

## Helpful steps in seeking pastoral staff

1. The first step -- go through a potential candidate with the "pre-qualifying phone interview" (See Appendix A, pg. 5). This would take usually 30 minutes to an hour. If I could tell that they were not a "fit" I would tell them so on the phone. If I needed to think about it for a while I would get back with them. If I sensed that we should continue the process, I would inform them of that and go to the second step.
2. Send them our potential candidate questionnaire (See Appendix B, pg. 7). I would carefully examine the answers and if they were satisfactory I would pass them on to the pulpit committee. They would examine the answers and if we were all in agreement I would inform the potential candidate that we were still in the process and we would go to the third step.
3. I would send them all of the official documents and policies of the church which included our constitution and by-laws, doctrinal statement, leadership questionnaire, Same Page Issue document, and any other policy documents from our church that would be a part of their ministry. I asked them to examine that and see if they could agree with all the above and if so we would go to the next step.
4. We would send them a background investigation document to fill out. We would check them out to see if they have committed any crimes in the past and if it was clear we would go to the next step.
5. I would ask them for personal references and send out our reference questions.
  - Once I would receive statements from the references I would pass that to the entire pulpit committee.
  - We would meet as a pulpit committee, formulate any other questions, and then I would call the references personally to ask those questions.
  - I would then inform the pulpit committee of the answers given by the references and if everyone was still in agreement to continue the process we would go to the next step.
6. Phone interview by Pastor.
  - This was a more detailed interview by me than the pre-qualifying phone interview. Often I would think of particular questions, issues, or possible concerns that I wanted to take care of before we ever got to the place of having a conference call with our pulpit committee.

- Often I would include my wife. I did this especially when we were considering a music minister because my wife is heavily involved in our music ministry. It was also good for her to talk to the wives of the potential candidate. That was very insightful and helpful.

7. Conference call to the candidate.

- This would involve all of the pulpit committee. If one person could not make it we would rearrange the schedule to where all could be in attendance. Of course, this was worked out with the potential candidate as well. We would make sure everyone had a block of time from 2-4 hours and then conduct the conference call.
- I arranged it to where every member of the pulpit committee would ask different questions. That way the potential candidate could hear the voices of each member of the committee. The committee member could share with them who they were, where they worked, a few other personal items so that the potential candidate had a better idea of the person they were talking with.
- After all the questions from the committee were given we asked the potential candidate if they had any questions for us...by the way, every candidate did have questions about our church. We had already sent them a church profile along with the other church information such as constitution, doctrinal statement, etc. But even with this information there were items that we had not thought of as a pulpit committee.

The conference calls would take 2-3 hours. In some cases we had More than one conference call. After the call was over we would immediately talk as a committee about the potential candidate. We would write down any areas of concern or if we had any more questions. We would pray about the matter and then after a few days decide whether we would take the next step.

8. Have the potential candidate come, with his entire family and minister in our church for a weekend.

- I called the potential candidate and discussed with them the salary and that we offered with the position.
- We provided for them to fly or drive.
- We provided a place for them to stay and transportation while they were here.

- On Saturday we would have a face to face meeting with our pulpit committee and go over any other questions that may have come up, from us as well as from them.
- Meal with present staff and pulpit committee.
- We would have them preach and teach on Sunday morning. If it was for the youth ministry they would teach there as well as preach to the congregation. If it was our music ministry we would have them practice with the choir, give special music, teach a Sunday school class, and preach. I always had them preach in a Sunday evening service. I preached on Sunday morning so that they would be able to hear me from the pulpit since they would be working with me.
- We provided comment slips to be filled out by anyone from the congregation in regards to the potential candidate. By the way, we referred to them as a potential candidate so that people knew that this was not an official candidating process. We had a line on the comment sheet for people to sign. Any unsigned comments were discarded and not considered.
- After reviewing the comments from the congregation, but most importantly discussing it as a pulpit committee, we would take the next step if we were all unanimous and have them come candidate for the position.

#### 9. The candidating of the potential staff member.

- We again provided for them to come and spend a weekend with us. On the Saturday they were here we would have them meet with staff they would be working with in their ministry. If it was youth ministry, the entire youth staff met and personally asked them questions. If it was music ministry, we had them meet with all the music staff to where questions could be asked.
- We had an “open house” on Saturday afternoon from 2-4 where refreshments were served and the entire church was invited to come and personally ask any questions of the potential candidates. This was a very informal time where people would meet them, ask questions, and leave when they needed to.
- My wife and I then spent time with the potential candidate and their family personally that weekend. We had them in our home for a meal, had them meet our family, again ask any questions of us, just seeking to make sure that we covered all the bases.

- We then had a congregational vote a week and a half after they candidated. I called the potential candidate after the vote to let them know the outcome.

## APPENDIX A

### Pre-Qualifying Phone Interview

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City, State, and Zip Code \_\_\_\_\_

1. How old are you?
2. Are you married? If so, for how long?
  - Do you have any children?
  - What are their names and ages?
3. How many years have you been in the ministry?
  - Years of ministry experience
  - Years of pastoral experience
4. What type of community do you relate to best?
  - Rural, town, suburban, urban
5. What form of church government are you most comfortable with?
  - Pastor rule
  - Pastor/Deacon rule
  - Pastor/Elder rule
  - Congregational rule
6. What is your style of preaching?
  - Topical
  - Textual
  - Expositional
7. Which Bible version do you use?
8. What is your view of worship and style of music?

9. What is your view on divorce and remarriage?

--Allow for divorce and remarriage

--No divorce and remarriage

10 . What is your practice regarding women's clothing?

--Women should wear dresses only

--Women can wear slacks/pants

11. What is your stand on Calvinism?

## APPENDIX B

### PASTORAL CANDIDATE QUESTIONNAIRE

#### POSITIONAL QUESTIONS

1. In examining the Bible's qualification for pastors (I Timothy 3; Titus 1:5-9; I Peter 5:1-4), which are your strong qualities? With which requirements do you have the most trouble?
  
2. A pastor is charged by God to preach to the church and to shepherd people in a more individual way. Which aspect of the ministry applies to you the most? What are some specific ways you could be helped with your skills in either of these areas?
  
3. What are your methods for involving yourself in the lives of your people as their shepherd and overseer of their souls?
  
4. What activities characterize your evangelistic interests? What is your approach to personal evangelism? Corporate evangelism?
  
5. What is your approach to counseling?
  
6. How would you describe a successful pastor? How would you describe a successful church?
  
7. How is the pastor held accountable? What relationships in your life provide accountability for responsible attitudes and behavior, both personally and as a pastor?
  
8. Who are your favorite Christian writers?
  
9. What steps do you follow in leading an individual to Christ?
  
10. What is your view of the baptism in filling of the Holy Spirit?
  
11. What is your view of speaking in tongues?
  
12. What is true biblical repentance?
  
13. What is true biblical faith?
  
14. What are your views concerning divine election/human responsibility?

15. Please explain your view of sanctification?
16. Do you believe in a literal heaven and a literal hell?
17. What does the Bible teach concerning spiritual gifts? What is your spiritual gift?
18. What is your view of divorce and remarriage?
19. What are your requirements for performing a marriage ceremony?
20. What is your view of abortion?
21. What are your views on styles of church music? Who should direct the worship of the church? Why? Which methods of leading corporate worship are appropriate? Which are inappropriate?
22. What is your view on homosexuality?
23. What is your understanding of Christian liberty?
24. What is your stand regarding television/movies?
25. What is your view of Bible translations? Which Bible translation do you use in your preaching and teaching?
26. What are your views on tithing and church giving?
27. Do you have any convictions about the local church in debt?
28. What does the Bible teach about women in pastoral ministry?
29. What are the biblical responsibilities of elders? Are there any distinctions between elders, pastors, and bishops?
30. What are the biblical responsibilities of deacons? How are deacons and elders to relate to one another?
31. What are your views of church discipline? Have you ever been involved in a church discipline procedure?

32. What are some of the most important ideas and practices that you think cultivate health in the local church?

33. How do you know a healthy church when you see one?

34. How do you think churches grow biblically?

35. What is your theology/philosophy of ministry? What is the place of preaching in that philosophy/theology?

36. How do you preach? (Expositionally, topically, textuality, doctrinally)?

37. What is your style of leadership? (Hands on, laid back, quick paced, CEO, facilitator)?

38. Are there any points in our doctrinal statement that you would not or could not support?

#### PERSONAL QUESTIONS

1. Why do you believe God wants you in the pastorate?

2. How does your wife feel about your commitment to pastoring?

3. How does your family feel about you being in the ministry?

4. Have you been married before?

5. How do you picture your spouse's involvement in the ministry?

6. What is your attitude toward the privacy of your home and family?

7. Do you practice hospitality in your home with people from the church? If so, how often?

8. What are your specific and regular practices regarding the spiritual disciplines? (Personal prayer, Bible study, meditation, memorization)

9. Do you presently have any financial debt?

10. Do you have any root of bitterness towards other people?

11. Have you ever had any difficulties with depression, moodiness, anxiety, or other difficulties?

12. Do you lose your temper easily?

13. What do you do to maintain your health?

14. Do you drink alcohol of any kind (liquor, wine, beer, etc.), smoke, chew tobacco, or gamble?

15. Are you part of any secret oath society?

16. Where do you stand on Christian school education/public school education/home school education?

17. How do you respond to criticism?

18. What areas of ministry do you feel most experienced and competent?

19. What do you think are your weaknesses?

20. What do you do in your spare time?