

## The Lead Pastor Search Process

### An Overview

Initial steps prior to a Lead Pastor search process include the items on pages 4-5 of the Lead Pastor Search Manual as well as the following:

- Help the Lead Pastor finish their role well
- Plan Sunday services and support continuing ministry
- Ensure administrative tasks and processes continue to function

\*Indicates actions or decisions that may be done in consultation with the District Office, Transitional Pastor, Transitional Coach, and/or Interim Pastor.

Step	Responsible	Action
1	Board	Work through initial steps after the Lead Pastor resigns
2	Board	Determine the transition pathway*
The timeframe for a transition can typically take 6-18 months from this point depending on the transition pathway chosen.		
3	Board	Create a Lead Pastor Profile*
4	Board	Form the Pastoral Search Team (PST)
5	District Office/ PST	Post employment opportunity on all relevant websites, including the district and national websites
6	PST	Collect resumes
7	PST	Screen, research, score resumes based on Lead Pastor Profile criteria, conduct initial interviews, and do reference checks on candidates
8	PST	Present a shortlist of candidates to the Board
9	Board	Conduct pre-candidating interview(s) and choose a preferred candidate
10	Board	Notify DS/ADS of the preferred candidate
11	District Office	Assess candidate's potential fit and inform the Board of their licensing status
11a	District Office	If candidate is not licensed, the licensing process begins
12	Board	Contact preferred candidate about willingness to move forward in the process



Step	Responsible	Action
12a	Board/ PST	If candidate declines, review the shortlist and proceed with a remaining candidate ( <b>return to step 9</b> ) or ask PST to start the search over ( <b>return to step 5</b> )
13	Candidate/ Board	Proceed with candidacy
14	Board	Board agrees to hire the candidate, and prepares a compensation package
14a	Board	Notify candidate you are not moving forward with them ( <b>as in step 12a, either return to step 9 or 5</b> )
15	Board	Notify DS/ADS of decision
16	Board	Forward compensation package to DS/ADS for review and potential input
17	Board	Contact candidate with the Board decision and present the compensation package, which must be contingent on successful completion of the C&MA licensing process
18	Candidate	Review and/or negotiate the compensation package and notify the Board of decision
19	Board	Inform the DS/ADS of the candidate's decision ( <b>return to step 12a if candidate declines</b> )
20	Board	Preparation for the arrival of the new Lead Pastor
21	Board DS/ADS	Installation service for the new Lead Pastor

Additional resources that may aid in this process can be found in the Lead Pastor Search Manual.

