



eFC  
EVANGELICAL FRIENDS CHURCH  
EASTERN REGION

# Guide for Securing a Lead Pastor

## Introduction

Your pastor has just resigned or your congregation voted to make a change in pastoral leadership. What should be done? This document has been prepared to serve as a guide for your church leadership in securing pastoral leadership.

First things:

1. Commit to pray for a smooth transition and the right pastor to be called.
2. Know that your Church Health Director will assist you as needed in the process of securing new pastoral leadership.
3. Consider administering a Church Health Assessment and/or other diagnostic tools provided by EFC-ER.
4. Consider an Interim pastor to allow adequate time for transition.
5. Explore various resources for identifying potential candidates.

The following items are included or a link is provided in this packet:

- A checklist to help you work through the process. We encourage you to follow through the checklist one step at a time.
- A Church Information Sheet (CIS) <https://efcer.breezechms.com/form/cif>
- Copy of a sample Ministry Agreement is on the website that can be used by your congregation after the call has been given and approved.

Digital copies are available on our website at <https://www.efcer.org/church-health-resources.html>. Feel free to copy any of the materials you might need.

You are involved in an important task for your church, EFC-ER, and God's kingdom. May God give you wisdom and blessing as you fulfill your role in this process.

## Check List

1. \_\_\_\_\_ **Contact the Church Health Director.**
2. \_\_\_\_\_ Complete the Church Information Form (CIF) and return it to Church Health Director as soon as possible. The church is responsible to mail or e-mail a copy of the profile to any candidates with whom they are communicating.
3. \_\_\_\_\_ Select the Search Team. **A pastoral search team, composed of members in good standing, will be established by the elders to conduct the search process. Pastoral staff may not serve on the search team.** (Your church bylaws take precedence if they differ.)
4. \_\_\_\_\_ The Church Health Director will meet with the elders and/or search team and provide guidelines to begin the process.
5. \_\_\_\_\_ Establish a list of essentials you believe are needed for a “good fit” between the pastor and your congregation and community.
6. \_\_\_\_\_ Review pastoral profiles and resumes and select individuals for initial interviews.
  - a) EFC-ER will forward possible candidates on file.
  - b) Other potential candidates may be identified through other sources including but not limited to:
    - i) Known contacts of search committee or church members.
    - ii) Listing your opening on EFC-ER’s weekly email **Cross Road** (Please send your search team contact information to Juliana at [jspivey@efcer.org](mailto:jspivey@efcer.org))
    - iii) <https://www.churchstaffing.com/> (Approx \$450/3 months)
    - iv) <https://www.indeed.com/>
  - c) For non-EFCER pastors the Search Committee should conduct the preliminary screening. **All applicants proposed for pastoral candidacy** after initial interview(s) **must be vetted by the Leadership Development Team.** Send the resume(s) to the Church Health and Leadership Development Team Directors.  
[ewalsh@efcer.org](mailto:ewalsh@efcer.org)     [dmercadante@efcer.org](mailto:dmercadante@efcer.org)

7. \_\_\_\_\_ Conduct interviews. The interview process should build sequentially. For example:
- a. *Review resumes* for initial screening and eliminate non-viable applicants. (This may possibly be done by a sub- team or point person.)
  - b. Conduct *initial phone interviews* with potential candidates. Questions should be more general in nature. (Samples are provided)
  - c. *View on-line sermons* by candidates you consider viable.
  - d. For those candidates considered viable after steps b and c, request the Leadership Director to “vet” any who are not part of EFCER.
  - e. Conduct *second interviews* with candidates either by conference call or in-person. Questions should become more specific. (Samples provided)
  - f. Schedule in-person interviews for your “narrowed” list of candidates.
  - g. Schedule additional interviews/visits and/or concerted prayer as needed until consensus is agreed upon by the search team.
8. \_\_\_\_\_ Schedule the top candidate for a “candidating weekend”. Hospitality for the candidate and any family members should be carefully planned. Remember, the candidate is also “interviewing” your church. The church is responsible for expenses related to travel, meals and lodging for the candidate.

An agenda should be prepared by the search team to allow maximum contact of the candidate with key influencers. Meetings should include time with the elders and also other key leadership teams.

The candidate should preach and a congregational gathering should be scheduled to allow for a “question and answer” time with the candidate.

9. Schedule a called congregational meeting (normally a weekday or the following Sunday after the candidating weekend). **The pastoral search team** (and/or elders) **will recommend a pastoral candidate for approval by the congregation by ballot vote.**
10. \_\_\_\_\_ Upon approval, **issue an** initial 2-year **pastoral call agreement.**
11. \_\_\_\_\_ Provide a written ministry agreement.  
[https://www.efcer.org/uploads/1/3/3/2/133267097/pastoral\\_agreement.docx.pdf](https://www.efcer.org/uploads/1/3/3/2/133267097/pastoral_agreement.docx.pdf)
12. \_\_\_\_\_ Send a copy of the signed ministry agreement to the Church Health Director.

13. \_\_\_\_\_ Notify other candidates that the position has been filled.
14. \_\_\_\_\_ Introduce your new pastor to the community through social media, newspaper, and/or other appropriate means.
15. \_\_\_\_\_ Schedule an “installation service” with the Leadership or Church Health Director.

#### SALARY DISCUSSIONS:

Deciding **when** in the interview process is the appropriate time to discuss salary considerations can sometimes be a delicate issue. If the job is posted on a site such as churchstaffing.com, the salary may already be disclosed and not be an issue. But there is wisdom in being proactive on this topic. For example, if after the initial interview the Search Team wants to proceed with the candidate, you may want to communicate to the candidate: *“After your initial interview, the Search Team agreed to proceed to the next step in the process. To avoid any surprises, the salary for this position is in the range of \$ XX and the benefits are about \$ XX, primarily for insurance and pension. Based on this information, are you still interested in proceeding in the interview process?”*

## **First Interview sample questions**

- 1) What hobbies or activities do you enjoy?
- 2) Share your testimony.
- 3) Describe your call to ministry.
- 4) Describe your personal devotional life.
- 5) What are your personal priorities?
- 6) How do you view your role as a pastor?
- 7) What is your philosophy of ministry?
- 8) How would you describe your preaching style?
- 9) Describe for us a typical worship service as you see it. What are the ingredients?
- 10) How do you approach evangelism and discipleship in the local church?
- 11) Where do you see your greatest opportunity for personal growth?
- 12) What have you found to be your greatest strength and weaknesses?
- 13) What is it about our church that appeals to you?
- 14) Why do you want to leave your present position?
- 15) Is there anything else we should know about you?

## **Second or third interview sample questions:**

- 1) What passages of scripture have leapt off the page and enlightened your heart and mind during the last month?
- 2) Describe a time of brokenness in your life. Do you have any experiences of shattered dreams like Joseph? How did God use the “pit” and “prison” to develop you?
- 3) Who do you look up to? What Authors and/or ministry leaders mentor you?
- 4) Describe your prayer life and how it affects you. What role would prayer take in our church?
- 5) How do you personally engage in evangelism?
- 6) What do you expect from church board members? ...for the laity?
- 7) What is your concept of pastoral care, calling, counseling?
- 8) How do you preach and teach on holiness?
- 9) Give us some idea of how you see the church being administered (financial, managing people, staff relationships and accountability, delegating).
- 10) What is your philosophy of Christian Education ...youth ministry?
- 11) How do you perceive the role of missions in the local church?
- 12) How do you work with staff?
- 13) How does your spouse feel about ministry?
- 14) How does your family feel about adapting to a new location?