

Metokos Ministries

Encouragement for Smaller Churches

Prospective Pulpit Committee Training Seminar

Hope Evangelical Church

North Liberty, Iowa

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PULPIT COMMITTEE RECOMMENDED COURSE OF ACTION

The following items are simply recommendations but should be considered and a decision on the order in which the actions are to be taken should be made before moving to the Interviewing Stage

1. Obtain Ministerial Data Forms from ‘Qualified’ prospects.
 - Occasionally, when a Committee is first elected, there is one prospect who is well known by the congregation and who, in the opinion of the majority of the Committee, is a Qualified Prospect who might possibly quickly become the Primary Candidate. This generally occurs in churches with full time staff (Associate or Assistant Pastors). In such cases, it is both practical and polite to deal with that possible candidate first. Practical, because if he turns out to be the choice of the congregation, many months of unnecessary work may be avoided. Polite, because if he turns out not to be the choice of the congregation, he knows that early enough that he can make plans to move on to another call himself. (It is seldom wise to tell a newly called Senior Pastor that he must agree to work with an Assistant or Associate who the congregation insists must remain.) (I was once called to a church when, at the second meeting of the Pulpit Committee, they discovered that my name had been recommended to four of the seven members from four separate, independent sources. Needless to say, I became the Pulpit Committee’s first (and only) candidate.)
 - If no such immediate ‘Qualified’ Prospect exists, then the normal search for Ministerial Data Forms (MDF’s) should take place. This process should be ongoing at least until you are ready to move to a final face-to-face interview with your primary candidate. While the denominational offices will send copies of MDF’s in large numbers, if requested, it is often best to first seek recommendations from others in the PCA (former pastors, pastors in the Presbytery, former members of the church who have moved on to other churches, etc.) and ask for recommendations from them. Some might refer to this procedure as the ‘Sanctified Good-Ole Boy Network.
2. Whatever the source of the MDF’s the next step is for the Committee to review them and sort into two or three categories, such as:
 - Prospects that do not meet minimum requirements. A letter should be sent to them IMMEDIATELY that their names will not be considered. You should give them at least a basic reason why (not enough experience, not a match of gifts and needs, etc.)

- Prospects that meet minimum requirements. They may be subdivided into two categories, or all treated the same (use Upper Tier). Possible subcategories are:
 - Lower Tier. You are not ready for sermon tapes from them, but do not want to remove them from the pool. A letter should be sent to them IMMEDIATELY that their names are still on your 'long list' (use that term – prospects understand it) and you will get back to them within 30 days to update your progress. (Be SURE to keep that 30 day promise and continue at regular intervals. No prospect should go more than 30 days without hearing from you.
 - Upper Tier. You are ready for sermon tapes from them. Contact them (phone, email, letter) and ask for TWO tapes. Specify one must be the most recent sermon preached; the other may be a sermon of their choice. Be sure they identify which is which.
3. Committee listens to sermon tapes. It is recommended that all members listen to all tapes. Members should make written notes of comments, impressions, and/or questions while they are listening and bring those notes to the meeting at which the prospect will be discussed. After discussion of sermon tapes, a decision should be made whether to reject, to keep on 'long list' or to move to 'middle list'. An appropriate letter should be sent to the prospect indicating this action.
 4. Telephone interviews should be scheduled with any prospect that makes the 'middle list' - and the interview should be conducted as quickly as possible after that determination is made. It is recommended that you schedule TWO phone interviews on the same evening (one at 6:45PM, one at 8:00PM). That reduces the number of meetings required for the committee. And that means that you have at least two names on your 'short list' before proceeding to this next step. (Interviewing techniques will be covered in a separate section of the seminar.)
 5. After telephone interviews (and any needed follow-up is completed) a determination should once again be made and the prospect either rejected, moved back to the 'long list', or moved up to a 'short list.' Again, a letter should be sent to the prospect outlining the action taken.
 6. For prospects moved up to the short list, the Reference Checks should then take place.
 - Check ALL primary references given by the prospect. As many different members of the committee as possible should be involved in this process. No one committee member should ever check all references for any prospect. A set of questions to ask all references should be developed. The person making the reference call should write out the responses in

some detail and clearly enough that others may read copies of their notes. Written reference reports should be sent to all committee members prior to the meeting at which that prospect will be discussed.

- During each primary reference call (usually as the last question on the list) the reference should be asked to give the name and phone number of at least one 'secondary reference'. The committee member making the call should have the prospect's own written list of primary references to be sure that the offered 'secondary reference' is not already on that list. Keep asking until you get the name of someone not on that initial list. If the prospect did not include anyone from his current church on his primary list, seek to get the name of a secondary from that church. Immediately inform others making reference calls of the name of the secondary reference you have obtained (to avoid duplicates). The 'secondary references' can then be contacted using the initial procedures – or they can be referred to Metokos Ministries if the committee does not have the time to make the secondary calls
 - After reference checks, if something turns up that brings the decision either to eliminate the prospect from consideration or necessitates moving back to the long list, make that decision and immediately notify the prospect of the action. It is the committee's decision whether or not to notify the prospect of the reason this action has been taken – it is best if you say something.
7. Visits to hear prospect preach. This step may not be possible or practical with each prospect, but is strongly recommended.
- Two or three of the committee members should travel to hear the prospect preach in his own congregation. He should NOT be notified in advance that you are coming. If he is an assistant/associate, a member of the committee should contact the senior pastor to determine when the next opportunity might be available and ask the senior pastor to keep the trip confidential. (If the senior pastor is NOT on the prospect's list of references, contact someone from the current church who is on the list. If there is no one from the current church on the list, contact the church secretary.)
 - Those who travel should arrive at the church separately (drop one off at the door before parking), should sit in different parts of the church (make that decision ahead of time - one right front, one left rear, one center middle aisle, etc.) After the service they should return separately to the parked car and then immediately go somewhere that you can record your impressions and questions. (Having a tape recorder in the car might be helpful – it is easy to lose impressions after even a short interval of time.)

- After returning from the visit, report to the full committee, and make a new decision as to placement (remove from list, move back to ‘long list’, or keep on short list). Notify the prospect of this action immediately.
8. Prioritizing the ‘short list’. At some point it is possible that one prospect will stand far above all the others on the ‘short list’. If that is the case, you have your primary candidate identified. However, there are situations where two, or perhaps as many as three, seem nearly equal. In those cases it is necessary to prioritize them in some manner. Several options are possible to help that decision be made.
- Do a professional employment reference check. You may contract with a professional agency on your own, or perhaps someone on the Committee has that ability through their vocation. In either case, you will have to obtain a written authorization from the prospect. Since very few Pulpit Committees take this step, the prospect may hesitate to grant permission. It is frequently helpful to let them know that a neutral party is doing the check and the committee will only be receiving a ‘letter-grade’ report without details. (It is also useful to do a professional employment reference check on a single primary candidate if one has emerged.)
 - Whether or not you complete the professional employment reference checks, you must then sit down and vote as a committee (alternates do NOT vote). It is suggested that you take the vote by putting all the names on the short list on a ballot and then having each voting member put a number (from 1 to 100) alongside that name. Then the numbers are added up and the one receiving the highest total is identified as the primary candidate.
9. Interviewing the Primary Candidate. While some committees bring two or three ‘short list’ candidates to the area for face-to-face interviews, it is our recommendation that this not be done. It becomes very difficult for a Pulpit Nominating Committee to remain unified if they run a ‘horse race’ and people develop personal relationships with prospects. If the committee has done its homework fully you will almost certainly end up with a clear indication of your primary candidate. If there is a rare situation that the vote at the end of step number 8 still results in a tie, you might consider bringing in the two men, with the knowledge and understanding that it will then be very likely that the committee will not end up with a unanimous vote. The following process is recommended for the face-to-face, on sight interview.
- **DO NOT BRING THE CANDIDATE TO YOUR CHURCH TO PREACH!** Arrange for a nearby church to invite him to supply the pulpit for them and the entire Pulpit Nominating Committee go to hear him preach in person. In this case, the committee can sit together if they desire.

- Be sure the candidate brings his wife (if he is married) with him, and if at all possible, that he bring his children. It is very helpful for the committee to meet the entire family. Be sure to make arrangements for the wife and/or children during any formal interviews of the candidate. It would be appropriate to have the wife of a male pulpit committee member meet her and take her home, shopping, etc. during that period.
 - During the weekend of the preaching engagement, allow the candidate and his family at least one day to look around the community. If they desire, schedule an appointment with an area realtor who can show them the community as well as possible homes to rent or purchase. If the congregation owns a manse, give them plenty of time to look it over and even to measure room sizes, etc. If they desire to visit schools, be sure appointments are set up on a day the school staff is present.
 - Schedule a time for a formal face-to-face interview with the candidate. Most committees do this in conjunction with a luncheon right after the sermon on Sunday, unless the candidate's travel plans require him to leave then. Do NOT include the wife in this formal interview. (If he or she insists that she be present, go ahead and proceed that way, but be aware that you are looking at a marriage where the man is not exercising full spiritual oversight.) During the interview be sure to indicate to the candidate what the minimum financial package is and ask him to indicate – either then or in the near future – whether or not it is sufficient to meet his needs. There is a separate section concerning elements of this formal interview.
 - If possible, schedule several meals in the homes of pulpit committee members during this visit. Be sure that each pulpit committee member participates in one of these informal meals.
 - Schedule a time for the candidate and his family to look at the church property and facilities. Care should be taken, if at all possible, to do this at a time when it is unlikely that other church members will be in the facility.
10. Making a decision on presenting a candidate to the congregation. After the primary candidate visits (NOT DURING THE VISIT) the Pulpit Nominating Committee should meet and decide whether or not to present the primary candidate to the congregation as the 'Official Candidate.' UNDER NO CIRCUMSTANCES SHOULD MORE THAN ONE CANDIDATE BE PRESENTED TO THE CONGREGATION. In scheduling the process for the official candidate to be presented, the following items should be considered.
- The candidate should bring his wife with him, and again, if possible, his entire family.

- Several informal social events (usually in connection with meals, such as breakfasts, luncheons, dinners, desserts) should be scheduled with a good cross-section of members of the congregation. It is NOT necessary that everyone participates, but make it as open a process as possible.
 - The candidate will have to meet with a committee of Presbytery. Check with them to see if this can be accomplished during same trip (especially if the candidate lives a long distance away).
 - The candidate will have to meet with the Session. Any theological issues that have surfaced during previous interviews should be brought to the attention of the Session at this point.
 - It is recommended that the candidate also meet with any other leadership individuals/groups that the Pulpit Committee believe is important to the process (any paid staff members – ordained or not; Deacons; Worship Team; Women-In-The-Church; Children’s Ministry; etc.)
 - The candidate should be asked to lead as much of the worship service as he would should be become the pastor.
 - The candidate should meet with those individuals responsible for managing the financial package and terms of the call and ensure that there is full agreement as to the suitability of the terms.
11. Making the request to the Session to call a meeting of the congregation to vote on the candidate. This is the final step in the process. The Pulpit Nominating Committee should meet some time during the week immediately following formal visit of the candidate and his family and take a final vote on whether to recommend the candidate be called as Pastor. It is appropriate for the committee to ask for feedback from the congregation, but it is suggested that this feedback be in writing and that the committee prepare a one-page form with a few areas for comment defined, such as preaching, personality traits, family, etc. AND that these written feedback instruments be turned in to the designated pulpit nominating committee by a fixed date and time. If the committee votes to recommend the congregation be called to meet, the Session should be notified and asked to meet prior to the next Sunday service so that the required minimum one-week notice of the meeting may be given. **DO NOT LET MUCH TIME GO BY BETWEEN THE VISIT OF THE CANDIDATE AND THE MEETING OF THE CONGREGATION.**
12. If for any reason the committee decides not to recommend that candidate be called, the Session should be notified and a member of the committee be allowed to report that decision to the congregation at the next Sunday worship, and then the committee will go back to the next name on the ‘short list’ at Step Number 8 and start again. (Do not be shocked if this occurs; it happens in a high percentage of cases.)

TELEPHONE INTERVIEWING

Telephone interviewing should be utilized as a convenient way to gather data from a prospect, and as a method to start to learn a little about his personality and perhaps to measure his level of openness/honesty, but should NOT be used as tool to look at his gifts as a minister. Telephone skills are just that – a set of skills that people have to different degrees. As a minimum, you want your minister to have some competence on the telephone – frequently he will be called when a crisis is going on in someone's life or family – but no major decisions should be made solely on the level of his telephone skills.

1. Actions to be taken prior to the Telephone Interview:

- Send a document to the prospect with the names and a sketch of the background of each member of the committee who might be participating in the interview.
- Send a copy of as much of the Survey Research results as are desired. Include a cover sheet from the committee calling those things you believe are important to his attention. Be sure to include some questions you want him to answer on the phone interview on this material as well.
- Make up a written list of questions to be asked during the interview. Most of these questions will be the same for all prospects; however, it should be personalized to gather data that you determine is needed after reading the written documents.
- Every member of the committee should submit questions for the list. Some may submit more than others, but everyone should be involved in the process. Remember, these questions should seek to gather data. Find out what the prospect knows or feels about specific issues that are important to your church. Also, seek to clarify anything that wasn't completely clear in the written material he submitted.
- Some (not all) of the questions should be sent to the prospect in advance. Particularly any questions about details that might take some thought (or even research) to answer fully. The purpose is to gather data, not to put the prospect on the spot.
- Prioritize the order of the questions so that those that could be answered in writing, if necessary, are at the end of the list.
- Try to schedule two phone interviews on the same evening. Since the length of the phone interview should be between 45 and 60 minutes – scheduling them an hour and 15 minutes apart should be adequate (e.g., 6:45PM and 8:00PM).

2. Setting up for the actual meeting:

- Everyone should be in place at least 15 minutes before the first call is to begin.
- Check out the equipment; place a call to a previously designated person to test the system and the placement of equipment so everyone can be heard.
- Place committee members with the strongest voice projection farther away from the speaker than those with less projection.
- Do NOT try to use a phone instrument with a built in speaker. Cam Coble may have some computer based technology that can be used.
- Determine ahead of time who will ask which question(s). Everyone should have a full printed list of the questions (both those the prospect had in advance and those that will be fresh). Questioning should just proceed around the room in order. It is good for people to ask questions that were originally submitted by someone else. And it is important that everyone ask roughly the same number of questions. Prospects will be trying to psyche out the committee, determining where the power lies, who has what pet peeve, etc. – do everything you can to discourage and avoid this.

3. During the actual phone interview:

- As soon as you are connected and have completed the sound check with the prospect, ask his permission to record the conversation. Frequently you need this because one member is not able to be present. It is also good to have a recording in case you need to refresh your memory of a candidate's response. Also, you may want to share the tape of the response with an outside party, such as Metokos Ministries, for advice and counsel.
- Try to set both environments in the minds of the participants. Have the candidate describe where he is sitting. Is his wife with him or listening in? Describe the room the committee is sitting in. Assuming the candidate is facing the group in the position of the speaker, tell him who is sitting where, starting from farthest left to farthest right.
- Explain to the prospect that the questions will rotate from one member to another. Any member who needs clarification on an answer will be free to ask a 'follow-up' question.
- Encourage the prospect to be brief – but allow him the freedom to provide detail if he believes it is necessary. Tell him that if at the end of one hour all the questions are not been asked, that they will be sent to him by email for written responses.

- At the 45 minutes point, the Chairman should announce that fact so everyone knows it will wind down in the next 15 minutes.
4. After the interview is concluded, each committee member should take 10 minutes privately to write down their personal reactions. After the second call, the committee should then discuss and vote on the next step to take with each particular prospect. One possibility is to submit a further list of written questions before making a final decision. In any case, be sure to keep prospect apprised of where he stands in the process at all times.

SAMPLE QUESTIONS FOR TELEPHONE INTERVIEW

Many questions will come to the minds of committee members as they are reading the written materials submitted by the prospect. In fact, committee members should be self-consciously looking for questions as they read.

There are some questions that are more generic in nature, and deal with issues common to nearly every pastorate. Following is a list of some such questions, along with ideas of how to include one question in the written list given to the prospect ahead of time, with suggested follow-up questions to be asked in the telephone interview.

Remember, these are just samples. Only include those from this list that the committee feels are important in your own situation – and certainly include many more questions that you develop on your own.

1. If you had to make a choice of spending an evening with:
 - a. Visiting the non-Christian husband of a church member and presenting the gospel to him, or
 - b. Visiting with a man who has just made a profession of faith and joined the church to begin a discipling relationship
 Which one would you choose? Why?
2. Other than visiting with out-of-town family, what is your favorite vacation?
3. Written: What are the last three books you have read purely for spiritual enrichment and devotions?
Telephone Follow-up: What is the most significant spiritual issue you are working on in your life right now?
4. Written: What are the three most recent books you have read in the area of church growth and vitality?

Telephone follow-up: What have you learned from any of these books that you have tried to utilize in your current church? How did it go?

5. Many, if not most, PCA preachers lean to one side of the centerline of emphasizing law or grace in their preaching. Out of the past 50 sermons you have preached, how many would you estimate have had a leaning to the 'law' side and how many have had a leaning to the 'grace' side?
6. Written: Our church is in a small Presbytery (that is about to get smaller). How would you try to balance the pressure you will feel to be involved in Presbytery work with the needs of being a pastor in a growing church?
Telephone follow-up: What area of Presbytery work most interests you?
7. How important is it to you that at least one of the Ruling Elders in our church would attend General Assembly as frequently as possible?
8. Written: Which conferences (either in the PCA or elsewhere) have you attended in the last five years?
Telephone follow-up: What is the best sermon you have heard in the last five years? Who preached it? What was the topic?
9. Written: Would you describe your counseling gifts as best suited: for crisis intervention or long-term therapeutic work?
Telephone follow-up: Briefly describe your most recent crisis intervention counseling situation. How did it go?
10. Why are you ready to leave your current work? (If they are without call, ask: Why did you leave your last work?)
11. Written: Describe any short-term mission experiences you have had in your ministry.
Telephone follow-up: Do you believe a short-term mission trip to another country is really worth the cost (\$1,000 and up including travel)? Why?
12. Written: Many preachers read or listen to sermons written by others. Who are your favorites?
Telephone follow-up: Recently in the PCA there has been a rash of cases involving verbatim plagiarism of the sermons of others. How do you credit the work of others that you use in your sermons?
13. What is the average length of Session meetings at your church? Would you consider this to be too short, too long, or just about right?
14. Written: If you were needed to teach a Sunday School class in the church, but had your choice of age groups, which would you choose: Mixed Adults, Young Men, Teens, Juniors, Primaries, 4-5's, 2-3's?

Telephone Follow-up: What is your teaching style preference, lecture or inductive?

15. In your opinion, how important are small groups/cells to the life and health of a church? Why?
16. Written: Are you willing to maintain the core value our church has for Biblical, grace oriented, doctrinally clear and change engendering preaching?
Telephone follow-up: If you were authorized to change anything about the preaching in our congregation, what would you recommend?
17. In a small to mid-sized church, the pastor is called upon to carry part of the load of administration. How would you measure your skills and your desires in this area?
18. Written: Given the following descriptions of leadership styles, which one do you most closely resemble?
 - Prophetic – leadership primarily through preaching and teaching.
 - Charismatic – passionate, contagious, enthusiastic personality
 - Task Oriented – developing programs, recruiting volunteers, setting goals and objectives
 - Entrepreneur – providing vision, encouraging participation from others
 - Discipler – modeling through life-style and actions; working closely with people one-on-one.Telephone Follow-up: Which style do you believe a church like ours would most benefit from?
19. In general, the work of staff ministers in our church consists mostly of
 - a. Preaching AM and PM (two morning services)
 - b. Teaching an Adult Sunday School class
 - c. Preaching/teaching at a mid-week service
 - d. Overseeing one or more ministries in the church, such as
 - i. Outreach and evangelism ministries
 - ii. Adult Discipleship ministries
 - iii. World Missions ministriesIf it were necessary for you to oversee any individual ministries, which would you prefer.
20. Our current Administrative Assistant works from her home and we have a small office for an Associate Pastor in the building. Would you prefer to work from an office in the church building or from an office located at your home or some other arrangement?

APPENDIX

REFERENCE CHECK INTERVIEW QUESTIONS

Each Pulpit Committee should develop a standard set of questions to ask of all references – either by mail or in a telephone interview (depending on how quickly you need the responses). Following are some suggested questions that you may want to consider including in your committee's list:

1. How long have you know this minister?
2. In what capacity did you know/work with him?
3. How would you describe his overall personal character?
4. Can you describe his oral and written communication skills?
5. Is he dependable?
6. Does he get along well with others?
7. Please describe his individual strengths.
8. In what areas might he benefit from additional training/counseling?
9. Has he ever demonstrated any type of violent behavior and/or excessive anger?
10. Would you be pleased to have him as the pastor of your church?

11. (OBTAINING SECONDARY REFERENCES) Please give us the name of another person we might contact as a reference for the candidate. (Have the names of the five submitted by the candidate; if you are suggested one of those names, inform them you already have that name and ask if there were someone else you could contact.

12. Call this Secondary Reference and ask them questions (omit #11 & 12).

SUGGESTED QUESTIONS FOR FACE-TO-FACE FINAL INTERVIEW

According to Federal Law, the following questions are not allowed to be asked at any time.

1. Any questions to determine age, such as date of birth, date completion of high school, etc.
2. Any questions about marital status, number of children, etc.
3. Any questions about health status or disabilities.
4. Any questions about military discharge status.
5. Any questions about past arrest record, other than convictions for felonies.**
6. Any questions about declaration of bankruptcy in the past.**

** The candidate could/should be informed that a background check, including a credit check, will be conducted prior to final decision and he should be asked to sign a release form at the beginning of the interview. In fact, it would probably be a good plan to send him the release form PRIOR to his travel for the interview so he may express any concerns ahead of time.

SUGGESTED CATEGORIES OF QUESTIONS: (You may ask more or less questions than listed here, but each of these categories should be covered.)

A. “OPENERS”

1. Tell us about the greatest strengths God has blessed you with for ministry.
2. What areas of ministry would you consider your weakest?
3. What was your favorite ministry opportunity in the past (either paid or volunteer)? What made it special?
4. What was your least favorite ministry responsibility in the past?
5. What role did your relationship with church leadership play in either of the two situations you described above (favorite, least favorite)?

6. Where do you see yourself in 10 years?

B. ACHIEVEMENT QUESTIONS

7. What makes you stand out among your peers (especially others who might be interested in becoming the pastor of our church)?
8. Relate your past achievements to the level of growth in the church (spiritual, programmatic, attendance, financial, etc.)
9. If he has been an Assistant Pastor with limited responsibility area, ask him to relate it to those areas.
10. If we were to ask the Session of your current/last church what makes you the most valuable to that situation, what would they say?

C. SELF-ASSESSMENT QUESTION

11. What do you see as the 2 or 3 most important areas of ministry you will have to give the most focus and time to during the first two years as pastor of this church?
12. How many hours a week do you believe it will take in direct ministry involvement (including sermon/teaching preparation time) to effectively do those things you just mentioned?
13. The church will grant its pastor one week each year in paid study leave with a \$_____ stipend for expenses during which time we would expect you to increase your skills and abilities in the ministry. What areas of ministry do you believe you would work on during the first two years?

D. LEADERSHIP COMPATIBILITY QUESTION

14. What kind of mentoring and training style do you use? Give several illustrations of how it has worked successfully in the past.
15. Each church has its own set of 'quirks'. How 'quirky' is/was your current/last church and how much tolerance do you have for dealing with quirks?
16. How much direction and feedback to you feel you need from either the leadership and/or membership of the church in order to feel fulfilled and satisfied? Should this be formal or informal?

17. How do you approach your ministry from the standpoint of balancing your ministry involvement with your personal and/or family life?
18. How do you typically stay in the information loop (formal and informal) in the church?
19. How would you recommend that the Session deal with a member of the congregation who was clearly involved in serious sinful activities that were becoming known publicly?
20. Describe how you will interact with leadership groups in the church, especially in terms of whether you prefer keeping decision making at the top (you and the Session) or allowing for greater freedom and responsibility down the line in each of the following areas:
 - Session
 - Deacons
 - Worship/Music ministry
 - Children's/Youth ministry
21. How would you recommend that the Session deal with a key volunteer who was ineffective (but well liked) in their ministry area, such as:
 - a musician?
 - a Sunday School teacher?
 - a Youth leader

E. FINAL 'PRESSURE COOKER' QUESTIONS

22. In hindsight, how could you have improved your ministry effectiveness in your current/last position?
23. Where did you have the most disagreement with your Session (and/or your Senior Pastor)? How did you handle the last time you were right and they were wrong?
24. Why do you want to be the pastor of our church?
25. What specific positive and negative things do you know about our church?
26. What concrete results in terms of church growth might we expect to see if you become our pastor? When would we expect to see them?

FINANCIAL & LOGISTIC ISSUES TO DISCUSS DURING THE INTERVIEW TRIP
(be prepared with answers prior to the meeting)

- A. Compensation package
- B. Moving expenses/house hunting/timing
- C. Arrangements for examination by Presbytery
- D. Paid vacation/formal days off
- E. Professional Reimbursement limits
 - Travel expenses to General Assembly & Presbytery
 - Mileage reimbursements for local ministry
 - Allowances for books/professional subscriptions
 - Other?

SUGGESTED FORMAT FOR INTERVIEW

Schedule interview for a comfortable room. Be sure everyone can make eye contact with the candidate and is sitting close enough to hear him speak in a normal tone/level of voice. A church parlor, a living room, or something similar works well. Be sure the room has excellent privacy qualities.

Set aside a period of from 2-3 hours for the interview. Your goal should be to conclude as close to 2 hours as possible, and make a determination to end at the 3 hour point no matter what.

Be sure someone is assigned to be with the candidate's family during this time and understands that there is a one-hour window for completing the interview. Do not have the family brought back to the interview location too early.

ADDITIONAL SERVICES AVAILABLE FROM METOKOS MINISTRIES

1. Development of Church's Profile & Prospect 'Picture'
 - Obtain input from Pulpit Committee and other significant church leadership to complete the PCA documents.
 - Integrating Core Value Responses and Natural Church Development Survey Responses to produce additional documents to help in prospect screening & selection
 - Define the 'picture' of the ideal prospect.
2. Seeking 'Qualified Prospects' who meet the Profile and 'Picture' (Also known as the 'Sanctified Good Old Boy Network')
 - For committees that do NOT want to review dozens and dozens of MDF's that are received once a pulpit is publicly advertised as vacant, help committee select a small number of trusted sources (including Metokos Ministries) who will provide possible prospects.
 - Acting as a professional 'headhunter', developing a list of possible Qualified Prospects and contacting them on behalf of the Pulpit Committee to determine their interest in become a candidate.
 - Obtaining necessary initial data from Qualified Prospects for the Pulpit Committee review
3. After installation of new pastor, returning to start detailed a Vision Planning process.

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 - For committees that do NOT want to review dozens and dozens of MDF's that are received once a pulpit is publicly advertised as vacant, help committee select a small number of trusted sources (including Metokos Ministries) who will provide possible prospects.
 - Acting as a professional 'headhunter', developing a list of possible Qualified Prospects and contacting them on behalf of the Pulpit Committee to determine their interest in become a candidate.
 - Obtaining necessary initial data from Qualified Prospects for the Pulpit Committee review
6. After installation of new pastor, returning to start detailed a Vision Planning process.