

## Pulpit Minister Search Committee Kick Off Meeting

1. Pulpit Minister Search Introduction–Elder
  - a. High level overview of process
  - b. How committees were chosen
  - c. Elders’ challenge to us
  
2. Search / Interview Process–Chairmen of Search and Interview Teams
  - a. Search Committee Process–Chairman of Search Committee
    - i. Assign search committee teams within committee
    - ii. Solicit names from contacts, compile list and keep confidential
    - iii. Contact candidates to determine level of interest
    - iv. Phone Interview candidates
    - v. Decide whether to recommend candidates to Interview Committee
  
  - b. Interview Committee–Chairman of Interview Committee
    - i. Review resumes
    - ii. Contact candidates for interview
    - iii. Conduct interview
    - iv. Decide whether to recommend candidates to group of Elders
    - v. Assist Elders in scheduling interview with candidate
  
  - c. Elders
    - i. Interview final candidate
  
3. What are we looking for in our Pulpit Minister?–Elder
  - a. Spiritual
  - b. Ability to develop relationships with members of congregation
  - c. Organized
  - d. Mature
  - e. Creative
  
4. Questions to consider for interviews–Chairman of Search Committee
  - a. See compiled questions in handout
  - b. Are there questions we can’t ask?
  
5. Next Steps–Chairman of Search Committee
  - a. Search Committee to meet and review candidates / interview candidates
  - b. Chairman of Search Committee to provide updates to Search and Interview Committees
  
6. Format to be followed from start to finish for Search Committee
  - a. Resumes should be sent to [resumesforxxx@yahoo.com](mailto:resumesforxxx@yahoo.com)
  - b. Referrals are being put in the box in the lobby or may be hand delivered to one of you on the committees. Any and all referral forms should be given to Chairman of Search Committee
  - c. Once referral forms are received they will be given to the assigned 1<sup>st</sup> callers. 1<sup>st</sup> caller will make the initial contact, inquire as to if the referral is interested in the

position, and if so, the 1<sup>st</sup> caller will chat with them for a minute and request they send their resume and qualifications to [resumesforxxx@yahoo.com](mailto:resumesforxxx@yahoo.com)

- d. As resumes are coming in, Chairman of the Search Committee and Chairman of the Interview Committee will be reviewing resumes and classifying them in rank, A-strong, B-good, C-not qualified. (In this congregation, the Chairman of the Search Committee and the Chairman of the Interview Committee work together in the whole process.)
- e. Chairman of the Search Committee will send (A) candidates and (B) candidates via email to the 1<sup>st</sup> callers to initiate the first point of contact. (*If we get the resume of a referred candidate, the 1<sup>st</sup> caller that initially called that candidate will call them again*)
- f. When a quality candidate has been identified, they sound good on the phone, and have a strong interest in the pulpit position, the 1<sup>st</sup> caller will ask for some dates as to when the candidate can do a phone interview and let Chairman of the Search Committee via email. Feel free to include any notes from your conversation. (This will not be an interview, rather a quick introduction about who you are, who they are, etc.)
- g. When a strong candidate shows interest, the 1<sup>st</sup> caller will work with Search Committee Secretary to schedule interview call. Chairman of the Search Committee and Chairman of the Interview Committee should be copied on all emails at all times.
- h. Once interview times are set, any members of the search committee can attend the interview. We will ask three members to attend every phone interview. (*Will Discuss in more detail*)
- i. When interview is complete, interviewers will debrief and put notes together for the interview team. (*Will Discuss in more detail*) At that point, status notes should be sent to Search Team Recorder to be entered into the spreadsheet.
- j. Updates will be added every time there is a interview and sent to every member of both committees by Search Team Recorder so everyone is kept in the loop.
- k. When we feel we have a strong candidate, the notes, resume, and any additional feedback will be passed on to Interview Committee for the interview committee to take over.