Member Recommendation Form (pg. 10 - 11)
Congregational Survey (pg. 12-15)
Church Resume (pg. 16-20)
Reference checks on the candidates
Narrow down the candidates

2

INTERVIEW

With the conference administration

3

INTERVIEW

with the church search committee

PHASE

2

4

RECOMMENDATION

Search committee recommends a candidate to the church board

5

RECOMMENDATION

Search committee recommends a candidate to the conference

Personnel Committee:
every 3rd Thursday/month

Executive Committee:
every 4th Thursday/month

PHASE

3

6

An official CALL extended

Position is offered to the pastor



FINAL

Inform the church congregation that process is complete and a pastor has been chosen.