

# Pastor Search Guidelines



## Search Process Budget

The budget for the search process is to stay within the amount that was budgeted for Pastor Mark's salary package. Any expenditures going beyond this amount is to have Finance Committee and Leadership Council approval.

A separate budget line item is to be created to track the balance and expenditures of the Search Team. The Search Team chair will be responsible for the oversight of expenditures. A report will be included in the monthly Leadership Council financial reports.

## Search Team Accountability

The Search Team will be accountable to the Search Process Oversight Team, consisting of Bruce Smith, Gary Molenaar and Pastor Trent Broussard.

The Search Process Oversight Team will give direction to the Search Team only if questions about the search process occur or in situations that the Search Team is not able to come to a resolution on a particular issue.

## Search Team Reporting

- Minutes will be taken at each Search Team meeting.
- Monthly updates will be given to the Leadership Council.
- Bi-weekly updates will be given to the Executive Staff.
- Updates and reports to the congregation will be as needed.

## Operating Documents for the Search Team

The following operating documents will be given to the Search Team: the Search Team covenant, the search process guidelines, the approved search process, the opportunity profile, the critical ministry requirements and Calvary's doctrinal statement, constitution, church covenant, mission statement, and core values. These documents, along with 1 Timothy, 2 Timothy and Titus are to be used as the "grid" by which candidates will be considered and compared.

The Search Team is given the task of finding a suitable candidate that will be Biblically qualified and philosophically aligned with the above documents.

## Outside Advisors

People Management will be the primary outside advisor to the Search Team. While the Search Team is accountable for following the search process, People Management will assist in forming the opportunity profile and critical ministry requirements.

People Management will also provide assistance in finding and contacting suitable candidates for the Search Team to consider more closely.

## The Search Process

The Search Team is to follow the Search Process approved by the Leadership Council. See attached Search Process document.

The Search Team is to involve the groups of people listed in the Search Process document at the appropriate stages of the search process.

## Existing Staff

It is the desire of the Leadership Council to retain our existing staff. It is also recognized that it is within the authority of the new Pastor's position to hire and fire staff as necessary. In an effort to balance these two positions, it will be part of the negotiations with a new candidate to clarify these two desires and to require that no existing staff members will be released during a mutually agreed upon time period of his pastorate except with Leadership Council approval.

# Pastor Search - Frequently Asked Questions



## 1. How long will the search take?

It is not uncommon for searches to last 12 to 18 months. Every effort will be made to expedite the process in an efficient manner. In the end, we want to be sensitive to God's leading, being careful not to make hasty decisions that could presuppose His will.

## 2. When will we have some candidates come to preach?

After conducting the search process, the Search Team will recommend one candidate to the Leadership Council, who will then interview the candidate. If approved by the Leadership Council, the candidate will come to preach and to be formally recommended to the church for a final vote at a business meeting. For further information please refer to the Pastor Search Process document.

## 3. Who is overseeing the search process?

The Input Team and Search Team were nominated by the church body and approved by the Leadership Council. They carry out the search process. The Leadership Council and the Search Process Oversight Team are responsible for monitoring the Input Team and Search Team. The Search Process Oversight Team consists of Pastor Trent, Bruce Smith, and Gary Molenaar.

## 4. What steps will be followed during the search process?

Please refer to the Pastor Search Process document.

## 5. How did we choose our search process?

After spending time in prayer, research, and discussion, the Leadership Council and staff formulated the search process. Numerous articles, books, and experienced people were consulted for input.

## 6. What is the Input Team?

The Input Team members are nominated by the congregation and approved by the Leadership Council. The Input Team represents the diverse areas of ministry at Calvary and is responsible for articulating our church's ministry requirements. Then based on those requirements, the Input Team helps prepare the candidate interview and screening process.

## 7. What is the Search Team?

The Search Team is comprised of seven people nominated by the congregation and approved by the Leadership Council. The Search Team is given the task of finding a suitable candidate that is Biblically qualified and philosophically aligned with Calvary. They screen, qualify, interview potential candidates and recommend the final candidate to the Leadership Council.

8. What is the Hospitality Team?

The Hospitality Team is a group of three to five people that help to make the candidate and his family feel welcomed to Calvary and the Holland area. The goal is to reduce, as much as possible, the stress and anxiety of moving to a new city. The Hospitality Team helps coordinate the visit when a candidate speaks at Calvary. They also help the new Pastor and his family with things like finding a doctor, a hairdresser, grocery stores, clothing stores, and showing them places that might be of interest to their family such as the library, the beach, various parks, craft stores, etc.

9. How will we get names of potential candidates?

Names of potential candidates may come to us in almost any way imaginable. As a matter of course, we will utilize existing ministry and pastoral contacts. We plan to use links through numerous colleges and seminaries. We will also draw on People Management's far-reaching contacts. Some names may even come to us by word of mouth. If you would like to recommend a candidate for consideration, please submit a Candidate Recommendation Form.

10. Who is People Management?

People Management is a consulting firm located in Minnesota that assists churches in their search for a pastor. They also assist other faith-based organizations in filling executive level positions.

11. Why was People Management selected?

People Management was selected because of their experience as former Pastors and their extensive, nationwide connections with other Pastors and Christian workers. They have a successful track record of improving the search experience. Their expertise could help us avoid costly mistakes and effectively navigate the time-consuming parts of the pastor search process.

12. What are the "critical needs requirements?"

The critical needs requirements is a document created based on the input from the interviews with the Input Team. This document identifies the unique strengths and challenges of Calvary and guides the Search Team in its efforts of selecting candidates to interview.

13. What is the "opportunity profile?"

The opportunity profile is given to potential candidates. Included in the profile is information about Calvary including our ministries, attendance, giving trends, facility information, congregation demographics, etc. There is also information about the Holland and West Michigan area. Lastly, there is a section describing the characteristics that Calvary is looking for in a pastor and the different responsibilities the pastor would fulfill.

14. How often will the congregation be updated?

Updates will be made frequently during the worship service times. Additionally, the current pastor search status will be available at [www.calvaryb.org](http://www.calvaryb.org). Please be aware that there will be times during the process when the Search Team will not be able to give detailed updates due to the need for confidentiality of the candidates. During these times please pray that the Search Team will have wisdom, discernment, and unity.

15. How are we going to pay for the search?

It is the intent and expectation of the Leadership Council to stay within the dollar limits that were approved in the 2008 budget. If for some reason there is a need to exceed the budget, it will be communicated to the congregation. The Leadership Council realizes that the cost of conducting a thorough Pastor search process can be expensive. However, the cost of making a poor decision could be astronomical.

16. Are the current Pastors being considered?

Any of our existing Pastors will be considered if they so desire. To preserve the integrity and consistency of the search process, they would go through the same process as other candidates.

17. Who do I talk to if I have questions about the search?

Any further questions can be directed to Bruce Smith or Gary Molenaar.

# Candidate Recommendation Form



The Search Team has started the Pastor search process and is seeking names of candidates. A critical part of the process is to gather candidate names from as many sources as possible. These will include the congregation, pastors (locally and nationwide), seminaries, Christian leaders and other Christian organizations.

If you have a recommendation, please complete the form below and return it to the Pastor Search Team by regular mail or email.

All recommendations will be screened by the Search Team. However, due to the sensitive nature of the search process an update or status on specific candidates cannot be provided.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of church or organization: \_\_\_\_\_

Current Position: \_\_\_\_\_

Reasons why you feel this person should be considered:

Have you spoken with the person you are recommending? YES NO

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Completed forms can be mailed or emailed to: Calvary Baptist Church  
517 W. 32nd St.  
Holland, MI 49423  
Attn: Pastor Search Team  
Email: [pastorsearch@calvaryb.org](mailto:pastorsearch@calvaryb.org)

# Search Process Steps



## Description of Task

- 1. Formation of the Input Team and Search Team**
  - a. Input Team - 20-25 people
  - b. Search Team - 7 people
- 2. Congregation Survey**
  - a. Complete May 4
- 3. Formation of the Critical Ministry Requirements**
  - a. People Management to have interviews with Input Team
- 4. Creation of Opportunity Profile**
  - a. Community description
- 5. Research and Sourcing of Candidates**
  - a. Make list of contacts and potential candidates
    - i. Forward to People Management
- 6. Search Team to Review Interview Guidelines**
  - a. Determine and refine the interview process
  - b. Determine guidelines for sermon review, church visits
  - c. Review critical ministry requirements
  - d. Develop a strategy to collect feedback following candidate interviews
  - e. Determine who will be the interview leader and primary contact with candidates
  - f. Prepare for initial phone screening interviews with potential candidates.
  - g. Outline goals for first and second on-site interviews.
- 7. Make a plan for hospitality during candidate visits and final candidate relocation**
- 8. Search Team to Screen, Qualify and Interview Possible Candidates**
  - a. Search Team reviews updates from People Management on candidate search
  - b. Search Team to gather and review info on candidates
- 9. Search Team to review initial list of candidates**
  - a. Provide feedback and impressions of initial list of candidates
    - i. Gather further information on certain candidates

	Congregation	Staff	Deacons	Outside Advisors	Input Team	Search Team	Hospitality Team
1. Formation of the Input Team and Search Team	✓	✓	✓				
2. Congregation Survey	✓						
3. Formation of the Critical Ministry Requirements		✓	✓	✓	✓	✓	
4. Creation of Opportunity Profile		✓	✓	✓			
5. Research and Sourcing of Candidates	✓	✓	✓	✓	✓	✓	
6. Search Team to Review Interview Guidelines		✓			✓	✓	
7. Make a plan for hospitality during candidate visits and final candidate relocation	✓				✓	✓	✓
8. Search Team to Screen, Qualify and Interview Possible Candidates				✓		✓	
9. Search Team to review initial list of candidates				✓		✓	

## Description of Task

- 10. Review resume and information on initial candidates**
  - a. Listen to sermons
  - b. Send further questions to the candidate
- 11. Conduct phone interviews with candidate**
- 12. Conduct on-site interview with candidate**
  - a. Review and determine next steps
- 13. Two or three candidates invited for second/final interview process**
- 14. Review and consider final interview and discuss comparisons between final candidates**
- 15. Search Team recommends final candidate to Leadership Council**
- 16. Final Candidate to interview with Leadership Council, staff and key ministry leaders**
- 17. Final vote by Leadership Council to recommend final candidate to church**
- 18. Coordinate invitation of final candidate to preach at Calvary**
  - a. Coordinate travel and lodging
  - b. Q/A times with congregation
- 19. Vote by Congregation**
- 20. Call extended to Candidate**
- 21. Hospitality plan begins**
  - a. Help the candidate and his family relocate and adjust to West Michigan
- 22. Installation celebration of new Pastor**

Congregation	Staff	Deacons	Outside Advisors	Input Team	Search Team	Hospitality Team
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