

## **Appendix S**

### **Pastor-Elect Site Visit**

If the Pastor-elect chooses to visit with the congregation, this visit must be well organized and receptive to the needs and interests of the Pastor-elect and his family. Hopefully, the following checklist will aid the Call committee as they develop the schedule and cover the many details of such a visit.

- Confirm a mutually agreeable time for an on-site visit.
- Arrange air and ground transportation, as needed.
- Arrange housing—offering the option to stay with members or in a hotel.
- Schedule time with a 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 regarding preferences, offering either meeting with his spouse or providing some other alternatives.
- Be sensitive to the Pastor-elects’ needs ... Whom would they like to meet? 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 transparent about which expenses will be paid and reimbursed.
- Send the proposed schedule to the Pastor-elect at least 3–5 days before arrival with congregational contact information.
- Ensure there is a positive wrap-up meeting to discuss 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.