

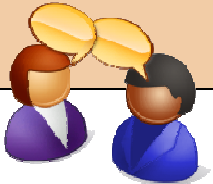





Stage	Candidate	Congregation	CBWC
<p><b>Initiate</b></p> 	<p><b>Inquire</b></p> <p>Candidate approaches Regional Minister or Settlement Coordinator to</p> <ul style="list-style-type: none"> <li>• Express interest in making a move</li> <li>• Announce resignation</li> <li>• Inquire about ministry opportunities</li> </ul>	<p><b>Connect</b></p> <p>Congregation contacts Regional Minister to</p> <ul style="list-style-type: none"> <li>• Announce vacancy</li> <li>• Inquire about process</li> <li>• Form a Search Committee</li> </ul>	<p><b>Anticipate</b></p> <p>Regional Minister and/or Settlement Coordinator contacts</p> <ul style="list-style-type: none"> <li>• CBWC candidates to introduce ministry opportunities</li> <li>• External candidates who fit a pre-determined profile</li> </ul>
<p><b>Survey</b></p> 	<p><b>Screen</b></p> <p>Full time candidates must fulfill the following requirements before their name is presented to a congregation</p> <ul style="list-style-type: none"> <li>• Update Ministry Information Profile (MIP)</li> <li>• Undergo Criminal Records &amp;/or Social Services Check</li> <li>• Complete Personal Assessment - Emotional Intelligence EQ-i® Inventory or Enneagram or Birkman and submit results to CBWC Settlement Office</li> <li>• Individuals presenting minor issues – (i.e. sense of call) may be processed in an</li> </ul>	<p><b>Prepare</b></p> <p>Complete three Congregational Surveys</p> <p>Church Health</p> <ul style="list-style-type: none"> <li>• Use the opportunity to help the church understand its true health, with a 'point in time' assessment tool i.e. NCD or CBWC material.</li> </ul> <p>Community Demographic</p> <ul style="list-style-type: none"> <li>• Research community demographics through City Hall, Census Canada, and Outreach Canada according to postal code.</li> </ul>	<p><b>Address Root Issues</b></p> <p>Regional Minister combines insight gained from the church's recent pastorate(s) with data from the 'point in time' survey to enable Senior Board to address critical issues at a time when there will be a greater willingness to receive and act on counsel.</p> <p>Regional Minister provides current Salary Grid and Memorandum of Understanding sample.</p>

	<p>approved accountability relationship</p> <p>Part-time candidates</p> <ul style="list-style-type: none"> <li>• Same as above less the Personal Assessments</li> <li>• Written to precede verbal references</li> </ul> <p>All Candidates need to sign off on recognition of CBWC culture –</p> <ul style="list-style-type: none"> <li>• Balance between evangelism, discipleship and service</li> <li>• Cluster participation</li> <li>• Lifelong learning</li> <li>• Statements Marriage &amp; Sexual Behaviour</li> <li>• Role of women in ministry</li> <li>• Pastoral ethics and protocol</li> <li>• Faith statements</li> </ul>	<p>Pastoral Profile</p> <ul style="list-style-type: none"> <li>• Create job description in response to congregational feedback regarding needs and priorities rather than ideal candidate description.</li> </ul> <p>A summary document containing a Position Description, a Community Profile, and a Congregational Profile will be prepared for review and distribution by the Settlement Coordinator and Regional Minister.</p>	<p>Regional Minister encourages Search Committee to include a local CBWC pastor or church leader in ‘ex-officio’ role on Search Committee.</p> <p>Settlement Coordinator and Regional Ministers proactively recruit potential pastors through colleges, seminaries and the recommendations of current pastors.</p>
<p><b>Discern</b></p> 	<p><b>Give Permission</b></p> <p>Candidates agree to make their name available for particular ministry roles in geographic regions of their choosing</p> <p>Candidates agree to engage in discussion with only one congregation at a time</p>	<p><b>Prioritize</b></p> <p>The Search Committee receives Ministry Information Profiles (MIP) for eligible candidates. Non CBWC approved candidates may be considered but it is expected that they will participate in the same candidate screening process outlined for CBWC candidates.</p>	<p><b>Select/Eliminate Candidate</b></p> <p>The CBWC Settlement Committee (comprised of Regional Ministers and designates from the CBWC Executive Staff) review MIPs, monitor a prospective candidate list and prayerfully considers name they might suggest for church positions.</p>

	<p>Candidates only participate in the search process with a congregation with the intention to move. Geography should not be a factor once discussion begins.</p>	<p>Through prayer, preliminary reference checks, then declared non-committal telephone interviews, the committee will come to a consensus on the top candidate. All other candidates are set aside at this point until the top candidate is eliminated.</p> <p>If there are no 'red flags' the Search Committee proceeds to a first formal interview with the candidate and spouse; frequently through a conference call.</p> <p>When the Search Committee decides to precede, a face-to-face interview with the candidate &amp; spouse is scheduled following further reference checking.</p>	<p>Settlement Coordinator introduces candidate profiles to the Search Committee of local congregation.</p> <p>Settlement Coordinator will determine according to church location if he/she, a designate or the Regional Minister or designate will provide continuing counsel in process or further information regarding candidate.</p>
<p><b>Decide</b></p> 	<p><b>Accept Invitation</b></p> <p>Candidate accepts the invitation to participate in candidacy weekend with a willingness to come if called when all things are considered.</p> <p>If the candidate agrees to a congregational vote the congregation will provide one according to the local church constitution and bylaws.</p>	<p><b>Recommend</b></p> <p>Search Committee unanimously recommends the candidate to the congregation for candidacy weekend and informs Settlement Coordinator of the intention and date.</p> <p>Weekend events provide as many opportunities for interaction as possible and reflect the job description to be filled.</p>	<p><b>Assist</b></p> <p>Regional Minister continues to offer assistance re candidacy weekend process to both the candidate and congregation.</p> <p>Attention should be given to allowing the candidate to have reflection time himself or herself through neutral accommodation.</p>

<p><b>Announce</b></p> 	<p><b>Accept Call</b></p> <p>The pastor formerly accepts a Memorandum of Understanding re role, remuneration, and supplementary issues.</p> <p>The pastor begins the Credentialing process as a means of protection and accountability.</p> <p>Fill out benefit documents as close to the first day of employment as possible for full coverage. The package must be accepted within 90 days of employment to avoid a required medical.</p>	<p><b>Vote</b></p> <p>Upon a successful vote, the Search Committee informs the pastor who then alerts his or her congregation appropriately. Only following such, is the announcement made to the future congregation.</p> <p>The Search Committee will also inform the Settlement Coordinator in a timely manner of the decision and shred or delete all MIP copies.</p> <p>The congregation affirms the call through the Credentialing process.</p>	<p><b>Credentialing Process</b></p> <p>Regional Ministers will pass on names of settled pastors to CBWC Settlement Committee to keep one common list of available pastors up to date.</p> <p>Credentialing process initiated at time of announcement of call by Regional Office.</p> <p>Benefits Coordinator sends benefits package to the candidate with a cover letter that is copied to the church, encouraging completion in timely manner.</p>
<p><b>Transition</b></p> 	<p>Pastor completes term well by</p> <ul style="list-style-type: none"> <li>• Affirming congregation and its future</li> <li>• Preparing introductory document for incoming/interim pastor</li> <li>• Completing exit interview with CBWC designates</li> <li>• Maintaining boundaries in resignation and retirement</li> <li>• Not airing dirty laundry</li> </ul>	<p>Congregation prepares to receive new pastor by</p> <ul style="list-style-type: none"> <li>• Making relocation as stress free as possible for the whole family</li> <li>• Affirming that the pastor will be different from predecessor so he/she can best meet the future needs of the congregation</li> </ul>	<p>Settlement Coordinator formerly invites feedback from congregation and pastor re the settlement process.</p> <p>Regional Administrators enter data changes into the CBWC database and inform the CBWC Benefit Coordinator of the last date of employment in a timely manner.</p>