



Toolbox

TOOL 1

PASTOR SEARCH COMMITTEE RETREAT

- 8:00 a.m. Fellowship time with coffee and juice
- 8:15 Scripture reading and prayer
- 8:30 Personal testimonies of members' spiritual pilgrimages and personal dreams for the church and its new pastor
- 9:30 Break
- 9:45 Overview of *Pastor Search Committee Handbook*
- 10:00 Discussion of "Understanding Theological Concepts That Guide the Committee" (phase 1, p. 15)
- 10:45 Break
- 11:00 Discussion of "Committee Covenant" (phase 1, pp. 20–21) and "Pastor Search Committee Covenant of Agreements" (tool 3)
- 11:45 Agreement on committee covenant
- 12:00 noon Lunch
- 12:45 p.m. Discussion of "Developing and Adopting Committee Guidelines" (phase 1, p. 21)
- 1:30 Discussion of phase 2 of the search process
- 2:00 Break
- 2:15 Discussion of phase 3 of the search process
- 2:45 Discussion of phases 4–5 of the search process
- 3:15 Break
- 3:30 Agreement on committee guidelines and recommendations to the church
- 4:15 Prayer for the work of the committee and the church
- 5:00 Adjourn

TOOL 2

DIRECTORY OF BAPTIST STATE CONVENTIONS

Alabama

Alabama Baptist Convention State Board of Missions
P.O. Box 11870
Montgomery, AL 36111-0870
Phone: (800) 264-1225
Web site: www.alsbom.org

Alaska

Alaska Baptist Convention
1750 O'Malley Road
Anchorage, AK 99507
Phone: (907) 344-9627
Web site: www.alaskabaptistconvention.com

Arizona

Arizona Southern Baptist Convention
2240 North Hayden Road
Scottsdale, AZ 85257
Phone: (480) 945-0880; (800) 687-2431
Web site: www.azsobaptist.org

Arkansas

Arkansas Baptist State Convention
10 Remington Drive
Little Rock, AR 72204
Phone: (501) 376-4791
Web site: www.absc.org

California

California Southern Baptist Convention
678 East Shaw Avenue
Fresno, CA 93710-7704
Phone: (559) 229-9533
Web site: www.csbc.com

Canada

Canadian National Baptist Convention
100 Convention Way
Cochrane, AB T4C 2G2
Canada
Phone: (403) 932-5688; (888) 442-2272
Web site: www.cnbc.ca

Colorado

Colorado Baptist General Convention
7393 South Alton Way
Centennial, CO 80112-2302
Phone: (303) 771-2480; (888) 771-2480
Web site: <http://saturatecolorado.com>

Dakotas

Dakota Baptist Convention
P.O. Box 770
Sioux Falls, SD 57101
Phone: (605) 271-9224
Web site: www.dakotabaptist.com

District of Columbia

District of Columbia Baptist Convention
1628 16th Street NW
Washington, DC 20009
Phone: (202) 265-1526
Web site: www.dcbaptist.org

Florida

Florida Baptist Convention
1230 Hendricks Avenue
Jacksonville, FL 32207
Phone: (904) 396-2351; (800) 226-8584
Web site: www.flbaptist.org

Georgia

Georgia Baptist Convention
6405 Sugarloaf Parkway
Duluth, GA 30097
Phone: (770) 455-0404; (800) 746-4422
Web site: www.gabaptist.org

Hawaii

Hawaii Pacific Baptist Convention
2042 Vancouver Drive
Honolulu, HI 96822-2491
Phone: (808) 946-9581
Web site: www.hpbaptist.net

Illinois

Illinois Baptist State Association
P.O. Box 19247
Springfield, IL 62794
Phone: (217) 786-2600
Web site: www.ibsa.org

Indiana

State Convention of Baptists in Indiana
900 North High School Road
Indianapolis, IN 46214
Phone: (317) 481-2400
Web site: www.scbi.org

Iowa

Baptist Convention of Iowa
2400 86th Street, Suite 27
Des Moines, IA 50322
Phone: (515) 278-1566
Web site: www.bciowa.org

Kansas-Nebraska

Kansas Nebraska Convention of Southern Baptists
5410 Southwest Seventh Street
Topeka, KS 66606-2398
Phone: (800) 984-9092
Web site: www.kncsb.org

Kentucky

Kentucky Baptist Convention
P.O. Box 43433; 13420 Eastpoint Centre Drive
Louisville, KY 40253-0433
Phone: (502) 245-4101; (800) 266-6477
Web site: www.kybaptist.org

Louisiana

Louisiana Baptist Convention
P.O. Box 311
Alexandria, LA 71309-0311
Phone: (318) 448-3402
Web site: www.lbc.org

Maryland/Delaware

Baptist Convention of Maryland/Delaware
10255 Old Columbia Road
Columbia, MD 21046
Phone: (800) 466-5290
Web site: www.bcnd.org

Michigan

Baptist State Convention of Michigan
8420 Runyan Lake Road
Fenton, MI 48430
Phone: (810) 714-1907
Web site: www.bscom.org

Minnesota-Wisconsin

Minnesota Wisconsin Baptist Convention
519 16th Street Southeast
Rochester, MN 55904
Phone: (507) 282-3636
Web site: www.mwbc.org

Mississippi

Mississippi Baptist Convention Board
P.O. Box 530
Jackson, MS 39205-0530
Phone: (601) 968-3800
Web site: www.mbc.org

Missouri

Missouri Baptist Convention
400 East High Street
Jefferson City, MO 65101
Phone: (573) 636-0400; (800) 736-6227
Web site: www.mobaptist.org

Montana

Montana Southern Baptist Convention
1130 Cerise Road
Billings, MT 59101
Phone: (406) 252-7537
Web site: www.mtsbc.org

Nevada

Nevada Baptist Convention
406 California Avenue
Reno, NV 89509
Phone: (775) 786-0406
Web site: www.nbcsbc.org

New England

Baptist Convention of New England
87 Lincoln Street
Northborough, MA 01532
Phone: (508) 393-6013
Web site: www.bcne.net

New Mexico

The Baptist Convention of New Mexico
P.O. Box 94485
Albuquerque, NM 87199-0485
Phone: (505) 924-2300
Web site: www.bcnm.com

New York

Baptist Convention of New York
6538 Baptist Way
East Syracuse, NY 13057
Phone: (315) 433-1001
Web site: www.bcnysbc.org

North Carolina

Baptist State Convention of North Carolina
205 Convention Drive
Cary, NC 27511
Phone: (800) 395-5102
Web site: www.ncbaptist.org

Northwest

Northwest Baptist Convention
3200 Northeast 109th Avenue
Vancouver, WA 98682
Phone: (360) 882-2100
Web site: www.nwbaptist.org

Ohio

State Convention of Baptists in Ohio
9000 Antares Avenue
Columbus, OH 43240
Phone: (614) 258-8491
Web site: www.scbo.org

Oklahoma

Baptist General Convention of Oklahoma
3800 North May Avenue
Oklahoma City, OK 73112
Phone: (405) 942-3800
Web site: www.bgco.org

Pennsylvania-South Jersey

Baptist Convention of Pennsylvania/South Jersey
4620 Fritchey Street
Harrisburg, PA 17109
Phone: (717) 652-5856
Web site: www.brnonline.org

South Carolina

South Carolina Baptist Convention
190 Stoneridge Drive
Columbia, SC 29210
Phone: (803) 765-0030
Web site: www.scbaptist.org

Tennessee

Tennessee Baptist Convention
P.O. Box 728
Brentwood, TN 37024-0728
Phone: (615) 373-2255; (800) 558-2090
Web site: www.tnbaptist.org

Texas

Baptist General Convention of Texas
333 North Washington Avenue
Dallas, TX 75246-1798
Phone: (214) 828-5100; (888) 244-9400
Web site: www.bgct.org

Southern Baptists of Texas Convention
P.O. Box 1988
Grapevine, TX 76099-1988
Phone: (817) 552-2500; (877) 953-7282
Web site: www.sbtexas.com

Utah-Idaho

Utah-Idaho Southern Baptist Convention
P.O. Box 1347; 12401 South 450 East, G1
Draper, UT 84020
Phone: (801) 572-5350
Web site: www.uisbc.org

Virginia

Baptist General Association of Virginia
2828 Emerywood Parkway
Richmond, VA 23294
Phone: (800) 255-2428
Web site: www.vbmb.org

Southern Baptist Conservatives of Virginia
4101 Cox Road, Suite 100
Glen Allen, VA 23060
Phone: (888) 234-7716
Web site: www.sbcv.org

West Virginia

West Virginia Convention of Southern Baptists
One Mission Way
Scott Depot, WV 25560
Phone: (304) 757-0944; (800) 411-5758
Web site: www.wvbaptists.org

Wyoming

Wyoming Southern Baptist Convention
3925 Casper Mountain Road
Casper, WY 82601
Phone: (307) 472-4087
Web site: www.wyomingsbc.org

TOOL 3

PASTOR SEARCH COMMITTEE COVENANT OF AGREEMENTS

As a member of the pastor search committee of _____ Baptist Church,
I gladly covenant to participate in the work of the committee according to the following
agreements.

Covenant of Ethical Behavior

I agree to relate to each member in a manner consistent with the ethical standards
characterized by Jesus Christ.

Covenant of Spiritual Preparation

I agree to make Bible study and prayer ongoing priorities in my life.

Covenant of Prayer

I agree to pray daily for each committee member and for the work of the church.

Covenant of Unity

I agree to work in unity, not regarding myself as of more value than others, “diligently
keeping the unity of the Spirit with the peace that binds us” (Eph. 4:3).

Covenant of Honesty and Openness

I agree to be honest and open with others on the committee, always seeking the Holy
Spirit’s guidance so that the fruit of the Spirit identified in Galatians 5:22-23 will
characterize my participation.

Covenant of Confidentiality

I agree to refrain from discussing with persons outside the committee, including members
of my family, information shared in committee meetings unless the committee agrees
to release information to other church members.

Covenant of Faithfulness

I agree to remain faithful to the church and its ministries so that church members will
have confidence in the committee and so that I can effectively and honestly interpret
the work of the church to prospective pastors being considered by the committee.

Signature

Date

TOOL 4

PASTOR-CHURCH COVENANT OF RELATIONSHIP

This covenant between _____ (pastor) and _____ Church
at (address) _____

is entered to provide clear understandings about relationships and responsibilities necessary to bring glory to God through the growth of the church and the pastor throughout the tenure of his ministry.

The church and the pastor are pleased to enter this covenant, effective _____ (date).

This covenant shall continue as long as both the pastor and the church believe it is God's will for them.

Led by the Spirit of God, the pastor agrees to the following.

1. Seek the mind of Christ and the guidance of the Holy Spirit in all things.
2. Be a person of integrity in his family, the church, and the community.
3. Be loving and gracious to all.
4. Be diligent in work according to a work schedule shared with the church.
5. Use his ministry gifts, knowledge, and wisdom to glorify Christ through the church.
6. Provide spiritual leadership to the church.
7. Lead the church in planning and implementing ministries that fulfill the Great Commission.
8. Preach to instruct, inspire, and enable the church for ministry.
9. Coordinate baptismal services, officiate weddings and funerals, or delegate these responsibilities.
10. Mediate conflict to produce healthy, productive relationships in the church.
11. Lead the church staff and delegate responsibilities to staff members or church officers.
12. Lead the church leadership team (church council) in its tasks or delegate responsibility.
13. Counsel other church leaders and ministry teams about their work.
14. Evangelize the lost through preaching and personally as a disciple of Jesus Christ.
15. Care for persons with special needs and lead others to be involved in caring ministries.
16. Respect church members' ministry gifts and encourage members' growth and involvement in the life of the church.
17. Represent the church in community and denominational activities.

Led by the Spirit of God, the church agrees to the following.

1. Be loving and gracious to the pastor and his family.
2. Pray for spiritual power in his life and work.
3. Respectfully relate to him as God's anointed leader for this task.
4. Support his leadership with active participation in the church's ministries.
5. Talk with him about personal concerns instead of talking about him to others.
6. Provide resources for doing the work to which he is committed, including competent and loyal staff members, as needed.

7. Provide a salary and benefits commensurate with the duties of his office.
8. Free him to do the work to which he is called as other church leaders and members fulfill their responsibilities.
9. Annually provide a fair, impartial, and constructive ministry review.

The church and the pastor agree to the following work schedule.

Inasmuch as the pastor has responsibilities that cannot be measured in definite schedules of time, he will give care to scheduling his time and activities to best serve the Lord and the interests of the church, allowing time for personal and family needs. He is encouraged to have two days off each week while being on call in times of crisis. The pastor and the church will be best served if the pastor establishes a schedule of office hours and informs members of the schedule. The pastor's responsibilities require many hours of isolation for prayer, study, and preparation. Church members will regard this time as vital to the ministry and, whenever possible, arrange for consultation and counsel at other times.

The church and the pastor agree to the following salary, housing, benefits, and expenses (see tool 5 for descriptions).

The church will provide for the pastor as spelled out on the attached checklist (see tool 6):

1. Salary
2. Housing
3. Protection benefits
4. Ministry and continuing-education expenses
5. Vacation, leave, and sabbatical

When the pastor search committee and the pastor agree on the conditions of this covenant of relationship, the committee will recommend that the church adopt the covenant and call the pastor.

This covenant of relationship is entered by:

Pastor

Chairman, Pastor Search Committee

Date

TOOL 5

PASTOR'S SALARY, HOUSING, BENEFITS, AND EXPENSES

Work with the appropriate church committees, such as personal, budget, or finance, to provide a budget line item for each of the following expense areas. These figures can show the total budget commitment to the pastor and can distinguish between personal benefits provided for the pastor and the expenses he incurs in providing effective ministry.

Salary

To assist you, many Baptist state conventions (see tool 2) have information from church-related compensation surveys. The pastor's salary should reflect several factors:

1. Investment in educational preparation
2. Years of experience
3. Range of responsibilities, including supervision of staff and volunteers
4. Cost of living
5. Salaries for management positions in the corporate community in which your church is located
6. Salaries of pastors in other churches with comparable responsibilities

Housing

The time between pastors may provide a good opportunity to consider all of the options for providing housing for your pastor.

Some churches provide a church-owned house for the pastor and his family, including the cost of utilities. This arrangement has several benefits. The pastor doesn't have to be concerned about finding a home when he arrives or about selling a home when he leaves. Church members feel pride in owning and maintaining the parsonage. In the short term this approach may be more economical for the church. However, it also has drawbacks. The pastor builds no equity toward future housing, especially for retirement. The family has no guarantee of housing if the pastor dies or becomes dis-

abled. Conflict can arise over lawn maintenance, pets, and responsibility for damage.

Other churches provide a housing allowance to enable the pastor to purchase or rent a house. The housing allowance, combined with the salary, is the equivalent to gross income on a paycheck. The pastor should recommend and the church should approve an amount to be reported as salary and an amount to be reported as housing allowance. The housing allowance, as long as it is within the housing-rental-allowance criteria of the Internal Revenue Service, is not taxable.

When the church already has a house for the pastor, it can consider selling the house to the pastor at its current appraised value and providing a housing allowance to cover the cost of housing payments. Or the church can finance the sale itself so that the principal plus interest is paid back to the church. The pastor benefits by not having to make a high downpayment. When the pastor leaves, the church may agree to buy the house at the appraised value at that time, keeping the property for the church's continuing ministry.

An ordained minister is an employee of the church for income-tax purposes but is self-employed for Social Security purposes. Therefore, the housing allowance is not taxable as income. But the pastor pays both the church's part and his personal part of Social Security taxes. For this reason some churches add a Social Security offset to the salary and housing allowance. The amount, equal to the employer's share of his Social Security, must be reported by the church and the pastor as income.

Protection Benefits

These benefits should be considered over and above the basic salary and housing allowance. They provide for the pastor and his family in the event of medical needs, death, disability, or retirement. Some suggestions follow.

1. Provide health and medical insurance to cover some or all of the costs of doctor visits, hospitalization, medications, and dental and vision coverage. If the medical plan does not cover the cost of an annual physical, include that cost.
2. Determine the number of days for sick leave. Provide expenses and honoraria for those who substitute for the pastor.
3. Provide life insurance valued at least four times the pastor's salary and housing, plus coverage for his wife and children. Coverage could be half that of the pastor for the wife and \$5,000 for each dependent. These insurance premiums are taxable income. The church may also consider \$50,000 term life-insurance coverage as a tax-sheltered benefit.
4. Offer disability insurance to provide income during the pastor's waiting period for Social Security coverage if he becomes disabled and is unable to serve the church.
5. Provide a retirement annuity through the Annuity Board of the Southern Baptist Convention to ensure that the pastor will have income to meet the needs of his family during normal retirement years. Without an adequate retirement annuity, a pastor will be tempted to continue in the pastoral role late in life when failing energy and health may limit his effectiveness in ministry. Contact the Annuity Board representative in your Baptist state convention (see tool 2).
6. Some churches also provide a 401(k) savings plan for the pastor.

Ministry Expenses

These expenses result from the pastor's ministry. Examples include the following.

1. If the pastor uses his personal car for church business, provide a mileage-allowance reimbursement. The best guide is the allowance approved by the Internal Revenue Service.
2. Provide an allowance for the pastor to buy books and media resources for use in study for preaching and ministry responsibilities.

3. Provide an allowance for the pastor's use when he entertains guests of the church.
4. Provide for costs when he represents the church in meetings of the association and state convention.

Continuing-Education Expenses

In a fast-changing world, much of what is learned in educational institutions becomes out-of-date very quickly. Although the truth of the gospel never changes, the world in which the gospel is preached and practiced changes constantly. If a pastor hasn't participated in continuing-education experiences in three years, he is not keeping up with the understandings and resources that are vital to church ministry. Many churches provide money for the pastor to participate in continuing-education activities. These can include conferences, seminars, and Internet-delivered seminary and graduate-school courses. Costs include registration fees, materials, and textbooks. Sometimes travel, housing, and meals are also provided.

Vacation

Determine how many weeks of vacation the church will provide the pastor each year. This determination can be based on years of experience and the amount of vacation the prospective pastor currently receives. Include in the agreement that the church will pay for a substitute preacher's expenses and honorarium.

Leave

Provide a specified number of days or weeks that the pastor can be away from the church to lead revivals, conferences, or other events. Include in the agreement that the church will pay for a substitute preacher's expenses and honorarium.

Sabbatical

Some churches provide a sabbatical of a few months after a certain number of years of service. Included in this benefit are any costs for substitute preachers' expenses and honoraria.

TOOL 6

CHECKLIST FOR PASTOR'S SALARY, HOUSING, BENEFITS, AND EXPENSES

Salary

YES NO

1. Monthly salary will begin at \$ _____ .
Dates of month salary will be paid: _____
2. Schedule for review and consideration of increase: _____
3. Will church provide Social Security offset? YES NO

Housing

4. Will church provide housing for pastor and family? YES NO
If yes, in what form? Parsonage Allowance: \$_____ monthly
5. Will church provide utilities or allowance? If allowance, amount: \$_____ YES NO
Electricity: \$_____ YES NO
Phone: \$_____ YES NO
Water: \$_____ YES NO
Other: \$_____ YES NO
6. Will church assist pastor in purchasing home? YES NO
If yes, indicate the following.
Will provide downpayment as a gift in the amount of \$_____ or as a loan in the amount of \$_____ at an interest rate of _____ percent to be repaid at \$_____ monthly. Amount to be paid in full within _____ days of termination as pastor.

Protection Benefits

7. Will church provide the following insurance coverage? If yes, describe coverage.
- Health: \$_____ YES NO
- Dental: \$_____ YES NO
- Vision: \$_____ YES NO
- Life: \$_____ YES NO
- Disability: \$_____ YES NO

- | | YES | NO |
|--|--------------------------|--------------------------|
| 8. Will church provide time off for illness?
If yes, amount of time annually: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Will church pay salary and benefits during illness?
For how long? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Will church provide honorarium and expenses for pulpit supply when pastor is ill?
For how long? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Will church provide annual physical examination for pastor? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Will church provide retirement plan for pastor?
If yes, amount: \$_____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Will church provide a 401(k) savings plan for pastor?
If yes, amount: \$_____ | <input type="checkbox"/> | <input type="checkbox"/> |

Ministry and Continuing-Education Expenses

- | | | |
|--|--------------------------|--------------------------|
| 14. Will a church-owned automobile be provided for business travel? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Will monthly car reimbursement be provided?
If yes, in the amount of \$_____ per month or
_____ cents per mile for travel on church business | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Will church provide entertainment expenses?
If yes, amount per month: \$_____ or reimbursement: \$_____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Will church provide annual allowance for book and media resources?
If yes, annual amount: \$_____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Will time off be provided for study leave and training conferences?
If yes, how much time annually? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Will church pay cost of job-related training?
If yes, how much of total cost? \$_____ | <input type="checkbox"/> | <input type="checkbox"/> |

Vacation, Leave, Sabbatical

- | | | |
|--|--------------------------|--------------------------|
| 20. Church will provide _____ days off each week. | | |
| 21. Will church provide annual, paid vacation?
If yes, number of weeks: _____ first year,
_____ second year, and _____ thereafter. | <input type="checkbox"/> | <input type="checkbox"/> |
| Can vacation be accumulated if unused? | <input type="checkbox"/> | <input type="checkbox"/> |
| Will church provide honorarium and expenses for pulpit supply? | <input type="checkbox"/> | <input type="checkbox"/> |

	YES	NO
22. Will church provide time off for bereavement?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, how much time? _____		
Will church provide honorarium and expenses for pulpit supply?	<input type="checkbox"/>	<input type="checkbox"/>
23. Will church provide time off for revivals?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, how much time? _____		
Will church provide honorarium and expenses for pulpit supply?	<input type="checkbox"/>	<input type="checkbox"/>
24. Will church provide time off for conferences and retreats?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, how much time? _____		
Will church provide honorarium and expenses for pulpit supply?	<input type="checkbox"/>	<input type="checkbox"/>
25. Will church provide time off for—		
• annual state evangelism conference?	<input type="checkbox"/>	<input type="checkbox"/>
• annual associational meeting?	<input type="checkbox"/>	<input type="checkbox"/>
• annual state convention?	<input type="checkbox"/>	<input type="checkbox"/>
• annual Southern Baptist Convention?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, how much time? _____		
Will church provide honorarium and expenses for pulpit supply?	<input type="checkbox"/>	<input type="checkbox"/>
Will expenses be paid?	<input type="checkbox"/>	<input type="checkbox"/>
Will wife's expenses be paid?	<input type="checkbox"/>	<input type="checkbox"/>

Other

- | | | |
|--|--------------------------|--------------------------|
| 26. Will church provide all moving expenses? | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. _____ | | |
| 28. _____ | | |
| 29. _____ | | |
| 30. _____ | | |

TOOL 7

PASTOR SEARCH CONGREGATIONAL SURVEY

Your Expectations

Please answer the following questions to indicate your expectations for our church's next pastor.

1. What is the desired age range for the pastor? Check one.

- Under 20 30–39 50–59 No age preference
 20–29 40–49 60 or more

2. What is the minimum acceptable educational level you expect the pastor to have attained? Check one.

- Less than high-school graduate Attended seminary
 High-school graduate only Master's degree from seminary
 Some college or professional school Doctoral degree from seminary
 College graduate (bachelor's degree) Formal education degree not important

3. What are acceptable marital statuses for the prospective pastor? Check all that apply.

- Never married Separated or divorced Currently married Widowed

4. What pastoral or professional ministry experience should be required? Check one.

- No prior experience necessary
 1–5 years of prior experience as pastor
 1–5 years of prior church-ministry experience (such as church staff)
 6–10 years of prior experience as pastor
 6–10 years of prior church-ministry experience (such as church staff)
 More than 10 years of prior experience as pastor
 More than 10 years of prior church-ministry experience (such as church staff)

5. What should the size of the prospective pastor's current church be in relation to our church? Check one.

- Much smaller than our church Somewhat larger than our church
 Somewhat smaller than our church Much larger than our church
 About the same size as our church Doesn't matter

6. Which two of the following do you consider the most important strengths needed by the incoming pastor?

Check only two.

- Preaching Administration Leadership Relationships

7. The following are activities to which a pastor may allocate time each week. Read all choices and check the three areas that should be the top time priorities of our new pastor. Check only three.

- Administration, including tasks related to the church office, finances, and facility
- Correspondence with members by phone, e-mail, and other electronic means
- Counseling individuals with personal and spiritual problems
- Visiting members in the hospital and in nursing homes
- Visiting members or prospects at home or over a meal
- Sermon preparation
- Prayer
- Attending social gatherings and special events of ministries, classes, and groups in the church
- Planning and organizing ministry activities
- Meeting with ministry leaders who plan and organize ministry activities

8. Compared to our church's current worship services, would you want the prospective pastor to lead in making any of the following changes? Check one.

- Include more traditional musical elements (classical hymns, older praise songs, fewer instruments).
- Include more contemporary musical elements (newer praise songs, upbeat arrangements, contemporary instruments).
- Use the same musical style as today.

9. Which of the following elements of preaching style effectively communicate God's Word to you?

Check all that apply.

- Logical, detailed, point by point
- Personal, relational, engaging
- Textual (the Scripture text provides the meaning)
- Narrative (use of stories to illustrate points)
- Sermon series (spending multiple weeks on a topic)
- Bible book (spending multiple weeks on a Bible book)
- Challenging, appealing for action or change

10. Of the ministry priorities in our church, which three of the following does the incoming pastor need to emphasize most? Check only three.¹

- Discipleship and spiritual formation
- Developing small Bible study groups/classes
- Building relationships in which people are connected and care for one another
- Evangelism and showing Jesus through word and action
- Leadership vision and a compelling plan for the future of the church
- Care for the poor (social compassion)
- Denominational emphases, programs, and giving
- Missions involvement and giving
- Prayer
- Organizing ministries and empowering leaders for ministry
- Understanding the context of our local community and approaching it with a missionary mentality
- Corporate and personal worship
- Strengthening families

About You

11. What is your gender?

- Male Female

12. What is your current age?

- Under 12 30–39 60–69
 12–17 40–49 70 or more
 18–29 50–59

13. What is your marital status? Check all that apply.

- Never married Separated or divorced
 Currently married Widowed

14. Do you have children under 18 living at home?

- Yes No

15. Circle the number that best describes your participation in the activities of this church.

Not very active

1

2

3

4

5

Very active

1. LifeWay Christian Resources has two assessment tools that go deeper on topics introduced in question 10. Transformational Church Assessment Tool (www.transformationalchurch.com) measures the health of your church. Spiritual Formation Inventory (www.lifeway.com/sf) measures the spiritual formation and maturity of your congregation.

To purchase and download a more comprehensive congregational survey or for additional versions for other staff members, visit www.lifewayresearch.com/searchsurveys.

TOOL 8

POSITION INSIGHTS™ AND MINISTRY INSIGHTS™ ASSESSMENTS

Finding the pastor God has for your church can be a difficult, consuming process. Using “Position Insights Assessment” and “Ministry Insights Assessment” can provide a unique, comprehensive process for finding the right pastor for your church. The step-by-step assessment process follows, along with ideas for getting the best insights and results during and after the selection process. The two main questions these assessments can help you answer are:

1. What are the main expectations and behavioral profile for the pastor of our church?
2. Who will best fit the profile of the position, based on his dominant and natural strengths?

Every work environment requires a mix of human behavior to accomplish its goals. Each person brings certain personal strengths to his or her position. Pastors can best serve their organizations by being matched with their position. When you match a pastor’s God-given strengths with the position, he will be better able to perform the tasks of the position. If he is required to continually perform work that does not match his natural strengths, the pastor will experience tension or stress, resulting in tension or stress in the congregation.

The Position Insights process was developed to assess the unique strengths and behavior that are needed to successfully complete a particular position’s responsibilities. This process allows your committee to identify the behavioral demands of the position itself, not the behavior of a pastor in the position. Therefore, responses to this instrument must objectively focus on the position. If the position could talk, this is the way it would rank the statements in each group.

Four essential factors are at work in the position of pastor and in every candidate you consider. The role

of pastor demands from a person a certain degree of each one of these factors:

1. Solving problems
2. Influencing others
3. Responding to the pace of the environment
4. Following rules and procedures

Predictable conflicts can be avoided if the pastor search committee assesses how much strength or intensity of each one of these factors is needed for someone to be effective as the pastor of your church. To ensure a smooth selection process with “Position Insights Assessment” and “Ministry Insights Assessment,” remember these key points.

1. It’s important to get a clear picture of the extent to which these behavioral factors are evident in each candidate.
2. Different types of people respond much differently to the same issue or problem.
3. Knowing what the position demands in each of these four areas will help you determine the best candidate.
4. Together “Position Insights Assessment” and “Ministry Insights Assessment” give a clear picture of the intensity of each factor in a position and in a candidate.

Selecting the best candidate because you think that he is well rounded and has impressive credentials may sound like a good plan, but using these criteria can actually increase the turnover of pastors. Consider these reasons.

1. Finding a great person with lots of ability and potential to excel as pastor is appealing and comforting. But thinking you can make a good person fit any position is flawed reasoning.

2. A multitalented, well-rounded person may be able to learn to do anything and fit into many different types of roles. But this person's satisfaction will eventually begin to wane because the longer a person regularly tries to be all things to all people, the more he will accumulate internal frustration and related stress. It's the "square peg in a round hole" scenario.
3. A pastor who is not matched to the specific behavioral demands of the position will undoubtedly become frustrated and prove to be less than ideal in a short time.
4. It is crucial that the strengths and behavioral style of your top candidates be matched with the expectations for the position. This is where "Position Insights Assessment" and "Ministry Insights Assessment" can help. With "Position Insights Assessment" the pastor search committee will be able to get a clear picture of the behavioral demands of the position. With "Ministry Insights Assessment" your committee can obtain a profile of each candidate and can compare the position profile with each candidate's profile. This assessment will give insights on how each candidate solves problems, influences others, responds to the pace of work, and follows rules and procedures.

The Position Insights process, outlined below, will help your committee accurately assess and identify the behavioral demands of the desired pastor in your church. It should be used in conjunction with other information, such as experience and education, to form a comprehensive view of a candidate. If the process outline is followed, it will accomplish these important objectives:

1. Position Insights creates a strong consensus and understanding among committee members about the expectations for the position.

2. The process provides a clear understanding and outline of the personal strengths needed to be an effective pastor of your church.

Refer to www.lifeway.com/insights for additional information and related online resources. It is your beginning point for the four-step process below. Overview all steps before beginning with step 1.

Step 1

For the Position Insights process it is recommended that the pastor search committee complete the preassessment exercises below. These are designed to help build teamwork, understanding, and closeness in order to eliminate possible misunderstandings and biases during and after the selection process. However, step 1 is not a requirement for a successful "Position Insights Assessment." You can purchase the appropriate number of "Ministry Insights Assessment" at www.lifeway.com/insights. You will be e-mailed the unique password links to give to each committee member.

1. All pastor search committee members should individually complete "Ministry Insights Assessment" before starting the Position Insights process.
2. Each committee member should share his Ministry Insights report with the group. This will enable members to better understand one another and to become more familiar with the material in the "Position Insights Assessment" report.
3. Committee members should set a time to complete the Position Insights process together and to familiarize themselves with the demands of the position in question before starting the process.

Step 2

1. Because each person on the pastor search committee needs a copy of “Position Insights Assessment Response Form” at the end of this tool, print the 14-item survey for each committee member.
2. There are 14 categories, each with 4 items to be considered. Have each committee member complete the survey. This is not a timed response, but please take only the time needed to complete this form. Indicate your choices as follows: for the most important statement to the position of pastor, enter 1; for the second most important statement, enter 2; and so forth. Within each group, each number (1–4) must be used only once, and every box must have a number in it.
3. Reach a consensus. As a committee, rank each of the 4 statements in the 14 groups in order of importance or relevance to the position of pastor in your church. Each block requires agreement by the entire group on the order of importance of each statement before moving to the next block. If the position could talk, what would it say?
4. Purchase your “Position Insights Assessment” at www.lifeway.com/insights. Because the search committee has developed a consensus response, select “Position Insights Group.” You will immediately be e-mailed a link to enter your data.
5. To score the instrument, use the e-mailed link to go to the Position Insights online form. Follow the simple on-screen instructions for transferring your written data to the online form.
6. “Position Insights Report” will immediately be generated and e-mailed.
7. Print “Position Insights Report,” using Adobe Acrobat Reader.
8. Take time in a committee meeting to discuss the report. It is important that everyone agree on the position profile.

Step 3

1. Purchase the appropriate number of “Ministry Insights Assessment” at www.lifeway.com/insights. You will be e-mailed the unique password links to give to your candidates.
2. Ask your top candidates to take “Ministry Insights Assessment.” Have the reports sent to the committee.
3. As a committee, compare each candidate’s Ministry Insights profile to the Position Insights profile.
4. Compare each candidate’s Core Style Graph in his Ministry Insights report and determine its similarity to the Position Insights graph. A close Core Style Graph match indicates that the candidate’s core style is compatible with the position requirements.
5. Discuss differences among the top candidates’ profiles and the profile of the position.
6. Decide how closely a candidate’s profile needs to match the Position Insights profile to continue being considered.
7. Reach an agreement on the best match for the position.

Step 4

1. Follow up with the prospective pastor during the interview.
2. Review the Position Insights profile and his Ministry Insights report to discuss the expectations and demands of the position of pastor in your church.

POSITION INSIGHTS ASSESSMENT RESPONSE FORM

This position calls for:

<input type="checkbox"/> A. Analysis of data and facts before acting <input type="checkbox"/> B. Tactful decisions <input type="checkbox"/> C. Quick and forceful decisions <input type="checkbox"/> D. Logical thinking before making decisions <div style="text-align: right; font-weight: bold; font-size: 1.2em;">1</div>	<input type="checkbox"/> A. Influencing others to a common goal <input type="checkbox"/> B. Concentrating on details <input type="checkbox"/> C. Challenging assignments <input type="checkbox"/> D. Exhibiting patience <div style="text-align: right; font-weight: bold; font-size: 1.2em;">8</div>
<input type="checkbox"/> A. Few changes <input type="checkbox"/> B. Some changes <input type="checkbox"/> C. Many changes <input type="checkbox"/> D. No change <div style="text-align: right; font-weight: bold; font-size: 1.2em;">2</div>	<input type="checkbox"/> A. Contacting people <input type="checkbox"/> B. Following directions <input type="checkbox"/> C. Getting results <input type="checkbox"/> D. Performing to standards <div style="text-align: right; font-weight: bold; font-size: 1.2em;">9</div>
<input type="checkbox"/> A. Clean, tidy, and organized workstation <input type="checkbox"/> B. Freedom to act independently <input type="checkbox"/> C. Consistent performance <input type="checkbox"/> D. Conveying confidence in others <div style="text-align: right; font-weight: bold; font-size: 1.2em;">3</div>	<input type="checkbox"/> A. Following procedures to perfection <input type="checkbox"/> B. Solving people problems <input type="checkbox"/> C. Bold, aggressive actions <input type="checkbox"/> D. Routine work <div style="text-align: right; font-weight: bold; font-size: 1.2em;">10</div>
<input type="checkbox"/> A. Work to be completed accurately the first time <input type="checkbox"/> B. Being flexible <input type="checkbox"/> C. Planning ahead on a large scale <input type="checkbox"/> D. Identification with the team <div style="text-align: right; font-weight: bold; font-size: 1.2em;">4</div>	<input type="checkbox"/> A. High quality controls <input type="checkbox"/> B. Creative and original thinking <input type="checkbox"/> C. Optimistic outlook <input type="checkbox"/> D. Working with the system <div style="text-align: right; font-weight: bold; font-size: 1.2em;">11</div>
<input type="checkbox"/> A. A systematic way to do things <input type="checkbox"/> B. Contact with many people <input type="checkbox"/> C. Making quick decisions <input type="checkbox"/> D. Being diplomatic and cooperative <div style="text-align: right; font-weight: bold; font-size: 1.2em;">5</div>	<input type="checkbox"/> A. Complete authority to carry out responsibilities <input type="checkbox"/> B. Analysis of facts and data <input type="checkbox"/> C. Many people interactions <input type="checkbox"/> D. Patience <div style="text-align: right; font-weight: bold; font-size: 1.2em;">12</div>
<input type="checkbox"/> A. Avoiding trouble <input type="checkbox"/> B. Solving problems <input type="checkbox"/> C. Verbalizing thoughts and ideas <input type="checkbox"/> D. Working with things <div style="text-align: right; font-weight: bold; font-size: 1.2em;">6</div>	<input type="checkbox"/> A. Freedom from excessive detailed work <input type="checkbox"/> B. Task-oriented concentration <input type="checkbox"/> C. Balanced judgment <input type="checkbox"/> D. Friendly work environment <div style="text-align: right; font-weight: bold; font-size: 1.2em;">13</div>
<input type="checkbox"/> A. Staying at one workstation <input type="checkbox"/> B. Expediting action <input type="checkbox"/> C. Adhering to procedures <input type="checkbox"/> D. Generating enthusiasm <div style="text-align: right; font-weight: bold; font-size: 1.2em;">7</div>	<input type="checkbox"/> A. More emphasis on quality than efficiency <input type="checkbox"/> B. Freedom from conflict and confrontation <input type="checkbox"/> C. Highly persuasive communications <input type="checkbox"/> D. Accepting and initiating change <div style="text-align: right; font-weight: bold; font-size: 1.2em;">14</div>

TOOL 9

DEMOGRAPHIC PROFILE OF CHURCH MEMBERSHIP

Please complete one form per family. Answer with check marks or numbers as appropriate.

Check your role in this family: Husband Wife Single Son Daughter

1. Family Composition by Gender

____ Number of males ____ Number of females

2. Family Composition by Ethnic Group

List those relevant for your church, such as Caucasian, African-American, Hispanic, Asian, Native American, etc. Also indicate the number in your family.

____	_____	____	_____
____	_____	____	_____
____	_____	____	_____

3. Age

Write the number of family members in each age bracket.

____ Birth-5 years	____ 30-39 years
____ 6-11 years	____ 40-49 years
____ 12-17 years	____ 50-59 years
____ 18-29 years	____ 60 or more years

4. Occupations

Write the number of family members in each category.

____ Clerical (bank teller, bookkeeper, cashier, postal clerk, secretary, typist, etc.)
____ Craftsman (baker, carpenter, foreman, machinist, mechanic, repairman, etc.)
____ Farm worker
____ Homemaker
____ Laborer (construction worker, freight handler, warehouseman)
____ Manager (administrator, bank officer, business director, self-employed, etc.)
____ Operative or transport (assembler, bus driver, inspector, packer, butcher, garage worker, truck driver, etc.)
____ Professional (accountant, artist, medical professional, engineer, lawyer, minister, scientist, teacher, technician, engineer, etc.)
____ Sales (advertiser, clerk, insurance agent, sales worker, underwriter, etc.)
____ Service worker (barber, child care, food service, health worker, policeman, private household cleaning, teacher's aide, etc.)
____ Part-time employment
____ Retired
____ Unemployed
____ Other: _____

5. Number of Adult Family Members in Home by Marital Status

____ Single	____ Separated	____ Widowed
____ Married	____ Divorced	

6. Education Level

Write the number of family members for whom the category represents the highest education level.

- Preschooler at home Trade or technical school
- Kindergarten Junior college
- Elementary school College
- Middle school Postgraduate work
- High school

7. Length of Time Each Family Member Has Been a Christian

Write the number of family members in each category.

- Not a Christian 6–9 years
- Less than one year 10–19 years
- 1–2 years 20–29 years
- 3–5 years 30 or more years

8. Length of Time Each Family Member Has Been a Member of This Church

Write the number of family members in each category.

- Not a member 6–9 years
- Less than one year 10–19 years
- 1–2 years 20–29 years
- 3–5 years 30 or more years

9. Church Attendance

In a typical four-Sunday month, how often does someone from your family attend the following activities?

- Sunday School Prayer meeting
- Morning worship Church visitation
- Discipleship Training Missions organizations
- Evening worship Age-group activities

10. Type of Home

- Single-family house
- Apartment/condominium with 2–4 units
- Apartment/condominium with 5–49 units
- Apartment/condominium with 50 or more units
- Mobile home/manufactured housing

11. Length of Time Your Family Has Lived at Present Address

- Fewer than 2 years 10–19 years
- 2–5 years 20–29 years
- 6–9 years 30 or more years

12. Approximate Distance You Live from Church Building

- Less than 1 mile 6–9 miles
- 1–3 miles 10–19 miles
- 4–5 miles 20 or more miles

13. Locations of Family Births

- Number of family members born in this state
- Number of family members born in this community

TOOL 10

DIRECTORY OF SOUTHERN BAPTIST SEMINARIES

Golden Gate Baptist Theological Seminary

Ministry Placement Services
201 Seminary Drive
Mill Valley, CA 94941
Phone: (415) 380-1446
Web site: www.ggbts.edu
E-mail: placement@ggbts.edu

Midwestern Baptist Theological Seminary

Ministry Referral
5001 North Oak Trafficway
Kansas City, MO 64118
Phone: (816) 414-3733; (800) 944-6287
Web site: www.mbts.edu

New Orleans Baptist Theological Seminary

Church-Minister Relations Office
3939 Gentilly Boulevard
New Orleans, LA 70126
Phone: (504) 282-4455; (800) 662-8701
Web site: www.nobts.edu

Southeastern Baptist Theological Seminary

Denominational Relations and Ministry
Referral Office
P.O. Box 1889
Wake Forest, NC 27588
Phone: (919) 761-2317
Fax: (919) 761-2315
Web site: www.sebts.edu
E-mail: churchconnection@sebts.edu

Southern Baptist Theological Seminary

Office of Ministry Referral
2825 Lexington Road
Louisville, KY 40280
Phone: (502) 897-4616; (800) 626-5525,
extension 4616
Fax: (502) 897-4031
Web site: www.sbts.edu
E-mail: ministryreferral@sbts.edu

Southwestern Baptist Theological Seminary

Department of Church/Minister Relations
and Ministry Placement
P.O. Box 22000
Fort Worth, TX 76122-0120
Phone: (817) 923-1921, extension 6330
Web site: www.swbts.edu
E-mail: churchministerrelations@swbts.edu

Canadian Southern Baptist Seminary

200 Seminary View
Cochrane, Alberta T4C 2G1 Canada
Phone: (403) 932-6622
Fax: (403) 932-7049
Web site: www.csbs.ca

TOOL 11

BIOGRAPHICAL PROFILE

Please attach a recent photo.

Name: _____

Home address: _____

Social Security number: _____

Home telephone: _____ E-mail: _____

Age: _____ Date of birth: _____ Birthplace: _____

Marital status: Married Married (previously divorced)
 Single (never married) Single (previously married)

Wife's name: _____

Wife's hometown: _____

Children

Name	Age	Living at home?
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Formal Education

High school: _____ Graduation year: _____

City and state: _____

College: _____ Year: _____ Degree: _____

City and state: _____

Seminary: _____ Year: _____ Degree: _____

City and state: _____

Other: _____

Are you presently attending school? Yes No

If yes, name of school: _____

City and state: _____

Continuing Education

Include seminars, workshops, seminary programs, etc.

Licensed? Yes No Year: _____ By what church? _____

City and state: _____

Ordained? Yes No Year: _____ By what church? _____

City and state: _____

Philosophy of Ministry

Experience

Record employment in church-related ministry.

Years	Church/Organization	Location	Attendance	Position
_____ to _____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____

Current Church Ministry

Average Sunday School attendance: _____ Average morning worship: _____

Average annual baptisms: _____ Average transfers of membership: _____

Describe the church setting (rural/suburban/urban, growing/declining community, ethnic makeup, etc.).

What has God done during your ministry? _____

Other Current Employment if Bivocational

Company: _____ Telephone: _____

Address: _____

Position: _____ Hours per week: _____

Denominational Service

Include major positions held, writings, teaching assignments for conference centers and retreats, etc.

Civic/Community Activities

Business and/or Military Experience

Hobbies and/or Other Special Interests and Abilities

Other

Church-Related References

- 1. _____ Telephone: _____
Address: _____
- 2. _____ Telephone: _____
Address: _____
- 3. _____ Telephone: _____
Address: _____
- 4. _____ Telephone: _____
Address: _____

Character References

- 1. _____ Telephone: _____
Address: _____
- 2. _____ Telephone: _____
Address: _____
- 3. _____ Telephone: _____
Address: _____
- 4. _____ Telephone: _____
Address: _____



TOOL 12

PROSPECTIVE-PASTOR EVALUATION

Name: _____ Initial contact date: _____

Source of application: _____

Application materials received:

- Cover letter
- Letters of reference
- Biographical profile
- Background checks
- Audiotape/videotape
- Other:
- Degree verification

Priority areas:

Comments

Philosophy of ministry: _____

Experience: _____

Tenure: _____

Education: _____

Family background: _____

Other interests: _____

Initial evaluations: Look closer Maybe Doubtful Comments

Actions (date and name of person completing the action):

Sent information: _____

Acknowledged profile: _____

Placed on short list: _____

No further interest: _____

E-mail: _____

Notes:

DEGREES RELATED TO PASTORAL MINISTRY

Through the years Southern Baptist churches have not required levels of education for ordination. However, preparation for effective ministry requires a balance of intellectual, spiritual, and emotional growth. Therefore, an emphasis on academic preparation for ministry is appropriate.

The following information will help the search committee understand more about educational degrees most often held by persons in pastoral ministry. Not all degree programs offered by Baptist seminaries are included here. The ones listed include the degrees most often listed on the biographical profiles of Baptist pastors.

Degree Terminology

Associate of Divinity (ADiv) or Diploma in Theology (DipTh)

Requirement: two years of full-time study for someone who is 30 years of age or older without a college degree

Bachelor of Divinity (BD) or Master of Divinity (MDiv)

Requirement: a college degree plus three years of seminary training. The MDiv has replaced the BD in Baptist seminaries.

Master of Theology (ThM) or Master of Systematic Theology (STM)

Requirement: a college degree, an MDiv, and one additional year of graduate work

Doctor of Ministry (DMin)

Requirement: a college degree, an MDiv, and a minimum of one year of graduate work emphasizing practical aspects of pastoral ministry, plus a written project

Doctor of Theology (ThD), Doctor of Sacred Theology (STD), or Doctor of Philosophy (PhD)

These degrees are primarily earned by those intending to teach in colleges, universities, or seminaries. However, some pastors earn these degrees. Requirement: a college degree, an MDiv, and a minimum of two years of graduate work, plus a written academic thesis

Honorary Degrees

Most honorary degrees are conferred to recognize outstanding service rather than academic achievement. The most familiar of these is the Doctor of Divinity (DD). The value of the degree varies according to the integrity and excellence of the institution conferring the degree.

Certificates and Diplomas

Many pastors respond to God's call at a time in life when age, family responsibility, financial considerations, and other factors make it unreasonably difficult to secure a basic college degree as a prerequisite for seminary study. Often they bring to ministry a background in business, industry, or military life that may help compensate for the lack of a college or seminary degree. These individuals may enroll in seminary courses designed especially for them.

Seminary Extension of the six Southern Baptist seminaries offers a variety of biblical, theological, and practical courses at extension centers and by independent study using CD-ROMs or the Internet. Basic Bible-study courses lead to certificates. Courses leading to seminary-extension diplomas are available for those with high-school through seminary educational background.

TOOL 14

CONFIDENTIAL PERSONNEL INFORMATION

The contents of this file are confidential personnel information. This information was gathered solely to help the pastor search committee make informed decisions about recommending this person to a position of ministry.

Using this information for any other purposes is a violation of confidentiality and personal privacy. Violating this purpose may result in significant legal repercussions.

The information in this file is for use only by the pastor search committee in determining a person's suitability to serve as the pastor of _____ Baptist Church and cannot be used for any other reason.

TOOL 15

REFERENCE RELEASE

I hereby authorize _____ Baptist Church of _____
to verify all information contained in my application or other written communications,
including information from all former churches in which I have served as a pastor, been
a member, or been ordained.

I recognize that this verification process will include confidential contacts with former
church officers, members, pastoral colleagues, associational and state-convention
personnel, colleges, universities, and seminaries, as well as other business and
professional references.

I further authorize that any personnel at former places of employment, churches,
or references may disclose any and all information about my work history, personal
characteristics, salary, work habits, or other areas of importance to this organization.

Furthermore, I waive the right to take legal action against the aforementioned churches,
their members and officers, or references for releasing such requested information.

I understand this authorization form and agree to the release and verification of the
aforementioned information.

Signature

Date

TOOL 16

PORTFOLIO OF CHURCH AND COMMUNITY

Church Items

1. Profile of the prospective pastor
2. Profile of the church
3. Mission and/or vision statements
4. Strategic planning documents
5. Constitution and bylaws
6. History
7. Annual Church Profile
8. Copies of recent Sunday bulletins
9. Copies of recent church newsletters
10. Pictorial directory
11. Current budget
12. List of all officers
13. List of all organizational leaders
14. Pictures of the property
15. Other items the committee chooses to include

Local Baptist-Association Items

1. Associational annual report
2. Recent copy of the associational newsletter
3. Associational history (if available)
4. Biographical sketch of the director of associational missions
5. Other items the committee chooses to include

Community Items

1. Profile of the community
2. Maps of the community, city, county, and state where the church is located
3. Information about schools
4. Information about homes for sale in the area of the church
5. Socioeconomic, ethnic, and other demographics of the area served by the church
(not included in item 1)
6. Chamber of commerce promotional material
7. Other items the committee chooses to include

TOOL 17

LETTER FOR WRITTEN REFERENCES

Using church letterhead, send this letter to each reference with the pastor's "Reference Release" (tool 15); "Character-Reference Inquiry" (tool 18); and a stamped, addressed envelope.

Today's date

Formal heading

Dear _____:

_____ has given us your name as a reference.

Our pastor search committee is currently exploring the possibility of _____ coming to serve our church as pastor. As a part of our background screening, he signed a release form giving permission for references to share information about him. You will find enclosed a photocopy of the signed release form.

Please help us understand how the qualifications of this prospective pastor might meet the needs of our church by filling out the enclosed character-reference inquiry and returning it to us as quickly as possible. A stamped, addressed envelope is provided for your convenience.

Please pray for our committee as we continue our search process. We will depend on your help in protecting the candidate's present ministry by not telling anyone about this inquiry.

Sincerely,

Chairman or Secretary, Pastor Search Committee

Enclosures

TOOL 18

**CHARACTER-REFERENCE
INQUIRY**

Name of prospective pastor: _____

The person named above has been recommended to us for the position of pastor. Please supply the information requested below and any additional comments that might give us a picture of his character. Information will be kept confidential.

1. How long have you known the prospect? _____
2. In what capacity have you known the pastor? (Member/leader in church, colleague in ministry, coministry role in church, business associate, etc.)

3. Please rate the prospect by checking the appropriate box beside each qualification.
We aren't expecting perfection, so be straightforward.

Qualification	Excellent	Good	Fair	Poor
Creativity				
Work attitude				
Ability to get along with others				
Cooperation				
Dependability				
Honesty				
Personal habits				
Emotional maturity				
Sense of humor				
Initiative				
Perseverance				
Openness to others' ideas				
Care for people				
Flexibility				
Preaching				
Teaching				
Problem solving				
Keeping confidences				
Financial responsibility				

4. What evidence can you give that he is a committed, growing Christian? _____

5. What is the greatest interest or the major emphasis of his ministry? _____

6. What are his greatest strengths? _____

7. Are you aware of reasons he might be open to a new ministry? Yes No
If yes, what reasons? _____

8. Do you have any information that would cause you to have reservations about his appropriateness
for pastoral ministry? Yes No
If yes, what? _____

9. Have you had any personal experience that would lead you to question his integrity, honesty, ethics,
or conduct? Yes No
If yes, what? _____

10. Do you know whether this person has ever left a job or ministry position because of charges or accusations
related to conduct or beliefs? Yes No
If yes, what do you know of the circumstances? _____

11. Would you positively recommend him for ministry at our church? Yes No
Why or why not? _____

12. Have any questions been raised about his personal finances or handling of church funds? Yes No
If yes, what questions? _____

13. Are you aware of any reports of sexual misconduct? Yes No
If yes, what were those reports? _____

14. Based on your knowledge and his reputation, is his marriage healthy and stable? Yes No
Explain: _____

15. Do you have any confidential information you do not feel free to reveal to us about his fitness for ministry?
 Yes No

16. Please provide the names, phone numbers, and/or addresses of other persons who have worked closely with him or are otherwise well acquainted with him and would be helpful references for our church in assessing the candidate's character.

Additional comments:

Signature Date

Please return this form to:
_____, Chairman, Pastor Search Committee
_____ Baptist Church

Address

City, state, ZIP



TOOL 19

LETTER FOR TELEPHONE INTERVIEWS

Using church letterhead, send this letter to each reference with the pastor's "Reference Release" (tool 15).

Today's date

Formal heading

Dear _____:

Your name has been given by _____ as a reference.

Our pastor search committee is currently exploring the possibility of _____ coming to serve our church as pastor. As a part of our background screening, he signed a release form giving permission for references to share information about him. You will find enclosed a photocopy of the signed release form.

To save you time, we have asked _____, who is a member of our search committee, to call you on the telephone and ask you a number of questions. I hope this will meet with your approval.

Please pray for our committee as we continue our search process. We will depend on your help in protecting the candidate's present ministry by not telling anyone about this inquiry.

Sincerely,

Chairman or Secretary, Pastor Search Committee

TOOL 20

INTERVIEW QUESTIONS

Good interview questions call for detailed answers rather than a simple yes or no. Do not be afraid to ask hard questions. Use this time to learn as much as you can about the prospect. Following is a comprehensive compilation of questions for a prospective pastor. Select the questions that best fit your needs. Add others that are appropriate for the position. The committee will probably want to receive written responses from the candidate, as well as the verbal responses during the interview, for some questions, such as 1, 13, 43, 44, 45, 59, 60.

Questions for the Candidate

Conversion and Ministry

1. Describe your conversion and your call to ministry.
2. Describe important persons in your life and tell how they influenced you.
3. Describe successes and failures in your ministry.
4. What strengths do you bring to ministry?
5. How have you grown since entering the ministry?
6. In what ways do you need to grow now?
7. How do you allot your time among pastoral ministries?
8. What do you like most about ministry?
9. What do you like least about ministry?
10. Describe your spiritual health and your feelings about spiritual accountability.
11. Describe your personal, private devotional time.
12. Share your plans for personal and professional growth.
13. What doctrines do you think are essential?
14. What are your greatest strengths and your greatest weaknesses?
15. Four major elements of kingdom leadership are leadership, communication, administration, and ministry. Of these areas which do you consider your greatest strength in the ministry and why?
16. How do you measure success in ministry? How do you know when you have done a good or a bad job?
17. Who are your mentors or models in ministry, past or present?
18. Why would you consider moving to another church?
19. How do you classify or describe your preaching style?

Denomination and Community

20. What is your relationship with the denomination?
21. Do you support the Cooperative Program?
22. How active are you in associational work? In state-convention work? In Southern Baptist Convention work? In civic clubs or social organizations in the community?
23. Give us your beliefs about the basic Baptist doctrines as stated in *The Baptist Faith and Message*.
24. How do you relate to other denominations?

Family and Personal Life

25. What do you do for fun and entertainment?
26. Describe your family and tell how each member relates to the others and to the church.
27. Do any of your family members have special needs?
28. How do you encourage spiritual growth in your family?
29. What is your wife's role in your ministry?
30. To what extent is your family involved in your ministry?
31. How would they feel about moving?
32. What do you and your family enjoy doing together?
33. What are your hobbies?
34. Describe your health.
35. Does your family support your calling and vocation?
36. Describe your two closest friends.
37. How do you relate to other ministers?
38. Describe your personal financial situation.
39. What is your philosophy of stewardship and tithing? Do you tithe?
40. Do you have outside business interests? If so, describe them.
41. Describe your exercise program.
42. How many and what books have you read in the past 12 months?

Positions and Policies

43. What is your concept of the Bible?
44. What is your position on missions?
45. What is your conviction on evangelism, and how do you personally practice it?
46. What is your policy on pastoral visitation?
47. What is your policy on pastoral counseling?
48. Do you do personal counseling and, if so, on what level? How extensive is your training in this area?
49. What are your convictions on alcohol and drugs, gambling, pornography, racial prejudice, abortion, homosexuality, and divorce?

Leadership

50. What do you think is the most important thing for you to do during the first year after changing churches?
51. What do you consider, in the order of their importance, your chief duties as pastor?
52. Do you think your best work can be done in a relatively short or a relatively long pastorate?
53. What would the ideal decision-making model look like?
54. What method do you use to accomplish the church's goals and business affairs, such as pastor-led, committee-led, team-led, deacon-led, and so on?
55. What will be your involvement with committees?
56. How do you see the role of deacon in the church?
57. The church allows you to lead revivals and attend conventions and other meetings.
How many of these do you normally conduct or attend in a year?
58. What style of public worship and preaching do you prefer?
59. How would you describe an effective worship service?
60. What is your personal belief about the nature and function of the church?

61. Describe your leadership effectiveness.
62. How do you go about making changes in the church?
63. How do you work with church leaders in planning?
64. What role do you see for the laity in the church's decision-making process?
65. How do you keep up-to-date with recent developments in church-related issues?
66. Outline the way you use your time throughout the week.

Staff and Church Relationships

67. What would be your relationship with the church staff?
68. Would you expect to make changes in the current staff?
69. Do you see the staff as being called by the church? Are you willing to work with the present church staff?
70. Do you schedule office hours and days off?
71. Describe your effectiveness in reaching _____.
(Fill in the blank with a key group of people the church is trying to reach.)
72. Describe how you would communicate with _____.
(Fill in the blank with a key group of people the church is trying to reach.)
73. How would you rate your interpersonal skills?
74. What is your concept of the role of the laity, both men and women, in the church?
75. What is important to you in handling conflicts between you and a member of the congregation?
76. How do you manage disagreements in your church?
77. How comfortable do you feel in working with all age groups in the church?
78. Discuss your work schedule and the way you divide your time among the responsibilities.

Questions for the Candidate's Wife

1. What influenced your decision to become a Christian?
2. Describe important persons in your life and tell how they influenced you.
3. Describe your personal, private devotional time.
4. Were you aware of your husband's call to ministry before you married?
If not, explain how you have come to view this call to ministry.
5. How do you relate to the church where your husband is pastor?
6. What is your role in the family?
7. How do you feel about moving?
8. Will you work outside the home?
9. How do you feel about being a minister's wife?
10. What strengths do you bring to your ministry in the church?
11. Describe your family and tell how each member relates to the others and to the church.
12. How do you encourage spiritual growth in your family?
13. What do you and your family enjoy doing together?
14. What are your hobbies?
15. What is your concept of the Bible?
16. What is your position on missions?
17. What is your conviction on evangelism, and how do you personally practice it?
18. What do you appreciate most about your husband?

TOOL 21

SERMON EVALUATION

Name of pastor: _____

Date of visit: _____

Name of church: _____

Church address (city and state): _____

Use the following scale to compare this sermon to sermons you are accustomed to hearing in a local church (not on television). Then compute your average at the bottom of the page.

5 = excellent

4 = above average

3 = average

2 = below average

1 = seriously deficient

- | | Rating |
|---|--------|
| 1. Introduction. Captured my attention and interest. Made me want to hear the rest of the sermon. | _____ |
| 2. Scripture. Used Scripture to make, clarify, and illuminate points. Seemed to be used in context. | _____ |
| 3. Logical continuity. Points of the sermon logically built on and followed one another. | _____ |
| 4. Clarity. The purpose and points of the sermon were clear. | _____ |
| 5. Relevance. The sermon topic was developed in a way that made me see the relevance for myself today. | _____ |
| 6. Humor. Humor, if used, was appropriate to the setting and points of the sermon. | _____ |
| 7. Self-disclosure. If the speaker used himself as an illustration, it helped make the sermon more meaningful. | _____ |
| 8. Vocal inflection. This added appropriate emphasis and interest to the sermon. | _____ |
| 9. Illustrations. These were used to clarify or deepen the impact of a point, not to prove points. | _____ |
| 10. Interest level. I would want to hear more sermons from this pastor. | _____ |

Total _____

Comments: _____

Average (total divided by 10) _____

TOOL 22

CREDIT AND LEGAL INFORMATION RELEASE

I hereby authorize _____ Baptist Church,
_____(city and state),
to check my credit and legal history with all appropriate sources. Such information may be obtained for the years
_____ to the present.

Pastor's name: _____

Driver's license number: _____

Social Security number: _____

Pastor's signature Date

TOOL 23

REQUEST FOR CRIMINAL-RECORDS CHECK AND AUTHORIZATION

I hereby request the _____ Police Department to release any information that pertains to any record of convictions contained in its files or in any criminal file maintained on me, whether local, state, or national. I hereby release the above-mentioned police department from any and all liability resulting from such disclosure.

Signature: _____

Print name: _____

Print all aliases: _____

Date of birth: _____

Place of birth: _____

Social Security number: _____

Today's date: _____

Please send record to: _____

Address: _____

City: _____ State: _____ ZIP: _____

This form is provided for illustrative purposes only. Under no circumstances should a pastor search committee rely on this form without the express, written advice of an independent and qualified attorney, following a full legal analysis of all circumstances.

TOOL 24

LETTER TO PROSPECTIVE PASTOR ABOUT QUESTIONNAIRE

Date
Formal heading

Dear _____:

Thank you for your willingness to discuss with our committee the possibility of your coming to serve as the pastor of our church. We are grateful for the opportunity to become better acquainted with your ministry and your family. We certainly believe that this is the direction God wants us to move.

We recognize that we have a responsibility to be honest and open with you in order to build a strong, caring relationship of trust. We also acknowledge a responsibility to meet our church's expectations of us. Therefore, we request that you answer the enclosed questionnaire and return it to us for our files. It includes questions we wish we did not need to ask, but we want to ensure a strong relationship of trust for the future.

If you do not come to serve as our pastor, the questionnaire will be returned to you, and no copies of it will be made. If you become our pastor, the questionnaire will be placed in a closed file and used only to substantiate that the committee followed a thorough process in determining the suitability of the person called to serve as pastor.

Unfortunately, we live in a time of infrequent but occasionally documented abuses by members of the clergy. We also live in a time when churches are not immune to litigation. Please understand that these questions are not meant to insinuate any negative thinking or distrust on our part. We simply need to have this information on file for your protection and for the welfare of the church. If any response is problematic, we can honestly report that the committee discussed it, dealt with it, and made an informed decision to proceed.

You are asked to complete and return the enclosed questionnaire to the chairman of the committee. Thank you for your assistance in this matter.

Sincerely,

Chairman, Pastor Search Committee

TOOL 25

**PROSPECTIVE-PASTOR
QUESTIONNAIRE**

Name: _____ Date: _____

1. Have you ever been convicted of any offense other than a traffic violation? Yes No

If yes, explain the circumstances and dispositions. _____

2. Please list any major traffic violations for which you have been convicted over the past three years.

3. Have you ever been a party in a civil lawsuit? Yes No

If yes, please explain. _____

4. Have you ever filed for bankruptcy? Yes No

If yes, please explain. _____

5. Have you ever been disciplined by any professional, private, or public agency? Yes No

If yes, please explain. _____

6. Have you ever been dismissed by vote of the congregation from the employment of any church?

Yes No (This question does not imply that you were at fault.)

If yes, please explain. _____

7. Have you ever resigned from any church position or employment in the face of charges of misconduct?

Yes No

If yes, please explain. _____

8. Have you ever abused or received treatment for alcohol or drugs? Yes No

If yes, please explain. _____

9. Have you ever been committed, voluntarily or otherwise, to a hospital for psychiatric care?

Yes No

If yes, please explain. _____

10. Have you ever been formally convicted of spousal or child abuse? Yes No

If yes, please explain. _____

11. Have employees, staff, church members, or others with whom you worked ever brought charges of sexual harassment against you before either a church body or any civil governmental agency or court?

Yes No

If yes, please explain. _____

12. Have you ever initiated any of the following sexual behaviors?

Adultery Yes No Pornography Yes No
Homosexuality Yes No Rape Yes No
Pedophilia Yes No Incest Yes No

If yes for any, please explain. _____

13. Are you a lawful resident or citizen of the United States? Yes No

14. Are you currently under continuing medical care for any condition that would affect your ability to carry out a minister's responsibilities? Yes No

If yes, please explain. _____

15. How many times have you been married? _____

How many times has your spouse been married? _____

If more than once for either or both, please explain. _____

16. In what states have you held driver's licenses in the past 10 years? _____

Signature

TOOL 26

SERVICE OF INSTALLATION AND COMMITMENT

The Service of Praise

Prelude

Call to Worship

Scripture: “I will tend My flock and I will let them lie down. ... I will seek the lost, bring back the strays, bandage the injured, and strengthen the weak” (Ezek. 34:15-16).

Hymn

Invocation

Choir Anthem

The Service of Greeting

Welcome to Guests

Welcome to the Pastor and His Family

- From the community
- From the Baptist association (director of missions)
- From the Baptist state convention

The Service of Commitment

Scripture: 1 Timothy 6:11-21

Solo

The Pastor and the Church in Covenant

- Introduction of pastor to the church and visitors
- Pledges of pastor and people

Leader: (To pastor) Having been called to be the pastor of this church, do you take this people to be your people, this field of labor to be your field, without reservation of mind or heart?

Pastor: I do.

Leader: (To pastor) Do you promise to give yourself faithfully to the ministry, to the Word, and to prayer; to be a good shepherd of this flock of God; to minister to the needs of all alike; to be the friend of all who will permit you; to seek the salvation of souls and the nurture of the saved; to put the services of Christ and His kingdom above all else; if wronged, to forgive as you expect to be forgiven; to seek always to keep yourself mentally alert and physically fit; as much as in you lies, to be at peace with all people; and to lead this church in the ways of Christ as the Holy Spirit gives you wisdom and strength?

Pastor: I do.

Leader: (To congregation) Do you promise to hear attentively the preaching of the Word, to participate reverently in the services of worship, to share with this pastor in the responsibilities of teaching and learning, to assume your proportionate part of the church's benevolent ministries, to receive him into your hearts and homes, to counsel with him about the welfare of the church and the winning of souls, to encourage him in his stand for right, to forgive him when he makes mistakes, and to follow his leadership as he follows Christ?

People: We do.

Leader: Let us together reaffirm our high resolution and devotion to preaching the good tidings of salvation.

People: We consecrate our gifts.

Leader: To teaching Jesus' way of life.

People: We consecrate our time.

Leader: To leading children and youth to the knowledge of the love of Christ.

People: We consecrate our talents.

Leader: To healing broken bodies and soothing troubled minds.

People: We consecrate our service.

Leader: To caring for the helpless and providing relief for all those who look to us for help.

People: We consecrate our strength.

Leader: To evangelizing the community and extending the kingdom of God worldwide.

People: We consecrate our wealth, our efforts, and our lives.

Prayer of Consecration

Hymn of Dedication

Example:

- "Come All Christians, Be Committed," *The Baptist Hymnal* (2008), number 371.

Response of the Pastor

Hymn

Examples:

- "O Master, Let Me Walk with Thee," *The Baptist Hymnal* (2008), number 488.
- "The Church's One Foundation," *The Baptist Hymnal* (2008), number 346.

Benediction

Postlude

TOOL 27

INSTALLATION SERVICE

Organ Prelude

Scriptural Call to Worship Member of Pastor Search Committee

Invocation..... Member of Pastor Search Committee

Congregational HymnCongregation

Introduction of New Pastoral Family to Church¹..... Chairman of Pastor Search Committee

Worship in Music Children’s or Youth Choir

A Covenant for Ministry Together or Church Covenant.....(Read Responsively)

Scripture Member of Pastor Search Committee

Pastoral Prayer New Pastor

Congregational HymnCongregation

Offertory Prayer Member of Pastor Search Committee

Offertory..... The Doxology

Worship in Music Adult Choir

Introduction of Church to New Pastor’s Family² Chairman of Deacons

Signing of Pastor-Church Covenant of Relationship³..... Chairman of Pastor Search Committee
and Pastor

Installation Message.....Pastoral Friend or New Pastor

Invitation Hymn Congregation

Presentation of Gift⁴ Chairman of Deacons

Fellowship Hymn and Benediction: “Blest Be the Tie”.....Congregation

1. The chairman of the pastor selection committee introduces the new pastor and his family to the church, using biographical information.
2. In introducing the church to the new pastor and family, the deacon chairman briefly recounts highlights from church history.
3. Although “Pastor-Church Covenant of Relationship” (see tool 4) has been signed earlier (see phase 4), this public signing will give the covenant greater visibility to the entire congregation.
4. It would be appropriate to present the new pastor a tangible gift to mark the beginning of this new relationship.

TOOL 28

PASTOR-CHURCH RELATIONS TEAM

Purpose

The pastor-church relations team serves as a liaison support group between the pastor and the congregation. It is not to serve as an oversight group.

Responsibilities

1. To give relational support to the pastor and his family
2. To serve as a sounding board for the pastor's personal and church concerns
3. To bring the church's concerns to the pastor
4. To be a resource to the pastor in prayer, understanding, and ministry

Procedures

1. The team is composed of six or nine persons who serve on a three-year rotation, with two or three being new appointees each year.
2. The pastor recommends six or nine persons to the nominating committee. The nominating committee considers these and other appropriate persons, from whom the church nominates six or nine. The persons nominated should represent an appropriate diversity of ages, genders, and opinions.
3. The team meets at least quarterly and/or as needed.
4. The pastor and/or the chairman can initiate a called meeting.
5. The team elects a chairman.

Values

1. This team ensures that the pastor has a support group to whom he can turn for counsel and advice.
2. This team provides a communication link between the congregation and the pastor. This point of contact is particularly important for individuals who don't feel comfortable going directly to the pastor.
3. The pastor has a feedback group whom he can consult to check the congregation's perception of his work.

TOOL 29

PERFORMANCE REVIEW

The church's personnel committee can use this form in an annual evaluation of the pastor.

Please rank your pastor's performance for the past year in the categories that follow. Your evaluation should reflect his typical performance rather than occasional, isolated performance.

- 1 = unacceptable
- 2-3 = poor
- 4-6 = commendable
- 7-8 = outstanding
- 9 = consistently superior

Circle one number in each line.

Pastoral Ministry

Communication skills	1	2	3	4	5	6	7	8	9
Listening skills	1	2	3	4	5	6	7	8	9
Counseling skills	1	2	3	4	5	6	7	8	9
Crisis ministry	1	2	3	4	5	6	7	8	9
Hospital visitation	1	2	3	4	5	6	7	8	9
Visitation of shut-ins	1	2	3	4	5	6	7	8	9
Visitation of church members	1	2	3	4	5	6	7	8	9
Grief follow-up ministry	1	2	3	4	5	6	7	8	9
Conduct of funerals	1	2	3	4	5	6	7	8	9
Conduct of weddings	1	2	3	4	5	6	7	8	9

Pulpit/Worship Ministry

Planning of worship services	1	2	3	4	5	6	7	8	9
Planning of prayer meetings	1	2	3	4	5	6	7	8	9
Sermon preparation	1	2	3	4	5	6	7	8	9
Sermon delivery	1	2	3	4	5	6	7	8	9
Sermon variety	1	2	3	4	5	6	7	8	9
Involvement of staff and church members	1	2	3	4	5	6	7	8	9
Teaching skills	1	2	3	4	5	6	7	8	9
Conduct of church ordinances	1	2	3	4	5	6	7	8	9

Church Administration

Leadership of church staff	1	2	3	4	5	6	7	8	9
Leadership of volunteers	1	2	3	4	5	6	7	8	9
Assistance to committees, officers, organizations	1	2	3	4	5	6	7	8	9
Organizational skills	1	2	3	4	5	6	7	8	9

Promotional skills	1	2	3	4	5	6	7	8	9
Timeliness in correspondence	1	2	3	4	5	6	7	8	9
Response to telephone calls, e-mails	1	2	3	4	5	6	7	8	9
Responsible management of church finances	1	2	3	4	5	6	7	8	9
Delegation skills	1	2	3	4	5	6	7	8	9

Personal Qualities

Grooming/appearance	1	2	3	4	5	6	7	8	9
People skills	1	2	3	4	5	6	7	8	9
Affirmation of others	1	2	3	4	5	6	7	8	9
Balance in life	1	2	3	4	5	6	7	8	9
Physical health	1	2	3	4	5	6	7	8	9
Emotional health	1	2	3	4	5	6	7	8	9
Spiritual health	1	2	3	4	5	6	7	8	9
Family health	1	2	3	4	5	6	7	8	9
Commitment to personal growth	1	2	3	4	5	6	7	8	9
Commitment to professional growth	1	2	3	4	5	6	7	8	9
Punctuality	1	2	3	4	5	6	7	8	9

Community/Denominational Participation

Participation in local Baptist association	1	2	3	4	5	6	7	8	9
Participation in state and national denominational activities	1	2	3	4	5	6	7	8	9
Participation in local clergy association	1	2	3	4	5	6	7	8	9
Image in community	1	2	3	4	5	6	7	8	9
Commitment to local and worldwide missions	1	2	3	4	5	6	7	8	9

Evangelism Leadership

Provision of evangelism training	1	2	3	4	5	6	7	8	9
Commitment to evangelistic visitation	1	2	3	4	5	6	7	8	9
Commitment to evangelistic fervor in the church	1	2	3	4	5	6	7	8	9

Narrative Evaluation

1. What strengths are most evident in the pastor's service and ministry?

2. What areas of the pastor's ministry and service provide the greatest need and opportunity for growth?

3. How did the pastor respond to last year's evaluation?

4. What is the pastor's overall effectiveness and potential in his current role?

5. How effective is the pastor in leading the church to fulfill its purpose and mission?

6. What constructive suggestions do you wish to communicate to the pastor?

This performance review represents a consensus and composite of evaluations completed by the members of the personnel committee.

Signature of chairman, personnel committee

Date

Pastor's written response to the performance review (optional):

Signature of pastor

Date