

## **Pastoral Search Team Job Description**

*The purpose of the Pastoral Search Team (PST) is to identify the best candidate to serve as our new senior pastor. The search team members are accountable to each other and the board.*

### **Responsibilities of the Search Team**

1. Faithfully attend search team meetings. Meeting frequency, location, and time will be determined by the team as a whole to best accommodate everyone's schedule. We realize that every team member may not be able to attend all meetings, but one must have margin in their schedules to regularly participate.
2. Agree to and sign the Board/PST commitment which lays out many necessary qualities including confidentiality through out the whole search process.
3. Read the Pastoral Transition Manual provided by the Wyoming Ministry Network. This manual explains the process we will be using and contains many helpful, practical aids. It is recommended to download it to a laptop for ease of reference.
4. Fulfill basic PST functions: evaluate candidate resumes, listen to their sermons, participate in interviews, etc.
5. Be willing to serve in one of the capacities listed under the roles of the search team. Depending on your skills/interests and those of the other PST members, you may or not serve in one of these roles, but we do need a person for each one.

### **Roles of the Search Team**

Delegating roles and tasks on the search committee is an opportunity for your PST members to share the burden and split the load. A few suggested roles are as follows:

1. **Team Lead (Chair).** This person must have the time, availability, and talent to lead. They should be respected among the board/search committee, have strong collaborative skills, and be a decisive leader. This person should also be somewhat comfortable with technology, saving and sending electronic documents, email attachments, shared files on the cloud (Dropbox, Google docs, or others), and video conference calls on the internet. Confidentiality will require them to communicate with others without needing an administrative assistant. They should be the only person interacting with applicants prior to selecting a candidate. The church should provide the office of the network superintendent with the name, address, and phone number of the chair of the pastoral search committee so proper communication may be maintained.
2. **Secretary/Communications.** This person must have strong organizational skills, be available, and feel comfortable with email and technology. They should coordinate meetings, email the chair's agendas, take minutes, organize candidate files, distribute all the notes following a

meeting, coordinate with an approved person at the church office, and set up confidential folders the committee can access on Dropbox. This person should also be responsible to lead the board's/search team's communications efforts in keeping the congregation informed. They should make sure that all communication accurately reflects the decisions of the entire board/search committee and not their personal opinions, preferences, or private interpretation of the committee's decisions. They should work under the direction of the Team Lead and the liaison with the church office or whoever prints the weekly bulletin.

3. **Prayer Lead.** This person should lead the prayer efforts of the church and take responsibility for collaborating with the board, interim pastor, and staff to help the church remain focused on prayer.
4. **Networking Lead.** This person will carry out assignments given by the Team Lead. These may include posting job openings on the appropriate websites and seeking out recommendations from key pastors and ministry leaders. They should also do research over the internet to identify associations, involvements, articles, or books written by "A-list candidates" to share with other board members. They are also responsible for ensuring background checks have been conducted on candidates who are being seriously considered.
5. **Hospitality Lead.** Stories about pastoral transitions can be inspirational while others are disappointing. One ministry couple arrived in town to candidate, and—like Jesus—there was no room at the inn. The person making their travel plans booked the wrong dates for their arrival, and it just happened to be the same week that all the students from the local college arrived to start a new semester. Every hotel in town was booked. They had to split their time between staying with a family from the church and a hotel farther away that could accommodate part of their stay. The night before their candidacy, they had no other option but to stay with a family in the church which deprived them of the privacy they needed to process the weekend, pray, and discuss God's will together.

That is why your team needs a detailed person to plan for and entertain candidates who come in for interviews. This includes everything from airline reservations, car rentals, hotel reservations, dinner plans, itineraries, and all the logistics of the visit. They should be the only liaison between the interviewee and the accounting department to get receipts for reimbursement. They should also guarantee that those who are being interviewed will have a reimbursement check for any approved expenses BEFORE they leave the interview. *(If reimbursements are slow or overlooked, a candidate who is still uncertain about God's will may be scared off and the church will lose the opportunity of considering a good candidate.)* Although the hospitality lead may want to take them to meetings, a car should be rented for or loaned to the candidates. They will need to have the freedom to explore, check out housing, and get a feeling for the geography of the city.

## BOARD/PASTORAL SEARCH TEAM COMMITMENT

To help ensure the success of the pastoral search process, each member must agree and commit to God and the other members to hold one another accountable to the following agreements:

- A. Prayer.** To pray earnestly daily for God's direction, the church, the board, the search team, and its work.
- B. Focus.** To assist the group by staying focused on the primary purpose: *The purpose of the board during this season without a pastor is to identify the best candidate, manage existing ministries, remove obstacles, and postpone expansion in a way that creates margin and opportunity for our future leader. The purpose of the Pastoral Search Committee is to identify the best candidate.*
- C. Availability.** To make this process a priority, fulfill my duties, and be an equal contributor to the pastoral search process.
- D. Confidentiality.** To keep confidential from family and friends all information disclosed, discussed, or learned at its meetings. This includes but is not limited to the identity and current ministry of potential candidates, comments, opinions, or votes of other committee members as well as the leanings or intentions of the committee.
- E. Honesty.** To be entirely honest and forthright in representing the church, its current financial situation, attendance, challenges, history, culture, and previous commitments.
- F. Sensitivity.** To protect all prospective candidates by not jeopardizing their privacy, job security, current position, or other opportunities being presented at the same time. I also agree to seek the candidates' written permission before contacting references.
- G. Clarity.** To provide clarity to the process by creating a clear and reasonable job description, church bio, and pastor profile before interviewing any candidates.
- H. Surrender.** To subordinate my own personal preferences, agenda, or priorities to the will of the committee as a whole and to support the committee's final decision and candidate.
- I. Thoroughness.** To vet the final candidate to the best of our reasonable abilities through interviews, references, and background checks.
- J. Transparency.** To not deprive the team of context by trying to represent any "anonymous" opinions of people or groups in our deliberations. To be open with team members.
- K. Faithfulness.** To prioritize Bible study and prayer, keeping my heart clean to hear God's voice. To remain faithful to the church and its ministries so church members will continue to have confidence in the team, and I can effectively and honestly assess the process.

I understand that a breach of these agreements, unintentional or otherwise, will be brought to the full board who will determine whether the violation disqualifies me from continued service.

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Name

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Date

***Return this signed form to the PST Chairman***