

Pastoral Staff Search Manual Supplement

Revised 2015



Canadian Baptists
OF WESTERN CANADA 

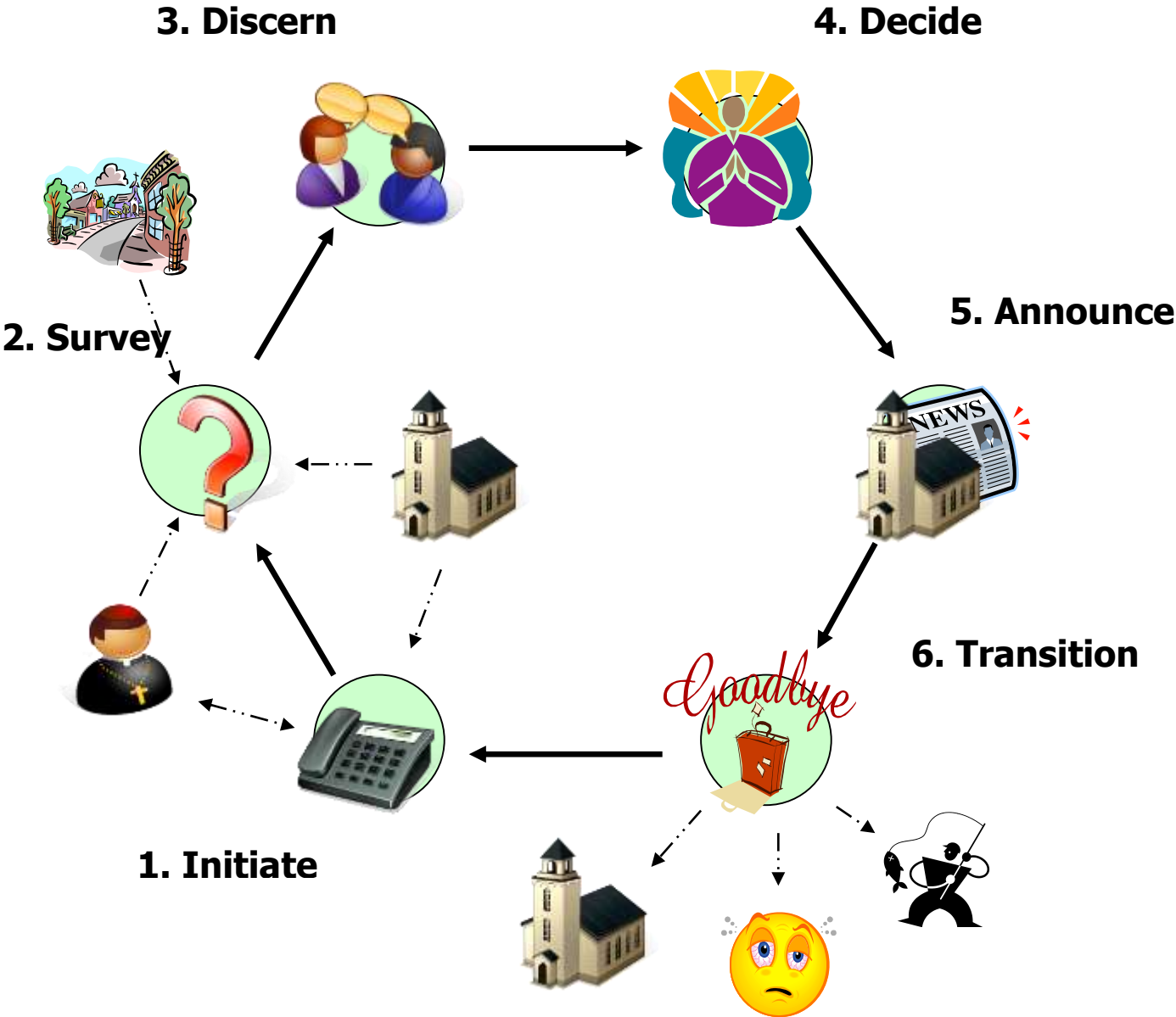
List of Appendices

1. CBWC Pastoral Settlement at a Glance	Page 3
2. Pastoral Staff Selection Process Checklist	Page 4
3. Characteristics of a Search Committee Candidate	Page 6
4. Covenant for Pastoral Search Committee Members	Page 7
5. Optional Confidential Interviews at Pastoral Exit	Page 8
6. Template: Recommended Separation Agreement with Outgoing Minister	Page 11
7. CBWC Pastoral Protocol Following Resignation	Page 12
8. What Currently Has the Most Influence in This Church?	Page 13
9. Congregational Profile	Page 14
10. Community Profile	Page 16
11. Preferred Attributes of an Incoming Minister	Page 17
12. Your Ideal Pastoral Candidate	Page 18
13. Sample Job Description	Page 19
14. Sample Memorandum of Understanding	Page 20
15. 'Read This First' Document	Page 25
16. CBWC Culture Statement – A Descriptive Document	Page 26
17. Sample Reference Check Form	Page 29
18. Sample Letter to Candidate No Longer Being Considered	Page 30
19. Sample Candidate Interview Questions	Page 31
20. Questions You May Be Asked	Page 37
21. Search Committee Spiritual Reflection Exercise	Page 38
22. Sample Letter to Inform Candidates Not Yet Notified of Candidacy Decision	Page 39
23. Sample Letter Extending Pastoral Call	Page 40
24. Sample Letter Releasing Candidate after Insufficient Vote	Page 41
25. Post Search Feedback Form	Page 42

This document is intended to compliment the Canadian Baptists of Western Canada Pastoral Staff Search Manual. A copy can be obtained from:

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CBWC Pastoral Settlement at a Glance



Pastoral Staff Selection Process Checklist

Stage 1 – Initiate

- Inform CBWC Settlement Coordinator or Regional Minister
- CBWC representative meets with church leaders
- Consider/appoint Interim Pastor
- Appoint search committee members
- Appoint chairperson and secretary
- Call congregation to prayer

Stage 2 – Survey

- Pastoral exit interview
- Congregational history
- Anonymous feedback
- Core values discovery
- Congregational profile
- Community profile
- Preferred attributes of an incoming pastor
- Position description
- Assemble information package for CBWC Settlement Coordinator
- Draft Memorandum of Understanding

Stage 3 – Discern

- Receive Ministry Information Profiles
- Short-list candidates
- Preliminary reference checks
- Review collected information
- Non-committal telephone interviews
- Select 'candidate of choice'
- Update CBWC Settlement Coordinator's Office

Stage 4 – Decide

- Prepare for the interview as a team
- Determine interview questions in advance
- Evaluate interviews
- Make decision to present candidate to congregation
- Confirm details of Memorandum of Understanding with candidate
- Obtain permission of candidate to present name
- Inform Candidates Not Yet Notified of the Candidacy Decision
- Update CBWC Settlement Coordinator's Office

Stage 5 – Announce

- Prepare introductory document about candidate for congregation
- Introduce candidate to the congregation
- Call for a congregational vote
- Inform candidate of result
- Secure response to the congregational call
- Mutually sign Memorandum of Understanding
- Inform CBWC Settlement Coordinator's Office

Stage 6 – Transition

- Make preparations to welcome family
- Arrange for move
- Prepare office space
- Plan Commissioning Service
- Create Pastoral Support & Advisory Group
- Initiate credentialing process
- Provide summary report of search process for the church clerk
- Publicly thank and dismiss search committee
- Search Chair completes CBWC Post Search Feedback Form

Characteristics of a Search Committee Candidate

An ideal candidate:

1. Has a good level of spiritual maturity and is prayerful.
2. Has the trust and respect of the congregation.
3. Is able to share the vision of what can be.
4. Is able to keep confidences within the group.
5. Understands and can articulate what the church needs.
6. Has a good level of trust in God's working in and through the process.
7. Is teachable, willing to learn the process and is willing to do the homework.
8. Has a commitment to the identity of the church within the denomination.
9. Is faith-filled and confident.
10. Is willing to make the pastoral search responsibility a high priority in his or her life.
11. Is willing to work towards consensus and abide by the group's decision.
12. Is open to the candidacy of persons without prejudice.

Covenant For Pastoral Search Committee Members

We, the members of the "Pastoral Search Committee" (PSC) of _____ Church, have been elected by the membership to this position of highest trust and responsibility.

We recognize the potential effect of our deliberations and recommendations to this congregation on its future achievement in God's Kingdom, the spiritual health of its fellowship, the teaching of its children, and the maturing of its membership in relationships characterized by grace and love.

We acknowledge and confess that discovering God's Will in the calling of a pastor is often confused and complicated by human factors not easily understood; therefore, we solemnly enter the following covenant together before God:

A Covenant of Prayer

We will hold up one another in prayer and seek separately and together the clear leadership of God's Spirit.

A Covenant of Honest Communication

We will speak openly and honestly with one another without taking offence, realizing that we need the opportunity of thinking aloud to help sort out impressions and responses as we study our church's needs and evaluate individuals.

A Covenant of Confidentiality

We will confidentially treat committee discussions and evaluations and deal responsibly with privileged information. We will not criticize activities of this team except face to face in committee session. We will destroy all Ministry Information Profiles upon selection of candidate.

A Covenant of Accountability

In considering a pastor, we will proceed with ethical sensitivity and thoroughness in all investigations and evaluative procedures. If a pastor has been engaged in conversations and is later dropped from consideration, we will notify him/her tactfully in writing. We recognize our accountability to our church and to God in our decisions.

A Covenant of Unity

We will present to the church for its consideration only such recommendations as we can fully support as a committee. Where there are honest differences of opinion, we covenant to work these out before making a recommendation to the Church.

Signatures

Optional Confidential Interviews at Pastoral Exit Denominational Representatives May Assist

Optional Departing Pastoral Interview

1. Tell a story about how you sensed God working – His presence and activity in this congregation.
2. What has been your greatest joy ministering in this congregation? What has been your greatest challenge?
3. Give an example of how you and others experienced a church tension and how it was handled.
4. What gives you anxiety about the future of this congregation? What gives you hope?
5. Describe the leadership of this congregation.
6. If you visited this congregation again in 5 years, what do you hope the church will look like?
7. Describe this congregation to someone new and tell how they would be nurtured here.
8. Describe what your geographical community thinks of this Christian Community. What would be missing in this community if the congregation ceased to exist?
9. How do people participate in the life of this church?
10. Tell about the opportunities that exist for people to learn and grow into the character of Jesus.
11. What has the experience of leading this church been like for you and members of your family?
12. What would you do differently if you were starting over?
13. Is there anything you want to share with the denomination about your experience here, e.g. are there any helpful suggestions you would make to the Settlement Coordinator?
14. Do believe you are departing in peace?
15. Is there someone with whom you need to be restored?
16. Are you open to talking with the church leadership (if they come forward) to bring closure to this ministry? Are you open to mediation or reconciliation?

Optional Congregant Interview re: Departing Minister/Ministry

1. Tell a story about how you sensed God working – His presence and activity in this congregation.

2. What has been your greatest joy during the tenure of your pastor? What challenges have been present?
3. Share examples of how you have experienced warmth and friendliness through your pastor?
4. In what ways has your pastor met the spiritual needs of this congregation?
5. Do you feel that you and your outgoing pastor are separating in peace? Are you open to mediation or reconciliation?
6. What suggestions can you offer for improving congregational life and worship under a future pastoral leader?
7. Give an example of how you and others experienced a church tension and how it was handled.
8. What gives you anxiety about the future of this congregation? What gives you hope?
9. If you were to leave this congregation for five years, without any contact, what would you expect to see when you returned?
10. Describe this congregation to someone new and tell how they would be nurtured here.
11. Describe what your geographical community thinks of this Christian Community. What would be missing in this geographical community if the congregation ceased to exist?
12. How do people participate in the life of this church?
13. Tell about the opportunities that exist for people to learn and grow into the character of Jesus.
14. Do you think this is a friendly congregation?
15. To what extent have your programmes or services met the needs of your community?
16. Are there additional opportunities that need a response?
17. What observations do you have about your physical facilities?
18. What relationships between members need to be restored? Are you open to mediation or reconciliation?

Optional 'Shared' Interview Regarding Previous Ministry

The pastor and interview team are invited to mutually answer the following questions. Be specific, direct, and nonjudgmental, without argument or asking 'why' questions. Notes may be taken with permission of participants.

1. Identify Sources Of Blessing And Disappointment

- What are the main strengths of this congregation?
- Have you accomplished what you hoped to accomplish?
- What did we not complete that we had hoped to accomplish?
- In what ways is this church family/pastor different from what was expected?

2. Review Relationships

- Which specific relationships were valuable to you?
- Which relationships concerned you?
- In what ways are your relationships different now than when this pastorate began?
- What guidelines will you follow for pastor/congregation relations after departure?

3. Recognize Personal Growth

- In what ways are you different now than you began ministry together?
- Name particular influences that encouraged or disappointed you.
- With whom or with what issue is closure still needed?
- How was the announcement of the pastor's departure been received?

4. Recommendations

- What should be on this church's agenda before the next pastor is called?
- What recommendations do you wish to provide for an incoming pastor?
- What would you wish to say to the congregation if you had the opportunity? Is there a when and how in your future?
- What have you learned about yourselves and others that will better enable you to serve Christ and his Church with hope in the days to come?

5. Final Question – Are you separating in peace?

Spend time in prayer for each other -- preferably as a departing affirmation and thanks for the years together, and as a means of blessing each other as our paths separate.

Template: Recommended Separation Agreement with Outgoing Minister

1. Upon my resignation, effective _____ (d/m/y), I will step aside from all the pastoral, leadership and administrative responsibilities and relationships that I have participated in as a member of this congregation.
2. I recognise that during the interim period before another pastor is called, the congregation will require time to adjust to my absence as well as discover their own strengths. They will need to determine, without my assistance, the direction they wish to go and the type of minister who will best take them in that direction. I agree that it will be the Senior Board's responsibility to make provision for interim pastoral, leadership and administrative ministries for the congregation.
3. I agree that I will not officiate or assist at any baptism, wedding or funeral in this congregation, during the interim period, although I may attend on occasion. I do not wish to contribute to congregational division or to put other pastors in an uncomfortable position. If, and when, I attend this church in the future, it will be as a worshipper and participant.
4. I will not speak to, listen to, or solicit uncomplimentary remarks concerning the interim minister or future ministers. I agree not to become a sounding board for other staff members in the future.
6. I give permission to the incoming minister to approach me to express concern about my participation or invite me to assist in specific responsibilities under his/her leadership.
7. I will remove my library and other personal possessions from the office by _____ (d/m/y). Items that belong to the congregation will remain in the office. I will return all keys, security passwords etc. to the chairperson of the board by the above date.

_____ Signature of Minister

_____ Signature of Board Chair

_____ Date

CBWC Pastoral Protocol Following Resignation

In light of the CBWC Guidelines on Pastoral Ethics, it is appropriate to come to an agreement regarding the outgoing minister's relationship with the congregation and the incoming minister. These guiding principles can be found in an Assembly approved document entitled *Canadian Baptists of Western Canada Ministerial Protocol Manual (MPM)*. Applicable statements are inserted below. (A copy of the full document may be obtained from www.cbwc.ca or from the CBWC Settlement Coordinator or your CBWC Regional Minister).

Minister to Minister Relationships

- a. I will not entertain or make use of criticisms of a predecessor or of another minister.
- b. I will not malign another pastor. If (potential) problems arise, I will speak with the minister involved in an effort to resolve matters.
- c. I will not engage in weddings, funerals, counselling, and so on, without the co-operation and permission of the minister of the family or individual. Urgent human need could cause me to waive this principle, but I will then seek to make peace afterward with the minister involved.

Minister to Congregant Relationships

- a. I will give adequate notice, and will ensure that I deal fairly with the congregation throughout my departure.
- b. I will, with my resignation, sever my pastoral relations with former congregational members, and will not make pastoral contact in the field of my successors without their knowledge and consent.
- c. I will encourage the congregation to set new directions under the guidance of the Holy Spirit.
- d. Recognizing the many problems raised by staying, if nonetheless I remain in this congregation as a worshipper, I will neither say nor listen to any critical remarks concerning my successor. Instead, I will affirm. I will see my role as a supportive and committed lay person, and will submit to the authority of present congregational leadership.
- e. I will not use my influence to alienate [the] congregation, or any portion of it, from either denominational loyalty or the governing body(s) of the congregation. If my convictions [change] from those commonly held by those [to] whom I minister[ed], I will voluntarily withdraw from this congregation, taking no person from the fellowship.

What Currently Has the Most Influence in This Church?

Pick then rank 5 to 7 items

- | | | |
|--|---|---|
| <input type="checkbox"/> 1. Optimism | <input type="checkbox"/> 17. Family life | <input type="checkbox"/> 34. The Lordship of Christ |
| <input type="checkbox"/> 2. Well-mobilized volunteers | <input type="checkbox"/> 18. Recognition of God's grace | <input type="checkbox"/> 35. Tradition |
| <input type="checkbox"/> 3. Bible-centred preaching/teaching | <input type="checkbox"/> 19. Praise and worship | <input type="checkbox"/> 36. Loyalty of long term members |
| <input type="checkbox"/> 4. Desire to serve the disenfranchised | <input type="checkbox"/> 20. A Christian self-image | <input type="checkbox"/> 37. Team spirit |
| <input type="checkbox"/> 5. Creativity and innovation | <input type="checkbox"/> 21. Desire to meet community needs | <input type="checkbox"/> 38. Need for the best in electronics |
| <input type="checkbox"/> 6. World missions | <input type="checkbox"/> 22. Commitment | <input type="checkbox"/> 39. Previous failures |
| <input type="checkbox"/> 7. Children's ministry | <input type="checkbox"/> 23. Giving/tithing | <input type="checkbox"/> 40. Deep faith |
| <input type="checkbox"/> 8. Attractive grounds/facilities | <input type="checkbox"/> 24. Debt | <input type="checkbox"/> 41. Enthusiasm |
| <input type="checkbox"/> 9. Desire to be debt-free | <input type="checkbox"/> 25. A few families | <input type="checkbox"/> 42. Discipline |
| <input type="checkbox"/> 10. The status quo | <input type="checkbox"/> 26. Christian Education (all ages) | <input type="checkbox"/> 43. Fear of change |
| <input type="checkbox"/> 11. Attracting visitors | <input type="checkbox"/> 27. Celebrating new life in Christ | <input type="checkbox"/> 44. Youth ministry |
| <input type="checkbox"/> 12. Cultural relevance | <input type="checkbox"/> 28. Vision | <input type="checkbox"/> 45. Authenticity |
| <input type="checkbox"/> 13. Prayer | <input type="checkbox"/> 29. Compassion | <input type="checkbox"/> 46. Life-change |
| <input type="checkbox"/> 14. Sustained excellence/quality | <input type="checkbox"/> 30. Growth | <input type="checkbox"/> 47. The Great Commission |
| <input type="checkbox"/> 15. Genuine fellowship & interpersonal care | <input type="checkbox"/> 31. Volunteering in community | <input type="checkbox"/> 48. Godly leadership |
| <input type="checkbox"/> 16. Evangelism | <input type="checkbox"/> 32. Pessimism | <input type="checkbox"/> 49. Flexibility |
| | <input type="checkbox"/> 33. Responsibility | <input type="checkbox"/> 50. Other |

Congregational Profile

Demographics

1. **Numbers:** Indicate the approximate number of persons participating in congregational life.

Age	Male	Female	Total
0 - 9			
10 - 14			
15 - 19			
20 - 29			
30 - 39			

Age	Male	Female	Total
40 - 49			
50 - 59			
60 - 69			
70 - 79			
80+			

2. **Multicultural makeup:** Check off the ethnic groups represented within your congregation.

North America		South America	
Australia		Africa	

Europe		Asia	
Caribbean		Other	

Current Ministries

1. **Community Impact:** Apply check marks where appropriate

Emphasis		Prison Ministry	
Neighbour Groups		Community Sports	
Involvement In Local Schools/Colleges		Food Bank Support	
Nursing Home Ministry		Winter Shelter or Inner-city Mission	
Church Sponsored Community Barbeques etc.		Short Term Missions – in Canada or overseas	
Congregation Reflects Community Demographic		Other -	

2. **Luke 4 Ministry:** Comment briefly on the following

Relationships between congregants and their neighbours & non-Christ followers	
Relationship of church with local community leadership/government	
Participation of community in congregational mission	

3. **Programs:** Indicate approximate numbers of participants

Category		Sunday School	
Children 0 – 12		Food Grains Bank	
Youth 13 – 18		Mentoring Relationships	
College & Career		Spiritual Gift Discovery	
Mothers' Morning Programme		Small Groups	
Men's Group		Continuing Education @ Carey etc.	
Women's Group		Day Camps	
Senior's Programmes		Summer Camping	
Other –		Other –	

Financial Realities

1. **Budget:**

	Current Budget Year	Previous Budget Year	Two Years Ago
Budget	\$	\$	\$
Expenditures	\$	\$	\$

2. **Pattern of Giving:** Divide income by average attendance to obtain yearly average giving

Year	Congregational Income	Average Attendance	Yearly Average Giving Per Attendee
	\$		\$
	\$		\$

3. **Debt:**

Description	Amount	Expected Retirement Date
	\$	
	\$	
	\$	

Preferred Attributes of an Incoming Minister

Following a careful study of the list of gifts in this chart, prayerfully choose the **three** indispensable attributes that you believe your incoming Minister must display. It is understood that the other attributes will be provided through other believers within your congregation.

Gifting, Passion and Skill	Description	New Minister
Effective Communication	<u>Romans 10:4</u> – Communicates God's Word and reveals the person of Jesus Christ with clear relevant preaching and teaching	
Evangelism	<u>2 Timothy 4:5</u> – Reveals God's Good News, both practically and verbally, to people of all cultures inside and beyond your church facility	
Visionary Leadership	<u>Acts 16:9</u> – Reads the culture well, lays the foundation for new ministries, clearly communicates vision to encourage partnership, is committed to seeing large numbers of people trust and live for Christ	
Shepherding & Pastoral Care	<u>1 Peter 5:2</u> – Attentively provides pastoral care and counsels congregation	
Ability to relate to people of all ages	<u>Luke 2:52</u> – Respected by each generation, able to relate in a healthy manner with those inside and outside congregational life	
Worship Leadership	<u>Romans 15:16</u> – Effectively communicates sense of awe and praise before God, committed to the ministry of prayer and intercession	
Administration	<u>Ephesians 3:2</u> – Provides stewardship of gifts and resources, displays ability to turn ideas into reality, organizes people and enables results	
Training and Developing Leaders	<u>1 Timothy 2:7</u> – Equips others for service, effectively disciples followers of Christ, one on one, and oversees discipleship groups	
Servant Leadership	<u>Acts 6:5</u> – Notices and responds to those in need, in the congregation and beyond, with a generous spirit	
Spiritual Oversight	<u>Acts 20:17 & 28</u> – Maturely models and teaches godliness and Christian commitment, protects of the church from error and wrong	

Your Ideal Pastoral Candidate

MEMORANDUM

TO: Jesus, Son of Joseph, Woodcrafters shop, Nazareth
FROM: Jordan Management Consultants, Jerusalem
SUBJECT: Staff Aptitude Test.
DATE: March 29, 30 A.D.

Thank you for submitting the resumes of the 12 individuals you picked for management positions in your new organization. All of them have now taken our battery of tests, and we have not only run the results through our computers but also have arranged personal interviews for each of them with our psychologist and vocational consultant.

It is the opinion of this agency that most of your nominees are lacking in background, education and vocational aptitude for the type of enterprise you are undertaking. They do not have the team concept. We would recommend that you continue your search for persons of experience in managerial ability and proven capability.

- Simon Peter is emotionally unstable and given to fits of temper.
- Andrew has absolutely no qualities of leadership.
- The two brothers, James and John, the sons of Zebedee, place personal interest above company loyalty.
- Thomas demonstrates a questioning attitude that would tend to undermine morale.
- We feel that it is our duty to tell you that the Greater Jerusalem Better Business Bureau has blacklisted Matthew.
- James, the son of Alphaeus, and Thaddeus definitely has radical leanings, and they both registered a high score on the manic depressive scale.
- One of the candidates, however, shows great potential. He is a man of ability and resourcefulness, meets people well, has a keen business mind and has contact in high places. He is highly motivated, ambitious and innovative. We recommend Judas Iscariot as your controller and right hand man. All other profiles are self-explanatory.

We wish you every success in your new venture.

Sincerely,

Abe Barjonas

Jordan Management Consultants

Sample Job Description

Position: Senior Pastor

insert church logo or photo here

Baptist Church
Street address
Phone number

Email
Website

General Position Description: *Baptist Church* is a vibrant multi-generational faith community. Our vision is to be "a community following Jesus, with a heart for the city and beyond", by loving God, loving one another, and loving our neighbours in the manner expressed by Jesus. In consultation with the Church Leadership Team and pastoral staff, the Senior Minister provides visionary leadership through the articulation of the church's mission. The Senior Minister oversees and enables worship services, strategic congregational initiatives, and the development of ministries for our neighbourhood, our city, and our world.

Primary Responsibilities:

1. Primary communicator for the church
 - a. Preaching
 - b. Articulating church vision...
2. Leadership responsibilities
 - a. Leads the process for decision-making
 - b. Works collaboratively to implement vision...

Desired Qualities:

1. Spiritual maturity
2. Highly relational...

Qualifications:

1. Education: *preferred degree* from recognized theological college
2. Experience: *number of years* of relevant pastoral leadership
3. Ordained or eligible for ordination with the CBWC...

Hours per Week: This is a full time position.

Compensation will be commensurate with training and experience; to be fairly negotiated according to the compensation guidelines of the Canadian Baptists of Western Canada.

Application Submissions: We invite candidates to apply with a Ministry Information Profile (MIP – download from the CBWC webpage <http://cbwc.ca/leaders/pastors/>) to the *search committee chairperson* at *email address* and the pastoral settlement office (pastoralsettlement@cbwc.ca).

Application Deadline: *Date* OR the position will remain open until a suitable candidate is selected.

Sample Memorandum of Understanding

This document is intended to serve as a discussion template for the purpose of establishing or reviewing an employment contract between a congregation and a pastoral team member.

This Memorandum of Understanding shall be binding upon the Pastor,
 _____ **and** _____
Church for twelve (12) months beginning _____ **and**
ending _____.

Compensation Package:

1. **SALARY PER YEAR** (including housing allowance): \$_____
2. **ALLOWANCES:**
 - a. **Housing Allowance:** The church shall provide a housing allowance based on the "fair rental value" including utilities, as obtained by the pastor and given to the church at the time of preparation of the church's budget for the next fiscal year.
 - b. **Car Allowance:** The church shall provide a car allowance based on the number of kilometres traveled by him/her for church business, at the current rate* for the first 5000 km and the lesser rate for over 5000 km. (This shall not include daily travel to or from his/her home and church office. Coverage for additional daily meetings or visits is at the discretion of the Senior Board.) Reimbursement shall be made on receipt of itemized monthly kilometre claim forms.
 - Current government rates can be found at <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/tmblllwnc/rts-eng.html>
 - c. **Computer & Book Allowance:** The church shall pay up to _____ per year for the purchase of computer software/books by the pastor. The items purchased shall become the personal property of the pastor. Reimbursement shall be made when receipts are submitted.
 - d. **Telephone/Cell Allowance:** The church shall pay all church-related charges. Reimbursement shall be made when receipts are submitted.
 - e. **Hospitality Allowance:** The church shall pay up to \$_____ per year for expenses related to hospitality. Receipts are required for reimbursement.
 - f. **Pastoral Housing Acquisition Assistance:** In some regions congregations choose to provide one of the following to assist the pastor to obtain suitable living arrangements:

- i. Provide a loan which is to be repaid in full with interest based upon the increase in value of the home when the pastor leaves the employ of the congregation.
 - ii. Take an equity position in the house, which means the congregation owns a certain percentage share of the house, and when the pastor leaves the employ of the church, the congregation receives that same percent share of the sale price of that house.
- g. **Duration of the Above:** A pastor is only eligible for items 1-6 for the specific period that the pastoral staff member is fulfilling the services of his or her employment.

3. PENSION AND INSURANCE BENEFITS:

- a. **Provincial Health Care Premiums:** The church shall pay 50% of the annual premiums for the family plan. The pastor shall pay the remaining 50%.
- b. **Canadian Baptists of Western Canada Extended Health and Dental Plan:** If the pastor chooses to participate in the plan, the church shall pay 50% of the annual premiums for the family plan; the pastor will pay the remaining 50%.
- c. **Canadian Baptists of Western Canada Long -Term Disability Insurance:** The church shall pay 100% of the annual premiums.
- d. **Canadian Baptist Pension Plan:** The church and the pastor shall each contribute an equal amount of 6% of salary including housing allowance.

4. PROFESSIONAL DEVELOPMENT:

Professional development is essential to the well-being of the individual, the denomination, and the congregational life of the church. It includes annual study leave which will benefit both the individual and the church goals.

- a. The Pastor shall be entitled to the following days leave for professional development:
 Year One: 0
 Beyond Year One: 7 days per year, cumulative to a maximum of 14 days.
- b. Specific times are to be negotiated with the Senior Board.
- c. A professional development account will be held to fund a study leave, with _____ per year being deposited, which will accumulate to a maximum of three years. Receipts must be submitted for payment.
- d. Sabbatical leave: The Senior Board is open to the negotiation of such leave based on the Sabbatical Leave Plan of the CBWC as defined in the Yearbook.

5. ALLOCATION OF TIME

Time away from specific duties relative to _____ Church shall be negotiated directly with the Senior Board.

- a. **Specific Responsibilities:** It is expected that the primary responsibilities of _____ (name) will be _____ and the number of hours worked per week will be _____. As she/he fills these responsibilities she/he will be responsible to the _____ (Senior Board) and the primary contact person will be _____.
- b. **Annual Vacation:** The Pastor is entitled to four (4) weeks of vacation time, including a maximum of 4 Sundays. Vacation times are to be negotiated well in advance through the Senior Board. Vacation days must be used in the specified 12 month period ending _____, unless negotiated with the Senior Board.
- c. **Paid Statutory Holidays:** If the Statutory Holiday falls on the pastor's normal weekly day off, the pastor is entitled to take another day off as soon as possible during the holiday week but may be accumulated to a maximum of two days:
- | | | |
|----------------|------------------|---------------------------|
| New Year's Day | Family Day | Easter (Friday or Monday) |
| Victoria Day | Canada Day | Heritage Day |
| Labor Day | Thanksgiving Day | Remembrance Day |
| Christmas Day | Boxing Day | |
- d. **Weekly Days Off:** The Pastor shall take a minimum of one full day, with anticipation of an additional two half days off with pay, each week. Normally during this time other arrangements will be made for pastoral care and emergencies, and no meetings, which the Pastor would be expected to attend, will be scheduled.
- e. **Sick Leave:**
- Casual sick leave for brief illness will be allowed with pay.
 - Prolonged absence due to illness should be negotiated with the Senior Board, taking into consideration the length of prior service and the expected duration of the leave.
- f. **Personal Leave:** Special emergency leave may be negotiated with the Senior Board upon request.
- g. **Allowances:** Allowances cannot be carried from one twelve month period to another. This applies to vacation, statutory holiday, quarterly Sunday, and weekly days off, as well as personal allowances for computer, book, and education unless otherwise specified in this document.

6. **DENOMINATIONAL PARTICIPATION:**

- a. **Canadian Baptists of Western Canada Assemblies, Celebration Dinners, Leadership Forums and Regional Assemblies & Seminars:** It is expected that the pastor will attend these conferences as part of his/her regular pastoral responsibilities; registration fees (including spouse) will be paid by the church. All travel and accommodation costs will be reimbursed when receipts are submitted.
 - b. **Banff Pastor's Retreat:** The Pastor and spouse are encouraged to attend this retreat. The church will pay registration fee. All travel and accommodation costs will be reimbursed when receipts are submitted.
7. **MINISTERIAL PROTOCOL MANUAL (MPM):** As mandated by CBWC Assembly, all ministry staff members of CBWC congregations and ministries must adhere to the Ministerial Protocol Manual document of the denomination. This document is regularly reviewed by the Ministerial Credentials Committee and any changes must be approved at Assembly. Ministry staff personnel are required to be familiar with and adhere to these protocols as the church/ministry belongs to the CBWC and, in most cases, the CBWC holds their credentials. Printed copies of this document may be acquired through your CBWC regional office or it can be found online at www.cbwc.ca .
8. **ANNUAL REVIEW AND ASSESSMENT:** There will be an annual review and assessment with the pastor. It will be carried out by _____ as part of an annual review and assessment of all church ministries.
9. **GRIEVANCE PROCEDURES:** The Pastor may find him or herself needing to seek clarification of the terms of this agreement or need to open other areas for discussion. Questions should be directed to _____. All grievances will be dealt with openly and with respect, toward the mutual satisfaction of both parties.
10. **TERMINATION OF EMPLOYMENT:** Giving notice in writing to either party of not less than three months' notice may terminate this Memorandum of Understanding.
11. **MEMORANDUM OF UNDERSTANDING ADAPTATION:** If there is an intention to materially adapt this Memorandum of Understanding it is understood that the parties involved will seek the advice of the CBWC Director of Administration and Finance and/or their Regional Minister.
12. **MEMORANDUM OF UNDERSTANDING CONTINUANCE:** This Memorandum of Understanding will continue in force until such time as a new Memorandum of Understanding is negotiated or either party terminates the position.
13. **REVIEW:** _____ (pastor) and _____(title) shall review this Memorandum of Understanding annually.

14. **INTENT:** It is the intent of the parties to this agreement that the terms and conditions of this agreement shall be interpreted generously and any variations to such terms and conditions shall be implemented by mutual agreement of the parties.

15. **SIGNATURES OF AGREEMENT:** With the following signature, I hereby register my agreement with the terms of this Memorandum of Understanding.

Officer of the Church

Date

Officer of the Church

Date

Pastor

Date

'Read This First' Document

If you are an individual sensing the call of God to seek out ministry within the CBWC, here are a few helpful items to know as you start prayerfully looking into opportunities:

1. Be aware that the CBWC is continually looking for individuals gifted as senior pastors, associate pastors, youth pastors, music ministers, and others who would fit into a unique ministry calling. Our new pastors frequently come from different denominational backgrounds, which only seems to enrich the whole of the CBWC as we wrestle through our understanding of what it is to be a Canadian Baptist in today's world.
2. You should begin by becoming familiar with the description, history, and culture of the Canadian Baptists of Western Canada. Two items which you can read that will help you understand the CBWC can be found on the www.cbwc.ca website, and those items are: the CBWC Culture Statement and the CBWC Ministerial Protocol Manual (MPM).
3. To have your name considered for ministry positions you will first need to complete a Ministry Information Profile (MIP). This is the universal application form used by CBWC churches and ministries. Having all applicants with the same information format enables accurate comparisons by churches and ministries. It is a thorough form and we greatly appreciate your time in compiling this profile of yourself.
4. You are generally required to complete an EQ-i, especially for senior pastoral positions. This is an emotional intelligence test for which there is a cost. All tests are financially supplemented by the CBWC, more so for those already associated with a CBWC church or ministry. The test takes about 20 minutes online and then you receive a call back for a 45 minute review of your results with an individual trained for that purpose. The testing will give you the personal benefit of better self-knowledge in the area of your emotional intelligence.
5. You are welcome to preview ministry openings as listed on the www.cbwc.ca website. If we have your Ministry Information Profile (MIP) on file at the CBWC Pastoral Settlement Office, you can contact us with any setting of interest to you and we will forward your MIP at your request.
6. If you have questions that the CBWC Pastoral Settlement Office can help you with, please feel free to contact us by email at pastoralsettlement@cbwc.ca or by phone at 780.462.2176 or 1.800.474.6018.

CBWC Culture Statement - A Descriptiveⁱ Document

From time to time individuals searching for a church home or ministry position within CBWC want to know more about our denomination. The list below provides a window through which you can see who we are, what we believe, and how we approach ministry.

- We believe the following three statements represent our core beliefs as Canadian Baptists of Western Canada.

1. The Carey Theological College Statement Of Faith endorsed by CBWC Assembly in 1982 & 2007

We accept wholeheartedly the revelation of God given in the scriptures of the Old and New Testaments and confess the faith therein set forth. We here explicitly assert the doctrines which we regard as crucial to the understanding and proclamation of the Gospel and to practical Christian living:

- The sovereignty, love, and grace of God, the Father, the Son and Holy Spirit in creation, providence, revelation, redemption and final judgment.
- The divine inspiration of Holy Scripture and its entire trustworthiness and supreme authority in all matters of faith and conduct.
- The value of each human being as created by God. The universal sinfulness of humankind since the fall, which alienates all from God and subjects all to condemnation.
- The full deity and humanity of the Lord Jesus Christ, the incarnate Son of God, whose substitutionary sacrifice is the sole ground of redemption from the guilt, penalty and power of sin.
- The justification of the sinner by the grace of God through faith alone in Christ crucified and risen from the dead.
- The illuminating, regenerating, indwelling and sanctifying work of God, the Holy Spirit, in the believer.
- The church as set forth in the New Testament and understood historically by the Baptist community.
- The expectation of the personal, visible return of the Lord Jesus Christ, our participation in the resurrection, and the hope of eternal life.

2. The Apostle's Creed

I believe in God, the Father Almighty, the Creator of heaven and earth, and in Jesus Christ, His only Son, our Lord: Who was conceived of the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell. The third day He arose again from the dead. He ascended into heaven and sits at the right hand of God the Father Almighty, whence He shall come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

3. The Nicene Creed

We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen. We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, of one Being with the Father. Through him all things were made. For us and for our salvation he came down from heaven: by the power of the Holy Spirit he became incarnate from the Virgin Mary, and was made man. For our sake he was crucified under Pontius Pilate; he suffered death and was buried. On the third day he rose again in accordance with the Scriptures; he ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end. We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father. With the Father and the Son he is worshiped and glorified. He has spoken through the Prophets. We believe in one holy catholic and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come. Amen.

- We are a community of vibrant Christ-centred churches being God's love and hope among our neighbours.

As a Christ-centered community of churches we value:

1. Inviting faith
2. Acting in mercy, and
3. Cultivating leaders

In recent history church groups have emphasised one, and at times, two of these values. Yet Canadian Baptists of Western Canada recognises that each value is equally important and interdependent. In order to grow invite faith, conversions, congregations and church plants must increase in number. Critical to this increase is the development of strong lay and pastoral leadership that is responsive to the needs of others. In order to act in mercy, we must compassionately respond to those in need, which in turn will introduce people to Jesus Christ. These three areas are intertwined, bringing balance to ministry. Significant resources are provided to assist congregations and train pastors to provide meaningful ministry and community impact within the neighbourhood/region of the congregation.

- We foster ministry expansion and health cooperatively

While congregations remain autonomous they choose to engage in ministry together. The congregations "in Assembly" (assembled church representatives and pastors) entrust to elected CBWC leadership and appointed staff the fulfillment and development of the above ministry values. Local churches and the denomination enter into annual covenantal agreements to foster ministry.

- We believe that ministry advancement is the responsibility of the whole congregation

Pastors and other ministry staff are called to lead congregational ministry. However the vitality, mission, and growth of that ministry are dependent on each member's (staff included) response to the continuing work of God's Spirit within the congregation and community. Using the Apostle Paul's metaphor, the Church is one body made up of equally important parts to fulfill one corporate function – to genuinely love God, to sacrificially serve Him, to generously respond to needs beyond our own, and to, by faith, live out and teach the truths of Scripture.

- We affirm the role of women and men in ministry

Women and men are recognized as equal servants in the work of the Lord. CBWC seeks to recognize the gifts of all individuals whether they are female or male. Both may serve on all boards, fulfill the

responsibilities of a chairperson, and may be called to pastor a congregation and ordained to Gospel Ministry.

- We expect pastoral leaders to participate in cluster groups for mutual support

Within western Canada the majority of our churches fall into fourteen geographic clusters. The purpose of these regional clusters is to bring the ministry staff together to uphold one another in prayer, to encourage each other in difficult times, to engage cooperatively in new ministries, and to encourage ministry skill development. It is also understood that regional congregations will support each other in good and difficult times. In cases where pastors are geographically isolated they are expected to participate in clusters within their particular community and/or through telephone, email or videoconferencing.

- We require all ministry staff to adhere to CBWC Assembly approved ministerial protocol

Firstly all pastors are to commit themselves to and exemplify the moral and spiritual values reflected in God's Word as referred to in our statements of belief. Specific standards regarding requirements for and behaviour within ministry are found within the Ministerial Policies, Procedures and Protocol manual which is approved by a vote of Assembly. Any revisions must be accepted by an Assembly vote. Each pastor is expected to have read, be familiar with, and agree to adhere to this protocol.

- We hold to clear statements on marriage & sexual behaviour

CBWC defines marriage as a "publicly recognized covenanting together for life, between a woman and a man who live together in a relationship, characterized by truth and fidelity, and for the purpose of lifelong companionship, mutual interdependence and responsibility for each other, and potential procreation. It is symbolic of God's relationship to his people and Jesus Christ's relationship to his church."

The position of the CBWC with regard to any sexual behaviour outside of monogamous heterosexual marriage behaviour is that it is not affirmed. That is to say, homosexual activity, bisexual sexual activity, adultery, fornication, pedophilia, would all be called sin.

- We expect every credentialed ministry staff member to practice life-long learning

CBWC encourages all pastors and other ministry staff, no matter what their level of education or expertise, to practice continuing education. William Carey Institute and Carey Theological College provide a number of offerings for this purpose, on the UBC campus in Vancouver, as well as in regional settings accessible to local congregations. Courses are also offered through distance learning. Financial assistance is available to all credentialed ministry personnel. New pastors are required to participate in a Graduate Internship programme for a minimum of one year.

ⁱ The contents of this document describe decisions that have been made by BUWC/CBWC Assemblies through the years. The inclusions do not necessarily reflect the practice of each individual congregation because of local church autonomy. The document itself has not been approved by Assembly.

Sample Reference Check Form

Candidate Name:

Reference Name:

Relationship to Candidate:

1. What is your relationship to the candidate and how long have you known each other?
2. In your opinion, what are the candidate's strengths and ministry skills?
3. In what areas do you think the candidate most needs to improve?
4. What do other leaders think of the candidate's character and ministry?
5. How would the people in the candidate's church/ministry describe his/her character and ministry? Is this a divided opinion?
6. Is there anything in the candidate's personal life that could negatively affect their next ministry?
7. Is the candidate's marriage and family healthy?
8. Briefly describe their leadership style.
9. Would you want him/her as your leader? Why or why not?
10. Is there anything that has not been asked here that is important for us to know as we consider him/her as our next leader?

Sample Letter to Candidate No Longer Being Considered

(Church letterhead)

(Date)

Dear (name)

The Search Committee wants to thank you for the opportunity to review your CBWC Ministry Information Profile. We much appreciated how God is shaping you and your ministry.

You will appreciate that we received your resume among others and have had to make a difficult decision. After careful and prayerful deliberation we have chosen to pursue a different candidate at this time. We will are no longer considering your name for the _____ position at _____ (Congregation/Ministry).

In making this decision, we want to affirm the valued gifts and skills you bring to ministry. We wish you well in your continuing journey of faith, service and discernment in the name of Christ our Saviour.

Yours sincerely,

(Name)
Chairperson

This template is used to respond to candidates that have contacted you directly.

Sample Candidate Interview Questions

Select appropriate questions under each theme. Be careful to ask the most relevant questions that apply to your situation. Remember, too many questions in one interview will give the candidate a negative impression of future ministry relationships in your church.

Personal Background

1. Tell us about your background, your family, and your call to ministry.
2. Introduce us to your spiritual journey and how you came to sense God's call to ministry.
3. Describe how significant people have contributed to your spiritual growth.
4. Why are you open to leaving your present church or position?
5. How do you organize and prioritize your week's work, study, sermon preparation, counselling, visitation, devotions, days off, physical fitness, and so on?
6. What interests do you have outside church life?
7. What do you know about the ministry and history of this congregation?
8. How would you evaluate your interpersonal skills?

Spirituality and Personal Development

1. How would you currently describe your personal walk with Christ?
2. What is the general pattern of your devotional life?
3. What systems do you have for personal growth and accountability?
4. How have you handled bouts of anger, depression, and or anxiety?
5. Do you have a mentor for spiritual formation or ministry development?
6. What particular books have influenced you during the past year?
7. Who are your favourite writers or speakers?
8. Do you have plans for further study?
9. What seminars have you attended recently?

10. What do you see personally as your main strengths and weaknesses? How have others responded to them?
11. What do you like most about ministry? Least?
12. How do you balance your responsibilities to the church and your responsibilities to your family?

Preaching

1. What is your normal practice for preparing sermons? Do you usually preach series?
2. How would you describe your preaching? Do you tend to be traditional, innovative, formal or informal? Do you use a manuscript or outline?
3. Describe how the following sources influence your sermons: The Bible, Christian authors, current events, pastoral counselling and personal experience, the Internet, and secular authors?
4. Do you deal with controversial subjects from the pulpit? If so, how?

Theology

1. Where would people place you theologically?
2. Briefly state your beliefs on the following:
 - a. God
 - b. Jesus Christ: His birth, deity, crucifixion, resurrection and atonement
 - c. Nature and work of the Holy Spirit
 - d. Salvation, conversion and Christian growth
 - e. The Kingdom of God
 - f. The mission of Christ's Church
 - g. Scripture
3. How are baptism and church membership interconnected for you?
4. What are your views of the charismatic movement, the church growth movement, signs and wonders, renewal?
5. What is your practice regarding the role of women in leadership?

Cultural Issues

1. What predominant viewpoint in culture today most conflicts with your own?
2. What is your perspective on divorce and remarriage?

3. The CBWC Assembly passed a resolution stating that 'any sexual behaviour outside of monogamous heterosexual marriage behaviour is not affirmed.' Do you agree with this statement; why or why not?

Worship

1. What is worship from your perspective?
2. How do you accommodate those who seek more traditional worship? The involvement of lay people? Drama and visual arts?
3. What musical or other creative gifts do you personally exercise?
4. What part would you expect to take:
 - a. In determining the worship style of this congregation?
 - b. In planning or leading worship services?
5. Describe how you have encouraged others to participate in worship services.
6. Share a conflict around worship that you have experienced and how you led the congregation through the conflict.

Leadership Characteristics

1. How would you describe your leadership style?
2. What are your strengths and weaknesses as a leader?
3. Who has the final authority in congregational life? The minister, the elected leaders, the congregation? Provide an example from your own ministry experience.
4. Describe the type of relationship you want to have with other staff members.
5. How do you deal with those who demonstrate negative attitudes?
6. Tell us about a time when you have successfully managed a conflict.
7. How do you handle pressure? Give some examples.
8. What does it mean to be accountable to the church membership? How would you demonstrate this principle here?
9. What criteria do you tend to use to evaluate ministry success? Who have you relied upon in the past to help you objectively evaluate your effectiveness?
10. How is vision discovered in congregational life and mission? Describe how you have participated in vision-casting in other situations?

11. Describe how you have helped your congregation/ministry discover and fulfill an outreach opportunity? How did you help others to process this initiative?
12. Can a pastor be both a leader and a shepherd? If so, illustrate how you have demonstrated this in the past?
13. What does the term 'servant leadership' look like for you?

Church Management

1. Are you gifted in management or administration?
2. What should the priorities of a church be?
3. What goals has your present congregation been working towards?
4. Describe the pattern of your normal work week.
5. Describe your experience with church finances and accounting?
6. Tell us how you encourage personal and congregational stewardship?

Discipleship and Spiritual Formation

1. What do you consider the pastor's responsibility to be regarding discipleship and spiritual formation within the congregation?
2. Describe how you have been involved in children's ministry, youth ministry, home groups.
3. How do you disciple another person?
4. In what ways have you disciplined disciplers?
5. Who do you turn to for spiritual formation?

Pastoral Care

1. How do you organise yourself and the congregation to fulfil pastoral care responsibilities?
2. Describe an example of your ministry to a person or family in crisis.
3. Where do you find it difficult to express care?
4. What kind of training have you provided for lay visitors?
5. Have you had special training in counselling?

6. What role does counselling play in your ministry?
7. In what areas are you most and least comfortable in your counselling?
8. What safeguards do you put in place to ensure that you are not compromised when caring for a child or a person of the opposite sex?

Evangelism and Church Growth

1. What does it mean to practice evangelism in today's culture? How do you "do the work of an evangelist?"
2. What, in your opinion, is church growth? How have you helped your church grow?
3. How have people been assimilated into your church?
4. What have you done to strengthen fellowship within the church?
5. How do you perceive the cell church emphasis?
6. How have you identified people's gifts and helped them grow in those areas?

Denominational Relationships

1. What does it mean to you to be a Baptist?
2. How do you express fellowship within, and service toward our wider fellowship of churches?
3. What strengths do you see in Canadian Baptists of Western Canada?
4. Do you have major concerns about the health of our family of churches?
5. Do you see yourself as likely to leave the denomination, or endeavouring to lead a church out from Canadian Baptist of Western Canada?
6. What are your desires for our family of churches? How are you contributing to them?
7. Describe how you will help our congregation participate in denominational life.

Inter-Church and Community Involvement

1. How have you related to churches/leaders of other denominations in your community?
2. To what extent have you been involved in community activities?

3. Name two/three current issues in your community that concern you. To what extent should the church be involved in dealing with them? How have you communicated these concerns to your congregation?

Personal Matters

1. Tell us about your children and their outlook on a possible move.
2. How do you feel about your marriage relationship at the present time?
3. What challenges have you faced in the past that have influenced your relationship?
4. How do you support your spouse in his/her employment?
5. What ministry roles has your spouse fulfilled? (for spouse of candidate)
6. What responsibilities do you have to your extended family at the present time? Anticipate?
7. Describe "quality" time with your family.

No Surprises

1. Is there anything in your background or present lifestyle which, if it came to light, would embarrass you, your church, or your ministry?
2. Is there something in your personal or family life that might suggest you should withdraw from the seeking a congregational placement at this time?

Closing Questions

1. What would your ministry goals be for this church?
2. What steps will you need to take (we need to take together) to achieve these goals?

Questions You May Be Asked

Candidates will be as interested in discovering more about your congregation, as you are in finding the right pastor. You can expect to be asked similar questions to the following:

1. What has been encouraging to the life of your congregation over the past five years?
2. What does your church see, as its greatest strengths and weaknesses?
3. What role does the average parishioner see he or she has as a member of your church in their community?
4. How does your church reach into this community, this province, and beyond?
5. What partnerships do you have with other churches and para-church organizations?
6. What is the theological and sociological makeup of the church?
7. What priorities do you have for the role of your incoming pastor?
8. How are baptism and membership related in your church?
9. How does the pastor share decision-making with the deacons, elders and other staff members?
10. Does the church have a published mission statement? How is it been acted upon?
11. What issues have been controversial in the life of the congregation in the past year? In the past five years?
12. What has God been teaching you in this interim period?
13. What challenges do you see in the coming days?
14. What factors contribute to budget planning and revenue provision?
15. How flexible are you regarding family concerns such as school terms, housing, holidays etc.?
16. What might the congregation expect of my spouse? How did the previous pastor's spouse contribute to the life of the congregation?
17. What issues has your congregation wrestled with in the past five years?
18. How is successful ministry measured?

Search Committee Spiritual Reflection Exercise

This outline can be used to frame a group session from three hours to two days.

Consider Scripture – 1 Kings 3:5-12

1. In this passage we find that Solomon displayed two characteristics before he was blessed with wisdom from God. What were they?
2. Reflect together on how where you are as a group, recognizing your need to express thanksgiving and humility before God.

Time of Prayer to Understand God's Heart

Questions to Consider Together

1. Where is God at work in our community?
2. What trends are evident in society that are bigger than the choices of individuals?
3. What is God inviting us to join him in?
4. What qualities in a pastoral leader will inspire and equip us to accept this challenge?
5. What have we learned from the reference checks, interviews, and counsel of others that should influence our decision?
6. What cost is associated with making or not making this decision?
7. In light of our past experiences, our current circumstances, and our future hopes and dreams, what is the wise choice for us to make?

Time of Prayer for Courage to Follow God's Leading

Sample Letter to Inform Candidates Not Yet Notified of the Candidacy Decision

(Church letterhead)

(Date)

Dear (name)

The Search Committee wants to thank you for the opportunity to review your Canadian Baptists of Western Canada Ministry Information Profile. We want to confirm how God is blessing and shaping you and your ministry.

You will appreciate that we have considered your well prepared resume among others and after careful and prayerful deliberation have decided to invite someone else to participate in a candidacy weekend among us. As a result we are no longer considering your name for the _____ position at _____ (Congregation/Ministry).

In announcing this decision, we want to affirm the valued gifts and skills you bring to ministry. We wish you well in your continuing journey of faith, service and discernment in the name of Christ our Saviour.

Yours sincerely,

(Name)
Chairperson

Sample Letter Extending Pastoral Call

Date:

Dear _____,

It is my distinct pleasure on behalf of the congregation of _____ Baptist Church to officially inform you that, at a congregational meeting last evening, we voted unanimously (or whatever the percentage vote was) to extend a call to you to become our _____ (role), effective _____.

I have attached copies of the position description and the salary and benefit agreement which we have already discussed. Please feel free to contact me if further clarification is needed.

(Insert the following paragraph if you have not yet received an affirmative response) We eagerly and prayerfully await your response to this call. Please phone me at my expense at (insert phone number) on or before _____ to provide your intention. (Usually two weeks is sufficient time to grant, unless the candidate has negotiated more time). At your earliest convenience, please sign the signed copies of the salary and benefit agreement and return one of them to me care of the church.

(Insert the following paragraph if verbal acceptance has already been provided) We praise God for your acceptance of our call. We believe He has faithfully led you and us to begin a new era of ministry at _____ Baptist Church. We eagerly await your arrival. At your earliest convenience, please sign the signed copies of the salary and benefit agreement and return one of them to me care of the church.

We continue to pray that the Lord will bless you mightily and that you will have a clear sense of His will and the power of His Holy Spirit to accomplish the mission to which we have been mutually called.

Sincerely in Christ,

_____, Title

cc. CBWC Settlement Coordinator

It is assumed that immediate contact by telephone has already been made to convey the vote results

Sample Letter Releasing Candidate after Insufficient Vote

Date:

Dear _____,

On behalf of the search committee of _____ Church, allow me to convey to you that after careful and prayerful consideration at a congregational meeting on _____, a vote was cast which does not support a proposal to extend a call to you to become our _____ (role).

We deeply appreciate the time you invested in exploring our profile materials, your willingness to visit with us, and the responses you offered to our inquiries. We were able to make some self-discoveries during our process and also gained insights from the questions you asked.

It is the studied opinion of the committee (or church) that you do possess gifts and strengths in the areas of (include some observations here). However, as best we can discern, the primary factors that seemed to influence the negative vote were (at this point limited specifics should be added since most candidates find this information helpful for personal growth).

Thank you again for your willingness to mutually explore possible ministry in our midst. I trust that the Lord will have confirmed for you what we believe He has led us to decide. May He grant you a clear sense of His leading into the place of ministry He has for you.

Sincerely in Christ,

_____, Title

cc. CBWC Settlement Coordinator

Post Search Feedback Form – Search Committee Chair

Name:

Congregation:

Position Filled:

Resource Material

1. How well did the CBWC Search Manual and Supplement prepare you and your committee for the task that was before you?
2. Which items were most helpful and which least?
3. What suggestions would you make to further improve this resource?

Candidate Processing

1. In what ways did the Ministry Information Profiles provide you with background material on the candidates?
2. What suggestions do you have to provide or better introduce candidates to search committees?

3. Was the person you called recommended to you by CBWC? If not, how did you come to know them?

CBWC Support

1. In what ways did the CBWC Settlement Coordinator or his/her designate provide assistance to you and your team?
2. Describe your interaction with the support staff in the Pastoral Settlement Office.
3. What suggestions do you have to improve CBWC support in the Pastoral Search Process?

Additional Comments:

The contents of the CBWC Culture Statement describe decisions that have been made by BUDF/CBWC Assemblies through the years. The inclusions do not necessarily reflect the practice of each individual congregation because of local church autonomy. The document itself has not yet been approved by Assembly.