

STEPS for the PASTORAL CALL PROCESS

PREPARATION

- 1. Recruit prayer for the selection of a call committee, to begin praying for the call process and to ask God to begin preparing for the future pastor. You may even want to set up a prayer group specifically for the call committee, process and new pastor.**
- 2. Spend at least a week in prayer as a committee, seeking for God to soften your heart and spirit toward His will.**
- 3. Gather names of possible candidates from members of the congregation, other pastors you know and trust as well as from the denominational office.**
- 4. Once gathered, take at least a week to daily pray for each pastor on your list while asking God to reveal which ones to pursue.**
- 5. Come together as a committee and determine which candidates to pursue.**

PRELIMINARY CONTACT (INFORMATION GATHERING)

- 1. Construct a cover letter, pastoral questionnaire and other information about your church and community that would be of interest to the pastoral candidate. A Cover Letter and Pastoral Information Form are attached for your consideration.**
- 2. Mail the cover letter, pastoral questionnaire and other information in a packet to all the prospective candidates with a self-addressed envelope. Be sure to give a deadline for their response (about 3 weeks from the date of mailing).**
- 3. You may want to follow-up the mailing with a phone call asking if they received the packet, do they have any questions and will they consider sending in the questionnaire.**
- 4. Make copies of all the received questionnaires for each call committee member and take a week to review them and pray through them.**
- 5. Meet to determine which ones to contact for an interview. Keep in mind that this is an “information gathering” time. You want to learn as much as you can about the pastoral candidates. It is wise to visit the serious candidates’ congregations on a Sunday morning just to observe how they interact with their people and conduct ministry. It is also wise to call their references and at least ask the questions that are attached (Reference Questions).**

CONTACT

- 1. Set a time for each of the chosen candidates to meet with the call committee for an interview. Determine your questions ahead of time and also save time for the candidate’s questions.**
- 2. After much prayer, determine which one pastoral candidate to introduce to the church council (leadership). Why introduce only one? The job of the Call Committee is to seek and present a pastor for call. Presenting only one candidate forces the council and congregation to seek the Lord as to how the candidate will fit with the congregation versus comparing the personalities and outward traits of multiple candidates. Allow the leadership to ask the candidate questions.**
- 3. Explain the pastoral finance package the church has in mind and allow open dialogue with the candidate.**
- 4. When the above is satisfactorily complete, schedule a Sunday for the candidate to meet the congregation, preach and answer congregational questions.**
- 5. The congregation then meets at a legally called meeting and votes. When a candidate is accepted, send an official letter of call. Also send an official update letter to the other candidates.**

Church Letterhead

Date

Pastor (Candidate First & Last Name)

Candidate Address

City, State Zip

Dear Pastor (Name)

Grace to you and peace from God our Father and our Lord Jesus Christ.

(Your Church Name) is in the process of searching for a pastor. We have bathed this process in much prayer while accumulating names of prospective pastoral candidates. Your name is one of a few that we believe God is leading us to contact. Please know that we have prayed for you by name over the past (insert length of time) and would like to encourage you to complete the enclosed Pastoral Information Form and mail it back to us in the enclosed self-addressed envelope by (give a date 2 to 4 weeks out).

We have also included some information about our church as well as our community. We will be following up this letter with a phone call in a week or two. However, please feel free to contact (name and contact info) with any questions you may have.

May God bless you with His peace and direction in the weeks ahead.

Sincerely in Christ,

(Sign Name)

(Name of Call Committee Chair Here)

Call Committee Chair

PASTORAL INFORMATION FORM

Personal History

First & Last Name Phone Numbers

Address

Marital Status Spouse's Name Children's Names & Ages

Your place of birth Spouse's place of birth

Please describe how you came to a saving faith.

Please describe how your spouse came to a saving faith.

What are your special interests, hobbies, abilities?

What are your spouse's special interests, hobbies, abilities?

Do you have any health problems or disabilities that may hinder you in ministry?

____ Yes ____ No If yes, please specify: _____

Education

Schools Attended	Degree/Honors	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Ministry Experience

Name of Church/Ministry	City/State	Dates	Position Served
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Personal Ministry Information

Describe your call into the ministry.

What are your pastoral strengths and ministry skills?

What do you believe are some of your weaker areas of ministry?

Explain what doctrines are non-negotiable for you. What doctrines will you refuse to waiver?

In a sentence or two, describe your theology.

Describe your teaching style with adults.

Describe your teaching style with youth.

Describe your preaching style.

List an order of service for worship that you most prefer.

How would you structure a confirmation program and what would be your emphasis?

Describe your leadership style and how you would relate to your various boards and committees?

Describe what you have learned from significant achievements and failures in your ministry.

How important is your community involvement in ministry?

Describe how your family relates to the church and what is their involvement?

What do you most want to accomplish in congregational ministry?

Describe the kind of church that you would be most comfortable pastoring.

Personal References

1. _____
Name Address

Phone Relationship

2. _____
Name Address

Phone Relationship

3. _____
Name Address

Phone Relationship

REFERENCE QUESTIONS for the PASTORAL CALL PROCESS

First explain that you are in the process of checking personal references for pastoral call candidates and that (name of candidate) has listed you as a personal reference. Secondly, ask if the reference would answer five quick questions.

- 1. What is your relationship with (candidate's name)?**
- 2. How long have you known (candidate's name)?**
- 3. What do you believe are some of (candidate's name) pastoral strengths?**
- 4. What do you believe are some of (candidate's name) pastoral weaknesses?**
- 5. Would you welcome (candidate's name) being your pastor?**