

PULPIT/SEARCH COMMITTEE Toolkit

“MUST HAVE” SKILLS & RESOURCES FOR PASTORAL SEARCHES



“How To” tools & resources **EVERY** Pulpit Committee **MUST HAVE** to lead congregations through a Season of Change.

Dr. William H. Whitaker, II

CBA1 Founder, Ministry Consultant, & Leadership Trainer

Request Churches-in-Transition Training for Your Church:

<https://cba1.org/cba1-engagement-request-form/>

4 Phases of Churches-in-Transition Ministry

Phase 1: _____ Season

Phase 2: Search _____ Season

Phase 3: Call _____ Season

Phase 4: _____ Call Season

Pulpit/Search Committee Process vs. Churches-in-Transition (CIT) Ministry Process
What's the Difference?

Waiting for the Pastor to Arrive to Grow Ministry

Many congregations stop doing _____ during a pastoral interim period. The Churches-in-Transition Period guides churches to _____ ministerially, numerically, and financially in preparation for new Pastoral Leadership.

Pulpit Search Committee processes only address the _____ for a new Pastor.

Pulpit Committee Processes often use search procedures created for and implemented by other Pastoral Search Committees. Generally, the _____ search process _____ is used and implemented in the multiple churches.

“This is the process used by other churches in their Pastoral Searches and we would like to implement the same in your church as well.”

Churches-in-Transition (CIT) Ministry

Choose the Transition Toolkit that is Right for Your Congregation

Creates and prepares a _____ that fits the needs of your congregation to include a-la-cart resources and training chosen by your church’s leadership.

Governance Document Reviews/Updates

- Church Bylaws
- Church Constitution
- Church Operations Manual

Churches-in-Transition Surveys



- _____ **Care Training**
- _____ **/ Time, Talent, & Treasure Training**
- _____ **Training**
- _____ **Ministry Bible Studies**
- _____ **Training**
 - Pastor's Compensation Package
 - Pastor's Position Description Writing
 - Pastor's Employment Agreement Writing

Sample Churches-in-Transition Process

Phase 1: Discovery Season

1. **Purpose:** Discovering Who the Church has Become. (What does the church need to congregational health and ministry momentum?)
2. **Goal:** To train & prepare the search committee, church Leaders, & congregation prepare for the Search Process. Establish schedule of Sunday preachers and Bible study teachers.
3. **Deliverables:** New Pastor Qualities Survey, Congregational Relationships Survey, & Pastor's Position Description, As determined by the needs of the Congregation.
4. **Resources (Toolkit):** As determined by the needs of the Congregation.
5. **Search Process Communications:** Monthly Season of Change Fellowships with weekly (or as needed) Updates During Sunday Worship. Approve the Proposed Search Process.

Phase 2: Search Process Season

1. **Purpose:** Search Publication & Implementation
2. **Goal:** To implement the Search Process as approved by the congregation in Phase 1. Begin publicizing the search and begin receiving resumes.
3. **Deliverables:** Resume, Interview, and Preaching Evaluation Forms, Congregational Communications Survey, Members' Spiritual Life Survey, & Church Hurt Bible Studies.
4. **Resources (Toolkit):** As determined by the needs of the Congregation.
5. **Search Process Communications:** Monthly Season of Change Fellowships with weekly (or as needed) Updates During Sunday Worship. Phase 1 resources & survey results.

Phase 3: Call Preparation Season

1. **Purpose:** Pastoral Candidate Preaching/Teaching Engagements
2. **Goal:** To create a schedule of pastoral candidates for Sunday morning preaching and weekly Bible Study teaching.
3. **Deliverables:** Members' Congregational Life Survey & Members' Pastoral Journey Survey.
4. **Resources (Toolkit):** As determined by the needs of the congregation.
5. **Search Process Communications:** Monthly Season of Change Fellowships with weekly (or as needed) Updates During Sunday Worship. Phase 3 resources & survey results.

Phase 4: Discerned Call Season

1. **Purpose:** Pastoral Candidates Finalists & Discerned Call of the New Pastor
2. **Goal:** To create a schedule of pastoral candidates for Sunday morning preaching and weekly Bible Study teaching. Present finalists to congregation for confirmation/approval according to Church Bylaws.
3. **Deliverables:** Congregational 1-on-1 with the potential pastoral candidate.
4. **Resources (Toolkit):** As determined by the needs of the congregation.
5. **Search Process Communications:** Monthly Season of Change Fellowships with weekly (or as needed) Updates During Sunday Worship. Phase 2 resources & survey results.

Churches-in-Transition (CIT) Ministry includes Ministry Mechanics & Tools for Congregational Health in Preparation for New Pastoral Leadership

As the Seasons Change for Your Church, Pulpit Committees, Church Officers, & Servant Leaders' Teams MUST Be Able to Address Hard Questions & Challenges to their Leadership

Pulpit/Search Process Challenges

- How long will this “season” last?
- Why doesn't someone do something to make the “season” change NOW?
- What will we no longer be able to do when the change takes place?
- How will the change impact me personally?
- What will be the end result of the change once it arrives?
- What if I disagree with the change?
- Others?

Answers to Pulpit/Search Process Challenges

1. The _____ of Religion has Changed

The Climate/Culture of the Religious Community is Not the Same as it Was During Your Last Pastoral Search. Therefore, the Search Process being used by some churches may not be productive.

2027 and Beyond Will Be _____

- **Increased _____ of “Maintaining” Churches:** More churches that have not been able to maintain ministry and sustain membership will continue to close.
- **Increased _____ of “Maintaining” Churches:** More churches that are no longer able to “maintain” will merge, consolidate, or share in ministry with other churches.

- **Mega-Churches Getting _____**: Either the members or the ministries of “Maintaining” Churches will become a part of current Mega Churches. Multi-site ministries.
- _____ **of Church Facilities**: Congregations no longer able to maintain and afford ministry will either repurpose their current church facilities or sell their facilities to development companies for the purpose of being repurposed for use other than ministry.

2. Your Congregation has Changed

3. We Need to be United in Where We are in Our Ministry Life Cycle

4. We Need “Healthy” Churches-in-Transition Essentials (Before Beginning the Search Process)

- A God-Given, Transition _____
- Ministry _____ that Unite the Body & Support the God-Given Vision
- Internal/External _____ that Encourage Believers to Participate in the Church’s Ministry Programs
- _____ of Church Leaders to Serve in a Manner that Reflects the Spirit of Jesus Christ

5. We Need Congregation-Wide Understanding of the Primary Role of Pastoral Leadership (The Ministry of Word & Sacrament)

- _____
- _____
- _____
- _____ the Sick
- Spiritual Visionary
- Train & Empower Church Officers and Ministry Leaders to Fulfill Other Ministry Responsibilities of the Church

Distractions from the Ministry of Word & Sacrament

The more a Pastor assumes or is expected to personally **do** the _____ of the church, the less productive he/she will be in the Pastor’s *Ministry of Word and Sacrament*.

...AND the more vulnerable the church will be after the Pastor’s departure.

6. Ministry Momentum & Support is Needed within Our Congregation

The church that depends solely on the Pastor to personally and individually develop, provide, and maintain ministry is at risk for _____ upon the Pastor's departure.

The Pastor AND the church's congregation, officers, and ministry leaders are collectively responsible for developing and maintaining _____, _____, and _____. All servant leaders should be cross-trained in the various areas of ministry to ensure that the church is able to prosper in the absence of key leaders.

Avoid the “_____ for the _____ to Arrive” Mindset

The Pastor AND the church's congregation, officers, and ministry leaders are collectively responsible for developing and maintaining ministry _____, governance, and growth. All servant leaders should be cross-trained in the various areas of ministry to ensure that the church is able to prosper in the absence of key leaders.

7. Do More than Just “Maintain” Church While We Wait for God to Send Our New Pastor

The Church should not be satisfied with “_____” its current level of ministry and membership. It should seek to grow and not just “maintain” to secure the Church's future beyond the current generation of members.

As the *Maintaining Church* “_____” and members die or join other churches, the Maintaining Church will eventually reach the point of no longer being able to “_____” and _____ its ministry.

8. We Need to Be Trained as a Congregation on Our Church's Doctrine

Fewer Pastors are being trained as _____ Leaders. While a Pastor may be licensed in a particular denomination, they may have a practicing commitment to “Non-_____” and “_____ Denomination” ministry. It is the responsibility of the congregation to ensure that the Pastor knows, respects, and abides by the doctrine of your faith.

9. Our Church in 2027 & 2030

In what “condition” will your church be in 2030?

Describe the condition of your church if the current leaders and members over the age of 65 to 70 are no longer present to attend, lead, and give.

1. Vision 2030 for Congregational _____
2. Vision 2030 for Church _____ (Deacons, Deaconesses, Trustees)
3. Vision 2030 for Church _____
4. Vision 2030 for Church _____

Is your church just “Maintaining” or is it preparing for ministry sustainability AFTER the current generation?