



Evangelical Missionary Church  
of Canada HIS MISSION - OUR MISSION

# Guidelines for a Pastoral Search Committee

[Revised November 29, 2013]

Guidelines for a Pastoral Search Committee

## ***Introduction***

- Trust the Lord!
- Jesus is the Lord of the church and it is important for the congregation and leadership team to exercise real and practical faith. God is still on the throne!
- DON'T RUSH BUT BE PURPOSEFUL IN YOUR PROGRESS.
- All pastoral appointments are made through the assistance of the National team. Keep the Regional Minister (RM) "in the loop" throughout the process. The placement of a pastor is done in the context of a triangular relationship: Prospective pastor/ Congregation/ A member of the EMCC National Team. As such it is important that each one in the process understands and works within the agreed upon protocols. Others agree to different protocols but what is important to honour the protocols that describe our present relationships. God expects us to honour the agreements that constrain us whether or not we find them convenient at the moment. As such, we do our best to work within the context of the threefold partnership. Appendix 2 contains the directives that govern how we proceed through the placement of a pastor. The Directives stipulate that the RM must approve a candidate before appointment of a regular interim or a regular pastor. Where there has been a divorce on the part of a candidate or the candidate's spouse, that individual cannot be considered before the "extenuating circumstances" process has happened. The RM needs to be kept informed on a regular basis in order to keep up with his part in the process. A monthly call from the chair of the search committee to the RM is usually sufficient, but more contact may be needed depending on the demands of the particular circumstances at a given moment.

## ***Interim Pastors***

Should we consider an interim pastor?

- An INTERIM PASTOR is a good option especially if there has been a lengthy tenure of a pastor, a major church struggle, a difficult leaving of the previous pastor, or a financial shortfall. The interim is often a part-time pastor.
- Pulpit supply for a number of months is another option but the leadership team needs to be strong enough to carry on certain elements of ministry that an interim could help with.
- A healing, recovery process is essential before a new pastor begins, or the new pastor may well become the short-term interim.
- Retired or semi-tired pastors who serve interim capacities typically have a great store of experience that they can draw on and are therefore able to step into a situation and begin to minister effectively very quickly. An experienced pastor often brings a sense of stability to a congregation during a time of uncertainty simply because there is a clearly an experienced hand on the tiller.
- A second factor is that there is a grieving process that must get worked through. A hiatus between the outgoing pastor and an incoming pastor during which time someone who is serving for a given period of time really helps. An incoming pastor who comes in too quickly after a good leaving suffers in a comparison, while a pastor who follows a bad leaving can often become the lightning rod for any lingering discontent.
- The third factor is that an interim, engaged on a part time basis, can help a church during a time of financial difficulty. The fact that the interim is part-time is something that a congregation can sustain quite well for a period. It is also a time when you have some of the value of a trained and experience pastoral leader but there is an increased need and opportunity for others in the body to share in ministry and this can be a time of real growth.
- Fourth, the search often takes longer than one might wish. Interim pastors are drawn from a variety of sources.

### ***Establishing the Search Committee***

1. Establish your Pastoral Search Committee. Your local bylaws may specify the process for you. If not, we suggest that you establish a Search Committee of 3-7 individuals -- enough to allow for differing evaluation of candidates but not too large that you cannot come to a decision. If you choose to make your Board the Search Committee be aware that some elements of your congregation may not be well represented. It is a good idea to choose a third of the committee from the membership at large. It is not a bad idea to present your search committee to the membership for approval.
2. The Committee should meet, organize by electing a chairman and a secretary, with plans to meet regularly.
3. The RM is to be kept informed of your work. It is helpful for the RM to be present for your first meeting. His guidance and advice can help you through this important time. He will be able to provide resumes of available or potential candidates as well as to help you with procedural issues. It is his responsibility to assist you in your search for a pastor. The RM may appoint a representative to work with you in the process.
4. The Search Committee is responsible to recommend to the Membership the calling of a Pastor, having first evaluated the needs and best interests of the Church as a whole through consultation with the Membership. The Search Committee should make such arrangements as necessary to properly interview, meet, assess the skills, gifting, and experience of the prospective pastor and to otherwise assure that the Church has an adequate basis for voting on the recommendation. As much as possible, the Search Committee should make its recommendation to the Church on a unanimous basis. A detailed report setting forth the finding of the Search Committee should be prepared and made available to the Board.

### ***Work of the Search Committee***

1. Keep the congregation informed on a regular basis about process! Even if you cannot report names you can report what the committee has been doing. Be very careful that discretion and confidentiality are observed but make it very clear to the congregation that they may hear several pastors as part of the search process, but at this time, the speaker is coming only so there can be a mutual time of 'let's get to know each other.' Remember that you are exercising spiritual leadership in that you are giving the lead in discovering whom the Lord has prepared to step as the next pastoral leader.
2. Update the RM on a monthly basis of your work
3. Develop a profile of both your church and your community, [Ordering a Community Profile To order a Community Profile for your church contact Lorne Hunter of Outreach Canada. Be sure to mention that you are with the Evangelical Missionary Church of Canada. Lorne will send you the profile. Contact Lorne at [Lorne.Hunter@outreach.ca](mailto:Lorne.Hunter@outreach.ca). Upon notification from Lorne, the National Office will send an invoice to your church. Check with your RM for the current price.] and also a profile of the pastor you are searching for at this time (if you have profiles on file, be sure to review and update them for the structure of your church and the direction of pastoral ministry could have changed over the years. The congregation can help in this process with their response to properly worded surveys. The profile writing exercise gives church leadership an opportunity to reconsider direction, provide clarification for the search process, and gives prospective candidates an understanding of the expected ministry. See below.
4. The profile of the church can be mailed to prospective candidates, along with a letter of invitation. If you are interested in a candidate it is often helpful to have a prepared questionnaire that you send with your information packet. If the candidate agrees have the candidate answer the questions in writing and use these as the basis for your interview. Have a similar questionnaire ready that you can use when you do a reference check. See attached examples.
5. Secure resumes of prospective candidates. At any one time, the RM will have a number. Remember to treat the resumes as confidential documents!

6. Meet to consider the returned resumes of prospective candidates. Pray about which ones the Committee should investigate further.
7. Churches have a right to seek out pertinent information from the applicant's previous employers; however it is recommended that signed consent is received from the applicant. (See Previous Employers Consent Form in Appendix 6)
8. If a potential candidate is currently pastoring in an Evangelical Missionary Church, please consult with the RM. Otherwise, some of our well-known pastors could be plagued with continuous calls.
9. If you search outside the EMCC, it is recommended that any interest of a potential candidate to serve with us BEGINS with a resume to the National Office, sent to the attention of your RM. An RM will work with one of our Credentialing Interview Teams (CITs) in an initial evaluation of the candidate. Except for clearly defined interim work, or most unusual circumstances, potential pastors should have completed their application with, and have received approval of the CIT, BEFORE they preach for a call or are voted on. The careful work of the CIT in checking references and interviewing more than compensates for any delay in placing a new pastor.
10. If possible, either attend the candidate's church and hear him preach in his own pulpit, or invite him for a 'get acquainted' interview with your Committee. Invite the candidate to come as pulpit supply (make it very clear that it is only pulpit supply, and there is no commitment on your part to proceed),
11. Schedule a visit (or visits) with various groups in the church. Perhaps on the initial pulpit supply visit, the Search Committee could also interview a prospective candidate. On a subsequent visit, plan for interaction with other boards/groups in the church, and, if you are really serious, plan for interaction with the congregation (e.g. a time of after-service refreshments, combined with sharing a testimony or a time of questions and answers).
12. The Search Committee may interview as many candidates as it wishes, but may present only one candidate to the congregation for a pastoral vote. In other words, keep the RM informed of what you are doing, and only call for a congregational vote when you are convinced the candidate is the one you want to serve. The congregational vote is ratification of the Search Committee's recommendation; it is NOT part of the search process.

### ***The Recommendation***

- The Search Committee should recommend only one candidate at a time to the Board. When the Search Committee is prepared to make a recommendation, it should make its recommendation to the Board and/or Deacons/Elders and upon an 85% [set your own standard, but make it at least 2/3!] approval of this Board, the name of the candidate should be placed before the Membership by the Search Committee at a special meeting called for the purpose of hearing the report from the Search Committee and voting upon such recommendation.
- Depending on the circumstances the preaching for a call may precede or follow the final interviews.
- Call the RM if you are ready to invite a candidate to preach for a call BEFORE you extend the invitation.

### ***The Preaching***

- When the candidate speaks at the church, make him and his family as welcome and comfortable as possible. After the morning service, take them to lunch and make provision for the family for the afternoon.
- The Pastoral Search Committee should meet at a convenient time to interview the candidate, if it has not been done this previously. Question him thoroughly in regard to doctrinal positions and philosophy of ministry, and any other questions that might pertain to his ministry with the congregation. Allow him to question the Committee for he wants to know as much about the congregation as it wants to know about him.

### ***The Vote***

- If it is the decision of the Committee to recommend him to the congregation as pastor, the recommendation should be prepared for presentation to the congregation. Should the interview be conducted prior to the candidate's message and the results have been favourable, the recommendation could be read and acted upon following the message.
- The name of the candidate should be placed before the Membership by the Search at a special meeting called for the purpose of hearing the report from the Search Committee and voting upon such recommendation. Such a meeting should be chaired by the Chairperson of the Search Committee.
- Only one name for the position of Pastor shall be presented to the Membership at any one time for consideration. Upon the eighty percent (80%) [set your own standard, but make it at least 2/3 and 3/4 preferable!] approval of the Members voting.
- Often a pastoral candidate will preach a 'call' just prior to a congregational vote (the vote is not necessarily taken in the same meeting). Sometimes, a weekend visit is planned, so there is opportunity for interaction with several key groups in the church.

### ***Notification of the Result***

1. Notify the candidate immediately of the results of the vote. If he received the majority required, he should know exactly how many votes were cast for and against him. If he did not, it is not necessary to say how many were for or against him, but simply that the Lord did not lead in that way at this time.
2. If the candidate is not available in person to receive the results, notify him immediately by phone.
3. If the prospective candidate is called, he should be given up to a week, or longer if he requests it, to make his decision to accept or reject.
4. When his answer comes it should be announced immediately to the congregation as to arrival date, etc.
5. In the event that the prospective Pastor does not accept the call, then the Search Committee shall resume its function in finding an alternative recommendation to be made to the Membership until such time that an acceptable Pastor is found
6. The congregational vote should be a 'Yes-No' vote. The decision is based upon a vote by church members, but it is good to let adherents express their opinion. This can easily be done by using different coloured ballots.
7. The Pastoral Search Committee has one or two more functions after a pastor accepts the call of the church. (a) They should prepare newspaper releases to be released to the local newspaper just before arrival of the new pastor. (b) The Committee should prepare a reception and installation service for the new pastor and help him get settled.
8. A Regional Minister is to be advised promptly of the outcome of any pastoral vote.

## Appendix 1

### *Sample Questions to ask of a Candidate*

#### *Questionnaire for Candidate: Pastor*

*INSTRUCTIONS: Please answer the following questions on a separate sheet(s). Please put your name and the date on each sheet and number the pages.*

*Your answers should be brief, clear and to the point. For questions that you feel need more extensive elaboration, we will give you an opportunity to expand on them during the interview. We will use these questions as the basis for our time together during the interview.*

*Thank you for helping us in this process of exploration. If you have further questions please do not hesitate to call. The LORD's every blessing!*

- 1. Write out your personal testimony in 50 words or less.*
- 2. What challenges you to a closer walk with God? Could you describe your personal devotional life? What impact does this have on your personal life and ministry?*
- 3. What part does prayer play in your life?*
- 4. Why did you enter the ministry?*
- 5. Do you still feel that way today?*
- 6. Do you have the support of your wife and children in your role as a minister?*
- 7. Do you have a healthy family life?*
- 8. How long have you been in any Christian ministry (including non-pastoral)?*
- 9. How long have you been in the Evangelical Missionary Church?*
- 10. How long have you been credentialed with the Evangelical Missionary Church?*
- 11. What is your philosophy of ministry? Give a summary statement.*
- 12. How do you perceive your organizational and administrative skills?*
- 13. What are your primary spiritual gifts? What evidence do you have for this assessment?*
- 14. Do you follow through and complete projects and required tasks?*
- 15. Are you a team player? What experiences have you had in a team?*
- 16. What is your leadership style? Facilitator? Encourager? Delegator? Do you prefer to do things yourself?*
- 17. How do you relate to others? one to one? in a group setting? newcomers or strangers?*
- 18. How have you handled controversy within the congregation or other setting?*
- 19. What do you see as your strengths and weaknesses?*
- 20. Describe your effectiveness in evangelism (how many conversions, church growth, etc.). Comment on your philosophy of evangelism and methods you have used in evangelism.*
- 21. What do you do to disciple new converts?*
- 22. What experience have you had with small groups*
- 23. Find attached our Purpose Statement and some supporting documents. Could you embrace and work this? Please comment.*
- 24. What kind of sermons do you preach? Topical, Expository, Biographical. Please comment so that we can understand your approach and purpose in preaching.*
- 25. Describe your typical sermon preparation.*

26. *What is your stance on the following issues? How do you address these in your ministry? Would you preach about them?*

- a) *Abortion*
- b) *Women in Ministry*
- c) *Divorce (and Remarriage)*
- d) *Euthanasia*
- e) *Musical Styles*
- f) *Community Involvement*
- g) *Social Action*
- h) *Cross denominational fellowship*
- i) *Homosexuality*
- j) *Abstinence*

27. *How do you respond to the needy in society?*

28. *How important is it to conform or to strive for the qualities or standards that Paul gives Timothy? Can you comment on these as listed in 1 Timothy 3 as they relate to your personal life and ministry?*

*1Tim. 3:1 Here is a trustworthy saying: If anyone sets his heart on being an overseer, he desires a noble task. 2 Now the overseer must be above reproach, the husband of but one wife, temperate, self-controlled, respectable, hospitable, able to teach, 3 not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. 4 He must manage his own family well and see that his children obey him with proper respect. 5 (If anyone does not know how to manage his own family, how can he take care of God's church?) 6 He must not be a recent convert, or he may become conceited and fall under the same judgment as the devil.*

- a) *above reproach*
- b) *the husband of but one wife*
- c) *temperate*
- d) *self-controlled*
- e) *respectable*
- f) *hospitable*
- g) *able to teach*
- h) *not given to drunkenness*
- i) *not violent but gentle*
- j) *not quarrelsome*
- k) *not a lover of money*
- l) *he must manage his own family well*
- m) *his children obey him with proper respect*
- n) *He must not be a recent convert*

29. *Are there any further comments or observations that you would like to make? Are there questions that you wish to ask us?*

### ***Sample Questions to ask when checking References***

#### *Questionnaire for Referees*

Name of Referee \_\_\_\_\_

Reference is for: \_\_\_\_\_ Date: \_\_\_\_\_

1. How long have you known this candidate?
2. What is your relationship with this person?
3. What characteristics drew you to this person? What characteristics of his endear him to you?
4. To the best of your understanding, why did he enter the ministry?
5. Does he still feel that way today?
6. Do you find him approachable?
7. Concerning his preaching:
  - A. Are his sermons biblically sound?
  - B. Are his sermons thought-provoking?
  - C. Do his sermons challenge you to a closer walk with God? A more righteous life? A greater concern for your neighbour?
  - D. Do his sermons give evidence of deep study and personal application of the Word of God?
  - E. Does he make clear application in a sermon calling for response?
  - F. Are you aware of his stance on any particular social issues?

8. Do you know how he has handled controversy within the congregation or other setting?
9. How do you perceive his organizational and administrative skills?
10. Does he follow through and complete projects and required tasks?
11. Is he a team player?
12. What is his leadership style? Facilitator? Encourager? Delegator? Does he prefer to do things himself?
13. How do you perceive the support of his wife and children in his role as a minister?
14. Does he have a healthy family life?
15. How does he relate to others? one to one? in a group setting? newcomers or strangers?
16. What do you see as his strengths and weaknesses?
17. In view of 1 Timothy 3 can you comment on the following matters?

*1Tim. 3:1 Here is a trustworthy saying: If anyone sets his heart on being an overseer, he desires a noble task. 2 Now the overseer must be above reproach, the husband of but one wife, temperate, self-controlled, respectable, hospitable, able to teach, 3 not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. 4 He must manage his own family well and see that his children obey him with proper respect. 5 (If anyone does not know how to manage his own family, how can he take care of God's church?) 6 He must not be a recent convert, or he may become conceited and fall under the same judgment as the devil.*

- above reproach
- the husband of but one wife
- temperate
- self-controlled

- *respectable*
- *hospitable*
- *able to teach*
- *not given to drunkenness*
- *not violent but gentle*
- *not quarrelsome*
- *not a lover of money*
- *he must manage his own family well*
- *his children obey him with proper respect*
- *He must not be a recent convert*

18. *Do you have any comments or observations?*

*The Pastoral Search Committee and the Development of a Church and Pastoral Profile: Guidelines*

## Appendix 2

### **EMCC Bylaws and Articles of Governance pertinent to pastoral search and placement**

What follows are the sections of the EMCC Articles of Governance most relevant to the placement of pastors. In other words they are the binding statements on how we do business with each other as a family of churches.

The placement of a pastor is done in the context of a triangular relationship - Prospective pastor/ Congregation/ EMCC National Team. As such it is important that each one in the process understands and works within the agreed upon protocols. Others agree to different protocols but what is important to honour the protocols that describe our present relationships. God expects us to honour the agreements that constrain us whether or not we find them convenient at the moment. As such, we do our best to work within the context of the threefold partnership.

A National Staff member must approve a candidate before appointment of a regular interim or a regular pastor. Where there has been a divorce on the part of a candidate or the candidate's spouse, that individual cannot be placed before the "extenuating circumstances" process has happened. The RM needs to be kept informed on a regular basis in order to keep up with his part in the process. A monthly call from the chair of the search committee to the RM is usually sufficient, but more contact may be needed depending on the demands of the particular circumstances at a given moment.

#### **GOV – 1.2. RELATIONSHIP OF EMCC TO CREDENTIALLED MINISTERS**

Maintaining credentials in the EMCC requires and implies compliance with the Bylaw, Articles of Faith and Practice, Articles of Governance and National Policy of the EMCC. It also explicitly requires signing of the Minister's Covenant. Compliance includes submission to the discipline laid out in this Articles of Governance and elaborated in the National Policy. Church leaders who wish to hold the teaching and preaching office shall be examined and credentialed according to standards that assure a unity in essentials, and evidence of Christian maturity, gifting and call.

#### **GOV – 4.2. GENERAL PRINCIPLES ON CREDENTIALING**

Church leaders who wish to hold the teaching and preaching office shall be examined and credentialed according to standards that assure a unity in essentials, and evidence of Christian maturity, gifting and call. Only one EMCC credential shall be held by an EMCC minister. It is our understanding that:

1. a local church has the right to select its own pastoral leaders, respecting the right of the EMCC to exercise its responsibility to oversee the credentialing process;
2. the EMCC has a right to credential pastoral leaders of EMCC churches;
3. our leaders who hold the teaching and preaching office (pastors and the like) shall be examined and credentialed according to standards that assure a unity in essentials, compatibility with EMCC Articles of Faith and Practice, and giftedness and call to their office;
4. the calling of pastoral staff shall be subject to credentialing;
5. all leadership ministry staff (engaged in teaching or public leadership) are accountable to the same standards of ministerial conduct whether or not they hold EMCC credentials;
6. a member in good standing of a local congregation may be a credentialed minister, although he or she may have ministry in other groups or countries;

7. the exercise of discipline shall be the responsibility of the local leaders in concert with the credential granting body of the EMCC;
8. if a minister has had his or her credentials suspended the minister is also automatically suspended from his or her duties in a member church or any other duties which would normally be performed as a credential holder;
9. if a minister has had his or her credentials removed the minister is also terminated from his or her duties in a member church or any other duties which would normally be performed as a credential holder.

### **GOV – 4.3. MINISTERIAL COVENANT AGREEMENT**

#### **GOV -- 4.3.1.**

Maintaining credentials in the EMCC requires and implies compliance with the Articles of Faith and Practice, Bylaw, and Articles of Governance of the EMCC. Compliance includes submission to the discipline laid out therein. Ministers are required to sign a Ministerial Covenant Agreement with the EMCC on entering a ministerial relationship with the EMCC. The substance of this agreement consists of the declaration of the minister to adhere to the Bylaw of the EMCC and to advance the purpose, promote the values and support the ministries of the EMCC and to maintain the moral and ethical standards of a Christian minister. This covenant agreement shall be signed annually as part of the requirement for maintaining credentials.

#### **GOV -- 4.3.2.**

It is a recognized fact among us, that greater accomplishments can be achieved for the kingdom of God by combining our efforts in a cooperative fellowship for the outreach of the gospel at home and abroad. In the interests of furthering the work of the Church under our great Head the Lord Jesus Christ, it is incumbent upon us that we work together in mutual cooperation and harmony making common cause for Christ. It is, therefore, right for credential holders to covenant with the people, churches and leadership of the Evangelical Missionary Church of Canada (EMCC). The following constitutes the content of the minister's covenant agreement:

1. I understand that my signature indicates my commitment to enter into a Covenant with the people, churches and leadership that are corporately known as the Evangelical Missionary Church of Canada.
2. I understand that inasmuch as the credential granted makes me a representative of the EMCC I covenant to advance the purpose, promote the values and support the ministries of the EMCC to the best of my ability and to honour the commitments expressed in the EMCC Bylaw.
3. I will endeavor to establish personal, spiritual disciplines that will foster and promote a deep, intimate relationship with God, which is essential to effective service as a Christian believer, including prayer, Bible study, regular church attendance, and sharing my faith with others.
4. I understand I am entering into an accountability relationship with the EMCC, wherein the officers of the EMCC act on behalf of the people and churches of the EMCC and I covenant to be amenable to their counsel and direction.
5. I have read, understand and agree to comply with the provisions of the EMCC Bylaw specifically the Articles of Faith and Practice and the standards and discipline of ministers.
6. I understand that the credential granted is in trust and can be revoked for beliefs incompatible with or conduct unbecoming a minister of the EMCC.
7. I understand and subscribe to the theological perspectives and positions of the EMCC and am committed to upholding these principles in my preaching and teaching. I will not teach or

promote personal biases or interpretations which are at variance with clearly delineated EMCC doctrine and practice. If I come to hold things at variance I agree to immediately communicate with the EMCC in writing.

8. I understand that as a Christian minister I am called to a life of exemplary speech and conduct. I understand that the following unbecoming conduct is incompatible with Christian standards and is just cause for disciplinary action up to and including dismissal from service and revocation of ministerial credentials: including but not limited to breach of trust or confidence, theft, fraud, lying, criminal activity, marital unfaithfulness, sexual intimacy or intercourse (either homosexual or heterosexual) before or outside of marriage (being the exclusive covenant union of one man and one woman), sexual harassment abuse or interference, substance abuse (including tobacco, alcohol or other drugs), addictive behaviour including use of materials that devalue and debase sexuality (e.g. pornography), violent or abusive behaviour or speech.
9. I understand that in the event that my EMCC ministerial credential is revoked that neither the EMCC nor the local church is liable for any damages or loss that might occur as a result of forfeiture of this credential.
10. I understand that in the event that disciplinary action is taken, such action shall be conducted in keeping with the principles of Biblical justice and conduct and in cooperation with the local EMCC congregation where I hold membership. I also understand that my accepting this credential constitutes an implicit consent to submit to the regular discipline of ministers.
11. I understand that signing the Minister's Covenant affirms I have understood that compliance with the standards and principles set out in this Covenant is a term and condition of my credentials with the EMCC and of ministry in an EMCC congregation.
12. I covenant to conduct my life and ministry in such a way that Christ is honored and His Kingdom is advanced.

#### **GOV – 4.4. CREDENTIAL CATEGORIES**

##### **Gov – 4.4.1. ORDAINED MINISTER**

Ordination is the validating action of the church in recognition of an individual's calling, gifting, training and personal suitability for ministry which has been proven under the review and support of the EMCC. An ordained minister is a licensed minister affirmed in ministry by the EMCC. Ordination credentials will remain in effect if the minister:

1. retains membership in good standing with a member or affiliate congregation of the EMCC, and
2. remains active in a ministry recognized by the EMCC, and
3. reports annually through written report to the National Office, and
4. signs the Ministerial Covenant Agreement annually, or
5. has been ordained by, or received as an ordained minister by, the EMCC and is recognized as having retired from service; and continues in good standing within the EMCC.

Should a minister leave a designated position and enter a field outside the categories of ministry recognized by the EMCC, the National Office shall make a recommendation to the Board of Directors concerning the credentials of the said minister. Other policies as are necessary shall be approved by the Board of Directors and added to the National Policy.

#### **Gov – 4.4.2. LICENSED MINISTER**

A licensed minister is a person who is examined, approved and appointed to ministry in the EMCC. Licensing will remain in effect only as long as the person:

1. retains membership in good standing in a member or affiliate congregation of the EMCC, and
2. remains active in a ministry recognized by the EMCC, and
3. reports annually through written report to the National Office, and
4. signs the Ministerial Covenant Agreement annually.

Other policies as are necessary shall be approved by the Board of Directors and added to the National Policy.

#### **Gov – 4.4.3. CANDIDATE**

A candidate for ministry is a person who is examined, approved and available as per Licensing for appointment to ministry within the EMCC but at the time of approval does not have a recognized ministry assignment. Candidate status will remain in effect only as long as the person:

1. retains active membership in good standing with a member or affiliate church in the EMCC, and
2. continues to be actively seeking appointment to ministry within the EMCC, and
3. reports annually through written report to the National Office, and
4. signs the Ministerial Covenant Agreement annually.

When a candidate is unable to secure a recognized appointment within two years of the issuance of the credentials, the candidacy shall expire.

Other policies as are necessary shall be approved by the Board of Directors and added to the National Policy.

#### **Gov –4.4.4. CERTIFIED MINISTRY WORKER**

Certification is a special limited credential intended for a person in one of three categories:

1. a person who is not now licensed or ordained, but who will be employed in some specific pastoral or ministry role by an EMCC Congregation or by a denominational ministry of EMCC for which credentialing is deemed advisable by both the local and denominational leadership. It is expected that a Certified Minister will be supervised by a Licensed or Ordained Minister and only in exceptional situations shall a Certified Minister serve as the sole or senior pastor of a charge and only for a specified time, under the direct supervision of a regularly credentialed minister as designated by the National Office;
2. a person who is a member in good standing of an EMCC congregation, and who is employed by an educational, medical, residential, personal care, or other such institution in a Christian ministry capacity or who is a missionary in a recognized ministry for whom this credential is deemed advisable by the leadership of both the local congregation and the denominational leadership;
3. a person who is engaged in a ministry in a local congregation where the individual is on a development path of study and service in preparation for regular licensing, and who is strongly recommended and endorsed on a continuing basis by the local congregation.

This credential intends to maintain the same standards of character and conduct as required for licensing and ordination but where the preparation in Bible and Theology is at a lower level. This credential is tied directly to the particular recognized ministry assignment and is not portable.

Other policies as are necessary shall be approved by the Board of Directors and added to the National Policy.

## **GOV – 4. MINISTERS**

### **GOV – 4.1. FOUNDATIONS**

#### **GOV – 4.1.1.**

Ministers are persons called of God to serve the church in an official leadership capacity. Scripture clearly indicates (I Timothy, Titus) that there are standards against which Christian leaders are measured and held accountable. To ensure a person's qualifications and credibility for service, the EMCC engages in the formal credentialing of those called to serve.

#### **GOV – 4.1.2.**

Both Biblical teaching and Christian tradition recognize the importance of those “set apart” for the Gospel work of leadership in the Church of Christ. While history chronicles that there was a long period in which the Church overlooked the fact that all followers of Jesus are “ministers,” we in our day must be careful that we do not overlook the fact that God calls and gifts (sets apart) individuals for Gospel work as leaders.

#### **GOV – 4.1.1.**

We understand that the “setting apart” of individuals is God’s prerogative but the believing community has been given the responsibility of examining individuals to ensure that they have been “appointed” or “set apart” or “ordained” to a particular Christian Ministry. In short, the biblical teaching of the “priesthood of all believers” and the gifting for service of all followers of Jesus does not contradict the importance of recognizing the biblical teaching concerning leaders. The biblical terms of “pastor” (shepherd), “presbyter” (elder), and “bishop” (overseer), as well as “deacon” (servant, minister), or “leaders” generally, and other terms, such as apostle, prophet, evangelist, teacher illustrate the richness of the terminology in the early church.

#### **GOV – 4.1.1.1.**

Leadership gifts revolve around two focal points “leading” and “ministry of the Word.” Some of the leaders were primarily local while others were transcongregational. The granting of denominational credentials constitutes recognition of this transcongregational gifting by God.

#### **GOV – 4.1.1.2.**

While it is our view that it is God alone who sets apart, we recognize that the believing community has the responsibility of determining whether a particular individual has been so set apart. The credentialing process serves as a means for the believing community to confirm an individual’s personal conviction of God’s call to leadership ministry and thus serves as a standard of recognition across the whole EMCC community.

## **GOV – 4.5. TRANSFERS BETWEEN FRATERNAL GROUPS AND LIKE DENOMINATIONS**

In recognition of fraternal relationships with the Evangelical Church U.S.A. and the Missionary Church USA, the credentials of a minister shall be recognized if they are accompanied by a letter of recommendation stating clearly that the recommendation is without reservation, and with the further proviso that the minister will avail himself/herself of such courses and the like that will enhance his/her appreciation and understanding of the history and mission of the EMCC. Bilateral agreements

on credentials may also from time to time be signed with like denominations with the consent of the President and the approval of the Board of Directors.

#### **GOV – 4.6. APPLICANTS FROM OUTSIDE THE EMCC**

Applicants from outside the EMCC may have their credentials recognized following the appropriate review of their application, references and history of service. Policies governing the processing of applicants for approval of ministerial credentials shall be detailed in the EMCC National Policy.

#### **GOV– 4.7. RESTRICTION ON CREDENTIALING**

##### **GOV– 4.7.1. IN THE CASE OF THE SEPARATION OF MINISTER AND SPOUSE**

In the event that a credential holder becomes separated from his/her spouse the minister and the local church (or responsible party of the mission or ministry concerned) shall report the matter immediately to the EMCC National Office. The circumstances shall be examined without delay. In cooperation with the local or ministry leadership, the National Office shall decide on the best course of action. Every reasonable attempt shall be made to help the ministerial couple to affect a redemptive solution. In the event that it is judged that the minister should be placed on leave of absence the local church leadership shall do all within its power to facilitate the leave. Where the evidence dictates the propriety of the minister resigning, the local or ministry leadership is encouraged to consider factors of legal requirement, and the ability to apply generosity. Where the case is judged to require it, the process of ministerial discipline will be applied.

<sup>1</sup> I Tim. 3:2,4,5, 4:12, Titus 1:7

##### **GOV – 4.7.2. IN THE CASE OF DIVORCED PERSONS**

###### **GOV – 4.7.2.1.**

It is the usual policy of the EMCC not to credential persons who have been divorced or married to a person who has been divorced. At the sole discretion of the EMCC, as expressed through the decisions of the President and/or Board, an applicant may be considered for credentials where there may be extenuating circumstances. The applicant's case will be first adjudicated by an ethics committee and if the ruling of the ethics committee is favourable, the applicant may proceed to the regular credentialing process. In cases where there are judged to be extenuating circumstances, the application must be approved by a 75% vote of the Board of Directors.

###### **GOV – 4.7.2.2.**

It is the policy of the EMCC to review the credentials of a credentialed minister who, subsequent to credentialing, is divorced or who marries a divorced person. The credentialed minister shall immediately surrender his/her credentials and cease ministry. The matter shall be investigated by an ethics committee and a recommendation brought to the Board of Directors without delay. If the recommendation is that the credentials of the minister be reinstated, the Board of Directors must approve by a 75% majority vote.

###### **GOV – 4.7.2.3.**

Cases where there has been infidelity or abandonment by the spouse or where the divorce occurred prior to conversion, and where such circumstances can be reasonably ascertained shall be considered reasonable grounds to consider applying this extenuating circumstances provision. The recommendation to grant or reinstate credentials is entirely contingent upon clear and sufficient evidence of personal integrity and marital stability, as determined at the sole discretion of the Board of Directors.

**GOV – 4.8. AGREEMENT OF MINISTERS TO SUBMIT TO THE PROCESS OF CHURCH DISCIPLINE**

An EMCC credential implies agreement to submit to discipline as expressed in these articles. Such agreement includes the right to appeal the decision using the Binding Mediation and Arbitration Procedure of these articles. Notwithstanding anything else contained herein, a ministerial credential is given upon the strict condition that disciplinary proceedings and the results thereof and any other proceedings or matters carried out in accordance with the EMCC bylaw, Articles of Faith and Practice, and Articles of Governance shall not give a minister cause for any legal action against either the EMCC, any staff member, director or officer of the EMCC, and the acceptance of credentials shall constitute conclusive and absolute evidence of a waiver by the minister of all rights of action, causes of action, and all claims and demands against the aforementioned.

## Appendix 3

**MINISTER'S COVENANT: EVANGELICAL MISSIONARY CHURCH OF CANADA**  
**For Ministers Serving as Regular Interim Ministers in an EMCC charge**  
**[revised April 2006]**  
**GOV -- 4.3.2.**

It is a recognized fact among us, that greater accomplishments can be achieved for the kingdom of God by combining our efforts in a cooperative fellowship for the outreach of the gospel at home and abroad. In the interests of furthering the work of the Church under our great Head the Lord Jesus Christ, it is incumbent upon us that we work together in mutual cooperation and harmony making common cause for Christ. It is, therefore, right for credential holders to covenant with the people, churches and leadership of the Evangelical Missionary Church of Canada (EMCC). The following constitutes the content of the minister's covenant agreement:

1. I understand that my signature indicates my commitment to enter into a Covenant with the people, churches and leadership that are corporately known as the Evangelical Missionary Church of Canada.
2. I understand that inasmuch as the credential granted makes me a representative of the EMCC I covenant to advance the purpose, promote the values and support the ministries of the EMCC to the best of my ability and to honour the commitments expressed in the EMCC Bylaw.
3. I will endeavor to establish personal, spiritual disciplines that will foster and promote a deep, intimate relationship with God, which is essential to effective service as a Christian believer, including prayer, Bible study, regular church attendance, and sharing my faith with others.
4. I understand I am entering into an accountability relationship with the EMCC, wherein the officers of the EMCC act on behalf of the people and churches of the EMCC and I covenant to be amenable to their counsel and direction.
5. I have read, understand and agree to comply with the provisions of the EMCC Bylaw specifically the Articles of Faith and Practice and the standards and discipline of ministers.
6. I understand that the credential granted is in trust and can be revoked for beliefs incompatible with or conduct unbecoming a minister of the EMCC.
7. I understand and subscribe to the theological perspectives and positions of the EMCC and am committed to upholding these principles in my preaching and teaching. I will not teach or promote personal biases or interpretations which are at variance with clearly delineated EMCC doctrine and practice. If I come to hold things at variance I agree to immediately communicate with the EMCC in writing.
8. I understand that as a Christian minister I am called to a life of exemplary speech and conduct. I understand that the following unbecoming conduct is incompatible with Christian standards and is just cause for disciplinary action up to and including dismissal from service and revocation of ministerial credentials: including but not limited to breach of trust or confidence, theft, fraud, lying, criminal activity, marital unfaithfulness, sexual intimacy or intercourse (either homosexual or heterosexual) before or outside of marriage (being the exclusive covenant union of one man and one woman), sexual harassment abuse or interference, substance abuse (including tobacco, alcohol or other drugs), addictive behaviour including use of materials that devalue and debase sexuality (e.g. pornography), violent or abusive behaviour or speech.
9. I understand that in the event that my EMCC ministerial credential is revoked that neither the EMCC nor the local church is liable for any damages or loss that might occur as a result of forfeiture of this credential.
10. I understand that in the event that disciplinary action is taken, such action shall be conducted in keeping with the principles of Biblical justice and conduct and in cooperation with the local EMCC congregation where I hold membership. I also understand that my accepting this credential constitutes an implicit consent to submit to the regular discipline of ministers.

11. I understand that signing the Minister's Covenant affirms I have understood that compliance with the standards and principles set out in this Covenant is a term and condition of my credentials with the EMCC and of ministry in an EMCC congregation.

12. I covenant to conduct my life and ministry in such a way that Christ is honored and His Kingdom is advanced.

[Addendum pertaining to ministers not credentialed by the EMCC but serving in an EMCC pastoral charge by approval of the President: Although I am not a regularly credentialed minister I agree to abide by the standards and good faith agreements in this Minister's Covenant.]

Print Name: \_\_\_\_\_

Signature of Minister or Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix 4**  
**Sample Surveys**

**CHURCH AND COMMUNITY INFORMATION**

*These are sample questions. Adapt them to get a good “reality” check.*

**1. Church History**

1. Founding and date
2. Factors of growth and development
3. Any major changes in affiliation or doctrine
4. Former pastors – length of ministry, strength of church at time (see below)
5. Major occupations of constituency
6. Lay leadership evaluation
7. Any major issues of change during last ten years

**2. Church Statistics**

**3. Present attendance**

_____	Sunday School	_____	Morning worship service
_____	Evening service	_____	Prayer meeting
_____	Youth fellowship	_____	Women’s fellowship
_____	Men’s fellowship	_____	Other _____
		_____	_____
		_____	_____

**4. Attendance for past years (What about two previous years?)**

_____	Sunday School	_____	Morning worship service
_____	Evening service	_____	Prayer meeting
_____	Youth fellowship	_____	Women’s fellowship
_____	Men’s fellowship	_____	Other _____
_____		_____	_____
		_____	_____

**5. Income and budget for past five years**

Year	Income	Budget

**6. Growth pattern for past five years**

Below, record the average Sunday School attendance for the year, the average primary worship services attendance for the year, and the church membership. Add the three and then divide by three.

	year
Av. SS attendance	
Av Primary Worship Services attendance	
Church Membership	
Total	
Divide by 3 =	

(S.S. + A.M. Worship + Membership, divide by 3 = \_\_\_\_\_)

**7. Growth pattern for next ten years:**

a. Projected growth pattern for next five years \_\_\_\_\_  
 \_\_\_\_\_

b. Projected growth pattern for next ten years \_\_\_\_\_  
 \_\_\_\_\_

**8. Church membership/attender demographic information**

a. Age and Gender

Age	Male	Female
0 – 5		
6 – 11		
12 – 18		
Age	Male	Female

19 - 21		
22 - 29		
30 - 39		
40 - 49		
50 - 55		
56 - 64		
65+		

- b. Number of two-parent homes \_\_\_\_\_
- c. Number of single-parent homes \_\_\_\_\_
- d. Median income per household \_\_\_\_\_

**9. Groups ministering to each area in #13**

---



---



---



---



---

**10. Occupation evaluation**

- |                         |                    |
|-------------------------|--------------------|
| _____ Management        | _____ Professional |
| _____ Office or sales   | _____ Medical      |
| _____ Industrial worker | _____ Education    |
| _____ Agriculture       | _____ Unemployed   |
|                         | _____ Other _____  |
|                         | _____              |
|                         | _____              |
|                         | _____              |

## **11. Church Property**

Size of property:

Seating of auditorium:

Christian education facilities:

## **12. Description of Parsonage (if applicable)**

Number of rooms:

Number of bedrooms:

Appliances:

Features:

Other:

## **13. Age and condition of building:**

## **14. Indebtedness:**

## **15. Church Community**

Your church should take into consideration more than just numbers and attenders from your stated city/community boundaries. To have a true picture of the extent of your church's community, locate the farthest regular-attending member. With the church at center, use the distance to the member as a general guide for the radius of a circle. The area within the circle is your church's community. Remember that Outreach Canada does provide a service. Contact the National Office for more information.

### **A) Population statistics**

- a. Total number of people living within your church's community: \_\_\_\_\_

b. Age and gender:

Age	Male	Female
0 – 5		
6 – 11		
12 – 18		
19 – 21		
22 – 29		
30 – 39		
40 – 49		
50 – 55		
56 – 64		
65+		

c. Number of single-parent homes \_\_\_\_\_

d. Median income per household \_\_\_\_\_

**B) Growth pattern**

a. Projected growth pattern for next five years \_\_\_\_\_

b. Projected growth pattern for next ten years \_\_\_\_\_

**C) Type or combination of types of community:**

\_\_\_\_\_ rural          \_\_\_\_\_ urban          \_\_\_\_\_ suburban

**D. Major industries:**

**E. Occupation evaluation:**

_____ Management	_____ Professional
_____ Office or sales	_____ Medical
_____ Industrial worker	_____ Education
_____ Construction worker	_____ Unemployed
_____ Agriculture	_____ Other _____
	_____
	_____
	_____

**F. Other churches within your community:**

# PASTORAL HISTORY OF THE CHURCH

It would be well to assign a different pastor in your church's history to each committee member for research. You will find this exercise will tell you more about the church than it will about your pastors. If the cycle of ministry reveals a short tenure for every pastor, there is a problem within the church that needs to be discovered. If the same or similar reason for a former pastor's leaving is registered for each pastor, some situations must be understood about the church.

Name of Pastor	Dates of Ministry	Length of Ministry	Strength of Pastor <i>(i.e., preaching, loved people, evangelist, etc.)</i>	Major Strength of Church during Ministry	Major Weakness of Church during ministry	Reason Pastor Left <i>(e.g., asked to resign, felt time to leave, pressure to leave, asked to larger opportunity, etc.)</i>

# CONGREGATIONAL SURVEY #1

(Be sure to include a comment sheet with this questionnaire.)

1. Church membership. Are you a:

\_\_\_\_\_ member?                      \_\_\_\_\_ non-member?

2. Age. How old are you?

\_\_\_\_\_ 16 – 17  
\_\_\_\_\_ 18 – 25  
\_\_\_\_\_ 26 – 35  
\_\_\_\_\_ 36 – 50  
\_\_\_\_\_ 51 – 65  
\_\_\_\_\_ 65+

3. Gender. Are you:

\_\_\_\_\_ male?                      \_\_\_\_\_ female?

4. Marital status. Are you:

\_\_\_\_\_ Single (never married)?                      \_\_\_\_\_ Married?                      \_\_\_\_\_ Widowed?  
\_\_\_\_\_ Separated?                      \_\_\_\_\_ Divorced?

5. Children. If you have children,

How many live with you? \_\_\_\_\_

What is the number in each age group?

\_\_\_\_1-5                      \_\_\_\_\_6-12                      \_\_\_\_\_13-18                      \_\_\_\_\_18+

6. Occupation. Into which category does your occupation fit?

\_\_\_\_\_ managerial                      \_\_\_\_\_ professional                      \_\_\_\_\_ skilled labour  
\_\_\_\_\_ homemaker                      \_\_\_\_\_ unemployed                      \_\_\_\_\_ other (*please specify*) \_\_\_\_\_

7. Church attendance. Which services do you attend?

Sunday School                       Sunday morning service  
 Sunday evening service             Weeknight prayer  
 Bible Study

What is the total number of years you have attended this church?

0-5                       6-10                       10+

8. Church activities. Are you serving in at least one church-related activity (i.e., choir, teaching Sunday School, club, etc.)?

yes                       no

9. Education. What is the highest level you have completed?

high school                       college                       post-graduate

10. Travel. What is your out-of-town travel time during one year (work and vacation)?

0-10%                       11-30%                       30%+

How many Sundays per year are you away?

0-5                       6-10                       10+

11. Future church attendance. How many years in the future do you think you will be attending this church?

1-3                       4-6                       6+

### **Spiritual Needs**

*(Place a check beside the needs that pertain to you but are **not presently being satisfied.**)*

assurance of forgiveness  
 assurance of salvation  
 basic Christian doctrine  
 Bible knowledge  
 development of personal ministry skills (e.g., witnessing, discipling, group leadership)  
 family devotions  
 family relationships  
 help in leading an obedient/victorious lifestyle  
 knowledge of God – his attributes  
 prayer – how to  
 quiet time – establishing with consistency

- \_\_\_\_\_ scripture memorization
- \_\_\_\_\_ stewardship of time and money – understanding and practicing
- \_\_\_\_\_ other (*please use comment sheet*)

**Personal Needs**

*(Place a check beside the needs that pertain to you but are not presently being satisfied.)*

- \_\_\_\_\_ Christian fellowship/social – seniors
- \_\_\_\_\_ Christian fellowship/social – single parents
- \_\_\_\_\_ Christian fellowship/social – others
- \_\_\_\_\_ ministry to children of single-parent families
- \_\_\_\_\_ physical impairment, hearing/blind
- \_\_\_\_\_ transportation for church and church activities
- \_\_\_\_\_ transportation for personal needs
- \_\_\_\_\_ other (*please use comment sheet*)

**Pastoral Profile**

**Biographical Data**

*(Please check your preference in considering a potential pastoral candidate.)*

1. Age. What age do you prefer the pastor to be?

- \_\_\_\_\_ -30                      \_\_\_\_\_ 30-45                      \_\_\_\_\_ 45-55
- \_\_\_\_\_ 55+                      \_\_\_\_\_ does not matter

2. Marital status. What do you prefer for the pastor’s family status?

- \_\_\_\_\_ Single                                      \_\_\_\_\_ married, no children
- \_\_\_\_\_ Married, with children                      \_\_\_\_\_ does not matter

3. Education. What degree of education do you prefer for a pastor?

- \_\_\_\_\_ Bible school                      \_\_\_\_\_ Bible college                      \_\_\_\_\_ liberal arts college
- \_\_\_\_\_ seminary                      \_\_\_\_\_ does not matter

If you indicated seminary, please state your preference by name: \_\_\_\_\_

4. Spouse’s education. What level do you prefer the pastor’s spouse to have?

- \_\_\_\_\_ high school                      \_\_\_\_\_ college                      \_\_\_\_\_ postgraduate

5. Spouse's involvement. What kind of involvement do you prefer the pastor's spouse to have?
- active in life of church
  - may have outside employment or career pursuit
  - not employed
  - does not matter

**Professional Experience** (*Check the answers with which you agree.*)

6. Should the pastor have some experience in secular work?
- yes       no       does not matter
7. Should the pastor have experience in church work or on a pastoral staff?
- 0-4 years       4-10 years       10+ years       does not matter
8. In which of the following areas of church work should the pastor have experience?
- preaching
  - teaching
  - counselling
  - youth work
  - visitation
  - Christian education
  - other (specify):

**Personal Abilities**

*(In #9, please rank the abilities according to priority 1,2,3, etc. If you do not feel that specific interest need, do not mark it. Please answer #10).*

9. I believe that the most important ministry areas for which a pastor in our church needs abilities are these areas:
- physically and/or mentally challenged
  - family
  - day school
  - singles
  - seniors
  - single parents
  - Christian education
  - youth work
  - women's fellowship

- men's fellowship
- church fellowship – developing personal relationships
- community and social concerns
- missions – home and overseas
- other (*specify*):

10. Above all other, what characteristic would you desire in your pastor?

**Doctrine and Affiliation** (Check the answers which you agree.)

11. Does the candidate believe and accept the doctrinal statement of our church's affiliation?

yes       no

12. Does the candidate agree to abide by our church's covenant and constitution?

yes       no

## Church Objectives and Goals

To be effective in its ministry, a church must have a clear idea of its objectives and goals. The following questions are designed to stimulate your thinking and help define your vision of the role of our church in doing the work of our Lord Jesus Christ.

(Please be brief and return this completed sheet to the pastoral search committee as soon as possible.)

13. What is the church?

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---





# CONGREGATIONAL SURVEY #2

The purpose of this survey is to provide our pastoral search committee with a better understanding as to the needs of individuals in our church. In the future, you will be given the opportunity to make formal suggestions concerning pastoral candidates.

Please check the information that applies to you. Place the appropriate letter in the space provided, then return the survey to: \_\_\_\_\_ by \_\_\_\_\_.

Thanks for your prompt co-operation on completing this survey.

## Personal Information

*(Please place the appropriate letter in the space provided.)*

_____	Age	(A) –21 61-70	(B) 22-30 (G) 70+	(C) 31-40	(D) 41-50	(E) 51-60 (F)
_____	Gender	(A) male	(B) female			
_____	Marital status	(A) single	(B) married	(C) widowed	(D) separated	(E) divorced
_____	Children:	<i>(in the 1<sup>st</sup> column write the number of children living at home in each age group.</i>				
Number:	Ages	<i>In the 2<sup>nd</sup> column, write the actual ages of the children within each age group).</i>				
_____	_____	-5				
_____	_____	6-12				
_____	_____	13-18 years				
_____	_____	18+ years				
_____	Spouse's work	(A) part-time	(B) full-time	(C) does not work outside the home	(D)	
		<i>Not applicable</i>				

## Personal Spiritual Involvement

_____	1. Years I have been a Christian:	(A) 0-1	(B) 2-4	(C) 5-9	(D) 10+	
_____	2. With regard to this church, I am	(A) a member	(B) a regular attender			
		(C) looking it over				
_____	3. If a member, how many years?	(A) 0-1	(B) 2-4	(C) 5-9	(D) 10+	
_____	4. Hours currently spent per week in Christian service related to our church:	(A) 0	(B) 1-2	(C) 3-4	(D) 5-6	
		(E) 6+				
_____	5. I attend Sunday School at least:	(A) 4	(B) 3	(C) 2	(D) 1	Sunday(s) per month
_____	6. I attend morning worship at least	(A) 4	(B) 3	(C) 2	(D) 1	Sunday(s) per month
_____	7. I attend evening worship at least	(A) 4	(B) 3	(C) 2	(D) 1	Sunday(s) per month

- \_\_\_ 8. I do personal Bible reading (A) 7 (B) 6-5 days per week  
 \_\_\_ (C) 4-3 (D) 2-1 (E) 0
- \_\_\_ 9. I participate in personal prayer (A) 7 (B) 6-5 days per week  
 \_\_\_ (D) 2-1 (E) 0
- \_\_\_ 10. Over the past year, I believe my spiritual health has:  
 \_\_\_ (A) improved (B) stayed the same (C) deteriorated

**The Church in General** (*Answer the following questions with A – yes; B – to some extent; C – no.*)

- \_\_\_ 1. Our church’s activities help strengthen families.  
 \_\_\_ 2. I am aware of opportunities to use my spiritual gifts in this church.  
 \_\_\_ 3. The missions emphasis at our church has stimulated my interest.  
 \_\_\_ 4. I feel comfortable inviting friends to this church.  
 \_\_\_ 5. I have a strong desire to minister to others in my church/community.

**You and our church, your family, and others:** (*Answer the following questions with A – often; B – to some extent; C – rarely.*)

- \_\_\_ 1. I leave a worship service with a feeling that I worshipped God.  
 \_\_\_ 2. I am pleased with the style and quality of the music in my church.  
 \_\_\_ 3. I find that the preaching at this church speaks to my needs.  
 \_\_\_ 4. I participate in family devotions.  
 \_\_\_ 5. I spend time with non-Christian friends.  
 \_\_\_ 6. Over the past year, I have spoken to non-Christians about faith in Christ.  
 \_\_\_ 7. Relationships in my immediate family are characterized by warmth and respect.

**Spiritual Needs**

*(Place a check beside the needs pertaining to you at present.)*

- \_\_\_ 1. Assurance of salvation  
 \_\_\_ 2. Basic Christian doctrine  
 \_\_\_ 3. Bible knowledge  
 \_\_\_ 4. Development of personal ministry  
 \_\_\_ 5. Family relationships  
 \_\_\_ 6. Help in leading an obedient, victorious lifestyle  
 \_\_\_ 7. Small group study  
 \_\_\_ 8. Stewardship of time and money  
 \_\_\_ 9. My importance in the Body of Christ  
 \_\_\_ 10. Reconciliation in the church fellowship  
 \_\_\_ 11. Understanding and using spiritual gifts and skills  
 \_\_\_ 12. Spiritual and physical healing  
 \_\_\_ 13. Biblical posture on justice in society

\_\_\_\_  
\_\_\_\_ 14. Other:

## Pastoral Profile

**Education and Experience** - *(Please share your preference in considering potential candidates for our pastor by placing the letter of your answer in the blank.)*

1. Education:  
\_\_\_\_ Should the person have an advanced degree beyond seminary? (A) yes (B) no (C) does not matter
2. Years in ministry:  
\_\_\_\_ How many years should the candidate have pastored? (A) -10 (B) 10-15 (C) 15-20 (D) 20+ (E) does not matter

**Priorities** - *(These are personal priorities you believe are the most important priorities needed for a senior pastor in our church. Please identify your top **three** preferences – 1, 2, 3.)*

- \_\_\_\_ 1. Pulpit ministry  
\_\_\_\_ 2. Evangelism/outreach  
\_\_\_\_ 3. Discipleship  
\_\_\_\_ 4. Teaching  
\_\_\_\_ 5. Visionary leadership  
\_\_\_\_ 6. Worldwide missions  
\_\_\_\_ 7. Administration  
\_\_\_\_ 8. Personal availability  
\_\_\_\_ 9. Denominational leadership  
\_\_\_\_ 10. Community and social needs  
\_\_\_\_ 11. Other:

## **Observations**

### **Present:**

1. The things I like best about our church are:

2. The things I feel need the most important improvement in our church are:

**Future:**

*(Check one of the following completions to this statement: “In the future, I would like to see the numerical size of our church ...”)*

- 1. Remain about the same
- 2. Increase
- 3. Other comments

*If you have further input for the pastoral search committee, please write your comments on a separate sheet and return it in an envelope to the church office.*

## Appendix 5 - Checklist !

### Pastoral Search Team Checklist

	Completed on ! (date)	DETAILS
<b>LEADERSHIP TEAM</b>		
Have Read Pastoral Search Guidelines		
Have Considered an Interim Pastor		
Have established Search Committee		
Have ensured Search Committee is clear on its mandate and role		
<b>SEARCH COMMITTEE</b>		
<b>Before You Contact Anyone</b>		
Have completed our Community Profile		
Have completed our Congregational Profile		
Have completed a Candidate Profile		
Have formulated a Compensation Package – what do we have to offer		
Have developed a Communication Plan: Congregation, Leadership, RM		
<b>The Search: Building the Pool</b>		
Have received resumes from RM office		
Have received resumes from other sources		
Have posted job with <a href="http://www.emcc.ca">www.emcc.ca</a> and other Churches, Colleges ( <a href="http://www.rockymountaincollege.ca/jobs.php">http://www.rockymountaincollege.ca/jobs.php</a> ; <a href="http://emmanuelbiblecollege.ca/jobs/post">http://emmanuelbiblecollege.ca/jobs/post</a> ) and other services ( <a href="http://www.ministryemployment.ca">www.ministryemployment.ca</a> ; <a href="http://www.christiancareerscanada.com/">http://www.christiancareerscanada.com/</a> ; <a href="http://www.churchstaffing.com">www.churchstaffing.com</a> ; <a href="http://www.churchjobs.net">www.churchjobs.net</a> ; <a href="http://www.churchemployment.com">www.churchemployment.com</a> );		
Have Posted in Christian periodicals – Faith Today,		
Have finished Preliminary Checks and assessments, including Consent to contact previous Employers		
Have chosen the Candidate & checked with RM		
<b>If Candidate outside EMCC STOP – Check with RM</b>		
<b>The Candidate: The First Choice</b>		
Have completed Reference checks and Criminal Record Check including vulnerable sector search		
Have conducted Interviews		
Have heard candidate preach		
Have given recommendation of Search Committee		
Have received Endorsement of Leadership Board		
Have reviewed credentialing guidelines with EMCC		
<b>Presenting &amp; Calling the Candidate</b>		
Have obtained Approval of RM to proceed		
Have introduced Candidate to the Congregation		
Have heard Candidate preach for a Call		
Held Vote of Membership (80% recommended)		
Have communicated vote results to candidate and RM		
Received Candidate's response (accept or decline)		
<b>Ending the Search</b>		
Have Discussed Terms with Candidate (Support: EMCC Guidelines; Length of Term; Review)		
Have made Final Report to Leadership: Things we learned; recommendations		

# **Appendix 6 – Previous Employers Consent Form**

## **Previous Employer Consent Form**

I, \_\_\_\_\_, give consent for \_\_\_\_\_  
(Job Applicant) (Church in Search Process)

to contact my former employers and conduct background checks for the purpose of collecting information to make a hiring decision. The information is “reasonably required” for the establishment of the employee relationship and to determine the applicants suitability for the position.

\_\_\_\_\_  
(Printed Name of Applicant)

\_\_\_\_\_  
(Printed Name of Church Rep)

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Signature of Church Rep)

\_\_\_\_\_  
(Date)