

Ground Rules for Pastoral Search Team PPMCC 2007

1. All discussion and deliberation occurs when the PST is meeting together either face-to-face or electronically (conference call or internet conference is acceptable).
 - Members are not to discuss PST content between themselves or in small groups of members of the PST.
 - Members are not to discuss PST matters via e-mail.
 - Members of the BOD do not discuss PST matters during board meetings, either in open or closed sessions.
2. The chair and vice-chair will guide the process, serve as representatives of and spokespersons for the PST, and assure transparency of process while maintaining appropriate confidentiality of content.
3. The chair will initiate and receive communication from the congregation regarding PST matters and process.
4. The chair will initiate and receive communication with prospective candidates for pastor.
5. The chair will be the contact between the regional elder and the PST. This will include regular contact with the regional elder throughout the process and facilitation of the regional elder's ongoing consultation with the PST. The chair will provide the team with summaries of communications via e-mail, to be discussed during the next meeting.
6. All deliberations of the PST are strictly confidential. Members of the PST will not disclose any discussions, deliberations, or processes of the PST with anyone outside the committee, except the regional elder and others as determined by the chair. The members of the PST will hold one another accountable for such confidentiality and will remove from the PST any member who breaches this confidentiality.
7. The decision of the PST to select the candidate to be presented to the congregation shall require the vote of 70% of PST members, which is the same percentage required for election by the congregational vote.
8. We will operate with mentality of bees in a colony, as read by Jonelle Neighbor at our June meeting:
 - Seek a diversity of options
 - Encourage free competition of ideas
 - Use an effective mechanism for selection

Preliminary Decisions
PPMCC 2007

1. Adopt ground rules for the processes and work of the PST. *Completed 6/23/07.*
2. Determine the percentage of the congregational vote to elect a Senior Pastor (check by-laws). *Nothing in by-laws – 70% was the decision by the PST.*
3. Essential approach for this process will be the executive search placement with the assistance of the Regional Elder, Lillie Brock. *Team would like at least two, and possibly three candidate recommendations from Lillie.*
4. Determine the procedure for present clergy who may wish to be considered for this position.
 - If such a staff member wishes to be considered and if there seems to be feedback of significant congregational support, one option is to allow this individual to be considered first as the candidate and an appropriate congregational vote rendered.
 - If the vote fails to elect the individual as Senior Pastor, the individual must resign from the church staff upon the arrival of the newly elected Senior Pastor.
 - It is also an option for the PST to establish and communicate a policy that it will not consider staff clergy/interim for the Senior Pastor position because of the inherent probability of conflict. *As written in Dan Koeshall's contract, he can apply for this position.*
5. Design and adopt the process and timeline. *Completed 6/23/07.*

Process and Timeline of the Pastoral Search Team PPMCC 2007

Timeline

1. Review timeline set by Transition Team. *Completed 6/23/07*

Selection Criteria - To be completed 7/8/07

2. Determine selection criteria.
 - Draft selection criteria such as qualifications and characteristics desired in a candidate based on survey results from Transition Team, Congregational Snapshot, and Survey Monkey.

Congregational Communication - Ongoing

3. Communicate progress to the congregation
 - Issue a communiqué on the structure, work, and decisions of the PST to date. Add to OCC, website, and newsletter.
 - Announcements at church services and Powerpoint.
 - Invite members and regular attendees to share comments, suggestions, or questions via e-mail or standard mail to PST.
4. Conduct a congregational forum with PST to discuss the process, ground rules, timeline, and ways in which congregants will be invited to participate. Discuss selection criteria.

Prospectus Development – To be completed 7/08/07

5. Develop a church profile.
6. Develop a community profile.
7. Develop a compensation package and pastoral contract.
8. Create a comprehensive profile with supporting documents for final candidate.
9. Design application form.

Initial Conversations about Candidates – August 07

10. Determine a process and content for the exploratory conversations; a preliminary interview sheet.
11. Develop cover letter for our information packet, including the statement of selection criteria.
12. Obtain names of potential candidates from Regional Elder.
13. Invite candidates to participate in conversation.

Initial Contact with Candidates – August 07

14. Develop protocol and questions for a telephone interview with each applicant to be considered.
15. Conduct phone interview.
16. Make other follow up contacts on specific applicants.

Selection of Candidate to be Considered – September 07

17. Contact references of candidate.

Trust in our God with all your heart; do not depend on your own understanding.
Seek God's will in all you do, and God will show you which path to take. Proverbs 3:5-6

18. Design protocol for face-to-face interviews.
19. Conduct face-to-face interviews at a neutral location away from the church.
20. Consult with Regional Elder before making selection of final candidate for presentation to the congregation.
21. Communicate with candidates who will not be considered further.

Presentation of Candidate to the Congregation – *October/November 07*

22. Establish a schedule and content of candidate visit.
23. Facilitate logistics of the candidate's visit
24. Prepare a report of the PST for the congregational meeting for the presentation of the candidate.
25. Facilitate the election.

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