Lead Pastor Search Team – Terms of Reference

**Objective:**

The purpose of this team is to recommend to the Church Board (or directly to the church, as defined by your bylaws) a qualified Lead Pastor candidate that will enable the church to fulfill its stated mission.

Once the stated objective has been fulfilled the team will be dissolved. As well, all documents (profiles, minutes, documents) pertaining to the search will be shredded, removed from personal computers, and removed from internet based (cloud) storage.

**Members:**

* Determine the number of members of the congregation on the Search Team, as determined by bylaws or the church Board.
* Determine the number of Board members on the Search Team.
* Other members of the staff as required or helpful. Associate staff will not be part of the final discussions or decisions due to potential conflicts of interest.

**Search Team Roles:**

To be determined at the first meeting of the Search Team: Chair, Secretary, and Communications Coordinator.

**Meeting Frequency:**

To be determined.

**Process:**

Working in alignment with the church bylaws and the church Board, the search team will focus its efforts on the following areas:

* Clarify the process to be followed
* Alongside the church Board, ensure a Church Profile is created. Primary responsibility for this lies with the Search Team
* Alongside the church Board, ensure a Job Description is finalized. Primary responsibility for this lies with the church Board
* Source potential candidates
* Review candidate profiles
* Listen to sermons
* Interview candidates
* Conduct reference checks
* Make a recommendation to the Board (or church) of the best possible candidate

**Reporting:**

Responsible to the church, reporting to the Board through the Board members serving on the Search Team.

**Decision Making:**

It is preferable for the Search Team to be unanimous in their final decision regarding the candidate to be presented to the Board and church. However, if necessary, the Search Team will follow a consensus model that is defined as “everybody minus one. See the Fellowship Pacific Search Team Handbook for more information on this.

**Confidentiality:**

The Search Team will not publically release any information pertaining to Search Team process or potential candidates, unless agreed to by the Search Team as a whole. The Search Team may release information to the church Board pertaining to process, but not regarding potential candidates until such time as a final candidate is brought forward.

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Members of the Search Team - Signatures:**

I have read, and agree to abide by the Terms of Reference for the Pastoral Search Team.