



## SEARCH COMMITTEE PROCESS CHECKLIST

### PHASE I (Preparation)

#### Pastoral Search Team (PST)

- Determine officers/roles: chair and secretary
- Agree on confidentiality covenant
- Decide how to make decisions (majority, consensus, unanimous, etc.)
- Determine a meeting schedule
- Work with leadership on budget for search/call process (production, interviews, candidating, call weekend, move)
- Determine communication strategies with congregation
- Establish a foundation of prayer

#### CovConnect - <https://covconnect.covchurch.org/>

- Orientation - watch online video
- Obtain your username: \_\_\_\_\_ and password : \_\_\_\_\_ from conference staff
- Complete CovConnect general church profile **AND** a new position profile.

#### Church Profile - "Hardcopy" Brochure

- Create church survey to gather information and input (demographics, church organization, ministry teams, etc.). Determine other means to receive congregational input regarding vision for the future (survey, focus groups, SG visits, team visits,...)
- Define strategic direction needed to realize the vision
- Create community/city profile – work with conference to generate a MissionInsite report <https://maps.missioninsite.com/Registration.aspx>  
"Agency Account Number" = **5nz1k** (and then look for your churches name)
- Define church's season of life/ministry and determine greatest needs to move forward (work with elder board).
- Create short list of top priorities of characteristics to consider while reviewing profiles
- Prepare hardcopy of Church Profile with more extended descriptions and pictures. (DropBox samples). You will attach this to your online profile on CovConnect.

#### Closing Phase I

- Finalize church profile with conference staff and use superintendent link to submit.
- Determine extent of posting (CovConnect, seminaries, online, ...)
- Determine timeline of posting
- Keep conference staff updated

## **PHASE II - DISCERNMENT**

- Receive profiles of potential candidates from Conference staff person to begin process.
- Determine deadline for submitting applications to be received (1st round).
- Determine if you will post opening beyond the Covenant.
- Individually create “A,” “B,” and “C” piles.
- Come together to share findings, questions, concerns
- Determine from whom you want to receive sermon samples and any further information (this is sometimes done before the conference call interviews, but caution is needed as sermon recordings don't tell the whole story of who a person is)
- Optional “stealth visit” - visit the church(es)
- Determine who to invite for face-to-face interview with Search Committee (if choosing more than one person, be sure the person understands that they are not the only person being interviewed)
- Have conference staff determine Covenant compatibility of candidates (mid-late in process)
- Exhaust exploration as determined by PST.
- Keep the congregation informed regularly.
- Determine who to recommend to the LT/Board/Council as the candidate (only one candidate is ultimately presented to the congregation)

## **PHASE III - AFFIRMATION (candidating weekend and call process)**

\* note: Leadership Team may begin taking over

- Make arrangements for the time when the candidate/family meets the congregation
- Officially announce, per your bylaws, a congregational meeting to vote on candidate (may be same weekend or later, but needs to be within two weeks - recommendation: one week after)
- Agree upon compensation package. Talk to conference staff liaison for salary comparables.
- Develop and implement a strategy to introduce the candidate to the congregation before the actual weekend.
- Schedule events for the candidating weekend (both formal and informal gatherings)
- Be creative in how to connect with spouse/kids.
- Hold congregational meeting vote on calling candidate.
- Create *Letter of Call* (see DropBox)
- Determine timelines for transition
- Relocate pastor
- Work with conference to set-up an installation service