***Roles of various boards in the calling of a pastor***

**Refer to your By-laws – What process are included in the Church’s by-laws?**

**Role of Board of Trustees**

**Development of Sr. Pastor Salary and benefit package info**

* Health Insurance
* Pays as self-employed SSN
* Work expectations – hours
* Full time vs co-vocational
* Pastoral Expenses – Church pays vs Pastor pays
* Pension
* Time off – Vacation, days off, etc
* Housing Allowance

**Co-Vocational position**

* Hours – acceptable – Full time or part time
* Possible employment opportunities across various industries
  + Look for availability
  + Pay range
  + Develop list
  + Seek hiring assistance

**Role of Church Council/Elders**

**Develop a prayer team – Need Holy Spirit guidance**

* + Pray for the team – Discern – what type of pastor the church needs
  + Pray for the Candidate – discerning spirit
  + Pray for sending church
  + Pray for the New Pastor – soon after he/she arrives

**Understanding who we are as a church and as a community**

* + Kingdom Focus – PS 127:1 – “Unless the Lord builds the house, its builders labor in vain”
  + Our Purpose, Vision, Values, Structure
  + Our bylaws
  + Congregational survey and Congregational “Town Halls”?
    - Results can be inwardly focus
    - Types of questions – survey
      * What I want verse lead towards kingdom work
  + Time with our existing staff to listen

**Development of candidate profile or expectations**

* + Critical selection criteria- what looking for
    - Character
    - Relationships – Divorce – Single
    - Male/Female
    - Communicator
  + Who develops profile?
  + What the bylaws say about a Sr. Pastor candidate

**Development of information packets**

* History of the church
* Community profile
* Organization, structure, etc. (Who we are, where we are going, what we want to become, etc
* Work with Board of Trustees in development of Sr. Pastor salary and benefit package info
  + Health Insurance
  + Pays as self-employed SSN
  + Work expectations – hours
  + Full time vs bi-vocational
  + Pastoral Expenses – Church pays vs Pastor pays
  + Pension
  + Time off – Vacation, days off, etc
  + Housing Allowance

**Presentation of Candidate to congregation**

* Review by-laws for items to be included in the candidate weekend and when the congregation will vote on candidate to extend call.
* Suggest times for the candidate to come to meet congregation and preach
* Develop plan for meeting congregation and timeline – e.g. Weekend or longer
* Events to consider to meet and greet with the congregation
  + Meal – Lunch/dinner
  + Town – Hall Meeting – ask questions
  + Leadership/Elders meeting
  + Committees meetings
* If current pastor is retiring, coordinate visit to deconflict schedules and expectations
* If you have an interim pastor, coordinate visit to deconflict schedules and expectations

**Pastoral Search Committee**

**See Handout - Steps in the process of calling a new Senior Pastor**