

Checklist for Pastor Search Committee's First Meeting

1. ___ Review the duties and responsibilities of the committee, if needed.
2. ___ Determine your process of securing someone to preach next Sunday and the weeks to follow during this interim time.
3. ___ Make sure there is a chairman, vice chairman, and recording secretary, (a correspondence secretary might also be needed). Take good minutes at every meeting!
4. ___ Discuss thoroughly the "Critical Agreements and Considerations", and review the "Code of Ethics" and "Pastor Search Committee Expenses with the entire committee.
5. ___ A specific place and consistent time for weekly committee meetings should be agreed upon with the strongest priority commitment possible.
6. ___ Determine how often you will report to the congregation. (Example: every third Sunday, once a month, etc.)
7. ___ If at all possible, a committee retreat of one or two days away from the church in a relaxed setting would give you a three to four week advantage to praying, sharing, and meshing together for organized future tasks.
8. ___ Determine to pray for one another regularly. A specific covenant of prayer should be agreed upon, and each member pledges to pray daily for all members:
The Holy Spirit should be invited to guide and lead in discernment of this task. Each member will function to full capacity in the secular responsibilities at hand; in family matters; and that God will protect from distractions so as to aid in a careful search for His chosen pastor.
Communication will be honest and with love in all matters, both personal and organizationally among committee members.
9. ___ Determine the best day and time you will conduct the Church Questionnaire, to receive input from the congregation (see Appendix 2 – Church Questionnaire).
*Develop, distribute, review and report on a **questionnaire** to be completed by the congregation that seeks to outline the expectations the congregation has regarding its new pastor.*
This would include: Personal factors describing the new pastor (age, education, experience, etc.) and tasks which are the most important to be conducted by the pastor such as visitation, preaching, teaching, administration, etc.

First Report to the Congregation

Announcement: "Thank you for your confidence in us. Please pray for us as we seek to serve the church in this capacity."

Confirm the preaching arrangements for the interim period and call the congregation to special commitment during this time.

*Distribute the **Pastor Search Questionnaire** to the congregation. ("Here's a questionnaire for you to describe to us your expectations in our next pastor.")*

The Search Committee will use this profile to help narrow the list of candidates.