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The Next Pastor:

A Search Team Guide



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Introduction

It is an honor and a great responsibility to serve on the Pastor Search Committee. By now you are beginning to experience the weight of the challenge that is before you. In order to function properly, you must understand your role, your relationship to the other board members and the congregation, as well as authority. Simultaneously you will be dealing with matters that require confidentiality and communication. It is a delicate balancing act that is required as you balance authority and responsibility against servant hood.

Let's look, first of all, at the various roles that you will fill. You are a member of the Pastor Search Committee. You have authority only when the committee is in session or when you are acting at the request and empowerment of the committee. Always remember and understand that unless you are authorized by the committee, you cannot speak for them or disperse confidential information. Many times, well-meaning individuals from within the congregation will corner you and seek special information from you. Simply let the person know that you cannot speak about the committee's business without the committee's authorization. Simply remind them of two things. First, there will be a public statement read to the entire congregation on Sunday. Secondly, remind them that you are dealing with confidential matters, and you are sure that, as your friend, he or she would not want you to violate that confidence. If the person continues to press you, simply repeat what you have just said until they finally realize that you are a person of integrity.

Remember that you are a servant to that local congregation. You are not there to develop a powerbase and exert your will and influence on the congregation. You are here to serve both God and the local congregation. It is a time to be humble before God and seek His leadership. Great trust has been placed in you; therefore, walk in integrity!

You are a member of a committee. Always know that your authority exists only when the committee is meeting or when the committee empowers you to represent them in a specific set of circumstances. You are also a leader in the local church, as well as, a personal friend to many. Do not allow the friendship role to supersede your role as leader and servant.

In the days ahead, you will be in many meetings and, in many ways you will be consumed by the task at hand. It is very important to understand the need for good communications.

Each week prepare a written statement that is to be read to the church body. Even if you are at the same place in the process as last week -- communicate, communicate, communicate!

Every member of the board should speak the same thing. Be truthful, but never share the name or information of any of the potential candidates.

Communicate to the network or its representative as well. Good communication will go a long way in dispelling anxiety and rumors. Good communication with the Network can keep you from making some tragic mistakes.

Now let's look to the business at hand of finding God's will for new long-term leadership of His local church.

What Are Your Options?

When you first learn that your current pastor is resigning, you should begin by notifying the Network office. (You have probably already done this, and that is how you obtained this manual.) The Network office will be one of your greatest resources and possibly your best friend during this process of finding new long-term leadership!

It is assumed that some group is planning an appropriate farewell for your existing pastor. This is guided by a number of factors such as length of the pastorate, circumstances of the termination, and the financial ability of the local church. While the saying "goodbye" is not the focus of this manual, it is recommended that you put the best face on even a difficult parting. This will enable the church body to welcome new leadership sooner.

All that being said, let us move on to the three basic options for help that are available to you through your Network office. Every church is different, and every transition is different. Your Network has people who are trained to help churches find new long-term leadership while preserving the sovereignty of the local church. There are at least three levels of help that are available to you. If you so desire, you may request your Network office to furnish you a list of people who are trained to work with you.

LEVEL ONE

Pastor Search Committee Training

The purpose for this training is to go over the Pastor Search Committee Manual and help you develop a plan for fulfilling the guidelines contained in your local constitution and bylaws.

Time Required: This training will require approximately four hours and can be done on a Friday evening (6-10) or a Saturday a.m. (8-12.) It could also be done on a Saturday afternoon (1 to 5.) Obviously, there are other options, but the goals are as follows:

Get **every member** of the search committee to all of the training.

Get the training done in **as short a timeframe as possible** to make the training more efficient and beneficial. The more compact the training, the easier it will be to relate the training to the actual process of the pastor search.

Expense:

The expense for this training is minimal. It is recommended that some snacks be provided for the participants. It is also recommended that an honorarium and possibly overnight accommodations be provided for your instructor.

LEVEL TWO

Interim Ministry

Level Two will provide for your congregation all the services of Level One plus providing for pulpit fill-in. This will relieve the Pastor Search Committee from having to find speakers for every service. The person who comes to train the Pastor Search Committee can also fill the pulpit, if the board should desire, take care of hospital calls, be in the office, chair the board, and be a continual resource person for the search committee. The person who comes to train the Pastor Search Committee can also fill the pulpit, if the board should desire, take care of hospital calls, be in the office, chair the board, and be a continual resource person for the search committee. The level of commitment must be mutually agreed on by the Interim Minister and the church board, and a covenant drawn up reflecting the agreement. Your interim can not only fill the pulpit,

but can also fill the role of pastor, taking care of hospital calls, board of directors meetings, and serving as a continual resource for the search committee.

Expense:

The amount of financial commitment to this person should be mutually agreed on and should be in line with the services rendered. **Please remember that this person has taken time to train for this task, but is not, under any circumstances, to be considered for the long-term pastorate!**

The Interim will be with you until you have selected your new long-term pastor and that person can arrive on the scene. Also the Interim will serve at the desire and in the capacity determined by the search committee during “try-out Sunday.” You may want him on site to coordinate, or you may choose not to have him with you at all on that Sunday.

Once a pastor is elected, there may be a gap between election and arrival. The new pastor may be able to cover some services, but not all. Your Interim Minister can be available as needed until the pastor is on site full-time.

LEVEL THREE

Transitional Minister

Level Three includes all the ministries of Levels One and Two, plus taking the entire church through a transitional process to prepare them for new leadership. The Transitional Minister has been trained to lead a congregation through an intentional process to get ready for new leadership.

This process will take a minimum of three months and a maximum of six months depending on the circumstances of transition and the existing church calendar of events. It is recommended that the church board visit with a transitionally-trained minister or the Network person who oversees this ministry and explore the possibilities. If this path is chosen, a Transitional Minister should be selected, a covenant should be agreed upon, and the church body should vote to commit to this process.

The time frame for this process will vary depending on the circumstances of the pastoral change and the existing church calendar. It will average three to six months. It is recommended that the church board meet with a transitionally trained minister or the Network person who oversees this ministry to explore the possibilities. If this path is chosen, a Transitional Minister should be selected, a covenant should be agreed upon, and the church body should vote to commit to this process.

Expense:

Again, the financial responsibility of the local church to the Transitional Minister is to be agreed on in advance and should be based on the ability of the local church to pay and services rendered by the Transitional Minister.

Every church can benefit from this particular process! It is especially recommended if your previous pastor



has been there ten years or longer, and there is not a person who has been groomed by the previous pastor and accepted by the church body to step into the role of longterm pastor.

If the church has suffered a pastoral moral failure, it is imperative that they recuperate and unify behind new leadership. This ministry will help the church body unify and get ready for new leadership.

If the previous pastor has left under strained relations, it is imperative that the church body and the local leadership deal with the issues of the past. This must happen or, more than likely, the next pastor will be short-term and both the church and the new pastor will experience additional trauma!

If the previous pastor passed away while in leadership, the church must be given time to grieve before seeking new leadership! It is critical that the body mourn properly and that during that time, a Transitional Minister be there to guide the activities of the church and provide pastoral leadership.

Even if the local church has a fully-functioning staff, it is important that a Transitional Minister be brought in to provide pastoral leadership. To miss this opportunity to unify is to open the door for a struggle that can devastate the local church.

Your network officials can help you explore the three levels of ministry and decide which is most beneficial to you and the church you represent. Always remember that the Network leadership is available to serve you!

How Do You Obtain Resumes?

Resumes do not just magically appear, even though sometimes it seems that way. There really are some basic steps to follow to receive information from valid candidates for your church.

First of all, notify the Network office as soon as you know that the current pastor is leaving. This should be done by the official church board. As they discuss the options available to the local church with Network officials, the board will decide when the church should appear on the Network's list of "Open Churches," on the OKAG website.

Just as you have decided on a date to declare the church officially "open," you must also decide on a time to take the church off the "Open Churches" list. That should be done at a later date when your church has completed the pastoral selection process, but please keep the Network office updated as to your progress.

The next source of resumes will be from those persons that the Pastor Search Committee members personally solicit. There will probably be ministers that have had contact with the church in the past that you would like to have consider the pastorate. This could include staff members (current or previous.) It could include evangelists or other pulpit guests. It may even include a former pastor.

The Pastor Search Committee should get together and make a list of people they would like to have the privilege of contacting. Specific members of the committee should be designated to contact each potential candidate. When you call, Inform the potential candidate that his/her name, as well as other names, has come to the attention of the committee. You are calling at the request of the committee to inform the individual of the pastoral opening at the church and inviting that person to send a resume if he/she is interested.

The committee should decide on a deadline for receiving solicited resumes. Be sure that the potential candidate understands that this call is not an invitation to be pastor; however, it is an invitation to participate in the pastor search process! If the individual contacted responds by sending a resume, it does not obligate that person or the committee, nor does it bypass the search process.

Once the Pastor Search Committee has declared the church “open” and solicited individuals of interest to send resumes, the resumes will begin to arrive, and the phone calls will begin. In the next chapter, we will discuss the procedure that should be followed for each applicant who sends a resume.

Now That You Have Resumes, What Do You Do With Them?

It is important to establish a general procedure before you start receiving resumes. If you are already receiving resumes, please get together now and establish a procedure for dealing with each potential candidate.

If you have published the name and/or phone number of the chairman or secretary for the search committee, that individual will be contacted. If you have a church office secretary, that person will receive phone calls, and sometimes people will “just drop by.”

It is imperative that you have a pre-established procedure, and then you must communicate it to everyone involved. That is to become your established policy, and everyone must follow that procedure!

It is recommended that the chairperson for the Pastor Search Committee be shielded from having direct contact with the applicants without the rest of the committee present. The best way to insure this is not to publish the name, address, and phone number of the chairperson. Resumes should be sent to the church address, and, if you have an office secretary, instruct that person not to give out the chairperson’s information. It is important that candidates who plan to be “in the area and just drop by” the church office may do so, but should be informed that there will be no unscheduled meetings with the Pastor Search Committee.

The OKAG Network annually publishes a directory which includes a section for “Churches.” The secretary is usually a part of the listing for each church. This person may be someone other than the church office secretary. Be sure to communicate to this individual the procedure that is established for receiving resumes. Everyone needs to speak the same thing when it comes to proper procedure!

When a resume first arrives, it should be noted on the envelope the date and time that it arrived. The name that appears on the return address label of the envelope should be noted on a chronological list of applicants. This becomes the “official applicant list” and should be where you look to find the status of any resume in the process of consideration.

The office secretary should have a status sheet (Appendix I, pg. 18) and the Pastor Search Committee should have a status sheet that is maintained by the secretary of that committee (Appendix I, pg. 19.) A secure location should be designated for the office secretary to place resumes after they are logged in. All applicants’ names and resumes are to be held in the strictest of confidence! No name should be released until a candidate is ready for presentation to the church body. The timing of the release of the candidate’s name should be mutually agreed upon by both the Pastor Search Committee and the specific candidate!

PROCESS: STAGE ONE

The objective of Stage One is to shorten the list of resumes to a manageable list of 15 or less (and, hopefully, 10 or less!) This process is done by review of the written resume only.

The number of resumes should be divided by the number of committee members, and then a group of applicants’ names should be assigned to each member for review. That member is to rate each resume from 1 to 10 (1 = Least Desirable/ 10 = Definitely a Possibility.) The rating is based on the resume only and basic qualifications that the committee has decided on.

Some examples of basic qualifications that the Pastor Search Committee may agree on might include educational requirement, experience, or background. You may want to be specific or rather general in this first stage. Areas that are important should be openly discussed before the first stage of the resume review process begins.

Once these areas are generally agreed upon, begin the review process. Please make this process a matter of prayer and stay open to the leadership of the Holy Spirit. Your objective is to find God's provision for leadership of this local congregation.

Now that resumes are divided among the committee, each member should have a sheet of paper dedicated for notes and rating for EACH resume. After everyone has reviewed and rated each resume, get together and discuss your findings. Do not discuss your findings until everyone has reviewed every resume.

When a member completes rating the stack of resumes, he/she should pass his/her stack to the next person (in the order established by the committee.) This process is to continue until all members have initialed and rated all resumes. An average of the ratings is to be noted on the cover page. Decide as a committee where the breaking point should be and then briefly review the ones that are not to be further considered. Record the decision on the resume cover page and return those that will no longer be considered to the office secretary for a letter of appreciation to be sent. Compose a form letter that is to be sent (or use the "Rejection" Form Letter, in Appendix I, pg. 21) and determine if you want the committee chairperson to sign it or the secretary. It is recommended that the chairperson of the committee sign all correspondence with applicants.

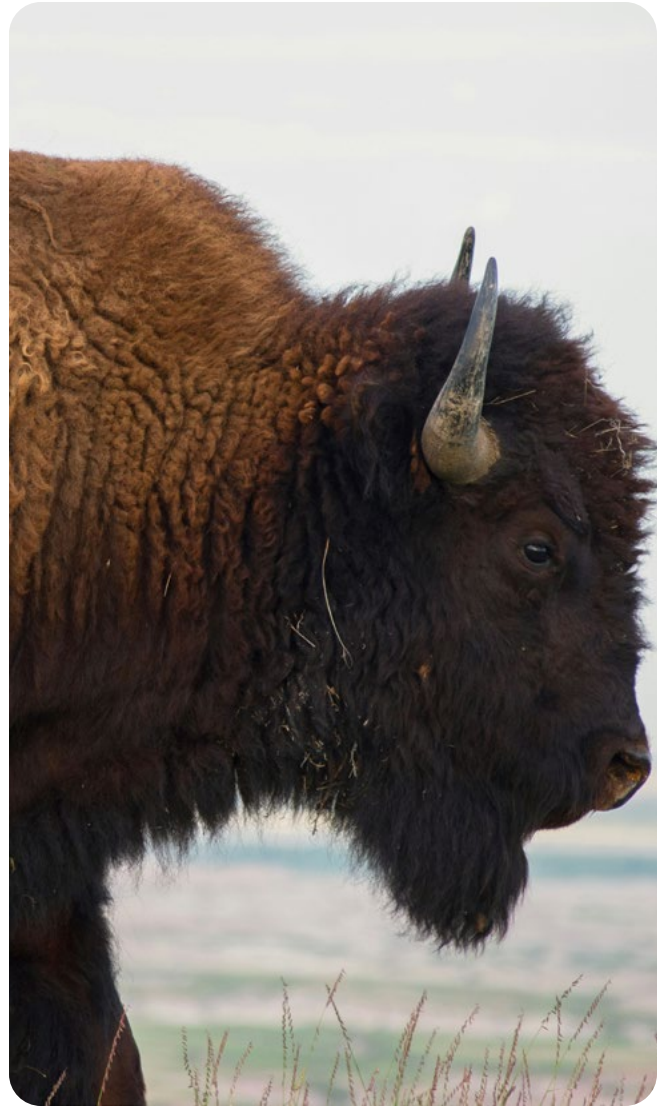
You are now ready for...

PROCESS: STAGE TWO

In this stage, you begin to look deeper into the resumes. Start by selecting references to check. Here you are looking for character traits and reputation of the applicant. Remember, you may call more references than the applicant provided. However, it is recommended that, at this time, you not contact people at the applicant's current pastorate other than those listed. To violate this guideline could create a difficult situation for the applicant. People that should be included in any reference search process are the applicant's Network and sectional officials.

You may devise a written questionnaire to send to references, or you may do a telephone interview. The telephone interview is faster and more impromptu. These calls may be divided among the committee members and then a report brought back to the committee, or you may use a speaker phone and have everyone present for each reference called. (See "Possible Questions For References" in Appendix I, pg. 22.)

The objective of this process is to reduce the number of resumes to five or less. This is not a magical



number, but from here forward, a lot of time and expense is required for each resume that is retained. The resumes that are set aside should be returned to the office secretary with instructions either to send a "Rejection Letter" (Appendix I, pg. 21) or to hold for possible further review. You are now at...

PROCESS: STAGE THREE

Hopefully at this stage you are dealing with three or less resumes, definitely five or under. Stage three requires a lot of both the applicant and the committee. You are now ready for a video interview with the applicant. This should be done by appointment and all the committee should be present. Be sure that you have the necessary equipment and that it is working properly. Each member of the committee should have at least a couple of questions assigned to ask the applicant. Be sure to introduce yourself when asking a question. The moderator of the call should be designated beforehand so he/she can direct the interview and keep dead airtime to a minimum.

Now is the time to ask for websites where he is preaching and conducting services. If none are available, then ask for videos of him preaching. You may also choose to go to a service where this person is the speaker. If you show up at a church service, please be discreet. Do not stay around after service and try to talk with the potential candidate.

Before you begin the telephone interview, a list of questions that you want to ask should be compiled, and specific members of the committee should be assigned to ask them. In addition to the questions, information should be on hand to share with the applicant about the church and the community.

At this point, you must decide if you want to do an official background check and/or a credit check. The General Council has required a criminal background check on all ministers credentialed since 2000 and a credit check for ministers credentialed since January of 2009. If you decide to do either of these checks, you should ask the potential candidate if he/she will sign a release for you. A release should be provided for both the candidate and spouse. If they agree, release forms should be mailed, e-mailed, or faxed to them immediately.

Previous to the telephone interview, always review the resume and have it on hand. You may have questions about the resume. There may be gaps in the employment record, or the individual may have left out family information. The telephone interview is a time to ask questions that may have been raised by the research done with references. Never quote a reference or give the name of a specific reference when talking to the applicant. That information should be held in strict confidence! This telephone interview is not a grilling process, but it is a time to look for deal breakers, those areas that are extremely important to your local congregation.

There is a list of questions included here that you might want to ask a potential candidate. These questions are assembled from a number of different sources. You should not plan on asking every question of every applicant!

It is recommended that you start by making your own list of questions. Then look over the list included with this manual, and add those questions that seem important to you. (See "Pastoral Interview Questions" in Appendix I, pp. 23-24.) Be sure to look at the resume and responses from references when making your list of questions. Some questions will be asked of every applicant while other questions will be generated by the individual's resume and references.

As you work on your list of questions, remember that they are to be questions. They should not be accusatory statements. Also try to frame the questions so that they do not have just a "yes" or "no" answer. An example of this is demonstrated by the following two questions:

1. Do you think Missions is important?

2. Explain to us the role that you think Missions should play in the local church. Obviously, question number 2 will reveal more about the applicant's philosophy of Missions than question number one will.

Once you have your list of questions, then print them out on paper with space allowed to make notes about the answers given. The name of the applicant should be recorded at the top. Every member of the committee should be given a copy, and each member should take notes, even though one person may be designated as the primary recorder. Some committees want to record the telephone interview. If you do so, be sure to inform the applicant and assure him that after the pastor search process is completed, the tapes will be destroyed. Even if the interview is recorded, personal notes by committee members will save a lot of time when reviewing the results of the interview. You are now ready for...

PROCESS: STAGE FOUR

After stage three, you should have narrowed the field of applicants to one or two, at the very most three. If you are planning to conduct background and/or credit checks, now is the time to send the release forms. These should be returned with a signature and necessary information as soon as possible.

You will find a sample release form in Appendix II, page 26 titled "Background Check Disclosure." A website where you may use the release information to perform the search may be found in Appendix II, pages 27-29 titled "Website for Background Search." If you need additional help in this process, contact the Network Office. Please remember, this information is for your private and confidential use. It is not to be shared with anyone other than the search committee! The church should retain background checks, reference checks, credit checks, interview notes, and any other documentation used in performing its due diligence on the candidate. These files should be retained permanently, and in a secure location. These files should be considered confidential and are not to be released to anyone outside of the search process.

At the conclusion of stage four, you should definitely be focused on one potential candidate, or no more than two. It is recommended, however, that once you narrow the applicants down to five or less, you should not send a letter rejecting the applicants in this last group. It is always possible to encounter a deal breaker at any level of the process. Most of the time, these last five are really good potential candidates for the church. You are in a process to find God's direction. Keep on praying and allow God to direct. Do not burn your bridges with these last five until you have elected a new pastor.

PROCESS: STAGE FIVE

Bringing in the applicant and his/her family to get acquainted with the Pastor Search Committee is the next step. The purpose of this meeting is to acquaint the candidate and family, not only with the committee members, but with the community and the church facilities. This is a time to, at least, discuss pay package and clarify any questions that remain in the minds of the committee members or candidate. (In some situations, it may be desirable to have the applicant preach on Sunday a.m. If this is done, it is important to communicate clearly to the applicant that this is not a "try-out Sunday." There will be no voting or public declaration about his candidacy. Neither party has any obligation to the other.)

This stage should include informal time that would allow the spouses of the search committee to be involved. A meal function works well here. It can be catered, or you can reserve a room at the restaurant for the group. The more public you are with this function, the more questions you will have to answer later. Remember that this is not a time for the spouses to grill the candidate. It is a chance for everyone to get acquainted and to socialize a little. You may even want to include the church staff and their families in this informal time.

At some point, the candidate and his/her family should be given a tour of the city or, depending on the size of the city, the area of the city where the church is located.

Members of the Pastor Search Committee should plan a closed meeting with the candidate and possibly the spouse depending on the couple's preference. If they have children with them, be sure to make arrangements for them during this meeting time. Spouses of the committee members are not a part of this meeting unless they are a part of the search committee.

Depending on how far the candidate family has to drive, you will probably need to provide a motel for at least one night. Be sure to cover all their expenses, and if you have the candidate speak in a service, certainly include an honorarium.

Communicating the schedule to the candidate family before they arrive is very important! Allow them some time before they must leave town to look around the community on their own. Provide them with a map, an area real estate magazine, a local newspaper, as well as a current church bulletin.

By the time this interview is complete, the candidate should know when to expect to hear from the committee. The committee should have had opportunity to interact with the family and a chance to ask any remaining questions of the candidate. Both the candidate and the committee should have a real feel for the viability of this match.

PROCESS: STAGE SIX

Hopefully, stage six will conclude the process. The committee must have narrowed its search to only one candidate. The committee should be unified – unanimous would be good, but if not, at least two-thirds of the members should be in agreement!

In this stage, the candidate and family are invited to come for a “try-out Sunday.” In preparation for this event, be sure to do as many of the following activities as possible:

1. A weekend date must be mutually agreed on by the search committee and the candidate. Be especially aware of everyone's schedule. Check the candidate's calendar, the church calendar, and the community calendar before agreeing to a date.
2. Once the date is agreed on, begin to announce the date to the congregation.
3. If possible, plan a Saturday evening fellowship and dessert time. The whole church can be invited, and the search committee hosts the event and sees that the candidate meets as many of the people as possible. Do not allow one person to dominate the candidate's time!
4. Prepare an introduction sheet. This can be as elaborate or as simple as you desire and time, budget, and equipment allow. You may distribute this to the congregation a week in advance, or you may hold it until the Saturday evening event. Be sure to clear the timing of the release of this information with the candidate.
5. At the Saturday evening event, you may want to have a time where a committee member introduces the candidate publicly. He/she may read a brochure or operate from personal notes. You may allow the candidate to speak briefly and introduce the spouse and family. You may allow a short period for questions from the audience. This can be risky, so it should be a committee decision.

Regarding the “try-out Sunday,” please cover the following areas beforehand:

1. Who will direct the service?

2. What, specifically, do you want the candidate to do?
3. Who will formally introduce the candidate to the congregation?
4. Who will lead worship?
5. Who will play the musical instruments for worship?
6. Will there be special music?
7. Who will receive the offering?
8. What is the order of the service, and does every participant have a printed copy of that order?
9. What kind of microphone will the candidate use?
10. How will the candidate close the service?

If there is to be a Sunday p.m. service, all the bases listed above need to be covered for that service as well.

The committee should arrange for the candidate family's food and lodging. They should decide who will be invited for the Sunday noon meal with the candidate family, as well as, the process for the candidate while the election is taking place, and who will announce the results to the candidate.



Preparing for the Pastoral Election

1. Make sure that the meeting has been announced properly according to your constitution and bylaws.
2. Determine ahead of time and announce to the congregation how the voting members will be segregated from those not eligible to vote.
3. Determine who will chair the business session.
4. Have ballots ready and someone designated to pass ballots out and collect them.
5. Designate who will serve as tellers to count the ballots. Ballots should be marked with a simple "yes" or "no." The results of the ballot should include the number of ballots cast, number needed for an election (generally two-thirds of ballots cast) the number of "yes" ballots, and the number of "no" ballots.
6. The results of the balloting process should be announced by the chairperson, and then the designated person should communicate the results to the candidate.
7. Depending on the time required for all parties to communicate and accept or reject the ballots, the response to the balloting process should be made as soon as possible to the congregation.
8. Since most elections take place the day of the "Try Out," no absentee ballots should be accepted in this election.
9. According to the Oklahoma Network Bylaws, a credentialed minister with the Assemblies of God may not vote in a pastoral election.



APPENDIX I.

OFFICE SECRETARY'S RECORD FOR PASTORAL RESUMES

Master Resume Status Pastor Search Committee

	A	B	C	D	E	F	G
1	Number	Name	City/State	Phone	Date Rec'd	Stage 1 Results ¹	Stage 2 Results ¹
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

¹R = Return to Sec. for Thank You Letter H = Hold for next level of search process

"RECEPTION OF RESUME" FORM LETTER

_____,
(Current Date)

Dear _____,
(Applicant's Name)

Thank you so much for your resume for the pastorate at _____ in _____.
(City/State) (Church's Name)

The process of finding God's direction for our congregation is a challenging and weighty work. We realize that you also are in a transition time in your ministry. Please pray for us, and we will pray for you. We are scheduled to begin the process of reviewing all resumes on _____.
(Date)

It is not our intent to draw this process out. It is truly our desire, however, to find God's provision for leadership here. Our next correspondence with you will be either by letter or telephone.

Thank you again for joining with us in finding God's will.

Together for His glory,

Authorized Signature for Pastor Search Committee

"REJECTION OF RESUME" FORM LETTER

_____,
(Current Date)

Dear _____,
(Applicant's Name)

As we stated in our first correspondence with you, we are actively in the process of finding God's direction for pastoral leadership at _____ in _____.
(City/State) (Church's Name)

As difficult as this is, it does require that we lay aside some resumes and hold on to others for further consideration. Your resume is one that we feel we should lay aside.

Let me assure you that this is not a negative statement about you or your resume. It is simply the process that we must go through. Please be assured of our prayers for you as you continue to seek and find God's leadership for your ministry.

Thank you again for your consideration of our church.

Together finding His will,

Authorized Signature for Pastor Search Committee

POSSIBLE QUESTIONS FOR REFERENCES

1. How long have you known _____ (Applicant's Name) _____?
2. Describe your relationship with _____.
3. If you were on a Pastor Search Committee, would you recommend _____ to your congregation? Why?
4. What do you see as this person's strengths?
5. What are this person's weaknesses?
6. How does _____ handle finances?
7. Describe _____'s character traits, positive and negative.
8. What are _____'s sermons like?
9. Does _____'s family add or detract from his ministry? How?
10. Are the children of _____ an asset or liability to ministry? How?
11. Do you think _____ enjoys pastoral ministry? How do you know?
12. Does _____ demonstrate by his lifestyle the messages preached?
13. What kind of relationship does _____ have with his spouse?
14. To your knowledge does _____ have outstanding delinquent debts? If yes, are there extenuating circumstances that this committee should be aware of?

PASTORAL INTERVIEW QUESTIONS

FAMILY:

1. Briefly describe each member of your immediate family. Touch on his/her strengths, talents, and role in the family.
2. What role does each family member play in your ministry?
3. What do you do for fun, individually, and as a family?

BACKGROUND:

1. Briefly tell us about your life and family when you were growing up (size of family, city or country setting, role of church, etc.)
2. Tell us your personal testimony about when you were saved and when you received the baptism in the Holy Spirit with the evidence of speaking in tongues.
3. Tell us about your educational background. Begin with high school graduation down to the present.

4. What seminars or directed studies have you participated in over the last five years?
5. To whom are you accountable as a minister?

MINISTRY HISTORY:

1. What have you enjoyed most about being a pastor?
2. What is the most difficult area for you as a pastor?
3. How have you dealt with the difficult area?
4. Why are you looking to change your current ministry position?
5. Describe (without using names) one of the most difficult people you have had to deal with. How did you handle that person?
6. What do you feel really good about in your current ministry position?
7. If you could start over in your present ministry position, what would you do differently?
8. What role does Missions play in your current ministry?
9. How have you participated in your community?
10. What style of corporate worship and preaching ministry do you personally prefer?

MINISTRY FUTURE:

1. Looking down the road ten years, what do you want to accomplish and/or change about yourself as a person and as a pastor?
2. In your next pastorate, what do you want to be sure to emphasize?
3. What role do you want Missions and Evangelism to play in your next pastorate?
4. What role should the pastor play in the leadership of the local church?
5. What role should the church board play in the leadership of the local church?

HOW DO YOU SEE YOURSELF?

1. What are your strengths as a leader?
2. What are your weaknesses as a leader?
3. What do you see as your strongest character trait?
4. How do you view the leadership of the General Council of the Assemblies of God?
5. How do you view the leadership in your current Network?
6. Do you attend sectional, Network and general council activities? Why or why not?

7. What plans have you made for retirement?
8. What goals do you have for yourself educationally?

PHILOSOPHY REGARDING PAID CHURCH STAFF:

1. If you were writing a job description for a church office secretary, what are some of the things you would put in that description?
2. If you were hiring a staff person such as a youth pastor or children's pastor, what would you look for in that person?
3. How should a staff person with a specific job relate to you as senior pastor? How should he/she relate to the rest of the congregation?
4. Do you have staff that you would anticipate bringing with you if you became our pastor? If so, who?

NOTE:

1. Specific questions should be developed based on the goals and desired ministries of the local church.
2. You will probably not ask all the questions of all the candidates. Questions to be used should be decided on prior to the interview. Some questions will be generated by the individual's resume or by the interviews with the candidate's references.
3. If you have chosen not to do a credit check, be sure to include questions about bankruptcies, past due accounts, and any current legal proceedings or judgments.



APPENDIX II.

You should check with your attorney before using the release forms enclosed in this appendix. Also be sure to follow strict confidentiality rules with information gained from the background and credit check procedures.

Note: Background check release forms should be obtained for applicant and spouse and separate checks should be conducted for each person.

BACKGROUND CHECK DISCLOSURE

(INSERT CHURCH NAME HERE)

I, _____, hereby authorize _____ in _____

(Applicant's Name) (Church's Name) (City)
(State)

to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications.

I release _____ and any person or entity, which provides information pursuant to this authorization, from
(Church Name)

any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Full Legal Name (Printed)

Name as it appears on your driver's license (Printed)

Maiden Name or Other Names Used (Printed)

Date of Birth Social Security Number

Signature Date



