

# Pastor Search Committee Toolkit

A Comprehensive Guide for Small Churches

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## Templates

### All Editable Templates

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This document contains all the templates referenced in the Pastor Search Committee Toolkit. Each template is designed to be copied and customized for your church.

## Template 1: Search Committee Covenant

We, the search committee of [Church Name], commit to:

Prayerfully seeking God's will for our next pastor

Maintaining strict confidentiality about all candidates and committee discussions

Attending all meetings unless providentially hindered

Seeking consensus in all decisions

Supporting the final decision of the committee

Putting the church's needs above personal preferences

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Template 2: Church Self-Assessment Questionnaire

Distribute this questionnaire to all church members. Compile results before writing your pastor profile.

1. What is your average weekly attendance?

Answer: \_\_\_\_\_

2. What is your annual budget?

Answer: \_\_\_\_\_

3. What percentage of the budget goes to pastoral compensation?

Answer: \_\_\_\_\_

4. Do you have a parsonage? If so, what is its condition?

Answer: \_\_\_\_\_

5. What is your church's biggest strength?

Answer: \_\_\_\_\_

6. What is your church's biggest challenge?

Answer: \_\_\_\_\_

7. What kind of pastor does your church need?

Answer: \_\_\_\_\_

8. What are your non-negotiables in a pastor?

Answer: \_\_\_\_\_

9. What is your compensation range for a pastor?

Answer: \_\_\_\_\_

10. What is your church's mission statement?

Answer: \_\_\_\_\_

## Template 3: Pastor Profile Worksheet

Complete this worksheet as a committee. Distinguish between must-haves and nice-to-haves.

### Theological Requirements

- Denominational alignment: \_\_\_\_\_
- Statement of faith agreement: \_\_\_\_\_
- Views on Scripture: \_\_\_\_\_
- Other non-negotiables: \_\_\_\_\_

### Character Qualities

- Integrity and honesty
- Humility and teachability
- Emotional health and stability
- Healthy family life
- Financial responsibility

### Ministry Skills

- Preaching ability: \_\_\_\_\_
- Pastoral care skills: \_\_\_\_\_
- Leadership ability: \_\_\_\_\_
- Minimum years of experience: \_\_\_\_\_

### Compensation

- Salary range: \$ \_\_\_\_\_ to \$ \_\_\_\_\_
- Housing: \_\_\_\_\_
- Benefits: \_\_\_\_\_

## Template 4: Resume Evaluation Scorecard

Criteria	Score (1-5)	Notes
Theological alignment	___/5	
Preaching experience	___/5	
Leadership experience	___/5	
Church size experience	___/5	
Education/training	___/5	
Tenure stability	___/5	
References	___/5	
Overall presentation	___/5	
TOTAL	___/40	

## Template 5: Phone Interview Scorecard

Criteria	Score (1-5)	Notes
Communication skills	___/5	
Theological alignment	___/5	
Experience fit	___/5	
Cultural fit	___/5	
Enthusiasm for role	___/5	
TOTAL	___/30	

## Template 6: Reference Check Documentation Form

Field	Response
Candidate name	
Reference name	
Relationship to candidate	
Date of contact	
Method (phone/email/in-person)	
Strengths noted	
Weaknesses noted	
Conflict handling	
Reason for leaving	
Would they recommend?	
Additional notes	

## Template 7: Candidate Comparison Matrix

Criteria	Weight	Candidate A	Candidate B	Candidate C
Theological alignment	20%	___/5	___/5	___/5
Preaching ability	20%	___/5	___/5	___/5
Leadership experience	15%	___/5	___/5	___/5
Pastoral care	15%	___/5	___/5	___/5
Cultural fit	15%	___/5	___/5	___/5
References	10%	___/5	___/5	___/5
Compensation fit	5%	___/5	___/5	___/5
TOTAL		___	___	___

## Template 8: Offer Letter

Dear [Candidate], On behalf of [Church Name], I am pleased to extend an offer for the position of [Senior/Lead Pastor].

Position: [Title]

Start date: [Date]

Salary: \$[Amount] per [year/month]

Housing: [Parsonage/housing allowance of \$Amount]

Benefits: [Health insurance, retirement, vacation]

Continuing education: \$[Amount] per year

Vacation: [Number] weeks per year

This offer is contingent upon successful completion of a background check.

Please respond by [Date].

Sincerely, [Committee Chair], On behalf of [Church Name]

## Template 9: Non-Acceptance Letter

*Dear [Candidate], Thank you for your interest in the pastor position at [Church Name]. After much prayer and careful consideration, we have decided to move forward with another candidate. We were impressed by your qualifications and wish you all the best. Sincerely, [Committee Chair]*

## Template 10: Pastor-Church Covenant

This covenant is entered into between [Church Name] and [Pastor Name] on [Date].

**Ministry Expectations:** The pastor will provide spiritual leadership, preach and teach God's Word, provide pastoral care, and oversee church administration.

**Time Expectations:** The pastor will work approximately [number] hours per week, with [number] Sundays off per year and [number] weeks of vacation.

**Compensation:** The church will provide a salary of \$[amount], housing [parsonage/allowance of \$amount], and benefits as outlined.

**Performance Review:** The pastor will receive an annual performance review conducted by the [board/elders].

**Termination:** Either party may terminate this covenant with [30/60/90] days written notice.

**Dispute Resolution:** Disputes will be resolved through mediation, following the principles of Matthew 18:15-17.

**Sabbatical:** After [5/7] years of service, the pastor will be eligible for a [3/4/6]-week sabbatical.

Signed: \_\_\_\_\_ (Pastor) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Church Representative) Date: \_\_\_\_\_

## Template 11: First 90 Days Plan

Timeframe	Pastor Focus	Church Support
Week 1	Move in, meet leadership, tour community	Provide move-in help, welcome events
Weeks 2-4	Meet every family, learn history, begin preaching	Schedule introductions, share history
Month 2	Conduct survey, develop 1-year plan	Participate in survey, provide feedback
Month 3	Build community relationships, establish rhythms	Introduce to community leaders

## Template 12: Search Budget Worksheet

Expense	Estimated	Actual
Job posting fees	\$100	
Background checks (x3 candidates)	\$300	
Candidate travel (x2 finalists)	\$1,000	
Committee meetings	\$100	
Communication (mailings, advertising)	\$100	
Moving expenses	\$2,000	
Welcome events	\$200	
TOTAL		

## Template 13: Communication Plan Timeline

Timeline	Communication
Week 1	Initial announcement, interim arrangements, next steps
Week 2-4	Interim pastor intro, worship schedule, committee formation
Month 2-3	Committee announced, timeline, job description posted
Month 4-6	Progress updates, prayer requests
Month 7-9	Candidate visitation plans, congregational meeting
Month 10-12	Decision announced, call extended, transition timeline

## Template 14: Background Check Authorization Form

I, [Candidate Name], hereby authorize [Church Name] to conduct a background check including criminal history, credit history, education verification, and employment verification. I understand that this information will be used solely for the purpose of evaluating my candidacy for the position of [Title].

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## Template 15: Interim Pastor Agreement

This agreement is between [Church Name] and [Interim Pastor Name].

**Duration:** From [start date] to [end date] (approximately [number] months)

**Compensation:** \$[amount] per week, plus [housing/travel arrangements]

**Responsibilities:** Preach and lead worship, provide pastoral care, oversee administration, support search committee

**Limitations:** The interim pastor will not make major changes, hire/fire staff, or serve on the search committee

**Termination:** Either party may terminate with [2 weeks] written notice

Signed: \_\_\_\_\_ (Interim Pastor) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Church Representative) Date: \_\_\_\_\_