

Call Committee Helps

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A WORD TO CONGREGATIONAL LAY LEADERS

What an exciting and important venture lies ahead of you! Few actions of a congregation impact its future direction and viability more extensively than the Calling of a pastor.

Those of you who are providing leadership to the congregation's efforts to Call a pastor know how challenging and potentially complicated this task is. Often there are diverse, and even competing, dreams of how a pastor should serve and what he should be like. Plus, there is the haunting question of how long the process might take.

Still, the venture that you are embarking on is full of splendid opportunities. There is much to learn about your church body (local, district and national Synod), about the people who will consult with you, about the wonderful pastors serving the Lord and His Church and those fellow members who will serve with you on the group that guides the Call process.

One thing is sure. The Calling of your pastor will necessitate extensive patience, a commitment to thoroughness and shared responsibility, ongoing collaboration and a keen capacity to listen. You have been given a special responsibility in your congregation's life and it deserves the best that you have to offer.

As you continue to convene, we urge you to commit yourself to four practices:

1. Seek the guidance of the Holy Spirit throughout the process;
2. Communicate openly and regularly with others within the congregation and district;
3. Remember to pray unceasingly for all who are involved and impacted by your actions;
4. Remain vigilant not only for the congregation's interests but also for those of the pastor that you aspire to add to the congregation's staff.

Finally, in all that you do and say, we commend to your thoughtful reflection the words that St. Paul shared with fellow believers at Philippi ...

“... then make my joy complete by being like-minded, having the same love, being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others.”

— Philippians 2:2-4

During all phases of the Calling process, remember to ...

- Pray continually for the Lord's guidance
- Don't rush the process, but be patient
- Ask for insights and suggestions from as many people as you can
- Read as much as you can about adding staff
- Consult with other churches like yours who have gone through a similar process
- Follow up, follow up, follow up, especially on needed information
- Keep the church's interests in mind
- Keep your congregation's mission before everyone
- Thank God for progress in the calling process
- Be honest at all times
- Communicate regularly and openly with the congregation and district

Call Committee Helps

WHEN CONVENING A SEARCH COMMITTEE

Once the decision has been made to extend a Call, it is important to form a search committee in a deliberate and prudent manner. The following suggestions may help you in this significant task:

1. Determine whether the congregation's constitution and by-laws and/or its policy manual provide direction on how the search committee is to be formed.
2. Depending upon the direction, or lack of specific direction, provided by the congregational documents, consult with the Circuit Visitor, Congregation Mission and Ministry Facilitator or key lay leaders in the congregation regarding how such search committees have been established in the past.
3. Establish to which congregational board or council the search committee is responsible.
4. Make a decision when forming the committee whether volunteers should be solicited for consideration for committee membership or whether the committee should be constituted by appointment or congregational position.
5. When forming the committee strive to have individuals who know the congregation well, understand its mission and values, and who are well-respected.
6. Define the role of existing staff persons in the search committee process.
7. Create a search committee charge document that outlines what is to be done, processes to follow, budget resources, and a time-line by when the candidate slate is to be presented.
8. Identify whether the committee will present to the congregation
 - a. all names
 - b. only those the committee finds acceptable ranked by preference
 - c. only those the committee finds acceptable not ranked by preference
 - d. a single recommendation
9. If the committee chair is not defined by the congregation's constitution or policy manual, make a decision whether this person is appointed by the appropriate board or council or is chosen by the search committee.
10. Publicize the committee's first meeting, its membership, and its general task.
11. Regularly share with the congregation the status of the search process, inviting congregational members to talk with committee members with any thoughts or questions.

As the search committee begins to convene, six actions are merited:

1. Take time to build a sense of cohesion and closeness within the committee so that individuals can become comfortable expressing their true thoughts and feelings.
2. Make sure that the committee incorporates devotional and prayer time into each of its meetings.
3. Establish a meeting calendar with a clear understanding of when each meeting begins and ends.
4. Determine if a note-taker is needed and if so, who it will be.
5. Develop an approach and activities needed to realize the charge that the committee has been given.
6. Rejoice and be glad that the committee has been given the opportunity to make a significant contribution to the mission and vision of the congregation.

A final note: You will receive much information about the individuals on your Call list, including a Personal Information Form (PIF) and Self-Evaluation Tool (SET). The PIF includes information about the pastor – his family, education, service, etc.; the SET are his answers to questions pertaining to pastoral ministry. A sample of each is included for your information.

Call Committee Helps

GRID FOR NARROWING THE CANDIDATE LIST

On the basis of reading the candidates file materials and the attributes outlined in the position description, identify those individuals that

- Must be considered for future interviews
- Perhaps should be considered for future interviews
- Should not be considered for future interviews

This worksheet should be filled out as you work through the materials on each candidate and either turned in to the committee chair or taken to the meeting when the narrowing decision will be made.

Candidates Name	Must Be Considered	Perhaps Should Be Considered	Should Not Be Considered
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

REMEMBER TO:

1. Communicate openly and regularly with others within the congregation and district;
2. Pray unceasingly for all who are involved and impacted by your actions; and
3. Remain vigilant not only for the congregation's interests but also for those of the Pastor that you aspire to add to the congregation's staff.

Call Committee Helps

GRID FOR IDENTIFYING THE CANDIDATES TO INTERVIEW

The search committee should work through and identify a few items under each of the major areas listed below. This grid should reflect the position description created for the position. Rate each of the items on the basis of the material that you have read in each candidate's file.

Score each item 1-5 1 being low – 5 being high	Name	Name	Name	Name
Desired Attributes				
Major Ministry Function Skills				
Education Requirement				
Preferred Experience				
Other Significant Information				
Quality of references				
Wild Card – Gut Feeling (1-10 points)				
TOTAL				

Call Committee Helps

PHONE INTERVIEW AGENDA

Prior to the Day of the First Phone Call

1. Discuss and select the 10-15 questions to be used in the phone interviews.
2. Be sure to arrange for a comfortable, private room with a speaker phone and tape recorder.
3. Identify who is to serve as call host and to ask the selected questions (preferably this person will ask the questions of all candidates interviewed).
4. Review the interview process.
5. Make sure everyone has the interview grid and is clear about the questions to be asked.
6. Meet for prayer 15 minutes prior to the scheduled start of the interview(s).

During the Phone Call

7. When a candidate answers, verify that it is still okay to proceed with the interview.
8. Ask for permission to record the conversation to share with committee members unable to be present and for future reference by the committee.
9. Indicate to the interviewee how many questions there will be and the total time allotted.
10. Introduce (name, position in congregation) those involved in the interview.
11. Begin with an introductory question (i.e., what would you like to tell us about yourself?).
12. Move through the selected questions, allowing adequate time for the candidate to respond.
13. Committee members may ask clarifying questions at any time.
14. When finished asking the selected questions, thank the candidate for sharing responses with committee.
15. Ask if candidate has a question for the committee or any additional thoughts and comments?
16. Share anticipated time frame of the search process and indicate that the candidate will be kept informed of the progress.
17. Close the interview with a brief prayer (one option is to ask the candidate to do so).

Following the Phone Call

18. Share initial reactions to interview (see Phone Debriefing Worksheet).
19. Agree to make any needed refinements in the interview process.
20. Prepare for the next call if another is happening that night.
21. When interview(s) conclude turn interview grid worksheet into the chair until the next meeting.

Call Committee Helps

POTENTIAL INTERVIEW QUESTIONS

The following are potential questions that can be used in either the phone interview or the onsite interview. Depending upon the available time and budget, most phone interviews last for 40-60 minutes. The committee will want to identify between 10-15 questions. Try to focus at least half the questions on the person's experience and character, not just the "nuts and bolts" of the position.

1. What would you like to tell us about yourself?
2. What is your experience in team ministry?
3. What is your definition of an effective team ministry?
4. We are looking for someone to (a component of the job description). How have your ministry or life experiences prepared you for this?
5. Describe your leadership style.
6. How have you dealt with a situation when an idea you proposed was rejected?
7. Describe a major achievement or difficult challenge that had an effect on your church or organization.
8. How would you implement (a component of the job description)?
9. Think back to a time when a congregation member came to you with a concern about another member – how did you respond?
10. Think back to a congregation member came to you with a concern about another staff member – how did you respond?
11. What is the worst thing you had to handle in ministry, and what did you do?
12. What is the most difficult person you had to handle in ministry, and what did you do?
13. Describe your understanding of the purpose of the Church.
14. What in ministry gives you the greatest joy?
15. What in ministry frustrates you the most?
16. What would you do to motivate those working in (a component of the job description) to work hard and strive for quality?
17. What would you do in a team ministry setting to strengthen the teamwork of the staff?
18. How do you "recharge your ministry battery"?
19. What expectations do you have of the congregation you serve?
20. Describe your areas of greatest strength and ability.
21. What expectations do you have of the staff with whom you serve?
22. Describe an effective (a component of the job description).
23. What will I likely hear when I talk to your references?
24. Tell us a little about your faith journey.
25. (**Identify 1 or 2 questions specific to your ministry setting and needs.**)

Call Committee Helps

PHONE INTERVIEW GRID

As a search committee, identify the questions you would like to ask during the phone interview (See Worksheet 2-1). List them below for use during the actual interviews. Score each candidate's response to the questions using the 1 to 5 scale.

Score each item 1-5 1 = weak – 5 = strong	Name	Name	Name	Name	Name
Question # 1					
Question # 2					
Question # 3					
Question # 4					
Question # 5					
Question # 6					
Question # 7					
Question # 8					
Other Questions					
Other Observations					
Wild Card – Gut Feeling (1-10 points)					
TOTAL					

Call Committee Helps

DEBRIEFING THE PHONE INTERVIEWS

Regarding the Candidate Phone Interviews

1. General impression of the candidate.
2. Any surprises? Either good or bad?
3. What strengths does the candidate bring to the position?
4. What are our rankings as individuals and as a committee?

Regarding the Process used by the Search Committee

1. What went well?
2. What should we do differently next time?
3. Did the interview seem to have a “good flow” to it?
4. Did the questions surface all the information you needed?
5. Was the interview too long? Too short?
6. Did the equipment all function adequately? Could everyone hear the candidate clearly?
7. Did the interview grid serve your needs? Any revisions?
8. Did everyone understand their role in the process?
9. Is there anything that would disqualify any candidate from further consideration?
10. Which candidates rose to the top? Or sunk to the bottom?
11. Should the congregation choose to do an onsite interview, which candidates should be invited?

Call Committee Helps

GRID FOR NARROWING THE CANDIDATE LIST II

The search committee should work through and identify a few items under each of the major areas listed below. This grid should connect to the position description.

Score each item 1-5 1 being low – 5 being high	Name	Name	Name	Name
Specify Gifts Needed For Position				
Specify Skills Needed For Position				
Experience Needed For Position				
Education Background				
Miscellaneous				
Wild Card – Gut Feeling				
TOTAL				

Call Committee Helps

DETERMINING THE FINAL SLATE OF CANDIDATES

After all the search committee's work, it is time to identify the list of candidates that will be presented to the congregation. As the committee convenes, consider taking these actions, and others that will prepare the committee for the voters meeting.

1. Pray for the guidance of the Holy Spirit.
2. Review all pertinent data particularly the composite assessments gathered from the onsite interviews.
3. Thoroughly discuss the interview of each candidate.
4. Pray for the guidance of the Holy Spirit.
5. Consider how each candidate ranks against the expectations expressed in the position description and any other concerns of the committee.
6. Pray for the guidance of the Holy Spirit ... you get the idea!
7. Consider the candidates'
 - a. Character
 - b. Compatibility
 - c. Competency
8. Consider capacity to further the congregation's mission and vision.
9. Revisit anything particularly significant from each candidate's references.
10. Resist the temptation to take the "easy road" (i.e., which candidate will likely say "yes"; which candidate is closest, which candidate is cheapest, etc.)
11. Review the congregation's constitution, bylaws and practices regarding the presenting of a call list.
 - a. Will all the viable onsite interviewees be recommended or only the committee's top choice?
 - b. If all of the viable candidates are recommended will they be ranked by the committee?
12. Assign someone on the committee to prepare candidate list for presentation to the congregation.

Call Committee Helps

RECOMMENDATION-RELATED QUESTIONS NEEDING TO BE DECIDED PRIOR TO THE VOTERS' MEETING

It is vital that the search committee be well-prepared for the congregational meeting that will seek to extend a Call. As a result, as the committee makes its decision regarding the candidates that are to be brought to the congregation for consideration, it needs to sort through some significant questions. They include:

- How will the committee chair explain to the members who gather to make a decision how the committee came to its recommendations?
- How will the committee chair explain why a certain person is not on the list of recommended candidates?
- Who will contact the candidates to inform them
 - of the date and time of the congregation meeting and
 - that they will be contacted following the congregation meeting to inform them of the congregation's decision?

Knowing the congregation and those likely to attend, the committee may wish to discuss other issues and/or questions that it believes will arise during the meeting.

Call Committee Helps

PRESENTING THE CANDIDATES: THE SEARCH COMMITTEE'S TEN COMMANDMENTS

When presenting the slate of candidates to the congregation during a voters meeting the committee chair should ...

Ask for God's guidance before and after the presentation of the slate of candidates. Further ...

1. Thou shalt thoroughly explain the search process to the congregation.
2. Thou shalt insure that all information in the biographical paragraphs is true and accurate to the best of your ability.
3. Thou shalt provide all relevant information about each candidate in a winsome manner.
4. Thou shalt be fair during the presentation of all names and biographical sketches.
 - a. Thou shalt have similar biographical paragraphs, pictures, or clip art for each candidate.
 - b. Thou shalt list names of candidates in alphabetical order.
5. Thou shalt not allow committee or congregational members to “stump,” “politic,” “manipulate” or label a particular candidate on the list.
6. Thou shalt provide ample time for questions, comments and prayer.
7. Thou shalt be totally honest and open regarding questions from congregation members regarding each of the candidates.
8. Once all questions have been asked, thou shalt present to the congregation a series of recommendations that convey the thinking of the search committee.
9. Once the congregation has selected a candidate, thou shalt give a unanimous vote to the selected candidate.
10. Thou shalt collect the information following the Call meeting, so the biographical information can be destroyed for confidentiality and privacy of all concerned.

Call Committee Helps

CONTACTING THE PASTOR-ELECT FOLLOWING THE CONGREGATION MEETING

After the Call Meeting

1. Telephone the Pastor-elect and convey that a unanimous Call has been extended.
2. Indicate that the Call paperwork will be received within a week.
3. Confirm the name and phone number of the contact person from the congregation.
4. Clarify if the candidate wishes to visit the congregation (including the spouse).
5. Telephone the other candidates that did not receive the call.
 - a. Convey the committee's appreciation for their willingness to participate in the call process.
 - b. Indicate that even though they did not receive the call, they still may be part of an ongoing process.
 - c. Refrain from explaining why they were not chosen.
 - d. There is no need to identify who did receive the call.
 - e. Explain that if the call is accepted, they will receive a letter of notification.
 - f. Clarify that if the call is not accepted, a member of the committee will re-contact each candidate.
6. Identify a visit date at the Pastor-elect's earliest convenience.
7. The congregational contact person should coordinate the pastor-elect's visit plans according to his desires.

Call Committee Helps

CONGREGATIONAL DOCUMENT CHECKLIST

The following is provided as a checklist for documents that could be included when the official Call is mailed to the candidate chosen by the congregation:

- Cover letter summarizing packet contents and indicating name, phone number, mailing address and email address of congregational contact person (see worksheet: Sample Cover Letter)
- Call papers accurately and completely prepared with appropriate signatures
- Current congregation Constitution/Bylaws
- Current congregational vision, mission, values and goals
- Current congregational budget
- Current congregation structure and ministry flow chart
- Current congregation personnel handbook
- Sunday bulletins for past three weeks
- Congregation newsletters for past three months
- Any special mailings from past three months
- Recent congregational picture directory
- The Mission and Ministry Inventory
- The Vacancy Transition Report presented by the Congregation Ministry Facilitator
- Materials about the congregation's ministries
- Brochures and/or bulletins of most recent Christmas and Easter services and special musical presentations
- Promotional materials, etc. of the congregation (audio, video or print)
- Appropriate community information obtained from Chamber of Commerce

Within two days of the congregation meeting extending the Call, expedite via overnight mail completed documents to Pastor-elect along with other pertinent information

Call Committee Helps

SAMPLE COVER LETTER FOR CONGREGATIONAL CALL PACKET

Rev. PASTOR-ELECT
SOMENAME Lutheran Church
SOMESTREET
SOMETOWN, SOMESTATE SOMEZIP

Dear Pastor PASTOR-ELECT,

Greetings in the name of Jesus, the Lord of the Church.

Pursuant to our phone conversation several days ago, enclosed is the document packet that we promised to send you. As you can quickly discern, the first item in the packet is the Call papers for the position of Pastor at ANYNAME Lutheran Church in ANYTOWN, Michigan.

Also enclosed are a handful of materials, most relating to congregational planning, finances and recent communications. Finally, we have enclosed some information on the community of ANYTOWN.

As you can imagine, the excitement around the possibility of your joining ANYTOWN'S staff is running very high. You made an exceeding positive impression on the members of the search committee and others in the congregation who met you.

We realize this Call may cause some anxiety amongst those you currently serve. Please be assured of our prayers for SOMENAME Lutheran Church, its staff and congregation.

Our hope is that you will give both Calls your deepest consideration. We look forward to further discussions when you come to visit on _____

If you need to contact someone at the congregation regarding any of these materials, your impending visit, or other matters please feel free to call or email either of us at the numbers below.

May the Triune God continue to grant you the hope, joy and faith that passes all human understanding.

In Jesus Name,

Search Committee Chair

Congregational Chair

Call Committee Helps

SAMPLE LETTER TO THE CONGREGATION CURRENTLY SERVED
BY THE PASTOR-ELECT

SOMENAME Lutheran Church
SOMESTREET
SOMECITY, SOMESTATE SOMEZIP

Dear Brothers and Sisters in Christ,

Grace and peace be yours in Jesus Christ!

On Sunday, _____, 200__, ANYNAME Lutheran Church in ANYTOWN, Michigan extended a Call to Rev. SOMEONE to become its Pastor. This action was taken by unanimous action of the Voters' Assembly.

While we are convinced that Rev SOMEONE would be a great blessing to our congregation, we realize that he is your pastor. We want you to know that we continue to pray for you and the ministry God has given you in SOMECITY.

We also want you and the members of SOMENAME to know that we are praying for Rev. SOMEONE as he begins to ponder the two Calls that he now has. We know that he will be led to a God-pleasing decision.

If Rev. SOMEONE should be led to accept ANYNAME's call, please be assured that we will do everything we can to see that an orderly and positive transition takes place.

In the Name of the One who gives life and hope,

RIGHTNAME, chair
ANYNAME Lutheran Church

Call Committee Helps

CHECKLIST FOR ONSITE VISIT

If the Pastor-elect chooses to visit with the congregation, it is vital that this visit be well organized and receptive to the needs and interests of the Pastor-elect and his family. The following checklist will hopefully aid the search committee as they develop the schedule and cover the many details of such a visit.

- Confirm a mutually agreeable time for an onsite visit.
- Arrange air and ground transportation, as needed.
- Arrange housing – offering the option to stay with members or in a hotel.
- Schedule time with the realtor, if so needed.
- Arrange for hosts to cover meals and tour the community.
- Introduce the candidate elect to the congregation at the end of the services.
- Provide a greeting time for the congregation following the service.
- Schedule time to meet with key leaders, ministries and boards. Be sure to check with Pastor-elect's spouse in terms of preferences, offering either meetings with his spouse or providing some other alternatives.
- Be sensitive to the Pastor-elects' needs ... who would they like to meet with? Would they like some free time to "roam" the community? Give the Pastor-elect the flexibility to revise the agenda.
- Clarify with the Pastor-elect whether the proposed schedule meets his needs.
- Provide a voucher and be clear in terms of which expenses will be paid and reimbursed.
- Send the proposed schedule to the Pastor-elect at least 3-5 days prior to arrival with congregational contact information.
- Make sure there is a positive wrap-up meeting for the discussion of final questions and concerns.
- Obtain any additional follow-up items that the Pastor-elect still needs to receive.
- As feasible, get a sense of when the Pastor-elect hopes to make a final decision.

Call Committee Helps

SAMPLE LETTER TO SEND TO THOSE WHO PARTICIPATED IN THE SEARCH
PROCESS, BUT DID NOT RECEIVE THE CONGREGATION'S CALL

Rev. SOMEONE
SOMENAME Lutheran Church
SOMESTREET
SOMETOWN, SOMESTATE SOMEZIP

Dear Pastor SOMEONE,

On behalf of the Search Committee of ANYNAME Lutheran Church, ANYCITY, Michigan, thank you for participating in our Pastoral interview process. We appreciated the opportunity to get to know you and to hear of your life and ministry. We were impressed by your commitment to serving Jesus Christ.

As you may have heard, ANYNAME extended a call to _____. On _____, he accepted our call. Please pray that his/her transition goes well.

We wish you well in the coming months, _____. You have many gifts to give the church and ministry. We wish you God's richest blessings as you live out your current call.

On behalf of the Search Committee,

NAME, Chair
Search Committee
ANYNAME Lutheran Church

Call Committee Helps

ONSITE INTERVIEW GRID

Once again, the search committee identifies the questions you would like to ask during the onsite interview (questions from the phone interview may be re-asked). List them below for use during the actual interviews. Score each candidate's response.

Score each item 1-5 1 = weak – 5 = strong	Name	Name	Name	Name	Name
Question # 1					
Question # 2					
Question # 3					
Question # 4					
Question # 5					
Question # 6					
Question # 7					
Question # 8					
Other Interactions					
Other Observations					
Wild Card – Gut Feeling (1-10 points)					
TOTAL					

Call Committee Helps

ONSITE INTERVIEW AGENDA

Prior to the Day of the First Interview

1. Arrange interview schedule with key congregational leaders and any others who will be involved.
2. Discern and schedule the types of activities he and his spouse would like to do.
3. Make appropriate lodging and meal arrangements for the candidate and spouse.
4. Discuss and select the questions to be used in the committee's onsite interview.
5. Identify who will pick the candidate up the airport unless he is driving his own car.
6. Arrange for the interview location at the congregation.
7. Identify who is to serve as visit host and who will the interview meeting.
8. Decide whether one person asks the interview questions or various committee members ask a question.
9. Make sure everyone has the interview and is clear about the questions to be asked.
10. Send the candidate a copy of the schedule.

During the Interview

11. Double check with those who will be meeting the candidate regarding any changes.
12. Have the host monitor the emerging needs of the candidate.
13. Provide the candidate ample time to explore the local area on his own if desired.

During the Committee's Interview Time

14. Open the day with a time for prayer.
15. Introduce those involved in the interview.
16. Move through the selected questions allowing adequate time for the candidate to respond.
17. Committee member may ask clarifying questions at any time.
18. Ask if the candidate has any question for the committee.
19. Stay mindful of the time and get the candidate to the next interview situation.
20. Share with the candidate anticipated time frame during which the congregation will extend a call.
21. Close the day with a time for prayer.

Following the Interview

22. Share initial reactions to the candidate. (See Interview Debriefing Worksheet)
23. Agree to make any refinements in the interview process.
24. Turn interview grid worksheet into the chair until next meeting.

Closure with the Candidate

25. Make arrangement to get the candidate to the airport.
26. Make sure the interview host has opportunity to "debrief" the candidate as is appropriate.
27. Arrange for candidate's expense to be covered promptly.

Call Committee Helps

DEBRIEFING THE ONSITE INTERVIEWS

Regarding the Candidate Onsite Interviews

1. Ongoing impression of the candidate.
2. Any surprises? Either good or bad?
3. Any new strengths that the candidate could bring to the position?
4. How did you rank this candidate?

Regarding the Process used by the Search Committee

1. What went well?
2. What should we do differently next time?
3. Did the interview seem to have a “good flow” to it?
4. Did the questions surface all the information you needed?
5. Was the search committee interview too long? Too short?
6. How did our schedule work out? Everyone got to spend sufficient time with the candidate?
7. Did everyone understand their role in the process?
8. Is there anything that would disqualify any candidate from being considered?
9. When will the search committee gather to make the decision regarding which candidates will be recommend to the congregation?

PASTOR'S INFORMATION FORM

Page 1

Title _____ First _____ Middle _____ Last _____ Ext _____ District ID No. 37

Home Address _____

City _____ State _____ Zip _____ Country, if other than USA _____

Home Phone _____ Cell Phone _____ Home Email _____

Personal Website, Blog, Facebook Page _____

Office Address _____ Church Website _____

City _____ State _____ Zip _____ Country, if other than USA _____

Office Phone _____ Office Fax _____ Office Email _____

Date of Birth _____ Birthplace _____ Ethnic Background _____

Immigration Status _____

Previous Certification _____

Current Certification M Div SMP Alt. Route _____ Colloquy

SMP Context _____ Supervisor _____

Current Status Active Candidate - Expires _____ Emeritus**EDUCATION**

Pre-Seminary _____ Degree _____ Year _____

Seminary _____ Degree/
Certification _____ Year _____

Post-graduate Work Where? _____ Degree _____ Year _____

LANGUAGESFirst _____ Bilingual Other languages _____ Level of Proficiency _____**MARITAL STATUS OF PASTOR (Check One)**

- | | | |
|--|---|--|
| <input type="checkbox"/> Single, never married | <input type="checkbox"/> Divorced, not remarried | <input type="checkbox"/> Widowed, not remarried |
| <input type="checkbox"/> Married, without children | <input type="checkbox"/> Divorced, not remarried, with children | <input type="checkbox"/> Widowed, not remarried, with children |
| <input type="checkbox"/> Married, with children | <input type="checkbox"/> Divorced, remarried, without children | <input type="checkbox"/> Widowed, remarried, without children |
| | <input type="checkbox"/> Divorced, remarried, with children | <input type="checkbox"/> Widowed, remarried, with children |

FAMILY INFORMATION

Wife's Name Title _____ First _____ Middle _____ Last _____ Maiden _____

Date of Marriage _____ Wife's Date of Birth _____ Wife's Birthplace _____

Vocation/Abilities of Wife _____ Is wife a member of an LCMS cong? _____

Wife's Email _____ Is wife rostered? _____

Children (Name, Year of Birth, Sex, and "H" if still living at home) (Note if deceased) (List last name if different from above)

- | | |
|----------|-----------|
| 1. _____ | 7. _____ |
| 2. _____ | 8. _____ |
| 3. _____ | 9. _____ |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

SPECIAL FAMILY INFORMATION (Physical disabilities, serious health problems, home schooling, or other matters)

Father's Given Name _____ Father Ordained/Commissioned? _____

Mother's Given/Maiden Name _____ Mother Commissioned? _____

PASTOR'S INFORMATION FORM

Name _____

District ID No. 37

SIZE OF PRESENT CONGREGATION _____ Baptized _____ Communicants _____ Avg. Worship Att.

EXPERIENCE (In the case of a multiple parish, separate numbers with a slash, e.g., 124/231.)

Previous Occupations _____

Vicarage (Church, Location and Date) _____ Ordination Date _____

Called Positions <small>(List only called positions in chronological order, including Commissioned Minister positions)</small>	Location	Dates
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_____	_____	_____

SPECIALIZED TRAINING / CERTIFICATION / EXPERIENCE (Mark all that apply) (T = Trained, C = Certified, E = Experienced)

Conflict Resolution	T C E	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Church Planter	T C E	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Evangelism	T C E	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Crisis Intervention	T C E	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Revitalization	T C E	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Stephen Ministry	T C E	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Intentional Interim Pastor	T C E	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Dissolution	T C E	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	CPE	T C E	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Congregational Healing	T C E	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Disaster Response	T C E	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Police/Fire Chaplaincy	T C E	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Institutional Chaplaincy	T C E	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Counseling	T C E	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

Name _____

District ID No. 37

SERVICE BEYOND THE CONGREGATION (include dates for each)

District

Synod

Auxiliaries

Community

Military

MISCELLANEOUS INFORMATION

Housing Provided? Yes No Participates in Social Security? Yes No

Concordia Health Plan? Yes No

If Yes, choose one Worker Only Worker and Spouse Worker and Children Worker, Spouse and Children

Concordia Retirement, Disability and Survivor Yes No

Parachurch Groups, Blogs, Chat Rooms (List all that apply)

Leadership Development Programs (List all that apply) _____

Trained Intentional Interim Pastor District Trained Synod Trained Non-LCMS Trained

SET Yes No Date of SET _____

DATE LAST MODIFIED 2/11/2020

A SELF-EVALUATION TOOL (SET) FOR PASTORS

[Adopted for use by the Council of Presidents of The Lutheran Church—Missouri Synod - Revised February 2013]

Name: _____
 Title First Middle Last Roster Status

In the Name of Jesus, Greetings!

The Lutheran Church desires to confess Christ and His Gospel clearly before the world for the salvation of the lost. Therefore, the Lutheran pastor is always ready to state forthrightly what he believes, teaches, confesses and practices in the congregation in the name of Christ. In that spirit, for the benefit of the wider Church, please answer all of the questions in this form in a clear and concise manner. This form will be included with your file and shared with those District Presidents who request information about you. It will also be shared by them with calling congregations as a helpful explanation of your faith and practice.

1. Describe your understanding of the church and its mission, especially regarding outreach to the lost.

2. Describe your understanding of the Office of the Public Ministry.

3. What is your understanding of the role of pastor as it relates to the role of the laity as members of the universal priesthood of all believers?

4. Describe your commitment to the doctrine and practice of the Synod.

5. Describe your pastoral approach and practice.

6. Describe your personal spiritual disciplines, prayer and devotional life.

7. What do you consider to be your strengths in ministry?

8. Describe the areas of your ministry needing improvement and what you are doing to improve them.

9. Describe your preferred practice regarding the use of The Lutheran Hymnal, Lutheran Worship, Lutheran Service Book, Lutheran Service Builder, other hymnals and song books.

10. Describe your preferred practice regarding alternate forms of worship (Creative Worship, writing own liturgies, use of technology [projections screens, video clips, etc.], etc.).

11. Describe your preferred practice regarding children's sermons in the worship service.

12. Describe your preferred practice regarding pastoral services (weddings, funerals, visitations, etc.) to non-members, non-Lutherans, or the unchurched.

13. How do you view healing ministries, speaking in tongues, baptism in the spirit, etc.?

14. How do you view working in a multi-staff ministry (pastor-pastor, pastor-DCE, pastor-school staff)?

15. How do you view serving as the pastor of a multi-congregation parish?

16. How do you view the ministry of the Lutheran school?

17. Describe any strong preference you have toward a certain type of ministry.

18. Describe your preferred Communion practice in view of Resolution 3-08 (Indianapolis, 1986) "Resolved, that the pastors and congregations of the LCMS continue to abide by the practice of close communion, which includes the necessity of exercising responsible pastoral care in extraordinary situations and circumstances."

19. Describe your preferred practice regarding the priority of the Lord's Supper in public worship, including its frequency.

20. Describe your preferred practice regarding the use of common or individual cups for communion.

21. Describe your preferred practice regarding first communion: before or after confirmation.

22. Describe your preferred practice regarding the use of lay people (men, women, youth) to assist in worship as acolytes, lectors and others (please list).

23. Describe your preferred practice regarding women's suffrage in view of Resolution 2-17 (Denver, 1969) and as reaffirmed in Resolution 3-05 (St. Louis, 1995).

24. Describe your preferred practice regarding the service of women in the church in view of Resolution 3-08A (St. Louis, 2004).

25. Describe your preferred practice regarding the church's involvement in human care ministries in the community.

26. Describe your preferred practice regarding inter-Lutheran relationships and inter-Christian relationships.

27. Describe the community or extra-congregational activities in which you have participated.

28. Enumerate skills you have acquired (Clinical Pastoral Education, sign language, substance abuse counseling, etc.) and other continuing education courses you have taken.

Course	Location	Dates	Time Involved
.....

- Every LCMS pastor is encouraged to participate in at least one continuing education experience annually.
- LCMS congregations are encouraged to support their pastor's continuing education with time and financial support.
- Pastors are encouraged to value education offered by our seminaries most highly, followed by other institutions of higher education.
- Pastors are encouraged to vary their educational experiences by taking classes in the following categories:

Exegetical [E], Historical [H], Systematic [S], Preaching [P], Teaching [T], Outreach [O], Pastoral Care [PC], Administration [A], Worship [W], Leadership [L], Ministerial Well-Being [WB]

I. Courses offered by PALS

Class Title	Institution	Dates	Category <i>From Above</i>	CEUs <i>Number</i>	For Degree <i>List Degree</i>

II. Courses offered by LCMS Seminaries

Class Title	Institution	Dates	Category <i>From Above</i>	CEUs <i>Number</i>	For Degree <i>List Degree</i>

III. Courses offered by OTHER HIGHER EDUCATION INSTITUTIONS

Class Title	Institution	Dates	Category <i>From Above</i>	CEUs <i>Number</i>	For Degree <i>List Degree</i>

IV. Other Qualified EDUCATIONAL EXPERIENCES

Class Title	Institution	Dates	Category <i>From Above</i>	CEUs <i>Number</i>	For Degree <i>List Degree</i>

29. What plans do you have for future continuing education and/or special skill building?

30. What hobbies or activities do you pursue outside your regular work of ministry?

31. How do you safeguard quality time to be with your family?

32. Do you presently own your own home? How do you feel about home ownership for you and your family?

33. Do you have any strong feelings or needs relative to the size of community in which you live?

34. Do you have any strong feelings about the size of the parish where you serve?

35. Describe any special health or personal needs which you or your family have which would enter into your consideration of a Call.

36. Describe your preferred practice toward an interview by a calling congregation before a Call is issued.

37. Is there anything else that you would like to share that might be pertinent to a calling congregation (e.g., description of current or previous ministries, intention to home school your children, special resources which would be needed, etc.)?

Remember, your answers will be shared with calling congregations and District Presidents who request information about you.

Signed

Date

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