

CALLING A BAPTIST PASTOR

*A Handbook
For
Pulpit
Committees*

West Virginia
Baptist Convention Edition



CHURCH REFLECTIONS

West Virginia Baptist Convention
P.O. Box 1019
Parkersburg, WV 26102-1019
1-304-422-6449 or 1-800-879-9822
www.wvbc.org

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American Baptist Home Mission Societies
American Baptist Personnel Services
P.O. Box 851
Valley Forge, PA 19482-0851
1-800-392-2343
www.abc-usa.org/natmin/ABPS

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INTRODUCTION

You have been asked by your church to serve on a committee. The committee's goal is to present a pastoral candidate to the congregation. In order to achieve this objective, it is important to see where you have been, identify where you are, and determine the direction your church will go. These materials have been prepared to aid you in the study of your congregation. The material that you gather during the study will help you create a church Profile that you can share with potential ministerial candidates.

Leadership change is an important turning point for your congregation. At the time of transition it may feel to you like a wilderness experience. Old and familiar patterns may be left behind and new ones have not yet been found. Questions arise and answers are sought. It is a time to let go and to discover new beginnings; a time to grieve and to heal. These materials will lead you through a process by which you will discover who you are as a church, tell your story, share your beliefs, describe your present ministry, and define your vision of ministry for the days ahead. Don't rush, participate fully: seek God's help continually in your search for new leadership.

This can be an exciting journey. One that you need not travel alone. Your Regional Staff person and your Interim Minister are prepared to assist you along the way by providing material, presence and counsel. The regional staff consultant can train you in the process, interpret the system where necessary, prepare a search, and provide you with Profiles of American Baptist ministerial leaders who have listed the skills and experiences needed to help fulfill your vision.

Remember, your responses need to reflect your church as clearly as possible. Your task is to give an accurate and honest picture. The vision for ministry that will be portrayed is yours. May God bless you in this endeavor.

INSTRUCTIONS

The instructions for how to use the “CHURCH REFLECTIONS” materials are organized according to steps. The time required for each step may vary. One step may take one meeting to complete or it may be possible to accomplish several steps in only one meeting. Go through the material at your own pace so that you can have the kind of information you need to find a new pastor.

The forms, Church Reflections 1-12 can be filled out in several ways. Many of them can be given to one member of the Search Committee as an assignment to be worked on between meetings. One of the forms (Church Reflections 9) can be used to survey members of the congregation or other groupings. Some of the forms are to be filled out by individual committee members, followed by reaching a consensus of the group or creating a summary. Some can be completed with the guidance and support of your Interim Minister. (Church Reflections 2, 6 and 8)

A word about your Interim Minister as a resource person. There is a strong and growing movement to utilize the interim period in the church more purposefully than in the past. If your Interim Minister is serving at least four days a week in your congregation and *together* you have committed to make this a growth time, then there are aspects of this process in which the Interim can be helpful. (Key among them are Church Reflections 2, 6 and 8.) **All denominations agree, however, that the Interim Minister(s) must not have access to or give counsel in matters related to any pastoral prospect or candidate, nor should they be considered for the pastoral position.**

There are times when it is important that the Regional staff person be present. Remember to send a copy of your completed material to the staff person in time for meetings with the committee.

This material has been created by American Baptist Personnel Services with the help of our Regional staff persons. ABC churches and regions have permission to duplicate any of the forms as needed.

Several resources you may want to have available for your use as you work on your search for a new pastor are:

- ◆ **Calling an American Baptist Minister** (Available through Judson Book Store)
- ◆ **The Church’s Financial Support of Pastoral Ministry and Questions and Answers for Church Treasurers** (Available without charge from the M&M Board.)

STEP I - GETTING STARTED (pages 4-10)

A.) Your Search Committee will be spending many hours together working on tasks. You may not always agree on what to do or on the candidate to suggest as your new pastor. Take some time at the beginning of your life together to talk about how you want to work as a group. What are your rules for being together? Will you begin on time? Come to meetings with the assignments finished? Will what you talk about in the group stay in the group? What are your expectations about your task and about each other? Come to a consensus about your group life before you begin the task. It will make your work easier.

B.) PASTORAL CHANGE PROCESS POSTER

Your church congregation needs to understand the process your Search Committee is going through. While they should not know about the particular candidates that you will be considering, they should be informed about the steps you are taking to find a new ministerial leader. The Pastoral Change Process Poster (Church Reflections 12) is one way you can keep your congregation informed of your progress. Periodic articles in the church newsletter and progress reports at church business meetings are another. Involving the congregation in different steps of the process will also help them to feel included. It is difficult for anyone not involved in the process to understand why it takes so long to find a new pastor. Do everything you can to keep them informed. Assign one member of the Search Committee the responsibility of updating the Pastoral Change Process Poster.

C.) Become acquainted with the material. You will probably want to ask the Regional staff person working with you to give you an orientation to the material. There are many suggested forms to help you do your work. Learn how each form will help you.

CHURCH REFLECTIONS - COVER SHEET - (page 14)

The cover page includes information on the identity of the church, the contact person for the Search Committee and contact information for the appropriate Regional staff person.

CHURCH REFLECTIONS 1 - OUR CHURCH INFORMATION (page 15)

Having a clear picture of your church will assist you in finding a pastor who can lead you in the years ahead. Who you are as a church must be communicated to potential pastors, so that the persons you interview will have a way of considering your characteristics, stories, beliefs, strengths, vision and expectations of each other. This will help supply basic information for writing your Church Profile. (See **Calling an American Baptist Minister** for assistance on writing a Church Profile.)

Assign one committee member to take responsibility for the completion of Church Reflections 1. Others can be asked to help gather data; resources such as annual reports and the church clerk could be helpful in filling out this section. Some of the information asked for can be an approximate number.

DEMOGRAPHIC INFORMATION (page 20)

Your church and potential ministerial candidates may find demographic information very valuable to you as you plan. It may help your church understand your community better. Demographic information can give you ideas about outreach ministries. It may help potential candidates determine whether this is the type of community in which they are best suited for ministry. There are many sources of demographic information. The enclosed demographic information sheet will help you find useful demographic information to include in your search process. Your committee might select some demographic information to be included in describing Who You Are or you may want a separate section entitled Our Community.

CHURCH REFLECTIONS 2 - OUR STORY (page 21)

The story of your church is important. It is a story of faith, struggles and relationships. Your story will help you and other leaders see your past, understand your present situation and anticipate your future vision for ministry. The relationships with your former ministers are significant parts of your story that need to be reviewed as you prepare for new leadership. It will be helpful to discuss these relationships with your Regional Staff person. How much of this information you include in your Church Profile is up to you. Your Regional staff person may be a guide to you in this area. You can be sure that potential pastoral candidates will ask you about your relationship with former ministers.

Ask one committee member to be responsible for the completion of Church Reflections 2. If you have a church historian or a church history, consult them. Talk to old-timers in the church. Many persons can be called upon to help fill out this section. You may also consider asking your Interim Minister to help you solicit this information through an all church event.

CHURCH REFLECTIONS 3 - CONGREGATIONAL STYLE INDICATOR (page 24)

Before inviting new leadership into your congregation, it will be very helpful to assess how your congregation works. What is the style of leadership? How do you relate to the larger ABC body? How do you react to social issues? How are decisions made in your congregation? We suggest that each committee member complete the "Congregational Style Indicator." Then, if there are congregational leaders that are not on the Search Committee, also ask them to complete this form.

In addition, ask a small number of persons who are *not* in leadership to also complete the form. Sometimes it is helpful to get different perspectives on how the membership thinks the church operates.

Sending all of these forms to a candidate would be cumbersome. Have someone compile a consensus overview using the “Congregational Style Indicator” as a base. If there is a great disparity in the congregation’s perspectives, indicate that on the completed form sent to the candidates.

When your Search Committee receives Profiles of potential candidates compare your Congregation’s style with the Work Style Ratings of potential candidates.

CHURCH REFLECTIONS 4 - HOW OTHERS SEE US (page 25)

Sometimes others see you differently from how you see yourself. Their perception can give new insights or affirm what you already know. One committee member should be assigned responsibility for gathering this information.

The information on this sheet can be gained from other churches in the community, churches in your association/area, Regional staff person, former members or ministers/ staff or groups with whom you work or share facilities. Choose two to five for a balanced perspective. You may gain the information by telephone interview, through correspondence or at an association/area event.

CHURCH REFLECTIONS 5 - OUR CHURCH LIFE (page 26)

This section will aid you in describing various aspects of your church’s life, from Sunday school and the midweek Bible study, to mission involvement and day-care program.

Each member of the Search Committee is asked to fill out this form. You will need to make copies for each person. It is important for all committee members to come to the meeting , at which this section will be discussed and a summary of the responses noted on a summary sheet. Note: One of the choices on the scale is 5: “Someday Soon We Would Like To Try This.” This is one indicator of a possible new direction that the church might be headed, for which you will need specific ministerial leadership.

If there are strong disagreements, they should be discussed and consensus reached. Much of this information you will want to share with possible candidates in your Church Profile. A copy of the form can be included in your Profile or a narrative could be written of each part.

CHURCH REFLECTIONS 6 - OUR WORSHIP LIFE (page 27)

Every congregation and their corporate worship experiences are different. Worship is the major focus of congregational life. “Our Worship Life” will help you to think through what is important in the worship life of your congregation. Notice that there is a criterion entitled “Someday Soon We Would Like To Try This.” This is an indication of the direction your congregation might be moving in its worship life. It may be an important clue to new leadership.

CHURCH REFLECTIONS 7 - WHAT WE BELIEVE (page 29)

Knowing what you believe is important for dialogue with a potential pastor, because all churches and pastors do not believe exactly the same way. For example, most, but not all Baptist churches have come out of a heritage that honors certain basic principles. These include “soul liberty” (the right and the responsibility of each believer to interpret the scriptures as led by the Holy Spirit), the importance of the believers’ baptism, the autonomy of the local congregation, the priesthood of all believers and the associational principle. Here is an opportunity to discover what your church believes.

Assign one or two members the task of getting the input of church members for this section. You may use interviews with a wide age span of the congregation, including the children, to gather what members believe. You might ask some of the Church School classes or ongoing groups to spend a session or more giving their ideas about the categories. The Interim Minister might be asked to preach on the topics with a sermon talk back session to get members thinking.

After you have gathered the data, the task of the committee is to describe the beliefs that it feels are important in shaping the life and mission of the church.

You will need to decide what the questions are that you want to ask potential candidates in preparation for a dialogue regarding the deepest values and convictions of pastor and people.

CHURCH REFLECTIONS 8 - GOALS AND VISION FOR MINISTRY (page 30)

Before your church actively engages in the process of inviting new leadership, it is very important to have some idea of what you want to do and where you want to go. We suggest that you hold a meeting where all leaders of the church are invited. (If the congregation is small, you might consider inviting the whole congregation.) A suggested process for such a meeting is described in Church Reflections 8. We also suggest that you invite your Regional staff person to aid you in this process.

CHURCH REFLECTIONS 9 - WHAT WE WANT TO DO AND WHAT WE WANT OUR PASTOR TO DO (page 31)

Once you have completed the “Goals and Vision for Ministry”, it is time to consider what ministerial skills your congregation will need to realize these ministry objectives. This is a form for each committee member to complete.

One or two committee members may be given the task of obtaining the opinions of the whole congregation or certain boards or committees. The Search Committee needs to decide what groups should be surveyed. The forms could be mailed to church members or distributed at a church worship service. Ask one person to tabulate the congregation’s response. Ask them to keep in mind the future vision of the congregation. You may want to include a vision statement as a cover sheet to this exercised, based on the results of Church Reflections 8. (Step III)

Tabulate the Search Committee’s responses separately to determine how these responses match with those of the congregation. Similarities affirm that the Search Committee and the church are “on the same page;” discrepancies indicate that further work needs to be done in understanding how the differences will influence the church’s expectations of the pastor’s ministry.

CHURCH REFLECTIONS 10 - MINISTRY PRIORITIES (page 34)

Once your committee has identified the key area that you want your next pastors to be competent in, list the top eight categories in order of their priority. (Note: When APBS searches its computer data base of ministerial leaders, these priorities will be taken into account in addition to other priorities, such as education, salary limitations, housing preferences, region of the country where the candidate may currently be living, experience, experience in urban, rural or suburban ministry, etc. Any of these priorities may be a limit the number of Profiles available to you. The more open you can be and the less restrictions you have, the greater the number of Profiles that will be available to your committee.)

CHURCH REFLECTIONS 11 - COMPENSATION, BENEFITS AND MINISTRY - RELATED EXPENSE REIMBURSEMENT (page 35)

Compensation for pastors is determined by cash salary and housing. These are the tangible expressions of compensation. Benefits include retirement, insurance for disability and death, social security offset, etc. In addition, the pastor receives reimbursement for ministry-related expenses. The ministry-related expenses are not a pastor’s compensation, but undergird the expenses of the pastor in the course of the church’s ministry. Days off, vacation, continuing education, retreats are avenues of renewal from which the church benefits as well as the pastor.

Several things might be taken into consideration as you prepare your compensation package. One of those is the biblical teaching that the laborer is worth his/her hire. A second is the salary package of those in like professions with comparable education and job expectations. Another is the salary ranges of the area in which your church is located. Your church's attitude toward the value of ministry and the role of the church in society is often reflected in your compensation. Be creative in determining the package you will offer the pastor.

The chair of the Search Committee should take responsibility for working with appropriate boards or persons to fill out this form. Your Region office may have specific guidelines to assist you in determining fair compensation.

D.) Ask individual members of the committee to take responsibility for completion of Church Reflections 1-12. Set a deadline for completion of the forms. Use the Search Committee Assignment Log.

SEARCH COMMITTEE ASSIGNMENT LOG

FORM:	ASSIGNED TO:	DEADLINE:	COMPLETED BY:
<i>FORM 1</i>			
<i>FORM 2</i>			
<i>FORM 3</i>			
<i>FORM 4</i>			
<i>FORM 5</i>			
<i>FORM 6</i>	ENTIRE COMMITTEE		
<i>FORM 7</i>			
<i>FORM 8</i>			
<i>FORM 9</i>			
<i>FORM 10</i>			
<i>FORM 11</i>			
<i>FORM 12</i>			

STEP II - GATHERING DATA (pages 14-29)

This step involves receiving the reports on Church Reflections 1-7. Make summary copies where needed. Make a copy of each of the forms to send to the Regional staff person. Much of this information can be used in writing the Church's Profile to be sent to candidates.

STEP III - IDENTIFYING YOUR MINISTRY VISION (page 30)

In this step, the committee (and possibly a larger group of leaders from the congregation) will work with Church Reflections 8 - GOALS AND VISION FOR MINISTRY. A clear vision for ministry is needed to find the pastor who can join you in living out your vision. From your learning of who you are, your unfolding story, your beliefs, your ministries, your gifts; describe your "Vision for Ministry."

Participants might be encouraged ahead of time to consider questions 1-4. We suggest that you invite your Regional staff person, the Interim Minister or other facilitator to aid you in this process.

STEP IV - IDENTIFYING AND CHOOSING LEADERSHIP PRIORITIES (pages 31-34)

In this step, you will work with Forms 9 and 10 - WHAT WE WANT TO DO AND WHAT WE WANT OUR PASTOR TO DO and MINISTRY PRIORITIES. It may be very helpful that the Regional staff person be present for this meeting. You might want to ask him/her to guide this process of discussing your corporate vision and choosing "Ministry Priorities."

Each committee member should have a copy of the form to work with. Return now to the document entitled, Church Reflections 9 - WHAT WE WANT TO DO AND WHAT WE WANT OUR PASTOR TO DO. This reflects what the church accepts as its ministry and what it wants the new pastor to do in terms of ministry activities. Review the information there in light of the statements you have made regarding your "Goals and Vision for Ministry." What activities fit with those current ministries you want to maintain? Does the direction you want to pursue have ministry activities listed that would help the church carry out their new vision?

Using "What we Want To Do and What We Want Our Pastor to Do," select up to eight activities from the 34 items. These should reflect activities of pastoral leadership which would carry out your "Goals and Vision for Ministry." This will supply information which will aid your Regional staff person in preparing a search of the computer data bank of the American Baptist Personnel Services.

After each committee member has selected their eight priorities, have each one share their list with the total group. List all the priorities selected on newsprint or chalkboard. Note when one is chosen more than once. Is there agreement? If not, you will need to discuss the priorities, giving persons a chance to explain why they chose as they did. Your task as a group is to choose eight activities and rank them as your ministry priorities.

Next, discuss if there are additional emphases of your “Goals and Vision for Ministry” that are not listed in the 34 items in “What We Want To Do.” You may list as many as five items.

STEP V - DETERMINING COMPENSATION (pages 35-37)

Although most church budgets have the pastoral compensation and benefits package clearly spelled out in their annual budgets; it is more important that the search committee work through all the elements of the pastoral finances, so that you can be prepared to negotiate in good faith with your potential candidates. The resources mentioned in page 3 from the M&M Board will be extremely helpful in the section. Your Regional office will also have many resources for adequate pastoral compensation in your area. Work with the board or committee in your church which recommends the personnel salaries and the finance or stewardship committee to determine the figures accurately reflecting your church’s reality. In the searching process this can be one of the most restricting elements in finding qualified candidates. Try to envision the future with exciting new leadership, rather than just the compensation paid to previous pastors.

STEP VI - SEARCHING THE ABPS DATA BASE

The Regional staff person will use the input from the committee’s work to write a search of the American Baptist Personnel Services computer data base to secure the Profiles of possible candidates. In addition, Regional staff can also provide Profiles form ministerial leaders who have identified interest in your region and whose skills match your identified needs.

STEP VII - PROCESSING PROFILES

At this time, you will get the results of your search. The Regional staff person will bring Profiles of possible candidates for your pastorate.

The Profiles which you receive from ABPS will usually be from persons who list themselves as “Open to Move” or “Might Consider” moving. However, even those who list themselves as “Open to Move” may not be interested to move to your particular church. Pastors are looking for many different things.

Some are interested in moving to an urban area, others to a rural area and still others would be interested in moving to a suburban area. Some are looking to be in a New Church Start Situation and others would prefer and established congregation.

STEP VII - SENDING YOUR CHURCH PROFILE TO PROSPECTIVE CANDIDATES

When you receive confirmation from any candidate who desires to receive your church profile, be sure to honor the request. Finally, ask them to consider this ministry opportunity and make a commitment to contact them within two weeks to see if they are interested in continuing the dialogue. At that time you may request that they send you other information, such as a sermon on video or audio tape, and/or answers to specific questions you may have and other information that would help the committee to know about them and their ministry.

When you have settled on at least three to five serious candidates to consider, then sit down and study their profiles and supportive information they have sent you. You will at this time, only be considering those people who have expressed interest in your church. You will need to learn how to read the profiles. The Region staff person will be helpful at this point. There is also an explanation sheet (interpreting the ABPS Profile), which you will receive with your packet of Profiles. The task is to see if a person's profile coincides with your "Goals and Vision for Ministry". From the information you have received, select your top three candidates. Check the references of your top candidates before proceeding.

Refer to **Calling An American Baptist Minister** for further details in this process.

COVER SHEET

1. CHURCH _____
ADDRESS _____
CITY AND STATE _____
CHURCH TELEPHONE _____
E-MAIL ADDRESS _____
FAX NUMBER _____

2. SEARCH COMMITTEE CHAIRPERSON _____
ADDRESS _____
CITY AND STATE _____
CHAIRPERSON'S TELEPHONE _____
CHAIRPERSON'S E-MAIL ADDRESS _____
CHAIRPERSON'S FAX NUMBER _____

3. AREA/EXECUTIVE MINISTER _____
ADDRESS _____
CITY AND STATE _____
AREA/EX. MINISTER'S TELEPHONE _____
AREA/EX. MINISTER'S E-MAIL ADDRESS _____

OUR CHURCH INFORMATION

1. Which indicator most nearly describes our community?
 - a.) _____ Center City (in city more than 25,000 population)
 - b.) _____ Transitional urban neighborhood
(in city of more than 25,000 population)
 - c.) _____ Stable urban neighborhood
(in city of more than 25,000 population)
 - d.) _____ Inner suburb
 - e.) _____ Outer suburb
 - f.) _____ Small city (5,000 to 25,000 population)
 - g.) _____ Small town (less than 5,000 population)
 - h.) _____ Open country

2. The approximate number of members and church participants within the following distance of our church building.
 - a.) _____ Within one mile
 - b.) _____ Within 1-2 miles
 - c.) _____ Within 2-5 miles
 - d.) _____ Within 5-10 miles
 - e.) _____ More than 10 miles

3. Which indicator(s) most nearly describes our congregation?
 - a.) _____ DOWNTOWN CHURCH – Gathers people from a wide distance into the center of the city
 - b.) _____ FEDERATED/UNION – Initiated, supported, or identified in some way with two or more denominations
 - c.) _____ NEIGHBORHOOD CHURCH – Serves relatively small residential neighborhood of the city or the sub urbs

(continued on next page)

OUR CHURCH INFORMATION

- d.) _____ NEW CHURCH – May have begun as a mission of an already established church and/or with the gathering of like-minded persons to fulfill a vision for ministry
- 1.) _____ Between 5-10 years as a church
 2.) _____ Between 2-5 years as a church
 3.) _____ Less than 2 years as a church
- e.) _____ OLD ESTABLISHED CHURCH – Has a long history of ministry and may have helped to establish other churches
- f.) _____ RESTARTED CHURCH – May have a long history and lived through significant community change and emerged with a new vision for ministry
- g.) _____ SMALL TOWN CHURCH – Serves a town of a few hundred to less than 10,000 or more residents
- h.) _____ YOKED PARISH – Yoked together with another church of the same or a different denomination for the support of pastoral leadership
- i.) _____ OTHER – _____
- 4.) In which denominational events does our church participate and how many members attend?
- a.) _____ The biennial of the American Baptist Churches/USA
 b.) _____ The annual /biennial meeting of your Region
 c.) _____ The association/area meetings to which you belong
 d.) _____ Training events sponsored by your Region
 e.) _____ Camping/conference programs
 f.) _____ Other _____

(continued on next page)

OUR CHURCH INFORMATION

5.) The **approximate** number of members and/or church participants in each category.

		MALE	FEMALE	TOTAL
a.)	0-9	_____	_____	_____
b.)	10-14	_____	_____	_____
c.)	15-19	_____	_____	_____
d.)	20-29	_____	_____	_____
e.)	30-45	_____	_____	_____
f.)	46-55	_____	_____	_____
g.)	56-65	_____	_____	_____
h.)	66-74	_____	_____	_____
i.)	75-79	_____	_____	_____
j.)	80-above	_____	_____	_____
TOTAL		_____	_____	_____

6.) The **approximate** racial/ethnic mix of our congregation.

- a.) _____ African American
- b.) _____ Asian American
- c.) _____ European American
- d.) _____ Hispanic/Latino
- e.) _____ Native American
- f.) _____ Other _____

7.) The **approximate** number of households in each category

- a.) _____ Single female parent with one or more children at home
- b.) _____ Single male parent with one or more children at home
- c.) _____ Married with no children at home
- d.) _____ Married with one or more children at home
- e.) _____ Separated/divorced with no children at home
- f.) _____ Separated/divorced living alone
- g.) _____ Single adult living with parent(s)
- h.) _____ Single adult not living with parent(s)
- i.) _____ Widowed living alone
- j.) _____ Widowed living with one or more children at home
- k.) _____ Other _____

(continued on next page)

OUR CHURCH INFORMATION

8.) The **approximate** number of members and church participants:

- a.) _____ Employed full-time
- b.) _____ Employed part time
- c.) _____ Homemaker full time
- d.) _____ Retired
- e.) _____ Student
- f.) _____ Unemployed

Employment Category:

- a.) _____ Clerical, office, etc.
- b.) _____ Craft worker, production supervisor
- c.) _____ Farmer or farm manager
- d.) _____ Farm laborer
- e.) _____ Health Care
- f.) _____ Household Worker
- g.) _____ Laborer
- h.) _____ Machine Operator
- i.) _____ Manager, proprietor, executive
- j.) _____ Military
- k.) _____ Professional
- l.) _____ Sales
- m.) _____ Service
- n.) _____ Teacher
- o.) _____ Technical
- p.) _____ Other _____
- q.) _____ Other _____

(continued on next page)

OUR CHURCH INFORMATION

- 9.) The **approximate** number of households in our church by estimated income range.
- a.) _____ \$0-24,999
 b.) _____ \$25,000-44,999
 c.) _____ \$45,000-59,999
 d.) _____ \$60,000-74,999
 e.) _____ \$75,000-89,999
 f.) _____ \$90,000-above
- 10.) Create an **Organizational Chart** of your congregation's formal structure. Such a chart might include one or more of the following boards, committees or groups:

One Board with sub-committee or task groups
 Multi-Board or several Boards
 Pastoral Relations Committee
 Cooperative programs:
 _____ between boards
 _____ with other churches
 _____ with social agencies
 Clubs or organizations

- 11.) Financial matters often reflect the commitments of a church. The following suggests information that might be helpful to potential candidates.

The current total budget of our church is \$ _____.

The current average annual income of our church participants is \$ _____.

The current expenses of the church are \$ _____.

The annual mission giving is \$ _____.

The current endowment is \$ _____.

Income from the endowment is used as follows:

_____.

(continued on next page)

OUR CHURCH INFORMATION

Obtaining and Using Demographic Information

Sources of Demographic Data:

School District Offices
 Chamber of Commerce
 Local/Regional Realtors' Association
 Town/County Planning Office
 State Data Office
 Large business recently located in your community
 National Ministries Home Mission Planning Services

Reasons for Search Committees to Use Demographic Data:

Get a "better fit" for leader, congregation, and community, by describing community more accurately at the outset.

Enable planning and implementation of new ministries in community by looking with "eyes of mission" on surrounding neighborhoods.

How to Frame a Request for Demographic Information:

Identify the geography:

Central Location;
 Extent;
 Level: State, MSA (Metropolitan Statistical Area – includes Primary MSAD and Consolidated MSAS made up of more than one PMSA), County, City, Place, MCD (Minor Civil Division – such as a township), Tract, Block Group, Area Code, Custom, Zip Code

Identify the year(s) for which data are desired

Choose the variables:

Total Population
 Household Count
 Family Count
 Ages
 Household Income
 Race-Ethnicity
 Many Others....

Budget for the Cost

OUR STORY SECTION I

The year the church was organized: _____

What led the people to establish your church?

Who are the people (laity and ministers) who stand out in the story of your church?
What contributions have they made?

There are significant turning points in the life of every church. Please identify your turning points with a statement of their significance and an approximate date. Some examples follow:

- | | |
|--------------------------|-------------------------------|
| Building burned | Natural disaster in community |
| Building program | Pastor anniversary/ordination |
| Changes in the community | Persons entering the ministry |
| Church Anniversary | Relocation of facilities |
| Church split(s) | Roll call/homecoming |
| Evangelistic crusades | Staff development |
| Federation | Start a new church |
| Founding | Yoking |
| Growth explosion | Unyoking |
| Mission projects | Other _____ |
| Mortgage burning | Other _____ |

Turning points lead to celebrations. What events does your church celebrate?

(continued on next page)

OUR STORY SECTION II

The Story of Pastor/Church Relations

List the last three installed pastors of your church and their tenure.

	Name	Dates Served From To
1.)	_____	_____
2.)	_____	_____
3.)	_____	_____

Name the primary strength each of these pastors brought to the ministry of the church:

In addition to financial support, describe how your church encouraged and supported the most recent person to hold the position you are now seeking to fill:

If a previous pastor is currently a member of the church, describe his or her role in the life of the congregation:

(continued on next page)

OUR STORY SECTION II

Have any of the last three installed pastors left involuntarily or under pressure?

_____ Yes _____ No

If yes:

1.) Choose the issues that may have contributed to the termination. *You may check more than one.*

- _____ Conflict of personalities in the church
- _____ Inadequate performance
- _____ Pastoral style inappropriate for this church
- _____ Ethical Issues
- _____ Financial issues
- _____ Other

Specify

2.) Indicate, if you can, which of the following best describe the congregation's behavior toward that person prior to her or his leaving. *You may check more than one.*

- | | |
|---------------------|-------------------|
| _____ civil | _____ kind |
| _____ compassionate | _____ supportive |
| _____ harsh | _____ indifferent |
| _____ happy | _____ sad |
| _____ angry | _____ hurt |
| _____ (other) | _____ (other) |

3.) Describe what your church has learned from the experience about itself and its relationship with persons who provide ministerial leadership.

(continued on next page)

CONGREGATIONAL STYLE INDICATOR

◆ = Tends VERY Strongly ■ = Definitely Tends ● = Somewhat Tends

Following are 11 continuums.

1.) Our church Expects our pastor to share in leadership.	◆	■	●	●	■	◆	1.) Our church expects the pastor to take leadership.
2.) Our church makes use of conflict and confrontation.	◆	■	●	●	■	◆	2.) Our church seeks to avoid conflict and confrontation.
3.) Our church is Influenced by history and tradition.	◆	■	●	●	■	◆	3.) Our church is influenced by contemporary ideas and trends.
4.) Our church's approach to social issues is basically educational, leaving any action to individual conscience.	◆	■	●	●	■	◆	4.) Our church's approach to issues is decidedly activist. We have a proven history of taking a stand on social issues as a congregation.
5.) Our church feels ethical decisions should be based on absolute standards.	◆	■	●	●	■	◆	5.) Our church feels ethical decisions should in light of circumstance.
6.) Our church emphasizes ABC relationships locally, nationally and internationally.	◆	■	●	●	■	◆	6.) Our church minimizes ABC relationships locally, nationally and internationally.
7.) Our church is often involved in community affairs.	◆	■	●	●	■	◆	7.) Our church is seldom involved in community affairs.
8.) Our church's ideas and plans are made by an informal network.	◆	■	●	●	■	◆	8.) Our church's ideas and plans are made by the responsible board,
9.) In making decisions our church is governed by boards.	◆	■	●	●	■	◆	9.) In making decisions our church is governed by the congregation.
10.) Decisions are communicated formally through worship, bulletins and newsletter.	◆	■	●	●	■	◆	10.) Decisions are communicated informally by bulletin boards, posters, grapevine or other informal network.
11.) Our church places much emphasis on giving to ABC national and world mission.	◆	■	●	●	■	◆	11.) Our church places little emphasis on giving to ABC national and world mission.

HOW OTHERS SEE US

What are the present ministries of this church as you perceive and/or experience them?

What new opportunities of ministry do you see for this church?

What are potential area of growth for this church?

OUR CHURCH LIFE

SCALE

1 = Always

2 = Most Of The Time

3 = Occasionally

4 = Never

5 = Someday Soon We Would Like to Try This

Our Church Offers:

Sunday School for all ages	1	2	3	4	5
Midweek prayer/Bible study	1	2	3	4	5
Midweek children's programs	1	2	3	4	5
Child care for all services	1	2	3	4	5
Children's ministry opportunities	1	2	3	4	5
Youth ministry opportunities	1	2	3	4	5
Senior adult ministry opportunities	1	2	3	4	5
Single adult ministry opportunities	1	2	3	4	5
Small group Bible study	1	2	3	4	5
Needs-based small groups	1	2	3	4	5
Special needs groups	1	2	3	4	5
Women's ministries	1	2	3	4	5
Men's ministries	1	2	3	4	5
Spiritual gifts assessment	1	2	3	4	5
Teacher training events	1	2	3	4	5
Revival/Renewal services	1	2	3	4	5
Mission education	1	2	3	4	5
Mission involvement	1	2	3	4	5
Community service opportunities	1	2	3	4	5
Ecumenical worship events	1	2	3	4	5
Intergenerational activities	1	2	3	4	5
Discipleship classes	1	2	3	4	5
Day-Care ministry	1	2	3	4	5
"English as a Second Language" Ministry	1	2	3	4	5
Community basic needs ministry	1	2	3	4	5
Other _____	1	2	3	4	5
Other _____	1	2	3	4	5

OUR WORSHIP LIFE

WORSHIP is the major focus of life together in the church; it gathers the people of God together regularly. Use the following list to help describe the worship experience of your congregation. You can simply check the ones that apply to your church situation or you can mark each one according to the following criteria:

- A = Always Happens
- R = Regularly Happens (note monthly, yearly, etc.)
- M = Most of the Time Happens
- O = Occasionally Happens
- N = Never Occurs
- S = Someday Soon We Would Like to Try This

CONGREGATION

- _____ Worship committee plans our worship
- _____ Children participate in worship
- _____ Lay Leaders participate:
 - _____ Make announcements
 - _____ Pray
 - _____ Preach
 - _____ Tell Children's Story
- _____ Church Covenant is read
- _____ People greet each other as part of worship
- _____ Prayer concerns come from the people
 - _____ Verbally
 - _____ Written form
- _____ Responsive Readings/Litanies are used
- _____ Unison Prayers are used
- _____ Unison Bible Readings are included
- _____ Communion Served by Minister
- _____ Invitation is extended to make a decision to join church or make public decision for Christ
- _____ Other _____

MUSIC:

- _____ Choirs participate
 - _____ Children's Choir
 - _____ Youth Choir
 - _____ Adult Choir
 - _____ Other: _____
- _____ Handbell Choir participates

(continued on next page)

OUR WORSHIP LIFE

MUSIC: (continued)

- Congregation participates in singing
 - Praise Songs/Choruses
 - Familiar Hymns
 - New Songs
 - Gospel Songs
 - Songs with inclusive language are used
 - Other: _____
- A Worship Team leads congregational singing
- A Song Leader leads congregational singing
- Soloists participate
- An organ is played
- A piano is played
- Other instruments are played
 - Guitar
 - Drums
 - Other: _____
- We use computer generated music accompaniment

WE LIKE THE MINISTER TO:

- Be the only worship leader
- Mention all prayer concerns in the pastoral prayer
- Preach sermons with a Biblical focus
- Preach sermons on evangelism
- Preach sermons on social issues
- Preach sermons on stewardship
- Share leadership of worship with laity
- Share leadership of worship with other staff/Associate Pastors
- Share leadership of worship with students in ministry
- Tell the children's story
- Use input from the Worship Committee
- Encourage use of charismatic gifts
- Use a variety of worship styles
- Wear a robe/stole
- Other: _____

WHAT WE BELIEVE

It is important for the Search Committee to prepare for a productive dialogue with potential candidates regarding their Christian faith and experience, convictions about the church and its ministry, and other topics of mutual concern to both the committee and the candidates.

Because American Baptists are not “creedal” people, there is no agreed upon summary of doctrines and practices that govern our lives together. Nonetheless, each congregation and each potential candidate hold to convictions which need to be explored to determine the potential of compatibility between the two potential partners.

Your Interim Minister might be able to help you identify what **your congregation** believes. This might be done in Bible study groups or through a special congregational event. Please remember that what a congregation affirms in faith may be somewhat different from specific beliefs of a former Pastor, the Interim Minister or any one of the past or present church leaders. Congregations reflect their beliefs in their **Church Covenant**, their **By-laws** statement regarding the church’s purpose, and in their choice of educational materials and worship aides, such as a specific translation of the Bible, the hymnal and litanies used regularly.

The following list is similar to those suggested for pastors preparing for ordination. (See “Recommended Procedures for Ordination, Commissioning and Recognition for the Christian Ministry in the American Baptist Churches,” page 8.) What are some of the convictions that members of the church hold about these topics? Do some of your members hold differing positions, and will a new pastor need to help the congregation be respectful of these differing views tend to match your own?

- God; Jesus Christ; Holy Spirit
- The Bible and its use
- Believers’ Baptism; Lord’s Supper
- The purpose, place and mission of the church in today’s society
- The role of the laity; the role of the minister
- Soul Liberty
- The Autonomy of the local congregation
- The Priesthood of all believers
- The Associational Principle
- Your commitment in support of American Baptist Churches/USA
- Your relationship to the ecumenical witness

GOALS AND VISION FOR MINISTRY

Instructions:

We suggest that you hold a meeting to which all the leaders of the church are invited. (If the congregation is small, you might consider inviting the whole congregation.) We suggest you invite your Regional Staff Person, Interim Minister or other facilitator to aid you in this process.

Step One: Ask the group members to respond to the following questions, one at a time:

List *each* answer on a separate three by five card (or larger).

- 1.) What are the strengths of the church?
- 2.) What are the needs of the church?
- 3.) What do we do well?
- 4.) What do our neighbors need from us as a church?

Step Two: Group the responses that relate one another so that each grouping becomes an area of ministry – either, one that is currently happening, or one that the church would like to see happen.

Step Three: Prioritize the identified areas of ministry. First group those items that you are currently doing and wish to continue. Then list those items you want to start as soon as possible. Finally list those items you would like to start someday.

Step Four: Identify and list the most likely hindrances in the church or in the community to accomplishing each of the ministries listed in Step Three.

Step Five: Identify and list how you would want a new pastor to help you in these ministries.

Step Six: Identify and list what the church is committed to doing to accomplish these ministries. (Include leadership gifts and skills present in the congregation.)

Step Seven: As the Search Committee, use this information to determine the skills you need from your pastor and to describe your ministry goals and vision to pastoral candidates.

WHAT WE WANT TO DO AND WHAT WE NEED OUR PASTOR TO DO

Below is a list of items which relate to the life and work of the church. The work ultimately belongs to both the clergy and the laity for effective partnership in ministry. However, at specific moments in the life of the church, pastoral leadership is needed more in some areas than others. From the list **select eight items** where your church seeks professional skills at this time and place a "P" before those items. Not all of these items listed will apply to all church positions.

- _____ 1.) Prepare and implement budget. (**budget/financial management**)
- _____ 2.) Develop and maintain programs and activities for enlarging the membership and/or the vision and ministry for the church. (**church growth**)
- _____ 3.) Gather together a new body of believers on a regular basis for Bible study and worship which will lead to a new permanent congregation (**church planting**)
- _____ 4.) Keep persons informed through the use of the media, newsletter, etc. (**communications**)
- _____ 5.) Identify and evaluate the needs of the community and work to meet those needs through individual and/or corporate action. (**community assessment/involvement**)
- _____ 6.) Resolve conflict situations with persons and groups for the sake of the church's ministry. (**conflict management**)
- _____ 7.) Provide opportunities (a place and/or persons) for individual, couples, families and/or groups to enter a healing relationship. (**counseling**)
- _____ 8.) Work with a language, ethnic or cultural group different than your own (**cross-cultural involvement/mission**)
- _____ 9.) Provide a teaching ministry that is based on theological, educational and historical foundations. (**education**)
- _____ 10.) Seek to lead persons to make decisions for Christ encouraging their identification with and participation in the local church/community. (**evangelism**)
- _____ 11.) Oversee and maintain physical property. (**facility management**)
- _____ 12.) Discover ways to finance the work of the church. (**fund-raising**)
- _____ 13.) Cooperate with churches/leaders from Baptist and other denominations. (**interchurch cooperation**)
- _____ 14.) Communicate a comprehensive understanding of the Bible and Christian theology in terms relevant to person's lives. (**interpreting the faith**)
- _____ 15.) Seek to recognize and call forth the potential of persons as leaders providing opportunities for their training and growth. (**leadership development**)
- _____ 16.) Attempt to turn vision into reality and sustain it to the church. (**leadership**)
- _____ 17.) Motivate and support persons in discovering and using their gifts for ministry in their daily lives. (**ministry of the laity development**)

- _____ 18.) Encourage and provide opportunities for the congregation/individual to be informed and involved in Christian witness at home and abroad. (**mission promotion**)
- _____ 19.) Have and demonstrate keen sensibilities to other language, ethnic, and/or cultural groups and settings. (**multicultural sensitivity**)
- _____ 20.) Maintain a choral and/or instrumental program(s) of the church. (**music directing/performing**)
- _____ 21.) Create an atmosphere in which person feel accepted, included, cared for and can identify with the group. (**nurturing fellowship**)
- _____ 22.) Develop and implement the goals and objectives of the church. (**planning and management**)
- _____ 23.) Provide by word and presence an empathetic understanding of and concern for persons in the routine and joys as well as the crises and transitions of life, giving assistance where appropriate and feasible. (**pastoral care**)
- _____ 24.) Enable the staff to accomplish their duties and responsibilities and encourage their personal and professional growth. (**personnel supervision**)
- _____ 25.) Support the preaching ministry with time for preparation/reflection on the Word, and commitment to listen for the Word's power and its implications for individuals, the church, the community and the world. (**preaching**)
- _____ 26.) Design, encourage and help to implement organizational, social, educational, religious and/or recreational programs of ministry. (**program development**)
- _____ 27.) Design, participate in and/or implement studies that will produce reliable information for Christ's ministry. (**research**)
- _____ 28.) Seek to be aware of justice issues in the community and the world, then discover ways to act toward eliminating the causes of injustice. (**social action enablement**)
- _____ 29.) Provide opportunities for individuals or groups to understand and enhance the spiritual dimensions of their personal lives. (**spiritual life development**)
- _____ 30.) Enable persons to develop and use individual and corporate resources: personal gifts, skills and finances to the glory of God. (**stewardship**)
- _____ 31.) Enable persons to lead using methods and materials appropriate for the learner's age and situation. (**teaching**)
- _____ 32.) Make formal and informal connections with church members or others in their homes, at work or in other settings. (**visitation**)
- _____ 33.) Participate actively in worship, offering feedback and suggestions for greater participation and effectiveness in the expression of praise, thanksgiving and devotion to God. (**worship preparation and leading**)
- _____ 34.) Develop and lead a ministry with adolescents which nurtures youth toward Christian faith commitment and discipleship. (**youth ministry**)

MINISTRY PRIORITIES

List the eight activities of ministry (taken from the *Church Reflections 9 – WHAT WE WANT TO DO AND WHAT WE WANT OUR PASTOR TO DO*), which you feel are the most critical activities in which your pastor should be competent. Prioritize the list to assist the Regional staff person in writing the computer search and to assist your discussion with potential pastors.

1st # _____

2nd # _____

3rd # _____

4th # _____

5th # _____

6th # _____

7th # _____

8th # _____

From your “Goals and Vision for Ministry” are there additional emphases of your vision which have not been covered in the eight items above? You may list as many as five items. These **SHOULD NOT** be selected from the 34 items.

1.)

2.)

3.)

4.)

5.)

COMPENSATION, BENEFITS AND MINISTRY-RELATED REIMBURSEMENT

A.) PASTOR'S COMPENSATION

(Note: Many Regions have guidelines for fair compensation. Check with your Region to discover the recommended fair salary for your size church and community. If your church is not able to afford this amount, your pastor should be considered part-time. (Part-time salaries are based on a percentage of the average compensation in your Region.)

1.) Cash Salary: Indicate the maximum salary your congregation is able to offer. (Of course, you can negotiate anything; however, we do not want to send you Profiles which your congregation cannot reasonably consider.)

\$ _____

2.) Housing: (Tax laws require that an annual vote of the congregation before the beginning of each calendar year be recorded officially setting the amount of salary that is considered "housing." The following is a sample resolution that may be used:

RESOLUTION:

Resolve that the _____ Church of _____ at this
regularly called meeting _____ recommends total pastoral
compensation* in the amount of _____, of which _____
is designated as Housing Allowance.

* (Remember to include the rental value of the parsonage and utilities where a
parsonage is provided.)

See M & M resource on Parsonage Allowance.

- Insert the appropriate cash amounts
- a.) Rental Value of Parsonage _____
 Utilities _____
 Allowance for yard care, furniture, etc. _____

OR

 - b.) Housing Allowance (inclusive of
 utilities, furniture, etc.) _____

(continued on next page)

COMPENSATION, BENEFITS AND MINISTRY-RELATED REIMBURSEMENT

- 3.) Total cash salary and housing cannot exceed: _____
 Other salary options can include:
 Flexible Spending Account
 The Annuity Supplement
 Other

B.) BENEFITS

Check the programs that you plan to offer and list the anticipated.

_____	M&M Retirement/Death & Disability (16% of Total Compensation)	_____
_____	Other Retirement Plan	_____
_____	Medical/Dental Insurance	_____
_____	Social Security Offset* (*SSO is taxable income)	_____
_____	Other _____	_____

C.) REIMBURSEMENT FOR MINISTRY-RELATED EXPENSES

Insert the amounts you plan to offer for:

Books/Periodicals	_____
Auto @ _____ per mile	_____
Continuing Education	_____
Conventions	_____
Hospitality	_____
Professional Dues	_____
Other Expenses _____	_____

(continued on next page)

COMPENSATION, BENEFITS AND MINISTRY-RELATED REIMBURSEMENT

Indicate the time you will offer for:

Continuing Education	
Conventions (local/regional/national)	
Days Off	
Family Leave (e.g. maternity, paternity, elder parental)	
Retreats	
Sabbatical Leave (see Ministers Council recommendations)	
Vacation	
Sick Leave	
Holidays	

D.) MOVING INFORMATION

It is expected that the church will pay the full moving expenses. Check that which applies to your church .

will pay all costs (normative)
 will negotiate costs (exceptional)

Estimated cost for move \$ _____