

FEB CENTRAL Pastoral Search Committee Presentation

**FEB CENTRAL
175 Holiday Inn Dr.
Cambridge, ON N3C 3T2
519-654-9555 (telephone) or 519-654-9991 (fax)**



INTRODUCTION

Welcome to the 'exciting world' of seeking a Senior Pastor!

1. Prayer
 - a. This is essential! Exercise your faith!
Make prayer for God's leading in the process a central focus for the team, the board and the entire church family.
2. Partnership
 - a. Autonomy: It's your ministry to do!
 - b. Interdependence: FEB CENTRAL is here to help!
3. Patience
 - a. See "Rationale for Interim Pastorates" (p.7)
 - b. See "Draft Letter of Agreement" (p.8)
4. Process
 - a. There are necessary and natural steps to take.

**SEVEN STEPS
FOR A PASTORAL SEARCH COMMITTEE
TO TAKE IN CALLING
A NEW SENIOR PASTOR**

1. Ministering to the Congregation
2. Considering Candidates
3. Determining a Short List
4. Dealing with the Preferred Man
5. Making the Candidating Arrangements
6. Conducting the Vote
7. Welcoming Your New Pastor

SEVEN STEPS FOR A PASTORAL SEARCH COMMITTEE TO TAKE IN CALLING A NEW SENIOR PASTOR

(1) Ministering to the Congregation

(a) Confidentiality

There is information (e.g. names of potential candidates, etc.) which needs to be kept within the confines of the committee.

Maintain confidentiality for the sake of the process your church is going through and for the sake of the candidate and the candidate's current church.

(b) Communications

There needs to be effective communication with the congregation at least monthly. Who will do this? (weekly prayer is important)

Avoid the propensity to use inside language that alienates newcomers who are trying to get to know your church.

Don't overpromise. Don't underestimate the impact of your communications.

(c) Context

There needs to be general vision and direction.

Organizations need to ask three questions as follows:

- (1) What are we?
- (2) Where are we going?
- (3) How can we get there?

To be proactive is a sign of life and faith.

(2) Considering Candidates

(a) Develop a Profile of the New Pastor

See the sample: "The Desired Qualifications for our Pastor". (p.9)
Write one that fits your context (ask church for input).

See the sample: "Job Description: Senior Pastor". (p.10)
This should be written by the leadership: elders/deacons.

Fill in the "FEB CENTRAL Senior Pastor Selection Guide" (pg.11-12) and send to the FEB CENTRAL Ministry Centre for profiles of suggested candidates through "The Profile System".

(b) Develop a List of Names

(i) Names from the Congregation

Receive all suggestions made by your church family regarding possible candidates but make no promises you will report back to individuals or that you will contact all leads.

Handle internal candidates with care and clarity.

(ii) "The Profile System"

See the PDF Profile Form (pg.13-22).

Use the FEB CENTRAL form for candidates who have not submitted a profile to the FEB CENTRAL Ministry Centre.

(iii) Other Sources

Area Pastors

Unsolicited Profiles and/or Resumes

Advertisements.

(3) Determining a Short List

(a) Isolate the top three

Give yourselves two weeks.

(b) Prioritize the top three (helpful to listen to sermons online or on CD as a team)

Give yourselves another two weeks.

Note: Provide a point of closure for any pastor you have contacted but will not be considering as soon as you have made that decision.

4 Dealing with the Preferred Man (Give thought as to when the church board is involved.)

- (a) Contact him to verify his openness to a move and your ministry
- (b) Give him information on your church and community
This needs careful and creative attention
- (c) Conduct a first interview
- (d) Go and observe on location if possible
Avoid using your own pulpit to evaluate potential candidates.
- (e) Report back to the whole committee
- (f) Check out his references
Check references early in the process when you are still listening to comments with objectivity and go beyond the reference list given by a candidate.
 - the “top five list” of concerns
 - (i) his attitude
 - (ii) his philosophy of ministry
 - (iii) his philosophy of leadership
 - (iv) his track record
 - (v) his wife
- (g) Conduct a second in depth interview (this may be the time to invite the full board)
Make sure that the search team is well aware of the thoughts of the church board and that it accurately reflects them.

Touch all the bases

Don't leave financial compensation discussion to the end
- (h) Communicate regularly with the candidate
Communicate clearly and frequently (i.e. weekly) with any pastor with whom you are having conversation.

Once you are in the final decision phase, move the process to resolution as quickly as possible.

Set the deadlines for decisions to be made by candidates.

Don't leave things open-ended no matter how much you like the candidate.

(i) Make a decision

Who decides if the man will be invited to preach for a call?

- Search Committee?
- Elders and/or Deacons' Boards?
- Both?

(j) Resolve and clarify outstanding matters.

- e.g. financial compensation
- moving arrangements including cost

(5) Making the Candidating Arrangements

(a) Deciding the dates

(b) Planning the itinerary

(c) Communicating his involvement

(d) Informing the church

(e) Providing hospitality

Accommodation

Meals

Privacy

(6) Conducting the vote

(a) Communicate the procedure to the congregation

(b) Conduct the vote (check your church constitution as to timing).

(c) Inform the candidate

Give him up to two days to respond

(d) Finalize all outstanding matters

e.g. timing of arrival

(e) Communicate the response to your congregation

(7) Welcoming Your New Pastor

(a) Arrange for move into place

(b) Celebrate his arrival on the first Sunday

(c) You may wish to conduct an Induction Service

See "Induction Service Suggested Outline" (p.23)

(d) Continue with ongoing care

RATIONALE FOR INTERIM PASTORATES

An interim pastorate is the time between the “no longer” and the “not yet”. The interim pastor is one who pastors a local church during that “time between” permanent pastors.

While interim pastorates have become more common in recent years, this should not imply that all churches whose pastor has resigned should automatically seek an interim pastor. Some churches may not have a need for an interim and, in many situations, no appropriate interim pastor may be available.

There are a number of obvious advantages to the church which utilizes the ministry of an interim.

1. If the departing pastor has had a long and fruitful ministry, it allows time for the broken personal and emotional ties to mend.
2. It will minimize the propensity to compare the former preceding pastor (and spouse) with his successor.
3. It removes the pressure of identifying and securing acceptable pulpit supplies.
4. It allows the Search Committee more time for adequate research and identification of potential candidates.
5. An interim pastor can assist the elected officials and the church body to identify their present needs and sharpen the church's perspective for the future—thus also better identifying the qualities needed in a pastor.
6. An interim pastor provides continuity of pulpit ministry.
7. If the church has a ministry staff, an interim pastor provides leadership for the staff, helps measurably in derailing any personal ambitions of a staff member, and thus avoids “I am of Apollos” and “I am of Peter” fracturing in the church.
8. If the departure of the preceding pastor was accompanied with internal tensions, even divisions, the interim pastorate can lessen the tension, bring healing in relationships, and regain the body unity needed for the ministry of the new pastor.
9. An interim pastor can help coordinate all the varied ministries of an active church so that now worthy ministry falls into the cracks during the interval.
10. An interim pastor can bring quality, experienced counsel to the board or search committee as they re-evaluate the total church ministry and seek to identify an appropriate candidate.
11. Because of the nature of his ministry as an interim pastor, and because he is not there to promote himself or to keep a job, he can offer strong counsel in love when it is needed. He can preach/teach what is needed.
12. An interim pastor will spiritually prepare the church to receive a new pastor with appreciation, respect, and great receptivity to godly pastoral leadership.

Sample Draft
Letter of Agreement for Interim Pastor

Rev. Bill Black agrees to serve as Interim Pastor, at Fellowship Baptist Church, Any Town, for three days per week commencing (date), in accordance with the following terms.

Sunday, Monday and Wednesday will constitute the days during which Pastor Black will be involved in Ministry. This time frame may be altered by mutual agreement with Pastor Black and the Board of Deacons.

The primary responsibility is the teaching/preaching ministry of the Word each Sunday. Where pulpit supply becomes necessary due to absence, it will be arranged by Pastor Black and the Chairman of the Church Board.

Other responsibilities, as time permits include:

- Pastoral counseling
- Selective visitation based on special need
- Acting as a resource person to the Board of Elders/Deacons and attending scheduled monthly Board Meetings as requested.
- Being available for such emergency response as crisis illness, officiating at weddings and funerals.

Pastor Black will be accountable to the Church Board.

The salary will be \$720 per 3 days including Sunday. The church will be responsible for pulpit supply costs due to absences resulting from illness or other unforeseen circumstances.

Travel expenses will be reimbursed at .46 cents per km.

Vacation time will be granted based on one week (three days) leave with pay for every three months of service.

Any other expenses including meals or other ministry costs not covered by this Agreement shall be reimbursed upon the approval of the Chairman of the Church Board.

It is understood that the interim pastorate duration is date to date and any extension will be by mutual agreement.

It is further understood that the calling of a Senior Pastor will represent the conclusion of the interim pastorate.

Agreed: _____

Date: _____

THE DESIRED QUALIFICATIONS FOR OUR PASTOR

PERSONAL FACTORS:

1. Conversion experience and call to the ministry.
2. Preferably married.
3. Wife active and supportive in his ministry.
4. Family man or experienced in raising a family (1 Timothy 3:4,5).
5. Good health.
6. Experience
 - a) at least one previous pastorate (pastoral maturity)
 - b) secular – not essential, but valuable
 - c) administrative skills essential
7. Educationally qualified to meet the needs of an established, growing church.
8. Sound background without experiences that could hinder the ministry.

**SAMPLE
ONLY**

PASTORAL FACTORS:

1. Agreement with our Constitution and Statement of Faith.
2. Actively support our Fellowship in accord with the will of the church.
3. Emphasis in ministry:
 - a) Balanced message – teaching and evangelistic.
 - b) Age – interest in, and rapport with young people
- committed supporter of the Sunday School and Christian Education ministries.
 - c) Prayer – strong emphasis in a prayer life.
4. Study Habits – student of God's Word.
5. Attitudes in the ministry towards:
 - a) Visitation – willing to visit members, sick, etc.
 - b) Administration – need for strong leadership
 - c) Counseling – some skills advisable
 - d) Charismatic orientation – unacceptable
 - e) Eschatology – preferred position?
 - f) Church growth – committed to strong outreach ministry
 - g) Lord's Table – all believers may attend (1 Cor. 11:26-29)
 - h) Missions – committed to both Home and Foreign missions
 - i) Solid Bible teacher to ground present believers
 - j) Open to the concept of "small group" ministries.

PEOPLE FACTORS:

1. Aware of the evangelical community – not isolated but interested.
2. Personality assessment – warm, sociable, humble, a love for people.
3. Has addressed and taken a biblical stand on issues such as:
 - a) Family life – strong family emphasis
 - b) Separation of believers – strong positive approach necessary
 - c) Christian Schools – not opposed
 - d) Counseling ministries – strong need within our community
 - e) Satellite ministries – future potential
4. Willing to address the present issues of today's society such as:
 - a) Abortion
 - b) Alternative life-styles
 - c) Pornography
 - d) Euthanasia
5. Expectations – willing to develop long range goals, visionary.

BAPTIST CHURCH

JOB DESCRIPTION: SENIOR PASTOR

**SAMPLE
ONLY**

DATE: _____

JOB DESCRIPTION

To encourage and facilitate the development of obedient, reproducing followers of Jesus Christ through preaching and teaching and through the provision of spiritual leadership and administrative direction to _____ Baptist Church, he will share with other pastoral staff and lay persons, the development and implementation of specialized ministries that meet the varied needs of the congregation.

QUALIFICATIONS

1. Must meet the biblical qualifications of a pastoring/teaching elder as outlined in Acts 6:1-6; 20:28-31; 1 Timothy 3:1-13; Titus 1:5-9 and 1 Peter 5:1-7.
2. Must have a recognized ordination with The Fellowship of Evangelical Baptist Churches in Canada, or be willing to pursue the same.
3. Must accept the Constitution and Policies of _____ Baptist church.

DUTIES

1. To preach and teach from the Word of God.
2. To provide overall spiritual leadership and administrative direction working closely with the Board.
3. To support the Administrators for the Congregational Care, Missions, Finance, Property and Worship Committees to ensure that they receive the direction and training they need to carry out their tasks in keeping with _____ Baptist church's vision.
4. To represent _____ Baptist Church in The Fellowship of Evangelical Baptist Churches of Canada.
5. To develop an atmosphere where staff and lay leadership may work together in love.
6. To supervise and provide direction to all office and pastoral staff.
7. When needed to provide pastoral care and Biblical insight to the congregation at large, with the help of the elders, deacons, staff and such other people gifted and called to this ministry.

The Senior Pastor is responsible to the congregation through the Church Board. He shall be a non-voting member of, and shall provide bi-monthly reports to the Board. On a day-to-day basis the Senior Pastor is responsible to the Board Chairman.

FEB CENTRAL SENIOR PASTOR SELECTION GUIDE

1. AGE

Not younger than _____ Not older than _____ Age is not a major consideration ____

2. MARRIAGE

Desirable that the individual be married _____ Not a concern _____

3. EDUCATION

If there is a need for a specific level of scholastic achievement, indicate your desire.

4. ORDINATION

Must be ordained _____ Not necessary that he be ordained _____

5. EXPERIENCE

We are willing to consider a man undertaking his first senior pastorate role. _____

He must have previously pastored at least one church. _____

He must have pastored a church of over 200. _____

He must have multiple staff experience. _____

He must be experienced in church planting. _____

6. BI-VOCATIONAL

There are individuals who are willing to undertake ministries that are not able to provide full support. If that is your present circumstance, so indicate. _____

7. FUNCTIONS OF MINISTRY

Listed below are seven major functions of ministry. You are asked to INDICATE the level of capacity required in each and then CIRCLE the two that are of highest importance.

	Much	Some	Little
PREACHING			
TEACHING			
EVANGELISM			
LEADERSHIP			
VISITATION			
COUNSELLING			
ADMINISTRATION			

8. SPECIALIZED MINISTRIES

It may be that there is a specialized need or opportunity relative to your church that is beyond the primary role. Indicate those areas where it is desirable that the candidate has a significant level of experience or capacity.

- _____ Alcohol and Drug Rehabilitation
- _____ Camping
- _____ Chaplaincy
- _____ Children
- _____ Christian Education
- _____ Counseling
- _____ Discipleship
- _____ Inner City Ministry
- _____ Music
- _____ Singles
- _____ Youth

9. POSITIONS OF PREFERENCE

Circle the thoughts in each line that generally reflect the church's position and desire in a man.

Eschatological Position	Hold a strong position and agreement would be necessary to a call.	Hold to a position, but not a matter that would affect fellowship.	Instruction in all positions desirable to facilitate liberty of determination.	
Missions	Promote Fellowship, FEB CENTRAL, French and Foreign Missions.	Promote inter-denomination Missions.	Promote Fellowship, FEB CENTRAL and inter-denomination missions.	
Style of Worship	Traditional.	Contemporary Worship Songs	Variety of instruments, but no drums	Variety of instruments, including drums
Translations	Comfortable only with KJV.	Comfortable with other translations but generally use KJV.	Use a modern translation e.g. NIV (not a paraphrase).	Would be comfortable with a paraphrase.
Present Board Structure	Pastor and deacons Board with pastor as chairman.	Pastor's) and deacons with a deacon as chairman.	Pastor and deacons plus a Board of Management.	Elders and deacons.
	Pastors and elders with pastor as chairman.	Pastor and elders with pastor as teaching elder.	Other	

10. If there are matters, which by nature are of special significance to the church, then you are asked to indicate these. For example, if you have a Christian Day School, Radio Broadcast or some policy that is strongly held (i.e. a factor that would have major influence on any decision), please make that known. _____

CHURCH NAME and LOCATION _____

CONTACT PERSON _____ DATE SUBMITTED _____

PHONE _____ FAX _____ E-MAIL _____

Return to FEB CENTRAL, 175 Holiday Inn Dr, Cambridge, ON N3C 3T2 or
519-654-9991 (Fax) or admin@febcentral.ca.

INDUCTION SERVICE

SUGGESTED OUTLINE

(In the spirit of celebration and thanksgiving)

Opening music (congregational and special)

Prayer

Welcome (special acknowledgement of those who have come a distance to be with you and to visiting churches, etc.)

Introduction of the Pastor and his family (flowers for the wife and often something for the children)

Historical sketch of the church (optional, but a nice touch if well done)

Music

Charge to the Pastor (*)

Greetings (in person and through letters)

Music

Charge to the Church (*)

Prayer (seeking God's blessing on Pastor and People; it should be done standing and could involve more than one person.)

Pastoral Response

Music

Benediction (Pastor invites guests to join in refreshments before closing).

Refreshments

*Often combined. Bulletin to include sketch on Pastor and family.