

# Monroe Missionary Baptist Church Senior Pastor Search Team Procedures and Guidelines

1. The team will seek the perfect will of God and not the permissive. The Team will seek the person God has selected and not our selection asking God to accept and bless.
2. Confidentiality must be upheld, including with spouses, to protect the integrity of the search team and that of candidates including the candidates spouse, family, and their current church.
3. The Team will meet regularly for prayer and agrees to spend private time in prayer for this charge.
4. The congregation will be kept informed of the team's progress at least on a monthly basis.
5. Resumes will be received until the position is filled. The Team will set an initial time frame of the first five (5) weeks after publication of the position before evaluation of received resumes. Resumes received after that period will be held, acknowledged and evaluated depending on acceptable candidates being found in the initial resumes received.
6. Team members are not to call potential candidates and ask for their resume. Anyone approaching a Team member with a candidate name and phone number should be asked to pray about the person and contact them on their own to avoid any appearance of partiality from the Search Team.
7. An acknowledgement letter or email will be sent to each applicant upon receipt of a resume.
8. Resumes will be copied for each team member to take home for prayerful consideration. Resumes will be numbered as received and distributed to the Team by email or at the next Search Team meeting.
9. After receiving a resume the team will decide at the next meeting to place it in the "Active" or "Inactive" file. The Team must be unanimous on the decision to place a resume in the "Inactive" file.
10. The Team Chairperson will be the contact person for the applicant unless otherwise agreed upon by the Search Team members.
11. Additional information may be requested from an applicant if the Search Team determines the need to fully evaluate a candidate.
12. The results of all resumes placed in the "Active" file will be combined to determine the highest ranking or top applicants. This will be determined by discussion during Team

meetings and then by the use of “10-4 voting”. 10-4 voting provides each Team member a total of 10 points to be divided between four (4) applicants. The top applicant will receive 4 point, the second position 3 points, third position 2 points and fourth position with 1 point. A Team member may not assign all 10 points to any one applicant. After totaling points will determine the applicant(s) to be contacted.

13. Only one candidate may be pursued at a time in accordance with the Church By-Laws. The Search Team may make contact with multiple applicants when necessary to obtain additional information, confirm the applicant’s interest and availability to fill the position.
14. The Team must be in unanimous agreement before pursuing a candidate.
15. References will be checked beyond what is listed on received resumes for top applicants as identified in item 12 above. This includes State and National Convention contacts. The Search Team must be discrete with contact in the applicant’s community to avoid creating confidentiality issues.
16. The Search Team may elect to visit an applicant’s or candidate’s church to observe worship and the applicants or candidate’s preaching and theology. The Search Team may elect to do visit anonymously to avoid prepared presentation, limit questions on reason for visit from general church members, and maintain confidentiality of the applicant or candidate. The Team may select members to attend and then report back on their observations at the next Team meeting. Spouses should not attend the trips, if necessary, to maintain the confidentiality of the process.
17. Upon identification of a serious candidate for the position, an informational package describing our community, ministry vision, and church history will be made available to the candidate for review. The package would also include the job description and a detailed salary package approved by the Personnel Committee.
18. Selected applicants may be requested to complete a questionnaire to assist the Team members in evaluation of any applicant. A sample questionnaire is provided in the Team member binder.
19. The Search Team members must be in unanimous agreement before recommending a candidate to the Church congregation for prayerful consideration and voting.
20. If the selected candidate should withdraw or the Congregation not approve by at least 75% of the members voting, the Search Team will continue to work through the top portion of the resumes including consideration of resumes received after the initial period should the top applicants no longer be interested or available.

#### **End of the Procedures and Guidelines**