CON	FIDENTIAL REFERENCE ON	N DATE
1.	Give approximate dates during wh were acquainted with him.	ich you were closely associated and under what circumstances you
2.	Give any information you feel per his suitability for pastorate.	tinent about his home life and/or family background which bear upon
3.	Has he or his wife been divorced?	If yes, when?
4.	How do you rate his personal finar manager; above average	ncial abilities/Inept money manager; adequate money e; excellent money manager
5.	Do you know of any area of characteristics of the second s	cteristics that would be a problem to the effectiveness of his pastorate? No
6.	each heading which most nearly re	each of the characteristics listed below by checking the items under epresents your evaluation. Do not check items which you feel uncertain rtunity to observe. (Check one or more)
I	E KNOWLEDGE Limited knowledge Mediocre Rather sound, could be deeper Very sound doctrinally	ACHIEVEMENT Lacks initiative Doesn't accomplish much Meets average expectations Starts but does not finish Accomplishes a great deal
I	ICAL CONDITION Poor health Fair health Good health Rugged and vigorous	DENOMINATIONAL LOYALTY Understands Southern Baptist program Co-operates in some of the denomination's programs Has limited knowledge of purpose Has been uninvolved He has participated
I	AL ACCEPTABILITY Avoided by others Liked by some people Sought by others Tolerated by others Well-liked by most people	PERSONAL APPEARANCE Unkempt Neat Exhibits poor taste in dress Exhibits good taste in dress Attractive
I	IWORK Frequently caused friction Prefers to work alone Seeks to dominate Frequently fails to cooperate Effective in teamwork	LEADERSHIP Makes no effort to lead Tries but lack ability Shows some leadership promise Good leadership ability Unusual ability to lead

S F U	PASSION Flow to sense how others feel Reasonably responsive Understanding and thoughtful Responds with unusual insight and consideration	RELIGIOUS EXPERIENCE Relatively superficial Over-emotional Growing Healthy Contagious Profound
F	ORAL DISCRETION Repeats confidences Discusses other persons of the congregati Violates confidences only on inconsequent Confidences never revealed	
7.		iged, depressed, irritated tense onalities dships, i.e., to "clicks" ake a joke
8.		ich best describe his abilities in preaching. istic lecture type conversational expository
9.		ich best describes his ability as an administrator. does all himself
10.	Select one or more of the following wh enjoys dislikes average	ich best describes his ability as a counselor. ge ability exceptional ability
11.	•	ich best describes his personal visitation. sitsfaithful visitor good soul-winner
12.	If you were on a pastor search committ	ee, would you consider this person?
13.	• • •	s candidate's all-round fitness for the pastorate, adding any s which have not been brought out by the proceeding questions
14.	If possible, list other persons you consi	der qualified to give us further information about this person.

At your earliest convenience please complete and return in the self-addressed envelope.

Reference Questionnaire

CAN	DIDATE has been brought to our attention in our search for a pastor. As	s we seek the
indivi	idual God would have for us, we would like your responses to as many of the questions indicate	ed below that
your l	knowledge of and acquaintance with the above candidate allows. (Please use additional sheets a	s necessary.)
1.	How long have you know this person?	years
	In what capacity?	,
	How recently have you been in contact?	
2.	In what capacity?	
3.	Is he a soul winner? What methods does he use?	
4.	What is the greatest interest or major emphasis of his ministry?	
5.	How do you evaluate his ministry and why?	
	Is he a good preacher?	
	Is he a good pastor?	
7.	With what age groups does he work best?	
8.	How does he relate to other age groups of a church?	
9.	What community interest and concerns have his past ministries indicated?	
10.	Is he flexible? Can he adapt to changing situations?	
	Can you give an example of why you answered this way?	
11.	How does he react to problem situations?	
12.	Is he sensitive to the feelings of others?	
	Why do you feel this way?	
13.	Does he visit prospects, church families, hospitals, nursing homes, etc Does he keep personal confidences?	
14.	Is there any personal trait, habit, or attitude which might hinder his ministry? Explain:	
15.	Is there any illness or ailment which might hinder him? If yes, please explain	
16.	Does he live within his Income?	
10.	Has he had financial difficulties in the past? If yes, please explain	
17.	Does his family, especially his wife, appear to be supportive of his ministry?	
18.	Comment on his family in regard to a Christian home.	
19.	Is he cooperative with and supportive of the Southern Baptist Convention?	
	Is he active in the association?	
	Does he use SBC literature?	
20.	Do you know whether he is considering leaving his present ministry?	
	11 50 WHY:	

21.	What is his gro	eatest asset?			
22.	What is his gro	eatest weakness?			
23.	How would yo	ou rate the candidate's over	erall effectiveness	s in this position? (circle one)	
	SUPERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	

24. Please check your answer on the following. If you have no basis for an answer, do not respond.

Topics	Seldom/Never	Occasionally	Usually	Always
COMMUNICATION SKILLS-chooses proper means to communicate his ideas and thoughts				
CONFLICT-functions effectively under pressure				
CONSIDERATION-is patient, understanding, considerate, and courteous				
CREATIVITY-shows a willingness to try new approaches or methods				
DELEGATION-assigns tasks to persons capable of carrying them out				
EFFECTIVENESS-makes effective decisions				
EMOTIONAL CONTROL-maintains control of emotions when things are not going right				
ENTHUSIASM-shows interest and enthusiasm toward work				
EVALUATION-effectively evaluates programs, practices, and personnel				
EXPRESSION-expresses ideas smoothly and articulately				
FRUIT OF THE SPIRIT-demonstrates knowledge and use of the Fruit of the Spirit				
KNOWLEDGE-demonstrates a thorough knowledge and understanding of church functions and administration				
LEADERSHIP-creates a feeling of unity and enthusiasm among those in contact with him				
LEADERSHIP STYLE-(answer one) 1. is authoritarian or dictatorial 2. is open and works well with committees, but remains the leader				

OPENNESS-considers divergent views				
PERSEVERANCE-demonstrates initiative and persistence in accomplishing goals and objectives				
SENSE OF HUMOR-demonstrates a sense of humor at appropriate times				
SUPPORT-supports people who are responsible to him				
SUPPORTIVE-supports the policies, procedures, and philosophy of the church				
TRUST-exemplifies trustworthiness by keeping confidences				
UNDERSTANDING-is conscious of the problems that face a church				
25. Do you recommend the candidate for the Why?				
Please supply any additional comments or your earliest convenience to:		•		v
YOURN	AME			
POSITIO)N IN YOUR	CHURCH		
YOUR P	HONE NUM	BER		
Do we ha (circle on		nission to call yo NO	ou if our comn	nittee desires?
OTHER REFEREN	CES YOU R	ECOMMEND Y	WE CHECK	
Name				
Address				
City				
Phone				
Name				
Address				
City				

at

CONDUCTING AN INTERVIEW

Conduct the interview in such a manner as to reveal the highest concern for the prospective pastor and the churches represented. Establish a relaxed environment by asking the pastor about his family and his work. The committee members will share something of their work and church involvement. Continue by sharing information about the church and community; and ask for clarification of information you may have concerning the pastor and his present church.

The interview will be more productive if questions to be asked have been agreed on in advance. The questions should be open-minded; similar to the following.

- 1. To what extent is your family involved in your ministry and how would they feel about moving.
- 2. Share with us something of your work schedule and how you divide your time among major responsibilities.
- 3. How do you interpret the role of a pastor?
- 4. What style of leadership would you set forth as a good model for a pastor?
- 5. How would you describe an effective worship service?
- 6. What are your measurements for success in ministry?
- 7. What is your interpretation of the role of deacon?
- 8. How actively involved in associational and denominational affairs would you like to be...and would like for a church to be?
- 9. Tell us about your plans for personal growth.
- 10. How comfortable do you feel in working with all the age groups that make up the membership of a church?

Following the interview, the committee will meet as soon as possible to share insights and feelings. The inclination will be to make a decision largely on the basis of his preaching. However, the information gleaned from the questions asked should carry even more weight. Recognize from the beginning that by design there will be diversity of thinking on the committee to reflect diversity within the membership. It will be only natural for differences to surface in evaluating the prospective pastor and his preaching style. Constructive conflict within the committee can be helpful so long as the ultimate objective of finding a pastor who will meet the needs of all the people is very clearly in mind. A committee will notify the prospective pastor of their decisions to pursue or to table the relationship.

SUGGESTIONS FOR AN INTERVIEW WITH A PROSPECTIVE PASTOR

Before the pastor search committee hears a man preach, they need to know something about him. They can learn more about a man from an interview than from one sermon and may save themselves some time and expense by not making needless trips to other churches.

This interview could well include a visit with the prospective pastor's wife.

The discussion, probably, should include several areas, some similar to those explored in an ordination service.

I. The first area for investigation is the man's spiritual life.

- 1. The committee will want his (and perhaps his wife's) testimony about his conversion.
- 2. The committee will ask about his call to the ministry, and his wife's commitment to that ministry.
- 3. The committee could ask for some information about his personal spiritual growth and his devotional life.

II. The second area should cover his belief about Scripture.

- 1. The committee could ask specific questions regarding his belief about the Bible, the church, Salvation, the work of the Holy Spirit, etc.
- 2. The committee should ask the prospective pastor about his convictions about the Scriptures and his beliefs on Baptist teachings. What is his conviction about the 2000 Baptist Faith and Message?
- 3. The committee should assure the prospective pastor, if they can honestly, that, if he comes to their church as pastor, he will have freedom in the pulpit and not be restricted in his preaching.

III. The committee should ask the prospective candidate about his convictions about the church program.

- 1. He should be asked what he believes about the organization of the church and its programs. How does he relate to the deacons and to the program organizations?
- 2. What does he believe about missions and evangelism? How does he support missions and evangelism?
- 3. How loyal is he to the Association, Missouri Baptist Convention and Southern Baptist Convention? Will he promote and actively support the denomination and the Cooperative Program?
- 4. How does he feel about youth and senior citizens?

5. Recognizing his inability to be specific about a strange church, what kind of personal ministry and church work could be tentatively envision in this church field.

IV. The committee should ask the prospective pastor about his personal life.

- 1. They should know about his academic preparation, the time he spends in Bible study and sermon preparation, and if he has any plans for continuing education.
- 2. The committee should ask his evaluation of strengths and weaknesses in his work.
- 3. Does he take some time off? How much time does he spend with his family? Are there any problems in his relationship with his family that would affect his pastorate?
- 4. The committee should be very frank in asking about the prospective pastor's financial needs and in discussing what the church can and will do for him if he is called. They should be honest in this and not promise anything the congregation is not aware of or has approved.
- 5. The church should ask about the prospective pastor's physical and mental health.

V. The prospective pastor should be given an opportunity to ask any questions he has about the church. The committee should be completely honest and candid with their answers. He may want to know about:

- 1. Any problems in the church.
- 2. Why the last pastor left.
- 3. What the church expects of the pastor.
- 4. The church's financial picture including its indebtedness.
- 5. The church's relationship to and participation in denominational programs and its missions consciousness.
- 6. The church's witnessing record and growth potential.
- 7. The ministry of the deacons and their support of the pastor.

TELEPHONE INTERVIEW FORM

Applicant's Name							
Recommender's Initials (Name	appears on	ly on ma	aster list)				
Interviewer's Name Date of Interview							
Recommender has known applicant for		yea	rs		mon	ths.	
Has known applicant in following capacity							
Known applicant slightly, r	moderately v	vell,	ver	y well.			
In comparison to other ministers in his de (4), Average (3), Below Average (2), Serio							
1. Preaching ability	0	1	2	3	4	5	
2. Worship-leading ability	0	1	2	3	4	5	
3. Teaching ability	0	1	2	3	4	5	
Ability to develop a vision for a church	0	1	2	3	4	5	
5. Ability to communicate that vision to congregation so that it becomes theirs also	0	1	2	3	4	5	
Ability to motivate others in healthy ways	0	1	2	3	4	5	
7. Ability to translate vision into concrete plans	0	1	2	3	4	5	
8. Ability as a church administrator	0	1	2	3	4	5	
Specific strengths?							
Specific weaknesses?							
Ability to encourage others to develop their gifts	0	1	2	3	4	5	
10. Earns loyalty of staff and congregation	0	1	2	3	4	5	
11. Cares deeply about congregation	0	1	2	3	4	5	
12. Is available and visible to staff and congregation	0	1	2	3	4	5	
13. Works comfortably with church board and denominational officials	0	1	2	3	4	5	

14. Can supervise others effectively	0	1	2	3	4	5
15. Gentleness	0	1	2	3	4	5
16. Dignified, good self-control	0	1	2	3	4	5
17. Hospitable	0	1	2	3	4	5
18. Ability to work without supervision	0	1	2	3	4	5
19. Open-mindedness, tolerance for reasonable differences of opinion	0	1	2	3	4	5
20. Capacity for objective evaluation of his own strengths and weaknesses	0	1	2	3	4	5

PROBLEM AREAS

Do you know of any problems in the following areas? (If yes, interviewer should include details on a separate sheet of paper.)

- 1. Unfaithfulness or any questionable behavior with opposite sex?
- Failure to discipline children?
- 3. Difficulty handling anger or frustration?
- 4. Any evidence of alcohol or drug abuse by pastor or spouse?
- 5. Failure of self-discipline in any area that significantly hinders role as pastor?
- 6. Spending beyond one's means in either personal or church situations?
- 7. Low energy level?
- 8. Anxious, fearful?
- 9. Dependent?
- 10. Low self-esteem? Unusual need for approval?
- 11. Manipulative?
- 12. Hostile, angry?
- 13. Tends to get into power struggles?
- 14. Shy, overly sensitive to criticism?
- 15. Pushy, aggressive?
- 16. Impulsive, hasty?
- 17. Is there anything else in this person's history or personality that might affect his ability to pastor?
- 18. Please indicate the strength of your overall endorsement of this person for pastor: ____ highly recommend, ____ recommend, ____ do not recommend.

Reference feedback for the first half of this interview can be quantified in the following way. Add up all the numerical ratings. Divide by 20 minus the number of items that the reference marked zero. The result will be the average score. The higher the average is, the more positive it is.

If the applicant has a significant problem in any area listed in the second half of the interview, and if this is confirmed by other sources, you may decide to disqualify the candidate no matter how good his score on the first part of the interview.

Choosing A New Pastor by Henry A. Virkler, PH.D., p 232-234

CRITERIA FOR EVALUATING A SERMON

Use the following scale, comparing this sermon with the average sermon you are used to hearing in a local church (not on television). Use 5 for excellent, 4 for above average, 3 for average, 2 for below average, and 1 for seriously deficient. Compute average at bottom of page.

1.	Introduction: captured my attention and interest. Made me want to hear the rest of the sermon.	Rating
2.	Use of Scripture: used Scripture to make, clarify, and illuminate points. Seemed to be used in context.	
3.	Logical continuity: points of the sermon logically built on and followed one another.	
4.	Clarity: the points of the sermon were clear.	
5.	Relevance: the sermon topic was developed in a way that made me see the relevance for myself today.	
6.	Use of humor: humor, if used, was appropriate to the setting and points of the sermon.	
7.	Use of self-disclosure: if speaker used himself as an illustration, it helped make the sermon more meaningful.	
8.	Use of vocal inflection: added appropriate emphasis and interest to the sermon. Did not scream or scold audience.	
9.	Use of illustrations: were used to clarify or deepen the impact of a point but not to prove points.	
10.	Interest level: I wanted to hear more sermons from this pastor.	
Total		
Averag	ge (total divided by 10)	

Choosing A New Pastor by Henry A. Virkler, PH.D., p 235

PASTOR SEARCH COMMITTEES CREDIT AND POLICE RECORDS CHECK

This check may seem inappropriate when evaluating a pastor, but some churches have learned a lesson the hard way by not doing it. There is a biblical basis for doing this kind of check: a criterion for those who would be pastors is that their personal character be without reproach both within and without the church.

Doing such a check does not mean that an applicant would be automatically disqualified if the committee finds something. Each committee would have to make a decision about this issue based on the nature of the offense, the length of time since the offense, and evidence of repentance and personal work (perhaps through counseling) that shows the applicant has built safeguards into his life that decrease the chance of the offense recurring.

If a committee decides to do a credit and police records check, calls to the local police or to an attorney will usually furnish information on how to proceed. The applicant has given permission to do such an investigation if he has signed the release at the end of the Pastor's Information Form.

Sex-abuse verdict costs Miami Church \$4.2 million

MIAMI (APB)--A Dade County Circuit Court has levied a \$4.2 million judgment against Wayside Baptist Church of Miami for negligence in hiring a youth minister who sexually abused nearly a dozen teenage boys.

Although the youth minister, Keith Geren, was terminated from the staff and is currently serving a 15-year prison sentence for sexual battery, the jury found the church negligent not in its supervision but in its hiring practices.

A church official said the youth minister had served previously in a Florida Baptist church and his references were "squeaky clean." He acknowledged, however, that no police or other background checks were made.

"The conduct of the church was inexcusable," Ron Weil, attorney for one of the boys, said in closing arguments in the case. "The boys weren' t hanging out with the wrong crowd. They were hanging out where they thought they were safe."

During a worship service at the church February 6, pastor Murrill Boitnott asked church members to pray for the attorneys and for the plaintiffs as they decided the appropriate action to take in response to the judgment. The church has malpractice insurance, and an attorney for the insurance company told the congregation they are considering at least six options, including appeal.

The jury awarded one of the boys, Daniel Artis, \$4 million for his emotional pain and \$179,000 for psychological treatment. Artis claimed he was abused by the youth minister at least four times in his mid-teen years, from 1986-88.

Wayside Baptist's property suffered \$4 million in damages from Hurricane Andrew in August 1992.

PASTOR'S INFORMATION FORM

This form will be copied so that it may be read by various members of the pastor search committee. To ensure legibility of the copies, please type or write clearly using black ink. None of this information will go beyond the committee without your permission.

Please attach a recent photograph of yourself if one is available

PERSONAL AND FAMILY INFORMATION

Name in full		
Address where correspondence should be sent		
Street		
City	State	Zip
Phone Office Phone	Home	
Do you wish the fact of your application to be kept confidential?	Yes	No
Date of birth Married Date of M	arriage	
If you have children, please list their names and ages:		
Have you or your spouse ever been divorced? If yes, ple	ase explain. Use extr	ra space if you wish.

COLLEGE AND SEMINARY EDUCATION

School*	City and State	Degree	Major	Date Degree Received
*Please have each col	lege or seminary send a transcri	pt directly to us.		
Are you licensed within	our denomination?	Date?		
Are you ordained withi	n our denomination?	Date?		
yes no	your family have any physical of If yes, please explain and specifies essary.	y how you have been able to	carry on your	
	onvicted of a felony or misdemea on a separate sheet of paper.	anor? Yes No		
	Refere	ences		
should be your present be someone who know	of five people who know you wat Director of Missions or the DC ws of your academic abilities. The of these people to let them known	M for the last church in which he other three should be pe	ch you served. ople you have	A second should pastored. Please
1. Director of Missions	Name	Phone (Work)		ome)
2. AcademicName		Phone (Work)	·	ome)
		Thone (Work)	(11	ome
3 Name		Phone (Work)	(H	ome)
4		Disco AAL IN	/1.1	
Name		Phone (Work)	(H	ome)
5 Name		Phone (Work)	(H	lome)

Personal Christian Experience

Please identify and discuss those experiences that you view as having been especially important in the developme of your own Christian faith and life. Use additional space if you desire.
Pastoral Experience
Please discuss your previous pastoral or Christian service experience. For each experience, discuss what yo responsibilities were, how long you served, the most important contributions you believe you made, and yo reasons for leaving. If you have had a long pastoral career, focus on your last two or three pastorates. Us additional sheets if you desire.
Have you ever experienced a "forced termination" or "involuntary termination" in a pastorate? (Please to assured that if your answer is "yes" that your resume will be given equal consideration with those who have n experienced "forced termination." We are aware that often there are extenuating circumstances beyond the control of the pastor which lead to such an experience. Please describe the experience briefly giving the name of the church and the approximate date.
(Note to PSC: Add other questions based on specific needs of your church.)
Thank you for your time in completing this Pastor's Information Form. If addition to this form, please send us twelfapes of representative sermons you have preached in the past six months and sign the following release. "I hereby give the pastor search committee of Church permission to contact my references and to verify the information given in this application."
Date Signature

Choosing A New Pastor by Henry A. Virkler, PH.D., p 228-231

SCHEDULE WITH PROSPECTIVE PASTOR

Thursday, June 5

* **6:30 p.m.**, Dinner with Staff and Pastor Search Committee and their spouses

Friday, June 6

- * 11:30 a.m., Potluck lunch with Senior Adults
- * 5:30 p.m., Singles Barbecue

Saturday, June 7

- * 8:30 a.m., Breakfast for all Deacons, both active & inactive, and their spouses
- * 10:30 a.m., Open Forum, all members, all ages invited; Fellowship Hall; Child care provided
- * **2:00 p.m.**, Church Council (all organization heads) and Sunday School Leaders and Teachers; Child care provided

Sunday, June 8

- * 8:15 and 10:45 a.m., Prospective Pastor preaching
- * **12:00 p.m.**, Lunch with Pastor Search Committee
- * 2:00 p.m., Church-wide reception, all members and friends of First Baptist, Fellowship Hall
- * **4:30 p.m.**, All youth, youth leadership and parents of youth
- * **6:45 p.m.**, Prospective Pastor preaching
- * 7:45 p.m., Business Meeting (vote by ballot on Prospective Pastor)