

Search Committee Job Description

Committee members commit time and discernment: Committee will meet several times a month primarily in person for as long as the process takes to fill the position (up to two years or more)- Beginning June 2024

Committee members demonstrate important communication and leadership skills: confidentiality, openness and consensus (see Criteria document for additional details)

KEY RESPONSIBILITIES

1. Familiarize yourself with available resources

- a. *Guide to Pastoral Search and Call.*
- b. *Call Agreement Workbook.*
- c. *The Marks of an Authorized Minister.*
- d. Orient to demographic data through *Mission InSite.*

2. Develop *The Church Profile* (Pastor Arlen will assist)

- a. Review tools and process that will produce the congregational content to answer the Profile narrative questions.
- b. Name a convener, secretary and chaplain.
- c. Practice and experience, as a group, small group all-congregation exercises.
 - i. Pastor Arlen leads and trains.
- d. Organize a series of all-congregational conversations to produce content for the call.
 - i. Pastor Arlen will help define the goals; will offer tools and process to produce the content and will facilitate at the events
 - ii. These may take place at church, in homes, on Zoom; on weekends, weekdays; with or without meals

Arrange for hospitality
 - iii. Help lead conversations as small group leaders
- e. Discuss and answer profile questions
- f. Publish to the Congregation drafts of the work as each section is accomplished
- g. Establish, with help from F&A and others, the full Compensation and Benefits package, and the maximum total dollar amount, all inclusive, that you may negotiate on behalf of the congregation (By-Laws, Article III)
- h. Complete a draft of the Profile and share with entire congregation for feedback
- i. Conduct all-congregation conversations to walk through the full call document and affirm: "Is this true of us?"

3. Conduct the Search and Call (with the Rev. Dr. Marsha Williams, Conference Minister's help, or her designee)

- a. Receive training on reading and understanding Candidate Profiles, and on the over-all search and call process and Conference support
- b. Pastor Arlen provides process help only. May help the Team prepare for interviews and candidating weekend.
- c. Review candidate profiles and conduct interviews
- d. Communicate to Congregation on progress and process on consistent and frequent basis
 - i. weekly in worship – share updates such as "we've received 5 profiles" or "we have scheduled two interviews, keep us and candidates in your prayers."
 - ii. monthly in newsletter.

- e. Communicate to candidates, as they enter the process, and as Committee chooses to release them or hold them
- f. Reach consensus on one (1) candidate and communicate to COT.
- g. Arrange for candidating weekend and details around final contracting.
 - i. Provide Pastor Arlen's contact information
 - ii. With COT, arrange for candidate to meet with professional and support staff
- h. Present Candidate for a vote of the congregation
- i. Report to Candidate the result of the vote, and report to the Congregation the Candidate's answer
 - i. If "yes": Help congregation and new Senior Pastor-elect to on-board. With COT and Senior Pastor Elect and the Metropolitan Association, prepare a service of installation. Committee will serve as Pastor / people relations committee for one (1) year from Installation Service
 - ii. If "no": Meet and counsel with COT and the Conference Minister about next steps