



Pastoral Search Phases

Phase I – GENERAL PREPARATION

Phase I: Completed Tasks

1. *Search Committee (SC) approved by deacons and presented to the Church, January 2024.*
2. *The SC began meeting to organize, select leadership positions, and make initial assignments.*
3. *Develop and communicate a church-wide prayer focus.*
4. *Create, implement, and analyze the church survey.*
5. *Report results of the survey to the church.*
6. *Develop and communicate the church-wide communication plan including the “What’s Next” section of the church website.*
7. *Create an outline of the phases involved in the search process.*

Phase I: Tasks in Process

8. Develop a church profile so candidates can get to know WHBC; use this to produce a church brochure/packet to give to candidates.
9. Develop a pastoral profile/job description based on feedback from church via the survey.
10. Develop a mechanism for receiving resumes from candidates.
11. Develop a questionnaire to be used during interview process.

Phase II – IDENTIFY CANDIDATES

Examples of tasks likely to be completed during Phase II.

1. Post Job Opening to various outlets (ChurchStaffing.com; Indeed; Christian University/College job boards; OARBC job board; reach out to contacts in other ministries)
2. Identify process for evaluating candidates.
3. Assess resumes and identify candidates to be pursued further.
4. Communicate with candidates who are in process.

Phase III – EVALUATE CANDIDATES

Examples of tasks likely to be completed in Phase III.

1. Access sermon archives.
2. Evaluate candidate’s role in current ministry.
3. Send questionnaire (Phase I – step 11) to candidates.
4. Zoom/in-person meetings/interviews.
5. Contact candidate references.

*These search phases are part of the **What’s Next** process in pursuing the next lead pastor of Washington Heights Baptist Church, Dayton OH*

Phase IV – PRIORITIZE CANDIDATES

Examples of tasks likely to be completed in Phase IV.

1. Develop process to prioritize candidates.
2. Pursue top candidate:
 - a. Visit current ministry.
 - b. Gather additional reference checks.
 - c. Perform background check.
 - d. Make a detailed assessment of all data.
 - e. Invite candidate to visit with committee.
 - f. Visit with candidate's family.
 - g. Determine if top candidate should be presented to deacons.

Phase V – RECOMMENDATION/INTRODUCTION OF CANDIDATE TO DEACON BOARD AND CHURCH BODY

Examples of tasks likely to be completed in Phase V.

1. Recommend top candidate to board of deacons. If approved, proceed. (If not, return to Phase IV and search for next candidate.)
2. Plan and announce an official candidate weekend visit – Possible agenda:
 - Friday
 - Meet all WHBC staff and deacons.
 - Cottage meetings
 - Saturday
 - Meetings with various ministries
 - Worship Teams
 - GO Team
 - ABF teachers
 - Cottage Meetings
 - Sunday
 - Preach both services.
 - Meet with search committee.
3. If all goes well, present candidate to church for vote by members.
4. Extend offer to candidate.
5. If Answer is “NO” (from either the candidate or the church) move to next candidate. Restart Phase IV – Step 2.