

LEAD PASTOR SEARCH TEAM CHECKLIST

1. Selection of Leader Pastor Search Team (LPST).
2. Selection of Interim Pastor/Teacher
3. Give updated report of the LPST progress and work to congregation.
4. Initiate a survey of church and community needs.
5. Follow up survey with a church profile stating the results of the survey including growth, development, statistics and ministries.
6. Develop a community and church profile depicting growth, development and statistical information.
7. Obtain resumes for Lead Pastor consideration from outside sources such as NextGen Churches, Willow Creek, Saddleback churches, etc.
8. Select three top candidates from resumes submitted and begin a thorough investigation of each. Each LPST member to pray over each resume and then evaluate the fit for your church. When completed, place each resume in the appropriate stack, i.e. Reject, Potential or Interview for further consideration.
9. Telephone interview with top three-write a letter to the top three names, being sure to enclose a Church and Community Profile and Video. After one week, call for their response. If the response is favorable, proceed to contact the references after permission is secured from the candidate to do so. This step may be moved to another step or date, depending upon the candidate's circumstances and need for confidentiality.
10. Send the candidate "red flag" questions (if needed) concerning potentially disqualifying issues such as theological, spiritual gifts, etc.
11. Arrange for a face-to-face meeting with the candidate and his spouse and the LPST. At that time, determine the candidate's salary and benefits expectations to ensure affordability and compatibility.
12. Request and receive a candidate's preaching/teaching DVD's, audiotapes and/or time and evaluate the candidate's communications skills, techniques, style and for your church. If favorable, proceed to the next step or send a rejection letter.
13. If this man is still favored by the LPST, if possible, arrange a visit to his church. If the subject of confidentiality is a problem, arrangements can be made to have the candidate to meet in another church in the area.
14. Recommend to the Elder Board the candidate and arrange for a meeting with the Elders and Pastors.
15. Upon the unanimous vote of the LPST, invite the candidate to visit your church and preach during the weekend services. Be sure to include in this invitation, a written agreement as to the terms of the call.

16. Arrange for slides of the candidate to be shown (or have a picture of the candidate included in the Program), Power Point, and Welcome Center.
17. Send a letter to all members introducing the candidate and provide details of his visit as a candidate.
18. Arrange for accommodations and meals during the candidacy period. This will also include a number of small group meetings with the candidate, his spouse and various members of your church. Ideally, these meetings will be held in member homes for desserts/coffee for "get acquainted" sessions.
19. Insert a biographical sketch of the candidate in the Program during the weekend he is visiting the church.
20. Call a special meeting for the purpose of voting on the candidate.
21. Prepare a written recommendation with the terms of the call (in accordance with the by-laws).
22. The church should vote by ballot, on the terms of the call, in a single vote.
23. Report to the candidate by phone the results of the balloting. (One vote should be taken).
24. If the vote is favorable, send a letter of call with the terms listed. The letter will contain the vote tally by the congregation so that the candidate will be able to evaluate the results to ensure that God is calling him to your church.
25. Follow the suggestion of activities leading to the new Lead Pastor's arrival.
26. When the candidate accepts, notify all names and agencies contacted for resumes that the position has been filled.
27. Make preparation for the arrival of the new Lead Pastor
28. Arrange for a reception for the new Lead Pastor. Write a letter to other local churches inviting them to an installation service and reception.
29. Disband the LPST and pledge support to the new Lead Pastor.

NOTE: Because the Board of Elders appointed the LPST, the LPST is empowered to determine God's choice of the New Lead Pastor for your church. One of the main tenets of the LPST's criteria is to be unanimous in its recommendation. Assuming that the LPST is unanimous with a candidate, the team will arrange for and solicit input and reactions from the Elders and Pastors. If the Elders and Pastors voice some concerns or issues about the candidate, the LPST has the prerogative of proceeding with the candidate regardless of their statements or determining if these objections are serious enough to cease proceeding. This matter will be subject to intense prayer for wisdom and guidance from the Lord.