

# **Pastor Search Manual**

**Developed by  
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Transitional Pastor**

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## 1. Pastor Search Team

The Pastor Search Team plays a critical role in the future health and growth of the local church. The Pastor Search Team is charged to discover the best possible candidate to lead the congregation in its Biblical mission and unique vision.

### Composition of The Team

The Governance Authority should act as quickly as appropriate to determine the membership of the Pastor Search Team. Since the Governance Authority has the constitutional authority to call the next pastor, it should carefully consider three options in the selection of the Pastor Search Team—

**Option One:** The Governance Authority in its entirety could assume the role of the Pastor Search Team. In a small church, this may place too much responsibility on already committed leaders. In a church with a large Governance Authority, this option may prove to be cumbersome.

**Option Two:** In a church with a large Governance Authority, five to seven of its members could serve on the Pastor Search Team along with congregational members-at-large.

**Option Three:** In a church with a moderate size Governance Authority, all the Governance Authority members combined with the addition of two or three members-at-large could make up the Pastor Search Team.

Four categories of members would be *inappropriate* for the Pastor Search Team—

- (1) The spiritually immature.
- (2) Church staff or pastoral staff members or their relatives(not always avoidable)
- (3) Immediate relatives of other Pastor Search Team members.
- (4) Those who appear too eager to serve.

Pastor Search Team members should have experience in ministry leadership and teamwork in addition to mature character.

### Purpose of the Pastor Search Team & Amenability to Governance Authority

1. The Pastor Search Team will work in collaboration with the Governance Authority to gather and analyze input from the congregation through the Congregational Input Survey and to complete the Church Profile and Pastoral Expectations Profile.
2. The Governance Authority receives the resumes of prospective pastoral candidates from the District Superintendent and the Pastor Search Team assists in evaluating prospective candidates.

3. The Pastor Search Team should be careful not to assume more responsibility than is given to them by the Governance Authority. Once they have made their recommendation to the Governance Authority, their work is completed. The Governance Authority is responsible to make the decision with regard to calling a pastor.
4. The Pastor Search Team is amenable to the Governance Authority.

### **Delegation of Responsibilities**

The Pastor Search Team is a task-oriented team with everyone working to their strengths such as—(1) Completing the church profile and other written documents; (2) Communications with the prospective candidates, district leadership, and the congregation; (3) Preparation of interview questions; (4) Hospitality arrangements; etc.

### **Maintain Focus on the Pastor-Church Match**

Most of the prospective candidates will be naturally likeable, so emotional responses can easily get in the way. Therefore, the church and pastoral expectation profiles should be carefully used in the preparation for all interviews. The objective is to find the best possible pastor-church match. Maintain focus on the match by engaging in impartial discussions of candidate resumes and interviews.

### **Be Patient**

A strong commitment to a proven process that ensures the best result will enable the Pastor Search Team to overcome disappointments along the way. Keep in mind that the Pastor Search Team is on a steep learning curve—therefore, aborted attempts will have value. From a Divine perspective, aborted attempts will motivate the church to humble intercession and ultimately God's glorious intervention. Help each other to work through any disappointment as quickly as possible. ***Don't become desperate and circumvent the process.***

## 2. Leadership and Congregational Input Surveys

The **Leadership and Congregational Input Surveys** (see **addendum**) are designed to help the Governance Authority and Pastor Search Team with identifying needs and priorities of the church that are crucial to finding the best pastor-church match possible. The surveys will be an important tool to assist the Governance Authority/Pastor Search Team in completing the ***Church Profile*** (see **addendum**).

### Leadership Input Survey

The Governance Authority/Search Committee should complete the Leadership Input survey separate from the congregation. They can then compare their responses after the congregational focus group has completed the Congregational Input survey.

The Leadership Input Survey is a tool designed to assist the Pastor Search Team and/or Governance Authority in the interviewing and candidating process. It should be used in combination with the Church Profile to help keep you focused on the goal of finding the best possible pastor-church match.

The district office will ***not*** forward the Leadership Input Survey to potential candidates, and ***you are also asked not to provide this document to prospective candidates.*** This guards against the prospective candidate interviewing to the expectations of the Pastor Search Team/ Governance Authority and facilitates an unadulterated view of the prospective candidate's priorities and ministry focus.

### Congregation Input Survey

The Pastor Search Team should ensure that enough copies of the survey are made for distribution. Survey participants should be encouraged to be forthright in their answers and asked ***not*** to put their names on the survey.

#### Smaller Congregations with Less than 60 Adults

In smaller congregations, it would be appropriate to encourage each regular attending adult to complete a survey. The survey could be distributed in a worship service with a deadline for returning the surveys that is two or three weeks subsequent to distribution.

## Congregations with More than 60 Adults

In many congregations, it would be somewhat cumbersome to collect and analyze surveys from a majority of the regular attending adults. Therefore, it is recommended that a representative cross-section of **25-30 people** be selected to complete the survey by the church staff in consultation with Governance Authority.

The survey group could be gathered together for a Saturday morning. The survey would be completed during this time and returned before survey participants leave.

## Analyzing the Surveys

Data from the surveys will be compiled after all the surveys are returned. Particular note will be taken of repeated or related responses. No responses will be ignored, but caution exercised to not be unnecessarily swayed by any **single** response. The key is to look for overall trends and/or confirmations to things already identified by the Governance Authority. The Intentional Interim pastor is skilled in the analysis and interpretation of these surveys, and he will provide a detailed report of his findings.

## Two Important Observations

1. Churches often call a new pastor who is the opposite of their former pastor in ministry strengths and personality/temperament. This can adversely impact the strengths of the church and ultimately lead to disappointment with the new pastor.
2. While pastors have been trained in all the pastoral roles and have experience in doing all the roles, it doesn't mean that they are **effective** in all of them. Generally, one of two kinds of pastor-leaders emerge—those who are **shepherds** and those who are **missional** in their passion and orientation. One or the other will dominate their time and activity. Interviews should uncover their orientation. Keep in mind the following—
  - The **missional leader** will create more change and growth, but give less pastoral care than the shepherd leader.
  - The **shepherd leader** will give more care, but create less change and less growth than the missional leader.

It is important to guard against the unrealistic expectation that the new pastor will do **all** of the ministry and do it **well**. The Pastor Search Team should take the more realistic approach by discovering the prospective candidate's ministry strengths that correspond to the church's weaknesses. Allowing the pastor to work from his strengths and mobilize others to work from their strengths that correspond to his weaknesses is not only realistic but creates a stronger ministry leadership team that is far more effective (Eph. 4:12).

### 3. Church Profile and Compensation Package

There are two very important documents that the Governance Authority and Pastoral Search Team will prepare to guide both the district office and the local church in evaluating prospective candidates. **These two documents should *not* be completed until after the Leadership and Congregational Input Surveys are compiled and analyzed.** Copies of all of these documents are to be sent to the district office as soon as they are completed. (It is preferred that these completed documents are returned electronically via email or on CD by regular mail.) Copies will be distributed to each member of the Pastor Search Team and Governance Authority.

#### Church Profile

The Church Profile (see addendum) is a kind of prospectus designed to adequately describe the church for potential pastoral candidates.

Carefully and completely provide the rest of the information requested in the profile. The district office will forward the completed Church Profile, along with the Pastoral Compensation Package, to any potential candidates it has identified as possible matches through its screening and evaluation process. These documents will assist the potential candidate in determining whether to authorize the district office to submit his resume to the church. The Church Profile will also provide a basis for discussion and questions during the interviewing and candidating process.

#### Pastoral Compensation Package

The Pastoral Compensation Package (see addendum) provides an overview of salary, benefits, and professional expenses. Not only will this document supply important compensation information that potential candidates will want to know as part of their decision making process but also it will guide the Governance Authority as it works through the process of establishing a clear and complete compensation package for its next pastor. (Please note that the Governance Authority, not the Pastor Search Team, has the responsibility for establishing compensation and should approve all items contained in this document.)

Please do not leave any item blank. If an item is not provided or applicable, please indicate a "0" for the dollar amount or "N/A" for the explanation. This document will be forwarded to potential candidates along with the Church Profile.

A time of pastoral transition should not be viewed as an opportunity to save some money by cutting back on the pastoral compensation package. It is important to keep in mind that a worker is worthy of his hire (1 Cor. 9:14; 1 Tim. 5:17-18). This compensation package should be both reality and faith based.

## 4. Ministry Description for Lead Pastor

The Pastor Search Team will need to agree upon a “Ministry Description” for the Lead Pastor. This will be distributed to any candidate who is coming for an official Candidating Weekend (unless requested earlier in the process. A subcommittee of the Pastor Search Team will begin with the template in the addendum (pages 38-39) and customize it for this church and submit it to the Pastor Search Committee for approval.

## 5. Resumes

Resumes are meant to give the Pastor Search Team a snapshot of the candidate’s preparation, ministry history, experience, and personal information such as age, family, and pastimes. The district may provide other information gathered on the candidate in the form of ministry placement questionnaires, etc. All of these materials will provide a variety of details that will assist the church in evaluating prospective candidates for possible interviews.

### Receiving Resumes

The District Superintendent will supply the resumes of approved prospective candidates— however, the Governance Authority and/or Pastor Search Team may suggest additional names for consideration to the district superintendent provided such individuals are approved Official Workers in the Christian and Missionary Alliance.

The Search Team is **not** to directly solicit resumes from individuals, but to work through the District Superintendent. In the event that the church receives an unsolicited resume or inquiry from an individual who wishes to be considered as a candidate, the Search Team should immediately refer such individuals to the district office.

Governance Authority and Pastor Search Team members are asked **not** to approach other District Superintendents for contacts or information. The Search Team needs to work through the appropriate channel—the District Superintendent.

### Evaluating Resumes

The Pastor Search Team will prayerfully read and discuss the resumes, along with any other materials provided by the district, of prospective candidates. This is to determine those candidates with the best potential for a pastor-church match.

Look for the following when reviewing resumes of prospective candidates—

1. Does he spend more time telling you what he **believes** or what he has **done**?
2. Does he indicate that he’s **continually learning** or did his education stop after college or seminary?
3. Does he indicate that he’s **connected to the real world** or does he spend his life only in the church?



4. Are his references reliable sources of **information** or **confirmation**?
5. What **questions** does the resume raise that need to be answered?
6. Is the resume: **clear or vague**  
**specific or general**  
**humble or glowing**
7. Based on the Church Profile and Pastoral Expectations Profile, clarify which category the resume falls into – (1) No match; (2) More information needed; or (3) Possible match.

Those that fall into **Category 1** (No match) should no longer be considered. Please notify the district office of the prospective candidate(s) you will no longer consider. The district office will in turn notify the prospective candidate(s).

When more information is needed (**Category 2**) to determine whether a prospective candidate is not a match or a possible match, contact the district office. In many cases, the information requested will be known or can be secured by the district office. After additional information is gathered by the Pastor Search Team, re-categorize the resume into either Category 1 or Category 3. Notify the district office as indicated above if the resume is concluded to not be a match.

Those resumes that are in **Category 3** (Possible match) should be rank-ordered to determine which prospective candidate(s) will be invited to participate in an interview(s).

***At any time during the pastoral search process when a prospective candidate is no longer being considered, the Pastor Search Team should contact the district office. The district office will take the responsibility of notifying prospective candidates accordingly.***

## **6. Conducting Interviews**

A minimum of **two** pre-candidating interviews should be conducted with prospective candidates to further evaluate strengths, personality, ministry priorities, etc. Multiple prospective candidates may be interviewed before deciding upon a favorite candidate. First interviews can be conducted via Skype or FaceTime. In extreme cases where none of these electronic means are available, a phone interview could be conducted initially. A second interview should be in-person whenever possible. The church should pay all of the travel costs for prospective candidates who come for in-person interviews. Once approved by the District Superintendent, the Pastor Search Team may directly contact prospective candidates to arrange for these interviews.

### **Interviewing Skills**

Since prospective candidates are credentialed with The Christian and Missionary Alliance, they have already been interviewed extensively in the areas of calling, spiritual life and maturity, doctrine, marriage and family life, and Christian character. If a weakness in any of these areas has become known to denominational district

leadership, the resumes of candidates are not passed on to churches until such matters have been resolved.

The Pastor Search Team has every right to ask any question of the potential candidate in reference to the above categories, and the candidate should be willing to answer any question honestly. Keep in mind that while the church is protected under the law to ask personal questions relating to morals, ethics, lifestyles, and beliefs, there are three major areas of discrimination that religious bodies cannot engage in by law as well as by Biblical standards. Those are the following—

1. Physical health or handicaps
2. Age
3. Ethnicity and Race

The Pastor Search Team will want to interview the prospective candidate for the purpose of finding a “best possible match” of pastor and church. This is accomplished through the Pastor Search Team utilizing effective interviewing skills.

It is assumed that the Pastor Search Team will be fully prepared for the interview. The Search Team must understand and agree upon what they are looking for in the next pastor with regard to his ministry skills and strengths needed to lead the congregation in the direction of greater health and growth. (Pastor Profile) Without this understanding the outcome rests solely on subjective first impressions and the likeability of the candidate—and these things are not the basis for a good match.

The goal of the candidate interview is to give opportunity for the candidate to describe his ministry behaviors. The Pastor Search Team will want to conduct a well-planned “**behavioral interview**” with follow-up questions as the candidate tells his stories.

## **Traditional Interview Questions**

Since **past** behavior is the best predictor of **future** behavior, traditional interview questions are inadequate. Traditional questions allow the candidate to “wax eloquent” on what he believes, thinks, and **might** do, not what he has **actually** done.

The following types of traditional questions should be **avoided**—

### **Hypothetical Questions**

“What would you **do** if....?” or “What would you **say** if ...?”

### **Belief Questions**

“Tell us what you **believe** about....”

“What are your **convictions** regarding....?”

“What do you **think** of ....?”

### **Skills Questions**

“What are your greatest **strengths**?”  
 “What are your greatest **weaknesses**?”

Some traditional questions regarding convictions, philosophy of ministry, personal history and lifestyle are appropriate to ask as “get acquainted” questions—however, a variety of **behavioral** questions should be used to get a more accurate picture of the candidate.

## Behavioral Interview Questions

Behavioral questions elicit descriptions of past behavior—behaviors that failed, succeeded, or fell somewhere in between. Behavioral questions should have three-part answers—

1. Situation/problem/challenge faced
2. Action taken
3. Specific/measurable outcomes

A typical behavioral question might start with one of the following—

**“Tell us about....”**

**“Describe a time when.....”**

**“What was the biggest/greatest....?”**

**“What was the most important/difficult/saddest....?”**

**“When was the ...?”**

**“Can you give us an example of...?”**

As the Pastor Search Team listens to the candidate’s real-life story (situation faced, action taken, and specific outcomes), they should take careful notes to discuss afterward. The Search Team members can even score the answers on a scale of 1 to 5 for discussion later (1=much less than acceptable; 2=less than acceptable; 3=acceptable; 4=more than acceptable; 5= much more than acceptable).

Listen for the following—

- **Situation faced** (20% of response):  
How recent was it?
- **Specific actions taken** (60% of response):  
Ministry skills  
Relational skills  
Spiritual leadership (character, wisdom, etc.)  
Decisions made
- **Specific outcomes** (20% of response):  
Names  
Numbers

- Benefits/impact on people, congregation, community or world
- **Negative traits to listen for—**
  - Blame shifting
  - Exaggeration
  - Insensitivity/Oversensitivity
  - Controversy
  - Controlling

Don't hesitate to drill down further with follow-up questions to any part of the candidate's story. Since past experiences predict future performance, the Pastor Search Team will want to especially explore the areas of strength for which the Search Team is looking.

Most likely every pastor has had one successful or effective ministry experience in all of the pastoral roles or functions. But one positive experience (or story) does not reveal strength, giftedness, or passion. Someone with strength, giftedness, and passion will have *many* recent stories to tell.

**Triangulation** is a simple interview method of using three different questions that call for three stories to illustrate the same strength. The three questions could cover three areas of the candidate's life such as ministry, personal, and community. In other words, the strength will show up in life **outside** of his pastoral work. These questions should be asked successively. If he has only one story, this is not likely a strength.

The Pastor Search Team needs to spend the time to frame questions for the 3–4 strengths they are looking for and use them with each prospective candidate they interview. Preparation of three questions for each strength will be important to the objective of the interview – **the best possible match of pastor and church**.

## Calling vs. Hiring

As the Pastor Search Team enters the interview process with prospective candidates, it should keep in mind they are seeking God's direction in the "**call**" of a new pastor. Likewise, the prospective candidate is also seeking God's direction. Divine intervention is the difference between a "**calling**" and a "**hire**".

A pastor has a mindset quite different from that found in the secular market place. He will most likely approach the interview process in the following ways—

1. He will be **thoughtful** in his responses — don't take this to mean he's unprepared.
2. He will be **humble** about his effectiveness — don't take this to mean he lacks self-confidence.
3. He will be **honest** about his strengths and weaknesses — don't take this to mean he's not assertive or competitive. He won't sell himself by raising unrealistic expectations.

4. He will be very **sensitive** to his wife and children since their lives are enmeshed with his ministry.
5. He, too, will be looking for a strong **match** — the Pastor Search Team must be transparent and complete in their responses to his questions as well.

Keep in mind that pastors have little experience or training in **interview methods**—be patient and understanding.

## Suggested Interview Questions

It is not intended that **every** question on this list should/would be asked. It is a suggested list designed to give an idea of the kinds of questions to ask in an interview(s).

### Family

1. Tell us a bit more about your family
2. Tell us how your wife shares or supports your call to pastoral ministry?

### Time Management

1. How would you describe your work style in terms of time efficiency? What tools do you use to manage your time?
2. Under what circumstances are you most efficient with your time? When are you least efficient?
3. How do you make time to grow your relationship with your wife and children?

### Spiritual Character

1. How do you keep a consistent personal relationship with God?
2. Please give one or two examples over your life where you feel your faith was tested.
3. Give one or two examples where standing for your faith (convictions) cost you something.

### Professional Growth

1. What have been the major changes in your thinking about ministry in the past year?
2. Please give a few examples of your present reading materials, seminars you have recently attended, favorite speakers.

### Ministry Strengths

1. Give us examples of 2 or 3 ministry strengths that God has given you and how those have enhanced your ministry.

### **Ability to Listen**

1. Describe a time in your ministry when people were trying to communicate with you and you didn't understand (e.g. non-verbal cues, confrontation, etc.) How did you overcome those barriers to communication?
2. What steps have you taken in the past to help you understand someone from a totally different background? (e.g. people from a different ethnic or religious background)

### **Leadership**

1. Give an example where you have identified a vision for a group, team, committee, church etc. How did you recruit others to accept the vision?
2. Give an example where you started an initiative from the beginning and led it through to completion.
3. Please give a recent example where you have championed "out-of-the-box" ideas, procedures, or programs while in a leadership role.
4. Give an example where you have persevered over time and obstacles to accomplish a leadership goal important to you.
5. Explain how you balance humility and leadership command. What public or religious leader do you respect who exemplifies your balance of these two qualities?
6. Give an example where God has blessed your leadership role beyond your efforts and expectations.
7. What have you done in the past to intentionally train others to lead?
8. What do you look for in a leader?

### **Dealing with Mistakes**

1. Describe a time in your ministry when you knew you had made a mistake. How did you deal with it?
2. Tell us some of the lessons you've learned from failure?
3. Have you ever apologized to a congregation for something you have done? What was it and how did you apologize?

### **Coping with Conflict and Working Toward Resolution**

1. How have you resolved conflicts in the church and between individuals under your authority? Give an example.
2. Tell us about a time when your ministry was criticized and how you responded to that.

3. Describe a time in your ministry when you faced a non-fundamental theological issue (e.g. role of women in church, church government) or a polity issue (e.g. baptism by someone other than a pastor) that was potentially explosive or divisive. How did you deal with it?
4. What do you 'fear' most about conflict?
5. Describe any unresolved conflict in your life right now. How are you planning to handle it?
6. Describe a staff conflict. How did you resolve it?

### **Candidate's Comfort Level with Himself**

1. Describe a time in your ministry when you discovered that a staff person or lay leader was better equipped to do a particular task or ministry than you were. How did you process that?
2. When were you last told that your preaching was 'substandard,' and how did you handle that critique?
3. How have you led a person with more talent than yourself? Describe that.

### **Preaching**

1. Describe for us an effective worship ministry in a church.
2. Describe your preaching style.
3. What recurring themes surface in your preaching ministry?
4. What positive or negative comments do you hear most about your preaching?

### **Influence**

1. Describe several non-believers whom you have come to know reasonably well in the last 10 years, excluding family. Give name and brief explanation of relationship. Select those whom you believe have an amiable regard for you.
2. Name people who are in ministry careers who would say you influenced or mentored them.

### **Accountability**

1. Please describe who you are transparent with and held accountable by.
2. Tell us about your personal finances—giving, debt, etc.

### **Team Player**

1. Describe the best persons who worked with you, for you, and for whom you worked.
2. Describe for us a time when you've involved a group of people in a decision making process and got wide ownership of that decision.
3. Do you solve problems and/or work out your ideas better in a group or by yourself?
4. Describe your beliefs about the C&MA mission, purpose, and distinctives.

5. Describe your commitment to the District Superintendent and District ministries.

### Local Questions

1. Questions related to specific needs of congregation. (Analysis of church)
2. Questions related to specific strengths of congregation. (Analysis of church)
3. Questions about specific opportunities of congregation. (Analysis of church)

### Additional Interview Questions

1. Describe how you have personally and positively impacted your church's surrounding community. How have you led your church to do so? What did you learn?
2. Have you ever been named in a lawsuit? If so, tell us about it. What did you learn?
3. Approximately how much time (percentage wise) would you say you devote to various ministry priorities in a typical week.
4. Tell us about your preaching on financial stewardship and giving.
5. Have you ever led a small congregation through the changes required to become a large congregation? If so, tell us about it. How did the congregation change and how did you change? What did you learn?
6. Tell us about a previous experience of leading a congregation through change. What was needed? How did you do it? What were the results? What did you learn?
7. What did you do to prepare for this interview?

### REFERENCE CHECK: INTERVIEW QUESTIONS

1. What is your relationship to \_\_\_\_\_, and how long have you known him?
2. As you have observed \_\_\_\_\_ in his role as husband and father, how would you evaluate his marriage & family life?
3. What are \_\_\_\_\_ greatest strength(s) as a pastor?
4. What are \_\_\_\_\_ greatest weakness(es) as a pastor?
5. Were his sermons prepared and preached in such a way that you looked forward to hearing him preach?
6. Did you observe \_\_\_\_\_ in the role of 'conflict management,' and if so, how would you evaluate his skill in this area?
7. Would you say that you considered \_\_\_\_\_ an effective leader in his role as lead pastor?
8. Would you characterize \_\_\_\_\_ as a 'people person' who really loves people and enjoys his ministry?
9. What other comments would you like to make about \_\_\_\_\_?
10. Finally, would you recommend, without qualification, \_\_\_\_\_ to become our next pastor?



## 7. Selecting a Candidate

The Pastor Search Team will evaluate prospective candidates who have been interviewed to determine whether one of them will be invited to participate in an official candidating weekend.

When determining the viability of a prospective candidate to remain in the pastoral search process and be invited to participate in a candidating weekend, two extreme reactions are to be avoided—

1. Keeping a **poor** match in the search process because you **like** him.
2. **Rejecting** a candidate because he's not the **perfect** match. Remember the goal is to find the **best possible match**.

There is to be only **one candidate/candidating weekend at a time**, after which an affirmative or negative decision is to be made relative to the calling of that candidate to be the next pastor.

**When the Governance Authority and Pastor Search Team have selected a candidate, this decision is to be communicated to the District Superintendent.**

The District Superintendent will contact the candidate to inform him of the invitation to candidate and deliver his response to the Governance Authority.

## 8. CANDIDATING WEEKEND

By Rev. Tom Allen

### FRIDAY

Time	Event
01:00p.m. - 04:00p.m.	<p><b>Candidate and wife arrive</b></p> <ul style="list-style-type: none"> <li>• They are greeted by several Search Committee members; taken to/met at hotel/motel.</li> </ul>
05:00p.m. - 06:30p.m.	<p><b>Dinner with Chairman/Vice Chairman of Elders and wife (wives)</b></p> <ul style="list-style-type: none"> <li>• At a nearby restaurant. This keeps the candidate close to his room for the first evening—a nice gesture for those who just traveled.</li> </ul>

07:00p.m. - 08:30p.m.

**Dessert Fellowship with Search Committee and spouses**

- This is an informal gathering complete with “ice-breakers” and other “humorous” things to start out on a lighter note.

**SATURDAY**

10:00a.m. - 12:00p.m.

**Search Committee conducts in-depth interview with candidate and wife**

- This is the time for those “special” questions to be addressed which were “left over” from the initial interviewing.

12:00p.m. - 01:00p.m.

**Lunch with Staff and Spouses**

01:00p.m. - 03:00p.m.

**Break time for candidate and wife**

03:00p.m. - 05:00p.m.

**Tour of Area**

- An elder/congregant leads candidate and wife on a tour of the area, points of interest, real estate, etc.

05:00p.m. - 06:00p.m.

**Informal pizza party**

- With young couples

06:00p.m. - 07:00p.m.

**Break time for candidate and wife**

07:00p.m. - 07:30p.m.

**Candidate Meets with Tech Team (if needed)**

07:30p.m. - 08:00p.m.

**Meeting with Finance Committee**

**SUNDAY**

**Sunday Morning**

**Candidate preaches in morning service**

12:00p.m. - 01:30p.m.

**Church-wide luncheon with candidate and wife followed by an “Open Forum”**

- This is an opportunity for any member or adherent to ask the candidate and his wife questions; Elders should be prepared to intervene on the candidates’ behalf if an “inappropriate” or “unfair” question were to be asked. *Pre-screening of questions is ideal.*

02:00p.m. - 03:00p.m.

**Final meeting between the Search Committee and the candidate and wife**

- This is time to ask any final questions and gather any other information that may be needed. At this time, the chairman/vice chairman of the elders informs the

candidate that the Governance Authority/Search Committee will be meeting the next night to make a decision, and they will contact the District Superintendent with the result. The District Superintendent will call the candidate to issue a formal call (assuming there is one.)

03:00p.m.

**Candidate and wife depart**

07:00p.m. - 09:00p.m.

**Search Committee conducts “phone polls”**

- Feedback from the congregation passed to elders.

## **MONDAY**

07:00p.m.

**The Search Team meets for prayer, discussion, and recommendation**

- The Elders meet. In either case (yes or no), the chairman/vice chairman of elders calls Superintendent with the decision of the Elders.

## **TUESDAY**

07:00p.m.

**District Superintendent calls the candidate**

- D.S. informs the candidate and his wife of the decision. If the church wants to call the pastor, the pastor can then respond “yes” or “no” and inform the D.S., and then D.S. let’s the church know candidate’s response to the call.

## **9. The Decision**

The Governance Authority is responsible for calling the pastor, **not** the congregation or the Pastor Search Team. However, the Governance Authority prayerfully bear in mind the input of the congregation as they seek the Lord for wisdom to make this decision. To garner feedback from the church, **phone polls** could be conducted on the Sunday night of the candidating weekend. Also, a **straw ballot** of the congregation could be taken for **information only**. The Governance Authority should encourage and provide some forum for the congregation’s participation.

**The minimum votes required to call a pastor should be decided upon by the Governance Authority early in the pastoral search process.** While a unanimous vote is not **necessary**, a large majority of votes from the Governance Authority should be received for a call to be **effective**. When a unanimous vote is **not** received, assurance must be provided that all Governance Authority members will cooperate and accept the will of the majority. [**Note—most candidates will desire and may even**

**require a “unanimous” vote. The thinking goes like this—if the leadership team is not 100% on board at the very outset, problems may lie ahead.]**

A vote regarding the call of the candidate should be taken soon after the candidating weekend, preferably within a few days. The decision of the Governance Authority and the vote count is to be communicated directly to the District Superintendent. **The district superintendent will contact the candidate to inform him of the decision of the Governance Authority.** If a call has been extended to the candidate by the church to be its next pastor, the District Superintendent will communicate the candidate’s **response** to that call to the Governance Authority.

### **A Final Note on the Role of Prayer & Fasting**

It should be obvious, but it should still be mentioned—**prayer** must be the very foundation upon which the entire pastoral call process is built. All kinds of prayer should be encouraged—individual, small group, corporate gatherings, and fasting would all be very appropriate in the light of the seriousness of this endeavor. **Pray first—pray last—pray always!**

## **9. ADDENDUMS**

**LEADERSHIP FOCUS GROUP—  
CHURCH & PASTORAL EXPECTATIONS SURVEY  
AND  
SUPPLEMENTAL INSTRUCTIONS**  
[Pages 22-28]

**CONGREGATIONAL FOCUS GROUP—  
CHURCH & PASTORAL EXPECTATIONS SURVEY  
AND  
SUPPLEMENTAL INSTRUCTIONS**  
[Pages 29-33]

**CHURCH PROFILE**  
[Pages 34-37]

**LEAD PASTOR MINISTRY DESCRIPTION**  
[Pages 38-39]

**PASTORAL COMPENSATION PACKAGE**  
[Page 40]

## LEADERSHIP FOCUS GROUP— CHURCH & PASTORAL EXPECTATIONS SURVEY

### ANALYSIS OF CHURCH

*List up to three items in each box.* Be sure to list the *most* significant/*highest* priority items

<p><b>Strengths</b> - What about our church enables us to make a unique impact for Christ?</p> <p>1.</p>  <p>2.</p>  <p>3.</p>	<p><b>Weaknesses</b> - What about our church could be improved to increase our impact?</p> <p>1.</p>  <p>2.</p>  <p>3.</p>
<p><b>Opportunities</b> - What opportunities exist that could expand our church's impact for Christ?</p> <p>1.</p>  <p>2.</p>  <p>3.</p>	<p><b>Threats</b> - What hindrances or obstacles could damage our church's impact for Christ if not addressed?</p> <p>1.</p>  <p>2.</p>  <p>3.</p>

Realizing that every pastor has had some training and experience in many roles of ministry, we do not expect our pastor to have equal strength or passion for every role. So please rank-order the following twelve pastoral roles from (1) highest priority to (12) lowest priority that you desire in our new pastor.

<u>Your Ranking</u>	<u>Pastoral Role</u>
_____	<b>Administrator</b> —Effectively manages the congregation and has organizational skills to bring structure to ministries.
_____	<b>Community Leader</b> —Engages with activities, problems, and needs of the surrounding community and leads the church to have influence in the community.
_____	<b>Counselor</b> —Gives wise, Biblical counsel for a variety of spiritual and emotional needs.
_____	<b>Discipler</b> —Mentors others in their commitment to follow Christ and gives focused attention to development and effective operation of discipleship ministries of the church.
_____	<b>Evangelist</b> —Relates regularly to unbelievers, brings people to faith in Christ, and leads the church in effective outreach.
_____	<b>Intercessor</b> —Undertakes a personal ministry of prayer as a major pastoral role.
_____	<b>Leader/Vision Caster</b> —Clarifies the direction of the church, maintains core values, leads in establishment and evaluation of strategies, and mobilizes the congregation to fulfill its mission.
_____	<b>Missions Promoter</b> —Develops a theology of missions for the congregation and challenges its members to finance, pray, and embrace the spread of the gospel around the world.
_____	<b>Preacher/Teacher</b> —Gives significant attention to preparation for sermons and other Biblical instruction and demonstrates good skills in communicating Bible knowledge and life application.
_____	<b>Ritual Overseer</b> —Gives priority to important transition rituals such as dedications, marriages, and funerals in the lives of individuals and families and plans activities to make such times meaningful.
_____	<b>Shepherd/Care Giver</b> —Knows everyone personally and gives appropriate and timely care.
_____	<b>Leadership Developer</b> —Promotes a culture of raising up lay leaders and works actively to equip, support, and encourage these leaders.

## CATAGORIZING THE TWELVE ROLES

Now **categorize** the twelve (12) pastoral roles according to the following four categories—

**HIGH Priority**—These are required and critical roles. You would not call a pastor if these were not his highest priorities. List one to three roles.

- 1.
- 2.
- 3.

**MODERATELY HIGH Priority**—These are desired and important roles and they would impact your decision to call a pastor. List two to four roles.

- 1.
- 2.
- 3.
- 4.

**MODERATELY LOW Priority**—These would be helpful roles but they would only have a minor impact on calling a pastor. List two to four roles.

- 1.
- 2.
- 3.
- 4.

**LOW Priority**—These would not be considered important roles and would have little or no impact on calling a pastor. List two to four roles.

- 1.
- 2.
- 3.
- 4.

### Other Input

1. What do you see as our church's **major needs** on which our new pastor should **focus**?
2. What **one thing** about our church would you definitely want to see **changed**?
3. What **one thing** about our church would you definitely **not** want to see **changed**?
4. What areas of **personal strength** (spiritual, emotional, social) would you look for in a new pastor?
5. What other **significant input** regarding the call of our church's next pastor do you have?
6. What would you consider the "**ideal age range**" for the new pastor?  
**Age-Range:** \_\_\_\_\_



### **THE NEW PASTOR'S LEADERSHIP ROLE**

Below, write a brief paragraph describing how you expect a new pastor to fulfill his leadership role in this church:

**LEADERSHIP FOCUS GROUP  
CHURCH & PASTORAL EXPECTATIONS PROFILE  
*Supplemental Instructions***

**ITEMS ON PAGE 1**

**Strengths**

- What about our church enables us to make a **unique** impact for Christ?
- As you think about this church, what are you most **thankful** for?

**Weaknesses**

- What about our church could be **improved** to increase our impact for Christ?
- As you think about this church, what two or three things **concern** you the most?
- We would be a **stronger** fellowship if: \_\_\_\_\_ [fill in the blank.]

**Opportunities**

- What opportunities exist that could **expand** our church's impact for Christ?
- Allow yourself to think with "**blue sky/sunny day optimism**" here without regard to traditional financial constraints.
- What are some of the **big** things God could do here at this church?

**Threats**

- What **hindrances** or **obstacles** could **damage** our church's impact for Christ if not addressed?
- What are those things that could **hold us back** from becoming all we were meant to be as a congregation?

**ITEMS ON PAGE 2-3**

**Rank Ordering of Pastoral Roles**

- Realizing that every pastor has had some training and experience in many roles of ministry, we do not expect our pastor to have equal strength or passion for every role.
- Rank-order the twelve pastoral roles from one (1) as "**highest priority**" to twelve (12) as "**lowest priority**" using the definitions provided.
- The importance of this exercise is to give the pastoral candidate a glimpse of our expectations for pastoral ministry at this church. It will enable him to decide whether or not this congregation may be the right "fit" for his unique gifting by the Holy Spirit.
- Page 3 forces you to take the results from page 2, and **re-categorize** them into **HIGH, MODERATELY HIGH, MODERATELY LOW, and LOW** priority.

## ITEMS ON PAGES 4-5

**Question # 1—What do you see as our church’s major needs upon which our new pastor should focus?**

- In your opinion, what are the two or three things he should work on *first*?

**Question # 2—What one thing about our church would you definitely want to see changed?**

- If you can think of something that *should* be changed, this should be a “pound the table” issue for you.

**Question # 3—What one thing would you definitely not want to see changed?**

- If you can think of something that should definitely *not* be changed, this should be a “pound the table” issue for you.

**Question # 4—What areas of personal strength (spiritual, emotional, social) would you look for in a new pastor?**

- Based upon the make-up of this church, and the style of leadership you feel is needed, what “personality type” best fits this congregation?

**Question # 5—What other significant input regarding the call of our church’s next pastor do you have?**

- If you have been a part of church life for many years, your input here may be based upon a *good* or *bad* experience from the past in the pastoral search process—something you feel that was done “right” or “wrong” in the call of another pastor.
- If you have *not* been a part of church life for many years, you may be able to bring “fresh eyes” to this process by your comment(s) here.

**Question # 6—What would you consider the “ideal age range” for the new pastor?**

- Use a 7-year span of time; examples: **40—47 / 45—52 / 50—57**

**Write a Paragraph About the New Lead Pastor’s Leadership Role**

- How do you see his relationship with the *Elders*?
- How do you see his relationship with the *Staff*?
- How do you see the new pastor leading the *congregation*?
- What other thoughts do you have about his leadership? (*style, demeanor*, etc.)

**CONGREGATIONAL FOCUS GROUP  
CHURCH & PASTORAL EXPECTATIONS PROFILE**

**Analysis of The Church**

**List up to three items in each box.** Be sure to list the **most significant/highest** priority items

<p><b>Strengths</b> - What about our church enables us to make unique impact for Christ?</p> <p>1.</p> <p>2.</p> <p>3.</p>	<p><b>Weaknesses</b> - What about our church could be improved to increase our impact for Christ?</p> <p>1.</p> <p>2.</p> <p>3.</p>
<p><b>Opportunities</b> - What opportunities exist that could expand our church's impact for Christ?</p> <p>1.</p> <p>2.</p> <p>3.</p>	<p><b>Threats</b> - What hindrances or obstacles could damage our church's impact for Christ if not addressed?</p> <p>1.</p> <p>2.</p> <p>3.</p>

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### Other Input

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2. What **one thing** about our church would you definitely want to see **changed**?
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5. What other **significant input** regarding the call of our church's next pastor do you have?
6. What would you consider the "**ideal age range**" for the new pastor?  
**Age-Range:** \_\_\_\_\_

**CONGREGATIONAL FOCUS GROUP  
CHURCH & PASTORAL EXPECTATIONS SURVEY**

***Supplemental Instructions***

**ITEMS ON PAGE 1**

**Strengths**

- What about our church enables us to make a ***unique*** impact for Christ?
- As you think about this church, what are you ***most thankful*** for?

**Weaknesses**

- What about our church could be ***improved*** to increase our impact for Christ?
- As you think about this church, what two or three things ***concern*** you the most?
- We would be a ***stronger*** fellowship if: \_\_\_\_\_ **[fill in the blank.]**

**Opportunities**

- What opportunities exist that could ***expand*** our church's impact for Christ?
- Allow yourself to think with "***blue sky/sunny day optimism***" here without regard to traditional financial constraints.
- What are some of the ***big*** things God could do here at this church?

**Threats**

- What ***hindrances*** or ***obstacles*** could ***damage*** our church's impact for Christ if not addressed?
- What are those things that could ***hold us back*** from becoming all we were meant to be as a congregation?

**ITEMS ON PAGE 2**

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- The importance of this exercise is to give the pastoral candidate a glimpse of our expectations for pastoral ministry at this church. It will enable him to decide if this congregation may be the right "fit" for his unique gifting by the Holy Spirit.

## ITEMS ON PAGE 3

**Question # 1**—*What do you see as our church’s major needs upon which our new pastor should focus?*

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- If you can think of something that should definitely *not* be changed, this should be a “pound the table” issue for you.

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**Question # 5**—*What other significant input regarding the call of our church’s next pastor do you have?*

- If you have been a part of church life for many years, your input here may be based upon a *good* or *bad* experience from the past in the pastoral search process—something you feel that was done “right” or “wrong” in the call of another pastor.
- If you have *not* been a part of church life for many years, you may be able to bring “fresh eyes” to this process by your comment(s) here.

**Question # 6**—*What would you consider the “ideal age range” for the new pastor?*

- Use a 7-year span of time; examples: **40—47 / 45—52 / 50—57**



## CHURCH PROFILE

### General Information

Name of Church \_\_\_\_\_

Location \_\_\_\_\_

Type of Community (Rural, Urban, Metro, etc.) \_\_\_\_\_

### Statistical Data

	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
Worship Attendance	_____	_____	_____	_____	_____
Membership	_____	_____	_____	_____	_____
Inclusive Membership	_____	_____	_____	_____	_____
Age 0 – 4	_____	_____	_____	_____	_____
5 – 11	_____	_____	_____	_____	_____
12 – 18	_____	_____	_____	_____	_____
19 – 30	_____	_____	_____	_____	_____
31 – 60	_____	_____	_____	_____	_____
61 and over	_____	_____	_____	_____	_____
Professions of Faith	_____	_____	_____	_____	_____
Baptisms	_____	_____	_____	_____	_____
General Fund Income	_____	_____	_____	_____	_____
Great Commission Fund	_____	_____	_____	_____	_____
Other C&MA Missions	_____	_____	_____	_____	_____
Non-C&MA Missions	_____	_____	_____	_____	_____
Other Income	_____	_____	_____	_____	_____
Total Church Income	_____	_____	_____	_____	_____

## Ministries

1. List service day(s)/time(s).

Days \_\_\_\_\_ Times \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. List other key ministries/programs.

- a.
- b.
- c.
- d.

3. Describe present worship form(s)/style(s).

## Analysis

1. List key goals for the next 3 years in order of priority.

- a.
- b.
- c.
- d.
- e.

2. List key accomplishments of the last 3 years in order of importance.

- a.
- b.
- c.
- d.
- e.

3. List the church's most significant strengths/resources.

- a.
- b.
- c.
- d.
- e.

**4. List the church's most significant challenges/weaknesses/obstacles.**

- a.
- b.
- c.
- d.
- e.

**5. List the church's most significant opportunities.**

- a.
- b.
- c.
- d.
- e.

## **Leadership**

**1. List name(s) and position(s) of any pastoral staff.**

- a.
- b.
- c.
- d.

**2. List names and positions/roles of lay leaders.**

- a.
- b.
- c.
- d.

## **Other Information**

**1. Provide a brief description of facilities and any plans for expansion or improvements. (Attach addendum if necessary)**

**2. Describe any other current or recent (last 3 years) key factors about the church that are not covered in other sections of this profile.**

## **Supplemental Attachments**

Submit the following items (if available) with this questionnaire:

- Statements of mission, vision, values, worship, and strategies (if available)**
- Strategic plan (if available)**
- Current annual budget, financial statement for the last fiscal year, and the current year-to-date financial statement.**

## **Anywhere Community Church Lead Pastor Ministry Description—C&MA**

### **Introduction**

The pastor is a gift of God to the local church. He is the under-shepherd to Christ himself, the Head and Chief Shepherd of the Body of Christ. The office of pastor is established in Ephesians 4:11 – 13 where it says of Christ—“*It was he who gave some to be ... pastors... to prepare God’s people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.*” This is the foundation for the office of the Pastor.

### **Qualifications**

As pastor in the local church, he must meet the qualifications of an elder in God’s Word found in 1 Timothy 3:1-7 and Titus 1:5-9. A pastor must know beyond a doubt that he is called, gifted and equipped by God for this ministry. The pastor must be a licensed and ordained pastor of the Christian and Missionary Alliance.

### **Accountability**

The Lead Pastor of Anywhere Community Church is accountable to Christ, the Governance Authority of this church, and the District Superintendent of the C&MA. The Governance Authority of Anywhere Community Church is mutually accountable to the Lead Pastor.

### **General Ministry Duties**

- † *Preaching and Teaching:* The pastor should provide a solid Bible-base preaching and teaching ministry to meet the needs of the congregation and attract new members. The pastor should strive to be an outstanding communicator by accurately taking Biblical truth and apply it with contemporary media so that the congregation both understands and is motivated to incorporate The Word into their lives.
- † *Evangelism:* The great commandment and commission must continually be emphasized through the pastor’s preaching and lifestyle. He builds up and encourages the congregation to be involved in daily lifestyle evangelism.
- † *Leadership:* The pastor leads through servanthood and is the role model for other leaders and the congregation. He embraces the mission, vision, and values set forth by Anywhere Community Church, and inspires the church to move forward in the will of God. As a mentor, he recruits, motivates and trains adult leaders to do the work of the ministry. He trains God’s people and releases them to fulfill God’s call to serve with skill and authority.
- † *Shepherding:* As an under-shepherd to the Chief Shepherd, the pastor seeks to protect God’s flock from harm. Through God’s power, he strives to heal those who are wounded, retrieve those who have strayed, serve those within the fold, and provide a welcoming atmosphere for those who are outside of God’s family. He provides pastoral counseling in times of crisis or as needed and ministers to the sick, the dying and the bereaved.

## -Page 2, Lead Pastor Ministry Description-

### General Ministry Duties, Continued

- † *Administration:* He is responsible for supporting and overseeing the work of the various ministries. He works closely with the staff and church secretary. The pastor leads meetings of the Elders and Governance Authority while maintaining a close working relationship with his leadership team. He is an ex-officio member of all committees.
- † *Worship:* The pastor inspires the congregation to a rich worship experience by example, teaching, and exhortation. He gives guidance to the music director and works closely with those who lead in worship at Anywhere Community Church. He emphasizes the importance of holistic worship—worshiping God with time, talent, and tithes so God's people receive His full blessing in return.
- † *Giving:* The pastor encourages 'storehouse tithing' and the giving of offerings. He faithfully promotes missions giving to the Great Commission Fund of the C&MA as well as required giving to the District of the C&MA.
- † *Prayer:* The pastor leads the church in an effective prayer ministry through personal example and corporate experience.

### Specific Duties and Responsibilities:

- † The pastor invests time in studying the Bible and seeking God in order to bring a fresh word to His people on Sunday morning.
- † The pastor establishes regular office hours and gives information on how he can be reached when not in the office.
- † The pastor takes his vacation time for rest and relaxation (number of weeks to be determined).
- † The pastor attends continuing education seminars to receive personal times of refreshing and edification.
- † The pastor oversees special services as required.
- † The pastor performs baptisms, baby dedications, weddings, and funerals as needed.
- † The pastor provides counseling when requested, including pre-marital counseling.
- † The pastor works with the leadership team to promote the established mission, vision, and values of Anywhere Community Church.
- † The pastor meets weekly with the staff for the purpose of prayer, communication, mentoring and development. He supervises, gives direction, and provides accountability for the staff.

The Lead Pastor shall review this job description and recommend changes, as appropriate, to the Governance Authority within one year of his arrival and annually thereafter.

## PASTORAL COMPENSATION PACKAGE

Church: \_\_\_\_\_ Position: \_\_\_\_\_

City/State: \_\_\_\_\_

List dollar amounts as a "range," and indicate dollar amounts on an *annual* basis. Use area under "Explanation" as needed for descriptions, notes, etc.

### **SALARY**

### **Explanation**

1. **Total Cash Salary** \$ \_\_\_\_\_  
(Include Social Security Allowance, if any, and housing allowance)
2. **Is parsonage provided?** YES NO  
**If yes, fair rental:** \$ \_\_\_\_\_  
**Utilities paid by church?** YES NO

### **BENEFITS**

### **Explanation**

1. **Retirement** \$ \_\_\_\_\_
2. **Health Insurance** \$ \_\_\_\_\_  
**C&MA Health Plan?** YES NO  
**If no, name of plan:** \_\_\_\_\_
3. **Medical Reimbursement,  
Health Savings Account** \$ \_\_\_\_\_
4. **Other Insurance** \$ \_\_\_\_\_  
(Life, disability, long-term care, etc.)
5. **Vacation** \_\_\_\_\_
6. **Paid Holidays** \_\_\_\_\_
7. **Sick Leave** \_\_\_\_\_
8. **Other Benefits** \_\_\_\_\_

### **PROFESSIONAL EXPENSES**

### **Explanation**

1. **Mileage Reimbursement** \$ \_\_\_\_\_
2. **Council, Conferences** \$ \_\_\_\_\_
3. **Other Professional Expenses** \$ \_\_\_\_\_  
(Books, subscriptions, continuing education, etc.)