

Ministerial Staff Compensation

“**SBC Compensation Study**” – A report of a survey of the compensation of over 20,000 ministers and other church employees serving in over 8,600 Southern Baptist churches. Customized reports can be generated to show compensation information based on position, average church attendance, resident membership, church budget, etc. (Online location: <http://www.kybaptist.org/public/compstdy.nsf>)

Reference Checking

A document providing forms and guidelines for checking references of, and conducting interviews with, pastoral candidates. (Online location: http://72.14.203.104/search?q=cache:7wB_PUJ3UYUJ:images.acswebnetworks.com/qimages/acs/ilob6/PSC_CANDIDATE_SECTION_III__pgs.pdf+%22confidential+reference+on%22&hl=en&gl=us&ct=clnk&cd=2)

Background Screening

Article describing the importance of background checks for church employees and the various types of checks that can be used in screening potential staff members. (Online location: www.churchbusiness.com/hotnews/44h30114033.html)

ScreenChurchStaff.com — This screening service describes the importance of background checks for potential church employees and provides fee-based services for conducting online screening. (Online location: <http://cmr.gospelcom.net/screen>)



Ministry Resources

The Southern Baptist Theological Seminary
2825 Lexington Road
Louisville, Kentucky 40280
Phone: 502.897.4208
Toll-Free: 1.800.626.5525, ext. 4208

Ministerial Search Committee Resources



Ministry Resources
The Southern Baptist Theological Seminary
Louisville, Kentucky

Books

Pastor Search Committee Handbook, by LifeWay Press

The practical handbook provides a great deal of information to help search committees organize their work, gather information on potential candidates, select and recommend a candidate, and help the selected minister begin his ministry with the church. Numerous appendices provide practical examples of organizational tools, sample letters, questionnaires, forms, interview questions, etc. to assist search committees.

(Available for purchase at www.lifeway.com/lwc)

Confirming the Pastoral Call, by Joseph L. Umidi

This “guide to matching candidates and congregations” discusses the renewal of congregational relationships prior to the search process, ways to organize the search process, how to clarify the church’s values, and how to evaluate the character and people skills of candidates. Three chapters help ministerial candidates prepare for their role in the search process. Appendices include sample evaluation forms and interview questions.

(Available for purchase at <https://shop3.gospelcom.net/epages/Kregel.storefront/EN/Catalog/3169>)

The Alban Guide to Managing the Pastoral Search Process, by John Vonhof

This paperback guide discusses the organization of the search committee, collecting and organizing information about the church, the discovery of candidates, communicating with candidates, means for evaluating candidates, and managing the call process and transition. Each chapter concludes with a “task cluster” displaying in graphic fashion the important tasks of each stage in the search process. Appendices include an example of a congregational survey, a candidate questionnaire, and communication documents related to the call.

(Available for purchase at www.alban.org/bookstore.asp)

General Resources on the Internet

“A Step-by-Step Walk Through the Pastor/Staff Search Process”

A well-organized search committee manual which includes various samples of forms and other useful documents.

(Online location: www.ibsa.org/ministries/churchstrengthening/csd)

“The Pastor Search Handbook”

A pdf document providing a detailed outline and summary of the search process, along with sample letters, questions, and a church survey form.

(Online location: www.sbtexas.com/images/files/Minister_Church_Relations/SearchBkt.pdf)

“Pastor Search Committee Workbook”

A detailed pdf document covering various topics related to the work of a search committee, including numerous samples of letters, forms, interview questions, etc.

(Online location: www.bgct.org/TexasBaptists/Document.Doc?id=1132)

“Finding a New Minister for Your Church”

A relatively lengthy manual providing “a unique, step-by-step approach for identifying the right candidate and developing a healthy church-minister relationship.”

(Online location: www.sacbaptist.org/PDFfiles/FindNewMinister.pdf)

“A Better Way. . . For a Greater Day”

Written especially for small and middle-size churches, this booklet (in pdf form) summarizes information about the interim period, the search process, extending a call, and financial issues related to calling a new minister.

(Online location: www.bgct.org/TexasBaptists/Document.Doc?id=465)

“Pastor Search Team Workbook”

An organized presentation of the search process, including a detailed list of “Do’s” and “Don’t’s” for the search committee.

(Online location: www.ccsb.ca/pdf/CHPastorSearchTeamWorkbook.pdf)

“Calling a Pastor”

A brief article providing a general overview of the search process.

(Online location: www.bgc.ca/NewFiles/Calling%20a%20Pastor.html)

“The Pastor Search Committee”

An organized summary of the work of a search committee, this article contains useful insights and a helpful list of interview questions.

(Online location: www.sacbaptist.org/PDFfiles/PastorSearchPowell.pdf)

“So You Need to find a Pastor . . .”

Providing a relatively brief overview of the search process, this article includes a list of ten common mistakes made by search committees.

(Online location: www.rts.edu/quarterly/summer99/pastor.html)

Specific Resources on the Internet

“Vital Spiritual Principles for Pastor Search Committees”

Focused on the spiritual aspects of the search process, this article was written to help search committees be guided by spiritual discernment and better understand the spiritual patterns of pastoral candidates.

(Online location: www.bgco.org/LRS/Churches/SpiritualPrepforSearch.pdf)

Ministerial Position Descriptions

Article explaining the importance of church staff job descriptions and how to write them.

(Online location: www.churchbusiness.com/articles/091webx1.html)

Article providing guidelines for developing church staff position descriptions, explaining how to collect information for writing such descriptions, and offering forms for use in preparing them.

(Online location: www.gbhem.org/ResourceLibrary/HE4056.pdf)

Examples of 22 various church staff job descriptions.

(Online location: www.mbc.org/church_growth/pld/jobs)

Over 200 sample job descriptions in Microsoft Word, text, and rich text documents.

(Online location: www.churchstaffing.com/html/job_descriptions/job_descriptions_index.shtml)