



**NATIONAL BAPTIST CONVENTION, USA, INC.**  
Dr. Jerry Young, President | Dr. Calvin McKinney, General Secretary

**MODERATOR'S AUXILIARY**  
William J. Wyne, President | Chauncy Jordan, General Secretary

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## Guidelines for Pastoral Search Process

### 1. Selection of Pastoral Search Committee

#### ➤ Who Should Serve?

- Chair of Deacons and Chair of Trustees (or representative of the two ministries).
- Christian Education personnel
- An Associate Minister who is not interested in the position and will not submit a resume.
- Youth Personnel
- Musical Ministry (President or representative).
- Two At Large members from the congregation.
- An odd number of committee members.

### 2. Develop a Congregational Survey

- Their expectations for a Pastor as it relates to qualification.
- Their expectations from a Pastor.
- Compilation of the survey.
- Presentation of the survey to the body.
- Develop the qualifications in the context of the survey information.

### 3. Send announcement of qualifications to:

- District Association
- State Convention
- Other

### 4. Establish Deadlines for Resumes

### 5. Process all applications with the intent of identifying the top three or four candidates.

### 6. Send letters to individuals that you choose not to hear as a candidate (letter should be one of gratitude for their interest).

### 7. Send letter(s) to the candidates scheduling dates to be heard

- Committee should clearly convey to candidates their tasks (teaching if expected, etc.).
- Committee should insure that expenses for candidates are handled by appropriate entities of the church.
- Be prepared to make site visits on the final candidate(s).

8. **Encourage congregation to hear each prospective candidate and to use the evaluation assessment tool.**
9. **Search Committee should communicate to Chair of Deacons and Trustee in conjunction with appropriate personnel to have the compensation package completed by the visit of the last candidate in writing.**
  - Search committee should also clearly establish voting process prior to elections.
10. **Always seek to have Presiding Pastor (Moderator) with no invested interest to oversee congregational meetings.**

## **SAMPLE CANDIDATE INTERVIEW QUESTIONS**

### **Candidate Interview Questions**

1. Can you share your vision for ministry in the church?
2. How do you feel about denominational relationships?
3. (Such as District Associations, State Convention/Congress, and National.)
4. What are the basic elements you believe that fosters church growth?
5. How do you believe the church should be supported financially?
6. What do you believe to be the role of the Deacons?
7. What do you believe to be the role of the Trustees?
8. What do you believe to be the main role of the Pastor?
9. What is your greatest strength?
10. What is your greatest weakness?
11. What is your doctrinal belief about speaking in tongues?
12. How would you describe your leadership style?
13. How do you feel about women in ministry?
14. Do you have a criminal record?
15. Are you willing to submit to a background check?

If there are other areas that the committee should explore, include them here.

## SAMPLE SEARCH ANNOUNCEMENT AND QUALIFICATIONS OF A PASTORAL CANDIDATE

### Pastor Search Announcement & Qualifications

**Enter name of church** has been in existence for \_\_\_\_\_ years. Currently the active membership is approximately \_\_\_\_\_ there are \_\_\_\_\_ ministries. The church is prayerfully seeking a full-time pastor who is called by God and equipped to effectively preach and teach the Word of God. The candidate must be able to fulfill the spiritual needs of the congregation through visitations, prayer, conducting weddings, funerals and administering the ordinances of the church. The candidate must also possess the biblical and spiritual qualities as outlined in *Timothy 3:1-7 and Titus 1: 5-9*.

#### Pastor Qualifications

- Be a licensed and ordained minister in the Baptist faith.
- Be a visionary with sound judgment and discernment.
- Have a minimum of five years (preferred) of pastoral experience.
- Have at least a bachelor's degree from an accredited College/University and Theological Seminary training (preferred).
- Possess effective communication skills (written and oral).
- Growth oriented and pastoral care capability.
- Demonstrate financial awareness and responsibility.
- Committed to continuing education and development.
- Demonstrate ability to work effectively with a congregation across all ages and gender.
- Possess effective administration skills and able to organize and lead staff.
- Three letters of recommendation (clergy, layperson, and personal).
- Copies of license, ordination, transcripts of educational accomplishments.

#### Application Submission Instructions

The following must be submitted by \_\_\_\_\_

- Resume
- Copy of license, ordination certificate, degrees, and any other certificates.
- CD or DVD of recent sermons and Bible teachings.

#### How to Submit the Application:

- Mailing Address and/or Email Address and/or Instructions for Uploading application to website or completing the application online
- Phone number only if you want to receive calls.
- Add church website address, if available.

**SAMPLE INVITATION TO VISIT WITH THE CHURCH**

**Church Letterhead**

Greetings,

The pulpit Search Committee received your resume and letter of interest. We would like to extend to you the opportunity to share with us in worship on \_\_\_\_\_.

You will be expected to do the following \_\_\_\_\_.

We look forward to hearing from you as it pertains to your availability for this date.

Please feel free to contact me at \_\_\_\_\_, for additional information regarding you being our guest.

Sincerely,

The Pastoral Search Committee

**SAMPLE CANDIDATE EVALUATION QUESTIONNAIRE - FOR MEMBERS OF THE SEARCH COMMITTEE**

Note: After candidate visit, this should be made available to each committee member. It should be expected that ALL committee members complete this form.

**Evaluation of Candidate**

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member Name (if not anonymous): \_\_\_\_\_

Please rate the Candidate on a 1 – 5 scale, 1 being the lowest and 5 being the highest.  
Circle the number.

Question	Score
1. How would you rate the presentation in Bible Study?	1 2 3 4 5
2. How well did the Candidate appear to know the subject?	1 2 3 4 5
3. Does the Candidate seem to have a passion about teaching?	1 2 3 4 5
4. Did the Candidate engage participation in teaching?	1 2 3 4 5
5. In the interview process, did the Candidate appear to be comfortable and confident in the responses?	1 2 3 4 5
6. In the preaching, did the Candidate convey clearly the message?	1 2 3 4 5
7. Did the Candidate demonstrate confidence in the pulpit?	1 2 3 4 5
8. How would you rate the response of the people to the Candidate?	1 2 3 4 5
9. How would you rate the Candidate’s personal appearance?	1 2 3 4 5
10. How would you rate the Candidate’s personality with the people?	1 2 3 4 5
11. Was the Candidate punctual?	1 2 3 4 5
<b>Add the numbers you circled (Score):</b>	

Comments:

**SAMPLE DECLINE CANDIDACY LETTER**

**Church Letterhead**

Greetings \_\_\_\_\_:

The pulpit Search Committee has received and reviewed your resume and letter of interest. However, at this time, we will not be asking you to share with us in worship. We pray that God’s grace and blessings will continue to be with you.

We ask that you pray for us as we continue to do God’s will!

We thank you for your interest,

The Pastoral Search Committee

**SAMPLE CONGREGATIONAL SURVEY**

**Congregational Pastoral Search Survey**

Our new pastor will best serve our congregation’s needs if he/she were (please circle your response):

**Age:** 25-30 yrs. 31-40 yrs. 41-50 yrs. Over 50 years No preference

**Gender:** Male Female No preference

**Pastoral Experience:** None 1-10 yrs. 11-20 yrs. 21+ yrs. No preference

**Marital Status:** Single Married Married with children No preference

**Work Status:** Full-time Part-time No preference

**Church Office Hours:** 1-2 days 3-4 days By appointment No preference

In order to determine the most important qualities for our new pastor, please select only five items below and rank them in order of importance with **5 being most important and 1 being least important.**

- \_\_\_\_\_ Sermon Preparation and Delivery
- \_\_\_\_\_ Pastoral Care (Visiting the sick and shut-ins)
- \_\_\_\_\_ Ministry with Youth and Children (Example: Awana, Sunday School and VBS)
- \_\_\_\_\_ Ministry with Adults (Example: Bible Studies, Adult Sunday School)
- \_\_\_\_\_ Evangelism/Recruitment
- \_\_\_\_\_ Visiting the Church Family outside of Sunday Worship
- \_\_\_\_\_ Community Supporter
- \_\_\_\_\_ Counseling and Advising the Church Family
- \_\_\_\_\_ Music (Example: Worship, song selection, special music, choir)
- \_\_\_\_\_ Other (please explain) \_\_\_\_\_

Please indicate your preference in the following areas on a scale of one to five with 1 being the lowest and 5 being the highest when it comes to importance to you and your worship.

Area	Rating
Worship Style (check the style you prefer) _____ Contemporary Worship _____ Traditional Worship	1 2 3 4 5
Sermon Style (check the style you prefer) _____ <i>Narrative</i> : uses story-telling to bring out the Word of God. _____ <i>Expository</i> : reads the Word, explains Biblical truth & applies it to life. _____ <i>Topical</i> : uses every day subjects as a theme & supports with Bible verses.	1 2 3 4 5
Ministry Focus Style	1 2 3 4 5
Discipleship/Equipping	1 2 3 4 5
Community Outreach	1 2 3 4 5



What do you feel are the most important personal qualities or characteristics you would like to see in a Pastor?

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What changes, if any, do you feel our new Pastor should lead us to make in our church?

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What do you feel will be our new Pastor's greatest challenge as he leads our church?

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Other Comments:

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