

## Hiring Process Flowchart

When the senior pastor notifies the GLR that they will be stepping down from their role, the following is the list of steps that need to be taken in the process of hiring a new lead pastor. The more notice that a pastor can give prior to their final weekend, the more effectively the GLR will be able to serve the board and congregation in finding the right candidate to fill the role.

### PRIOR TO SEARCH LAUNCH

#### Initial Steps

1. The senior pastor notifies the GLR.
2. The senior pastor notifies the board and congregation.
3. A GLR representative is assigned to the church.

#### Board Responsibilities

1. The GLR rep meets with the board to review the overall search process and train the board in the selection of a Search Team.
2. Form a team of 5-7 people who will serve as the Search Team. The GLR recommends that at least one member of the Board serve on the Search Team. We also encourage you to conduct a formal commissioning in front of the entire congregation in a worship service.
3. The Board appoints a chair person for the Search Team.
4. Development of a church vision picture.
5. Development of a pastor profile. Review of this profile by the GLR is highly recommended.
6. Create a budget for the Search Team.
7. Create a compensation package proposal for the new pastor. Review of this proposal by the GLR is highly recommended.
8. Determine percentage of final vote. In most cases, the GLR recommends 85% or higher.

#### Search Team Responsibilities

1. The search team will be trained by the GLR.

2. The search team sets a meeting schedule. Most search teams meet at least every other week.
3. Each member should recruit at least 2-3 personal prayer partners.
4. Each search team member should read the book “Pursuing God’s Will Together” by Ruth Haley Barton. The Search Team should process this book together.
5. Remember the importance of confidentiality in every phase of the process.
6. The church profile is created. Review of this profile by the GLR is highly recommended.
7. The job posting is written and reflects the pastor profile. The GLR is available to review this as needed.
8. Advertising sites are identified.
9. Set “Go Live” date and post the position.
10. Interview questions are created for each level of interviews.
11. The search team gives weekly updates to the GLR rep.

### Managing the Resumes

1. Create a plan for the search team to view the resumes; shared space online, email forward plan, etc.
2. Gather incoming resumes.
3. Respond to all resumes received.
4. Create standardized letters for each category.
5. Rank the candidates by the “A,” “B,” or “C” scale reviewed at training
  - “C” candidates should be sent a rejection letter by the same method they submitted their resume.
  - The search team can discern whether to interview any “B” candidates and move forward with the same process as an “A” candidate, or send a rejection letter.
  - Notify the GLR of any “A” candidates and send their resume to your GLR rep.

### Moving Forward with “A” Candidates

1. Arrange for a Zoom interview – GLR rep optional. This interview should be recorded.
2. If Search Team is positive after this initial interview you should then check references.
3. Conduct a second interview via Zoom with the candidate and their spouse. This interview should be recorded.
4. Repeat this process with all A candidates.
5. When the search team is unanimous in their discernment to recommend a candidate to the board, the GLR will take the following steps:
  - a. Ask the candidate to take a Simmons personality profile test
  - b. Run a credit and criminal background check on the candidate
  - c. Conduct an interview including questions of theological alignment and moral integrity
  - d. The GLR will report their findings back to the Search Team
6. The search team can do another round of reference calls including second layer of references based on the findings of the Simmons test.

*\*\*At any point the reference checks are done, an overview report of the references should be sent to the GLR rep.*

7. The search team unanimously recommends a candidate to the board.

### Preparation for Pre-Candidating Weekend

1. The search team will provide a document with a summary of why they recommend this candidate to the board and will provide necessary links to listen to sermons and get better acquainted with the candidate. The search team should provide access to the recorded interviews for this final candidate to the board.
2. Schedule a joint meeting between the search team and the board either in person or by Zoom so the board can hear directly from the search team about the candidate and allow the board to ask any additional questions.
3. Schedule a weekend where the candidate and their family can do a site visit. **The candidate does NOT preach on this weekend.**
4. Review the GLR approved compensation proposal with the candidate prior to them traveling for a visit.

### Pre-Candidating Weekend Site Visit

1. Welcome the candidate and family with generous hospitality. A welcome basket with snacks and local items would be appropriate. Consider items specifically for any children and also the size of any items they would need to fit into their luggage if flying.
2. During the site visit, the candidate should have meetings with the search team, staff, and individual meetings with any necessary staff members.
3. The candidate and spouse may want to have meetings with staff at the local school, talk with realtors, and explore the area.
4. Review the church budget with the candidate
5. The Board conducts a formal interview with candidate and spouse and immediately votes whether or not to recommend the candidate to the congregation.
6. The candidate and family attend all weekend services.

### Next Steps

1. When the board is ready to make a unanimous recommendation to the congregation, the GLR is notified.
2. The GLR rep will meet with the candidate to communicate the unanimous vote from the Board and will ask the candidate if he/she is ready to accept the position if affirmed by congregational vote.
3. The congregation is notified that the board is unanimously recommending this candidate. This announcement should be made by the Vice-Chair of the Board and the Chair of the Search Team in a public worship service as well as communicated in print via email, newsletter, etc.

4. The congregation is given the candidate's name and links to preaching samples.
5. A candidating weekend is scheduled with no less than two weeks of congregational announcement prior to the scheduled weekend.

### Candidating Weekend Sample Itinerary

A typical candidating weekend is as follows:

#### Thursday

- Candidate's family travels in
- Welcome them with generous hospitality
- Dinner with staff, search team, or elders

#### Friday

- Additional interviews as needed
- Evening "mix and mingle" with informal time for the candidate's family to mingle with the members of the congregation
- This would be followed by a more formal Q&A

#### Saturday

- Candidate can have meetings or family time as desired
- Dinner with staff, search team, or elders

#### Sunday

- Candidate preaches at all services
- Lunch – Candidate can choose who they may want to debrief their time with

Sunday Evening Congregational Meeting – this will be facilitated by a GLR representative

- Meeting is called to order
- A brief time of musical worship
- GLR Rep - Floor is opened to any last questions
- Candidate and family leave the meeting area
- Members and Non-Members cast ballots to approve the voting threshold
- Members and Non-Members cast ballots to approve the candidate
- Arrangements may be made for a system of online voting. Anyone who votes online must send a text to a pre-determined number with their name and their vote
- Votes are counted considering membership and voting threshold
- While votes are being counted, there is a time of celebration of the work of God in the life of the church over the last year. This is concluded with additional musical worship.
- Candidate is made aware of the results and is asked to respond to the vote. If vote is affirmative and the candidate accepts, the candidate is invited back into the meeting space.
- Congregation is made aware of the results

- If desired, the candidate will lead the congregation in communion as a first act of ministry with the congregation. The GLR representative will then close in prayer and dismiss the meeting.