

GUIDELINES FOR A PULPIT COMMITTEE GETTING STARTED

Pulpit Committee Members:

- According to church Bylaws
- No two persons related – even by marriage
(If this occurs – Pulpit Cttee member must resign)
- Needs to be mature believer
- No more than 7 members
- Seek mentoring pastor's help

Determination of tasks:

- Determine Pastor's plan for retirement/moving
- Develop a schedule/calendar
- Celebrate the outgoing pastor (if applicable)
- Fill the pulpit during the transition
- Find an interim (if applicable) or/and
- Determine person responsible for pulpit filling (at least 4 weeks in advance)
- Take a congregational survey to help inform your search
- Keep congregation informed of progress
- Make sure parsonage is readied for next occupants (if applicable)
- Seek a pastor
 - Prayer
 - Create a church profile
 - Post the position – Roz Hency, Norma Armagum, or Ryan Chapman 800-848-2464 (ATLAS)
 - Create pastoral profile
 - Receive resumes – from website, state pastor, etc.
 - Read resumes and listen to sermons
 - Communicate with applicants
 - Pare the list to 3-5
 - Create/send out packet of area for potential candidates
 - Interview – 2-3 times persons you wish to pursue (use SKYPE or face to face interviews if possible)
 - Determine one person to candidate
 - DO NOT candidate more than one person at a time...you are looking for the Holy Spirit's will, not the best preacher
 - Follow that candidate through to the conclusion

Candidate week/weekend

- Set up prayer vigil
- Set up week or weekend- at least 3 days
- Give opportunity for variety of events
- Bring in congregation one evening for a Town Hall so they can get to know the candidate and family
- Host candidate family

CRITICAL ISSUES:

1. Prayer
2. Confidentiality
3. Flexibility
4. Conflict of Interest
5. Must have Credentials with Church of God, Anderson, In.