Harvest
Christian Ministries

Pastoral Search Committee Charter

PURPOSE

The purpose of the Pastoral Search Committee is to conduct a prayerful, confidential, fair, and thorough search for a qualified pastoral candidate who aligns with the church's biblical beliefs, mission, vision, values, and spiritual direction.

The committee shall work in the best interests of the church and its congregation while ensuring that the selection process is conducted with integrity, transparency, and accountability.

QUALIFICATIONS OF COMMITTEE MEMBERS

Committee members should:

- Active tithing member in good standing.
- Demonstrate spiritual maturity and commitment to the church.
- Have a good reputation within the congregation.
- Exercise sound judgment and discernment.
- Maintain confidentiality.
- Demonstrate objectivity and fairness.
- Be willing to work collaboratively.
- Commit to attending scheduled meetings and participating in the search process.
- Avoid personal agendas or favoritism toward individual candidates.

RESPONSIBILITIES

The committee shall:

1. Develop a pastoral candidate profile outlining the church's needs, expectations, and qualifications.
2. Identify the educational, spiritual, leadership, and professional qualifications required of candidates.
3. Develop and communicate the pastoral vacancy announcement.
4. Solicit and receive pastoral candidate applications and recommendations.
5. Review resumes, ministerial experience, references, and other qualifications.
6. Conduct preliminary interviews and candidate evaluations.

7. Verify credentials, references, ministerial history, and other relevant background information.
8. Conduct follow-up interviews and request additional information when necessary.
9. Narrow the candidate pool and identify the most qualified candidates.
10. Present a recommendation to the Board in accordance with the church's governing documents.
11. Coordinate with church leadership regarding the next steps in the selection and congregational approval process.

CONFIDENTIALITY REQUIREMENTS

Confidentiality is essential throughout the pastoral search process.

All committee members shall:

- Maintain strict confidentiality regarding candidate identities, applications, interviews, discussions, and evaluations.
- Not share candidate information with family members, friends, congregation members, or unauthorized individuals.
- Not discuss candidate qualifications or committee deliberations outside authorized meetings.
- Secure all candidate records and communications.
- Avoid discussing sensitive matters through unsecured communication channels.
- Disclose any potential conflicts of interest.

Committee members shall sign a confidentiality agreement before participating in the search process.

Confidentiality obligations shall remain in effect after a member's service on the committee has ended.

DECISION-MAKING PROCESS

1. Committee decisions should be based on prayer, discernment, established qualifications, and the best interests of the church.
2. The committee shall strive to reach decisions through consensus whenever possible.
3. When consensus cannot be achieved, decisions shall be made through a majority vote of the committee members present, provided a quorum is established.
4. A quorum shall consist of a majority of appointed committee members.

5. Committee members shall be given an opportunity to express concerns and provide input.
6. Any member with a personal, financial, or other conflict of interest involving a candidate must disclose that conflict and may be required to recuse themselves from related discussions or votes.

REPORTING RELATIONSHIP AND ACCOUNTABILITY

The committee shall report directly to the Board or designated church governing authority.

The committee shall:

- Provide periodic progress reports to the Board.
- Communicate significant delays, challenges, or concerns.
- Maintain documentation of the search process and candidate evaluations.
- Present its recommended candidate or candidates to the Board for consideration.
- Provide the congregation with appropriate updates without disclosing confidential candidate information.

The Board shall provide oversight and ensure the committee operates within its approved authority.

CONFLICTS OF INTEREST

Committee members must disclose any personal relationships, financial interests, family connections, or other circumstances that could compromise their impartiality.

The Committee Chairperson and Board shall determine appropriate safeguards, including recusal when necessary.

MEETINGS AND DOCUMENTATION

- The committee shall meet regularly throughout the search process.
- The Committee Chairperson shall establish meeting schedules and agendas.
- Meeting minutes shall document attendance, decisions, and action items without unnecessarily disclosing sensitive candidate information.
- Candidate records shall be maintained securely and accessible only to authorized individuals.
- The committee shall maintain a record of its recommendations and supporting rationale.

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TERM AND DISSOLUTION

The committee shall remain active until:

1. A qualified pastoral candidate has been identified and recommended.
2. The recommendation has been presented to the appropriate governing authority.
3. The required approval or congregational voting process has been completed.
4. The Board formally dissolves the committee.

The Board may replace a committee member who resigns, becomes unable to fulfill their responsibilities, violates confidentiality, or otherwise fails to meet the committee's expectations.

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PASTORAL SEARCH COMMITTEE

Expression of Interest / Volunteer Ballot

Dear Harvest Family:

As we begin the process of identifying and selecting our next pastor, the Board is inviting interested members of the congregation to express their willingness to serve on the Pastoral Search Committee.

The committee will be responsible for prayerfully identifying, evaluating, and recommending qualified pastoral candidates who align with our church's beliefs, mission, vision, and spiritual direction.

We encourage members who demonstrate spiritual maturity, sound judgment, confidentiality, objectivity, and a commitment to the future of our church to consider serving.

Please complete the ballot below if you are interested in being considered.

SECTION I: MEMBER INFORMATION

Name:

Phone Number:

Email Address:

How long have you been a member of the church?

- ● Less than 1 year
- 1–5 years
- 6–10 years
- More than 10 years

SECTION II: QUALIFICATIONS AND COMMITMENT

Please indicate whether you agree with the following expectations:

- I am committed to supporting the church's mission, vision, and spiritual direction.
- I am willing to participate in prayer, meetings, interviews, and candidate evaluations.
- I can maintain strict confidentiality regarding candidates and committee discussions.
- I can remain objective and consider candidates fairly without personal bias or favoritism. I
- am willing to work collaboratively with other committee members.
- I understand that expressing interest does not guarantee appointment to the committee.

PASTORAL SEARCH COMMITTEE

SECTION III: ADDITIONAL INFORMATION

Why are you interested in serving on the Pastoral Search Committee?

What skills, experience, or qualities would you bring to the committee?

Any additional information you feel would be important for the Board to know when considering your interest in serving on the committee:

SECTION IV: ACKNOWLEDGMENT

I understand that the Board will review all expressions of interest and make the final committee appointments in accordance with the church's bylaws and established governance procedures.

I understand that serving on the committee requires prayerful discernment, impartiality, commitment, and confidentiality.

Member Signature: **Date:**

FOR BOARD USE ONLY

Date Received:

- [ ] Selected for Committee
- [ ] Not Selected Alternate
- [ ] Candidate

Reviewed By: **Date of Review:**