

# The Senior/Lead Pastoral Search Process (finalized 9-26-17)

<https://erccog.org/resources/commissions/>

Credentialing & Placement

## **Phase I: Get started.**

### A. Church Leadership and Commission Placement Representative(s) meet.

1. Stress the importance of prayer for the search process.
2. Discuss the search process.
3. Reassure the council they are not alone in this process.

With Intentional Interim (it is the Commission's desire that every congregation have an Intentional Interim lead them through the transition process). Due to multiple factors we will not be able to provide an Intentional Interim to all congregations.

Without the Intentional Interim then

We will appoint pulpit supply ministry

The Placement Representative(s) will work with the search committee.

4. Inform the leadership about the 'Pastoral Search Committee Information Packet'
5. Share the commission's responsibility to the church during the transition process. (develop talking sheet based on Charlie's talking points)
6. Does the church have any initial questions for the commission representative(s)?

### B. When appropriate establish The Committee.

1. If an Intentional Interim is placed, the committee will be designated when the Intentional Interim, leadership and Placement representative are in agreement.
2. General Guidelines to establish The Committee.
  - a. Follow Constitutional/By-laws provisions if applicable.
  - b. Designate/Elect/Appoint the Chair.
  - c. Size – Keep small (5-7 persons)
  - d. Establish first meeting and set subsequent dates
3. The Placement representative will provide the pastoral search committee (The Committee) with ways to contact the Placement representative – i.e. – telephone number(s), and email.
4. The committee will provide the Placement representative with their names and leadership positions within the local church. Determine if any of these members have served on a pastoral search committee in the past. The chair of this committee will provide the Placement representative with personal contact information – i.e. – telephone number, and email.

## **Phase II: Preparation Process.** (This will be led by the Placement Representative)

- A. Assess Current situation: What must we do to maintain our present ministries? Pastoral exit interview, when appropriate, to be done by local leadership.
- B. Assess future direction: What are the Core Values, Mission/Vision?
- C. Congregational Assessment: Survey the laity by using the "New Pastor Congregational Survey. (see packet available on here: [Credentialing & Placement Commission](#))
  1. Once the survey is complete, have the committee review and discuss the results of this survey. What does the survey say to you?
  2. Review the Statistical/Financial information for the last five (5) years.



5. Check references: Talk to professionals: conference leadership, placement representative, and peers. Be sure to make notes of the conversation.

#### **Phase IV. Selection Process:**

- A. Narrow the field by determining the top three (3) Prospects
- B. Prioritize the List
- C. Develop questions and guidelines for the initial interviews. The placement representative will be able to provide the pulpit search committee with some possible questions. See the sheet entitled "Pastoral Candidate Interview". It may be helpful to share these questions with the prospect in advance of the meeting.
- D. Establish a meeting with the prospect. The prospect may ask questions of the pulpit search committee. Sample questions are found on the sheet entitled "Interview Questions for a Church from a Prospective Candidate." This meeting may include the prospect only or his/her spouse?
- E. Conduct interview with prospects.
- F. Email or call each Prospective Candidate within a week of the interview to thank, provide further information and to ascertain follow-up questions.
- G. The candidate may give a trial sermon. We believe the best practice is for the PSC to work through the pastoral prospects. They should listen to the prospect preach, via video or possibly visit in person. Then select one candidate to present a trial sermon if the PSC deems it is appropriate. We do not ask for a trial sermon until they are a candidate.
- H. A second interview may be conducted with the top prospect.
- I. The local church is responsible for reasonable costs for travel and lodging. Receipts should be submitted by the prospect.

#### **Phase V. Decision Process:**

- A. Selection Procedure
  1. Select a candidate. Once this is done the pulpit search committee may not deal with any other prospects. If this person does not have credentials with the ERC make arrangements for this person to be interviewed by the Vocations Commission.
  2. Share with the candidate the compensation package which the council has previously determined. Early in the process, have the council provide parameters for the compensation package.
  3. Make recommendation to council.
- B. Taking Action
  1. Congregational input – Does your local constitution call for a congregational vote?
  2. Council action
  3. Commission decision
    - a. Making request in writing to the Commission on Church and Pastor.
    - b. Meeting with The Commission by the candidate
- C. Paper Work
  1. Agreement Form – This is available from the conference office or placement rep.
  2. Benefits Forms: pension, insurance, etc.
  3. Because children and youth are valuable to us and to Jesus, the new pastor will be required to provide the following clearances before he/she will be called as the pastor: The state police background check of his/her current state, The Child Abuse History Clearance of his/her current state and an FBI clearance. These documents must be dated within the past sixty (60) months or they will not be considered valid. Copies of these background checks are to be kept in church's locked file.

## **Phase VI. Follow-up Process**

- A. Getting the Pastor Started
  - 1. Preparing the parsonage unless there is a housing allowance. Help pastor find appropriate housing/prepare parsonage for new family
  - 2. Moving. The local church will be financially responsible for the move. See the “Moving Policy” sheet in the “Pastoral Search Committee Information Packet”.
  - 3. Introduction to church and community. Consider holding a luncheon/dinner.
- B. Installation service/Welcome event. Contact the conference office for a speaker.
- C. Review Process
  - 1. After the pastor has been installed, the pulpit search committee will have a follow-up meeting with the placement representatives to review and evaluate the process.
  - 2. Conduct a 3, 6, and/or 12-month review with the new pastor.

### **Miscellaneous issues:**

Remember you owe candidates a response whether positive or negative. It’s just a common courtesy refer to the form letter provided.

# **Intentional Interim Policy Guidelines**

(adopted by Renewal 9-14, 2010, Church and Pastor 9-28-2010)

- The Intentional Interim Task Force will make recommendations for placement to Credentialing and Placement Commission for their appointment.
- The Intentional Interim cannot be considered as the installed pastor.
- Credentialing and Placement will convey to the congregation the Intentional Interim is a short term ministry with the goal of moving the congregation through the 5 developmental tasks (1 coming to terms with the past. 2. Discovering a new identity. 3. Dealing with leadership shifts. 4. Renewing denominational linkages. 5. Preparing for new leadership (both pastoral and lay)
- The Intentional Interim will be initially placed for 11 months. The Intentional Interim may minister at a location for a maximum of 18-24 months. The contract can be ended with a 30 day notice.
- The main task of the first 6 months will be self-introspection, and congregational evaluation. This information will be essential to the selection of the search team and the selection of the next pastor. Praying provides the foundation for the Intentional Interim and the selection process. This will equip the search committee for its work.
- The search process will not begin within the first 6 months. Following the initial 6 months a search committee can be formed when the Intentional Interim feels it is appropriate.
- The Intentional Interim can help formulate criteria for the called pastor. The Intentional Interim is to guide and advise but not make appointments or suggest specific individuals. The Intentional Interim may not sit on the search committee.
- The Intentional Interim will report to the Intentional Interim Coach who will report to Credentialing and Placement.
- An Intentional Interim must have appropriate credentials from Credentialing & Placement.
- The Intentional Interim Task Force will maintain a record of the Intentional Interims as to where they are willing to go, whether they are willing to serve part time or full time and their particular skills.
- It will be a best practice to have a staff person/or another person representative from Credentialing & Placement introduce the Intentional Interim explaining the process to the congregation on a Sunday Morning. One of the goals is to communicate the 5 developmental tasks.
- The Intentional Interim and the called pastor should have communication concerning transitional information. This will include at a written report and at least one face to face meeting. The Intentional Interim overseer will also provide appropriate information to the called pastor.

If there are grievances between the congregation and Intentional Interim a written statement shall be given to the Director of Church Health who will relay the grievance to the Intentional Interim Task force, to take appropriate action.

The local congregation and the Intentional Interim will determine an appropriate salary for the pastoral services offered during the ministry time. It is expected that the pay will be comparable to that of the previous pastor. The commission on Credentialing and Placement will have final input on salary of the Intentional Interim.

**Council/Pulpit Search Committee Sign-in Sheet**

Church:

Date of meeting:

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Name	Leadership/Office Position	Phone	Email
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1.

2.

3.

4.

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10.

**Qualities and Characteristics of a Senior Pastor**  
(To be filled out by the search committee or congregation)

Fellow Brother or Sister in Christ, on the line provided please place in order the following qualities and characteristics from 1-10, with **10** being the **most important** and **1** being the **least important**. The purpose of this survey is to determine your opinion on how the next Senior Pastor should prioritize his or her time. Please prayerfully consider your responses and return the survey by placing it in the offering plate or in the mailbox of a Search Committee Member.

- \_\_\_\_\_ **1. Administrator** – Is able to efficiently lead the church staff, conduct church business, and, if necessary, lead meetings effectively. **Titus 1:8**
- \_\_\_\_\_ **2. Bible Expositor** - Has the ability to teach and preach the Word of God accurately and with clarity. **2 Timothy 4:2**
- \_\_\_\_\_ **3. Community Involved** – Is willing to connect with the local community and willing to make the church presence meaningful within the community. **1 Timothy 3:7**
- \_\_\_\_\_ **4. Counselor** – Has the ability to give strong Biblical and practical counseling to those who may need it, as well as the ability to make referrals as needed to qualified professional counselors. **2 Timothy 3:16-17**
- \_\_\_\_\_ **5. Denominational Awareness** – Is aware of and supportive of both the Eastern Regional Conference and General Conference ministries and is also committed to the history and doctrines of the Churches of God General Conference. **1 Timothy 4:16**
- \_\_\_\_\_ **6. Doctrinally and Theologically Sound** – Has a strong and unwavering conviction for the major doctrines and theological teachings of the Bible. **1 Corinthians 2:4 & 2 Corinthians 4:14**
- \_\_\_\_\_ **7. Evangelist** – Gifted in leading others to a personal relationship with Jesus Christ and instructing others how to share their faith. **Titus 1:9**
- \_\_\_\_\_ **8. Family/Personal Time** – Has an understanding that in a healthy pastorate, time must be taken and given for the pastor to have quality time with his or her spouse and children as well as time for personal pursuits. **1 Timothy 3:4-5, 1 Timothy 5:8**
- \_\_\_\_\_ **9. Leader** – Is able to cast a Holy Spirit-led vision for the church and then motivate the body to follow that vision. In that capacity, he or she must also be able to discern and train spiritually gifted individuals so they are equipped to fulfill the vision and mission of the church. **Titus 2:7-8, 1 John 1:4**
- \_\_\_\_\_ **10. Visitation** – Willing to visit those who are hospitalized, who are home bound, and others within the church who have need for pastoral visitation. **1 Timothy 3:2**

**If you would like to share any additional comments, please feel free to include those on the back of this form.**

## Qualities and Characteristics of a Senior Pastor

(To be filled out by the pastoral prospect)

Pastoral Prospect, on the line provided please order the following qualities and characteristics from 1-10, with 10 being the **most important** and 1 being the **least important**. The purpose of this survey is to determine your opinion on how a pastor should prioritize his or her time. Please prayerfully consider your responses and please return the survey at your earliest possible convenience to  
Chairman of the Search Committee.

**1. Administrator** – Is able to efficiently lead the church staff, conduct church business, and, if necessary, lead meetings effectively. **Titus 1:8**

**2. Bible Expositor** - Has the ability to teach and preach the Word of God accurately and with clarity. **2 Timothy 4:2**

**3. Community Involved** – Is willing to connect with the local community and willing to make the church presence meaningful within the community. **1 Timothy 3:7**

**4. Counselor** – Has the ability to give strong Biblical and practical counseling to those who may need it, as well as the ability to make referrals as needed to qualified professional counselors. **2 Timothy 3:16-17**

**5. Denominational Awareness** – Is aware of and supportive of both the Eastern Regional Conference and General Conference ministries and is also committed to the history and doctrines of the Churches of God General Conference. **1 Timothy 4:16**

**6. Doctrinally and Theologically Sound** – Has a strong and unwavering conviction for the major doctrines and theological teachings of the Bible. **1 Corinthians 2:4 & 2 Corinthians 4:14**

**7. Evangelist** – Gifted in leading others to a personal relationship with Jesus Christ and instructing others how to share their faith. **Titus 1:9**

**8. Family/Personal Time** – Has an understanding that in a healthy pastorate, time must be taken and given for the pastor to have quality time with his or her spouse and children as well time for personal pursuits. **1 Timothy 3:4-5, 1 Timothy 5:8**

**9. Leader** – Is able to cast a Holy Spirit-led vision for the church and then motivate the body to follow that vision. In that capacity, he or she must also be able to discern and train spiritually gifted individuals so they are equipped to fulfill the vision and mission of the church. **Titus 2:7-8, 1 John 1:4**

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**If you would like to share any additional comments, please feel free to include those on the back of this form.**

# New Pastor Congregational Survey

Our Mission Statement:

In seeking a pastor for our church, it is imperative that we answer the question: *“What kind of pastor do we need?”* We are asking each member to prayerfully complete this survey. We welcome and value your comments.

## **PASTOR PROFILE:**

1. What age would you like our next pastor to be? (PLEASE CHECK ONE)  
 Under 30    30-39    40-49    50+    Age should not be a major factor
  
2. What preference do you have regarding the pastor’s education? (PLEASE CHECK ONE)  
 College Graduate                  Doctoral degree in theology or ministry  
 Seminary Graduate                Formal education should not be a factor

**PASTORS RESPONSIBILITIES:** For each of the following, rank the importance of that responsibility for the pastor.)

Responsibility	Very Important 5	4	Important 3	2	Least Important 1
Promotes a variety of worship settings/services.					
Supports a team approach to ministry.					
Planning and organizing ministry activities of the church.					
Personally takes an active role in children and/or youth ministries.					
Be supportive and personally present in congregational ministries.					
Intentionally discipling individuals who disciple others.					

## **CHURCH ASSESSMENT:**

What are the characteristics you see as the major strengths of this church?

What are the characteristics you see as major weaknesses or limitations of this church?

**WORSHIP SERVICES STYLE:**

Compared to our church's current worship services, would you want the prospective pastor to lead in making any of the following changes? (CHECK ONE)

**Responsibility**

Include more traditional musical elements (classical hymns, older praise songs).

Include more contemporary musical elements (newer praise songs, upbeat arrangements).

Use the same musical style as today.

Incorporating other methods of worship (drama, extended prayer, testimonies).

**MINISTRIES:**

Are there ministries you would like to see at this church that do not already exist?

**ADDITIONAL COMMENTS, QUESTIONS, CONCERNS:**

Please share with us any other thoughts you may have that are not addressed in this survey.

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

*Please give your completed survey to an usher at the end of the service. If you have any questions, please feel free to contact any of the church council members.*

## Sample Job Opening Posts

**LISBURN SEEKS PART TIME PASTOR** Lisburn Church of God is accepting applications for a part time Pastor. Lisburn is a community church located in the center of a rural village. The congregation is small but growth potential is good. If you are interested in more information, contact Pastor Gene Hockenberry at 717-350-3322 or (717) 938-9452. You can also send resumes to hokie48@gmail.com.

**HEPLER'S CHURCH OF GOD** The Hepler's Church Of God, located in the Tri-Valley School District in Schuylkill County, is seeking a pastor for 15-20 hours per week. The locale, in which we are situated, is a vibrant area with many supplemental employment opportunities. If you have a calling to serve our Lord and would like more information on the opportunity available at our church, please contact Wayne Pope, the Harrisburg Northeast District Representative, at (717) 576-3034. If you would like to submit a resume, please email it to wtp713@aol.com. We are accepting resumes through November 30, 2016.

**SENIOR PASTOR - ELIZABETHTOWN 1ST CHURCH OF GOD** We the church, at the Elizabethtown 1st Church of God, are trusting God to call a Senior Pastor to lead the ministries based at E1COG for several years to come. We are seeking a pastor to lead our congregation through our God given goals. We have a heart for outreach and working together to reach the lost within our community. Our congregation is forward thinking and willing to embrace new ideas to glorify His name. We are praying for someone who will bring us into a deeper fellowship with each other, will encourage us with His Word, and who has a heart for Christ. E1COG is a part of the Eastern Regional Conference of the Churches of God General Conference and will be looking for a pastor that strives to remain a part of the ERC. The candidate seeking ministry here would need to be licensed or ordained, and be approved for ministry by the Eastern Regional Conference of the Churches of God General Conference. If you feel called to send us your information, Please, send a cover letter stating why you feel called here, a current resume, and a letter of testimony about your call and walk with the Lord. Please send your information to: Elizabethtown 1st Church of God, 144 Market Street, Elizabethtown PA, 17022 in care of: Pastor Randy L. Jenkins or e-mail to DrJay83@Aol.com. If you have any question, please Call 717-341-7702 or to Pastor Richard Miller, 834 Rutts Road, Elizabethtown PA, 17022 or email to richnomill@earthlink.net, Phone # 717-471-8235

**PART-TIME PASTOR FOR GOLDSBORO CHURCH OF GOD** The Goldsboro Church of God, 103 West Broadway, Etters, PA in York County, is seeking a part-time (20-25 hours a week) pastor. With an average attendance of 35 to 40, the church seeks a pastor who will be available for Sunday morning services, plan and execute special services, administer the ordinances of communion and feet washing and visit the sick/homebound. The pastor will perform baptisms, baby dedications, weddings, and funerals. The candidate should have strong Biblical knowledge and be able and willing to counsel and reach into the community to make the presence of the Goldsboro Church meaningful. The prospective candidate should have ministerial experience and have initiated ministry opportunities. The appropriate candidate would be willing to be licensed or ordained and approved for ministry by the Eastern Regional Conference of the Churches of God, General Conference. Interested candidates should send an electronic copy of a cover letter and resume, including at least three pastoral related references, to Eugene Hockenberry, West Shore Representative at [hokie48@gmail.com](mailto:hokie48@gmail.com). Resumes should be received by April 30, 2016.

**BAINBRIDGE SEEKS PART TIME PASTOR** The Bainbridge Church of God, General Conference, is a body of 40 believers eager to serve God in our community. We are a hard-working, family-oriented, friendly, caring, and diverse group. Our community is a small rural historic river town with three newer residential developments, an elementary school, and a few small businesses. The town is comprised of many single folks and unchurched families. We are a many-talented, Jesus-loving people who have a desire to grow both spiritually and in number. Further information can be found on the web: [bainbridgechurch.net](http://bainbridgechurch.net) Our prayer is that God will bring us a pastor who: Is a servant of God, with a heart for people and the Word of God Is a person that preaches sermons relevant to both the younger and older generations Is not afraid to tackle the tough subjects in today's "politically correct" world Believes the Bible is the Word of God and relevant in life Has a passion for sharing the gospel in our community Is a friendly and capable communicator Has the ability to discern the gifts, talents, strengths, and needs of the congregation Loves people and encourages them to be all that God wants them to be Is willing to serve God with us and lead the church in a positive direction Interested persons should forward their resume with references and a sample sermon (via CD, video or tape?) to Pastor Richard Miller at [richnomill@earthlink.net](mailto:richnomill@earthlink.net) or mail to 834 Rutts Rd, Elizabethtown, PA 17022 For additional questions, please feel free to call Pastor Richard Miller at 717-471-8235 Position will be posted until July 31, 2016

## PASTORAL CANDIDATE INTERVIEW

**It is important that the information that is shared in this interview process be kept confidential.**

During the interview you should feel free to ask any questions which will help you know whether the prospect is God's choice for the congregation. You will concentrate on those inquiries which will help you to get a feel for his/her capability of helping you meet the purpose of the congregation.

Ask questions that call for narrative statements rather than giving opinions – for example, “Tell us how you work with the Sunday school,” not “Do you think the Sunday school is important?” Following are some types of questions you may want to ask. Of course, you want to use your own words, but they illustrate the kinds of questions which elicit helpful answers.

### Possible interview questions:

What are some ways you proclaim the gospel to believers and unbelievers?

How will you develop fellowship ministries within the congregation?

Describe your leadership style? How do you relate to staff members, the elders and the administrative council of a church? How will you include others in the decision making process? Tell us about your administrative skills. How do you see yourself developing new leaders?

What is your approach to hospital visitation, shut-ins, troubled people, home communions, etc.? How do you involve the congregation in this ministry?

What is your current involvement in the Eastern Regional Conference? Tell us about this involvement and how much time is given to this ministry? Do you anticipate becoming involved within the ERC?

Have you read, understood, and agreed to the core teachings and doctrines documented in the Churches of God General Conference *We Believe* booklet. Will you support these positions in performance of your pastoral duties? Have you read, understood, and agreed to the CGGC *Here We Stand* ([www.cggc.org/](http://www.cggc.org/)) document on current issues?

Do you agree with the CGGC position that we do not, nor can we, affirm same-sex marriage? Will you support that position in performance of your pastoral duties? How would you respond to a lady who came and asked you to perform a wedding for her and another woman?

What does worship mean to you? What worship style do you prefer?

How closely do you work with Sunday school, small groups, and/or ministry teams?

How do you see cross-cultural ministries within the mission of a congregation?

How do you see church planting within the mission of a congregation?

How important is training within the congregation? How will you provide new membership training? What other leadership training are you equipped to provide?

How were you disciplined into the faith and how do you disciple others in their relationship with Jesus?

What role do you see your spouse and/or children having within the congregation? How should the congregation minister within our rapidly changing culture?

What are your spiritual gifts? How do you use them to glorify God?

What are your personal weaknesses? How does this affect your ministry?

How do you deal with difficult people?

How many hours a week do you expect you will spend in ministry work? What do you consider to be a typical weekly work load? **How much time will you spend on sermon and worship prep, reaching new people for Christ, visitation, equipping people and administrative duties**

What do you do for fun? What do you do for stress relief?

How will you protect your family time?

What do you do to develop your personal relationship with God?

What is your view point on safe sanctuary policies? Are you aware of the current mandated state requirements for child abuse reporting?

**What is your view on tithing to the local congregation? Do you and your family tithe? How will you teach biblical stewardship principles of generosity to the congregation?**

Is there anything in your background that might compromise your ministry?

You do not have to ask all of the following questions, but these are samples of what you may want to ask as a follow up to the preceding question:

1. Have you ever been charged or convicted of any offense other than a traffic violation? Explain the circumstances and dispositions.
2. Have you ever been disciplined by any professional, private or public agency (including any religious organization)?
3. Have you ever been dismissed by vote of the congregation from the employment of any church? If so, explain.
4. Have you ever resigned from any church position or employment in the face of charges or misconduct? If so, explain?
5. Have you ever resigned from any church position or employment for any reason? If so, explain.
6. Have you ever been treated for alcohol or drug abuse? If so, explain.
7. Have you ever been formally charged or convicted of child abuse? If so, explain when, disposition, etc.
8. Have employees, staff, members or others with whom you worked ever brought charges of sexual harassment against you either before a church body or any civil governmental agency or court? If so, explain when, disposition, etc.
9. Have you ever been committed, voluntarily or otherwise, to a hospital for psychiatric care? If so, explain, date(s), disposition, etc.
10. Are you a lawful US citizen?
11. Are you currently under continuing medical care for any condition which would impact your ability to carry out the responsibilities of pastor?
12. In what states have you held driver's licenses in the last 10 years?
13. Please note any/all traffic violations for which you have been charged or convicted over the past 5 years.
14. Have you ever been a party to a civil lawsuit? If so, explain.
15. Have you ever filed for bankruptcy? If so explain when, whether discharge granted, etc.

(Suggested questions for clergy applicant by Menges & McLaughlin, P.C.)

When the candidate becomes the prospective pastor it is required for the pastor to **provide FBI, State Police and Children and Youth background checks.**

## QUESTIONS YOU CAN'T ASKED DURING AN INTERVIEW

**What you can't ask: Do you belong to a club or social organization?**

**What to ask instead: Are you a member of a professional group that is relevant to our Church.**

**What you can't ask: How old are you or what is your birthdate?**

**What you can't ask: How much longer do you plan to work before you retire?**

**What to ask instead: What are your long-term career goals?**

**What you can't ask: Are you married, or what is your spouse's name?**

**What you can't ask: Do you have kids?**

**What to ask instead: What is your experience with "x" age group?**

**What you can't ask: Do you smoke or drink?**

**What to ask instead: what is your view on tobacco, alcohol, and drug use?**

**What you can't ask: Do you have any disabilities, handicaps, or mental conditions? What is the nature or severity of your disability?**

**What to ask instead: Are you able to perform the specific duties of this position?**

**What you can't ask: Have you had any recent or past illnesses or operations?**

**What to ask instead: Are you able to perform the essential functions of this job with or without reasonable accommodations?**

**What you can't ask: Do you live nearby?**

**What to ask instead: Are you willing to relocate?**

**What you can't ask: Were you honorably discharged from the military?**

**What to ask instead: Tell me how your experience in the military can benefit our church.**

### **IMPORTANT:**

**Only ask questions that are specifically related to the job and its daily functions.**

## Potential Questions from a Prospective Candidate

During the interview process the pastoral prospect should feel free to ask any questions which will help him/her know whether the church is God's choice for him/her. The following questions may be used by the prospect in hopes of creating a dialogue. It may be helpful for the pulpit search committee to receive these questions in advance of the interview in case information needs to be gathered before the interview.

What is unique about your church? What are your special needs? In what areas would you consider your church strong? In what areas would you consider your church weak? Where do you think change is necessary in church life? Where does stability need to be added to the church's life? Does your church have a mission statement? Does the church live up to what is stated in the mission statement? Is your church located in an area that is growing in population? What is the general plan for church growth in the next five years?

List what you like most about your church? What do you consider to be the outstanding accomplishment of your church this last year? If you could dream any dream for the church what would you like to see it become? What needs to happen in order for the church to move in the direction of your dreams?

What does evangelism mean to the congregation and how is this lived out? What is the outreach ministry?

How do people respond to creative and new worship experiences? What would be considered "over the top" or "going too far" at a worship service? Have you experienced "worship wars"? If you have, what was the main issue or were the main issues? Were the issues resolved?

Describe how the stewardship program operates at your church? Is the budget specifically tied in to the mission statement and goals of the church?

Describe your women's ministries? Describe your men's ministries? Are there other groups meeting specifically to meet the needs of senior life? young adult? missionaries? Other? Are there prayer groups? Are there any other groups or organizations within the total life of the church? Who oversees or supervises these groups?

Does everyone on council know what they are supposed to be doing? What provision is made for secretarial services to enhance the administrative process? How do you develop new leaders?

What do you expect of your pastor? What do you expect of your pastor's spouse? What do you expect of the pastor's family? How are these expectations communicated? What has been the general procedure if a member of the congregation has a question about the pastor's conduct or communication? Do you have a written job description for the pastor and staff?

What policies are established to accomplish regular review of the pastor's performance? What happens if the evaluation is good? What happens if the evaluation is not very good?

### **The steps in developing a pastoral contract.**

1. Determine the total amount for the contract. (The council/leadership team should give the search team parameters or have representatives meet with the candidate to finalize this part)
2. Gain approval of this amount with the candidate.
3. Once the total package has been agreed upon gain input from the candidate to determine amounts for housing allowance, hospitalization insurance, cash salary and other portions which may be beneficial.
4. From this amount you are able to determine the church's portion of Social Security tax and Pension.
5. Agree upon an amount for travel expense, how this is to be reported and if there is a maximum amount for each year.
6. Agree upon an amount for the pastor's continuing education fund.
7. Once the financial portion of the contract has been completed you are able to complete the rest of the form and mail it to the conference office.



# CLERGY HOUSING ALLOWANCE WORKSHEET

## METHOD 1: Amount actually spent for housing this year:

Down payment on purchase of primary residence	\$ _____
Mortgage payments on primary residence (PITI)	\$ _____
Home equity loan repayments (loan made for housing-related expenses)	\$ _____
Refinancing costs paid up-front	\$ _____
Settlement costs on a new purchase, i.e. real estate commission, escrow fees	\$ _____
Real property taxes (If not included in house payment)	\$ _____
Personal property taxes on contents of primary residence	\$ _____
Homeowner's insurance (If not included in house payment)	\$ _____
Personal property insurance on house contents	\$ _____
Umbrella liability insurance	\$ _____
Furniture and accessories	\$ _____
Appliances	\$ _____
Furnishings, art and decorative items	\$ _____
Decorator services	\$ _____
Lawn care, maintenance, equipment & gardening	\$ _____
Improvements/Remodeling	\$ _____
Repairs and maintenance	\$ _____
Pest control	\$ _____
Supplies for cleaning & care of home	\$ _____
Carpet cleaning services	\$ _____
Homeowner's association dues/condominium fees	\$ _____
Miscellaneous	\$ _____
Other	\$ _____

### Utilities:

Cable	\$ _____
Electricity	\$ _____
Internet connection	\$ _____
Natural gas/oil	\$ _____
Security system	\$ _____
Telephone (base charge)	\$ _____
Trash collection/recycling pickup	\$ _____
Water/sewer	\$ _____

**TOTAL UTILITIES** (repeat on line 3c below)

\$ \_\_\_\_\_ 1a

**Total computed housing expenses actually paid:**

**(1T)**



## CLERGY HOUSING ALLOWANCE WORKSHEET

### METHOD 2: Officially designated (in advance) housing allowance:

Housing allowance designated by the church (or other employer) \$ \_\_\_\_\_ (2a)

Board of pensions, as noted on IRS Form 1099R \$ \_\_\_\_\_ (2b)

**Total officially designated housing allowance:**

**(2T)**

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### METHOD 3: Fair rental value of house, furnishings & utilities:

Obtain the current fair rental value of your home from a local realtor or someone in the residential rental business. As to the rental value of furnishings, you can add an additional amount to the rental value, or you might consider consulting a local or national furniture rental company for what it would cost to rent appropriate furniture for your home.

Fair rental value of your primary home per year \$ \_\_\_\_\_ (3a)

Fair rental value of furnishings per year \$ \_\_\_\_\_ (3b)

Annual utilities (use figure from line 1a above) \$ \_\_\_\_\_ (3c)

**Total computed fair rental value:**

**(3T)**

**EXCLUDABLE HOUSING ALLOWANCE FOR TAX YEAR 201\_\_\_\_\_:**

Your excludable housing allowance will be the smallest of Methods 1, 2 or 3.

**NOTE: This worksheet is provided for educational and tax preparation purposes only. You should discuss your specific situation with your professional tax advisors.**

**Clergy Financial Resources**  
[www.clergytaxnet.com](http://www.clergytaxnet.com)

Rev. 11/2010

# Informational Helps For The New Pastor

## I. GENERAL

**Church Name**

**Address**

**Phone #**

**E-mail & Website**

**Parsonage Address**

**Parsonage phone #**

**Church Secretary phone #**

## II. LEADERSHIP

	<b>Associate Pastors</b>	<b>Title</b>	<b>Phone #</b>	<b>e-mail</b>
1.				
2.				

	<b>Administrative Council</b>	<b>Title</b>	<b>Phone #</b>	<b>e-mail</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

9.

10.

11.

12.

**III. ADDITIONAL LEADERSHIP**

**Sunday School Superintendent**

**Phone #**

**e-mail**

**Worship Leader**

**Choir Director**

**Church Treasurer**

**Church Custodian**

**IV. OTHER CHURCH RELATED INFORMATION**

**1. Financial Institution(s)**

**Contact Person**

**Phone #**

**2. Church Insurance Provider**

**Contact Person**

**Phone#**

**3. Church Attorney**

**Contact Person**

**Phone#**

**V. OTHER USEFUL INFORMATION**

**1. Police**

**2. Hospital**

**3. Local Medical Center**

**4. School District**

**5. Elementary School**

**6. Middle School**

**7. High School**

**8. Mayor/Supervisor**

## ERC Intentional Interim Contract

### INTERIM CONTRACT

I. CONTRACT BETWEEN STATED PARTIES:

This contract is between the \_\_\_\_\_ Church of God and \_\_\_\_\_.

II. DURATION OF CONTRACT BETWEEN STATED PARTIES:

This contract is for the stated period of:

Beginning date: \_\_\_\_\_ Termination date: \_\_\_\_\_

It is agreed that this contract shall be in effect for the time period stated above in Section II. This contract can be extended after the termination date as agreed by both above stated parties. It can be extended up to the time of the start-up of the new full-time pastor. A beginning contract shall be for six –twelve months which can be extended to eighteen months. To be extended to the maximum of twenty-four months the Church and Pastor Commission must give approval.

Should the congregation decide to terminate the services of the interim specialist prior to the agreed contract, the congregation is responsible for fulfilling the compensation package until the stated date of termination. When the next called pastor has been called the contract can be ended with a thirty day notice to the Intentional Interim.

III. PURPOSE OF CONTRACT:

For the purpose of coaching a congregation during a period of transition and change. It is agreed that \_\_\_\_\_ will begin as interim specialist of \_\_\_\_\_ Church of God, on \_\_\_\_\_. It is understood that this contract will be reviewed as least every six (6) months by the group responsible for hiring \_\_\_\_\_.

During this period, the interim specialist and congregation will, in covenant with one another and with the help of God seek to:

- Provide a plan for continuity in worship and ministry practice
- Engage in a congregational assessment and diagnosis
- Provide empowering leadership development training sessions
- Training and application of the Church Life-Cycle
- Coaching in building criteria with the Search Team
- Coach congregation through the five (5) Developmental Tasks during the interim period:
  - Coming to terms with history
  - Discovering a new identify
  - Strengthening a pattern of lay leadership
  - Strengthening denominational ties
  - Preparing for new leadership

IV. INTERIM COACHING AND MINISTRY OPTIONS:

The following can be provided by agreement by both stated parties of this contract given the needs of the congregation and the time and resources of the interim specialist.

The following is a list of ministries that can be provided. These need to be agreed upon by both parties and checked off during the contract agreement interview:

- (1)  Leadership on Sunday morning:
  - Preaching
  - Leading entire worship service
  - Administration of ordinances
  - Leading other special services
- (2)  Counseling and/or referral in crisis situations
- (3)  Facilitating or leading mid-week service, bible-study, prayer group, etc.
- (4)  Overseeing small group ministry
- (5)  Visitation of hospitalized members (extended-stay)
- (6)  Provide pastoral services for:
  - Weddings
  - Baptisms
  - Funerals
- (7)  Attending and resourcing meetings of Leadership teams of the church
- (8)  Provide administrative leadership for the daily affairs of the church, including oversight of the church staff
- (9)  Regularly scheduled Empowering Leadership development sessions
- (10)  Assessment and diagnosis process
- (11)  Coaching through the five (5) Developmental Tasks
- (12)  Coaching in building criteria with Search Team
- (13)  Other

COACHING. The concept of coaching empowers local church leaders to see and obtain their vision for the future. It is the coaches job to help a leadership team get where they want to take the church during the interim period.

The interim coach will be responsible for the \_\_\_\_\_ (board of committee within the church).

V. CONGREGATIONAL/LEADERSHIP RESPONSIBILITIES.

- (1) Attendance at worship and meetings
- (2) Continued financial support for the church and its mission and ministries
- (3) Sustained lay leadership and shared ministry
- (4) Continue to support and attend denominational ministry sessions and meetings
- (5) For the Church leadership team to periodically meet with the interim specialist to discuss and evaluate the progress of the interim period; and to act as a communication link with the interim specialist to the congregation concerning the interim and transition period.

(6) Supply secretarial/office service.

VI. COMPENSATION:

*Compensation for the interim specialist will be determined upon the needs of ministry; upon the hours needed to fulfill those needs; and upon the units of ministry.*

The needs of the church must be assessed when determining compensation.

VII. The Intentional interim specialist cannot become the next called pastor. By signing this contract you agree to this stipulation.

**COMPENSATION PACKAGE:**

SALARY: \$ \_\_\_\_\_ per month

HOUSING ALLOWANCE \$ \_\_\_\_\_ per month

AUTO/TRAVEL REIMBURSEMENT: The interim may be reimbursed at the current IRS allowable rate for mileage driven up to \$ \_\_\_\_\_. Reimbursement will be made through an accountable reimbursement plan; i.e., mileage logs, receipts, etc. to substantiate the auto/travel expenses incurred. **Note:** *because the interim is a temporary employee (less than 1 year), miles driven from home to the place of ministry are permitted to be reimbursed and not considered taxable income.*

OTHER COMPENSATION: [health insurance, resources] \$ \_\_\_\_\_ per month

Vacation: \_\_\_\_\_ weeks every six months.

Sick Leave: \_\_\_\_\_ up to fifteen days every six months

Typical office hours shall be: \_\_\_\_\_

VIII. SIGNING THIS CONTRACT:

In accepting this agreement, effective \_\_\_\_\_ (date), we hereby the undersigned make this contract binding upon us in accordance with the above outlined terms.

INTERIM SPECIALIST: \_\_\_\_\_ Date: \_\_\_\_\_

FOR THE CHURCH: \_\_\_\_\_ Date: \_\_\_\_\_  
Office/Position: \_\_\_\_\_

CONFERENCE STAFF: (optional) \_\_\_\_\_ Date: \_\_\_\_\_

## **Interview guidance for placement reps when interviewing candidates**

**Pre interview** (meet with search team 40 minutes before interview)

Pray for the meeting

Review questions who will ask what questions, follow up procedure, and how to begin and end the meeting

Remind them of any specific questions they should ask the candidate

### **During interview**

Your role is in the background. The placement rep does not ask questions of the candidate

If the search team gets stuck, you can help them out but only if they get stuck

### **Post interview**

Ask them for their impressions/feelings/thoughts.

Give your insights on what they did well and how they could have improve for the next interview.

Help them debrief the interview—in some cases one person may have heard, but others may have heard something different.

Remind them to send a letter of appreciation to the interviewee and what the next step will be.

Pray with them

*(Date)*

*(Pastor)*  
*(Address)*  
*(City), (State) (Zip)*

The Pastoral Search Committee has completed our review of all applicants and their resumes submitted for the pastoral vacancy at *(Church Name)*.

We are appreciative of your interest to serve as the pastor of our church.

The committee has chosen not to extend an invitation for an interview with our committee for the position.

We offer our encouragement and blessings for your current and future service in ministry.

*(Chairman name)*  
Pastor Search Committee

Dear (*Pastoral Candidate*),

We would like to sincerely thank you for your interest in serving in a pastoral position at (*name of church*).

As you already know, a pastoral search team has the responsibility to prayerfully discern who among our excellent candidates best match our church's culture, spiritual needs and mission at this time in order to best equip our congregation for the unique journey ahead.

For that match, we have decided to pursue other candidates for this position. As a group, we have prayed often throughout this process. We also pray that God would reveal His purpose for you in this process.

We hope and pray the best for you in the future, as you seek to do God's will. If you would like to talk about this further, please do not hesitate to contact us.

In Christ,

Chairperson  
Pastoral Search Team

## **Pastoral Moving Expenses** **(Revised 10/2020)**

1. When a pastor moves within the Eastern Regional Conference, the church receiving the pastor shall negotiate the moving expenses with the pastor.
2. When a pastor moves from outside the conference the church shall pay moving expenses. If this is a hardship on the church, the church may apply to the Credentialing & Placement Commission for partial aid with this expense.
3. When a pastor retires from active ministry, the Credentialing & Placement Commission will pay for one move not to exceed \$1,000.00. Receipt(s) will be needed to verify the expense.

**NOTE: Any reimbursed moving expenses are considered income to the recipient.**

## Pray intentionally for the pastoral search

Early within the ministry of Jesus his disciples asked him for a teaching on how to pray. Sometimes I feel we need a refresher course or at least some additional guidance. This is often the case when a church faces the task of seeking a new pastor. We know we should pray but we ponder what should we be praying about. To help us in our time of need below is a list of general topics for the church and specifically the search team to pray through. They are in no specific order for each congregation will have differing needs, neither is the list exhaustive, I am confident the Holy Spirit will reveal to you other topics to be included in this season of the church.

With a prayer of blessing I invite you to cover this journey with multiple prayers.

Some specific topics of prayer can be:

- Discernment
- Guidance
- Unity
- Confession of congregational sins
- Patience
- Church staff
- Pastoral search committee
- Outgoing pastor and family
- Incoming pastor and family
- Church council
- Volunteers
- Wisdom
- Transition that leads to transformation

Pastoral transitions are trying times. They bring a season of change which causes turmoil. This is often a time of growth for many people. Typically we do not like change, but it becomes a time for spiritual transformation. Some will use this time to stop serving. Fortunately, many people who previously did not serve now feel compelled to serve and others will step into new roles, ones they never dreamt they would venture into. Therefore, the transition becomes a transformation within the church and the congregation can be stronger because of the change. This is our prayer for you as you go through this process.

The Credentialing and Placement Commission