

Acknowledgements

This notebook could not have been assembled without the help of several people. Each of the people who provided specific feedback to me improved the clarity and usefulness of this resource. Each person had some grammar, form or content suggestions, which I really appreciated. It is amazing how many times a person can go over a document and still miss some errors or details concerning readability and flow. Let me start my thanks with my dad, Warren Garner. His encouragement and support, not just with this notebook, but throughout my life and ministry have been and will forever be appreciated. Thanks as well to the members of the Ministry of Pastoral and Congregational Care: Jim Black, Ron Burns, Larry Hanson, Billy Hesketh and Kurt Stout. And last but not least, Jim Frado, from the Brethren Church National Office, who provided some very perceptive suggestions not given by others.

What I found so interesting was that each person's feedback tended to focus on a particular aspect of the resource. This illustrates again how much we need each other in the body of Christ. As each person contributed his or her perceptions and thoughts, this resource was improved. It follows that these contributions will increase the effectiveness of the Pastoral Search Process in the local church. A better process will enable pastors and churches to find mutually beneficial ministry matches. Solid matches between pastors and congregation provides greater stability in and potential growth of the local church. This gives impetus to advancing Kingdom of God.

May each person who uses this resource recognize that they are a unique child of God who is needed to complete the Body of Christ. As we each do our part, we bring honor and glory to God. As Paul wrote to the church at Philippi, He who began a good work in you will carry it to completion until the day of Christ Jesus. Carry on!

May the Lord bless each who contributed to this volume and may each search committee be blessed as they work the search process aided by these materials.

NCD overview materials added September 10, 2007 as Appendix C

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	Please fill this out after the selection process is completed.	

Appendices:

Appendix A: Sample Pastoral Job Descriptions - see

Appendix B: Pastoral Salary Packages per denominational guidelines

Appendix C: The NCD Process: Every congregation has been encouraged by Executive Director Ken Hunn to use this diagnostic tool to assess their church whether in pastoral transition or not. Contact Church Health Coordinator Gary Diehl (419-289-1708) to use this powerful and practical tool. NCD stands for Natural Church Development.

Guide to Pastoral Selection

Introduction

This notebook is part of a series of two notebooks whose primary goal is to assist congregations in three processes associated with pastoral ministry: selection, support, and severance. This notebook – Guide to Pastoral Selection – assists a search committee as it selects a new pastor. (The subsequent notebook will deal with pastoral support and severance issues. A tentative completion date is July of 2004.) The diskette in the expandable portfolio contains all the information included in this notebook. Users have two options: photocopy needed materials from the loose-leaf pages of this notebook or download information off the diskette.

While no resource can guarantee a perfect fit between a congregation and a pastoral candidate, a resource like this and the two books, contained in the plastic portfolio in the front of the notebook, can help to improve the overall process. Finally, this resource, provided by The District Pastor's Office of the Brethren Conference of Indiana, is meant to be user-friendly. Therefore, feedback on how to make this resource more helpful is welcomed. A form for such feedback is provided on page 41.

All resources in this notebook are available on the accompanying CD. For those desiring to track information on a computer, download the contents of this notebook from the CD. The pages are not templates, so you may have to use the insert button to typeover underlines or delete to keep spacing appropriate. Play with it!!! Users are granted permission to photocopy or print directly from the CD materials for use with by the search committee.

Upon completion of the Search Process, please return this notebook to:

Brethren Conference of Indiana
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Pastoral Selection: From the Congregation's Perspective

Two key factors in pastoral selection are **prayer and patience**. **Prayer** enables the congregation and candidate(s) to seek God's plan for pastoral leadership. Prayer allows individuals to hear how God desires to work in the congregation, and thus, builds unity. Congregation-wide prayer helps keep the focus on God's direction, guidance and grace, and offers support and encouragement to the search committee. Prayer encourages patience in the search process, the second key factor.

Having **patience** slows the hurry many congregations feel when their pastor leaves. Having patience grants time to the congregation to grieve appropriately for the loss of a pastor and his/her family. Having patience allows time to create a quality search committee, a thorough and thoughtful congregational profile and time to seek God's person for the pastoral position. Having patience may also refer to the wisdom of seeking an interim pastor to provide stability to the congregation during the 12-24 months the average congregation searches for a pastor. An interim can serve as a consultant for the items mentioned above, as well.

“Remember, prayer is the work; ministry is the reward or privilege that results.”

Umidi, *Confirming the Pastoral Call*, p. 22

“Remember, when the church is in transition, everyone who attends the church is also in transition”... “Too many churches compound the sin of prayerlessness with the sin of under-communication.”

Umidi, p. 23.

Tasks in the Pastoral Search Process

Here are the critical tasks the search committee should perform as they begin and carry out this vital task. Detailed information for each of these items can be found as referenced. ON the next two pages a box next to an item indicates a task to complete. Place a checkmark in the box to the left upon completion of that item.

1. SEARCH COMMITTEE

p. 9

The resource books, which are listed below and provided in the expandable portfolio in this notebook, provide an excellent overview for the selection of the search committee:

- a. Read *Pastoral Search: Guide to Managing the Pastoral Search Process*, by John Vonhof, chapter 1.
- b. Read *Confirming the Pastoral Call: A Guide to Matching Candidates and Congregations*, by Joseph Umidi, chapter 3, Pages 28-29 list some excellent questions for selecting a search committee and Appendix 2 offers a clear covenantal agreement for the search committee members.

Suggestion:

- Find someone from a nearby Brethren congregation to sit in on the search process. The District Pastor may be able to help with this. This will prove helpful in three ways:
 1. It provides an objective outsider opinion;
 2. This participation provides valuable insight and preparation for another congregation at some future point as they may enter the search process; or,
 3. It allows for a person with previous search process experience to assist the searching congregation.

2. PRAYER

- Appoint a prayer coordinator: _____
Name of prayer coordinator

- See “Prayer Coordinator Tasks” p. 10
Photocopy page 10 which serves as an outline of the prayer coordinator’s task/job description.

3. EXIT INTERVIEW AND SAYING GOOD-BYE

See page 11 for rationale and purposes

- Date, time and place for Exit Interview _____

- Exit Interview Agenda distributed to appropriate people p.11

- 4. MANAGING THE CONGREGATION**
Read Vonhof, chapter 2
- A. Congregational Participation
 - 1) Congregational Survey including Pastoral Expectations, Tasks, and Skills (PETS) Form p. 26
p. 29
 - 2) Clarifying Core Values
 - Read Umidi, chapter 4 and appendix 3
 - Read Vonhof, chapter 3
 - 3) Determining the Church's Readiness for Change.
Read Umidi, chapter 5 and appendices 4 & 5
 - 4) *Seeing Your Church from the Candidate's Point of View*
This is a helpful tool to understand how a potential pastor sees your church. It can be a fun and insightful exercise to try to think about your congregation from a potential pastor's point of view.
Read Umidi, appendix 10
 - 5) Managing the Call Process and Smooth Transitions
Read Vonhof, chapters 10 & 11
 - 6) Developing A Church Information Packet
Read Vonhof, chapter 4
- 5. OUTLINE OF PROTOCOL FOR CANDIDATE SELECTION**
 - A. Receiving applications and informing candidates
 - i. Pastoral Candidate Organizer p. 12
 - ii. Read Vonhof, chapters 5 & 6
 - B. Dealing with references
 - Read Vonhof, chapters 7 & 8 and
 - Read Umidi, chapter 6 & appendix 6
 - References Contacted
 - C. Evaluating a candidate's people skills
Read Umidi, chapter 7 & appendix 8
 - D. Candidate's integrity
Read Umidi, chapter 6
 - E. The Interview p. 35
 - Read Vonhof, p. 64-65
 - Read Umidi, chapter 10 and appendix 8
 - F. Leadership matching
Read Umidi, chapter 11 and Selection Criteria
 - G. Red flags
Read Vonhof, p. 65-66

6. EXTENDING THE CALL SHOULD RESULT IN THE FOLLOWING:

- Read Vonhof, chapter 10
- Read Umidi, appendix 11
- A. Agreement on a job description Appendix A
- B. Salary and benefit package worksheet and information Appendix B
- C. Signing a covenant/contract p. 40

7. RETURNED THE NOTEBOOK TO THE DISTRICT PASTOR

Confidentiality:

Persons reading this information are requested to respect the confidential nature of personal information and to treat it accordingly.

If in doubt about sharing certain information concerning a candidate with others, ask the candidate for permission.

Conclude each interview with an understanding about what can be shared from this conversation to the congregation at large. A suggested question to clarify this understanding may go like this: ***Is there anything we discussed which should be kept confidential?***

Great care should be used in keeping confidential the information gathered from references, especially if the information is of a sensitive or negative nature.

At the conclusion of the search process please return ***this notebook*** to the District Pastor.

Any references, resumes or applications should be shredded upon completion of the search process.

Search Committee Information Sheet

(Photocopy for each committee member and send one to the District Pastor)

Confirmed Search Committee Members	Phone	Email
Chairperson		
1. _____	_____	_____
Secretary		
2. _____	_____	_____
Other members		
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

Creating a Phone chain or Email chain from this list can serve to **facilitate**: meeting date reminders or changes, specific issues related to receiving resumes, upcoming interviews, or personal concerns of committee members.

Suggestion: This communication chain organizes contacting the committee. The chairperson can email each search committee member; or, the chairperson calls half the committee and the secretary the remainder. Be creative and frequent in communicating with each other.

Prayer Coordinator's Tasks

- Recruit seven (7), as a minimum, intercessors to pray one day per week for the church, the search committee and pastoral candidates.

	Name	Phone	Email
Sunday	<input type="checkbox"/> 1. _____	_____	_____
Monday	<input type="checkbox"/> 2. _____	_____	_____
Tuesday	<input type="checkbox"/> 3. _____	_____	_____
Wed.	<input type="checkbox"/> 4. _____	_____	_____
Thursday	<input type="checkbox"/> 5. _____	_____	_____
Friday	<input type="checkbox"/> 6. _____	_____	_____
Saturday	<input type="checkbox"/> 7. _____	_____	_____

- Read Joseph Umidi, *Confirming the Pastoral Call* - Appendix 1 as he outlines a format for monthly or quarterly Concerts of Prayer.
- Develop monthly or quarterly Concerts of Prayer
- Publish a schedule of these events
- Contact the Search Committee Chairperson every two weeks to discover particular prayer needs. Remember, the chairperson will need to keep certain information confidential, so don't pry for details. A candidate's name should be kept confidential within the search committee until the candidate is actually coming to the church for the get-acquainted weekend – interview, message and congregational question and answer time.
- Make sure appropriate prayer information is included in the bulletin, church newsletter, or e-mail prayer chain.
- Deadline for bulletin information is what day of the week _____.
- Deadline for newsletter is normally what day of the month _____.

Exit Interview

The District Pastor, exiting Pastor, representatives of the Pastoral Care Committee and Official/Executive Board will participate in an exit interview. The Exit interview provides an opportunity:

To take a final look at "how things have gone"

To bring meaningful closure prior to the pastor's departure

To enhance future ministry and congregational life

In the case of a pastor leaving under strained or difficult circumstances, to follow biblical principles to talk with each other and begin healing some of the wounds and hurts. The Bible commands no less than to speak the truth in spoken in love, to honor Christ, to be ambassadors of reconciliation and to work at the process of forgiveness.

Questions:

Each person is encouraged to share his or her opinion – speaking the truth in love.

1. What words of thanks would you each like to share?
2. What has gone well during Pastor _____'s ministry at our church? Both pastor and congregational representatives should respond.
3. Why do you think these things went well?
4. As we look at future ministry at our church, what could have been done better?
5. Which group(s) of people were most invested in the ministry?
6. Which group(s) may have been neglected or untapped for ministry?
7. What do you see as needs or issues to address in the near future?
8. ~~Do you, pastor, feel you and your family were~~ appropriately supported – financially, spiritually or emotionally? What do you feel could have been done better?
9. Also, under most situations, organizing a farewell meal and giving people an opportunity to say thanks in their own way is definitely encouraged. Discuss a date and format that best fits the situation and the pastoral family's desires. This allows the congregation and the pastor to say their good-byes.

Deleted: In what ways were the pastor and family

Pastoral Candidate Organizer

Candidate names should remain confidential within the search committee, until the time a candidate is invited for the get-acquainted weekend of interview, message, meal and congregational question and answer time.

Candidate's Name	Date profile was sent to candidate	Date profile was received	Date letter sent to confirm profile was received	Date(s) References Contacted	Date communicated no longer interested	Date of Scheduled Interview
1. Name Address Phone Email						
2. Name Address Phone Email						
3. Name Address Phone Email						
4. Name Address Phone Email						
5. Name Address Phone Email						
6. Name Address Phone Email						
<ul style="list-style-type: none"> ➤ Photocopy this page as needed. ➤ A resume lists a candidate's basic contact information, educational accomplishments, jobs and/or previous ministry experiences. ➤ The profile goes into greater detail about beliefs, experiences, goals and understanding. 						

EDUCATION

	School Name	Location	Degree	Date
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Post Graduate	_____	_____	_____	_____
Trade School	_____	_____	_____	_____

PROFESSIONAL EXPERIENCE

Ministry/Job	Title/Position	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of years of full-time ministry as a licensed or ordained pastor _____ yrs.
Part-time ministry will be prorated as one year of service for every two years of part-time work.

REFERENCES: List the names and addresses of four people who are familiar with your pastoral ministry.

Name	Phone (day-time)	(evening)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

CONTINUING EDUCATION

When	Where	What	CEUs
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

GENERAL THOUGHTS ABOUT PASTORAL MINISTRY

1. What in your ministry has brought you the greatest level of satisfaction?
2. What in your ministry has brought you the most frustration or disappointment?
3. What do you hope to accomplish in your next ministry?

4. Preferred Type of Pastoral Ministry – check all that apply:
Full-time _____ Part-time _____ Bi-vocational _____ Yoked (Two-point charge) _____

Comments:

5. Please provide two sermon tapes – audio is okay; video is preferred.

CHRISTIAN EXPERIENCE and CALL

1. How long have you been a Christian? _____ years

a. Under what circumstances did you become a Christian?

b. When were you baptized? _____ - _____ - _____ (date)

c. How long have you been a member of The Brethren Church? _____ years

d. If married, is your spouse a member of The Brethren Church? Yes _____ or No _____

2. What experiences have you had in Christian work (non-pastoral in nature – Mission's trips, retreats, conferences, church positions prior to pastoral ministry, etc.)?

3. Why do you believe you have been called by the Lord to Christian ministry?

4. When and under what circumstances did you decide to offer your life for Christian ministry?

5. If married, is your spouse in accord with your calling into Christian ministry? Yes or No

DOCTRINE: Message of the Brethren Ministry

Pastor Profile continued

Indicate whether you agree completely, **C**, partially, **P**, or not at all, **N**, to the following statements. Please explain your answer to any statements marked **P** or **N** on a separate sheet. Or if completing via diskette, type answers into this document.

- _____ 1. Our motto: The Bible, the whole Bible, and nothing but the Bible.
- _____ 2. The Authority and Integrity of the Holy Scriptures. The ministry of the Brethren Church, desires to bear testimony to the belief that God's supreme revelation has been made through Jesus Christ, a complete and authentic record of which revelation is the New Testament; and, to the belief that the Holy scriptures of the Old and New Testaments, as originally given, are the infallible record of the perfect, final and authoritative revelations of God's will, altogether sufficient in themselves as a rule of faith and practice.
- _____ 3. We understand the Basic Content of Our Doctrinal Preaching and Teaching to be:
- _____ (1) The pre-existence, deity, and incarnation by virgin birth of Jesus Christ, the Son of God;
- _____ (2) The Fall of Man, his consequent spiritual death and utter sinfulness, and the necessity of his new birth;
- _____ (3) The vicarious atonement of the Lord Jesus Christ through the shedding of His own blood;
- _____ (4) The resurrection of the Lord Jesus Christ in the body in which He suffered and died and His subsequent glorification at the right hand of God;
- _____ (5) The justification by personal faith in the Lord Jesus Christ, of which obedience to the will of God and works of righteousness are the evidence and result; the resurrection of the dead, the judgment of the world, and the life everlasting of the just;
- _____ (6) The personality and deity of the Holy Spirit who indwells the Christian and is his Comforter and Guide;
- _____ (7) The personal and visible return of our Lord Jesus Christ from heaven as King of kings and Lord of lords; the glorious goal for which we are taught to watch, wait, and pray;
- _____ (8) The Christian should 'be not conformed to this world, but be transformed by the renewing of the mind,' should not engage in carnal strife and should 'swear not at all;'
- _____ (9) The Christian should observe, as his duty and privilege, the ordinances of our Lord Jesus Christ, among which are:
- _____ (a.) baptism of believers by Triune (Trine, ed.) Immersion;
- _____ (b.) confirmation;
- _____ (c.) the Lord's Supper;
- _____ (d.) the Communion of the Bread and Cup;
- _____ (e.) the washing of the feet; and
- _____ (f.) the anointing of the sick with oil.

Ethics
Pastor Profile continued

- 1. Do you have financial obligations and debts which may hinder your ministry? Yes or No
- 2. Do you make regular contributions to a retirement account? Yes or No
- 3. Do you have adequate life insurance to help cover your family's financial needs in the case of your death? Yes/No/Not sure
- 4. Do you have adequate medical insurance through your or your wife's current employer? Yes or No

Pastoral and Congregational Ethics statements

- 1. I have read the current pastoral ethics statement (1987 version) and affirm its content. **SEE page 34** _____ (initial if true)
- 2. I have read the current congregational ethics statements (1987 version) and affirm its content. **SEE page 35** _____ (initial if true)

Pastoral Ethics

Have you ever been convicted of a felony or misdemeanor, other than traffic offenses? Yes or No
If yes, please explain:

- 2. Has a formal complaint of ethical misconduct, ever been filed against you? Yes or No

If yes, please explain and how the case was resolved:

- 3. I understand and agree that any and all sharing of background information with a congregational search committee is my responsibility. _____ initial if you understand and agree

- 4. I understand and agree that the District Pastor may share any and all documented information contained in my pastoral ministry file (not the file itself, however) with the search committee of the congregation. _____ initial if you understand and agree

- 5. I understand and agree that a congregational search committee where I am seeking a placement may choose to do a background check on my employment history; medical history; and history of criminal, civil, financial, or ecclesiastical proceedings; and I authorize the appropriate parties to release and disclose all background information to the congregational search committee. _____ initial if you understand and agree

Leadership & Philosophy of Ministry

Pastor Profile continued

YOUR SPIRITUAL GIFTS:

Please list key areas of giftedness

Please list areas in which you do not feel gifted

MY STYLE OF LEADERSHIP IS:

1. What leadership inventories or personality assessment tools have you completed – Disc, Myers-Briggs? Please describe the basic results:

2. How have those instruments helped you understand your leadership, pastoral, counseling styles:

MY PHILOSOPHY OF MINISTRY – If you have previously written a philosophy of ministry and it is appropriate to use as part of this application, please attach. Please consider whether the following areas have been addressed at least in part in that philosophy of ministry

1. Describe your experience with and/or plan for developing vision and goals for ministry.

2. Describe your expectations of and desired relationship with each of the following:
The Board, The Deacon Ministry, The Staff, Committee chairpersons

3. Describe how you foster commitment and accountability.

4. Describe your experiences in, or plans for, discipling or mentoring.

5. Describe your prayer life – successes and challenges.

6. Describe your experience with, and/or plan for, developing prayer in the life of a congregation.

7. Describe your experience with, and/or plan for, developing outreach ministries.

8. Describe your experience with and/or plan for developing educational opportunities in the local church including ministry to children, youth, families, and adults.

10. Worship

- a. My understanding of the purpose of worship is...
- b. My preferred worship style is...(for instance - contemporary, blended, traditional, liturgical, formal or informal)
- c. My preferred preaching style is (evangelistic, manuscript, topical, exegetical)...
- d. Lay participation in worship services should include...

11. What ways would you use to get acquainted with the congregation?

12. Do you prefer working with any particular age group in the church? Do you have, or have you had, difficulty working with any particular age group in the church?

13. Describe the process you use for sermon preparation

14. If married, what is the responsibility of the pastor's spouse in service to the congregation?

Congregational Profile

(To be completed by the search committee or a representative)

Part One – Information

Basic Information and Contacts

Name of Congregation _____

Address _____ street _____ state _____ zip _____

Church Telephone _____ Email _____

Chairperson of Search committee _____

Address _____ street _____ state _____ zip _____

Telephone _____ Email _____

Year church first began meeting or was organized _____

Average Sunday Worship attendance during the past 12 months: _____

Highest Attendance during that time _____ Was there a reason for this? (Easter, Mother's Day, Special program of some sort)

Lowest Attendance during that time _____ Was there a reason for this? (weather, people away at a conference...)

Total Current Members: _____ Non-resident members: _____
(those who live too far away to be active)

Non-member regular attendees including children: _____

Demographics (ages)

0-12	_____ %	_____	31-45	_____ %
13-18	_____ %	_____	46-64	_____ %
19-30	_____ %	_____	65+	_____ %

Shut-ins in their own homes: _____ Those living in nursing homes _____

Occupational Profile (ages 19-70) Give totals

- | | |
|---|--------------------|
| ___ Business/manager/proprietor | ___ Homemaker |
| ___ Education/administration/teacher | ___ Clerical/sales |
| ___ Craftsman/laborer/operator | ___ Student |
| ___ Medical-doctor/nurse/administration | ___ Farmer |
| ___ Other Professional | ___ Retired |

Educational level of adults (approx. percentages)

- Up to and including high school ___
- Some college or college graduate ___
- Graduate school ___

Describe the racial or ethnic composition of the congregation

Community

Which most closely describes the community your church serves or is located?

Rural Town (under 10,000) City (10,000-50,000) Urban area (50,000 +)

Which best describes this community

Growing Stable Declining

Describe the ethnic/racial composition of the community served by your church

List three to five primary businesses/industries in the community.

Identify significant issues or the greatest needs confronting your community

Describe the basic spiritual climate of your community

In what ways does your church participate in the community through outreach efforts and cooperative ministry?

Are there community programs or groups who also utilize your church facilities? Who are they and how often do they meet?

Church Administration and Program

1. What is the primary governing body of your congregation (council, board, elders, deacons)?

How often do they meet _____

Number of members _____

Average age _____

Number of Men _____ /Women _____

2. Identify five other significant leadership or programming groups: Committees, boards, ministries, trustees, etc.)

How often do they meet _____ Number of members _____

Average age _____ Number of Men _____ Women _____

Sunday School

Average attendance past 12 months: _____

Number of children's class (6th grade and below) _____

Number of Youth classes (7th-Post High) _____

Number of Adult classes _____

How are these organized? Are they based on age, topic, or something else?

Describe the youth ministry in your church – composition, leadership, activities, etc.

Does your congregation have an active small group structure? Describe

Weekly Bible Studies?

Men's groups?

Women's groups?

What other special groups do you have?

What programs/activities are designed specifically for evangelism/outreach, and what is the level of support and participation by the congregation?

Music

Identify choir (s) age range # of participants

Worship team age range # of participants

Describe musical instrumentation – who plays what?

Church building and property

Seating capacity of the sanctuary or worship area _____

Date of construction of the building _____

Date of last renovation/addition _____
Describe

Describe office equipment: copy machine, computer, other.

What special equipment or building renovation/additions are needed, or anticipated?

Church finances – Provide a financial statement from the last fiscal year and a budget for the current year.

Who makes the recommendations regarding pastor and staff salaries?

Who develops the budget prior to presentation to the congregation?

What is the ongoing stewardship strategy to raise funds for the budget?

How is the message and priority of biblical stewardship addressed in your congregation?

Is there church indebtedness? Why has this indebtedness been incurred.

Total Amount \$ _____

What is the payment plan? _____

Staff

Present Ministry Staff – Name	Full-time(ft) or % of full-time – see below*	Beginning date of service	Title/Job Description
1.			
2.			
3.			
Other staff – office, custodian, musicians - Name.			

****To illustrate: If full-time put 100% in the box, if half-time put 50%, if quarter-time 25%.***

Is a parsonage available? Yes or No

If not, what are the normal arrangements for pastoral housing?

Congregation Profile: Part Two – Ministry Understandings

Describe your congregation's:

Vision

Mission

Goals

Strategies

Measurement: How do you determine the effectiveness of your ministries?

What are non-negotiable theological positions of your congregation?

Assess the spiritual health of your congregation.

Are relationships among members wholesome and harmonious?

Describe any major conflict that has occurred in the congregation in the last 10 years.

Describe the general circumstances (no names please) surrounding the dismissal of any leadership from lay to pastor.

How and under what circumstance does the church discipline her own members

Is there openness to new ideas and change?

EVALUATING THE RELATIVE STRENGTH OF MINISTRY AREAS

Answer these from your personal perspective. How do you feel about each item?

Circling "1" means we need help in this area; "2" means this area is poor, but managing; "3" means this area is about average in terms of what I know about other churches; "4" means our church is above average in this area; and "5" means this is a definite strength area.

	Help	poor	average	above	strength
1. Administration of the church in general	1	2	3	4	5
2. Adult Education, Discipleship, Teaching	1	2	3	4	5
3. Being goal-oriented	1	2	3	4	5
4. Care-giving to one another	1	2	3	4	5
5. Caring for the poor in the church & community	1	2	3	4	5
6. Cooperation with other community churches	1	2	3	4	5
7. Mission and vision statements are well-developed and publicized	1	2	3	4	5
8. Denominational participation	1	2	3	4	5
9. Evangelism – soul winning	1	2	3	4	5
10. Fellowship – in small groups, Sunday school classes and as a total congregation	1	2	3	4	5
11. Gift-oriented ministry	1	2	3	4	5
12. Inspirational Worship services	1	2	3	4	5
13. International Mission support	1	2	3	4	5
14. Loving relationships	1	2	3	4	5
15. Making visitors feel welcome	1	2	3	4	5
16. Managing conflict	1	2	3	4	5
17. Ministry to children	1	2	3	4	5
18. Ministry to families	1	2	3	4	5
19. Ministry to men	1	2	3	4	5
20. Ministry to seniors adults	1	2	3	4	5
21. Ministry to singles	1	2	3	4	5
22. Ministry to women	1	2	3	4	5
23. Ministry to youth	1	2	3	4	5
24. Music ministry	1	2	3	4	5
25. Special Holiday services	1	2	3	4	5
26. Unity	1	2	3	4	5
27. Vacation Bible School	1	2	3	4	5

Isn't the breadth of ministry at our church fantastic?

OBSERVATIONS ABOUT OUR CONGREGATION

Circle one for each sentence:

	Most Always True	Sometimes True	Not True
1. People in our church care about each other	1	2	3
2. I care about others and others care about me	1	2	3
3. People volunteer readily for church activities	1	2	3
4. I volunteer readily for church activities	1	2	3
5. People in our church give generous financial support to our church	1	2	3
6. I generously support our church financially	1	2	3
7. Our congregation supports its committees and ministries	1	2	3
8. I participate in at least one committee/ministry	1	2	3
9. People with broken lives find our church a safe place to share and worship	1	2	3
10. I find our church a safe place to share and worship	1	2	3
11. The leadership board listens to and works with the congregation	1	2	3
12. I trust the judgments and decisions of our our leadership board	1	2	3
13. Our congregation cooperated well with our previous pastor	1	2	3
14. I cooperated well with our previous pastor	1	2	3
15. Our congregation is enthusiastic about our church's ministry	1	2	3
16. I am enthusiastic about our church's ministry and future	1	2	3

**Pastoral Expectations, Tasks, and Skills (PETS Form):
A Ranking of Pastoral Ministry Priorities
(To be filled out by both Pastoral Candidates and the Congregation)**

(Adapted and modified from the Ministerial Leadership Offices of the Mennonite Church –1999 Ministerial Leadership Information Pastoral Expectations/Skills—“Twenty Pastoral Tasks”.)

“This worksheet is intended to be used by both congregations and prospective pastors. It is designed to identify the perceived needs and expectations of the congregation and the gifts, skills, and priorities of a pastor. The hope is that in the pastoral calling process some matching of needs and gifts might happen. It can also serve as a useful discussion guide in the exploration/negotiation process. The listing below is alphabetic and does not reflect any preconceived notion of priority for a particular pastor or congregation.

Instructions:

- Circle only five (5) high expectations/tasks/skills.** High is indicated by circling the number 3.
- Circle only ten (10) medium expectations/tasks/skills.** Medium is indicated by circling number 2.
- Circle the remaining five (5) as low expectations, etc.** Low is indicated by circling the number 1.

Reminder: Chances are that a normal competent pastor will give 70-80 percent of his time and energy to 5 high expectations/skills/tasks, 20-30 percent of time and energy to 10 medium expectations/skills/tasks, and nod in agreement that 5 low expectations/skills/tasks need attention while never finding time or energy or motivation to do anything about them.

	Low	Medium	High
1. Administration The pastor manages the church's day-to-day operations, human and financial resources, while delegating and sharing tasks and leadership as appropriate.	1	2	3
2. Community Involvements The pastor establishes relationships with other pastors in the community for spiritual support and for identifying community needs which cooperative ministry may meet.	1	2	3
3. Continuing Education The pastor seeks opportunities to further his training and development in areas beneficial to his ministry.	1	2	3
4. Counseling The pastor provides counseling ministry to those inside and outside the church, and makes appropriate referrals when needed.	1	2	3
5. Christian Education The pastor and congregation identify the educational needs of persons of all ages and backgrounds,	1	2	3
6. District/Denomination Involvements The pastor takes an active part in district and denominational organizations and activities of the Brethren Church	1	2	3
7. Equipping and Leadership Development The pastor invests time into the training and mentoring of deacons, leaders, ministry chairpersons who in turn help train and equip others in the Body of Christ.	1	2	3

8. Evangelism and Church Growth The pastor engages in personal evangelism, sharing the gospel with the lost. He helps the church develop a plan for reaching the lost and mentors/trains individuals in how to lead others to Christ.	1	2	3
9. Ordinances The pastor oversees and performs the ordinances of the church: baptism, confirmation, child dedications, ordination of deacons, anointing, laying on of hands, three-fold communion.	1	2	3
10. Pastoral Care and Visitation The pastor takes an active role in visiting the members and friends of the congregation at home, in the hospital, during personal or family crisis and other events as invited or available. He likewise is available to perform weddings, dedications and funerals, which are meaningful in these times of transition.	1	2	3
11. People Skills The pastor communicates with and relates to the broad range of person and personalities in the congregation. He helps resolve conflict biblically. He finds ways to balance nurture and confrontation; encouragement and accountability, one on one and in small groups.	1	2	3
12. Personal Prayer and Spiritual Growth The pastor spends time in prayer and attends to his own spiritual growth daily and in times of retreat away from the congregation so that he can teach and model how to be a maturing Christian.	1	2	3
13. Preaching The pastor makes preparation of effective messages, which nurture and challenge the congregation, a high priority.	1	2	3
14. Program Development – Missions, social concerns, small groups, etc The pastor seeks training, mentoring, materials, or outside consultants to guide the development of programs needed by the various ministries of the church.	1	2	3
15. Stewardship and Finances The pastor and the congregation work together to develop a planned stewardship program using IRS-acceptable means of reporting church finances. This program will show how the congregation plans to meet local needs and support of the Brethren Church's International Ministries, United States Ministries and District Ministries.	1	2	3
16. Teaching The pastor takes an active role in the teaching of biblical principles for living, church history, doctrine and theology for both new and established persons of the congregation.	1	2	3
17. Vision Casting The pastor with the congregation develops the overall vision, goals and strategies for the congregation. He monitors the implementation of this vision as well.	1	2	3
18. Worship Leadership The pastor with the appropriate lay leadership develops and guides the planning of the worship services, music, drama and other expressions of worship	1	2	3
19. Youth/Young Adults The pastor gives priority to the younger people of the congregation, encouraging them to be involved and committed to the church and to Jesus Christ.	1	2	3
20. Area of Personal Concern not mentioned above I think that the pastor should give priority to (please describe) ... If you put nothing here, then this is one our your low priorities. Mark a one (1)	1	2	3

You made it. THANKS! ☺ Please turn this in ASAP to the designated place.

Interpretation Summary Sheet
PETS (Pastoral Expectations, Tasks, and Skills) Form:
To be filled out by the search committee

Place a tally mark in the column corresponding to the answer provided on the PETS form. Do this for each item on each form. After tallying all the responses, multiply the number of tally marks in the "1" column by one; the number in the "2" column by two; and the number in the "3" column by three. Add the total score for each row. For instance: If 4 people gave administration a 1, 10 people gave it a 2, and 6 gave it a 3, the total score for this item would be $4 + 20 + 18 = 42$.

Next rank, the 20 items from the highest total to the lowest total. The top five areas in this ranking show what those who responded believe to be the most important expectations/skills/tasks of the pastor. These items can then be matched up with a prospective pastor's responses to see if there is a basic fit.

Note: It is unlikely that the congregation and the prospective pastor will have exactly the same top five responses. **The real question is,** will the prospective pastor's top five and low five complement or complicate the mission and goals of our congregation? Use this PETS Form as a tool for conversation within the congregation and between the search committee and the prospective pastor. Often the congregational responses will indicate areas of neglect or weakness, resulting in higher priority than normal. Further, it may be useful to estimate the number of hours per week required to do the top 15 items (high and medium). Can these priorities be done in 45-55 hrs/wk?

Item	1 times # of responses	2 times # of responses	3 times # of responses	= Total
1. Administration				
2. Community Involvements				
3. Continuing Education				
4. Counseling				
5. Christian Education				
6. District/Denominational Involvements				
7. Equip & Leadership Development				
8. Evangelism and Church Growth				
9. Ordinances				
10. Pastoral Care and Visitation				
11. People Skills				
12. Personal Prayer & Spiritual Growth				
13. Preaching				
14. Program Development				
15. Stewardship and Finances				
16. Teaching				
17. Vision Casting				
18. Worship Leadership				
19. Youth/Young Adults				
20. Area of Personal Concern				

**PETS Comparison:
Congregational – Pastoral Candidates Priorities**

Five highest Priorities	Our Congregation	Pastoral Candidate 1	Pastoral Candidate 2	Pastoral Candidate 3
1.				
2.				
3.				
4.				
5.				
Ten Medium Priorities				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
Five Lowest Priorities				
16.				
17.				
18.				
19.				
20.				

Ethics for the Church and the Pastor

FOR THE CHURCH: **(Search Committees pay particular attention to items 10 and 11.)**

1. The church should demonstrate in the lives of her members that Jesus Christ is Lord of all life.
2. The church should promote all the programs and goals of The Brethren Church.
3. The office of Elder is a holy calling and should be respected and esteemed.
4. The church should desire and help the pastor to grow in ability to serve Christ and His church, and should encourage and make possible continuing educational opportunities for the pastor.
5. The church should develop a clearly stated contractual agreement with the pastor and abide by it.
6. The church should recognize that the pastor is entitled to an adequate salary and should take the initiative in providing it.
7. The church should provide an adequate and well-kept parsonage for the pastoral family, or an adequate housing allowance.
8. The employment agreement should apply only to the pastor, not to the pastor's family. The pastor's family should assume the role that is expected of any other family in the congregation.
9. The church should recognize the value of long pastorates and should encourage the kind of relationship that makes this possible.

10. The church should extend a pastoral call only after contacting the Director of Pastoral Ministries Office at 1-419-289-1708 or the Indiana District Pastor at 1-260-768-9185 and making a careful investigation of the candidate.

11. The church should negotiate with only one pastor at a time.

12. The church should develop a budget that promptly meets all her obligations, including those to the pastor.
13. The church should expect the pastor to minister to the entire congregation.
14. The church should realize that hostile or unfriendly criticism of the pastor is unchristian, and should take steps to eliminate such criticism.
15. The church should only lend money to the pastor by written agreement.
16. The church should provide sufficient maintenance help so that those tasks do not become the responsibility of the pastor.
17. The church should avoid criticism of a former pastor and the comparing of former pastors with the current pastor.
18. The church should encourage her members to involve the new pastor in all functions (e.g., funerals, weddings, etc.) related to the pastoral office as soon as that role in the congregation is assumed.
19. The church, through her officially designated representatives, should have a wholesome relationship with the district organization charged with pastoral-congregational relationships and should feel free to contact them if needed.
20. The church should understand the pastor's need for periods of recreation, vacation, and rest.

FOR THE PASTOR:

1. The pastor should live in a manner that testifies to the message proclaimed and exalts the Lord Jesus Christ.
2. The pastor should promote all the programs and goals of The Brethren Church.
3. The pastor should maintain proper dignity in all relationships within the church and in the community.
4. The pastor should grow in Christlikeness, and should be involved in continuing educational opportunities to increase his effectiveness in ministry.
5. The pastor should abide by the terms of the agreement with the church.
6. The pastor should never measure service by financial considerations.
7. The pastor should care for the parsonage as though it were personal property.
8. The pastor should not allow outside interests to deprive the church of efficient service.
9. The pastor should recognize the value of long-term pastorates and should build the kind of relationships that make this desirable.
10. The pastor should not consider a call from another church whose pastor has not resigned.
11. The pastor should not negotiate with more than one church at a time.
12. The pastor should give serious attention to keeping physically and emotionally fit.
13. The pastor should minister to the entire congregation.
14. The pastor should be frank, courteous, and cooperative with other pastors.
15. The pastor should manage personal financial affairs with dignity and honor.
16. The pastor should not interfere in the affairs of another congregation.
17. The pastor should guard all confidential information very carefully.
18. The pastor should recognize the sanctity of the pulpit.
19. The pastor should, when leaving a pastorate, encourage total support of the new pastor by the entire congregation.
20. A pastor should not return to a former congregation to visit members or perform services, either weddings or funerals, without first contacting the current pastor.
21. A pastor should have a wholesome relationship with the district organization charged with pastoral-congregational relationships and should feel free to contact them if needed.

(Revised edition 1987)

The Interview

Goal 1:
To create an informal atmosphere which encourages and expects open self-disclosure.

1. For the candidate's sake nametags would be helpful, and providing water, drinks or simple snacks also creates a bit of informality.
2. Have each person share his/her name, vocation, and brief bio.
3. Based on the Pastor Profile, what questions or observations, if any, can be made from background information?

Notes:

Goal 2:
To identify the process that led the candidate into pastoral ministry

Christian Experience and Call

1. Please, tell us how you came to faith in Jesus Christ.
2. How and under what circumstances did you know you were being called to pastoral ministry?

Shaping Influences

1. Share two or three scriptures that have shaped your Christian life.
2. Tell us about two or three people, besides Jesus Christ, who have impacted your faith.
3. What book(s), besides the Bible, has impacted your life or ministry?
4. What in your ministry has provided you the greatest level of satisfaction?
5. What in your ministry has provided the most frustration or disappointment?
6. What have you learned from that experience?

Notes:

Goal 3
To help
determine the
theological
and doctrinal
fit between
candidate and
congregation

1. See Profile page 12. Any of these statements marked P or N need to come to the table as discussion items.
2. Discuss the candidate's biblical understandings about such issues as the role of women in church leadership or pastoral ministry, abortion, divorce and remarriage, homosexuality, alcohol, substance and tobacco use or abuse, pornography, gambling, poverty, anger and depression, and other topics of importance.
3. What role does the congregation have in the governing and decision-making process of the church?
4. What role do the spiritual gifts of tongues, miracles and prophecy play in the church?
5. Why does the church exist? Please give several biblical and practical reasons for the existence of the church.
6. Do you believe that a person can lose his or her salvation?

Notes:

**Goal 4
To discover the
candidate's
pastoral
competencies,
leadership style
and basic
philosophy of
ministry**

1. Use the PETS form to compare the needs/expectations of the congregation with the preferences of the candidate.
 - a. Note any areas of similarity or dissimilarity.
 - b. How might the dissimilarities be an opportunity to broaden lay leadership in the church?
2. Describe your philosophy of ministry.
 - a. This may include describing your experiences with developing vision and ministry goals; your desired relationship with leadership groups of the church – official board, deacons, staff, committee chairpersons; how you recruit and train leaders.
 - b. This may also include your experience with or plans for developing ministries in the church such as evangelism and spiritual formation, prayer, worship, Christian education, missions, and social issues.
 - c. Tell us about your leadership style.
 - d. Given the level of discussion about worship style in churches across the country, please share what you believe to be the purpose of worship; your preferred style of worship, and the role of laity in worship.
 - e. Please, tell us about your preaching style, preparation and means used to select topics or scripture on which to base a sermon.

Notes:

Goal 5
To clarify
practical
issues and
expectations
so that the
pastor and
congregation
can build a
solid and
healthy
relationship

Personal

1. The pastoral family's attitude toward the privacy of their home whether a parsonage is provided or they purchase their own home.
2. How the pastor prefers to be addressed (Pastor Smith, Pastor Jim, Rev...etc.).
3. The role and expectations related to the spouse and children, if applicable.

Pastoral

1. Defining normal office hours and what constitutes a normal workweek.
2. Procedure the pastor is to follow if leaving town for more than 24 hours.
3. The amount time expected for sermon preparation or study, visitation, see PETS form.
4. Expectations about teaching Sunday School and/or leading Bible studies.
5. The use of annual reviews and pay package negotiations.

Notes:

Church

1. Pastor's attitude toward marriage of divorced people, non-believers and/or non-attendees.
2. Pastor's attitude or procedure for dealing with church discipline. How often should membership roles be revised? Who leads this process?
3. Pastor's use of pre-marital counseling
4. Pastor's attitude toward church finance, suppers, sales, etc.
5. Pastor's position on tithing.
6. Procedure for accepting outside speaking engagements, attending seminars or conferences, or other special ministry opportunities.

Beyond the Local Church

1. Pastor's attitude toward the Brethren Church as a denomination.
2. Pastor's intended attendance at denominational meetings (General Conference and District Conference) and direct

Notes:

Conclude each interview with an understanding about what can be shared from this conversation to the congregation at large. A suggested question to clarify this understanding may go like this:

Is there anything we discussed which should be kept confidential?

Notes:

End with prayer

Search Committee Interview De-Briefing

1. Candidate strengths
2. Concerns about Candidate
3. Clarifications needed about Candidate's beliefs, attitudes or philosophy of ministry.
4. In what ways would this candidate be a good fit to serve as our next pastor?
5. In what ways would this candidate **not** be a good fit to serve as our next pastor?
6. Does the search committee recommend that this Candidate be presented to the congregation? If so,
 - a. Establish a weekend (date) with the candidate _____
 - b. PR that event at least 2-4 weeks ahead of time
 - c. Plan on having the Candidate:
 1. Meet with the Church Board and staff on Saturday
 2. Preach during the (or each) Sunday morning service
 - d. Plan a congregational meal with a general question and answer time
 - e. Provide overnight lodging either in a home or a motelFinally, it is helpful if the Candidates spouse and family can participate in parts of this weekend.

COVENANT OF AGREEMENT
The Brethren Conference of Indiana
Agreement between a Congregation and her Pastor

This agreement between _____ and
Name of pastor

_____ Church; _____
name of church city state

covers period of time from _____ to _____.

Pastoral Service

Term of Service - Three Options:

1. The pastor's term of service shall be _____ years, the initial term beginning _____;

Or,

2. The pastor's term of service shall be open-ended, beginning _____;

Or,

3. The initial pastor's term of service shall be _____ years, the initial term beginning _____. After the first term the covenant will be open-ended.

An annual review/evaluation will be conducted by the appropriate committee (Official Board, Deacons, Pastoral Relations). Please contact the District Pastor to allow him to provide evaluation forms and to participate in the reviews as much as he is able.

Service may be terminated by the Pastor **after** the Pastor has obtained counsel from the District Pastor and submitted written resignation to the Church Board. Normally the notice of termination is 90 days but this may be negotiated between the Pastor and the Board.

Service may be terminated by the Congregation **after** obtaining the counsel of the District Pastor. Options - the Pastor may be counseled by the District Pastor to resign; or, as a last resort, if the Church Board decides the matter should be put before the congregation, the service of the Pastor may be terminated as stated in the church's constitution; or, in lieu of such a statement, the Pastor will be given ninety (90) days notice or comparable severance package, unless the congregation votes by 2/3 majority to retain the services of the pastor.

Salary

I. The congregation agrees to pay the Pastor an annual cash salary of \$_____.

Of this amount \$_____ shall be designated as a Parsonage allowance.

(This amount is the IRS definition of housing and includes such things as fair rental value of a parsonage, mortgage payments, utilities, furnishings, household supplies and the like. Further, the Pastor shall be consulted to determine the amount to designate as parsonage allowance. Every effort should be made to take every advantage of IRS tax regulations to minimize the Pastor's tax liabilities; and therefore, maximize the Pastor's disposable income.)

If a parsonage is provided, the fair rental value of the parsonage is estimated to be \$_____ per month.

The remaining annual cash salary of \$_____ shall be paid in _____ equal

payments to the Pastor beginning _____. (Common pay schedules are 52 pays or every week; 26 pays or every other week; and 24 pays or the 1st and 15th of the month.)

II. Health Insurance:

The Church agrees to pay up to \$_____ or _____ % of the total cost per year toward health insurance premiums for the Pastor and his family.

III. Retirement Funding:

The Church agrees to contribute \$_____ annually or _____ % of the pastor's cash salary into a retirement plan for the Pastor. The Pastor is responsible for designating the fund that will receive this contribution. These funds shall be invested monthly or quarterly directly by the Church.

IV. To provide the following benefits:

Vacation: The Church will grant the Pastor _____ weeks of vacation. Payment in lieu of vacation will not be allowed. All vacation time must be coordinated with the appropriate committee/board.

Days Off: The Pastor be entitled to **one and one half (1/2) days** off each week. In staff situations, days off will be coordinated among the staff. Days off lost because of the demands of ministry and emergency calls may be accumulated and compensatory time given within the calendar year, but may not exceed a total of seven (7).

Holidays: The following days are considered holidays: New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve and Christmas Day. In the event that regular church activities such as Sunday Morning Worship or special services fall on these days, alternate days for holiday time will be granted.

V. Pastoral Ministry Related Expenses:

Continuing Education: The Church encourages the Pastor to keep current and fresh in the ministry and his education. Therefore, the Church agrees to provide up to \$_____ per year for educational enrichment and materials.

Conference Expense: It is recommended that the Pastor attend the District and National Denominational Conferences, and the National Pastor's Conference. The church shall provide \$_____ to cover the cost of attendance at these conferences for lodging and meals. No part of the conference expense allowance may be taken as salary.

Business Mileage / Expenses: The Church agrees to provide up to \$_____ per annum for travel and business expenses. The mileage reimbursement rate will be that established by the **IRS** each calendar year and is currently _____ cents per mile. Reimbursement for these expenses will be made monthly upon receipt of itemized mileage log and receipts for business expenses.

In witness thereof, the **parties** have hereunto set their hands this ____ day of _____

By Church:

By The Pastor

, Moderator

Evaluation of Notebook and Feedback

This notebook represents an effort to provide a process by which to guide the pastoral search process. Any feedback or comments about the notebook can help improve the process for the next church. Please take a few minutes and answer the following questions. The District Pastor will review this feedback form when the notebook is returned at the completion of the search process.

1. Which sections of this notebook were most helpful/beneficial?
2. Which sections or questions were least helpful?
3. In what ways was the notebook “user friendly”?
4. How would you make it more user friendly?
5. What could have been included or provided that wasn't?
6. In what ways could the District Pastor been more helpful during the search process?
7. What suggestions or insights would you pass along for benefit of other search committees?
8. Do you have any other comments or thoughts about the process or notebook?