



PASTORAL STAFF

SEARCH MANUAL AND SUPPLEMENTS

Revised 2024



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Acknowledgements

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Introduction

A. Getting Started

The calling of a Pastor is an important task of a Canadian Baptists of Western Canada congregation. Serving on the Pastoral Staff Search Committee may seem like a daunting responsibility, but you will most likely discover as you work in partnership with other members of your team that it will be a landmark event in your personal journey with Jesus Christ.

As you do your work, you will be looking carefully at where your congregation is relationally and spiritually, and where you would like it to be. The kinds of ministry and mission that are significant in your church life will be important as you seek pastoral leadership. The experience and resources developed over the years by other Baptist congregations will help you as you search for candidates, screen those who are of interest, and finally present one candidate to your congregation.

The six chapters of this handbook align with the Pastoral Settlement Process diagram (Appendix 1). The appendices, making up the greatest portion of this manual, will provide surveys, interview resources, and reference checking templates, “to do” lists and other practical resources etc. You are encouraged to distribute copies of this manual to your committee members and use the appendices as resources for the congregation.

As you go about your task of selecting a candidate to present to your church, you will want to be in regular contact with the CBWC Settlement Coordinator. He/she has the skills and information your committee will need during the months you work together. He/she understands the value of the work of your committee and its significance to the life of your church and will give considerable time and attention to your search process.

Resource: [Appendix A – CBWC Pastoral Settlement at a Glance](#)

B. A Guiding Principle

Throughout this process remember the search and settlement practice of Canadian Baptists of Western Canada is to engage with one prospective candidate at a time.

There are three practical reasons for this practice:

- a. To be open to seriously negotiate with more than one pastor at a time leaves the Pastoral Search Committee open to the high probability of polarizing itself and thus hampering its primary goal of finding one candidate to put forward to the church.
- b. Professional pastoral ethics require that no individual pastor will knowingly compete with any other pastor for a call to a church. Therefore, congregations must do all they can to avoid temptations to compromise on this important principle.
- c. Should the process of more than one candidate be allowed to get to the congregation itself, the risk of polarizing the congregation is greater than polarizing the Pastoral Search Committee. Such a polarization is far from helpful and can become the root cause for much unrest in the future.

C. Pastoral Settlement as a Spiritual Exercise

You are beginning a spiritual exercise: The search for a pastor is much more than looking for someone to “do a job.” In a similar way pastors need to recognize that the exploration of a call to a church is more than just “looking for a job.” The divine elements of call and function must constantly be kept in view.

Search committees and congregations, therefore, need to guard against merely “hiring an employee.” Searching for a pastor provides an opportunity for God to enlarge your faith, deepen your dependence on the gifts of other members of the Search Committee, and confirm the mission to which you are called as a congregation.

Three principles for faithful pastoral settlement:

1. Scriptural Foundations

Whether it be in the discernment of the biblically mandated qualities of a pastor, the New Testament’s ‘job description’ for a pastor, the process of coming to consensus (Acts 15), or in the discovery of the purpose and mission of the church, we must turn to and be guided by God’s Word. (2 Timothy 3:16-17, 1 Corinthians 4:1-2, 1 Timothy 3:1-8, 1 Timothy 4:11-16, 1 Peter 5:2-11)

2. Holy Spirit Dependency

In the same way that the Spirit enabled the choosing of Paul and Barnabas, Lydia, and Timothy, a local congregation (and Pastoral Search Committee) should come to rely upon the guidance of the Holy Spirit in the discovery and settlement of a pastor. (John 14:26, John 15:5, Romans 8:11-14, 26-27, 1 Corinthians 2:4)

3. Consistent Prayer

Individuals and the congregation must be committed to pray in a regular and informed way for God’s guidance in the search for and discovery of a pastor. The Pastoral Search Committee should regularly pray regarding such issues as goals for the church, needs in the community, and primary functions of the pastor, etc. (Matthew 6:5-8, 1 Thessalonians 5:17, Ephesians 6:18, Hebrews 4:16, James 1:5-8)

By embracing these principles, the Search Committee will be working to be an instrument whereby God’s call to a particular person is paired with the needs of a particular congregation to create a new partnership of kingdom building ministry.

D. Expected Process Timeframe

Every search committee’s experience of pastoral staff selection will unfold uniquely, but a thorough selection process will work through all six stages. Some stages will move rapidly, others will take several meetings to complete or may consume more energy than anticipated. Occasionally it may be necessary

to repeat a previous stage if the committee's progress is derailed by unforeseen circumstances. The checklist provided will enable you to be encouraged by your progress.

Resource: [Appendix B – Pastoral Staff Selection Process Checklist](#)

E. You Don't Have To Do This Alone!

1. **CBWC Pastoral Settlement Coordinator:** One of the benefits of associational partnership is the freedom for each congregation to extend ministry beyond itself and “do together with other churches what could not easily be done alone.” Pastoral settlement is but one example of this statement.

The Canadian Baptists of Western Canada Settlement Advisory Team, as an agent of the Assembly of member churches, is coordinated by the CBWC Settlement Coordinator. It is comprised of the Regional Ministers of the CBWC and designates from the CBWC. Considerable time and effort is expended to prepare, seek, equip, and maintain spiritually gifted and committed pastoral personnel. Attention is given to such issues as the pastor's journey of faith, call to ministry, gifts and skills in ministry, as well as his/her ethical standards.

The CBWC Settlement Coordinator will prepare and counsel congregations seeking new personnel. He/she will expect regular communication from the chair of your committee but will place great value on the local church's autonomy throughout the process. See “[Contact the CBWC Settlement Coordinator](#)” in Chapter 1.

2. **Interim/Transitional Pastor:** The Settlement Coordinator or Regional Minister will be available to discuss possible names of interim/transitional ministers, when appropriate. A growing emphasis is being placed on intentional interim ministry wherein a pastor/specialist in transitional ministry is invited to help a church develop vision and address historical issues. It is important to establish finite terms for such appointments to keep the congregation moving forward rather than enter into open-ended arrangements. Decisions can be made to renew contracts for an additional time period. The interim/transitional pastor will focus on extending the ministry of the congregation and is not to be a member of the search committee.

The person serving as interim pastor is normally not to be eligible for consideration as a prospective pastor. The person serving in an interim position has developed emotional and personal relationships within the church, which may favor that individual. A church needs to look at what they need and desire as a pastor and find the person to fit that description rather than choosing a familiar individual. Interim transitional pastors usually serve between six to eighteen months. The CBWC Settlement Advisory Team does not recommend, in most cases, an interim pastor to serve longer than eighteen months.

A CBWC resource entitled “A Guide to Interim or Transitional Ministry” is available through your Regional Minister or you can request a copy from the CBWC Settlement Office by emailing pastoralsettlement@cbwc.ca.

3. **Local Resource Persons:** The Settlement Coordinator will from time to time appoint local resource persons to visit with your committee. In most cases this will be the Regional Minister for your

province. In other cases, a layperson or pastor from another congregation who has been a member of one or more successful search processes may be invited to serve as an 'ex-officio' advisor.

4. **Church Health Checkup:** In the period between when a pastor has left and before a new one is appointed, it may be an excellent time for your church to consider taking advantage of church assessment pieces that may be recommended by the Regional Minister or CBWC Settlement Coordinator. This can be helpful information for the leading board and the search committee, but also can be helpful to your pastoral candidates (i.e. outreach.ca). There may be some cost involved. For more information contact pastoralsettlement@cbwc.ca or 1-780-462-2176.
5. **Published Resources:** Typing 'pastoral search resources' in your computer search engine may possibly lead you to valuable resource material. Books of interest at the time this manual was produced are:
 - a. *Search: The Pastoral Search Committee Handbook*, William Vanderbloemen, B&H Publishing Group, 2016.
 - b. *Confirming the Pastoral Call*, by Joseph Umidi, Kregal Publications, 2000.
 - c. *Pastor Search Committee Planbook*, by Gerald M. Williamson, Broadman & Holman Publishers, 1981.
 - d. *So You're on the Search Committee*, Bunty Ketcham, The Alban Institute, 2005.
 - e. *Between Pastors: Seizing the Opportunity*, by Cam Taylor with Alan Simpson, Outreach Canada Ministries, 2014.

F. Taking Advantage of a "Pastor-less Period"

There are several differing dynamics that come into play when a church is without a Lead or Associate Pastor. In many instances there are advantages to having a vacancy for a short period of time. Church leaders would be well advised to build upon the following observable dynamics:

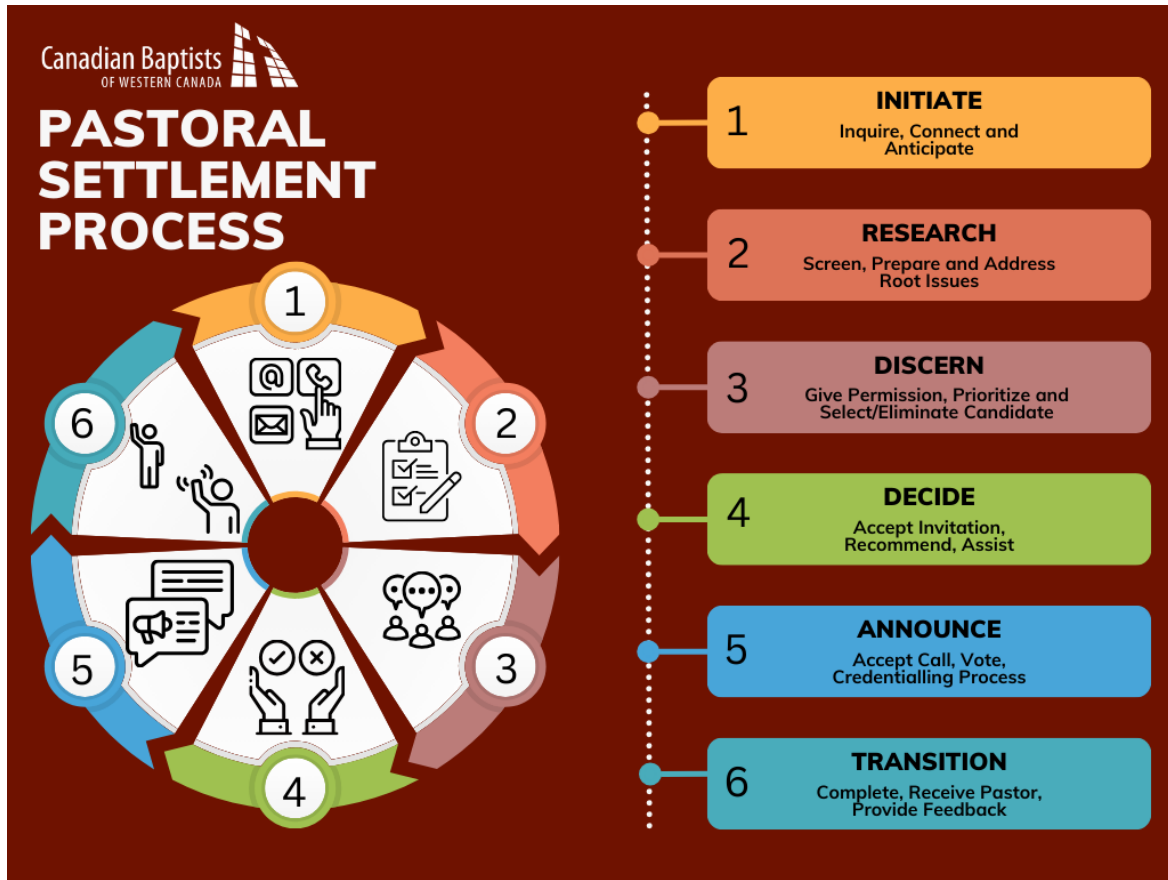
1. **Renewed Dependence upon God:** Often when a church is pastor-less there is a greater tendency on the part of the people to recognize their dependence upon the Holy Spirit to prevail in and watch over the well-being and ministries of the congregation. Leaders should recognize and build upon this sense of dependency.
2. **Greater Sense of Personal Responsibility:** A second dynamic that prevails in congregations when they are pastor-less is that of people feeling more personally responsible for the ministries of the church. Wise church leaders will take advantage of this greater sense of responsibility and seek to call each member and adherent to new involvement and effort.
3. **Higher Tolerance of Performance Mistakes:** Many church leaders undertake responsibilities in a pastor-less church not normally their responsibility. In most instances, the congregation is tolerant of mistakes that would otherwise generate complaints and criticism. Leaders should not hesitate, therefore, to venture into new roles and tasks during the pastor-less period.

4. **Openness to Define the Kind of Pastor Wanted:** When a church is without a pastor and engaged in the search for a new pastor, it is the ideal time for a congregation to pray and openly explore the kind of pastor/leader desired.

5. **Occasion to Develop a Clear Definition of the Church:** The kind of pastor wanted is determined in some respect by the kind of church that is seeking a pastor. The pastor-less period should be seen as an ideal period to examine and define the church and its ministries to be able to inform the prospective candidate just what kind of a church he/she is being invited to consider. Resources are supplied later in this booklet to assist the Pastoral Search Committee and other church leaders in this important process.

6. **New Appreciation for Pastoral Ministry:** In the absence of a pastor most congregations and individuals develop a whole new appreciation for pastoral ministries. Though there are some genuine hazards for a church in its pastor-less stage, there is every reason to believe that good leadership will enable a church to "grow" during the same period. Such growing will not just happen, but with prayerful and energetic leadership the pastor-less period can be a very productive and informative time.

CBWC Pastoral Settlement at a Glance



*This image is available in JPEG format from the Settlement Office.

Chapter 1 – Initiate

A. Primary Responsibility of the Search Committee

Your task is to help your church select a lead pastor or associate who will lead, direct, and guide your congregational ministry for Christ in the world. In some cases, you may also be asked to coordinate pulpit supply, determine overall staffing needs, respond to conflicting visions for future ministry, and even create a financial package for an incoming candidate. However, it is necessary to create boundaries that will protect you from being sidetracked from your primary responsibility.

The CBWC affirms that both men and women are called by God to positions of leadership within the church. In openness to the Spirit's direction, the CBWC encourages you to give equal consideration to all applicants.

Keep in mind that you are seeking an individual who will meet your church's specific current needs as well as help your church fulfill its ministry in the future. Your committee's primary function is to find that minister and recommend him or her to your church for approval and call. That minister may be an internal or external applicant. Later in the manual you will find assessment tools that will enable your committee to better understand the congregation's vision of ministry.

As you prepare to call a new pastor:

1. Actively seek the leading of God's Spirit.
2. Give thoughtful, prayerful consideration to each potential candidate.
3. Carry out your responsibilities with integrity and with confidentiality.

Resources: [Appendix C – Characteristics of a Search Committee Candidate](#)

[Appendix D – Covenant for Pastoral Search Committee Members](#)

B. Forming a Search Committee

1. **Appointment of Members:** This process should be carried out prayerfully. Your church constitution may provide guidelines for electing committee members, or the Senior Board may be responsible to appoint the committee. In such a case, it is helpful to let the congregation members put forward names. Each appointee should make this responsibility a priority in the coming months. A search committee comprised of 5-7 people will make for efficient group dynamics.

Practical Observations:

- a. Frequently, search committee members are chosen according to the area of church life they represent, but this is not necessarily the best approach. To find good candidates, ask:
 - Who has a passion to pray about the church and its ministry?
 - Who has demonstrated spiritual and personal maturity in relationships with others?
 - Who in the church has a good track record of search committee work?
 - Who has experience hiring or managing staff in their workplace?
 - Who has an understanding of the pressures pastors and their families face?

- Who is gifted at setting priorities and managing details?
 - Who has experience in associational life?
- b. It is important that pastoral staff persons (e.g. Associate Pastor, Youth Pastor) not be on a search committee seeking a Senior Pastor.
 - c. A word of caution: There may be people within your congregation who seek to have disproportional influence over the work of the Pastoral Search Committee. The most effective way to avoid this pitfall is to identify "power players" early on, keep them off the committee, and be careful how much weight their unsolicited opinions are given outside of committee meetings.
2. **The Importance of the Chairperson:** The chair of the search committee is a "special person who is balanced and sensitive in thinking and acting, who has a clear grasp of the task ahead and can articulate it, and who is devoutly committed to Jesus Christ as Lord of the Church. This is the person that you need to chair your search." *Finding a Pastor*, T. A. McConnell, pg. 22.

The chair becomes the key individual who will determine the actual nature of the meetings and whether or not the search process keeps moving. The chair must also accept responsibility for the orderly and straightforward conduct of business, and a clear process of communication and reporting (minutes taken at each meeting).

The chair is also accountable to elicit a co-operative commitment from each committee member to give the necessary time and attention to the committee's work.

Qualities of a Good Chairperson:

- Able to lead the group to consensus
- Able to involve every member of the committee in sharing their ideas and opinions
- Able to fairly bring his/her own viewpoint into the discussions without controlling the decision-making process

C. Review Pastoral Staff Search Manual Together

This manual, at first glance, may have appeared to be somewhat overwhelming. However, as you become familiar with its contents you will discover that it portrays in an orderly manner the "best practices" that congregations have used through the years. At your first meeting review the material together.

D. Contact the CBWC Settlement Coordinator

Canadian Baptists of Western Canada has dedicated one staff person to oversee the pastoral settlement process for pastors and congregations. He/she is available to provide assistance to your Search Committee as you seek to find a pastor for your congregation. Normally all communication between the Settlement Coordinator and your committee will proceed through the chairperson.

When to contact the Pastoral Settlement Office:

1. When you can provide contact information for your search chairperson
2. When you would like to arrange for an orientation meeting for your search committee

3. When you want to compile and post a job description on the CBWC website
4. When you want to begin receiving MIPs from our settlement list of candidates
5. When you want to stop receiving MIPs
6. When you can provide updates on your process until a candidate is called
7. When you can provide the start date for your new pastor

E. Establish Reporting Process to Congregation

At the beginning of this process, it is good to introduce the committee to the congregation:

- Explain briefly the steps you will be following
- Request prayer for the committee and the task they are undertaking
- Specific information, such as names being considered, must not be shared
- Explain the ways you will be providing input as time goes on
- If the previous minister is still in the church, he or she should only be provided with the information released to the congregation.

F. A Call for Patience and Perseverance

No matter how prepared a search committee is, it is likely that there will be challenges along the way. At some point in a Pastoral Search Committee's tenure weariness is likely. Theodore McConnell says that this "exhaustion cycle" generally occurs near the six- or seven-month point. To lessen the potential for discouragement it is vital that the committee establishes clear goals and marks its progress regularly. Progress, even slow progress, is still one step closer to the end goal.

We would also like to stress the need for patience amongst congregations and search committees as the search process unfolds. It is not as easy presently to hire a pastor as it could have been in the past. There are fewer pastors to choose from, and pastors are less inclined to relocate. Associate pastor positions are increasingly difficult to fill. Additionally, it is not always recommended that a church hire an associate pastor to take on the senior pastor position. If you are considering hiring a pastor from within, it is recommended that you reach out to your Regional Minister to discuss a healthy process. It needs to be reiterated along the entire search process that a congregation needs the right pastor, not necessarily the pastor that is closest in proximity or the one that is first to apply.

Chapter 2 – Research

Great Decisions Begin with Gathering Accurate Information

A. Congregational History

Assign someone from outside your committee to prepare a congregational history document outlining when the congregation was formed, when buildings were built, names and tenure of pastors, etc. It is also helpful to create a "personal narrative history" revealing the "highs" and "lows" of the church through the years.

B. Church Wide Survey

Gathering accurate information through surveys about your church and community will provide context to your search for a new pastor. Experience has shown that the more thorough your "portrait" is, the more helpful the information will be to both committee and candidate. **While the survey process should come under the oversight of the search committee membership, others can be delegated to complete the surveys sharing the responsibility of your committee. When using a survey with congregants be sure the emphasis is not only 'what I want in a pastor is ...' but that it has a balanced aspect of 'what I sense God wants for us in a pastor to reach our community is'** A number of congregations have collected data efficiently by using www.surveymonkey.com.

Resource: [Appendix G – Church Members Survey on New Pastor Preferences](#)

- **Core Values Discovery**

In marriage and business, spoken and unspoken values influence how decisions are made and how we respond to conflict and the unexpected. The greater the number of people involved, the more difficult it can be to discover the most potent influences. The same is true in congregational life. Distribute the following document to different groups (church leaders, moms and tots participants, recent graduates, etc.) for discussion. A summary of the results should be presented to the senior board, the search committee, and the CBWC representative.

Resource: [Appendix E – What Currently Has the Most Influence in This Church?](#)

- **Congregational Profile**

Collect information regarding how your congregation reflects the demographic of your community, its programs, and its financial health.

Resource: [Appendix F – Congregational Profile](#)

- **Community Profile**

Demographic information (i.e. cultural heritage, language groups, median age and income, religious preferences, etc.) based on Statistics Canada material can provide strategic insight

regarding your community. It is available from your local government offices or Outreach Canada for a nominal fee.

Resources: [Appendix H – Community Profile](#)
[Community Profile \(outreach.ca\)](#)

- **Preferred Attributes of an Incoming Pastor**

You have spent time probing your congregation’s past, looked at its present membership and your community, and have begun to see more clearly, the direction you need to go in the future. You are beginning to recognize the leadership gifts you will need in the days ahead. What you now must determine, is what leadership gifts are already in the church, and which ones you will need in your next pastor.

Resources: [Appendix I – Preferred Attributes of an Incoming Minister](#)

**Create and analyze your own easy to use custom web survey to assess valuable responses from a large portion of your congregation with www.surveymonkey.com

C. Develop a Job Description

Developing a clear and well-defined job description is crucial for a congregation to ensure a successful ministry. Either the search committee or the leading board is responsible for developing the job description. The job description should cover preferred personal qualities, desired professional skills, and job responsibilities. It is important to secure the advice and guidance of the CBWC Settlement Coordinator in addition to input from the leading board and congregation. The job description should serve as a guideline for hiring, but it should be finalized by mutual agreement after a call is accepted and should consider the unique skills and expertise of the selected pastor.

To view examples of current job descriptions for CBWC churches visit cbwc.ca/careers.

Resource: [Appendix J – Sample Job Description](#)

D. Prepare Congregation and Community Information Package

In one document, compile each of the documents prepared in the “Survey” stage, with the exception of the “Memorandum of Understanding” referred to below. The MOU document will be unique to each candidate. It is appreciated if digital forms of your compiled documents are sent to the CBWC Settlement Coordinator. Other copies can be released to prospective candidates of your choosing. Not all candidates need to receive this information.

E. Create Memorandum of Understanding (MOU) Draft

Before speaking with candidates, it is profitable to determine the high and low ends of the salary and benefit spectrum. We strongly recommend the use of two CBWC documents when creating a package that will be acceptable to both the congregation and incoming pastor. An annual “Salary Grid” reflective of pastoral salaries in your province and a “Memorandum of Understanding Template” will assist your senior board to come to a fair decision. Both documents are prepared as recommendations. Be sure to

seek counsel from the CBWC Treasurer or Settlement Coordinator before rewording any clauses. The memorandum of understanding should only be disbursed to the successful candidate.

A final package should include the following information: salary range, pension and health coverage, housing, hospitality, vehicle expenses, and telephone expenses. Such a document should include further details including study leave, holidays, attendance at associational events, office equipment, etc. Make sure that the church leadership agrees with the proposed terms and conditions. Again, this may be delegated to a group outside the search committee.

*Resource: [Appendix K – HR Considerations](#)
[Appendix L – Compensation Packages](#)
[Appendix M – Sample Memorandum of Understanding](#)*

F. CBWC Culture Documents

It is vital that individuals searching for a paid ministry position within a CBWC church have a comprehensive understanding of both its culture and its requirements. Below are three documents necessary for every candidate to read and understand prior to their consideration.

1. **'Read This First' Document** – Helpful items for potential candidates to know when seeking employment within the CBWC
2. **CBWC Identity Statement** – A document summarizing CBWC Assembly approved statements of faith and practice, expressing the core identity of the CBWC.
3. **Ministerial Protocol Manual** - A standard of professional and ethical protocols governing every CBWC member church and each individual with an active CBWC ministry status. Available online at www.cbwc.ca/careers

*Resource: [Appendix N – 'Read This First' Document](#)
[Appendix O – CBWC Identity Statement](#)*

Chapter 3 – Discern

A. Receive Ministry Information Profiles (MIP)

The CBWC Settlement Office maintains a list of pastors who have indicated openness to new ministry opportunities. Prospective candidates prepare Ministry Information Profiles through which you can compare one individual to another. More than resumes, these documents provide significant details about a pastor's background, journey of faith, ministry experience, and priorities. An MIP template is downloadable from the CBWC website www.cbwc.ca through the resources tab.

The CBWC Settlement Office will prayerfully consider and may direct potential candidates to your congregation. Non-CBWC approved candidates may be considered, but they will participate in the same candidate screening process outlined for CBWC candidates, including the completion of the MIP.

Other candidate sources include seminaries and Bible Colleges, congregational connections, sister associations, and the internet. Recognize, however, that the further outside the CBWC circle an individual comes from, the more difficult it is to determine if the references are reliable. Agree and hold to a cut-off date for receiving names. When the cut-off date passes the date can be removed from the online listing. If more candidates are needed or more time is required, then a new cut-off date can be posted.

B. Short-List Candidates

Keeping in mind the church profile and the criteria for leadership that has emerged, it is now necessary to reduce the prospect list down to two or three. This part of the process can take several meetings, and you may seek the help of a CBWC representative.

C. Reference Checks for Short-Listed Candidates

Contacting the references listed in the candidate's MIP is an important part of a selection committee's work. It is imperative that this part of a process be conducted in a most confidential manner; referees may reveal highly personal information about the candidate. Because relationships between pastors and their current church can be easily disrupted, please be sensitive to and exercise care in contacting the provided references. It is suggested to use email, letting them know phone calls may come later, to let the candidate know that they have been shortlisted along with others by the search committee and to ask if you have their permission to speak to references. Be careful not to engage in personal calls at this stage as it may skew your judgment later. Be aware the candidate may wish to prepare individuals within their own ministry for a reference call. It is recommended that you contact your Regional Minister or the Settlement Office to see if they have any further information about a potential candidate.

Candidates need referees that are not from their current church/employer. The Settlement office may be able to provide some assistance in getting a contact from a previous church. The importance of gathering information from discerning people who have experienced the life and work of a candidate cannot be overvalued. It is possible to become so enthusiastic about an individual that the significant input of referees becomes superficial. **Understand that hiring is easy compared to the task of letting**

someone go that does not work out. We advise that no candidate be interviewed, even by phone, until information from referees has been evaluated.

Your search committee should decide which of its members will make the calls to the referees provided. We recommend two members to participate to pick up as much information as possible. Plan the questions you will put to a referee as carefully as you will plan your interview questions. Identify specific topics about which to ask. It is recommended that questions to referees be the same for all candidates. Be ready to describe your church's situation. The person giving the reference often needs such information in order to make appropriate comments.

Close your conversation with the referee by asking a general question that invites the volunteering of information not otherwise covered. For example - "Is there anything else that you believe our search committee might need to know about this candidate?"

In today's digital age, conducting online searches for potential candidates has become a common practice. By searching for candidates online, search committees can gain a better understanding of a candidate's background, qualifications, and reputation. This can include reviewing a candidate's social media profiles, verifying any claimed certifications or degrees, online reviews, and any news articles that mention their name. While online searches can provide valuable insight, they are only one factor in making a hiring decision.

Shortlisted candidates are likely to get excited and envision the possibility of moving to a new community. The candidate may also emotionally begin to contemplate possible separation from their current setting and what that means. **Therefore, it is important to let shortlisted candidates know when they are no longer being considered.**

Resources: [Appendix P – Sample Reference Check Form](#)

[Appendix Q – Sample letter to candidate no longer being considered](#)

[Appendix V - Sample Letter to Inform Candidates Not Yet Notified of the Candidacy Decision](#)

D. Review Collected Information

Your committee will want to discuss all comments received, whether positive or negative. Seek the Lord's wisdom through prayer. Commit yourselves to being open with each other about any feedback that may require follow-up or concern. Make sure to follow up these concerns if a candidate interview is scheduled. Of course, your concerns must be addressed without violating confidence. Remember that even the most effective leaders will still not be able to please everyone. Do not reject a candidate merely because of a single unsubstantiated negative comment. What you want to watch for are positive or negative patterns that appear from several conversations.

If there are outstanding questions after reviewing the referees' comments feel free to discuss them with the CBWC Settlement Coordinator or Regional Minister who may be able to help clarify unresolved issues.

E. Interviews for Further Clarification

At this point a search committee may wish to contact a candidate(s) for two reasons:

1. To follow up referee comments or information found in the Ministry Information Profile for clarifying which candidate(s) to set aside.
2. To confirm that a candidate remains interested in continuing the mutual process of discernment. (Committees must respect that pastors, as required by CBWC ministerial ethical policy, are limited to engaging as a “candidate of choice” with one congregation at a time.)

Be careful not to make promises or commitments in these clarification calls. To protect against raising expectations it is advised that only selected committee members participate in the call.

F. Select Candidate of Choice

In summary, through prayer, thorough reference checks, and then declared interviews for further clarification, your committee will come to a majority consensus on the candidate of choice (top candidate). All others must now be set aside until this candidate of choice is eliminated for any reason. If this process does not lead to a recommendation to call the candidate, the Pastoral Search Committee can then decide whether to approach the next person on their prioritized list or establish a fresh candidate list.

*****Under no circumstances should the committee engage more than one candidate at a time. *****

Inform your candidate of choice of your interest in continuing to another level of discussion. It is imperative at this early stage of exploration that both the pastoral search committee and the candidate recognize and agree that a “willingness to explore a call” does not commit either party to any obligations.

Once there is willingness to explore a call, the committee should forward any outstanding documentation to the candidate - detailed job description, community and congregational profile, etc. Provide as much material as possible so the candidate can prayerfully consider the opportunity.

Inform unselected candidates that have submitted profiles directly to the search committee that someone else is being pursued further. A short email is sufficient.

[Resource: Appendix Q – Sample Letter to Candidate No Longer Being Considered](#)

The full search committee will proceed to a first formal interview with the candidate of choice.

Chapter 4 – Decide

When the search committee agrees to proceed with one candidate, an interview with the candidate can be set up. At this point, the committee should review the candidates' references, ensuring that they have as much background information as they believe they need to proceed. In some rare instances members of a search committee may visit a worship service or some other event where the prospective candidate is leading/preaching to see the candidate function in the context where he/she is currently serving. If such an on-site visitation occurs it should always be with the prior consent of the candidate and should not gain the attention of the pastor's congregation.

A. Interview Essentials

1. **Interview Format:** There are two steps to the committee-candidate interaction:
 - a. **Telephone or Video Conference:** The first step is to secure a location with quality speakerphone, webcam, or videoconference capability. Determine in advance what issues need to be discussed and who will raise them with the candidate.
 - b. **Face to Face Interview:** The second step is to have the candidate (and possibly his/her spouse) meet the committee face to face. It is important that the search team have some degree of certainty as to the suitability of the candidate prior to an on-site visit. Establish an interview date which allows all committee members to attend. Allow sufficient time, preferably a full evening or its equivalent. The interview could be at the church or in a home. Ensure that the setting will allow for a relaxed atmosphere and ensure confidentiality.
2. **Interview Preparation:** The value of an interview will depend on the committee's preparation. Each member will arrive better equipped if you follow these practices:
 - a. Prayerfully review the Candidate's Ministry Information Profile as well as any background information that has been gleaned from referees and others.
 - b. Review the Congregation and Community Information Package in conjunction with the gifts, character, and experience of the candidate. The candidate should also by now have reviewed this material as well.
 - c. Each member of the committee should be well informed about their church, its membership, structure, direction for ministry, and relationship to the community. They should read again the congregation's constitution and by-laws. This will ensure that the candidate will be able to receive answers to his/her questions with accuracy and cohesion.
 - d. Although it is the candidate who will primarily serve the church, if the candidate is married, an awareness of the spouse's feelings towards a pastoral call are vitally important. If invited, the interview process should include an opportunity for the spouse to participate.
 - e. Establish an interview date which allows all committee members to attend.
 - f. A confirmation email should be sent to the pastoral candidate. This should give all the details: hospitality arrangements, time of the interview, expense arrangements, exact place of the meeting(s), and directions. Even if these have been given in a telephone conversation, it is important for these details to be sent in written form.
 - g. The committee is responsible for all expenses or arrangements related to hosting candidates and spouses. These will include accommodation, meals, and transport costs.

Prompt reimbursements will give the candidate a good impression of the church's administrative structure.

- h. Be prayerful, well organized, and prepared. Remember, you will give the person their first impression of your church. Make sure it is a good one!
 - i. **Confidentiality is essential:** remember that the candidates who have been interviewed may not be ready to have their current congregation know they are considering a move.
3. **Question Preparation:** Search committees generally ask questions that reveal valuable character, competency, and experiential information about a candidate. Yet important insight can be gained from how a question is answered. A willingness to be transparent, to speak of lessons learned the hard way, and evidence of allowing for the give and take of an interview, reveal deeper competencies that will contribute to the maturation of relationship between an incoming pastor and the congregation. Tentatively discuss remuneration and employment commitments.

Resources: [Appendix R – Sample Candidate Interview Questions](#)

[Appendix S – Questions You May Be Asked](#)

4. **Interview Evaluation:** Meet as soon as possible after your interview(s), as a committee, to carefully evaluate the interaction with the candidate. Prayer should be central to the committee's deliberation, seeking direction and guidance in selecting the person needed for your church.

You will need to decide if further information is still needed, either from the candidate, referees, Regional Minister or the CBWC Settlement Coordinator. Before moving forward, it is important for both the candidate and the search committee to have time for prayerful discernment.

B. Return to References, Review Credentials, Seek God's Wisdom

The next step in your process is discernment. Of course, as Christ followers, this goes beyond just our human wisdom. As we are told in Ephesians 5:15-17, "Be very careful, then, how you live—not as unwise but as wise, making the most of every opportunity, because the days are evil. Therefore do not be foolish but understand what the Lord's will is".

Coming to a wise decision will include:

1. Reviewing your process to this point, ensuring you have done thorough work.
2. Humbly listening to the perspectives of every person on your search committee.
3. Spending time in prayer together, asking God to give you confirmation, clarity and unity.
4. Deciding how to proceed with the whole church in mind.

Resource: [Appendix U – Search Committee Spiritual Reflection Exercise](#)

As your church considers narrowing the search to focus your search committee's first choice candidate, it is important to understand that a potential pastor may be involved in more than one search process. Please recognize that as you decide about one candidate, a pastor will also need to determine if your

congregation is a good fit for them. Sometimes a first-choice candidate will decide to pursue another church as their preferred choice.

The preferred candidate needs to be asked by the search committee if they would like to proceed in the process and give permission to have their name brought before the church leadership board.

C. Discuss Details of MOU with the Candidate of Choice

It is important that the church and candidate discuss the details of the salary and benefit package framework **before** he or she will be presented to the congregation. The CBWC salary grid provides a guide for the salary including clergy housing allowance before taxes. Benefits are not included in this figure.

While all churches must comply with provincial employment legislation, this is the minimum standard. How you care for your staff will impact the church's effectiveness and reputation, as well as help you fulfill your mission, and should reflect Jesus. A clearly defined MOU ensures a clear beginning and reduces the chance of misunderstandings of what is being provided.

*Resource: [Appendix K – HR Considerations](#)
[Appendix L - Compensation Packages](#)
[Appendix M - Sample Memorandum of Understanding](#)*

D. Inform Unselected Candidates of Candidacy Decision

Resource: [Appendix V – Sample Letter to Inform Candidates Not Yet Notified of the Candidacy Decision](#)

Chapter 5 – Announce

A. Present Candidate

1. **Present Candidate's Name to the Senior Board:** You will need to check your church constitution, but the normal process would be to first take the name of your potential candidate to the church's leadership board (Deacons, Elders, and Council, etc.). The responsibility for the next steps in the process are initiated by the search committee in conjunction with the leadership board (i.e. The search committee organizes the candidacy visit).
2. **Establish Clear Agreement Regarding the Purpose and Process of the Candidacy Visit:** Before a candidate is introduced to the congregation there should be a clear agreement as to the purpose and nature of the visit. It is imperative that the committee, the candidate, and the board understand that this stage of exploration still does not impose any obligations on either party to extend or accept a call. It is expected that the church will cover the cost of the candidate's visit.
3. **Plan Candidacy Visit:** It is important to allow the candidate and church to mutually engage in regular activities of congregational life. He/she should preach if preaching will be a major responsibility. Balance should be maintained between exposure to large groups, individuals, and families.

Be sensitive to the stressful nature of this exploratory visit. Most candidates will prefer to be hosted in a local hotel, which will allow for reflection and recovery time for the candidate and spouse. Meal provision in family homes should allow for relaxed interaction.

Along with providing opportunity for meetings with other staff or boards, tours of the community and the services available can be helpful to the candidate.

Resource: [Appendix W – Candidacy Visit Resource](#)

4. **Announce Candidate's Visit to the Congregation:** Members and adherents should be notified of the intended exploratory visit. The notice should include a brief but adequate bio of the candidate and the activity timetable. Delay the release of the name as long as possible to protect the candidate who in most cases will not have announced the visit to his/her current congregation. It is important to coordinate the release of this information with the candidate to ensure confidentiality.
5. **Introduce the Candidate to the Congregation During a Service:** A search committee member should outline the candidate's background and experience. It is important to inform the congregation why this individual is being presented, their impression of his/her ability and skill for ministry, and their reasoning why this individual is the candidate of choice. Speak clearly of the way God has led you. Additional members of the Search Committee may also wish to share their convictions.

B. Call for the Congregational Decision

After the visit is completed, the church leadership together with the search committee needs to meet and agree to call the candidate as their pastor. If they agree, they must contact the candidate to ask if they would let their name stand for recommendation to the congregation. If the candidate

agrees to let his/her name stand for recommendation, the search committee or senior board should immediately make the necessary arrangements to call the congregational meeting where the recommendation will be put to a vote. Congregational by-laws generally call for as much as two weeks' notice for such a meeting. **The candidate and his/her family should not be in attendance.**

The committee should describe the terms and conditions offered to the candidate. Voting instructions should include the following: voting eligibility, secret ballot, the number required for a quorum when calling a pastor, the percentage required to accept the recommendation, etc. This information can be found in the congregational by-laws.

Provide adequate opportunity to fully process the decision in a prayerful and carefully reasoned manner. It is imperative to have congregants seek the Lord's direction and reveal the intention of the greatest number of people.

1. **Communicate the Result:** If the vote is passed according to the church bylaws, put forward a motion to authorize the search committee chairperson to immediately extend the invitation of the congregation by telephone. The candidate is entitled to be informed of the percentages of the vote. It is appropriate to establish a one-week period in which the candidate is expected to accept or decline the call. A follow-up official letter, including the salary and benefit agreement, should be forwarded to the candidate as soon as possible after acceptance. Inform the congregation the following Sunday of the candidate's intention.

If the vote is defeated according to the church bylaws, the search committee chairperson must immediately notify the candidate by telephone of the negative result, and then forward a letter through which an official indication of the negative vote is communicated.

Resources: [Appendix X – Sample Letter Extending Call](#)
[Appendix Y – Sample Letter Releasing Candidate after Insufficient Vote](#)

2. **Confirm Intention of Candidate:** The candidate informs the search committee of his/her intention and clarifies the time frame agreed upon.
3. **Inform CBWC Settlement Office and Coordinator:** Call or email to keep the Settlement Coordinator up to date on the result of congregational vote and candidate's decision.

Chapter 6 – Transition

A. Establish a Ministry Partnership

Welcoming Your New Pastor and Family: To help the new pastor (and family) feel welcome, below are a few areas in which the committee and church leadership can provide support:

1. Housing

- a. Temporary Accommodation – This may be required while the pastor seeks permanent housing.
- b. Renting or Purchasing a Home - The recommendation of a local trusted realtor may be helpful.
- c. Manse/Parsonage - Make sure it is completely ready. Repairs and maintenance should all be completed before the pastor arrives. Consult the pastor and family before engaging in any major interior decoration.
- d. Arrange the Move - The total moving expenses should be borne by the church including moving company (if utilized), travel costs, accommodation, and meals. Receipts are required for repayment.

Arrangements for the move can be placed in the hands of the new pastor to arrange from his/her end. If the pastor makes the arrangements with a moving company, he/she is usually requested to secure competing estimates and then communicate with the designated committee member to determine which company should be contracted for the move.

If the move requires volunteer help the search committee is charged with overseeing the details of recruiting and supervising the move to ensure adequate assistance is provided at all stages. The congregation should be sensitive to the wishes of the pastor in this regard and in all instances should be sure to secure adequate insurance coverage for the goods and furnishings while in transit.

2. Church Office/Study - It is necessary that the pastor be provided with a space that helps him/her thrive in their pastorate.
 - a. Cleanliness – The dedicated space should have a deep and thorough cleaning.
 - b. Furnishings – Make sure that there is the right type of furnishings necessary like a desk, couch, bookshelves, cabinets, lamps, etc.
 - c. Renovating & Decorating – It's wise to wait until the pastor arrives (or at least is consulted) to do any major renovating or decorating
 - d. Technology – The pastor will require up to date tech resources such as a computer, cell phone, printer, etc.
3. Community Engagement
 - a. Press Release - It may be beneficial to introduce your new staff member to the community through an article in the local paper/social media/community newsletter as soon as he/she arrives.

- b. Ecumenical Connections - Arrange an early meeting for this pastor with the church leaders/pastors in the community. An informal coffee and dessert gathering can be helpful.
4. Family Care
- a. Meals – While the new pastor and family are getting settled, the offering of meals may be greatly appreciated
 - b. Childcare – If young children are involved, the pastor may appreciate childcare while looking for housing, moving into the new house, etc.
 - c. School Tour(s) – It can be helpful to arrange for the pastor and family to visit the school(s) available to them.

B. Make Commitments

1. **Plan the Commissioning Service:** While senior church leaders may take over on function, it is appropriate for the search committee to make sure that this is more than a ceremony. This service should be a real celebration. Some churches have the commissioning in a Sunday morning service; others would have it at a time when neighbouring congregations can participate.

Cooperating with the new pastor and your CBWC Regional Minister, you will need to plan the following:

- a. Determine service date and time.
 - b. Send invitations to nearby congregations; encourage those who cannot attend to send greetings.
 - c. Review the Commissioning Liturgy. This can be found in the Common Expression Worship Manual and is found on the [CBWC website](#).
 - d. A special guest or mentor may be invited to speak.
 - e. Consider welcoming the minister, spouse, and children with a thoughtful gift(s).
 - f. Community leaders and your local ministerial may be invited to bring written and/or in-person greetings.
 - g. Prepare a reception after the service.
2. **Register Benefit Packages:** Shortly after his/her arrival at the church a pastor new to Canadian Baptists of Western Canada will receive a complete packet of information and registration forms (pension and insurance benefits, health coverage, etc.). The forms should be completed and returned to the associational office as soon as possible because enrolment deadlines affect coverage. In most instances the pastor is responsible for completing these forms, but the search committee should make clear which benefits the church treasurer will be paying. Details regarding the various dimensions of benefits will have been agreed upon at the time of the negotiation of the salary and benefit package.
3. **Establish Associational Credentials:** The Assembly of CBWC churches has delegated the licensing and oversight of ministry personnel to the Ministerial Credentials Committee (MCC). Ministry Status Titles and the processes for credentialling and ordination are outlined in detail in the Ministerial Protocol Manual (MPM). The association, on behalf of its churches, is charged with

maintaining an accurate list of all ministry staff within CBWC. Credentials are entrusted to pastors so that they may officiate at weddings, qualify for a Clergy Housing Allowance with Revenue Canada, and maintain ministerial protocols. Once a church informs the association of their hire, this person is considered a registered minister. This notification helps your pastor move towards credentialing and ordination. The MCC requires the full co-operation of your church board to properly fulfill the Assembly's wish that all pastoral staff persons have an official ministry status.

The MPM can be found on the CBWC website or through your regional office.

C. Publicly Acknowledge and Dismiss the Search Committee

When the committee's work is completed, its members should be thanked by the church leadership during a worship service. Minutes, or a "summary of proceedings," should be stored in the church office.

All résumés, MIPs, and confidential papers used by the committee must now be shredded. All confidential electronic documents must be deleted from all computers.

D. Special Note to Search Committee Chair

Your feedback on the search process will help us better assist your congregation and other congregations in the future. Please complete the survey found in the Search Manual Supplement.

Resource: [Appendix Z – Post Search Feedback Form](#)

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- Z. [Post Search Feedback Form](#)

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

Canadian Baptists of Western Canada Settlement Coordinator

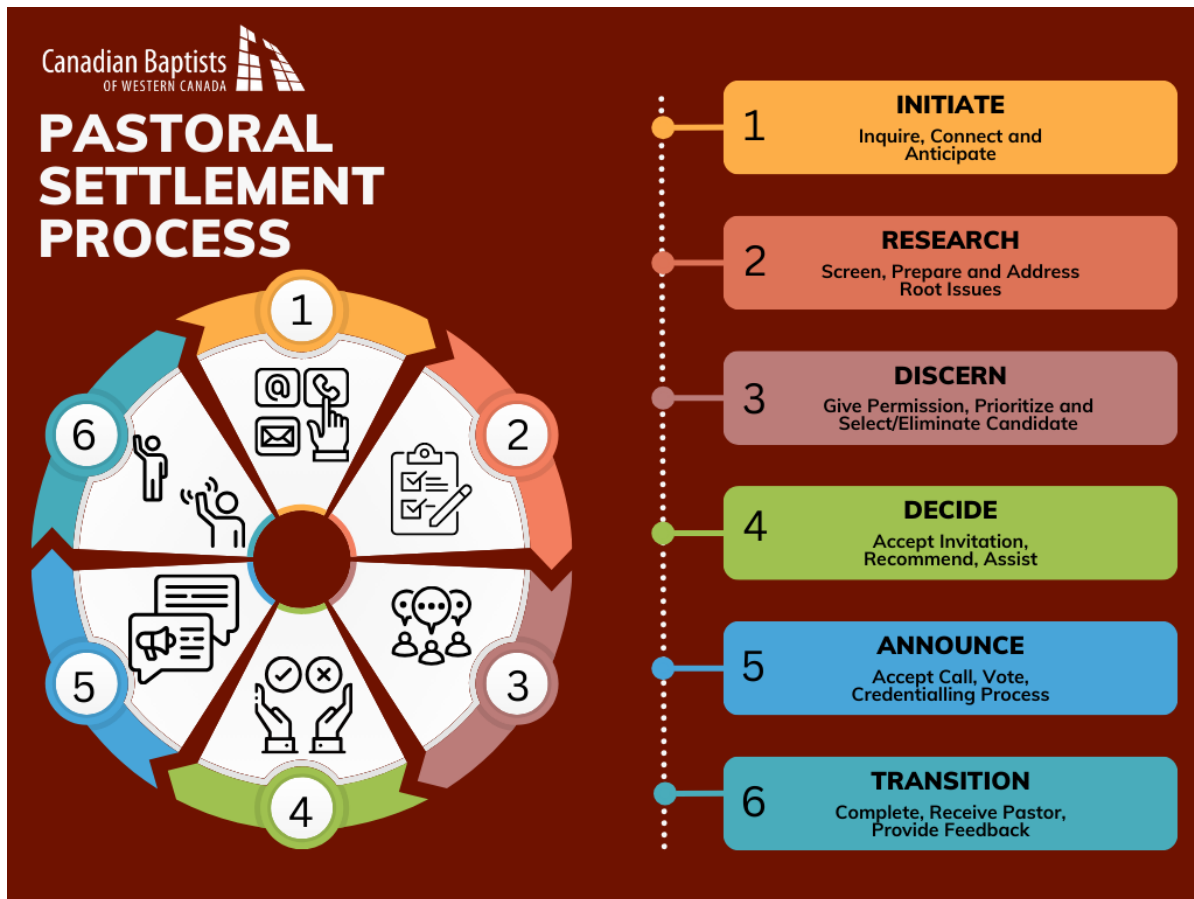
11525 23 Avenue NW Edmonton, AB T6J 4T3



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www.cbwc.ca


A. CBWC Pastoral Settlement at a Glance

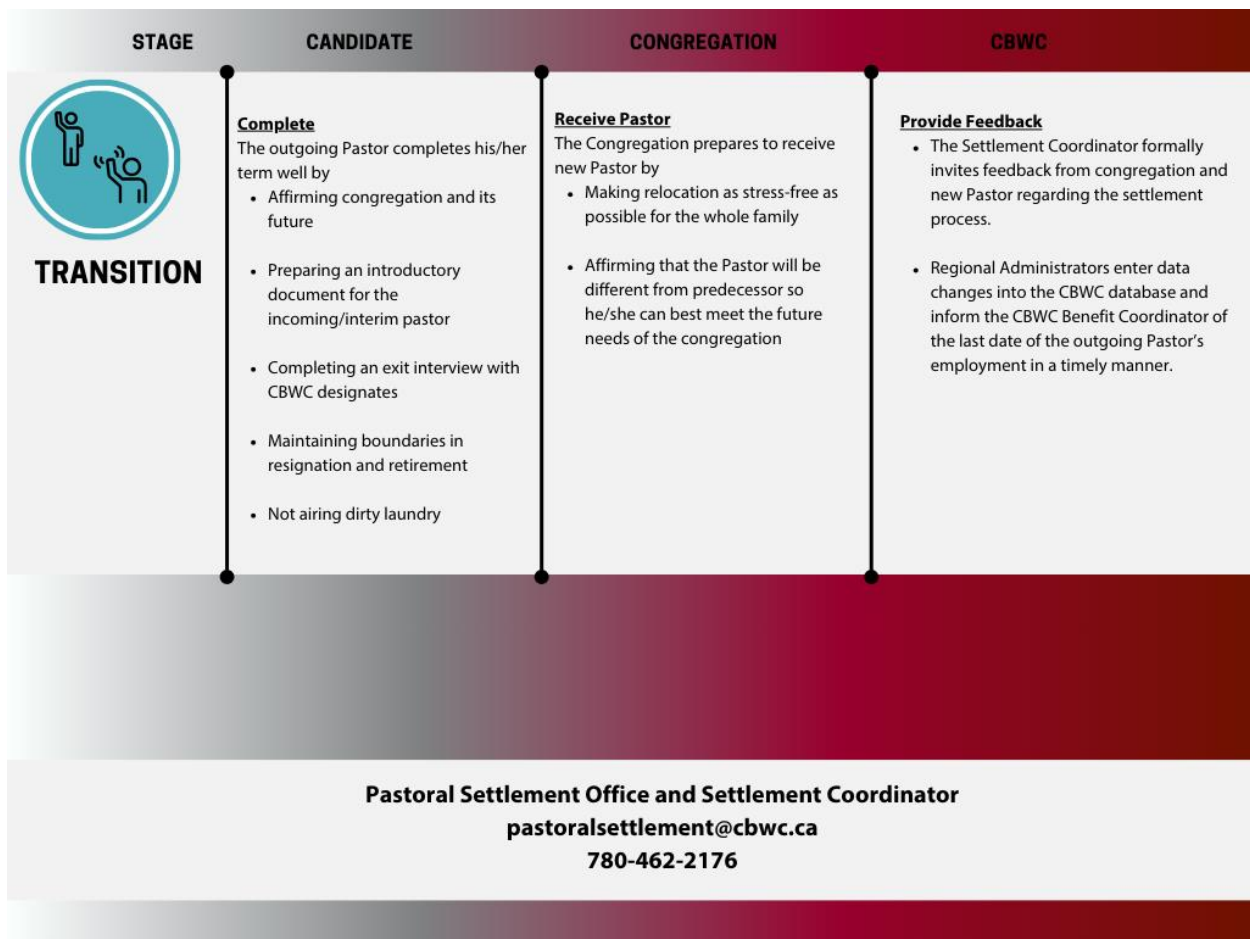


STAGE	CANDIDATE	CONGREGATION	CBWC
 <p>INITIATE</p>	<p><u>Inquire</u> Candidate approaches Regional Minister or Settlement Coordinator to</p> <ul style="list-style-type: none"> Express interest in making a move Announce resignation Inquire about ministry opportunities 	<p><u>Connect</u> Congregation contacts Regional Minister to</p> <ul style="list-style-type: none"> Announce vacancy Inquire about process Form a Search Committee 	<p><u>Anticipate</u> Regional Minister and/or Settlement Coordinator contacts</p> <ul style="list-style-type: none"> CBWC candidates to introduce ministry opportunities External candidates who fit a pre-determined profile
 <p>RESEARCH</p>	<p><u>Screen</u> Full time candidates must fulfill the following requirements before their name is presented to a congregation</p> <ul style="list-style-type: none"> Update Ministry Information Profile (MIP) Individuals presenting minor issues (i.e. sense of call) may be processed in an approved accountability relationship <p>All Candidates agree to recognition of the CBWC Identity Statement.</p>	<p><u>Prepare</u> Complete 3 Congregational Surveys Church Health</p> <ul style="list-style-type: none"> Complete a church-wide survey and assessment. <p>Community Demographic</p> <ul style="list-style-type: none"> Research community demographics through City Hall, Census Canada, and Outreach Canada according to postal code. <p>Pastoral Profile</p> <ul style="list-style-type: none"> Create job description in response to congregational feedback regarding needs and priorities rather than ideal candidate description. <p>A Position Description will be prepared for review and distribution by the Settlement Coordinator and Regional Minister.</p>	<p><u>Address Root Issues</u> Regional Minister combines insight gained from the church's recent pastorate(s) 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>Settlement Office provides current Salary Grid and Memorandum of Understanding sample.</p> <p>Settlement Coordinator and Regional Ministers proactively recruit potential pastors through colleges, seminaries, and the recommendations of current pastors.</p>

STAGE	CANDIDATE	CONGREGATION	CBWC
 <p>DISCERN</p>	<p>Give Permission</p> <ul style="list-style-type: none"> • Candidates agree to make their name available for particular ministry roles in geographic regions of their choosing. • Candidates commit to a candidacy weekend with only one congregation at a time. • 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>Prioritize</p> <ul style="list-style-type: none"> • The Search Committee receives Ministry Information Profiles (MIPs) for eligible candidates. • 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. • If there are no 'red flags', the Search Committee proceeds to a first formal interview with the candidate (and possibly the spouse), frequently through a conference call. • When the Search Committee decides to proceed, a face-to-face interview with the candidate (and possibly the spouse) is scheduled following further reference checking. 	<p>Select/Eliminate Candidate</p> <ul style="list-style-type: none"> • The CBWC Settlement Office and Coordinator reviews MIPs, monitors a prospective candidate list, and prayerfully considers names they might suggest for church positions. • Settlement Coordinator introduces candidate profiles to the Search Committee of local congregation. • 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.

STAGE	CANDIDATE	CONGREGATION	CBWC
 <p>DECIDE</p>	<p><u>Accept Invitation</u></p> <ul style="list-style-type: none"> • Candidate accepts the invitation to participate in candidacy weekend with a willingness to come if called when all things are considered. • If the Candidate agrees to a congregational vote the congregation will provide one according to the local church constitution and bylaws. 	<p><u>Recommend</u></p> <ul style="list-style-type: none"> • Search Committee unanimously recommends the candidate to the congregation for candidacy weekend and informs Settlement Coordinator of the intention and date. • Weekend events provide as many opportunities for interaction as possible and reflect the job description to be filled. 	<p><u>Assist</u></p> <ul style="list-style-type: none"> • Regional Minister continues to offer assistance regarding candidacy weekend process to both the candidate and congregation. • Attention should be given to allowing the Candidate to have reflection time to himself or herself through neutral accommodation.

STAGE	CANDIDATE	CONGREGATION	CBWC
 <p>ANNOUNCE</p>	<p>Accept Call</p> <ul style="list-style-type: none"> The pastor formally accepts a Memorandum of Understanding (role, remuneration, and supplementary issues, etc.). The new Pastor begins the Credentialing Process as a means of protection and accountability. The new Pastor fills 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>Vote</p> <ul style="list-style-type: none"> 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. The Search Committee will also inform the Settlement Coordinator in a timely manner of the decision and shred or delete all MIP copies. The congregation affirms the call through the Credentialing Process 	<p>Credentialing Process</p> <ul style="list-style-type: none"> Regional Ministers will pass on names of settled pastors to CBWC Settlement Committee to keep one common list of available pastors up to date. The Credentialing Process is initiated at time of announcement of call by Regional Office. The Benefits Coordinator sends benefits package to the candidate with a cover letter that is copied to the church, encouraging completion in timely manner.



B. 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'
- Let candidates who have known they were being considered know when they are no longer on your short list
- 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

C. 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 willing to do the homework.
8. Has a commitment to the identity of the church within the association.
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.

D. 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:

E. What Currently Has the Most Influence in This Church?

Pick then rank 5 to 7 items

<input type="checkbox"/> Creativity and innovation <input type="checkbox"/> Recognition of God's grace <input type="checkbox"/> Praise and worship <input type="checkbox"/> A Christian self-image <input type="checkbox"/> Desire to meet community needs <input type="checkbox"/> Commitment <input type="checkbox"/> Tradition <input type="checkbox"/> Loyalty of long-term members <input type="checkbox"/> Attractive grounds/facilities <input type="checkbox"/> Desire to be debt-free <input type="checkbox"/> The Status quo <input type="checkbox"/> Attracting visitors <input type="checkbox"/> Cultural relevance <input type="checkbox"/> Prayer <input type="checkbox"/> Sustained excellence/quality <input type="checkbox"/> Genuine fellowship & interpersonal care <input type="checkbox"/> A few families <input type="checkbox"/> Christian Education (all ages) <input type="checkbox"/> Celebrating new life in Christ <input type="checkbox"/> Vision <input type="checkbox"/> Compassion <input type="checkbox"/> Growth <input type="checkbox"/> Volunteering in community <input type="checkbox"/> Pessimism <input type="checkbox"/> Discipline	<input type="checkbox"/> Optimism <input type="checkbox"/> Family Life <input type="checkbox"/> The Lordship of Christ <input type="checkbox"/> Well mobilized volunteers <input type="checkbox"/> Bible-centred preaching/teaching <input type="checkbox"/> Desire to serve the disenfranchised <input type="checkbox"/> Fear of change <input type="checkbox"/> Youth ministry <input type="checkbox"/> Authenticity <input type="checkbox"/> Life-change <input type="checkbox"/> The Great Commission <input type="checkbox"/> Godly leadership <input type="checkbox"/> Flexibility <input type="checkbox"/> Evangelism <input type="checkbox"/> Responsibility <input type="checkbox"/> Team spirit <input type="checkbox"/> Need for the best electronics <input type="checkbox"/> Previous failures <input type="checkbox"/> World missions <input type="checkbox"/> Giving/tithing <input type="checkbox"/> Deep faith <input type="checkbox"/> Children's ministry <input type="checkbox"/> Debt <input type="checkbox"/> Enthusiasm <input type="checkbox"/> Other <input type="checkbox"/> <input type="checkbox"/>
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F. Congregational Profile

Demographics

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			
40-49			
50-59			
60-69			
70-79			
80+			

Multicultural Makeup: Check off the ethnic groups represented within your congregation.

North America		South America	
Australia		Africa	
Europe		Asia	
Caribbean		Middle East	
Indigenous		Other	

Current Ministries

Community Impact: Apply check marks where appropriate

Neighbour Groups		Prison Ministry	
Involvement in local schools/colleges		Community sports	
Nursing Home ministry		Winter Shelter or Inner-city Mission	
Church Sponsored Community Events		Short Term Missions – in Canada or overseas	
Congregation Reflects Community Demographic		Other	

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	

Programs: Indicate approximate numbers of participants

Children 0-4		Sunday School	
Children 5-12		Food Grains Bank	
Youth 13-18		Mentoring Relationships	
College & Career		Spiritual Gift Discovery	
Mother's Group		Small Groups	
Men's Group		Continuing Education at Carey etc.	
Women's Group		Day Camps	
Seniors Programs		Summer Camping	
Other		Other	

Financial Realities

Budget:

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

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

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

Debt:

Description	Amount	Expected Retirement Date
	\$	
	\$	
	\$	

G. Church Members Survey on New Pastor Preferences

Thank you for taking the time to participate in this survey. Your input is invaluable in helping us find a pastor who will serve our congregation well. Please take a few moments to provide your thoughts on the qualities and priorities you believe are important in a new pastor.

General Information

1. How long have you been a member of our church?

	Less than 1 year
	1-5 years
	6-10 years
	More than 10 years

2. Which age group do you belong to?

	Under 18
	18-29
	30-49
	50-69
	70 and above

Pastoral Qualities

1. What characteristics do you think are most important in a new pastor? (Select up to three)

	Compassion and empathy		Integrity
	Humility		Hospitality
	Patience		Creativity
	Sense of humor		Honesty
	Teachable		Self-control
	Faithful		Collaborative

2. How important are the following qualities in a new pastor? (Rate each from 1-5, with 1 being 'Not Important' and 5 being 'Very Important')

1	2	3	4	5	Effective communication
1	2	3	4	5	Theological knowledge and education
1	2	3	4	5	Ability to relate to all age groups
1	2	3	4	5	Commitment to justice

Pastoral Duties

1. **Which duties would you like the new pastor to focus on most?** (Rank from 1-5, with 1 being 'Most Important')

1	2	3	4	5	Preaching and teaching
1	2	3	4	5	Discipleship
1	2	3	4	5	Pastoral care and counseling
1	2	3	4	5	Youth and children's ministry
1	2	3	4	5	Outreach and evangelism
1	2	3	4	5	Community involvement
1	2	3	4	5	Administrative duties

Pastoral Leadership

Rank the following leadership styles in order of importance to you (1-3) *

	Visionary Leaders (Goal oriented, Phil. 3:12)
	Administrative Leaders (Task oriented, 1 Cor. 10:31)
	Shepherding Leaders (People oriented, 1Pet. 5:23, Jn. 21:15-17)

Additional Feedback

1. **Is there a specific vision or direction you would like to see the new pastor lead our church towards?**
(Please describe in a few sentences)

2. **Do you have any other comments or suggestions regarding the search for a new pastor?**
(Please share any additional thoughts)

Thank you for your valuable feedback! Your input will greatly assist the search committee in selecting a pastor who aligns with the needs and hopes of our congregation.

* Ministry Tools Resource Center, Leadership Ministry: Types of Leaders [Different Types of Leaders for Church Leadership Ministry \(mintools.com\)](https://www.mintools.com/Church-Leadership-Ministry)

H. Community Profile

Demographic Survey Analysis

1. In which category is our church most unlike the community?
2. What kinds of ministry will help us meet these people where they are? (Brainstorm)
3. Which of these ministries do we have the resources to begin this year and next?
4. Which of these groups are we not equipped to reach, but might rather best plant a new work specializing in reaching them?
5. What people, agencies or resources might we need to consult with as we move ahead to minister more effectively to our community?

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

J. Sample Job Description

Position: Senior Pastor

insert church logo or photo here

Baptist Church

Street address

Email

Phone number

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.

K. HR Considerations

It is important that your leadership team, personnel team or a designated person be tasked with relating to staff and be aware of their responsibilities regarding Human Resources. Responsibilities of this team/person should include defining/reviewing staff roles, annually reviewing salaries and benefits, developing an annual review process, and facilitating communication.

Here are several important areas to consider:

Offer of Employment:

- An employment contract should clearly outline expectations regarding goals, compensation, and termination. [Appendix M – Sample of MOU](#)
- Items that should be included in an MOU are as follows:
 - Legal names of each party, including addresses
 - Commencement date
 - Description of “job functions”
 - scope of duties, who the employee is responsible and reports to
 - Expectation of number of hours worked per week and how overtime is tracked and compensated
 - Terms of employment:
 - Open ended or fixed contract
 - Options for renewal
 - Termination Clause
 - Description of any expectations:
 - agreement with the CBWC Identity Statement
 - lifestyle agreement if applicable
 - personnel policies (i.e., confidentiality agreement, anti-harassment, social media policy if applicable)
 - Compensation and benefits
 - Salary
 - Benefits including group insurance and pension if eligible
 - Allowances for vehicle, housing (CRD), expenses, books, study leave, vacation, conferences, continuing education, sick leave

Important Notes:

It is critical that your pastor sign this document before the listed start date on the MOU. Failure to do so, may have legal implications in the case of disagreement.

Consistently evaluating church staff is crucial for open communication, enhancing their performance, and serves as essential documentation for fair terminations. Failure to do so, may open the church to a legal challenge for wrongful dismissal.

Compensation and Benefits:

- Compensation extends beyond financial rewards to include benefits like the [Canadian Baptist Benefit Plan](#), [Sabbatical Leave Plan](#), and vacation days.
- The CBWC provides a [Salary Guide](#) and [Cost of Living Adjustment Letter](#) to churches annually, suggesting fair salaries based on education, experience, and location.

Clergy Residency Deduction:

- The [Clergy Residency Deduction](#) applies to accredited clergy in full-time employment and should be allocated based on fair rental value.
- Along with completing [Form T1223](#), the pastor must also provide proof of fair market rental value by way of letter from a real estate professional. We recommend this method of claiming the CRD, rather than claiming deduction at source, as it is a much simpler process.

Remittances:

- Employers must remit their share of CPP and EI premiums to the CRA, along with employee source deductions.
- When creating a new position, consider not only the salary but also remittances and employer contributions in the budget.
- CRA provides an [Employer's Guide](#) for deductions and remittances, as well as an [online calculator](#) to help with these issues.

Group Insurance and Pension:

- The comprehensive group insurance plan includes benefits like life insurance, LTD, and health and dental coverage.
- LTD insurance MUST be employer-paid, as it is a taxable benefit to the employee if claimed. LTD coverage is based on the employee salary. All salary changes need to be reported to the CBWC office by filling out a [Confidential Information Sheet](#).
- The Canadian Baptist Pension Plan (CBPP) is a defined contribution plan with contributions from both the church and employee.
- Employers must remit pension contributions monthly.
- Participation in the plan can be waived with a signed pension waiver submitted to the CBWC office.

“And now, friends, we ask you to honor those leaders who work so hard for you, who have been given the responsibility of urging and guiding you along in your obedience. Overwhelm them with appreciation and love!” (1 Thessalonians 5: 12-13)

For more information on HR matters, please contact Louanne Haugan at lhaugan@cbwc.ca.

L. Compensation Packages

A well-designed compensation package, rooted in Christ-like attitudes, fosters positive relationships, and creates an environment that helps retain the men and women called to minister in your church. While all churches must comply with provincial employment legislation, this is the minimum standard. How you care for your staff will impact the church's effectiveness and reputation, as well as help you fulfill your mission, and should reflect Jesus.

The best compensation packages do the following:

- Demonstrate care for the employee, ensuring fair treatment and promoting healthy morale for those on ministry staff.
- Ensure compliance with employment legislation
- Help maintain competitive pay levels
- Protect the organization's reputation against claims of unfair treatment
- Allow Christian organizations to model exemplary treatment of staff to their members and other stakeholders
- Bring in the best possible people to serve your ministry
- Sustain your pastors' lives so that they don't need to go somewhere else.

The health and wellness of your ministry staff is of utmost importance. The Canadian Baptist Benefits plan is a key part of keeping your pastors and their loved ones healthy and well. Ministry and support staff considered permanent employees who work a minimum of 20 hours per week are eligible for enrolment. It is wise to offer these benefits to employees when they become eligible, allowing the employee to decide whether to participate or waive one or both benefit offerings. If you do not intend to offer benefits to your employees, be transparent from the onset. Make it clear in their contract or Memorandum of Understanding that they are eligible but are not being offered and have them sign off on this deviation from recommended employer practice.

The group insurance plan was designed to offer comprehensive coverage such as health, drug, and dental insurance, and protection from unexpected health events through disability benefits. We recommend employers, at the very least, ensure basic insurance coverage (life/dependent life/AD&D/LTD/EAP) is in place for all eligible employees.

The Canadian Baptist Retirement and Savings Program is also an important and valuable part of your pastor's compensation package—promoting financial wellbeing and ensuring our pastors retire with dignity—featuring a Defined Contribution Pension Plan funded through matching employer/employee contributions.

As a means of ongoing pastoral care by promoting the mental, physical and spiritual wellbeing of our pastors, the CBWC also offers participation in a Sabbatical Leave Plan. This is a matching contribution plan funded equally by the pastor, the church, and the CBWC. This plan is offered to CBWC pastors only and is not part of our national CB Benefits offering.

M. Sample of Memorandum of Understanding

Memorandum of Understanding

Pastor's Legal Name: _____

Pastor's Address: _____

Church's Legal Name: _____

Church's Address: _____

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

B. Salary:

Salary (including housing allowance) per year:

1. Allowances

- a. **Housing Allowance:** Pastors shall be provided with the Clergy Residency Deduction (CRD) Form T1223E based on "fair market rental value" and utilities up to a maximum. It is the pastor's responsibility to inform the church of any changes to this value.
- b. **Car Allowance:** The church shall provide a car allowance based on the number of kilometers 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 kilometer claim forms.
Current government rates can be found at Motor vehicle expenses - Canada.ca
- 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.

2. Pension and Insurance Benefits

- a. **Provincial Healthcare Premiums:** If applicable, the church shall offer premium payment for MSP coverage.
- b. **Canadian Baptist Choices Group Insurance Plan:** This plan includes life insurance, dependent life, AD&D, LTD, EAP and Extended Health & Dental coverage. If a pastor chooses to participate in the plan, premiums are paid for largely by the church.
- c. **Canadian Baptist Pension Plan:** The church and pastor shall each contribute an equal amount of 6% of salary (including housing allowance if applicable).
- d. **CBWC Sabbatical Leave Plan:** This is not a mandatory benefit. The church, pastor and CBWC shall each contribute an equal amount of .5% salary (including housing allowance if applicable). These funds will be held in trust with accrued interest, to be used as per CBWC Sabbatical Leave Policy.

3. Professional Development

Professional development is essential to the well-being of the individual, the association, 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 max. 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.

4. Allocation of Time

The pastor is hired for ___ hour per week.

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 will be _____.

b. Annual Vacation

The Pastor is entitled to four (4) weeks 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

Check specifics on your province/territory for holidays (i.e. Civic Holiday)

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

- i. Casual sick leave for brief illness will be allowed with pay.
- ii. Prolonged absence due to illness should be negotiated with the Senior Board, considering the length of prior service and the expected leave duration.

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.

5. Associational Participation

a. Canadian Baptists of Western Canada Assemblies, local CBWC ministerial cluster meetings, Regional Retreats, 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 the registration fee. All travel and accommodation costs will be reimbursed when receipts are submitted.

6. CBWC Ministerial Protocol Manual and Identity Statement

As mandated by CBWC Assembly, all ministry staff members of CBWC congregations and ministries must adhere to the Ministerial Protocol Manual and Identity Statement documents of the association. The MPM 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 these documents may be acquired through your CBWC regional office, or it can be found online at <https://cbwc.ca/careers/>.

7. 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.

8. 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.

9. Termination of Employment

Giving notice in writing to either party of not less than three months' notice may terminate this Memorandum of Understanding.

It is understood by the employee that contravention of the MPM is justifiable grounds for the church to terminate employment.

10. 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.

11. Memorandum of Understanding Continuance

This Memorandum of Understanding will continue in force until such a time as a new Memorandum of Understanding is negotiated or either party terminates the position.

12. Review

_____ and _____ (title) shall review this Memorandum of Understanding annually.

13. 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.

14. Signatures of Agreement

With the following signature, I hereby register my agreement with the terms of this Memorandum of Understanding.

NOTE: Please understand that all conditions of employment (MPM, church lifestyle agreement, etc.) must be presented, discussed and agreed upon prior to the signing of this MOU.

Officer of the Church Date

Officer of the Church Date

Pastor Date

N. '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 associational 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 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.
5. 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

O. CBWC Identity Statement



Identity Statement of the Canadian Baptists of Western Canada

The Canadian Baptists of Western Canada (CBWC) is a voluntary association of independent Baptist churches gathered under the Lordship of Jesus Christ as revealed through Scripture. As a Spirit-led, multicultural community, we assemble to seek the Father's will together in unity of faith and to celebrate God's past, present and future work among us and through us. Churches choose to associate for the purpose of enhancing our local and global participation in this work of the triune God, as disciples of Christ in word and deed, thus engaging in God's mission in the world.

Standing within the historic orthodox understanding of church and Scripture, as Baptists in name and heritage, we affirm the following statements of faith and practice. They are the core of our identity and are expressed in our policies, practices, and Assembly Resolutions (esp. 1959, 1987, 1988, 2003, 2011, 2015, 2017). Scripture passages referenced are illustrative, not comprehensive.

Statement of Faith

The Canadian Baptists of Western Canada 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:

1. The sovereignty, love, and grace of God, the Father, the Son and Holy Spirit in creation, providence, revelation, redemption and final judgment.

Gen 1-2; Exod 34:6-7; Deut 6:4-5; Ps 8; 93-99; 104-105; Isa 40-55; Mark 1:9-11; 1 Cor 8:4-6; Eph 1:3-23; Rev 21:1-22:5

2. The divine inspiration of Holy Scripture and its entire trustworthiness and supreme authority in all matters of faith and conduct.

Exod 34:27-35; Deut 8:1-10; Ps 1; 19; 119; Prov 30:5-6; Isa 40:6-8; 55:10-11; Matt 5:17-19; Luke 24:25-27; Rom 15:1-6; 2 Tim 3:14-17; Heb 4:12-13; 2 Pet 1:16-21

3. 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.

Gen 1-11; Pss 14; 51; Jer 17:9; Acts 17:22-31; Rom 1:18-3:20; 5:12-21; Eph 2; 1 Tim 1:12-17; 1 Pet 4:12-19; Rev 4:11

4. 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.

Ps 2; 110; Isa 9:1-7; 11:1-9; 52:13-53:12; Matt 1:1-2:23; 26:26-30; Mark 10:41-45; Luke 1-2; John 1:1-34, 5:1-30; 8:30-36; Phil 2:5-13; Col 1:15-23; Heb 1:1-14; 2:14-2:18; 9:1-28; Rev 5:6-14

5. The justification of the sinner by the grace of God through faith alone in Christ crucified and risen from the dead.

Gen 12:1-3; 15:1-6; Lev 16; Num 21:4-9; Ps 32, 51; Zech 12:10-13:9; John 3:14-21; Rom 3:21-26; Gal 2:11-3:14; Eph 2:1-10; Phil 3:5-16; Jas 2:14-26; 1 Pet 3:13-22

6. The illuminating, regenerating, indwelling and sanctifying work of God, the Holy Spirit, in the believer.

Ezek 36:16-32; Joel 2:28-32; John 3:1-8; 7:37-39; 15:18-16:15; Acts 2:1-47; 10:44-48; 1 Cor 3:16-17; 6:18-20; 2 Cor 3; Gal 5:13-6:10; 1 Pet 1:10-12; 1 John 3:23-24

This statement was approved by the Assembly of the CBWC in May 2022.

7. The church as set forth in the New Testament and understood historically by the Baptist community. *Exod 19:1–6; Jer 31:31–37; Matt 18:15–20; 22:36–40; 28:18–20; Acts 2:43–47; 4:13–31 Rom 6:1–14; 12:1–15:33; 1 Cor 11:17–14:40; 2 Cor 8:1–15; Gal 3:23–29; Eph 3:1–6:20; 1 Tim 3; 5:17–22; 2 Tim 4:1–5; Titus 1:5–9; Heb 11–13; 1 Pet 5:1–5*

8. The expectation of the personal, visible return of the Lord Jesus Christ, our participation in the resurrection, and the hope of eternal life.

Ezek 37:1–14; Dan 7:13–14; 12:1–13; Matt 24:29–31; John 11:1–44; 14:1–11; Acts 1:9–11; 1 Cor 15:12–58; 2 Cor 5:16–20; 1 Thess 4:13–18; Phil 3:17–21; Col 3:1–4; Rev 22:12–17

Priesthood of All Believers

Loved by God and created in God’s own image, each one of us is able to meet with God through the atoning work of Christ. As male and female, equally called, the churches of the CBWC honor each person’s responsibility to exercise their giftedness in Christ’s body, the church, and to minister to each other as a ‘priesthood of all believers.’ With Christ as our Lord, each person is to regard others with the same humility that Christ exemplified in the cross. We live in voluntary submission to one another out of reverence for Christ.

Acts 6:1–7; 15:22–35; 17:10–12; Rom 12; 1 Cor 12:1–31; Eph 4; Phil 2:1–18; Heb 4:14–16; 10:19–25; 1 Pet 2:1–10; Rev 1:4–8

Ordinances

We believe there are two ordinances (sometimes referred to as sacraments): Believer’s Baptism and the Lord’s Supper. We practice these ordinances in faith and obedience until the Lord returns. They are not a means of salvation.

- Believer’s Baptism – We each come to faith in God through a free, personal decision as convicted by the Holy Spirit. Therefore, whenever possible, we practice the baptism of believers by full immersion in the name of the Father, the Son and the Holy Spirit. Since baptism is reserved for those mature enough to make a fully conscious and committed decision as an act of obedience to Jesus’ teaching and example, we do not practice infant baptism. *Matt 28:18–20; Acts 2:37–41; 8:12–13, 34–40; 10:44–48; 16:29–34; Rom 6:1–14; Gal 3:23–29; Titus 3:4–7*

- The Lord’s Supper – On a regular basis (weekly to monthly) we communally remember and identify with the saving death and resurrection of Jesus by sharing in Christ’s body and blood through receiving the bread and cup. *Matt 26:17–30; Mark 14:12–26; Luke 22:7–20; 1 Cor 11:23–34*

Congregational Governance

We follow a form of governance in which congregants submit to the Lordship of Christ and the authority of Holy Scripture. With the guidance of the Holy Spirit, they discern and participate in the Father’s ministry of reconciliation. Local churches grant membership to those who publicly confess Jesus Christ as Saviour, are baptized, and who demonstrate a desire to follow Christ as Lord in a life of obedience and service. Members are given an equal voice, vote, and opportunity to serve according to their spiritual gifts in an environment of mutual participation and accountability. In accordance with the priesthood of all believers, congregations affirm spiritual giftings and appoint Spirit-led leaders. In partnership with the CBWC, local congregations set apart ministers of the gospel, both men and women, to teach, preach, shepherd, and make disciples of Christ. *Matt 18:15–20; John 14:12–31; Acts 2:37–47; 10:44–48; 13:1–3; Rom 12; 2 Cor 5:16–6:2; Eph 2:11–22; 4:7–16; 1 Tim 3:1–13; Titus 1:5–9; 1 Pet 5:1–5*

This statement was approved by the Assembly of the CBWC in May 2022.

Church Association as Interdependence

Just as membership in a local church is voluntary and for the sake of interdependence in the life of the church, so participation of Baptist congregations in the CBWC is voluntary and for the sake of interdependence. Under the Lordship of Christ, associated churches reflect the life and teachings of Jesus and the practices of the New Testament church, working together to accomplish the Great Commandment and the Great Commission. The identity of associated churches is tied to the values of the larger CBWC body.

We desire to be grace-filled, compassionate and ever open to God's leading, so that all may come to know and experience God's love through the proclamation of the gospel. Thus, associated churches share resources to fulfill our mandate. We recognize the value of cooperating in mission through such means as training in theology, discipleship and leadership, the ordination of women and men, pastoral support, camping outreach, community development, and local and global evangelism.

Mark 12:28–34; Acts 1:1–14; 1 Cor 16:1–20; 2 Cor 8:1–9:15; Col 3:1–17

Separation of Church and State

We affirm the practice of religious liberty and freedom of conscience to be essential to the security and well-being of both Church and State and recognize the unique and separate functions of each. The Church is called to be salt and light in the world, pointing to the Kingdom of God and contributing to the greater good of all.

Ps 72:1–14; Dan 3:1–30; Matt 5:13–16; 22:15–22; Acts 4:1–21; 5:17–42; Rom 13:1–7; 1 Pet 2:11–17; Rev 19:11–21

Marriage

We define marriage as a publicly recognized lifelong covenant between a woman and a man whose relationship is characterized by loving faithfulness. The purpose of marriage is interdependence, mutual responsibility, and potential for procreation. Marriage symbolizes the relationship of God to his people and of Christ to his church.

Gen 1:26–31, 2:18–25; Mal 2:10–16; Matt 19:1–12; Eph 5:18–32

Engaging in Mission

We believe that the gospel has transforming power, rooted in the grace and righteousness of God. We are compelled to proclaim this good news of Christ's atoning sacrifice, to stand firm against injustice, and to practice mercy. In our broken world, God invites us to participate in His work of reconciliation, which involves us in the work of restoring relationships to wholeness—the relationship each person has with God, creation, other human beings, and the self. Because we believe in the God-breathed sanctity of human life from conception to death, we make every effort to demonstrate Christian love to all people.

Gen 1:2; 12:1–3; Exod 19:1–6; Ps 24:1–2; 86:8–13; Isa 58; 65–66; Mic 6:1–8; Matt 5–7; 10:1–11:1; 22:36–40; 28:16–20; Acts 1:1–11; 10:1–48; 17:16–34; Rom 12:9–21; 2 Cor 5:11–21; Jas 1:19–27; 1 Pet 3:8–16; 1 John 4:7–12

This statement was approved by the Assembly of the CBWC in May 2022.

P. 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. What growth areas do you think the candidate has?
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. If married and/or has children, are the candidate's relationships healthy?
8. Does the candidate have a healthy and balanced personal life?
9. Briefly describe their leadership style.
10. Would you want him/her as your leader? Why or why not?
11. 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?

Q. 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 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.

R. Sample Candidate Interview Questions

Select appropriate questions under each theme. Be careful to ask the most relevant questions that apply to your situation. Aim for an hour time limit. Remember, too many questions in one interview will give the candidate a negative impression of future ministry relationships in your church. If you have multiple candidates, it is important that each candidate receives the same questions.

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. How long is your typical sermon?
4. Describe how the following sources influence your sermons: The Bible, Christian authors, current events, pastoral counselling and personal experience, the Internet, and secular authors?
5. 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
 - h. Baptism
 - i. Church membership
 - j. Human sexuality
3. What are your views of the charismatic movement, the church growth movement, signs and wonders, renewal?
4. 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. Have you read the CBWC ID Statement? Are you willing to uphold it?
4. While the CBWC has churches holding to a variety of complementarian and egalitarian views, we also have a long history of affirming and ordaining women to ministry. How will you work with grace and collegiality in an environment where others may have different views than you?

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 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. Do you prefer to work with Elders, or Elders and Deacons, or a leadership board? What are your experiences related to working with boards?
10. 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?
11. How is vision discovered in congregational life and mission? Describe how you have participated in vision-casting in other situations?
12. Describe how you have helped your congregation/ministry discover and fulfill an outreach opportunity? How did you help others to process this initiative?
13. Can a pastor be both a leader and a shepherd? If so, illustrate how you have demonstrated this in the past?
14. 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, and home groups.
3. How do you disciple another person?
4. In what ways have you disciplined leaders?
5. Who do you turn to for spiritual formation?

Pastoral Care

1. How do you organize 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?

Associational 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 association, 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 associational life.

Inter-Church and Community Involvement

1. How have you related to churches/leaders of other associations 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. What challenges have you faced in the past that have influenced your current relationships?
2. If single, tell us how you foster significant relationships in your life. If married, tell us about your marriage relationship.
3. If you have children, tell us about their outlook on a possible move.
4. If married and your spouse is employed, how do you support your spouse in his/her employment?
5. If married, 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. What are your thoughts and practices around financial stewardship?
8. Please describe habits that you have developed around self-care.

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 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?

S. 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/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?

T. Interview Evaluation

Look again at the findings of the congregational survey, showing the needs of the church and the personal and professional competencies needed by the new pastor. The following questions may be helpful in your debrief:

1. What are your general impressions of the candidate?
2. Was the candidate engaged and comfortable? How was his/her demeanor?
3. Does he/she appear to have the skills necessary to serve your congregation?
4. Does he/she have the leadership style and ability that will fit your congregation?
5. Does it appear that the candidate has a vibrant relationship with God?
6. How aware was he/she of his/her personal strengths, weaknesses, successes, and failures?
7. How well does he/she grasp the issues within your congregation and community?
8. Do you think this candidate would connect well with your leading board and congregation theologically and relationally?
9. Are there any red flags or concerns requiring follow up?
10. Do you feel this person would fit within the broader CBWC culture? Does this person agree with and support the CBWC ID Statement?
11. Will this candidate stretch our congregation and cause us to seek our full potential in the Lord?
12. Would I recommend this candidate to the search committee of another church? Why or why not?
13. Considering our past, our current circumstances, and our hopes for the future, what is the wise thing to do?

U. 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

V. 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

W. Candidacy Visit Resource

As part of the decision process for selecting a candidate for the pastoral position, a candidacy visit should take place. Depending on the position being filled this can vary in length from one day to a full weekend.

The travel and accommodations cost will be covered by the church. It is recommended that the candidates spouse accompany the potential pastor. It is at the discretion of the search committee whether their children should also attend.

Three weeks prior to the visit, an information pamphlet should be handed out or an email sent out to the congregation informing them of the visit. This should include pertinent information about the candidate with a photo of his/her family.

A search committee member should outline the candidate's background and experience. It is important to inform the congregation why this individual is being presented, their impression of his/her ability and skill for ministry, and their reasoning why this individual is the candidate of choice. Speak clearly of the way God has led you. Additional members of the Search Committee may also wish to share their convictions.

Suggested activities for the candidacy visit:

- Dinner with the candidate, spouse and the search committee and their spouses
- The candidate should meet with each board and committee in a group setting.
- A meal at someone's home or potluck at the church, open to all church attendees with a time for questions.
- Take the candidate and spouse on a tour of the community, area, parsonage (if applicable) and church.
- The candidate should participate in a worship service in whatever function he/she is being considered for.
- Youth and Children's ministries should be attended by the candidate.
- A final coffee reception or final meeting with the search committee can conclude the visit with an opportunity for questions to and from the candidate.
- Remember to include time in the schedule for rest and relaxation.

If the candidate and family traveled by air, someone should be designated to drive them to the airport. I

Do not schedule the candidate to eat at the same house more than once. Allow several families the opportunity to host.

X. 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

Y. 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

Z. 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