

CALVARY MINISTRIES, INC., INTERNATIONAL
CMI Global

THE PASTOR'S CANDIDATING PROCEDURE

1. Advice to the Pulpit Committee

- a. Deal with one candidate at a time. Vote to accept or reject this candidate before moving to the next candidate.
- b. Notify the candidate regardless of the vote right away. Also alert the CMI office.
- c. Require a resume from the candidate and letters of reference.

2. Advice to the candidate

- a. It is better to have someone recommend you to a church than to write yourself, except when unique circumstances exist within the local Church. Allow CMI to be such a recommending body.
- b. Try to obtain as many details as possible about the church before candidating.
- c. Preach more than one Sunday if possible. Visit the prayer meeting, the Sunday school and as many other church groups.
- d. Preach your best sermons. The candidating sermon should not be controversial or heavy. It should not use for its theme any national or community problem. The candidate should not deliver his creed in this sermon. This sermon should contain material of interest to all ages and social groups. The candidate should never refer in any negative way to the former pastor or ministry, nor attempt to deal with any existing problems in the local church.
- e. Do not take a church on a slim majority of votes.
- f. When a church has extended a call, the candidate should let them know within one week whether or not he will accept the call.
- g. Most churches offer the following items:

1. Cash salary
2. Parsonage or housing allowance
3. Paid vacation after one year
4. Moving expenses or help
5. Auto expenses or the provision of an auto
6. Secretarial expenses or a secretary
7. Traveling expenses to fellowship functions
8. Health Insurance or supplement

- h. CMI can assist you in the negotiation process for salary if requested.
- i. Dress properly with suit and tie, shoes shined and shirt properly pressed and tucked, hair washed and neatly combed, and teeth brushed. Remember to use breath mint as well as perfume. And for goodness sake be on time!

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**Questions to be considered by a Local Church Pulpit Committee
to the Pastoral Candidate during the candidate interview**

1. Has the pastoral candidate supplied a resume to the Pulpit Committee?
2. Inquire as to the candidate's personal philosophy of ministry and management style.
3. If the candidate is a family man how many children are at home and what are the children's names and ages.
4. Is the candidate's spouse employed outside the home?
5. Does the candidate have a personal Health Insurance Policy? This is a benefit the candidate Church can obviously provide.
6. Does the candidate presently own his home? If Church does not own a parsonage, an adequate housing allowance should be considered as part of a benefit package.
7. The Pulpit Committee should explore the considerations for and the cost of relocation; i.e.: moving process and expense.
8. What is the candidate's present salary and housing allowance? What does the candidate feel is needed to be adequately compensated now?
9. What is the candidate's policy concerning pastoral visitation, counseling, funerals, and weddings?
10. Does the candidate currently carry credentials with CMI?
11. If the candidate is not a member of CMI the Pulpit Committee should request a copy of his doctrinal statement and inform the candidate he or she will be required to carry membership in CMI.
12. What is the candidate's Missions Vision?
13. Does the candidate have a strategy for Evangelism and Discipleship?
14. How will the candidate desire to work with the leadership of the church, i.e. Board of Directors, Elders, Deacons, etc?

15. Is the candidate comfortable with leaving present leadership in place, both paid and unpaid volunteer staff?
16. What is the candidate's posture toward the community and how does the candidate see his involvement with the community and area churches?
17. Does the candidate have any further or unusual needs, such as health matters, financial or family?

These are only a few considerations the Local Church Pulpit Committee should consider when interviewing a pastoral candidate. CMI is available to assist in the overall process or to be involved in further negotiation relative to salary and benefits.

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Items with which the candidating minister should acquaint the church

1. The minister's attitude toward the privacy of his home.

2. The hours which the minister expects to spend in study without interruption, except for genuine emergencies.
3. The name, which he prefers (Pastor Smith, not Joe or Reverend Smith).
4. An understanding that the wife is not the church's assistant pastor.
5. The minister's position on tithing.
6. The minister's attitude toward marriage of divorced people, mixed marriages and marriage of non-believers.
7. The minister's use of pre-marital counseling material or his procedure for pre-marital counseling.
8. The minister's attitude toward church finance, suppers, sales, etc.
9. The minister's attitude toward denominational meetings.
10. The extent to which he will cooperate with other churches.
11. The minister's attitude toward missions and giving to missions.
12. The procedure that the minister will follow when leaving town for twenty-four hours or more.
13. What the minister believes to be Biblical preaching.
14. What is the minister's procedure of obtaining permission before accepting other speaking engagements?
15. The minister's desire for deacons and leadership to assist in membership visitation.
16. That the elders or leadership are expected to attend all prayer meetings and to be prepared to lead in prayer when requested.
17. A summary of the minister's doctrinal position.
18. The minister's position regarding baptism, communion, and the dedication of infants.
19. The specific responsibilities of elders and deacons as viewed by the pastor.
20. The desire for a private telephone line.
21. The possibility of the minister teaching a Sunday school class.
22. The desire for the pastor's office to be private and what that means.
23. The desire that no one should speak for the pastor, privately or publicly, unless specifically asked to do so by the pastor himself.

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**ITEMS, WHICH A MINISTER SHOULD CHECK WHEN GIVING
CONSIDERATION TO A CHURCH WHERE HE MAY ACCEPT A CALL**

Items, Which Should Be Learned Through Quiet Observation

1. Did the people carry their Bibles to church? Did they use them during the Scripture reading and sermon?
2. Was there a genuine sense of freedom while preaching in the church?
3. Were there people of all ages and sexes in the congregation?

4. Was the church favorably located with regard to the shopping district and housing developments?
5. Type of congregation: lower class, middle class or upper class or well mixed?
6. Was there potential for future growth and room for expansion?
7. What was the number and nature of services scheduled for the coming week and month? Check the bulletin and church literature.
8. Was there any evidence of the church's impact upon the community? Did the man at the filling station or newsstand know where the church was located?
9. What person appeared to be the church boss? Who really runs the church?
10. Did the congregation appear to be united in their support of the denomination?
11. Was the previous pastor held in high esteem? What might have been his reason for leaving?
12. Did the people appear to be hungry for the Word of God?
13. Is there a church study for the pastor?
14. Is the parsonage suitable for the pastor's family?
15. Did the attendance at prayer meeting give evidence of an interest in spiritual development?
16. What is the general cultural and educational background of the congregation?
17. How is the church equipped with regard to heating, air-conditioning, ventilation and lighting?
18. How is the church equipped with regard to visual aids, cloakrooms and parsonage?
19. Is the church located in a good neighborhood?
20. What appear to be the major hindrances to the success of this church?
21. What is the average attendance at the various services?
22. What is the quality of the work of the church staff?

23. Was an attitude of friendliness evident? Were people greeted upon entrance to the church and upon leaving it?
24. Did the quality of congregational singing indicate moderate musical talent within the church?
25. Was there a spirit of reverence before the service or was there obsessive talking or restlessness?
26. Did the ushers, choir and organist appear to have made adequate preparation for the service?
27. Is there a Sunday evening service, Sunday school, youth organization, etc.?
28. Is there an adequate music department, qualified organist, choir director and good hymnals?

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Items, Which May be Learned Through the Questioning of Responsible People

1. What is the general church program and organization?
2. What are the statistics on church membership and attendance?
3. Is a parsonage provided for the minister?
4. Are parsonage utilities paid by the church?
5. Does the church make any provision for secretarial help?
6. Does the church make any provision for the pastor's car expenses?
7. Does the pastor get an annual vacation? How long?

8. Does the church have a budget? What items are included in it?
9. Is the church interested in missions? How much do they give?
10. How often is the pastor paid? What is the average pay or salary?
11. What is the financial condition of the church? Is the church in debt?
12. Are there plans for building in the near future?
13. How does the church raise money?
14. Does the church have a constitution? (Obtain a copy)
15. Is the church incorporated?
16. How long has the church been without a pastor?
17. Is there a known reason for the previous pastor to leave?
18. How well is the Sunday School organized? Has the leadership received training?
19. Does the church own any audio-visual equipment?
20. Is an abnormal amount of visitation required of the pastor?
21. Can the pastor rely on deacons for aid in visitation?
22. How many and what meetings will the church expect the pastor to attend?
23. If a call to the church was accepted, would it be for an indefinite period of time?
24. What is the church procedure for severing relationships with its pastor?
25. Are there responsibilities, which the church expects of the minister's wife or family?
26. Does the church provide a nursery?
27. About how many family altars are represented in the congregation?
28. How long was the previous minister there?
29. How many men have been considered for this pastorate since the former pastor?
30. Does the church make provision for moving expenses?
31. Is there an assistant to the minister and what are his or her duties?
32. Is there an elder or deacon available to accompany the minister on emergency calls?
33. Does the church have a policy regarding open or closed communion?
34. Does the church have a policy regarding divorce and remarriage?

35. Do all the elders and deacons believe in and practice tithing?
36. Does the church pay the organist, secretary, assistant pastor, and song leader?
37. Has the church ever had a membership visitation program?
38. What day of the week does the church consider to be the minister's day off?
39. Is there a policy regarding the use of the church for weddings and funerals?
40. Is this policy different for non-members or unbelievers?
41. Has there been an increase in attendance and budget during the past five years?
42. What are the church organizations for youth, young couples, and adults?
43. What is the attitude toward lodges, councils of churches, drinking, smoking, etc.?
44. What type of special evangelistic services does the church expect to promote?
45. To what extent is there cooperation with other local churches?
46. Is there a doctrinal statement to which the pastor and people must adhere?
47. What is the church policy regarding offerings for outside speakers?