

Synopsis of Search Process

Below you will find a complete synopsis of the District Search Process. Each step will be elaborated upon in the body of the Navigating Pastoral Transitions document below.

Search Process Steps

1. Conduct both Congregational and Community Assessments.
2. Synthesize those assessments into a two to four page document.
3. Select Search Committee members.
4. Put together a position description based on the Community and Congregational Assessments.
5. Put together packets that include: a cover letter; pastoral position paper; and, position description that will be sent out to the individual pools. The position description should be put together by the governing Board of the church with consultation and confirmation of the body. Be sure to include an ending date in which résumés will be accepted.
6. Identify pools where possible candidates could come from and send out packets. (Example Candidate Pools: Denominational offices, colleges and seminaries, larger churches that have multiple staff people and congregational referrals).
7. Put together a rating system that includes rating points to evaluate each résumé based on Assessment Summary information.
8. Evaluate each résumé based on the point system and response criteria developed. Eliminate those who do not meet minimum requirements sending an immediate thank you note to them.
9. Develop an application that includes three to four scenarios that you would like addressed by the applicant and also a place for him to give permission for second and third level references. For each response, establish what you would like to see included so that when you evaluate the applications a system will already be in place signifying whether or not the responses meet your established criteria.
10. Send out a brief letter explaining the rest of the process with the application that you have developed. Include a request that he send you a VHS or DVD recording of two sermons he has preached. (Do not view the sermons at this time - see steps 11&12)
11. Evaluate the applications and scenarios. Sort out applications and make reference check calls going to the third level reference checks, as able. If possible, have two people making the calls together so that they can immediately summarize what the references said.
12. Present your findings to the group and together decide if you want to view the VHS/DVD recording of their preaching. This should be done together. If the Converge Great Lakes Speaker's Evaluation Form would be useful, please contact the office at office@convergegreatlakes.org or 608-244-5000 to request this form.
13. View preaching to evaluate if the style is a fit for your congregation.
14. Use the preaching VHS/DVD, reference checks and applications to select your top five or six candidates.
15. Conduct phone interviews together having the candidate and spouse on the call. Make sure you have six to eight standard questions established that you ask each candidate and then several

additional questions that specifically relate to each potential candidate. Do not interview the candidate without his wife also on the call.

16. Pare the list down to the top three candidates. (SECRET VISITS Prior to Face to Face Interviews: These visits can be done prior to or after you have selected the top three candidates. Sometimes these secret visits to the candidate's place of ministry give a better context of who the candidate is).
17. Interview each candidate and spouse face to face in a secret place. Clearly communicate to them the financial package the church is offering as well as any other information they would want such as your constitution, financial cost sheets over the last three years, etc.
18. Select the top candidate. Call the other two candidates to let them know they are not the top candidate but that if the top candidate is not called you will be in touch. Follow up these phone calls with a letter to each of the other two candidates reiterating what you have said to them.
19. Before the final candidate is made public to the church, the Converge Great Lakes Executive Minister, upon invitation by the local church, will conduct a 15-20 minute final interview typically by phone with your top candidate. A minimum of the Search Chair present, if the whole Search Committee is not available, is requested. After the interview is concluded, he will debrief privately with whoever represented the church during the interview, the search committee or search chair. Then, he will give you his impression as well.
 - The purpose of the interview is threefold: 1) Make a relational connection between the candidate and the district through the Executive Minister, 2) Ask three to four questions about the candidate's background, specifically to follow-up if there were any red flags related to the candidate's theology based on the review of the candidate's material sent to the DEM. This is done so that if the search team has not addressed these areas, they can before the candidating experience, 3) Share information about the District's ministries specifically connecting the candidate to the LEAD Team in the candidate's prospective area.
 - To assist in this interview process the candidate will be sent prior to the interview the Converge Worldwide (Baptist General Conference) statement of faith and ministerial code of ethics and have the ability to ask any questions related. If the call is confirmed CGL asks that the candidate sign both documents and send them back to the CGL office via email, fax (608-244-7155) or postal mail (PO Box 14745, Madison, WI 53708).
20. Implement the Candidate Week, laid out below.
21. CONFIDENTIALITY: The importance of confidentiality throughout this entire process cannot be stressed enough. Monthly updates to the congregation are important and should include where the Search Committee is at in the process; however, all names should be withheld.
22. REFERENCE: Travis Albrecht, Pastor of North Shore Church in Menominee, MI is a reference for you to contact when formulating documents to support your search (such as profiles and applications). His contact information is: Church Office: 906-863-3212; or email: pastortravis@nshorechurch.org