

Pastoral Search Guide

FOR APP REGION CHURCHES



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The search process should be approached patiently and diligently. Avoid both rushing and dragging. Wait on the Lord for his guidance but move swiftly when he reveals the next step.

Contact your regional superintendent anytime during the process for assistance.

Constant 1: Pray Persistently

Permeate this entire process with prayer.

- Have a special prayer time for your outgoing pastor and his family.
- Distribute the prayer guide in **Appendix 1** to your church members.
- Schedule regular church-wide prayer meetings to pray for your next pastor.
- Include praying for your next pastor in every Sunday service.
- Have a special prayer time to commission the search committee once it is established.
- Use scripture to guide your prayers.

Constant 2: Communicate Constantly

Communication with the church is essential for morale and protection against speculation.

- Communicate something from the pulpit every Sunday, even if it is just that the committee met for prayer in the previous week.
- Beyond communicating from the pulpit on Sundays, use all other communications avenues available to you.
- List them out and decide how you'll incorporate them into your weekly communication to the church (bulletins, email, social media, phone tree, printed information, bulletin boards, etc.).
- Repeat your communication constantly. Research shows that people need to hear updates like these up to seven times before they fully receive the message.
- Have a member of the search committee communicate an update to the church board at each board meeting.
- Invite the church to contact the committee any time with any questions or concerns they may have.

Step 1: Say Goodbye to the Previous Pastor

There are a lot of emotions to process when a pastor leaves.

- Pray for him and his family.
- Show your love and appreciation.
- Allow time to grieve the church's loss.
- Consider scheduling a time for the church to come together over a meal and reminisce, thanking God for all the good he has brought to the church under the previous pastor's ministry.

Step 2: Establish “In-the-meantime” Ministry

Because the search process will take time, put basic ministry in place for the church in the meantime.

Who will preach each Sunday?

- Ensure that the church receives expository preaching on Sundays. (See **Appendix 2** for an explanation of “expository preaching”.)
- Use qualified men from within the church where possible.
- Use preachers from outside the church but be careful that you only invite men who preach faithfully to the text of scripture.
- Use the App Region Preaching Team. These team members are vetted. They handle the word correctly. (See **Appendix 3** for an explanation of the App Region Preaching Team and how to schedule a team member to preach in your church.)

Who will plan Sunday services?

- Clarify who will lay out each Sunday’s order of service and see to it that all involved understand their part.

Who will care for church members?

- Ensure that every church member continues to receive some form of regular pastoral care.
- Employ your deacons or another spiritually mature group from the church to regularly pray for and contact your church members using your membership list.
- These can simply be brief phone calls to check in, ask how they are doing spiritually, and how you can pray for them.
- Regular contact helps keep people in the fold during times of transition.

Consider calling an interim pastor

- This may be wise, particularly after a long tenured pastor leaves.
- See **Appendix 4** for help determining if this is best for your church.
- Contact your regional superintendent for help finding a good interim pastor.

Step 3: Establish the Search Committee

Your church’s bylaws might mandate who may be on the search committee. If not, be selective about whom you invite to be part of this important team.

Who should be on the committee?

- Prioritize spiritual maturity and Biblical knowledge over church representation. It is more important that they walk closely with the Lord and think Biblically than that they represent every type of church member. (See **Appendix 5** for Criteria for Selecting Committee Members.)
- Use current leaders if they are the most spiritually suitable for the task. In many churches this will be the case.
- Availability is essential. Don’t include members who are too busy to pray, fully participate in meetings, and carry out the work.

- Aim for 5-7 members to ensure enough to do the work, but not so many that it gets bogged down.

How will the committee function?

- Who will be the chairperson? They will keep the process moving swiftly, but carefully. This is also usually the best person to communicate to the church on Sundays.
- What are the committee's responsibilities?
- What is the committee's scope of authority?
- To whom will the committee report? Elders, church board, directly to the church?
- How will the committee make decisions? Consensus, majority, unanimity?
- How frequently will the committee meet? Weekly may be optimal to keep progressing and communicate with one another regularly.
- Does everyone understand the importance of confidentiality? The committee will have to be discreet about what information to share with the church and what to withhold. For example, if a candidate is currently pastoring another church, the committee will need to wait to communicate his candidacy until he is ready.
- Does everyone understand the urgency? The longer the flock is without a shepherd, the more vulnerable they are. Make meetings efficient and focused. When the next step is clear, take it.

What criteria will the committee use to evaluate potential candidates?

- Think in terms of biblical qualifications and priorities for pastors rather than church member preferences. (See 1 Timothy 3:1-7 and Titus 1:5-9.)
- Are there any additional criteria the search committee wishes to keep in mind? (For example, reformed theology, experience ministering to a rural congregation, etc.)

Step 4: Assemble Your Information Packet

The following should be assembled into individual PDFs or one PDF to be emailed to candidates. Some of these documents will already be available, others will need to be written. This part can slow the process down, so assign it to someone available and diligent.

- Statement of faith
- Vision/mission statement
- Church constitution and bylaws
- Church profile (See **Appendix 6** for profile questions and an example)
- Pastoral job description (See **Appendix 7** for guidance)
- Salary and benefits package (See **Appendix 8** for guidance)

Step 5: Make Phone Calls

Start with phone calls rather than posting. Often posting wastes energy and brings a poor selection of candidates. Networking tends to yield higher quality candidates.

- Consider internal candidates. Are there any qualified men in your church whom God may have prepared to be the next pastor?

- If possible, ask your outgoing pastor for candidate recommendations. He may also be able to provide a list of contacts who could provide additional recommendations.
- Contact trusted local pastors for recommendations.
- Contact your conference president for recommendations.
- Work with your superintendent who will pursue a wider range of recommendations, including denominational leadership, fellow superintendents, seminaries, and other training institutions.

Step 6: Post the Position

If networking is not providing leads, add posting to your efforts while continuing to network.

- Write a brief job post. (See **Appendix 9** for a sample.)
- Submit your job post and job information to ACGC.
- Contact the regional superintendent to post more widely at select seminaries and training institutions.

Step 7: Interview One Candidate at a Time

Once you have determined a candidate is worthy of interviewing, schedule an interview (in person if possible).

Interview

- Avoid a beauty pageant mentality by considering one candidate at a time.
- Pay for any travel expenses.
- Include his wife in the interview.
- Select a comfortable interview site.
- Set aside up to three hours for the interview to ensure no one feels rushed.
- Prepare to ask good questions (See **Appendix 10** for a list of interview questions).
- Begin with soft questions and progress toward the more penetrating ones.
- Consider sharing questions with the candidate in advance so he can be prepared.
- Be prepared to answer his questions (See **Appendix 11** for a list of potential questions).

Debrief

- Meet as a committee as soon as possible after the interview.
- Have everyone share their overall impressions.
- What positive signs did they see?
- What red flags did they see?
- What should be the next step? (A second interview? Follow-up questions over the phone? Discontinue with this candidate? Something else?)

Step 8: Do Your Homework

There is more to evaluating a pastoral candidate than the interview.

Listen to Sermons

Many candidates will have preached sermons that are available online.

- Listen to as many as you can (See **Appendix 12** for sermon evaluation form).
- Consult with trusted pastors to get their opinions.

Call References

- Ask for references and contact them. (See **Appendix 13** for a form for gathering references and **Appendix 14** for a form for interviewing references.)
- Be persistent if it is difficult to reach a reference.
- Be thorough and take good notes that you can share with the committee.

Consider Track Records

If the candidate has pastored previously, their track record will be an important factor in your discernment process. Some things to look for:

- Short or long tenure?
- Decline or growth?
- Good relationships or conflict?
- Cooperation with the denomination or isolation?

Other Due Diligence

- Google his name and see what comes up.
- Search for him on social media sites. If he has profiles, review them if possible.
- Perform background and credit checks.
- Call previous employers and educational institutions to confirm elements of his resume.

Step 9: Present the Candidate to the Church

Once the above has been done to satisfaction, prepare to introduce the candidate to the church.

- Report to the church elders or board for approval to present the candidate to the church.
- Pay all travel expenses and be hospitable.
- Provide a hotel room for the candidate and his spouse/family so they have private space.
- Do what you can to make the trip pleasant for the entire family, including children.
- Plan both casual and formal times for the candidate to interact with the church.
- Prepare the church in advance by communicating the dates of his visit and giving out preliminary information about the candidate.
- Plan adequate time in the service for the candidate's sermon.
- Consider scheduling a separate gathering for the candidate to communicate with the church, perhaps through a Q&A time (with previously selected questions, not an open mic).

Step 10: Vote on a Candidate

After giving the church time to pray about the decision, it will be time for a vote.

- Give proper notice of the vote.
- Have a plan in place for every possible outcome.
- Know what your church's required vote percentage is.

- To emphasize God's will rather than people's opinions, don't ask who is for or against calling the candidate. Instead, ask "After praying and seeking God's will, do you sense that the Lord is leading this candidate to be our next pastor at this time?"
- Take the vote by secret ballot to ensure honesty.
- Don't allow absentee votes.
- Count the votes immediately.
- A unanimous call is the best-case scenario, but rare.
- 90% or above is a strong majority. Be sensitive to those who voted 'no' and invite them to share their concerns with the committee. Because of the strong majority, their concerns should not inhibit the church from calling the pastor, but perhaps they can be addressed.
- 80-90% may indicate that the search committee should pause and give more serious consideration to the concerns of those who voted 'no.' This doesn't necessarily mean the church shouldn't call the pastor, but it does indicate that the church will need more time to discern God's will. Don't force it. Give serious consideration to the reasons behind the 'no' votes.
- Less than 80% in favor likely means the church should decline to call the pastor and resume the search process.
- Once the decision is made, communicate with the candidate right away.
- If the church votes to call the candidate, begin working with him and his family on their transition into the church. Be sensitive to their needs and give them time to make the move.
- If the church votes not to call the candidate, communicate this decision graciously and resume the search process.

Appendix 1: 10 Ways to Pray for Your Pastor Search Team

by Jeff Mingee / December 6, 2022 / ftc.co

God is shepherding his people even in seasons of pastoral transition. Unexpected resignations or changes in leadership do not threaten His good purposes or plans. His promises pertaining to prayer remain in uncertain seasons. He continues to work through the prayers of his people.

In fact, God may use a season of pastoral transition to deepen trust in Him. He has worked in churches looking for their next pastor and through Pastor Search Teams. Here are ten ways you can pray for your church's Pastor Search Team.

1. **Ascribe to the Lord the glory due his name.**

Ascribe to the LORD the glory due his name; worship the LORD in the splendor of holiness. ([Psalm 29:2](#))

Begin in prayer by recognizing who God is. Acknowledge that He is God and you are not. Ascribe to the LORD the glory due his name. Praise Him for His attributes.

2. **Give glory, honor, and praise to God for his work in salvation.**

But I have trusted in your steadfast love; my heart shall rejoice in your salvation. ([Psalm 13:5](#))

Thank God for your own salvation and the salvation of other search team members. Ask God for more conversions even during the season of pastoral transition.

3. **Praise God for the various gifts he has given to this local church.**

Now there are a variety of gifts but the same Spirit... ([1 Cor. 12:4](#))

Thank God for the various gifts in the church and on this team. Ask God to empower those gifts for fruitful ministry and this process.

4. **Plead with God to give unity to the Pastor Search Team**

...eager to maintain the unity of the Spirit in the bond of peace... ([Eph 4:3](#))

Ask God for a spirit of eagerness to maintain the unity of the Spirit. Recognize the various ways that the devil might foster disunity amidst the team. Present yourselves to God and commit to pursuing and maintaining this unity.

5. **Ask God to grant wisdom to the Pastor Search Team**

If any of you lack wisdom, let him ask God, who gives generously to all without reproach, and it will be given him. ([James 1:5](#))

Recognize that wisdom comes from God. Confess your need for wisdom and the search team's need for wisdom in this process. Plead with God to give wisdom.

6. **Pray that God would bless and direct the candidates during this process**

If anyone aspires to the office of overseer he desires a noble task... ([1 Tim 3:1](#))

Pray that this process would be a blessing to the candidates. Pray for God to bless their families and current churches. Ask God for his direction in their lives just as he spoke to Samuel that he would speak to them.

7. Ask God for his leadership in identifying the top candidates

The LORD said to Samuel [...] "I will send you to Jesse the Bethlehemite, for I have provided myself a king among his sons." When they came, he looked on Eliab and thought, "Surely, the Lord's anointed is before him." But the LORD said to Samuel, "Do not look on his appearance or on the height of his stature, because I have rejected him. For the LORD sees not as man sees: man looks on the outward appearance, but the LORD look on the heart." ([1 Sam 16:1-7](#))

Ask God to give the team insight in identifying his candidate for this church. Ask God to help the team look past what they want and to see what God wants.

8. Intercede for the Pastor Search Team knowing that they will face spiritual warfare

Be sober-minded; be watchful. Your adversary the devil prowls around like a roaring lion, seeking someone to devour. Resist him, firm in your faith, knowing that the same kinds of suffering are being experienced by your brotherhood throughout the world. ([1 Peter 5:8-9](#))

Thank God for his victory over the devil. Ask for God's protection for the Pastor Search Team knowing that this season will bring spiritual warfare. Plead with God to give the team all that is needed in this warfare.

9. Ask God to give the church a spirit of support towards the Pastor Search Team

Two are better than one, because they have a good reward for their toil. For if they fall, one will lift up his fellow. But woe to him who is alone when he falls and has not another to lift him up! Again, if two lie together, they keep warm, but how can one keep warm alone? And though a man might prevail against one who is alone, two will withstand him—a threefold cord is not quickly broken. ([Ecclesiastes 4:9-12](#))

Ask God for a spirit of support among the team. Ask God to prevent any spirit of unhealthy suspicion or malice. Pray that God would use the church to practically encourage the Pastor Search Team through the process

10. Praise God that the future of the church is in his hands

I will build my church and the gates of hell shall not prevail against it. ([Matthew 16:18](#))

Praise God for the finished work of Christ which established the church. Praise God for the ongoing work of Christ through the church.

Appendix 2: What is Expository Preaching?

By Erik Raymond / April 18, 2017 / thegospelcoalition.org

I can think of five different but equally interesting conversations over the last couple of years where I've discussed expository preaching. They were interesting because those I talked with had such different understandings of what exposition is. This is one of the byproducts stemming from the rise in the popularity of exposition; *people hear a lot about it but don't necessarily know a lot about it*. For example, people characterize expository preaching as a running commentary. Others label it out-of-touch doctrinal preaching fit for the ivory tower. Still others think of it as a launching point for systematic theology (whether or not it's in the text).

So, what exactly is expository preaching?

John MacArthur: The message finds its sole source in Scripture. The message is extracted from Scripture through careful exegesis. The message preparation correctly interprets Scripture in its normal sense and its context. The message clearly explains the original God-intended meaning of Scripture. The message applies the Scriptural meaning for today. ([Preaching](#))

Bryan Chappell: The main idea of an expository sermon the topic, the divisions of that idea, main points, and the development of those divisions, all come from truths the text itself contains. No significant portions of the text is ignored. In other words, expositors willingly stay within the boundaries of the text and do not leave until they have surveyed its entirety with its hearers. ([Christ-Centered Preaching](#))

John Stott: Exposition refers to the content of the sermon (biblical truth) rather than its style (a running commentary). To expound Scripture is to bring out of the text what is there and expose it to view. The expositor opens what appears to be closed, makes plain what is obscure, unravels what is knotted, and unfolds what is tightly packed. ([Between Two Worlds](#))

Alistair Begg: Unfolding the text of Scripture in such a way that makes contact with the listeners world while exalting Christ and confronting them with the need for action. ([Preaching for God's Glory](#))

Haddon Robinson: The communication of a biblical concept derived from and transmitted through a historical-grammatical and literary study of a passage in its context, which the Holy Spirit first applies to the personality and experience of the preacher then through him to hearers. ([Biblical Preaching](#))

Martyn Lloyd-Jones: Preaching is theology coming through a man who is on fire and that the chief end of preaching is to give men and women a sense of God and his presence. ([Preaching and Preachers](#))

David Helm: Expository preaching is empowered preaching that rightfully submits the shape and emphasis of the sermon to the shape and emphasis of a biblical text. ([Expositional Preaching](#))

John Piper: Expository exultation. ([The Supremacy of God in Preaching](#))

Albert Mohler: Expository preaching is that mode of Christian preaching that takes as its central purpose the presentation and application of the text of the Bible . . . all other issues and concerns are subordinated to the central task of presenting the biblical text. ([He Is Not Silent: Preaching in a Postmodern World](#))

Mark Dever: Expository preaching is preaching in which the main point of the biblical text being considered becomes the main point of the sermon being preached. ([*Preach: Theology Meets Practice*](#))

Tim Keller– Expository preaching grounds the message in the text so that all the sermon’s points are the points in the text, and it majors in the text’s major ideas. It aligns the interpretation of the text with the doctrinal truths of the rest of the Bible (being sensitive to systematic theology). And it always situates the passage within the Bible’s narrative, showing how Christ is the final fulfillment of the text’s theme (being sensitive to biblical theology). ([*Preaching: Communicating Faith in an Age of Skepticism*](#))

Appendix 3: App Region Preaching Team

Qualified Guest Preachers

The Preaching Team is made up of spiritually qualified, properly trained preachers from area seminaries and churches who are available to preach in the Appalachian Region as needed.

Qualifications

- Mature faith and allegiance to Jesus as Savior and Lord
- Evidence of spiritual qualifications per 1 Timothy 3:1-7 and Titus 1:6-9
- Active, meaningful membership in a local church
- Pastoral Recommendation
- Commitment to exegetical preaching
- Participation in a least one training seminar, conference or class per year
- Willingness to receive sermon feedback

Compensation

Preaching Team members are guaranteed a minimum of \$150 plus travel expenses for each engagement.

Scheduling a Team Member

Preaching Team members provide sound, exegetical preaching while your pastor is away from the pulpit or while your church is in between pastors.

Don't let the financial investment hinder you. If your church cannot afford \$150 plus travel expenses, The App Region can help.

Contact your superintendent at matt@theappregion.org or 704-787-6445 for details.

Appendix 4: 8 Reasons Pastorless Churches Should Consider an Interim Pastor

By Chuck Lawless / January 19, 2022 / chucklawless.com

I admit my bias here. I've served as an interim pastor when my schedule has allowed, and I've loved the experiences. I'm not asking for offers here, though. I'm simply encouraging pastorless churches to think about this option.

1. **It gives the church time to work through the emotions of the previous pastor's departure.** If the departure was a healthy one, the church likely needs time to grieve. If it was a difficult leaving, the church may need time to heal. An interim allows for that time.
2. **It's good to hear from a consistent voice during an interim period.** It's tough for a church to move forward when they're hearing each week from a different voice—often from someone not associated with the church. An interim offers consistency in the leadership voice.
3. **An intentional interim can still lead the church to move forward during an interim period.** My general philosophy as an interim pastor is this: lead the church to be so moving forward that the new pastor doesn't need to "jumpstart" them; he needs to catch up with them. We don't always get there in my interims, but we do move in that direction.
4. **An interim can guide and encourage the remaining church staff.** Too often, a church doesn't think much about how the departure of a lead pastor affects the staff. An interim pastor can give direction to the staff and be "glue" to strengthen their unity.
5. **Having an interim saves the hassle of finding a speaker for every week.** Frankly, it's not always easy to find a large number of available speakers who also preach the Word well. The task of enlisting a speaker for every week can be tedious, time-consuming work—but a church with an interim avoids this task.
6. **An interim in place gives the pastor search team space for not rushing the search.** Generally, the search process takes longer than expected (longer than it needs to be, in my opinion). But, a search team that rushes the process too often later regrets their pastor choice. It's good to give them time to prayerfully work through the search process.
7. **An interim pastor can look at the church with outsider eyes.** Every church I know could benefit from outside eyes. An interim period is a good time to assess the church and "fix" some things before the next pastor arrives. An interim can take a look at the church as both an outsider and insider.
8. **Some interim pastors feel called to this task at this point in their ministry.** They're not doing it just to get to preach; they're doing it to honor the Lord and bless His church. I encourage pastorless churches to find out if any of these leaders live in their area.

Appendix 5: Criteria for Selecting Pastoral Search Committee Members

1. Are they active church members?
2. Do they show evidence of *fruit of the spirit* rather than *works of the flesh* based on Galatians 5:16-24?
 - a. Positively, do they show evidence of:
 - i. Love?
 - ii. Joy?
 - iii. Peace?
 - iv. Patience?
 - v. Kindness?
 - vi. Goodness?
 - vii. Faithfulness?
 - viii. Gentleness?
 - ix. Self-control?
 - b. Negatively, do they show evidence of:
 - i. Sexual immorality?
 - ii. Impurity?
 - iii. Sensuality?
 - iv. Idolatry?
 - v. Sorcery?
 - vi. Enmity?
 - vii. Strife?
 - viii. Jealousy?
 - ix. Fits of anger?
 - x. Rivalries?
 - xi. Dissensions?
 - xii. Envy?
 - xiii. Drunkenness?
3. Are they involved in the church in a healthy way? Do they participate?
4. Are they generally esteemed among the church?
5. Do they seem capable for the role?
 - a. Do they have the pertinent skills? Experience?
 - b. Do they exhibit the necessary wisdom?
6. Do they have, or is there likely potential for, a good working relationship with the others who will be involved in the work?

Appendix 6: Church Profile Questions and Example

Church Name

Physical address

Website

Introduction:

4 or 5 sentences giving a brief overview of the church. May include where it meets, what the general membership is like, what the facilities are like, what the previous pastor's ministry was like, etc.

Community:

To the best of your knowledge, share about the community around the church meeting place.

Facilities:

Share about the building, grounds, and location of the church in relation to neighborhoods, businesses, schools or any other distinguishing features nearby.

Governance:

Share how the church is overseen and run, including what boards and committees are operational.

The Candidate:

Share what sort of pastor you're hoping to attract. Try to keep this centered on scriptural qualifications of a good pastor and not merely personal preferences.

Qualifications:

List the specific qualifications you will require.

Job Description Summary:

List the basic elements of what will be expected of the future pastor. You can write a more thorough job description separately.

Pay Package:

Include what information you can.

To Apply:

Share the steps an interested party will need to take to inquire and apply.

Questions:

Share contact information for whom the interested party should contact for more information or clarifications.

Dulin's Grove Advent Christian Church

11200 Arlington Church Road
Charlotte, NC 28227

Dulinsgrovechurch.org

Introduction:

Dulin's Grove meets on the eastern edge of Charlotte near Mint Hill and Midland. Its members are a mix of longtime church families and new folks from the immediate community. The facilities are across the road from the Advent Christian General Conference and several denomination leaders are members. The former pastor served for almost 14 years and left in October 2022 on good terms to serve the denomination as superintendent. An interim pastor and an interim youth pastor are currently in place while the church seeks the Lord's guidance for their next senior pastor. The church has 65 members, but attendance has declined into the 30's during the pastoral transition.

Community:

Dulin's Grove's community has changed over the last 20 years. Many longtime church families have moved further away from Charlotte and many new people have moved into the neighborhoods nearby. What used to be a rural community is now more suburban and industrial. The church is increasingly made up of folks from the closest neighborhood, Arlington Forest.

Facilities:

The campus consists of three buildings and a cemetery connected by a circular driveway. The main building includes a large sanctuary in the center, surrounded by classrooms, a fellowship hall and kitchen, a children's wing, offices, and a small library. The old church building has been converted into a youth building. It has one large meeting space on the main floor with two bathrooms. Downstairs is a medium meeting space and two rooms formerly used for bunkbeds. The third building is for storage.

Governance:

Dulin's Grove is a congregationally governed church, led by a senior pastor. A representative board administrates church operations but submits large decisions to the church for vote. Deacons and deaconesses serve the material needs of the church. Trustees maintain the facilities. A board of Christian education oversees children's ministries. All of this happens under the scriptural guidance of the pastor.

The Candidate:

Dulin's Grove is seeking a pastor who meets the Christlike character qualifications of 1 Timothy 3:1-7 and Titus 1:5-9 and has "the ability to teach" (1 Timothy 3:2) and the determination to "hold fast to the trustworthy word as taught, so that he may be able to give instruction in sound doctrine and also to rebuke those who contradict it" (Titus 1:9).

Qualifications:

- Love the Lord Jesus, be committed to Him and His Word
- Display the characteristics of a leader as described in 1 Peter 5, Titus 1 and 1 Timothy 3
- Passion for the scriptures and their clear communication to others
- Shepherd those within and outside of the faith to bring them into closer relationship with Jesus Christ

- Demonstrates humility while offering vision and oversight of the church ministry
- Is capable of working on a team towards a shared goal
- Educational degree or working to obtain a degree in theology or divinity preferred
- Five years of ministry experience or a combination of education and experience preferred, but not essential

Job Description Summary:

- Preach and teach the Word of God in an understandable manner for growth in theological matters, renewal of the mind and spirit, and provide application to life.
- Work with the church leadership to provide spiritual oversight of the church's ministry.
- Work with the church leadership to prayerfully grow and develop strategic goals to support the mission and vision of the church.
- Pastor the body with sincere relationships throughout the congregation and with leadership.
- Oversee the pastoral care needs of the congregation as necessary through; hospital visitation, nursing home visits, home visits, counseling, weddings and funerals.
- Delegate leadership responsibilities among existing leadership as needed to execute goals and objectives pertaining to the mission and vision of the church.
- Work with the church leadership to equip the congregation to carry out the work of ministry to which the church is called.
- Work within the community and denomination to network with other ministers and community related ministries.

Pay Package:

Salary/Benefits: Negotiable, commensurate with training and experience.

Housing: Will be provided as part of the compensation.

To Apply:

Please email a letter about yourself, sharing your testimony, statement of faith, and philosophy of ministry to matt@theappregion.org. Please include your resume with three references.

Questions:

If you have questions about this position, contact Superintendent Matt Broadway at matt@theappregion.org.

Appendix 7: Why Clear Job Descriptions Serve the Church (Adapted)

Ryan Townsend / September 9, 2022 / 9marks.org

...[A]ssuming you're convinced of its value, what are some critical pieces of a good job description?

Job Title

A good job description should have a clear title.

Job Profile

The job profile details the specific characteristics that best complement the particular tasks and responsibilities for the job. All job descriptions should have a brief description summarizing the ideal profile for the position.

The ideal job description highlights the importance of “the 4 Cs”:

- **Character** – character is king. Bad character can be a team killer; good character, on the other hand, strengthens everyone around.
- **Competence** – do they have the skills and competencies necessary to do the job?
- **Communication** – are they able to communicate well with staff, members, and visitors?
- **Compatibility/Culture** – do they fit into the culture of your church staff/membership?

Job Qualifications

This could complement or serve as the job profile. It provides specific qualifications and skills that are necessary for the job (e.g., communication, experience, relational, technical, travel, spiritual).

Relationships (i.e., clear staff structures)

The job description should clearly state whom the employee reports to, whom he/she works with, and, if applicable, who reports to him/her. This should parallel the org chart.

Hours

This details the specific daily and weekly hours required for the job (e.g., 40–50 hours/week. Traditionally, Monday–Friday, 8:30–5:30 pm, and other times as needed).

Rationale

This briefly explains the big-picture/purpose behind the specific role, highlighting its strategic relationship and value-add to the church's mission and ministry. This may complement or be a part of the job profile.

Responsibilities

This breaks out in summary form the major categories/areas of responsibilities of the job.

Departure Notice

This explicitly explains the terms for notice and departure if the employee intends to leave the position.

The Actual, Detailed Job Description – Specific Tasks & Responsibilities

This is by far the largest section of the job description. It takes the major responsibilities and spells out the specific expectations and individual tasks for the job. Depending on the nature of the role, you can use this section to explain the tools and processes to do each task. It's also generally helpful to include a note for each task that states the expected number of hours it should take.

In conclusion, remember that the job description is simply a tool to build up, encourage, and serve the whole staff and church. Therefore, while the core elements and responsibilities will stay the same in most roles, a good job description is a living document that you should review and revise regularly as the role innovates, grows, and changes.

Appendix 8: How Much Should You Pay Your Pastors?

By Patrick Taylor / August 8, 2011 / 9marks.org

Budget season. The phrase strikes fear into the hearts of many pastors. Visions come to mind of grizzled finance committee chairs with decades-old axes to grind, and interminable business meetings where the relative merits of incandescent versus compact-fluorescent light bulbs are debated.

It ought not be like that.

This article offers some brief perspectives on pastoral compensation decisions based on my three-year service as deacon of budget at Capitol Hill Baptist Church in Washington, DC. First, I will comment on how healthy churches tend to generate healthy pastoral compensation decisions. Second, I will mention two biblical principles that are important for determining how much churches should pay their pastors. My prayer is that these perspectives will be of help to local churches as they undertake their annual compensation review process.

HEALTHY CHURCHES BETTER SUITED TO MAKE WISE DECISIONS

In general, it takes a healthy local church to produce a God-glorifying, encouraging, and amiable pastoral compensation decision.

In particular, a biblical understanding of local church membership and leadership is essential to healthy compensation decisions. Wise compensation recommendations and decisions are made by

- congregations who recognize that it's to their own advantage to respect and honor their pastors, and that sound teaching is life-giving and precious (e.g. Heb. 13:17; 2 Tim. 3:16-4:5);
- a plurality of (paid and unpaid) elders who recognize that they will give an account for how they shepherd a flock purchased with Christ's own blood (cf. Acts 14:23, 16:4, 20:17, and 21:18; Titus1:5; Jas. 5:14);
- deacons who understand and communicate the needs of the congregation and who act as shock-absorbers whenever threats to unity come (cf. Acts 6:1-7; 1 Tim. 3:8-13).

If all this is true, the first step in preparing a healthy compensation decision is, by God's grace, to build a healthy local church with biblical structures of leadership and accountability.

Now to some practical out-workings of good polity. There is wisdom in removing the pastoral staff from the process of making decisions about compensation. A non-staff elder or deacon of budget can gather the information—discussed in more detail below—essential to proposing a wise compensation decision. Two or more non-staff elders can take this information and develop a compensation recommendation for all the non-staff elders to consider, who would then in turn make a recommendation to the congregation for approval on the overall budget (at CHBC, we don't publicize the actual compensation package for all the staff, but that information is available upon request). I'll not soon forget the picture of all the staff elders at Capitol Hill Baptist filing out of the elders' budget meeting, and with complete confidence leaving the compensation discussions to the non-staff elders.

Without a biblical understanding of healthy church membership and leadership, it is less likely that a local church will reach a healthy compensation decision.

TWO PRINCIPLES FOR PAYING PASTORS

Scripture instructs churches to encourage their pastor(s) through fair compensation. Scripture also warns the church to beware a pastor who serves primarily for money.

Many American churches undercompensate their pastors. Many families have had to struggle through years of financial hardship, not because the Lord wants his ministers to feel financial pain, but because churches do not know how to be generous. Those responsible for pastoral compensation should understand that a “keep a pastor poor to keep him humble” perspective is simply unbiblical and damages the church. At the same time, a pastor can succumb to greed as quickly as any other person. It’s not difficult to open the newspaper and find examples of greedy pastors and unscrupulous churches.

Scripture speaks to the carnality and ungodliness of both excesses, and guides the church into a middle way that encourages pastors without tempting them to avarice.

Encouragement

In 1 Timothy 5, Paul instructs the church about caring for certain Christians. In verses 17–18, he states, “The elders who direct the affairs of the church well are worthy of double honor, especially those whose work is preaching and teaching.” And then he quotes Deuteronomy 25:4, saying “Do not muzzle the ox while it is treading out the grain,” and, apparently, the saying of Jesus recorded in Luke 10:7: “The worker deserves his wages.”

Also, Galatians 6 instructs: “Anyone who receives instruction in the word must share all good things with his instructor” (Gal. 6:6). Failing to provide a fair wage to our pastors undercuts their ability to care for their families (cf. 1 Tim. 5:8), and the Lord will hear their cry (Jas. 5:4).

It is an unwise congregation that believes that a pastor should be willing to work for, and his family to live with, poverty-level wages for the kingdom of God. Instead, the local church should encourage their pastors not only by submitting to their biblical leadership (Heb. 13:17), but by appropriately compensating them for the care they take over the souls of the church.

Consider the following.

- **Housing.** In matters of housing, encourage your parsonage-dwelling pastors by providing additional retirement-related compensation to make up for the lack of equity in a house. If the church does not have a parsonage, it should pay a pastor adequately to live in the neighborhood of the church. This enables his family’s ministry of hospitality, a ministry that is required for all elders (1 Tim. 3:2).
- **Education.** In matters of education, encourage pastors who are fathers of school-aged children by providing additional educational allowances if the public schools, particularly in urban areas, are unsuitable for their children’s moral and intellectual development.
- **Raises.** In matters of productivity, reward pastors who have labored well in the Lord’s vineyard by being sure to provide cost-of-living raises and even performance-related raises. The Department of Labor publishes detailed statistics on the costs of living; these should be consulted annually to ensure that pastoral salaries are not eroded by inflation.

- **Proportionality.** Ensure that different levels of compensation between pastoral staff are sensibly related to experience and job responsibilities. Pastors with similar experience and job responsibilities should be compensated similarly.
- **Discipleship.** Provide a book and meal budget for pastors. Books are great tools for evangelism and discipleship. And in modern urban settings, much good discipleship and evangelism occurs over meals. Lunch time might be your pastor’s most productive time of the day, as he disciples individuals in the congregation and builds relationships with non-Christians.
- **Professional growth.** Provide a professional-growth budget for pastors to be used both for conferences and to build their own libraries. Pastors who receive occasional fellowship with other pastors, and who continue to grow in the knowledge of the Bible, are happy and effective pastors. Equip them to equip you.

Consider too whether a particular compensation decision will encourage your married pastor’s wife. It is no easy thing to be the wife of a minister, even if money is of no concern. A church should not compound the challenges to a pastor’s wife by being close-fisted when it comes to questions of housing, education, hospitality expenses, and the reasonable expenses of the ministry.

These words of counsel are given primarily for the church in a contemporary American setting. But no matter one’s context, churches should look for context-specific ways to be open-handed with the pastors who care well for the church.

Guarding against Avarice

The second and countervailing principle is that the church should not lavish its pastors with extravagant compensation. Peter directs pastors in this way: “Be shepherds of God’s flock that is under your care, serving as overseers—not because you must, but because you are willing, as God wants you to be; not greedy for money, but eager to serve” (1 Pet. 5:2).

An effective way to guard against overcompensating a pastor is to consider the collective wisdom of many churches’ pastoral compensation. An excellent resource with which to compare pastoral compensation decisions is Richard R. Hammar’s *Compensation Handbook for Church Staff*. The *Handbook* is based on an annual survey of churches, and presents compensation data organized in categories such as church membership, income, setting (urban, suburban, and rural), and pastoral education, and it provides compensation information on base salary, housing allowance, parsonages, and benefits. Not only will the *Handbook* provide local churches with “market data” related to pastoral compensation, it will also act as a brake on unreasonable compensation.

FIRST THINGS FIRST

I cannot overemphasize the importance of healthy church membership and leadership to the pastoral compensation process. In my work, it was a great joy to find a congregation, elders, and deacons who affably went about the annual budget process without a single dispute or cross word. Where there were disagreements, the unity of the Spirit prevailed and disagreements did not become disagreeable. “How good and pleasant it is when brothers live together in unity!” (Ps. 133:1). Focus first on building a healthy church, and the budget will follow.

Appendix 9: Sample Job Post

Part-time or Full-Time Pastor

Lenoir, NC

[Tabernacle Advent Christian Church](#) in Lenoir, N.C. is seeking a part-time or full-time minister that will uphold the vital roles and functions of preaching/teaching, pastoring/counseling, and provide leadership to equip and encourage.

To view the job posting in its entirety, [click here](#). [This will link to a PDF of your church profile and pastoral job description]

To Apply:

Please submit a cover letter telling about yourself, sharing your statement of faith and philosophy of ministry. Please include your resume with three references.

Tabernacle AC Church

Attention: Pastor Search Committee PO Box 596

Lenoir, NC 28645

Tabernacleadvent@gmail.com

Appendix 10: Interview Questions

By Paul Alexander / March 1, 2010 / 9marks.org

Many churches who need a new pastor aren't quite sure what kinds of questions they should be asking. They may know they want a man who can preach the Bible well and shepherd the congregation faithfully. But they are often unsure about what it takes to do those things well, or how to tell whether a candidate is the kind of man who will be faithful over the long haul. In the absence of real wisdom, worldly wisdom often fills the vacuum, and the questions begin to hover around issues of whether or not he has experience, or can manage a staff team, or cast a vision, or implement a program, or make the church bigger. But all these questions could be fairly asked of a new middle management employee at Sony. So what are some questions specific to pastoral fidelity that churches should be asking pastoral candidates? Here's a starter set. Can you think of more?

1. In 60 seconds or less, what is the gospel? In 5 minutes, how did you become a Christian?
2. Do you have a statement of faith we can look at? Perhaps a copy of the Constitution, Bylaws, and Church Covenant of your previous church? Are these documents representative of your views? Where might you differ from them?
3. How do you preach (i.e., expositionally, topically, textually, doctrinally)?
4. What are some of the most important ideas and practices that you think cultivate health in the local church?
5. How do you know a healthy church when you see one? What are the leading indicators in your mind?
6. How do you think churches grow biblically?
7. What is your theology/philosophy of ministry? What is the place of preaching in that philosophy/ theology?
8. What is your style of leadership (hands on, laid back, quick paced, CEO, facilitator)?
9. What are one or two things about you that we might not like if we knew them (theology, method, personal weakness)?
10. What is your philosophy and theology of evangelism? How do your thoughts on biblical conversion intersect with your thoughts on evangelism?
11. How would you encourage a congregation to engage in personal evangelism? What tools would you use? What program(s) would you implement? Will you depend on programs to accomplish evangelism?
12. How would you take new members into a church? What process would you use? Why?
13. What do you think is the purpose of church membership? Why?
14. How do you cultivate a sense of biblical, godly community in a local church?

15. What form of church government and leadership are you committed to? Why? Can you talk about authority relationships in the church, particularly between the pastor and other elders, elders and deacons, elders and congregation, and pastor and congregation?
16. Is practicing church discipline, or moving towards practicing it, important to you? Why or why not?
17. What is a local church supposed to be biblically? How would you seek to cultivate that identity?
18. What is the primary responsibility of the pastor? What are the next few priorities under that?
19. Tell us about your family. How does your wife feel about being married into pastoral ministry? What are your children like?
20. How long are you looking to stay with your next church? Why?
21. Do you believe in the doctrines of grace? Why or why not?
22. What are your thoughts on worship music for the Sunday morning gathering?
23. What books have been most influential in your spiritual development? In your pastoral development? Why?

Additional Questions and Prompts

Adapted from Your Next Pastor, by Richard Blackaby

- Tell us about your personal prayer life.
- What answers to prayer have you recently?
- What did you do to promote prayer in your last church?
- Tell us about a time you experienced conflict in the church and how you approached the situation.
- What do you view as the role of the pastor's wife in the church?
- What would be some of the challenges for you if you were to come to our church? (i.e., moving, etc.)
- Have you ever sought marital counseling?
- How do you think moving to our church and area might affect your children?
- Tell us about some of your friendships and relationships in your current church.
- Tell us about a mistake you've made in ministry and how you would handle the situation differently next time.
- Where do you struggle in your Christian walk?
- Why would you be willing to leave your current place of ministry?
- Do you feel you accomplished all God intended when he called you to your previous post?
- How did/will your leaving affect your previous church?
- How do you feel God has prepared you for service with us?
- How would you respond if we don't feel led to proceed with you?
- What concerns or questions do you have about our church?
- How might we make this transition easier for you?

Appendix 11: 41 Questions to Ask a Potential Church

By Colin Adams / August 29, 2009 / unashamedworkman.wordpress.com

Before being called to pastor [Ballymoney Baptist Church](#), I inevitably faced a raft of questions from its eldership. Beforehand, however, *I also asked the elders* some questions of my own. Since [mentioning this in a prior post](#), I've been emailed several times to forward a copy of those questions to pastor's in the same situation. Here then is a slightly amended list of the questions I asked.

Theological Questions

1. What is the church's statement of faith and how did the church devise it?
2. What has been the most vexed theological question the church has faced? Has there ever been a church split over theology or practice? Why?
3. On the wider scene, what theological trends and strands of false teaching would the elders at Ballymoney be particularly concerned about at the moment?
4. What are the key functions/roles of an elder at Ballymoney?
5. What is the elder's relationship to the pastor? (For example, is the pastor an elder? Do the elders perceive themselves as, in some way, subordinate?)
6. What would the church's position be on the role of women?
7. What is the church's position on the function of charismatic gifts?
8. Is there a different kind of membership for someone differing on secondary issues? Would it ever be considered?
9. What kind of church government structure is practiced? How does it work out in practice?

Ministry-Philosophy Questions

10. What is the process of being baptized and becoming a church member? How is baptism and membership encouraged?
11. What are the expectations laid upon church members?
12. How does the church practice church discipline? (What sort of discipline has been practiced in the past?)
13. Do the elders have any plans for expansion of the building or church planting?

Advertisement

14. What, if anything, would the elders want to see change or develop in the future? (Each elder might want to answer individually!)
15. Do the church members generally (and happily) follow the lead of the eldership?
16. Can the elders give evidence of an openness to growing in their role? (By eg. reading resources on eldership, attending conferences, having a weekend away with pastor, etc)

17. In what ways (if at all) do you think my young age might affect my reception both in the church and among the eldership?
18. What would be the minimum and maximum expectations be of the frequency of the pastor's preaching? (ie. is one Sunday evening off in preaching a month the minimum acceptable; on the other hand, would preaching every service without fail be deemed unhelpful)
19. What items in the current services are non-negotiable? What other items are deemed acceptable and have been featured in the past? Is the pastor responsible for putting together all orders of service?
20. Is the current practice of communion (format, timing, gap between service and communion) set in stone?
21. What sorts of things do the Ballymoney elders feel the pastor should not be doing with his time?
22. What are the congregational/eldership expectations (these two may be different) regarding pastoral visitation?
23. How often are business meetings conducted? Does the pastor moderate this? Are they productive and generally positive? What is typically discussed?
24. Does the church have a yearly budget and if so, how is it put together?
25. What is the church's attitude and approach to missionaries?
26. Who is responsible for the website and library and how easy would it be for the pastor to make a significant input into each of these areas? (Note: I believe these resources would have some relation to my teaching function as a pastor)
27. Has the church ever had Fellowship Groups? If so, what is the leadership's feeling about their significance?
28. What are the leadership's views concerning counselling?
29. How would you sum up the spiritual health of the congregation in qualitative terms (against measurements like prayer, heart for evangelism, love for one another)?
30. What kind of impact have 'the troubles' and its aftermath had on the Ballymoney congregation?
31. Pardoning the expression, are there any 'sacred cows' in the church?
32. Would the congregation consider adding an additional paid staff member at any point?

Personal Questions

33. Would the elders have any objection to the pastor working from a church office? (My preferred place for sermon prep)
34. What is the view of the elders regarding the pastor resourcing himself? (Conferences; the odd retreat to read & plan, etc)
35. Are there any expenses for things?

36. What is the rationale regarding days off and holidays?
37. Is there any scope for 'preaching away' from Ballymoney? (Note: I would be very cautious about doing much of this, especially early on, however)
38. Do you think it would be relatively easy for a young family to settle into the church/town? What challenges might Nicki and the children face?
39. What role would the pastor's wife be expected to have in the church?
40. What are the schools like in Ballymoney?
41. How easy might it be to buy an affordable house in the Ballymoney area?

Appendix 12: Sermon Evaluation Form

Use this form to evaluate candidates' sermons by biblical criteria.

Scale

- 1 = Strongly Disagree
- 2 = Disagree
- 3 = Neutral
- 4 = Agree
- 5 = Strongly Agree

Exegesis/Theology

1. The preacher clearly explained the context of the passage.
2. The main point of the text was the main point of the sermon.
3. The preacher clearly preached Jesus from the text.
4. The sermon was gospel centered.

Application

5. The preacher made clear and helpful application of the text to various types of people.
6. The preacher presented clear ways to respond to the sermon.
7. The preacher showed care for the congregation.

Presentation

8. The intro was engaging and in line with the text.
9. The main idea and overall structure were clear.
10. The conclusion effectively sent the congregation away with the main point of the text.

General Notes:

Appendix 13: References Form

In order to ensure that our next pastor meets the qualifications described in 1 Timothy 3:1-7 and Titus 1:5-9, we ask that candidates provide a **minimum of seven references**. They should have knowledge of the candidate's:

Character (1 Timothy 3:1-3)

- Marital faithfulness (*Husband of one wife*)
- Thought patterns (*Sober-minded*)
- Lifestyle, habits, routines, etc. (*Self-controlled, respectable*)
- Demeanor toward others (*Hospitable*)
- Sobriety (*Not a drunkard*)
- Approach to conflict (*Not violent but gentle, not quarrelsome*)

Household (1 Timothy 3:4-5)

- Parenting and children (*Must manage his own household well, with all dignity, keeping his children submissive*)

Maturity (1 Timothy 3:6)

- *Must not be a recent convert*

Reputation (1 Timothy 3:7)

- *Must be well thought of by outsiders*

Ability to Teach (1 Timothy 3:2b; Titus 1:9)

- Ability to teach
- Ability to hold firm to the word
- Ability to give instruction in sound doctrine
- Ability to rebuke those who contradict sound doctrine

Contact Information

Name
Relationship
Contact Info
Notes

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Appendix 14: Reference Interview Form

Candidate's Name:

Name of Person Being Interviewed:

Contact Info:

Relationship to Candidate:

Notes:

Date of Interview:

Possible Introduction: *"I am a member of the Pastoral Search Committee from _____ Church. The church has given us the responsibility of bringing viable candidates to the congregation for consideration. We believe in God's often repeated warning in Proverbs to use a multitude of counselors to make safe and sure decisions. Your name was given to us as a reference for _____ who is a potential candidate for us. I am going to ask you to be very candid with me and I assure you we will be extremely discreet with your responses. Please be patient with me as I will be writing notes as we go."*

Note:

- Each reference will be more knowledgeable about some of the questions below than others.
- They should pass on questions about aspects of the candidate with which they are unfamiliar.
- Ask for examples of everything they share about the candidate.
- Take thorough notes on a separate sheet of paper.

General

How long have you known the candidate?

What has been your relationship with the candidate?

Our first concern is that our next pastor meet the qualifications listed in 1 Timothy 3 and Titus 1. Based on these passages, I'd like to ask you the questions about the candidate's character, household, maturity, reputation, and abilities.

Your answers will remain confidential among the pastoral search committee.

Character (1 Timothy 3:1-3)

Husband of one wife

- What is his marriage like?
- To your knowledge, has he been a faithful husband?

Sober-minded

- What are his thought-patterns like?
- Does he tend to be thoughtful?
- Is he balanced in his thinking, or is he given to extremes?

Self-controlled, respectable

- What is his lifestyle like?
- What are his habits like?
- What sort of routines does he keep?
- Is he an orderly person or is he disorderly, scattered?

Hospitable

- Is he more of an 'open-door' type of person or more of a 'closed-door' type of person?
- Does he show evident concern for others?

Not a drunkard

- To your knowledge, is he addicted to anything? (Alcohol, drugs, etc.)

Not violent but gentle, not quarrelsome

- What is his approach to conflict like?
- Can you think of examples in which you have seen him navigate conflict? How did he handle it?
- Does he have a peaceful effect on situations or an inflaming effect?
- Does he ever get angry with people?

Household

Must manage his own household well

- Can you tell me about his household and family life?
- What are his children like?
- Are his children submissive to their parents? Their teachers?
- How would you describe his parenting style?

Maturity

Must not be a recent convert

- How long has he been a Christian?
- How long has he been a church member?

Reputation

Must be well thought of by outsiders

- What is his reputation with people outside of the church?

Ability

Able to teach

- Tell me about his preaching and teaching.
- Has his preaching and teaching been fruitful?
- Do people tend to be able to understand the scriptures he's preaching and teaching?

- Does his life match his teaching?
- Does he seem to have a good grasp of Christian doctrine?
- Have you ever seen him correct someone who is mishandling scripture? How did he handle it?
- Does he seem more able to teach in formal settings or informal settings (like one-on-one discipleship relationships)?

Possible Conclusion:

“Thank you so much for your time.

Before we conclude, is there anything else you think we should know as we consider this candidate?

Is there anyone else we should speak with to learn more about him?

If you think of any additional information for us, feel free to contact me any time at _____.”

General Notes: