

Proposed Process and Guidelines For Pastor Search Committee

1. Committee Organization:

Elect Chairman, Secretary, confirm other members of committee

Secretary shall take attendance, write and/or record minutes

Quorum for meetings to be held is 75%

Procedures shall follow Robert's Rules when motions for voting occur

Meeting schedule: To be announced as needed

Meetings will be closed to non-committee members unless invited (a summary of meetings and progress will be given to the Board of Trustees at their monthly Meetings.)

2. Rules of Conduct, Ethical Behavior and Discipline:

Committee members must attend a minimum of 80% of our meetings.

No independent actions shall be taken in support of or opposition to a candidate.

There shall be confidentiality in regard to private or personal information from a candidate. Privileged information shall be held in confidence.

No communication shall be mailed out or requested of church members unless approved by the committee and the board of trustees.

Courtesy of fellow committee members as demonstrated by respectful interactions

Breaking the rules of conduct or violation of ethical behavior will be cause for dismissal from the Committee based upon an 80% affirmative vote.

3. Job Description: available, separate document

(includes guidelines for both interim and senior passtor search)

4. Preliminary Screening:

Establish minimum qualifications and desired qualities

Collect applications and resumes

Prescreen applications for acceptance or rejection

5. Create short list of candidates:

Invite those on list for preliminary interview

Obtain their minimum compensation requirements (salary, health benefits, etc.)

After preliminary interviews, establish an order of final review (ranking of candidates)

6. Begin the Final Assessment:

Concentrate solely on the first choice candidate from short list

7. Assessing the Candidate:

Compatibility with our beliefs, as stated in CIV By-laws and Mission Statement

Character

Leadership and organization

Training and background

Sermon content

Preaching style

Vision for CIV

Pastoral plan for CIV

References

Resumes

Interview (in-depth)

8. Recommendation to Board of Trustees

Determined by an 80% approval from the search committee

If the candidate fails to get 80% approval, the committee will begin the process from step 4 for the next candidate on the short list and/or new applicants

The Committee's decision to be held confidential until presented to the Board of Trustees at the first meeting following their vote.

9. Options for Trustees upon receiving the search committee's recommendation:

The Trustees can either: a) accept the recommendation, b) reject the recommendation, c) amend the recommendation, d) table the recommendation. Options b, c, and d would require extra deliberation by the Trustees. Tabling the recommendation would be done with a commitment to revisit the recommendation within a reasonable length of time. Rejection must be supported by valid reasons.

10. Rules of conduct for all CIV members during pastor search

No member of CIV shall undertake independent actions in support of or in opposition to a pastor candidate such as obtaining or circulating privileged* candidate information, contacting or encouraging members to influence the Search Committee, coaching candidates, or any other actions or activities that the Board of Trustees or the Search Committee determine violate the spirit of the Pastor search process.

Any alleged violation of these rules will be brought to the church leadership for consideration in a special meeting.

A member found in violation will be reprimanded and removed from any committee they serve on. A second violation will be cause for the church leadership to discipline per the by-laws.

*Privileged information includes all information, written and oral, that the Pastor or Search Committee decides should remain confidential during and following the search process.

*This document has been developed and written by the following members of the CIV pastor search committee:

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