Church Profile for Pastor Search

A practical workbook for small and rural church search teams

A useful church profile helps a candidate understand the congregation, community, role, and next steps. This workbook helps your team gather facts and write an honest public profile; it does not decide what your church should believe, pay, or require.

Inside this 10-page printable PDF

- Seven sections covering church identity, congregation, finances and compensation, leadership, community, narrative, and application instructions.
- A separate working compensation worksheet, a fictional writing example, and a final review checklist.
- Space to draft by hand; copy your approved answers into a separate document if you need a shareable profile.

How to use it

Give each section an owner, then review the answers as a committee. Confirm figures and the date they cover. Ask your authorized leaders to approve the compensation range and public version. Allow a candidate who is unfamiliar with your church to understand the profile without extra explanation.

Public and private information

This is a working document. Do not publish individual giving, personnel or health records, private contact information, names of minors, confidential candidate information, security details, or unapproved financial details. Decide what belongs in the public profile and keep supporting records in your church’s approved system.

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4. Leadership and decision-making

Describe the actual governance process. Churches use different titles and structures; do not assume every church has a board, elders, or a congregational vote.

Current staff roles (share names only with permission): _____

Governing body and its responsibilities: _____

Pastor's expected authority and accountability: _____

Responsibilities reserved to other leaders or congregation: _____

How decisions and disagreements are handled: _____

Interim preaching and pastoral-care arrangements: _____

Support and supervision available to a new pastor: _____

Make it concrete

Instead of "the pastor leads everything," name two decisions the role can make and two that require another group's approval. Confirm the description against your bylaws and approved position description.

Pastor may decide:

_____

_____

Requires another approval:

_____

_____

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