

National Association of Congregational Christian Churches

# Calling A Congregational Minister

A Handbook for  
Pastoral Search Committees



2012





















**Remember that at all times it is the responsibility of the committee to thoroughly research potential candidates and follow up on all possible references.** The NACCC Pastoral Relations office is not empowered to grant standings to ministers or verify credentials. However, as a service to our churches, we provide access to professional documents that have been placed on file with the NACCC by clergy. The NACCC makes no representations about a minister's fitness.

## **2. Reviewing criteria for leadership.**

Now is a good time for your committee to review the ministry priorities listed in the CIF. As you sort through the minister profiles, you need to look for those profiles which most nearly match the professional specialties and other important criteria identified in your CIF.

## **3. Narrowing the list to a contact group.**

The process of reducing the prospect list will begin now. Several meetings will be necessary to complete this step. Be sure to:

- Work out any unresolved questions concerning profiles in your possession.
- Rank the potential candidates.
- Reach consensus on the top potential candidates as the contact group.

We suggest a simple “stop light” system to rank potential candidates. **Green** is for those whom you really wish to pursue, **red** for those who do not presently seem to fit your needs, and **yellow** is for those in between (those whom you do not wish to pursue yet but may wish to retain). The persons in the green group will be the first potential candidates considered by your committee.

## **4. Communicating with the contact group.**

You will first need to be in touch with each person in the contact group to determine whether or not that person is open to further exploration with your committee. This should be done within a week and preferably by telephone at their home to ensure confidentiality. Clearly understand that this call is simply to determine the person's openness to further discussion. The call should be a cordial call introducing yourself and not be a surprise interview.

Potential candidates who agree to dialogue with your committee should receive a follow-up letter immediately. This letter should ask for the additional information the committee would like to have; tapes, sermons, and other additional information. Be sure that envelopes are marked “Personal” or “Confidential”. Also, be sure the potential candidate is free to speak in privacy when you telephone at this or any other time during negotiations. It is always thoughtful to ask, “Is this a good time to talk?”

*Remember that at all times it is the responsibility of the committee to thoroughly research potential candidates and follow-up on all possible references.*

*We suggest a simple “stop light” system to rank potential candidates.*

*Potential candidates who agree to dialogue with your committee should receive a follow-up letter immediately.*



















































