

This work was originated by Dr. Mark Elliot of the Heartland Church Network and adapted for our Association

Candidate Questionnaires

Form 13

EXAMPLE 1: Based on Criteria located on Page 31

NorthCoast Baptist Association Candidate Questionnaire

Thank you for your interest in serving as our replant pastor. As our Leadership Team prayerfully considered the experiences and gifts that would best fit our church's needs and cultural context, we determined that the following eleven areas were of greatest importance. Your answers to these questions will guide us as we patiently and prayerfully seek "the man" that God has prepared to lead us in our restart process.

Christian Character and Calling: [Your salvation experience and call to ministry are so personal and important that we want to hear them in person. If God continues to lead us in your direction, and if you continue to feel God's leading towards Nebraska, these would be the first two questions we will ask in a conference call with our Leadership Team.]

- Briefly describe a challenging personal situation in which you wish you had handled things differently. In what way did this situation challenge your values?
- If you could go back and do it again, what would you do differently? What did you learn about yourself and others from the situation?
- Describe your involvement in prayer, scripture reading, and other spiritual disciplines in a typical week.

Evangelistic:

- Tell us about the last Gospel witness you shared with someone.
- How have you followed up with that person?
- How often do you have an opportunity to share your faith?
- When someone says, "evangelism is not my gift," how do you respond to them?

Alignment with SBC beliefs and practices:

- Describe your relationship with the Southern Baptist Convention through local, state, and national involvement.
- What is your view of and alignment with the Baptist Faith and Message?
- North American Mission Board (NAMB) assistance is being requested to assist us with our replant effort. The NAMB planter approval process is very thorough. Are you willing to patiently work through their process—our Church Planter Catalyst would assist you as needed.

Good Relational Skills:

- Tell me about your circle of friends and your relationship with family members—your relational network.
- Who do you call a friend?
- How and how often do you relate to your friends?
- What have you done to intentionally seek out and grow new relationships?

Spouse as a ministry partner: (If you are married.)

- Describe your wife's involvement in ministry and her giftedness?
- Tell me about a ministry related encounter in which your wife's partnership was a blessing.

(If you are not married)

- Tell us about your dating life.
- If you have a "significant other" in your life how do you think a move to Nebraska might impact that relationship?

Ability to Communicate Biblical Truth:

- Tell me about the last sermon or Bible study you shared in a group setting: your preparation, the delivery, the receptivity by your hearers.
- Tell me about the last time you shared biblical truth in a one-on-one relationship.

Persevering Spirit:

- How does God and how do others keep you encouraged and engaged in ministry?
- Describe a recent incident where you seriously questioned whether you were serving in the right ministry setting. What did you do to get clarity?
- As you look back on that experience, what (if anything) do you wish you'd have done differently?

Ability to Cast Vision:

- Tell us about a time when you successfully cast vision for a new ministry or helped revitalize an ineffective ministry.

Life Transforming Discipleship:

- Describe an ongoing relationship you have had in which God used you as He transformed someone else's life.
- How many relationships like that do you currently have or have you had?
- How has God normally used you in these relationships?

Self-starter and Initiator:

- When is the last time that you started something new?
- Tell us about that process.
- Who else, if anyone, was involved in starting that process?
- How often do you find yourself ready to start something new?
- Other than a caffeine IV, what does God use to get you started every morning?

Cultural fit for Beatrice, Nebraska:

- From what you know, how would ministry in Nebraska differ from where you have served in the past?
- How would it be the same?

EXAMPLE 2

Pastoral Candidate: _____ Date: _____

1. Have you ever been charged or convicted of any offense other than a traffic violation? Explain the circumstances and dispositions.
2. Please note the traffic violations for which you have been charged or convicted over the past three years.
3. Have you ever been party in a civil lawsuit? If so, please explain.
4. Have you ever filed for bankruptcy? If so, please explain.
5. Have you ever been disciplined by any professional, private, or public agency?
6. Have you ever been dismissed by vote of the congregation from the employment of any church? If so, explain.
7. Have you ever resigned from any church position or employment in the face of charges or misconduct? Please explain.
8. Have you ever been treated for alcohol or drug abuse?
9. Have you ever been committed, voluntarily or otherwise, to a hospital for psychiatric care?

10. Have you ever been formally charged or convicted of child abuse?
11. Have employees, staff, 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?
12. Are you a lawful resident or citizen?
13. Are you currently under continuing medical care for any condition which would impact your ability to carry out the responsibilities of a minister? If yes, please explain.
14. How many times have you been married? _____
15. How many times has your spouse been married? _____
16. In what states have you held driver's licenses in the past 10 years?
17. In what church are you presently a member?

Signature

Source: Wayne Oakes, Pastor Search Team (Cary: Baptist Convention of North Carolina, 1997)

EXAMPLE 3

1. Please describe how you came to know the Lord, your conversion experience, highlights of your Christian growth, and your call to the ministry.
 - Introduction to the Gospel and the Lord:
 - Conversion experience:
 - Highlights of your Christian growth:
 - Share briefly your call to the ministry:

2. What do you consider to be the specific gifts that the Holy Spirit has equipped you with to fulfill your ministerial call?

3. Describe your pastoral leadership style:

4. Please comment on the SBC "Baptist Faith and Message, 1963 as amended in 2000," indicating clearly where you differ (if at all) in your personal view of these statements. Please state explicitly your personal beliefs concerning the following:
 - a. The divine inspiration of the Scriptures:
 - b. God
 - The Father
 - The Son
 - The Holy Spirit
 - c. Man
 - d. Salvation
 - e. The Church
 - f. Last Things

5. What emphasis do you place on the following aspects of missions?
 - a. World Mission and the Cooperative Program system of support
 - b. Associational Missions
 - c. Local Missions

6. What do you feel are the roles of the following in the local outreach effort?
 - a. Pastor
 - b. Church members

7. How actively involved will you become in the association and denominational work, and how active would you like the church to be?

8. Please list the following functions in descending order of significance in relationship to your own ministry: Administration, Counseling, Evangelism, Leadership, Preaching and Teaching

9. What do you consider the greatest strength in your ministry? Your greatest weakness in ministry?

10. In what ways does your wife express her support of your ministry?

11. How does she view her involvement in the local church?
12. Have you or has your wife ever spoken in tongues? ____ Yes ____ No. Please state your position concerning the use of tongues.

13. Have you or has your wife ever been divorced? ____ Yes ____ No. If the answer is yes, please explain.

14. Does your wife work outside the home? If so, what type of employment?

15. What type of hobbies do you have and enjoy?

16. Describe your view of how the church should minister to the needs of:

- The children of the church and community:
- The youth of the church and community:
- The young adults of the church and community:
- The adults of the church and community:
- The senior adults of the church and community:

17. What do you feel is the role of the following?

- Worship
- Deacons
- Music
- Missions organization (W.M.U., Brotherhood)
- Christian education (Sunday school, Discipleship Training, etc.)
- Church fellowship
- Evangelism

18. Please describe your personal financial obligations and indebtedness. Do you have medical bills, credit card debts, children in college, etc.?

19. How long have you been a practicing tither?

20. How much time do you spend in prayer and Bible study?

21. How much time do you spend in sermon preparation?

22. Do you have plans to continue your formal education?

23. Briefly list major medical problems that you have faced or are feeling?

24. Please send copies of the pages of statistical data pertinent to your current church from the state or associational Book of Reports. If possible, include data for the past five years.

Signature

Date

Sample Reference Questionnaire

Form 14

Example 1

_____ has been brought to our attention in our search for a pastor. As we seek the individual God has chosen for us, we appreciate your response to as many of the questions indicated below as your knowledge of this individual allows. (Leave blank those questions for which you have no knowledge. Please use additional sheets if necessary.)

1. How long have you known this person? _____ years / from _____ to _____.
2. In what capacity?
3. How would you describe his spiritual maturity as a Christian?
4. Does he share his faith on a regular basis?
5. Does he visit prospects, church families, hospitals, nursing homes, etc.?
6. How would you describe his preaching ability?
7. Does he demonstrate Christian compassion for people?
8. Is he flexible and can he adapt to changing situations?

9. How does he react to problem situations?

10. Does he keep personal confidences?

11. Is there any personal trait, habit or attitude that might hinder his ministry?
If there is please explain:

12. Does his family, especially his wife, appear to be supportive of his ministry?

13. Is he cooperative and supportive of the Southern Baptist Convention, the State Convention and the local Association?

14. What do you believe is his greatest asset?

15. What do you see as his greatest weakness?

16. Describe his leadership style (authoritarian, visionary, consensus builder, equipper, etc.)

17. Do you have any information that would give you any reservations about his person's appropriateness to serve as pastor? If so, please explain using the back of this form.

18. Please indicate your evaluation of the candidate in the following areas. If you have no basis for an answer do not respond.

	STRONG	AVERAGE	WEAK
COMMUNICATION SKILLS – <i>Relates ideas to other in effective ways</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONFLICT – <i>functions effectively under pressure</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONSIDERATION – <i>is patient, courteous and understanding</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DELEGATION – <i>equips others versus does everything himself</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMOTIONAL CONTROL – <i>maintains control of emotions when things are not going right (deals with anger properly)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENTHUSIASM – <i>shows interest and excitement toward work</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNOWLEDGE – <i>demonstrates a thorough knowledge and understanding of church functions and administration</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LEADERSHIP – <i>creates a feeling of unity and enthusiasm among those in contact with him</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUPPORTIVE – <i>supports the policies, procedures and philosophies of the church</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRUSTWORTHY – <i>is able to keep confidences</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UNDERSTANDING – <i>is conscious of the problems that face the church</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

Thank you for taking the time to help us in evaluation of this pastoral candidate. We desire God's will for him and us. We would welcome your prayer support during this time. Should we have further questions, may we call you? If so, please give us your telephone number on the line below your name.

Name: _____

Phone: _____

Other references you recommend that we contact:

Name:

Address:

City:

State:

Zip:

Phone:

Name:

Address:

City:

State:

Zip:

Phone:

EXAMPLE 2: Based on criteria grid located on page 31

Reference Name _____

Telephone Number (____) _____

_____ has been brought to our attention in our search for a revitalization pastor. As we seek the individual God has chosen for us, we appreciate your time and your willingness to share your experiences with _____.

1. How long have you known this person? _____ years. From _____ to _____.

2. In what capacity? _____

3. How would you describe his spiritual maturity as a Christian? _____

4. Does he share his faith on a regular basis? _____

5. Does he visit prospects, church families, hospitals, nursing homes, etc.? _____

6. How would you describe his preaching and Bible teaching ability? _____

7. Does he demonstrate Christian compassion for people? _____

8. Is he flexible and can he adapt to changing situations? _____

9. How does he react to problem situations? _____

10. Does he keep personal confidences? _____

11. Is there any personal trait, habit, or attitude that might hinder his ministry? _____

If there is please explain: _____

12. Does his family, especially his wife, appear to be supportive of his ministry? _____

13. Is he cooperative and supportive of the Southern Baptist Convention _____,

the State Convention _____, and the association? _____

14. What do you believe is his greatest asset? _____

15. What do you see as his greatest ministry challenge? _____

16. Describe his leadership style (authoritarian, visionary, consensus builder, equipper, etc.)

17. Do you have any information that would give you any reservations about this person's appropriateness to serve as pastor? If so, please explain using the back of this form.

18. On a scale of 1 – 10 with 10 being the strongest, how would you rate _____ in the following areas?

1 2 3 4 5 6 7 8 9 10

COMMUNICATION SKILLS—relates Biblical truths to others in clear and effective ways _____

CROSS CULTURAL—is able to connect with people of various cultural backgrounds and to understand strengths and weaknesses of various traditions and cultures _____

GOOD RELATIONAL SKILLS—connects easily and naturally with others—is seen as friendly and warm _____

EVANGELISTIC—regularly and naturally shares the Gospel with others _____

LEADERSHIP—is able to cast a clear vision and has been able to get others to join him _____

PERSEVERENCE—is able to quickly bounce back from difficult situations and has demonstrated a willingness to hang in during tough times _____

SELF STARTER—is able to see what needs to be done and is willing to do it and is willing to ask for help when it is needed _____

SPIRITUAL MATURITY—demonstrates a growing and deepening walk with God and man _____

TRANSFORMATIONAL FOCUS—models and teaches that a mature disciple is someone who not only knows the word of God but lives it _____

WIFE AS A MINISTRY PARTNER—do he and his wife function as a ministry team (church revitalization is different than a normal ministry position)? _____

Additional Comments:

Who else do you know that might be able to provide us with a clear understanding of _____'s fit for our unique situation?

Name _____

Name _____

Address _____

Address _____

City _____

City _____

State _____ Zip _____

State _____ Zip _____

Phone (____) _____

Phone (____) _____

Resume Sources

Form 15

Seminaries

Church-Pastor Relations Department
Gateway Seminary
3210 East Guasti Road
Ontario, CA 91761-8642
909-687-1800

Church-Pastor Relations Department
Southern Baptist Theological Seminary
2825 Lexington Rd
Louisville, KY 40280
800-626-5525

Church-Pastor Relations Department
Midwestern Baptist Theological Seminary
5001 North Oak St Trafficway
Kansas City, MO 64118-4697
816.453.4600 x 333

Church-Pastor Relations Department
Southwestern Baptist Theological Seminary
2001 W. Seminary Dr. 76115
PO Box 22000
Ft. Worth, TX 76122
817-923-1921 x 6330

Church-Pastor Relations Department
New Orleans Baptist Theological Seminary
3939 Gentilly Boulevard
New Orleans, LA 70126-4858
504-282-4455 x3331

Church-Pastor Relations Department
Mid-America Baptist Theological Seminary
PO Box 381528
Germantown, TN 38183-1528
901-751-8453

Associations and State Conventions

See SBC.net and SCBO.org

Glossary of Academic Degrees

Form 16

Associate Level – Usually equivalent to a two-year college course of study.

A.A.	Associate of Arts
A.S.	Associate of Science
A.R.E.	Associate of Religious Education
A. Th.	Associate of Theology

Bachelor's (Baccalaureate) Level – usually equivalent of four years of college.

B.A.	Bachelor of Arts
B.S.	Bachelor of Science
B.Th.	Bachelor of Theology
B.R.E.	Bachelor of Religious Education
B.S.M.	Bachelor of Sacred Music
B.M.Ed.	Bachelor of Music Education
B.S.N.	Bachelor of Science in Nursing
B.M.	Bachelor of Music
B.D.	Bachelor of Divinity (three years of seminary beyond another bachelor's degree)

Master's Level – usually represents one or two years of specialized study beyond the bachelor's degree.

M.A.	Master of Arts
M.A.	Master of Science
M.S. Ed.	Master of Science in Education
M.B.A.	Master of Business Administration
M.M. Ed.	Master of Music Education
M.S.W.	Master of Social Work
M. Div.	Master of Divinity (formerly this was Bachelor of Divinity, usually requires three years beyond the bachelor's degree)
M.S.T.	Master of Sacred Theology (equal to M.Div.)
M.R.E.	Master of Religious Education
M.C.E.	Master of Christian Education
M.S.M.	Master of Sacred Music
M.Th.	Master of Theology

Doctoral Level – usually takes two to five years beyond the master’s degree

Ph.D.	Doctor of Philosophy
D.Ed.	Doctor of Education
Th.D.	Doctor of Theology
D.S.T.	Doctor of Sacred Theology (or S.T.D.)
D.Min.	Doctor of Ministry
D.S.M.	Doctor of Sacred Music
D.R.E.	Doctor of Religious Education
D.D.	Doctor of Divinity
D.Hum.	Doctor of Humanities

The D.D. and D.Hum (along with several others) are normally honorary. They may represent significant accomplishments on the part of the individual in his church or his extraordinary involvement in the life of the school. Like other degrees, its validity may depend upon the reputation of the school granting the degree.

Note:

1. Any of the above degrees can be obtained through mail-order, non-accredited schools. For monetary fees in varying amounts, any degree can be bought, without any classwork whatsoever. Therefore, one should be suspect of a degree obtained from schools not known to be accredited by the regional accrediting agencies.
2. Diplomas are not degrees. Diplomas are offered by a variety of institutions for the completion of some non-standardized class or correspondence work. The holder of a diploma may or may not have completed high school.

How to check on the validity of a candidate’s education.

To verify the educational attainments of a prospect, take the following steps:

- Phone the registrar of the college, university, or seminary indicated by the prospect. Ask for information regarding the prospect’s attainments at that institution.
- If you are not familiar with that institution, ask how the institution is accredited.
- Phone the registrar of an institution that you know is a legitimate accredited school and ask them if they would accept credits from a school accredited by the above agency. You may ask them about that agency and its validity. Fully accredited schools will not normally give full credit for coursework taken at a school without good accreditation.
- Begin with the highest degree attained. If it is valid, those before it are, also.

Cover Letter to Send to a Reference Along with a Copy of Your Questionnaire

Form 17

Date

Name

Address

City, State, Zip

Dear _____,

Your name has been given by _____ (*candidate's name*) _____ as a reference. Our pastor search team is currently exploring the possibility of calling him to serve our church as pastor.

Enclosed you will find a questionnaire that we have developed to help us become better informed about each candidate we are considering. Please, take a few minutes and prayerfully complete the questionnaire and return it to us in the enclosed envelope at your earliest convenience.

Thank you for your assistance with this very important process. Please remember _____ (candidate's name) and our team in prayer as we continue our process.

Sincerely,

Chairman's Name
Search Team

Enclosure

Spouse Questionnaire

Form 18

1. Please share your conversion experience.
2. What do you view as the highlights or spiritual markers of your Christian growth?
3. Were you aware of your husband's call to ministry before marriage? If no, explain how you have come to view this call to ministry?
4. How do you view your role as pastor's wife as it relates to his ministry?
5. What areas do you feel God has called and equipped you to serve in the church?
6. Describe your role in the family.

7. How do you feeling about moving?

8. Will you be working outside the home?

9. How do you feel about being a pastor's spouse?

Signature

Date

Preaching / Video / Audio Listening Guide

Form 19

Name of Minister: _____ Date: _____

Church: _____ Location: _____

Church Visit Videotape Audiotape

Points in the sermon that impressed me:

My impressions of the prospect and the sermon:

	YES	NO	
Positive	<input type="checkbox"/>	<input type="checkbox"/>	
Enthusiastic	<input type="checkbox"/>	<input type="checkbox"/>	
Clear	<input type="checkbox"/>	<input type="checkbox"/>	
Personal warmth	<input type="checkbox"/>	<input type="checkbox"/>	
Good illustrations	<input type="checkbox"/>	<input type="checkbox"/>	
Humor	<input type="checkbox"/>	<input type="checkbox"/>	
Good personal appearance	<input type="checkbox"/>	<input type="checkbox"/>	
Good introduction	<input type="checkbox"/>	<input type="checkbox"/>	
Obvious preparation	<input type="checkbox"/>	<input type="checkbox"/>	
Spoke distinctly	<input type="checkbox"/>	<input type="checkbox"/>	
Stayed with subject	<input type="checkbox"/>	<input type="checkbox"/>	
Inspiring	<input type="checkbox"/>	<input type="checkbox"/>	
Doctrinally sound	<input type="checkbox"/>	<input type="checkbox"/>	
Appeal to the mind	<input type="checkbox"/>	<input type="checkbox"/>	
Appeal to the emotions	<input type="checkbox"/>	<input type="checkbox"/>	
Good conclusion	<input type="checkbox"/>	<input type="checkbox"/>	
Applied sermon to everyday life	<input type="checkbox"/>	<input type="checkbox"/>	
Felt God's presence and power during the sermon	<input type="checkbox"/>	<input type="checkbox"/>	
Would this kind of preaching meet the needs of our church?	<input type="checkbox"/>	<input type="checkbox"/>	
Use of notes:	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>
Pulpit manner:	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>

Approximate length of sermon: _____

Team Member

Letter from Search Committee Consultant

Form 20

Church Consultants of America
777 North 7th Street
Heavenly Harbor, MN 77777-7777

Dear Pastor Search Team,

We appreciate the confidence you placed in us to help you identify the right pastor for your church. After looking at hundreds of resumes and making thousands of calls, a model minister has been found that should suit everyone on your team. It is guaranteed that he will please all the people in the church. Here are just a few of his outstanding qualities:

- * He preaches only 20 minutes, but thoroughly expounds the Word.
- * He condemns sin, but never hurts anyone's feelings.
- * He works from 8:00 a.m. to 10:00 p.m. doing every type of work from preaching in the pulpit to janitor work.
- * He makes \$100 a week, sears good clothes, buys good books regularly, has a nice family, drives a nice car, and gives \$50 a week to the church.
- * He stands ready to give to any good cause
- * His family is completely model in deportment, dress and attitude
- * He is 26 years old and has been preaching for 30 years
- * He is tall, short, thin, heavy set, handsome, has one brown eye and one blue eye, hair parted in the middle, left side dark and straight, right side blond and wavy.
- * He has a burning desire to work with teenagers and to spend all his time with the other people.
- * He smiles all the time with a straight face because he has a sense of humor that keeps him seriously dedicated to his work.
- * He makes 15 calls a day on church members, spends all his time evangelizing the unchurched, and is never out of the office.

Now comes the true confession time. After spending all that time and energy, our computers went down and I have not been able to recover his resume. If and when I find it, I will immediately pass it on to you.

Yours in Christ,

Dr. John G. Smith
Church Consultants of America

Memo to Church

Form 21

To: Church

From: Pastor Search Team

Subject: Summary of Pastoral Candidates

In our search for a suitable pastor, we have prayerfully considered several candidates. The following is a summary of each candidate and our assessment. Of the candidates investigated by the team, only one was found to have the necessary qualities, and we are working to schedule a time for him to come to our church in view of a call.

Adam: Good man but problems with his wife. Also one reference told of how his wife and he enjoy walking nude in the woods.

Noah: He has 120 years of preaching experience, but no converts. Prone to unrealistic building projects.

Abraham: He took off to Egypt during hard times. We heard reports of wife-swapping, but the facts seem to show he never slept with another man's wife. However, he did offer to share his own wife with another man.

Moses: A modest and meek man, but poor communicator. He stutters; and his former congregation says he loses his temper over trivial things.

David: the most promising leader of all until we discovered the affairs he had with his neighbor's wife. He might have been considered for minister of music had he not "fallen."

Solomon: Great preacher, but our parsonage would never hold all those wives. He has a reputation for wisdom but fails to practice what he preaches.

Elijah: He proved to be inconsistent, prone to depression, and is known to fold under pressure.

Elisha: Reported to have lived with a single widow while at his former church.

Hosea: A tender and loving pastor, but his family life is in a shamble. Our church could never handle his wife's occupation.

Jeremiah: He is emotionally unstable, an alarmist; negative, and always lamenting things.

Isaiah: Claims to have seen angels in church.

Amos: Too backward and unpolished. With some seminary training he might have promise but has a hang-up against wealthy people. He would be a better fit with an inner-city church.

John: He says he is a Baptist but lacks tact and definitely does not dress like one. He understands that he has a rather unusual diet and therefore would not fit in at a church potluck supper. We also heard he provokes denominational leaders.

Peter: Has a bad temper, has been known to curse, and has even denied Christ publicly. Had a big run-in with Paul in Antioch. Very aggressive, is a loose cannon.

Paul: Powerful CEO type leader and fascinating teacher. However, he is short on tact, unforgiving with younger preachers, too harsh, and he preaches far too long.

Timothy: He has potential but is much too young for the position.

Jesus: He tends to offend church members with his preaching, especially Bible scholars. He is also too controversial. He even offended the search team with his pointed questions. And, of course, he is single.

Judas: He seemed to be very practical, cooperative, good with money, cares for the poor, and dresses well. We all agreed that he is just the man we are looking for to fill the vacancy as our Pastor.

Remember to be in prayer for the Sunday that Judas will be in our church in view of a call.

Sincerely,

Team Leader, Pastor Search Team.

Interview Questions

Form 22

Please note: Good interview questions cannot be answered with a simple yes or no. Good questions call for some details in the answer. Do not be afraid to ask hard questions. Learn as much as you can about the prospect at this time. This is a comprehensive compilation of questions for a ministerial candidate. Select the questions that best fit your needs. Add others as appropriate to the position.

1. Ask for clarification of any questions you might have after reviewing the returned questionnaires and reference responses.
2. Describe important people in your life and tell how they influenced you.
3. Do you and your family easily make adjustments to a new culture and climate?
4. Describe success and failures in your ministry.
5. What strengths do you bring to ministry?
6. How have you grown since entering the ministry?
7. Where do you now need to grow?
8. How do you allot your time among pastoral ministries?
9. What do you like most about ministry?
10. What do you like least about ministry?
11. How do you fit in with Southern Baptist life today?
12. Do you support the Cooperative Program?
13. What do you do for fun?
14. Describe your current family and tell how each member relates to the others and to the church?
15. Do any of your family members have special needs?
16. How do you encourage spiritual growth in your family?
17. What is your wife's role in your ministry?
18. Describe your personal financial situation.
19. What is your position concerning missions?
20. What is your conviction and policy concerning evangelism?
21. What is your policy concerning pastoral visitation?
22. What is your policy concerning pastoral counseling?
23. What do you consider, in the order of their importance, your chief duties as pastor?
24. Do you think your best work can be done in a relatively short or a relatively long pastorate?

25. What would the ideal decision-making model look like to you?
26. What method would you use in accomplishing the goals and business affairs of the church (e.g. self-led, team led, deacon led)?
27. What will be your involvement with teams?
28. How do you see the role of deacon in the church?
29. What are your convictions concerning these issues?
 - Alcohol and drugs
 - Abortion
 - Gambling
 - Pornography
 - Racial prejudice
 - Divorce
30. How active are you in...
 - Associational work
 - State Convention work
 - Southern Baptist Convention work
 - Civic clubs/social organizations in the community
31. The church allows you revivals, conventions, etc. How many of these do you normally attend/conduct in a year?
32. What style of public worship and preaching do you prefer?
33. Do you schedule office hours and days off?
34. Describe your effectiveness in reaching the community in which you currently live.
35. Describe what you would do to reach our community.
36. What are your hobbies? What do you do for entertainment?
37. How would you rate your interpersonal skills?
38. Describe your health.
39. How many and what books have you read in the past twelve months?
40. Describe your leadership effectiveness.
41. How do you go about making changes in the church?
42. Describe your spiritual health and your feelings about spiritual accountability.
43. Describe your personal, private devotional time.

44. What are your measurements for success in ministry?
45. How comfortable do you feel in working with all age groups that make up the membership of the church?
46. Discuss your work schedule and how you divide your time in the range of responsibilities.
47. How would you describe an effective worship service?
48. To what extent is your family involved in your ministry, and how would they feel about moving?
49. What do you and your family enjoy doing together?
50. Share your plans for personal and professional growth.
51. How do you relate to other denominations?
52. What doctrines do you think are essential?
53. What are your greatest strengths and your greatest weaknesses?
54. Four of the 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?
55. What is your personal belief about the nature and function of the church?
56. What is your concept of the role of the laity (both men and women) in the church?
57. What is your philosophy of stewardship and tithing? Do you tithe?
58. How do you keep up-to-date with recent developments in church-related issues?
59. Map out for us the manner in which you use your time throughout the week.
60. Where does your family fit into your task as a minister? Does your family support your calling and vocation? What role does your wife play in the church?
61. What is your concept of the Bible?
62. How do you measure success in ministry? How do you know when you have done a good or a bad job?
63. Who are your closest friends?
64. How do you relate to other ministers?
65. What is important to you in handling conflicts between yourself and a member of the congregation?
66. When you change churches, what do you think is the most important thing for you to do during the first year?
67. How do you work with the leadership of the church in planning? What role do you see for the laity in the decision-making process of the church?
68. Give us your beliefs concerning the basic Baptist doctrines as stated in The Baptist Faith and Message.
69. Why would you consider moving to another church?
70. How do you classify/describe your preaching style?
71. Do you have outside business interests? If so, explain what they are.

72. Do you do personal counseling and, if so, on what level? How extensive is your training in this area.
73. How do you manage disagreements in your church?
74. Who are your mentors/models in ministry (past or present)?

Questions a Team Should be Prepared to Answer

Form 23

He should ask you:

1. How long has your church been without a pastor?
2. How did the former pastor leave?
3. What is the church indebtedness?
4. What is your plan for paying off this debt?
5. What sort of physical facilities does the church have?
6. How large is your church membership?
7. How many resident members does your church have?
8. What is the Team's opinion of the church's growth potential?
9. In what measure or percentage does the church give to the Association, State and Convention?
10. Does the church have a budget? If yes, what is the total budget of the church and is it being met on an ongoing basis.
11. What are your anticipations regarding staff other than the pastor?
12. What activities does the church usually undertake in the Discipleship and Stewardship areas? (January Bible Study, Missions Offerings, Growth Projects, Doctrine Study, Experiencing God, etc.)?
13. What are the man teams of the church and how do they function to help the church do it's work?
14. What is the focus of your deacon body?
15. How would you describe the current spiritual condition of your church?
16. What do you propose to pay for pastoral support (See Form 13)?
 - Housing
 - Travel reimbursement
 - Social Security Offset (this cannot be paid directly by the church, but can be given as a fringe benefit.)
 - Health insurance
 - Annuity for retirement
 - Conference and Convention Expenses (Evangelism Conference, Pastor's Retreat, Sate Convention, National Convention)
 - Book fund for pastor to buy books that are to be his own
17. What is the church's policy on pulpit supply?

18. How often does the church hold revival services and what is the church's policy on financing revivals (advertising, travel expense reimbursement, what do you do for housing and meals, honorariums, etc.)?
19. What is the church's policy for the pastor to be away in revivals, leading conferences, vacation, and sick leave?
20. What do you expect from the pastor concerning preaching, administration, counseling, visitation, and general planning?
21. Pastor's weekly time off (one or two days)?
22. What do you expect of the pastor's wife?

FILE COVER SHEET

Form 24

WARNING NOTICE!

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

It is a violation of confidentiality and personal privacy to use this information for any other purpose. Violation of this purpose may result in significant legal repercussions.

The information in this file is for the use only by the search team in determining a person's suitability to serve as a minister and cannot be used for any other reason.

Please place this as the first item in each candidate's file

Background Check Letter to Candidate

Form 25

Date

Name

Address

City State Zip

Dear _____,

Thank you for your willingness to discuss with our team the possibility of your coming to serve as the pastor of our church. We are grateful for the time you have given in order for us to become better acquainted with your ministry and your family. We certainly believe that this is the direction God would have us to be moving.

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 acknowledge, also, a responsibility to our congregation and the expectations they have of us. Therefore, we request that you answer the questions on the enclosed form and return it to us as soon as possible.

Unfortunately, we live in a time of occasional misdeeds from members of the clergy, and a time when churches are not immune to litigation. Please understand that we wish we did not need to ask the questions. These questions are not meant to insinuate any negative thinking or distrust on our part. We simply sense a need to have this information on file for your and our protection. Should there be a response that is potentially problematic, we can honestly report that the team discussed it and an informed decision was made to proceed.

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

You are asked to complete the questions and return the form to our team chairman. Thank you for your assistance in this matter.

Sincerely,

_____ Church Search Team

Letter to Other Candidates

Form 27

Dear _____,

The Pastor Search Team of _____ Church wishes to thank you for the opportunity of receiving your resume and considering you as our pastor. After much prayer and consideration, the church feels led of God to extend a call to another pastoral candidate.

We truly have discovered that God is able to supply all our needs and trust His continued leadership in your life.

Sincerely,

Pastor Search Team Leader

Service of Installation and Commitment

Form 28

The Service of Praise

Prelude

Call to Worship: *"I will feed my flock and I will lead them to rest, declares the Lord God. I will seek the lost, bring back the scattered, bind up the broken, and strengthen what was sick; but the fat and the strong I will destroy. I will feed them with judgment."* Ezekiel 34:15-16 NASB

Hymn

Invocation

Anthem (Choir)

The Service of Greeting

Welcome to guests

Welcome to the minister and family

- From the local church and ministerial association
- From the local community
- From NorthCoast Baptist Association
- From State Convention of Baptists in Ohio

The Service of Commitment

Scripture: 1 Timothy 6:11-21

Solo

The Pastor and Church in Covenant

Introduction of Pastor to the church and visitors

Pledges of Pastor and People (this could involve the signing of a formal covenant)

Leader: Having been called to be 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: Do you promise to give yourself faithfully to the ministry of the Word and to prayer; to be a good shepherd of this flock of God; 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 service 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 men; and to lead this church in the ways of Christ as the Holy Spirit may give you wisdom and strength?

Pastor: I do

Leader: (to the 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 home, to support his leadership concerning 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?

Congregation: We do

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

People: We consecrate our gifts.

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

People: We consecrate our talents.

Leader: To the healing of broken bodies and the soothing of troubled minds.

People: We consecrate our service.

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

People: We consecrate our strength.

Leader: To the evangelization of the community and the worldwide extension of the kingdom of God.

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

Prayer of Consecration

Hymn of Dedication: "A Charge to Keep Have I"

Response of the Pastor

Hymn: "O Master, Let Me Walk with Thee"

Benediction

Postlude

Covenant Between _____ Baptist Church and _____

Form 29

Based on the written expectations that appear on the ministry covenant, we the undersigned willingly and gladly enter into prayerful agreement that God's call is clearly recognized in the case of _____ - to serve as pastor of the _____ Baptist Church.

This call affirms the gifts and abilities of _____ as a minister of the gospel of Jesus Christ and entrusts the responsibilities and privileges as pastor of this church.

The following promises represent our mutual commitment to each other and to God.

1. Promises made by the pastor to the church:

- a. To exhibit Christian courtesy and Christ-like concern to every member of this congregation.
- b. To be a good steward of the resources entrusted to this church by its members.
- c. To avoid the appearance of evil in my personal and professional life both on and off the church campus.
- d. To bear a strong witness for Jesus Christ to both the lost and the saved.
- e. To carry out faithfully and effectively the intent of the ministry covenant given to me by the church in fulfilling the purpose statement of this congregation

2. Promises made by the church to the pastor:

- a. To exhibit Christian courtesy and Christ-like concern to every member of this congregation.
- b. To be faithful stewards of our personal resources and to support prayerfully those who are entrusted to oversee the administrative ministries of the church.
- c. To avoid the appearance of evil in our personal and professional life.
- d. To bear a strong witness for Jesus Christ to both the lost and the saved.
- e. To support prayerfully the pastor.
- f. To exercise faithfully the privileges and responsibilities of church membership in accordance with the church covenant and the purpose statement of this congregation.

Chairman of Deacons
(Representing the entire congregation)

Date

Pastor

Date