

Calling of the Senior Pastor

Version 1.0

11/17/2013

A Senior Pastor shall be chosen and called by the church whenever a Senior Pastoral vacancy occurs. He shall be a minister of the gospel who serves a Southern Baptist Church which is affiliated with the Southern Baptist Convention. He shall possess Christian character consistent with our Christian faith and biblical doctrine. This doctrine must be consistent with our beliefs as documented on the church website under "We Believe" as referenced to the "Baptist Faith and Message".

When such vacancy occurs, the Church will form a Pastor Search Committee according to the guidelines outlines in this policy.

- 1) Pastor Search Committee
 - A) The call of a pastor shall be conducted by a Pastor Search Committee.
- 2) Pastor Search Committee Membership
 - A) The total membership will be 5 regular members and 2 alternates.
 - B) To assure balanced representation, the 5 regular members will be selected from the following categories.
 - i) Adult representative of the Children and Youth departments (i.e., teacher, youth leader).
 - ii) Young Adult (age 21-34)
 - iii) Adult (age 35-54)
 - iv) Senior (age 55+)
 - v) At large representative chosen to help achieve committee balance by gender.
 - C) Alternates can be chosen from any of the above groups, but not from the same group. First and second alternates will be named.
 - D) No more than one active deacon will serve on the committee, including alternates.
 - E) There cannot be more than 3 members of the same gender on the active search committee. The exception to this would be if more than one active member had to resign from the committee, and both alternates assumed active status, there could be more than 3 members of the same gender
 - F) Selection of proposed members will be made by the Deacons and presented to the church for approval in the following manner.

- i) To provide sufficient time for prayerful consideration, the Chairman of Deacons will advise the congregation one week in advance, that on the following Sunday morning, the congregation will be presented with a ballot where they will recommend candidates to serve on the Pastor Search Committee.
- ii) On the appointed Sunday, a ballot will be given to each church member in attendance, and they will write on this ballot the names of the candidates that they feel lead to recommend. These ballots will be collected and given to the Chairman of Deacons.
- iii) In a special called meeting, the Deacons will review the candidates ensure that the following criteria is met.
 - a) Nominee is an active, participating and committed member in the worship and ministries of the church.
 - b) Nominee has demonstrated spiritual maturity.
 - c) Nominee has demonstrated support of the church.
- iv) The Deacons will assign each demographic group (i.e. Children and Youth, Young Adult, Adult, and Senior) a list of candidates that will be contacted. The list within each demographic group will be ordered based on the total number of times the candidate was nominated from the congregational ballots.
- v) The Chairman of Deacons will contact each candidate, in the order as noted above, to ask for their prayerful consideration to serve on the Pastor Search Committee. Once a candidate has agreed to serve, no further candidates will be contacted within that demographic group.
- vi) If there are no candidates within a demographic group who have felt lead to serve, then the Chairman of the Deacons will use the remaining candidates from the other groups to fill the open positions on the committee. These candidates will be contacted in order based on the total nominations from the congregation.
- vii) Attention has to be given to the makeup of the committee in regards to the numbers of the same gender. For example, if the first three categories are filled by nominees of the same gender, then the fourth category has to be of the opposite gender.
- viii) The fifth category "At Large" is used to balance the committee by gender. Depending on the makeup of the committee, the Chairman of Deacons will contact only candidates that can fulfill the requirement based on gender.
- ix) Once the first five categories have been filled, then two alternates must be selected. The list of alternate nominees will be made up from the remaining candidates who have not yet contacted. The order will be based on the total nominations from the congregation. There must be one male and one female alternate selected.

- x) Once all demographic groups have a candidate who has agreed to serve no further candidates will be contacted.
 - xi) Once the committee has a full contingent of candidates who have agreed to serve, the Deacons will present this committee to the church for a vote of affirmation.
- 3) Process
- A) A Chairperson should be selected immediately.
 - B) The Deacon Body, working in conjunction with the existing ministerial staff, will appoint a member of the current ministerial staff (the “Staff Member”) to serve on the Pastor Search Committee in an advisory, non-voting capacity. The role of the Staff Member will be to assist the committee in any area, including but not limited to, education, candidate qualification and theological doctrine. The Staff Member will be the liaison between the Pastor Search Committee and the existing staff.
 - C) The Pastor Search Committee will conduct a church survey for input prior to taking any action.
 - D) Alternates should attend all meetings and pastor visits. A quorum of 5 members is recommended for all votes and decisions.
 - E) All travel expensed (gas, lodging, meals) should be pre-approved by the Financial Management Committee and reimbursed by the Church.
 - F) Long distance telephone calls should be authorized by the Pastor Search Committee Chairperson before reimbursement.
 - G) Any supplies (i.e., postage, forms of media) should be pre-approved by the Chairperson.
 - H) Any vote for a candidate recommendation to the Church should be unanimous.
 - I) The Pastor Search Committee should provide progress reports to the Church at least monthly. The format for progress reports (bulletin insert, announcements during service) shall be determined by the Pastor Search Committee.
- 4) Guidelines for Calling the Pastor
- A) All information will be gathered before any action is taken on individual applicants.
 - B) References of applicants will be carefully checked.

- C) Based on all information available, the list of applicants should be screened to a reasonable number of candidates for further evaluation; the job description and results of Church input survey will be used as key evaluation criteria.
 - D) Potential candidates should be advised by phone that they are under consideration; 3 audio/video forms of media of their worship services should be requested.
 - E) The Pastor Search Committee should review media submitted.
 - F) The Pastor Search Committee should schedule an interview; preferably at a neutral location.
 - G) The Pastor Search Committee shall arrange for introductory interviews with the existing staff.
 - H) The Pastor Search Committee should carefully interview a candidate to determine how well they fit the recommended qualifications. The Pastor Search Committee should visit a worship service conducted by the candidate.
 - I) The first visit should be announced, a second unannounced visit may be desirable.
- 5) Election of the Pastor
- A) Once an acceptable candidate is identified, the Pastor Search Committee will then forward the recommendation to the Deacons and Financial Management Committee for approval. The recommendation must be in writing and include a detailed compensation package. After approval by the Deacons and acceptance by the Financial Management Committee, the Deacons will announce the recommended candidate to the Church, providing and information package including candidate biography, photo, and recommended financial package. At this time, ample opportunity will be provided for discussion. The announcement will be made on a Sunday morning, at least six days prior to the candidate's visit and trial sermon.
 - B) The trial sermon weekend schedule should be as follows
 - i) The candidate meets with the Deacons and other appropriate committees on Saturday.
 - ii) The candidate and his family will be available during the afternoon for individual discussions with interested church members.
 - iii) A social will be scheduled Saturday evening for the candidate and his family to meet the congregation.

- iv) A trial sermon will be presented the next day during Sunday morning worship.
- C) Immediately after the trial sermon, the candidate will be excused and the congregation will vote by standing vote. A 90% minimum acceptance is required for calling the candidate. Should the candidate fail to receive the 90% vote, the Pastor Search Committee will be instructed to seek out another candidate and the meeting will be adjourned without debate.
- D) Once a candidate is extended a call and the candidate accepts, the Pastor Search Committee will be dissolved.

Note:

The above procedure should be followed for every ministerial opening. This process is written specifically for the Senior Pastor but should be followed for all ministerial opening from the beginning through paragraph 5A. The only change from the process detailed above is that for other ministerial positions, other than the Senior Pastor, the word “he” in the opening paragraph can be replaced with “they”.



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Revision Notes

Approved	By	Version	Comments
11/17/2013	Church	1.0	Separated from the Bylaws on 06/07/2012 as approved by the Church and is now included in the Operations and Procedures Manual. Procedural updates were made by the Deacons and Bylaws Committee then submitted to the Church for approval.