

# Search Committee Process Summary

by Eddie Thompson

From Wayne Oaks' *Finding a New Pastor for Your Church*.

1. **PRAY** and ask for God's wisdom and direction.
2. **APPOINT** a Chairperson for the Committee (don't have more than 5-7 on the committee).
3. Understand and agree on the **JOB DESCRIPTION**, as given by the Personnel Committee.
4. Create a **PROFILE** for the type of staff member you want to find (female or male, age, experience, background, education, theology, etc.).
5. Identify the **PROCESS** you will be using to perform the search (NC Baptist Matching system, Biblical Recorder, SBC Net, other online ministry job sharing sites, etc.).
6. **COMMUNICATE PROGRESS** with the congregation **constantly** (email, letter, special congregational prayer, etc.) If not, they will panic and put pressure on your committee. This "panic" can make the Search Committee anxious and hurried, which opens up the door for really poor choices.
7. **IDENTIFY** candidates (through resume's, Sharing System, friends, others in the field).
8. **INTERVIEW** the candidates (1 at a time).
9. Prayerfully and carefully **SELECT** the candidate as led by the Holy Spirit. All the committee in unity!
10. Complete a thorough **background check**. Everything – credit, legal, educational, sexual offender.
10. **INTRODUCE** the candidate to the church body.
11. Hold a **meet and greet** for the congregation to meet the candidate and their family.
12. Lead the church to a **VOTE** on the candidate (look at the church's Constitution for voting guidelines).
13. **BRING** the new staff member into the church community. Make them feel at home.
14. Help them get **ESTABLISHED** in the new role, especially what should they do the first year?  
Write it down in order of importance (for example - visit seniors, create trust, help the staff adjust to new leadership, communicate, understand the church's culture, work hard on relationships, fix problems that can't wait, preach & teach well, create a spiritual atmosphere, follow the Holy Spirit).