

**CANADIAN
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PROCEDURE MANUAL FOR PASTORAL SEARCH TEAMS



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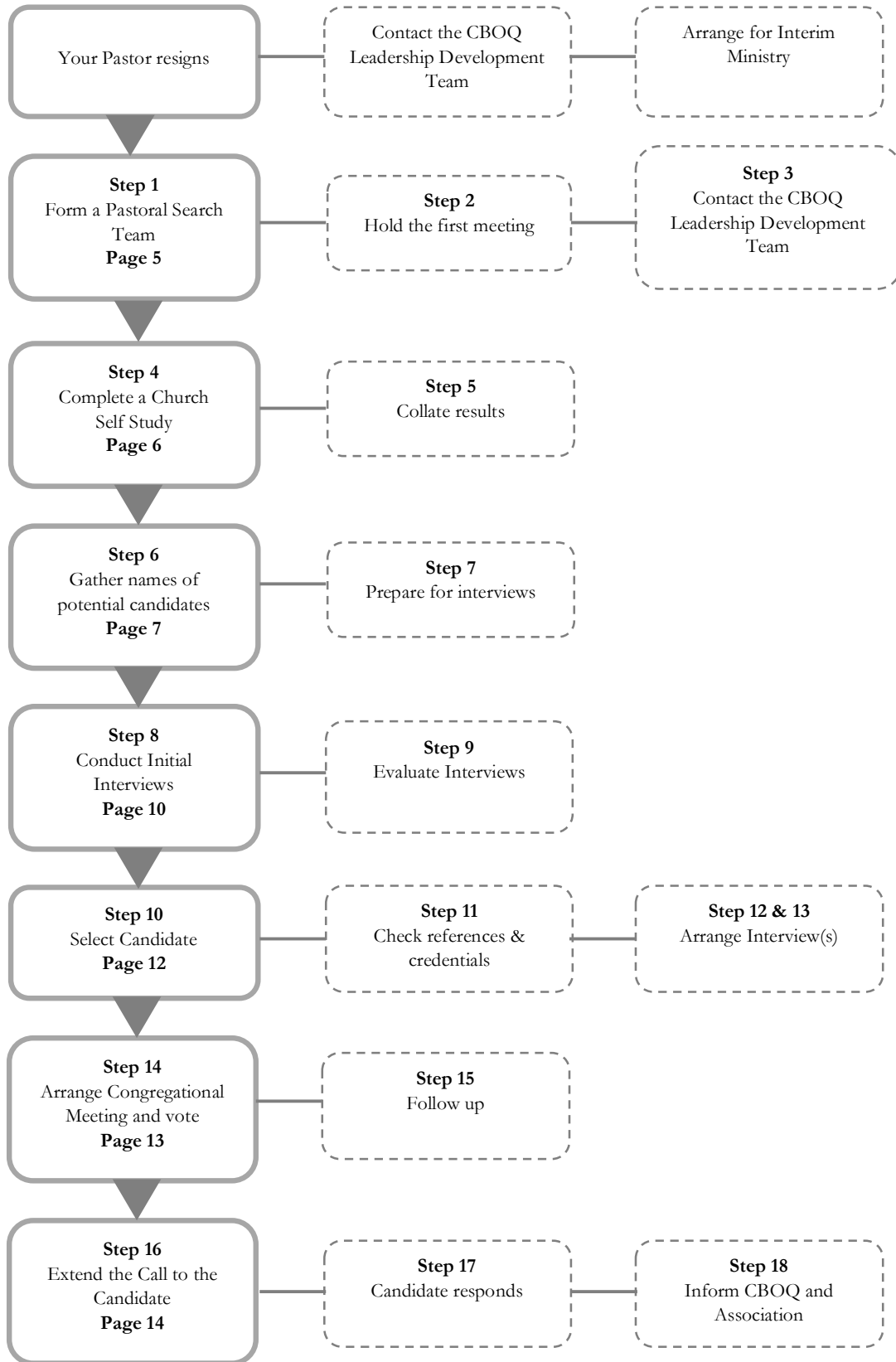
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PASTORAL SEARCH TEAM FLOW CHART



INTRODUCTION

If you have been entrusted to lead your congregation in the search process, you are beginning an exciting journey of discovery. It is an opportunity to lead your church in examining its context, reconnecting with the mission of God, then, seeking to discern the pastoral leader that God is calling to your congregation for “such a time as this”. Being appointed to the Pastoral Search Team is both a great honour and responsibility.

A pastor’s calling is foremost a call from God. The Pastoral Search Process is not “job placement,” nor is it an “employment service”. It is important that all participants in the search do everything in their power to avoid manipulating the process. Prayerfully seeking the Holy Spirit’s guidance and upholding all participants before God throughout the search is important.

Another vital aspect of the Search Process is good communication. Throughout the process it is important for the Search Team to be open to ideas, insights, concerns and suggestions raised by members of the congregation. Regular progress updates will help your church members to know they can be praying throughout.

Good communication also considers the importance of confidentiality. Remember the pastor’s existing roll in ministry may be undermined and placed at risk by your search team members sharing information relative to their seeking a new ministry placement. It is absolutely imperative that strict confidentiality be maintained by each member of the Search Team. Therefore, one of the first activities of the Committee should be to carefully review and sign Form 1, the ‘Covenant for Pastoral Search Team Members’.

The space of time between when a Pastor resigns from his/her church and a successor begins his/her new ministry is an important transition point for the congregation. It is a period when the local church relies on encouragement, advice and assistance from numerous sources including especially:

- A Regional Pastoral Search Team Coach
- Such CBOQ staff as may be assigned to render special assistance
- The CBOQ Church Life and Leadership Team
- The local Association Ministry Committee

A phone contact with the CBOQ Church Life and Leadership (CL&L) team early in the process will offer an orientation to the whole process, as well as suggestions for interim leadership if required. Search Teams are welcome to contact the CL&L team or a Regional Search Team Coach at various points in the process when they need advice.

One major source of assistance is this Procedure Manual which has been prepared to help Pastoral Search Teams carry out their task with a minimum of uncertainty and confusion. We urge you to follow this guide.

Your church should feel free to contact their Association which may have designated Search Team Coaches to assist with the search and transition process.

The decision should be made as to who will be responsible for arranging for interim pastoral care or pulpit supply.

Option 1

The Deacons Board (or its equivalent) assumes responsibility for arranging for pastoral care and pulpit supply in the interim period of time.

This is the best choice in that it frees the Pastoral Search Team to concentrate on its responsibility to search for a pastor.

Option 2

The Pastoral Search Team assumes responsibility for arranging for pastoral care and pulpit supply in the interim period of time.

This choice may distract the Pastoral Search Team from what should be its primary task

See the booklet entitled “Interim Ministry Manual” available on the CBOQ website. A list of potential CBOQ Interim Ministers is available upon request from CBOQ. Contact Jamila Bello, jbello@baptist.ca or 416-620-2933. You will need to negotiate regarding their availability and ability to travel.

LOOKING UP: COMMIT TO PRAYER

Seeking your next Pastor is above all a process of discernment that seeks the guidance and direction of the Holy Spirit. Commit to prayer throughout the process.

- Thank God for the future already being prepared for you and for the opportunity to serve in this important task.
- Ask the Holy Spirit to guide you through this season of discernment
- Ask God to give you wisdom
- Pray for a leader in tune with the Holy Spirit's guidance, drawing him or her to lead and serve with you.
- Pray asking God to direct the formation of the Search team. Pray that the people chose will truly work as a team, to speak honestly and openly and to carefully listen to one another. Pray that the Search Team will be able to reach a consensus with congregational support.

STEP 1: FORM THE PASTORAL SEARCH TEAM

Upon the resignation of a pastor for whatever reasons, the Church should consult and comply with their Constitution as to how the Pastoral Search Team is to be formed. The chair of the Deacons Board (or other leader) should assume responsibility to:

1. Inform the CBOQ Ministerial Resources Committee Office of the Pastor's resignation.
2. Duplicate this Manual in preparation for distribution to the members of the newly formed Pastoral Search Team.

The Church should appoint a Pastoral Search Team whose members represent the Church constituency as much as possible. An ideal Pastoral Search Team is comprised of five to seven persons, even for larger sized churches. The Pastoral Search Team should make every effort to be in close and constant contact with any groups who may not be sufficiently represented on the Pastoral Search Team.

In the event that specific constitutional instructions do not exist, the following procedures should be implemented.

Option #1

The Church Body in a duly called congregational business meeting empowers the Deacons Board or its equivalent to select a slate of members to serve on the Pastoral Search Team. These names are then presented to the Church Body for approval.

OR

Option #2

The Church Body in a properly called congregational business meeting can receive nominations from the floor and elect members to sit on a Pastoral Search Team.

This letter should contain:

- The job description
- Salary (and housing arrangements) & benefits
- Moving costs
- Sick leave policy
- Vacation
- Professional development
- Travel allowance
- Any other items discussed with the candidate

A copy of this letter should be sent to the CBOQ Benefits Office for the candidate's file.

STEP 17: THE CANDIDATE SHOULD NOTIFY THE PASTORAL SEARCH TEAM OF HIS/HER ACCEPTANCE OR REJECTION OF THE CALL

STEP 18: THE PASTORAL SEARCH TEAM SHOULD GIVE NOTICE OF THE CANDIDATE'S ACCEPTANCE

- To the congregation
- To the CBOQ Church Life and Leadership Office
(Marc Potvin, Leadership Development Associate)

FORM 2 - GENERAL INFORMATION ON THE CONGREGATIONAL LIFE AND SETTING OF _____

Please have one member of the Pastoral Search Team complete the following form. Duplicate the completed form which will provide background information to be given to prospective candidates.

1. General Information

- a. i. Date Congregation was founded _____
- ii. Age of the Church building _____
- iii. Provide a short historical outline of the Church from its conception
- iv. What key activities mark your ministry, both past and present?
- v. Are there themes that emerge that could describe your community of faith? ...that are part of your DNA?

b. What word(s) would you use to describe your Church theologically?

List the typical weekly ministry activity pattern of your Church

Sundays

Weekdays

Other

c. Geographic location of the church (circle the appropriate category)

Urban Large City Small City Suburban Town Rural

d. Declining/Stable/Growing

2. Pastoral History

a. How long did each of the last three (3) pastors serve (in years)?

	Person	Time	Strength
Most Recent			
2 nd Last			
3 rd Last			

3. Lay Involvement

- a. List all the ways in which lay leaders are involved in the ministry of the church

4. Christian Education Ministries

- a. Sunday School / Christian Education History

	Enrollment	Average Attendance	Average Adults
Currently			
Last Year			
Previous Year			

5. Ministry Programs (circle or list those operating)

Membership Classes Baptismal Classes Small Group Studies

Summer CAMPING DVBS Weekly Youth Activities

Children's Music Group Youth Music Group Adult Music Group

Weekly Children's Activities Seniors Ministry Other

6. Membership trends (Use CBOQ Yearbook Statistics or Information from Annual Reports)

Member		Present	Last Year	3 years ago
Additions	Baptism			
	Letter			
	Experience			
	Total			
Deletions	Death			
	Letter			
	Erasure			
	Inactive			
	Total			
Net Gain				
Net Loss				
On Active Roll				
On Inactive Roll				
Non resident				
Net Active				
Adherents				

a. Total of Church Members and Adherents by Age

Age	<	20-25	26-34	35-49	50-65	66-75	> 75
Currently							
Last Year							
3 years ago							

i) Do you know who the most recent members of your congregation are?

ii) Where did they come from? or How did they come?

iii) Where might additional members come from in the near future?

iv.) Education within the congregation

Elementary school ___% High School ___%

College ___% University ___%

Which one of these groups is more characteristic of your Church than another?

a. Occupational Characteristics of the Church congregation.

Business & Professional ___% White Collar ___% Skilled Labour ___%

Unskilled Labour ___% Retired ___% Students ___%

Which one of these groups is more characteristic of your Church than another?

b. Residence Location of the Congregation (Adults + Children) Live within

<1 KM _____ 1-2.5 KM _____ 2.5-5 KM _____ 5-10 KM _____ >10KM _____

c. How is church membership emphasized in your congregation? (Check One)

HEAVILY _____ LITTLE _____ NOT EMPHASIZED _____

d. What particular trends do you observe taking place in your church's membership?

7. Stewardship

- a. Debt/Reserve Situation
- b. State of Indebtedness at present time
None _____ Yes _____ Amount _____ How Long _____
- c. Stewardship habits of the Church
No. of Members _____ No. of Envelope Users _____ Avg. Weekly Givings _____
- d. Does your Church receive financial assistance in providing pastoral support?
No _____ Yes _____ Amount _____
- e. Budget
Unified _____ Standard _____
Usually Miss _____ Usually Meet _____ Usually Surpass _____
- f. List actual expenditures for the last 3 years

	Current	Capital	Missions	Over/Under Budget
Current Year				
Last Year				
Previous Year				

- g. Budget Approach
 - We try to keep as much to the same total as we can every year.
 - We raise the budget only as inflation demands
 - We determine what God wants us to do and try to set a budget to accomplish that goal

8. Facilities

- a. Is the building adequate/inadequate to meet your present ministry needs?
- b. Do you have plans to do any of the following
Renovate _____ Add On _____ Move and Build Larger _____

c. Describe the general condition of your facilities

	Excellent	Okay	Poor
Sanctuary			
CE Space			
Washrooms			
Nursery			
Exterior			
Office Space			
Parking Lot			

d. Value of the present facilities: _____

e. Insured for how much? _____

f. Parsonage: _____

i. Do you have a parsonage? Yes _____ No _____ Market Value _____

ii. Condition of Parsonage Excellent _____ Okay _____ Poor _____

9. Community Demographic Information

a. What other churches serve your immediate community/ neighbourhood?

Church	Denomination	Approximate Size

b. Are there any significant ethnic or cultural groups in your immediate community?

c. What kind of community are you?

% of buildings in immediate Church neighbourhood

Single Family _____ Duplex/ Row _____ Apartment _____

High Rise _____

% of your church people in these dwellings

Single Family _____ Duplex/ Row _____ Apartment _____

High Rise _____

d. Distance from Church of any new developments in planning stage or under construction?

e. Average monthly rent for a 3 bedroom apartment or house _____

f. Public School enrolment:

Increasing _____ Decreasing _____ % Rate _____

High School enrolment:

Increasing _____ Decreasing _____ % Rate _____

g. Kind of Family unit increasing in the community and church

	Community	Church
Young families with small children		
Childless couples of any age		
Older families with High Schoolers		
Single Parent families		
Single young Adults (students)		
Single or widowed elderly		
Ethnic families (race, culture)		

FORM 3 - EVALUATION SURVEY OF THE CHURCH & MINISTRY

Instructions: Duplicate and distribute to church members and adherents OR to a few selected people who represent a cross section of the congregation. Compile into one survey form

Church: Thank you for completing this survey form on our church and its ministry. The main objective of this survey is to provide an evaluation of the quality and quantity of ministries, needs and opportunities in our present congregation and in our community. The results of this survey will help the Search Team have a clearer understanding of the present situation and needs of our church. It will be an important tool in helping them discern the kind of pastor to seek to lead us forward in the service of Jesus. Please be as honest and candid as you can.

1. General Life of the Congregation

- a. How would you describe the "general personality" of or "climate within" our congregation?

Check the one item that you feel best describes our church:

- Open and Friendly
- Alive and Active
- Cool and Distant
- Self Centered
- Community Minded
- Other

- b. Where have most new members in our church come from in the past?

- c. Where are the next members of the church likely to come from?

- d. Is the "Back Door" of the church (members disappearing)

- Wide Open?
- Partially Open?
- Shut Tight?

- e. What in your opinion is the church doing well at this present time?

f. What needs do you personally see being overlooked or needing improvement at the present time?

g. Place an "X" on the line at the appropriate percentage of the resident membership whom you think assume some active responsibility in the life of our church beyond Sunday worship attendance:

_____ 0
 % 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

h. Check the ONE item in each of the following which you think most adequately describes our church:

i. Our church is normally

Open to change

Resistant to Change

ii. Most persons with responsibilities

Use their own imaginations and initiatives to do their work

Wait for direction from the pastor

Accept responsibility but fail to carry through

iii. The pastor is looked to by most members as:

The leader and authority person in the church

A leader who is involved with others in decisions and work

A preacher, worship leader, visitor, evangelist

iv. The introduction of issues into the life of the church (through social ministries, committee action, etc.) which may cause conflict is generally:

discouraged and frowned upon

tolerated but disliked

accepted (listened to)

accepted as part of the mission of the church and such issues are carefully and thoughtfully pursued by members of the congregation

- v. Issues which may involve the congregation in the life of the community are:
 - actively sought
 - listened to, evaluated and acted upon
 - listened to if brought to the attention of the deacons, or the
 - appropriate committee of the congregation, but generally not acted upon
 - avoided whenever possible

- vi. Actions of the church board and committees which affect the life of our congregation are primarily derived from:
 - responding to what should have been done
 - vision & planning
 - reacting to something which has already happened
- vii. Leadership gifts and skills in the membership
 - are well used
 - are inadequately used
 - are not really known
- viii. A member with a new idea or concern:
 - would most likely know what responsible person to seek out in that area of concern
 - would most likely not know who holds responsibility for that area of concern
- ix. the actions of the church boards and committees:
 - are well publicized to all members
 - would not be of interest to most members
 - are available to those who want to find out
 - are not well publicized within the congregation

2. Christian Education Ministries

a. Rate the effectiveness of the following between Very Ineffective and Very Effective

Ministry	1 Very Ineffective	2	3	4	5	6 Very Effective
Sunday School						
Youth Ministry						
Children's Ministry						
Senior's Ministry						
Discipleship/ Ministry to New Believers						
Ministries to Families						
Small Group Ministries						
Other						

b. Provision for leadership training:

- Every Year
- Occasionally
- Rarely
- Not at All

3. Congregational Planning

a. Our Church has a mission statement

- Yes
- No
- I don't know

b. What is the mission statement of our church?

c. In ONE WORD what do you think should be the THREE main goals towards which our congregation should work in the coming THREE years?

- i. _____
- ii. _____
- iii. _____

4. Community Outreach

a. Our community is:

- Growing
- Static
- Declining
- Transitional

b. What are the TWO main challenges in our community as you see them?

- i. _____
- ii. _____

c. I think the priority our congregation gives to community outreach is:

- High
- Medium
- Low
- Non-existent

d. The intentional evangelistic strategies and programs of our church are:

- Very effective
- Somewhat effective
- Ineffective
- Non-existent

5. Style, Nature, Character of our Church

Place an "X" in the box which you think best represents our church:

	1	2	3	4	5	6	
Unemotional							Friendly/Close
Rigid							Open/Flexible
Introverted							Outgoing
Looks to the Past							Visionary
Unaware							Aware/Alert
Super Cautious							Trusting
Traditional							Innovative
Ignores Problems							Faces Problems
Insensitive							Accepts/Feeling
Fragmented							Together
Controlling							Shares Power
Inward Looking							Outward Looking

6. Ministry Priorities

How well do you think our church is doing with its ministry priorities?

	Superior 1	Satisfactory 2	Needs Improving 3	Poor 4	Failing 5
Children					
Discipleship					
Community Service					
Evangelism					
Fellowship					
Leadership Development					
Missions					
Newcomer Assimilation					
Prayer					
Preaching					
Sunday School					
Visitation					
Worship					
Youth					
Other					

FORM 4: WINDSHIELD SURVEY

Drive around the community and make careful observations to gain an accurate view of the whole area. Two people working together might see more accurately.

- What are the natural boundaries of the area? [rivers, lakes, ravines, etc.]

- What are the human-made boundaries of the area? [roads, shopping centers, etc.]

- What types of people do you observe? What is the economic, ethnic, racial and occupational constitution of the people that you see? Do you see factory workers, mothers, children, youth, business people, etc?

- What significant changes do you observe from one section of the area to another? [residential, business, commercial]

- How would you describe the housing in the area [single dwellings, large lots, multiple dwellings, relatively inexpensive, well-kept and landscaped, automobiles]?

- How would you assess the level of interest that people have in their neighbourhood?

- Are there active neighbourhood associations or not?

- How would describe the schools in the neighbourhood? What ages are accommodated?

- Are there parks? If so, are they well used? Do they contain children's play equipment? What else is there? Are the parks well kept?

- Are you aware of any historic tensions between the surrounding community and your church?

- Are you aware of any heroic or remarkable events between your church and the community?

FORM 5: WALKABOUT

As you walk through the community, gather brochures from the churches you hope to interview. Choose a central section of the neighborhood and spend some time walking around.

- What do you notice as the dominant features of the neighborhood?

- Do you feel safe walking around? If so, why? If not, why?

- What is the neighborhood flow? When are people out on the streets? Is it easy to walk around the neighborhood? In the morning, at noon and in the evening, are there people out on the sidewalks? What is the condition of the sidewalks? What are people doing?

- What services are available as you walk around?

- How do people interact? Are people visiting on the streets, if so, when and where?

- Are the streets empty for long periods of time?

- Are there gatherings of e.g., young people in the evening anywhere in the neighborhood?

- Who gathers for social time, when and where?

- Is it a commuter neighborhood or can people walk to schools and grocery stores?

- Describe the ebb and flow of people on the streets.

- What stores move in and out of the neighborhood?

- Do shopkeepers own their own enterprises?

- Are there food banks in the area? Have any been initiated in the last five years?

Our Ministry Setting as Others See Us

- How does the surrounding community perceive the church or ministry setting? When you are in the neighborhood, ask whether people can tell you where the church is or where the group meets. If people are willing to talk to you, ask what they know about and think of the church or group. What are their

feelings? What are their impressions?

- How do other churches or ministries in the area perceive the church or group? Are there events that include all the churches or groups? Is there a ministerial that all pastors or leaders attend?

- How does the denomination perceive the church or ministry? Talk to denominational leaders about the church. If it is not a church, talk to core leaders about the ministry.

FORM 6 - LEADERSHIP EXPECTATION PROFILE

Instructions: Duplicate and distribute to church members and adherents
 Have each of the PSC members complete this form
 Discuss and compile into one Profile
 Share with the Church and finalize from the feed-back received

Church: _____

1. Categories of Ministry Skills

The following are some categories of ministry gift/skills drawn from the scriptures. Please identify four ministry gift/skills you believe your next pastor should possess.

New Pastor	Office	Explanation
	Apostle Romans 16:7	Church planter/builder, foundation layer, organizer, visionary, committed to church growth, effective organizer
	Bishop Acts 20:17, 28	Mature believer, model and teacher of godliness and Christian commitment, protector of the church from error and wrong
	Deacon Acts 6:5	Servant/Leader, good business sense, able to help the needy
	Evangelist 2 Timothy 4:5	Able to communicate Gospel to people of all ages and situations
	Preacher Romans 10:14	Able to make the Gospel plain, clear, relevant, good public presence, voice, student of the Scriptures
	Priest Romans 15:16	Effective worship leader, communicates sense of awe and praise before God, committed to the ministry of prayer and intercession
	Prophet Acts 21:10	Theologian, comprehensive view of Biblical truth; sees social implications of Gospel, sees historic nature of faith
	Shepherd 1 Peter 5:2	Care giver, visitor, effective counselor, effective overseer of the flock
	Steward Ephesians 3:2	Administrator, good steward of gifts and resources
	Teacher 1 Timothy 2:7	Equiper of others for service, effective disciple maker

2. Leadership Characteristics

The following are some important characteristics necessary for effective pastoral leadership. Check seven that you think are particularly important for your church at this point in its history. Prioritize the seven characteristics you select in order of their importance (1 being most important – 7 being the least important).

Check	Characteristic	Explanation
	Adaptable	<ul style="list-style-type: none"> • has a mind which is open to innovation and new ideas • willing to give new ideas a fair trial • adjusts to new situations • is flexible, open
	Biblically Oriented	<ul style="list-style-type: none"> • committed to the truthfulness and authority of the Scriptures • submissive to the Scriptures • knowledgeable of the Scriptures • able to preach and teach from the Scriptures
	Communicator	<ul style="list-style-type: none"> • able to receive process and analyze information • speaks and writes clearly and understandably • is a good listener
	Community Oriented	<ul style="list-style-type: none"> • concerned and involved in community life • concerned for social needs and matters of injustice in the community
	Denominationally Loyal	<ul style="list-style-type: none"> • has a positive, constructive approach and commitment to the life and mission of our Convention • attempts to create trust rather than to arouse suspicion
	Developer of Lay Leadership	<ul style="list-style-type: none"> • takes initiative to broaden, strengthen and improve gifts and skills of persons for lay leadership
	Enabler	<ul style="list-style-type: none"> • enables people to make their own decision and carry out their own responsibilities
	Evangelistic	<ul style="list-style-type: none"> • concerned for the lost • able to lead people to Jesus and salvation from sin
	Leader	<ul style="list-style-type: none"> • gains support from others • able to work with a wide variety of types of personalities • able to guide people and groups to the achieving of common goals
	Mission Minded	<ul style="list-style-type: none"> • concerned for the cause of Christ throughout the world • concerned for the lost near and far • committed to missions locally, nationally and throughout the world

continued on next page

Check	Characteristic	Explanation
	Organized	<ul style="list-style-type: none"> • a planner • keeps a perspective on the whole life of the church • able to divide large tasks into manageable steps and assign them properly • anticipates problems and/or opportunities • makes effective use of lay leadership
	Person of God	<ul style="list-style-type: none"> • in obvious love with Jesus • gives evidence of a Christ like spirit • in close touch with God through devotion and prayer
	Reliability	<ul style="list-style-type: none"> • dependable, consistent • states his/her true opinion but supports final decisions of the church within limits of conscience
	Spiritually Mature	<ul style="list-style-type: none"> • strong, tested commitment to Jesus Christ • open to the Person and work of the Holy Spirit

3. Ministry Priorities

Examine the following ministry areas of a Pastor. Choose seven of the most important ministries you think your new pastor should give attention to.

Emphasis of the New Pastor	Ministry	Explanation
	Administration	<ul style="list-style-type: none"> • managing the ministry and resources of the church
	Adults	<ul style="list-style-type: none"> • working with, teaching, leading discussion groups of adults
	Association & Denomination Work	<ul style="list-style-type: none"> • actively involved in the concerns and affairs of the local Association and the Denomination as a whole
	Change Agent	<ul style="list-style-type: none"> • open to new methods and strategies of worship and ministry and skilled in motivating and enabling people to explore new possibilities
	Children	<ul style="list-style-type: none"> • relates well with children and able to communicate with them
	Community Leader	<ul style="list-style-type: none"> • builds bridges between community and church
	Counselling	<ul style="list-style-type: none"> • in a formal counselling setting assisting people facing problems or decisions
	Crisis Visitation	<ul style="list-style-type: none"> • visiting people immediately in times of crisis
	Discipleship	<ul style="list-style-type: none"> • modeling, teaching and encouraging people to grow in their knowledge, relationship, commitment and service of Jesus

Emphasis of the New Pastor	Ministry	Explanation
	Outreach and Evangelism	<ul style="list-style-type: none"> • relating to people outside of the church and relating the Christian faith to them • teaching and encouraging the laity to be actively involved in evangelism
	Family Ministry	<ul style="list-style-type: none"> • able to teach and encourage parents in establishing strong Christian homes • able to teach and encourage married couples to develop strong marriages
	Inter-Church Cooperation	<ul style="list-style-type: none"> • involved in inter-denominational activities with other churches of the area
	Key Leader	<ul style="list-style-type: none"> • able motivator and leader of people • able to establish a clear ministry vision and mission goals and motivate people to achieve them
	Leadership Development	<ul style="list-style-type: none"> • working with members and leaders to develop their gifts and skills in leadership areas of ministry
	Pastoral Care Giver	<ul style="list-style-type: none"> • skilled practitioner in the “Care of Souls” • the provision of spiritual support and encouragement to those who are hurting and weak
	Preaching	<ul style="list-style-type: none"> • making the Gospel and Word of God relevant to people’s lives • presenting with clarity and conviction the whole counsel of God
	Seniors Sensitive	<ul style="list-style-type: none"> • enjoys visiting and caring for seniors and their needs • is sensitive to concerns and changes in their lives
	Social Ministry	<ul style="list-style-type: none"> • giving leadership to activities which seek to meet social needs in the community • enabling people to become aware of and involved in social and community concerns
	Stewardship	<ul style="list-style-type: none"> • leading people in the development and use of individual, congregational and denominational resources
	Teaching	<ul style="list-style-type: none"> • effective in teaching others and helping them to understand and know the key and basic things of Christian growth and development • creative leadership in Bible Studies, Sunday School Classes, membership classes, etc.
	Theology	<ul style="list-style-type: none"> • sharing a comprehensive understanding of the Bible and Christian truth and theology
	Visiting	<ul style="list-style-type: none"> • visiting church members and adherents in their homes on a regular basis
	Worship	<ul style="list-style-type: none"> • planning and leading worship as a central event in the life of the church as a gathered community
	Youth Work	<ul style="list-style-type: none"> • relates well with youth and able to communicate with them

4. Personal Attributes and Character Priorities

Every Church looks for a pastor who shines with spiritual qualities and Christian character; someone who clearly has a living relationship with Jesus Christ and who models that faith and discipleship in all that the pastor does. The pastor must be seen to “talk the walk” and “walk the talk” in service, devotion, faith and ministry, perseverance, integrity, personal testimony, godly advice, spiritual empowerment, personal worship, compassion, prayer, teaching and faithfulness.

Please rate the top five personal characteristics of the pastor’s personality that would help engage your church in effective ministry in the future (1 being the most important – 5 being the least important).

Check	Characteristic	Explanation
	Administration Skills	Well organized, punctual, well prepared, decisive
	Admirable	Highly regarded, respected by others
	Approachable	Available, open, receptive, winsome
	Attentive	Courteous, gracious, respectful
	Compassionate	Empathetic, sensitive, helpful
	Communication Skills	Relevant, understandable
	Compatibility	Able to work with others, shares the credit
	Creativity	Spontaneous, inventive
	Enthusiastic	Positive, inspiring, energizing, encouraging
	Listener	Allows others to have their say, respects other opinions
	Loyal	Faithful, committed
	Persevering	Persistent, steadfast, enduring
	Personally Strong	Sense own identity, good self-image
	Sense of Humour	Laughs, sees bright side of issues, witty
	Teachable Learner	Learns from mistakes, eager to learn and grow
	Trustworthy	Dependable, reliable
	Truthful	Honest, person of integrity

FORM 7: SAMPLE QUESTIONS FOR INTERVIEWS WITH PASTORAL CANDIDATES

The following are sample questions for interviews with pastoral candidates. Please view them as suggestions or prompts for other related questions. Not all of the questions will suit your situation and there will not be time to cover them all in a single interview.

Possible Approaches to the Interview

- appoint a Pastoral Search Team member to ask questions from one of the topics
- have each member ask one question in succession.

GENERAL BACKGROUND

Please give a brief thumb nail sketch of your personal life up to this present moment.

SPIRITUAL LIFE

Please share how you came to know Jesus Christ as your personal savior. What has Jesus Christ come to mean to you personally? What difference does Jesus Christ make in your life? What do you do to nurture your relationship with Jesus? What place does prayer have in your life and how is it worked out in every day practice? In what ways has the Holy Spirit made Himself real to you?

CALL TO FULL TIME MINISTRY

What led you to choose ministry as a career?

MORALITY

Have you ever been guilty of any misconduct in the areas of morality, financial responsibility or criminal behavior? How was it resolved?

DOCTRINE

What fundamental doctrines do you hold to be unalterable? What do you believe to be the main components of the Gospel message? What key verses address those components?

EDUCATION

What educational goals do you have in the future?

LIFE OUTLOOK

What areas in your life and ministry need strengthening? How do you define success?

- With regard to your personal ministry
- With regard to the life of the church?
- What do you believe to be your personal spiritual gifts?
- What is “fun” to you?

- Describe yourself. I am:
driven laid back relaxed Other
- Describe your sense of humor.
- What do you do to relax?

MINISTRY CHANGE

What has led you to consider seeking ministry in another pastorate?

INTERPERSONAL RELATIONSHIPS

- If you have to choose between being in your study or being out visiting, which would pull you the strongest?
- Have you ever been in a situation where you have been deeply wronged?
- Tell us how you responded to such a situation.
- Share a case study where you encountered conflict and how you resolved it.

LAY INVOLVEMENT IN THE CHURCH

- How have you developed lay leadership in your past churches?

GENERAL MINISTRY

- To date what part have you had in evangelistic activities?
- What do you view as the value of small groups?
- What age considerations do you have regarding children and baptism?
- Have you ever involved yourself in mission projects?
- How do you disciple new believers?
- What is the distinction between preaching and teaching? Which do you like doing the most?
- What aspect of Pastoral Ministry gives you the greatest joy, satisfaction and blessing?
- What do you like doing the most - teaching, preaching, visiting, other?
- Have you ever been a member of a small group? How do you see small groups?
- What was the extent of your small group involvement?
- What model best describes your leadership style?

CHURCH SERVICES

- What place do children have in the worship services?
- What place does worship have in the life of the church?
- What, in your opinion, are the vital components of a corporate worship experience?
- What Scripture translation do you prefer and why?
- Do you have any musical talents?
- What type of Christian music do you personally enjoy the most?
- What priority does music have in a church worship service?

- What has been you done to involve lay people (men/women/youth) in worship?

OUTSIDE CONTACTS

- To what extent have you been involved in Association and/or Denominational activities?
- How important is it that a pastor is involved in the local Association or Denomination?
- How do you relate to churches of other denominations or faith groups in the community?
- To what extent have you been involved in a local ministerial?
- How important is it that a pastor be involved with other pastors in the area?

PERSONAL ITEMS

- Is there anything special about your family's needs that we should know?
- What office hours have you maintained in your past ministry?
- What kind of secretarial assistance have you been accustomed to?
- Are you computer literate?
- In the past, has it been you or the church which has supplied computer hardware and software for use in the pastor's study?
- Would you require assistance in the purchase of a home?

A WORD ABOUT HUMAN RIGHTS

Provisions within *The Ontario Human Rights Code* ensure that job applicants are selected based on ability to do the job and not on assumptions or stereotypes based on personal characteristics such as race, sex, disability, or other grounds of the *Code*. The *Code* does provide some exceptions for religious organizations to prefer hiring people based on their membership. These exceptions generally should be few and should be well thought out and biblically-based where possible.

The *Code* prohibits the use of written or oral questions that directly or indirectly leads to discrimination based on prohibited grounds. Following are some ideas and suggestions to consider.

1. Age

It is permissible to ask whether the applicant is 18 years or over, but it is generally not permissible to ask the applicant's age, birth date or request documents such as a driver's license. Exceptions:

- a. A youth ministry position where age is a reasonable and genuine requirement of the job.
- b. A small congregation meeting in a retirement community could determine that a retired pastor would best meet their needs.

2. Family Status

No questions about family status are permitted. This includes questions about the form of address (Mr., Mrs., Miss, or Ms.), whether the candidate has children or family responsibilities, or whether family responsibilities could limit the applicant's availability. During the interview process it is best

to ask a very open question such as: “Tell us about yourself and your family.” This allows the candidate to tell as much or as little as they feel comfortable.

3. **Health & disabilities**

There are no permissible questions about disabilities at the application stage, including those related to: general health and medical history, illnesses, mental disorders, physical limitations, insurability, etc. During the interview process you may ask questions that are directly connected to the applicant’s ability to perform the essential duties of the job and any accommodation required. For instance, you might ask: “Based on past experience and our review of the job requirements, the committee feels that this position could require a regular 50 hour work week. Is there anything that might prevent you from being able to meet these demands?” Or where a candidate appears to have an obvious mobility issue, you might ask: “I notice that you have some difficulty walking. Is there some accommodation that you might need the church to make in order for you to be successful in this pastoral position?” A person who requires accommodation in order to perform the essential duties of a job has a responsibility to communicate his/her needs in sufficient detail and to cooperate in consultations to enable the person responsible for accommodation to respond to the request.

4. **Marital Status**

No questions about marital status are permitted. This includes questions relating to whether the candidate is single, married, separated, divorced, or living in a common law relationship; or, questions with regard to the candidate’s spouse. If the church has specific policies based on biblical interpretation with regard to marriage and divorce, then those policies should be shown to the candidate during the interview process. The appropriate question would be: “This is our church’s stated policy with regard to marriage and divorce. Would you have any concerns or problems with upholding this policy?”

5. **Race, Colour and Ancestry**

Questions about race, colour or ancestry may not be asked at the application stage but are allowed during interviews provided that a particular race, ancestry or colour is a reasonable and genuine requirement of the job. Questions may be asked during an interview about language abilities, even if those requirements might be indirectly linked to a person’s racial background provided that the language abilities relate to a genuine requirement of the job.

6. **Record of Offences**

Questions to determine if an applicant is bondable are permitted if the pastor will be handling cash and it is the church’s practice to bond their staff. Questions are permitted to determine if an applicant has a record of convictions under the Highway Traffic Act, since driving is an essential part of the pastor’s job. All other questions, except those with respect to unpardoned Criminal Code convictions, are prohibited.

7. **Sex and pregnancy**

Religious organizations are permitted to hire persons based on sex provided that the requirement of being a man or a woman is reasonable and linked to the job duties (i.e. Pastor of Women's Ministries). There is also an exception based on biblical interpretation, however, Pastoral Search Teams are advised that it is the policy of the Convention Baptists of Ontario and Quebec that women have equal standing when it comes to eligibility for pastoral ministry.

The right to equal treatment in employment because of pregnancy prohibits pregnancy related questions during the job interview. For example, you may not ask an applicant whether she is pregnant or whether she has or plans on having a family. Nor can you ask a male applicant questions such as if his wife is pregnant or whether he plans to take family leave when they decide to start a family.

8. **Sexual orientation**

No questions about sexual orientation are permitted, however an exception does apply to churches with a biblically-based lifestyle policy. Again, this policy should be provided to the candidate with the question: "Would you have any concerns or problems meeting this lifestyle policy?"

For more information <http://www.ohrc.on.ca>

FORM 8 – SAMPLE REFERENCE CHECK

The Search Team may choose to send these questions to each reference, or to have committee members phone referees for their input. If various members are phoning, it is important for each to keep careful notes so that responses can be accurately reported.

Note to referees: This is a confidential form that will only be used by our Pastoral Search Team during the process of seeking a candidate for a position. It will be destroyed after our search process is completed and will not be used for any other purpose.

Candidate's Name: _____

Referee's Name: _____

What is your relationship to the candidate and how long have you known each other?

What do you consider the candidate's greatest strengths and ministry skills?

In what areas do you think the candidate most needs to improve?

What do other leaders think of the candidate's character and ministry?

What do the people in the candidate's church or ministry think of his/her character and ministry? Is this a divided opinion or a widely held opinion?

Is there anything negative about his/her personal life that could harm the candidate's next ministry?

Does the candidate's marriage and family life appear to be strong and healthy?

Briefly describe this person's leadership style.

Would you want him/her as your leader? Why or why not?

What has not been asked here that might be important for us to know as we consider him/her as our next pastoral leader?