

# Pastoral Search Team Checklist



Church Resource

Evangelical Missionary Church  
of Canada HIS MISSION - OUR MISSION  
emcc.ca

LEADERSHIP TEAM	Completed on...(date)	DETAILS
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 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.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> , <a href="http://jobs.canadianchristianity.com/">http://jobs.canadianchristianity.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: detailed		
Have conducted Interviews		
Have heard candidate preach		
Have given recommendation of Search Committee		
Have received Endorsement of Leadership Board		
Credentialed 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		