

A Guide to Pastoral Transitions

For QB Churches

**Assisting local QB churches
in finding a new pastor**



Latest Edition: 6 Jan 2020

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INTRODUCTION

What do we do now? Our pastor has resigned or given notice of resignation.

Here are some suggestions, in the form of a manual/workbook, to assist local church leaders in developing a healthy process.

At the outset we want to emphasise highly important elements.

1. This is a spiritual process and not simply one of finding another pastoral employee.
2. Decisions made (in whatever process is used) will impact the congregation and pastor (and family) long-term.
3. Anxiety is quite normal in an “in-between” period. As the leaders and congregation move healthily through transition, feelings of anxiety can be replaced with ones of refreshing and exciting anticipation.
4. Seeking the Lord through praying is central.
5. The church will need to answer the question, “Where do we discern God is calling us in the next 5 years?”

Some of the contents and ideas for this manual have been sourced from:

Procedures for Calling a Pastor – David Loder, BUQ, 2001

Managing the Call Process – Guidelines for pastors and churches of NSW and ACT 2001

Pastoral Search Handbook for a Pastoral Search Committee – Baptist Church of New Zealand, 2002

Pastoral Search Process – South Australian Baptist Union

Finding a New Pastor for Your Church by M Wayne Oates, Baptist State Convention of North Carolina, 2003

Initially prepared by Geoff Cramb. Edited by John Sweetman. The processes in this document have been trialled with local churches.

SUMMARY OF OVERALL PROCESS

Facilitate a Healthy Transition

See Phase 1 in this booklet

Decide Pastoral Ministry Track

See Phase 2 in this booklet

Explore the options
Enlist the help of your Regional Minister

Form Pastoral Search Team

If an Intentional Interim Minister is coming, DO NOT do this step early

PST does its work

See Phase 3 in this booklet

Proposal to Leaders

PST reports to leaders in first instance

Leaders recommend to Church

Be sure the prospective pastor is in agreement with this step

Church calls

Phone conversation followed by formal correspondence

Commencement of New Pastor

An appropriate induction or commencement service.
See Phase 4

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UNDERLYING PRINCIPLES IN THIS PROCESS GUIDE

- 1. The process affirms the autonomy of the local church.*
Various options are suggested but the local Pastoral Search Team will do its work following parameters given by the church and seeking the Lord's direction in their decisions.
- 2. The process involves the congregation.*
The congregation participates in becoming aware of who they are as a people of God and what the Lord is saying to them as they pray and participate in visioning for the future. Processes proposed here assist in bringing unity and focus.
- 3. The process encourages the Team to work with one candidate at a time.*
There can be a tendency to consider several candidates at once and to choose the one that looks the best. However, calling a pastor is not an employment process. It is a spiritual process to discern God's will. Such a healthy process at the outset will also impact the ministry of pastor and people subsequently.
- 4. The process encourages the church to formulate a position description that clarifies the expectations of both the congregation and the pastor.*
It takes into account the uniqueness of the pastor and the changing needs of the congregation. The position description is negotiated at the outset of a new ministry and reviewed at least annually.
- 5. The process calls for background checks on the prospective pastor to be carried out with his/her knowledge and permission.*
First-hand information is important. Please do not rely on hearsay. A good process here assists in trust building.
- 6. The process allows for a "coming alongside" of facilitators recognised by Queensland Baptists.*
Such persons will not make decisions for a local church. They are equipped to assist in an overall process if invited by the local church.
- 7. The process supports both potential pastors and churches.*
The overall goal is healthy congregations carrying out their God-given mission as well as healthy pastors who are empowered to serve their Lord through this particular local congregation. All involved in the call process are seeking the leadership of the Holy Spirit.

PHASE 1: WHEN A PASTOR LEAVES – CONGREGATIONAL PROCESSES

Step 1: Pastor informs church leadership that he/she is leaving.

Depending on the situation, the concluding date may be negotiated with the church leadership. Usually the church leadership will have some idea that the pastor is planning on leaving before the final decision is made. It is healthy for the pastor to work through this decision with the Regional Minister and/or the Director of Pastoral Services where possible. From the time the church leadership is informed, the departing pastor does not usually get involved in planning for the church's future unless requested by the church leadership.

Step 2: Contact Queensland Baptist support

The local church could benefit through a conversation with appropriate resource persons who might have some helpful input to make. Likely people include Regional Minister, Director of Pastoral Services, Director of Church Health Services, Area Pastor.

Step 3: Pastor announces to the congregation that he/she is leaving.

This announcement is made at a mutually convenient time for the church and pastor. When a pastor has accepted a call to another church, it is usual for both the present and future congregations to be informed at the same time.

Step 4: Make arrangements for an appropriate finishing and farewell

- Good beginnings follow healthy endings. A healthy ending will be characterised by such ingredients as laughter, tears, praise to God, facing reality, celebrating the past.
- Besides a congregation-wide farewell, it will be important for individual families and small groups to convey their appreciation, often over a meal or morning or afternoon tea.
- A pastor's leaving is the time to release them to the next phase of life and ministry, and to acknowledge the sense of community that has been built.
- When a pastor leaves in circumstances that are not comfortable, it is still important to end appropriately - acknowledging ministry that has taken place as well as expressing sorrow at what has happened. It may be helpful to discuss this with your Regional Minister.

Step 5: Arrange for an Exit Interview

An exit interview between the primary leaders and the pastor can be helpful. It provides an opportunity for the pastor to share some goals, joys and regrets. It can also provide an opportunity for the leaders to hear from the pastor how he/she views the ministries and future directions of the church.

This interview can be assisted if:

- Facilitated by an "outsider" (e.g. Regional Minister)
- Questions are given in advance to the pastor.
- If all have the attitude of listening. It is not a debating/dumping opportunity.
- The pastor's spouse is also present.

Step 6: Encourage pastor and spouse to have a Debriefing Interview

An increasing number of churches are covering any cost that could be incurred. Some professional counsellors are equipped for this role, as are some in the QB Church Support Services Group.

PHASE 2: DECIDE WHICH TRACK TO TAKE

Step 1: Church leaders consider options

Below is a summary of some options. These are not listed in an order of recommended *priority* for your congregation.

A	B	C	D	E	F	G
Appoint a Moderator	Call an Intentional Interim Pastor	Appoint a Transitional Assistant	Call a General Interim Pastor	Leadership (e.g. Elders) handles everything	Seek a Church Consultancy	Appoint Pastoral Search Team

A. Moderator

A Moderator is a competent and impartial person functioning in a confidential capacity to guide the process of calling a pastor. All decisions are made at the local church level. Ministerial Services oversees the recruiting and equipping of persons suitable for this role. Contact the Director of QB Services or the Director of Pastoral Services or your Regional Minister for names. Once the church has decided to utilise the services of a moderator, leaders arrange to meet with the Moderator to set up a process and schedule.

Possible Advantages: Provides expertise that a church may not have. Ensures an effective process. Prevents mistakes.

Possible Disadvantages: Not needed if there is similar expertise within the church. May need to pay Moderator.

B. Intentional Interim Minister

Intentional Interim Ministry is a process that a church can choose to use for the purpose of improving the church's health in the interim between permanent pastors. The 'intention' is the intent of the church. Instead of the In-between period being seen as a "Hold-the-fort" time, it can become a window of opportunity to deal with issues that may lead to the advancing of the ministry of the congregation.

The process involves a self-study by the congregation. It intentionally examines five developmental tasks:

- Coming to terms with history
- Dealing with leadership and decision-making concerns
- Re-thinking linkages (networking)
- Developing a new identity
- Committing to new leadership

The methods of working with the tasks are unique to each church. The result of the process can assist a Pastoral Search Team in finding a new pastor. It will also give a sense of direction and purpose to the congregation.

Possible Advantages: Makes effective use of the time between pastors. Particularly helpful if there are church issues that need attention.

Possible Disadvantages: Slows down the transition to a new pastor.

C. Transitional Consultant

This option includes all the elements of Intentional Interim Ministry except that a general interim minister handles the regular pastoral ministry. The Transition Consultant (trained for the function) oversees and coaches in the whole process. This is a viable alternative if no trained Intentional Interim Minister is available.

Possible Advantages: Makes effective use of the time between pastors. Particularly helpful if there are church issues that need attention.

Possible Disadvantages: Slows down the transition to a new pastor.

D. General Interim Ministry

Sometimes it is appropriate to utilise the services of a general interim who has no particular training for such ministry but the church desires to benefit from particular ministry expertise of a particular pastor.

Possible Advantages: If the church is healthy, a gifted general interim can fill gaps effectively. Doesn't slow down the transition process.

Possible Disadvantages: Leaves issues for the incoming pastor to deal with (may mean a more challenging beginning for the new pastor).

E. Local Leaders Handle

Some situations do not require an interim at all. Local leaders may recognise that they have those present who can fulfil any "interim" functions either from within the lay leadership or within the pastoral team. When the leader of a pastoral team departs, sometimes churches appoint a member of the team to function as interim leader.

Possible Advantages: The church does not have to adjust to a new approach or style.

Possible Disadvantages: It may be difficult for an interim leader to resume a team participant function again. The quality of the leadership/ministry may drop.

F. Church Consultancy

Sometimes a consultancy rather than an interim pastor can be the preferred option. Possibly a consultancy could occur hand-in-hand with an Intentional Interim Minister for a particular aspect, for example, developing vision for the future. This is particularly so in situations where issues need to be dealt with before any pastor can be appointed. For example:

- Conflict in the congregation
- Disunity among the leaders

Possible Advantages: Helpful for a church with major issues of ill-health that can best be addressed by an outside team with expertise.

Possible Disadvantages: Could better be handled by an intentional interim if issues are not too severe.

G. Appoint a Pastoral Search Team

Appoint a PST with the intention to call a new pastor as soon as possible.

Possible Advantages: if the church is healthy and the conclusion of the previous pastor was positive, and the church is ready for new long-term leadership, this is the most efficient route to follow.

Possible Disadvantages: Problems of ill-health or conflict or lack of direction or loyalty to the old pastor can be swept under the carpet leaving them to emerge during the next pastor's term.

Step 2: Leaders recommend a process to church members

Note: It may be that a combination of tracks will be recommended e.g. A + G or E+F+G

What will these tracks include?

		A	B	C	D	E	F	G
1.	Focused praying, seeking God	✓	✓	✓	✓	✓	✓	✓
2.	Develop a Church Profile (1) ☒ Where have we come?		✓	✓				
3.	Develop a Church Profile (2) ☒ Who are we?		✓	✓		✓		✓
4.	Develop a Church Profile (3) ☒ Where are we headed?	✓	✓	✓	#	✓	✓	✓
5.	Examine our Decision-making processes		✓	✓				
6.	Review our Leadership Structures		✓	✓				
7.	How do we Connect and Network with others?		✓	✓				
8.	Develop a Profile of a Prospective Pastor	✓	✓	✓	#	✓		✓
9.	Discover names and details about Prospective Pastors	✓	*	*	*	✓		✓
10.	Coaching in how to Interview Prospective Pastor	✓	✓	✓	✓			
11.	Deciding on the calling of a Pastor	✓	*	*	*			✓
12.	How to Begin ☒ the Induction of a New Pastor	✓	✓	✓				
13.	Payment of fees and costs		✓	✓	✓			
14.	General Pastoral Ministry	#	✓	#	✓	✓		#

* = Fulfilled by PST process

= Covered by another process

When could particular options best be used?

		A	B	C	D	E	F	G
1.	After a long pastorate	✓	✓	✓	✓			
2.	When re-focusing of ministry is desirable						✓	
3.	After a forced termination of pastoral ministry		✓	✓	✓		✓	
4.	When a permanent pastor is on leave for an extended period				✓	✓		
5.	When a Senior Pastor (Leader of the Team) is being sought	✓	✓	✓				✓
6.	When an Associate Pastor is being sought					✓		✓
7.	When a Youth Pastor is being replaced		S	✓		✓		✓
8.	Review of Vision/ Mission/ Values/Goal Statements		%			✓	✓	
9.	In times of significant change - particularly size							

S = This is a special application of an Intentional Interim Ministry

% = Intentional Interim Ministry includes this but an Intentional Interim Pastor would not be called to do this function alone

PHASE 3: THE WORK OF THE PASTORAL SEARCH TEAM

Step 1: Forming a Pastoral Search Team (PST)

- *Consider appointing a Moderator*
Preferably this person will not be from the local church. Your Regional Minister can assist in identifying suitable persons. The Moderator would normally assist the PST in their task although not chair the PST. The Moderator could chair church meetings about the pastorate, assist in liaising with denominational leaders about prospective pastors, and liaise with prospective candidates.
- *Electing a PST*
This process should be carried out prayerfully. Check the constitution in case guidelines appear there. About 5 can be a usefully sized Team. It is a good idea for the Team to include young and older, both genders, and people who will give priority to this ministry.
- *Note: No pastoral staff (e.g. Associate Pastor, Youth Pastor) should be on the PST when seeking a Senior Pastor or Team Leader. In the case of seeking a pastoral team member, the Team Leader should be on the selection team.*

Step 2: Organising the Team and its Task

- *Chair*
If the church has appointed a chairperson, then that person has the responsibility to convene the Team. If the Team is to choose its own chair, then the Moderator or Chair of the Elders/Deacons/Council could convene the first meeting.
- *Secretary*
At the first meeting, the PST usually elects a secretary. The secretary will be responsible for all correspondence of the Team and will keep the minutes. These minutes are confidential to the Team.
- *Files*
It is useful for the secretary to set up a personnel file on each seriously considered candidate. This file would include copies of correspondence, personal reference forms, any written findings from research. All personnel files on persons who are considered and not called must be destroyed or returned. The file on the pastor called is retained indefinitely in order to document the process utilised in determining the suitability of the person to serve as pastor.
- *Building the Team*
Knowing each other, considering Scripture, sharing and praying together will assist in developing a sense of team.
- *Process*
Provide each person on the PST a copy of this manual. The Team will then need to be clear about the process that they will use.
- *Reporting to the congregation*
It can be good to introduce the PST to the congregation explaining their task, requesting prayer for each personally, as well as for them in their task and communicating how the congregation will be involved. Regular reports from the PST to the congregation will be appreciated. Specific names being considered will not be shared. It is more about process.

- *Confidentiality*
The ministry of the PST has many confidential aspects. The Team will be dealing with information about pastors and their churches. All such information must be treated with respect and discretion both during the process and after its completion.

Step 3: Call the Church to Pray

Such a focus can be included in congregational gatherings as well as in small groups.

Step 4: Conducting Congregational Studies

Why is this step important?

Churches with a clear sense of mission and vision tend to make progress. Good awareness of

- how God has worked in the past,
- characteristics of the congregation,
- appropriately dealing with any unhealthy aspects,
- celebrating the story up to the present

are all important as the congregation moves into a new chapter.

If the church has decided to utilise the services of an Intentional Interim Pastor, this step will have been covered. There is no need to repeat it. Simply make use of the outcomes.

Sometimes churches dispense with this step. However, various leaders will be doing their own assessing, even though it is not formally done. Involving the whole congregation unites and provides a broader perspective.

A new pastor will not have prior knowledge of the local congregation, its makeup, dynamics, what God has done. Much of that of course will be learned “on the job”. However, the work involved in this step will greatly assist.

A pastor will have had a life journey different from that of the congregation. A shared vision will be important. The congregation needs to be clear about their identity. This will assist in dialogue with a pastor, who in turn will share about gifting, training, and sense of call.

How do we go about it?

- Involve an Intentional Interim Minister
- Invite a Regional Minister to facilitate
- Handle it locally using ideas from Appendix A.

Step 5: Drawing up a Church Profile

Utilising the outcomes from Step 4 above, and adding to them various elements, a profile can be developed. Elements to include in the profile:

- History of the congregation
- Characteristics of the congregation
- Values of the church
- Present ministries and programme
- Present plant and resources (buildings, finances etc)
- Community demographics and needs

- Vision for the future. What do we believe God wants us to be and to do? Indicate ministry focus, style, doctrinal positioning.
- Organisation, leadership, decision-making

Once the above work is completed, it could be made available to the congregation and any other parties assisting in the call process..

Step 6: Compile an Information Pack

The information pack could include:

- Church Profile
- Most recent Annual Report and current budget
- Statistical information (attendances, membership)
- Samples of church newsletters
- Community information and description
- Photographs of buildings and housing
- Financial package

This pack will be available to potential candidates.

Step 7: Develop a Pastor Profile

Gathering information and ideas can be done at the same time as developing a church profile, perhaps using a survey form.

It is important to be a considered step and not simply reactive to the immediate past. Nor is it a case of noting weaknesses of the previous pastor and listing those as strengths to be sought in the next.

See Appendix B – “What Are We Seeking in a Pastor?” for ideas on a process involving people in the congregation.

Step 8: Agree on Terms and Conditions

The current recommended minimum financial package can be obtained by downloading from the web site (www.qb.org.au) or contacting the Director of Administrative Services, Queensland Baptists.

Be clear also about what equipment (such as computer, mobile phone etc) will be provided by the church.

Note: The PST must make sure that the church leadership is in agreement with the terms and conditions offered.

Step 9: Gathering Names and Details

With the profiles completed, the PST can invite names from

- The congregation
- The QB Church Support Services Group
- Other avenues determined by the PST

The PST will need to decide whether to advertise or not.

The QB Church Support Services Group (or your Moderator) can provide résumés of prospective pastors.

We recommend that the PST only consider persons registered with Queensland Baptists, or able to be registered. This enables a lot of detailed and necessary checking to be completed in a confidential way by persons who are equipped for the task.

Résumés will provide referees' names, but you may want to contact other people as well.

Without permission, do not contact people in the church where the person is currently pastoring. There may be an appropriate time to contact leaders, but not in an early stage.

Step 10: Reduce the List

Produce a short-list, usually no more than three. Use the profiles to assist in this. More than one meeting may be required at this step. Prayer will certainly be a significant aspect.

Gathering more information

Now is the time to seek more details about those you are seriously considering.

1. Let the candidate know that you wish to consider them. Phone is the best. Let them know the stage that you are at. This is still very much information gathering – not about to call or even interview. Confirm that they are open to being considered.
2. If they are open to being considered, let them know that you will contact their nominated referees. Advise them that you will want to enquire about past ministries. Do they clear you to make those enquiries? If yes, then confirm that in writing with them. (See Appendix C) If no, then you can indicate that you do not plan to proceed.
3. Make enquiries with
 - Church Support Services
 - Regional Minister
 - Pastors known to you and the candidate
4. Some PSTs like to hear the candidate preach. It can be problematic for you to visit the pastor's current church. Many pastors are podcasting. Otherwise ask for an audiotape or video. Preaching is but one facet.
5. Some PSTs like to invite the candidate to preach in the interested church. This serves little purpose, as it is not fair to make an assessment on one occasion alone.

Step 11: Interviewing

Many churches interview only one potential pastor until a decision is reached concerning that candidate. The competitive nature of interviewing several candidates in parallel runs counter to the intent of the call process. If, however, the PST chooses to interview more than one candidate in parallel, this **must** be done with integrity and openness with each candidate regarding procedures.

The Initial Interview

- The church is responsible to cover all costs for travel and accommodation for the candidate.
- Give the pastor (and, if applicable, the pastor's spouse) a tour of the church property, including the district and the manse (if there is one) prior to the interview.

- In the early part of the meeting, the members of the PST may briefly share their faith journey, including what this church means to them and a vision for the future. The pastor (and spouse where applicable) also share their stories.
- Depending on the size of the PST, it may be helpful to have 3 persons ask the questions that have been written prior to the meeting. This allows for thoughtful questions and limits the risk of sidetracking. The pastor and spouse also are given opportunity to ask questions.
- It is not necessary to cover every issue at this interview as subsequent interviews should be held and used for further questions and clarification. This interview is introductory.
- If significant travel is involved, we encourage the church to provide independent accommodation for the pastor and spouse so that they have some opportunity to reflect and discuss together. Two interviews could be held over two days. (See Appendix D for suggested interview questions.)

A Further Interview

It is highly likely (indeed recommended) that a second interview (or more) will be held.

Be careful in interviews not to make promises or commitments that are personal ideas but may not have a mandate from the church, at this stage.

Step 12: Follow Through

- Contact the pastor **as soon as possible** after the initial interview to indicate if you desire to continue talking. Ask the pastor if they wish to continue talking or not.
- Arrange a second interview date.
- Prepare in-depth questions for the interview. (See Appendix E for suggestions.)
- Contact the pastor within a week of the final interview to inform them if you are proposing a recommendation to call. Are they settled about proceeding? If both parties are settled, go to the next step. If not, make sure both parties are clear about the process from here:
 - Is it now concluded?
 - Does the PST or pastor need more time? If so, negotiate that. Be specific.

Step 13: PST Recommendations

- Inform the prospective pastor of the process to be followed, including time frames.
 - Out of consideration for the pastor, this entire step must not be drawn out.
- Mutually draw up a proposed Letter of Call. This must involve both parties – not simply handed to the pastor. Signing comes later.
- The Letter of Call process puts into print outcomes of earlier discussions. (Guidelines for a covenant are found in Appendix G.)
 - Note: This process could follow the issuing of a call, after the church meeting, but before the pastor responds.

Step 14: Special Church Meeting

- If the pastor has indicated a desire to proceed, a Special Church Meeting is arranged at which the PST presents its recommendation with supporting statements, photographs, and any important details that have been communicated to the pastor. If it can be arranged, it is a good strategy for this meeting to be non-decision making. A decision-making meeting can be held a week later. The pastor **needs to agree to such a process**. There may be factors that make this an inappropriate process.

- Another possibility is to provide members with the detail prior to the Special Members' Meeting.
As **soon as possible** after the vote is taken, it is important to contact the pastor regarding the decision. A phone call immediately is the preferred way.
- **When there is not the required majority** (see the church constitution), the matter is referred back to the PST.
- Please also inform your Regional Minister or Area Pastor so that adequate pastoral care can be offered to the pastor.
- As soon as practicable, a formal letter of call is prepared and sent. (See Appendix H for a suggestion.)

Step 15: Concluding the PST

Have a closure meeting for the PST. This could take one of many forms e.g. a meal together, sharing experiences of the ministry including learnings, and recording observations about process that could be helpful to future PSTs.

PHASE 4: AFTER THE CALL

Notify the Director of Pastoral Services or Regional Minister of the acceptance of the call.

Prepare for the arrival of the new pastor and family by:

- Re-furbishing the manse (if the church has one)
- Planning an induction service
- Stocking the pantry
- Encouraging “welcome” letters
- Providing early days’ meals while unpacking occurs
- Being sensitive to their need for space in making a transition that might have pain and loss associated with it
- Re-forming the PST as a Pastoral Support Group who could touch base each 3 months with the pastor to see how the whole family is settling in – to be an encouragement
- On arrival, organising the local press for a story

APPENDIX A: IDEAS FOR A CONGREGATIONAL STUDY

- Who are we?
 - Our values
 - What characterises this congregation

A workshop may be helpful.

- Where have we come from?
 - Develop a short story of the church. Not just a chronology of events but what God has done. Perhaps you could have a fun night of celebrating?
- Where are we going?
 - Vision and Mission. What motivates us?
- What do we believe?
 - Include any local emphases
- How do we organise ourselves?
 - Decision-making ○ Structures
- What are the ministries of the church?
- Characteristics of the wider community that the church is part of
 - Community demographics from the local council
 - NCLS data about community or local knowledge
 - Changes in last 5 years and those projected for next 5 years

APPENDIX B: WHAT ARE WE SEEKING IN A PASTOR?

A few ideas of how to go about it:

- A special gathering to discuss
 - In small groups brainstorm
 - Feedback to whole group
 - Discuss these to decide which are essential and which “would be good but not essential”.
- Consider the Congregational Study outcomes and identify the gifting and qualities of a new pastor that would be most helpful to assist the congregation in further fulfilling God’s purposes.
- Leaders do the groundwork then publicise their thinking and invite comments from the congregation.

Example of Brief Description/Advertisement

Senior Pastor – _____ Baptist Church

_____ Baptist Church is a medium-sized suburban church with a range of ministries providing for all ages, and a heart for service and mission both locally and globally. We presently have a pastoral team of four. We are seeking a senior pastor who will lead our church family to pray, walk more deeply with God, and exercise our calling to love and serve both each other and our world. Our pastor will have skills in preaching, and in leading, developing and supporting a staff team and ministry leaders. Our pastor will provide spiritual and strategic leadership, empower others in ministry, and relate well to diverse groups.

To obtain further information about the role and about submitting an *Application*, go to the _____ Baptist website (www._____.org.au) or email _____.

Applications close _____.

Example of Longer Description/Advertisement

Senior Pastor Position

Why is _____ Baptist looking for a Senior Pastor?

Our previous Senior Pastor concluded his ministry at the end of _____. One of our Associate Pastors (an experienced Senior Pastor), has stepped in as Interim Senior Pastor, but has indicated that he is not interested in the position at this stage in his ministry. Consequently, we are now looking for a new Senior Pastor to commence in _____.

The type of Senior Pastor we are looking for is a spiritual leader who can:

- Shepherd the church family in love
- Set an example as a godly person of integrity who is spiritually mature, humble and growing
- Preach and teach effectively from an informed and evangelical biblical base
- Lead the church in the discernment of vision and the pursuit of that vision

- Lead and manage a staff team providing direction, coordination, support and supervision
- Build and equip teams and relate well to diverse groups
- Pray expectantly and develop the prayer life of the church
- Encourage the church to pursue loving service and mission both locally and globally
- Be registered as a pastor by Queensland Baptists

The core tasks of the Senior Pastor

1. Provide spiritual and strategic leadership to the church in partnership with the church leadership
2. Lead and equip the staff team and (with and through them) the ministries of the church
3. Preach regularly and coordinate the preaching/teaching program of the church
4. Encourage and empower the church family to follow God and exercise their calling to love and serve both each other and their world.

Conditions

- This position is full-time.
- The conditions will be in line with Queensland Baptist recommendations for Senior Pastors.

About _____ Baptist

- _____) is a suburban church on the northside of Brisbane with a Sunday attendance of about 300 across two services and around 500 people in the church community. Since it was started in _____, _____ has grown to become a church of all ages with a range of ministries serving children, youth, adults and seniors.
- _____ has a heart for mission working closely with school chaplains and has key connections with both local and international mission agencies whom we support significantly with resources, finances and prayer.
- We have a strong community presence and have formed genuine partnerships with local organisations and leaders and actively work together in our area. An example of this is our Community Christmas Carols which reaches thousands of people each year and is a marquee community event in the area.
- The church's financial position is healthy with no debt.
- The church presently employs four staff (two are full-time) covering small groups, integration, pastoral care, worship, families, youth, young adults and administration. Three of the staff also share some preaching.

Expressions of interest

- At this stage we are looking for *Expressions of Interest* in this position rather than full Applications. An *Expression of Interest* will include a CV (including 3 referees) and a covering page highlighting why you believe God may be calling you to pastor _____ Baptist in light of the information above. We will contact you after *Expressions of Interest* are due to inform you if you have been successful in proceeding to the next stage of the process.
- Further information may be obtained from _____.
- *Expressions of Interest* should be mailed to _____, or emailed to _____.
- Closing date for *Expressions of Interest*: _____.

APPENDIX C: PHONE INTERVIEW WITH REFEREES

1. Preliminary Email/Message

Today's Date

Dear _____

Your name has been given by _____ as a referee.

Our Pastor Search Team is currently exploring the possibility of _____ coming to serve as pastor. As a part of our background research, the pastor has freed us to contact referees and has freed those people to disclose any relevant information on work history, personal characteristics, work habits, and other areas of importance to us.

In order to save you time, we have asked _____, who is a member of our search Team, to call you on the telephone. You will be asked a number of questions, but the entire interview should not take more than 15 minutes. I hope that this will meet with your approval. Please pray for us as we continue our search process.

Sincerely

Chairperson or Secretary

Phone Interview with Referees

2. Form for the Interview

Pastor's Name _____

Referee's Name _____

Reference Telephone Number _____

Interviewer(s) _____

Today's Date _____

1. How long have you known this pastor?
2. In what capacity have you known the pastor? (Member/officer in church, professional colleague in ministry, co-ministry role in church, business associate, etc)
3. Are you aware that this person is a potential pastor for our church?
4. Are you aware of reasons there might be openness to a new call?
5. Do you have any information that would give you any reservations about this person's appropriateness for ministry? If so, what?
6. Have you had any personal experience or heard reports for others who have questioned this person's integrity, honesty, ethics, or conduct?
7. What, in your opinion, are this person's main gifts and strengths?
8. Do you know if this person has ever left a job or ministry position because of charges or accusations related to conduct or beliefs? What do you know of the circumstances?
9. Would you positively recommend this person for us to consider them for ministry at our church? Why or why not?
10. Based on your knowledge and the pastor's reputation, is his/her marriage healthy and stable?
11. Do you have any confidential information you do not feel free to reveal to us concerning the pastor's fitness for ministry?
12. Other specific questions of relevance.

APPENDIX D: SAMPLE QUESTIONS FOR AN INITIAL INTERVIEW

1. Please tell us about your early years-birthplace, place among siblings, parents, family history, etc.
2. Please tell us about how you came to know Jesus.
3. Please tell us about your sense of call to ministry.
4. What three aspects do you enjoy the most about being a pastor?
5. What three aspects do you like least about being a pastor?
6. What gifts do you sense God has given you for ministry?
7. For what three things will you be remembered where you now serve?
8. Tell us about your most meaningful pastorate.
9. How do your spouse and children feel about being part of a minister's family?
10. How do you define and understand *pastoral authority*?
11. What is your thinking about the church's ordinances of Baptism and The Lord's Supper?
12. What do you consider to be the role of women in the church?
13. (Ask the group) What are the traditions that we would want the pastor to continue in the life of the church? (Share these with the candidate.)
14. What traditions of the minister would be introduced to the congregation?
15. The minister's core beliefs and personal distinctives should match well with that of the congregation.
16. Ask the minister about resolving various scenarios. The goal is to determine the leadership style of preference.

Sample email to potential pastor before initial interview

Hi _____, just a few details about the interview next Wednesday night (____). It will be from 7.30pm to about 9.00pm at _____. The Team plan to meet at 7.15pm so they should all be there when you arrive.

The purpose of this interview is to get a feel as to whether you and our church will be a good possible match. If you and the Pastoral Search Team both feel God's go-ahead, there will another more detailed discussion to explore how this partnership could work in practice. In other words, this interview is not designed to answer all the questions, but just to get a feel for each other to see whether we both want to go further.

Here are the sorts of questions the Pastoral Search Interview Group will be asking. I'm sure that other things will come up, but it will give you some idea. Of course, there will be opportunity for you to ask any questions you have on the night.

1. What have been your experiences as a pastor? What have you enjoyed most? Why? What have you found difficult? What have been some successes?
2. What are your strongest spiritual gifts? How do you know? How theologically charismatic are you?

3. Tell us about the family in which you grew up.
4. Tell us about your own family and where they are at in their relationship with God. How will your family situation impact your pastoring? What do you see as your wife's role if you become senior pastor?
5. What have you learned about spiritual leadership? Who are you influencing at the moment? How?
6. What is your experience of working in a team? What do you presently do to encourage and direct those you lead?
7. Why do you feel God could be leading you to the Senior Pastor role at _____? What do you think would be your major contribution?
8. What kind of things would you do in your first year at the church if you were the senior pastor?

** It would also be helpful to introduce the members of the Pastoral Search Team.*

APPENDIX E: INTERVIEW QUESTIONS

SOME GENERAL PRINCIPLES:

- Give greater weight to the pastor's demonstrated abilities than to his/her ability to present well in the interview.
- Be aware of the tendency to make premature decisions based on the first few minutes of the interview. Consciously try to suspend making decisions about the applicant until its end.
- Develop an organised plan of how the Team will ask the questions so that they discuss all essential topics in depth. It is kind to allow the early questions to emphasise the pastor's strengths and successes. After the Team has built up some rapport then it is easier to deal with the more difficult questions.
- Be sensitive to the pastor and his/her spouse. It is not easy to talk in depth to a group of relative strangers. Deal with the pastor with the same degree of gentleness that you would like for yourself in the same situation.
- Arrange chairs to make the setting as comfortable as possible, also provide glasses of water.
- You will not be able to ask all the questions below. Choose the ones you would like to explore in greater depth in light of the referees reports and initial interview.

SOME SUGGESTED QUESTIONS TO ASK THE PASTOR:

Introductory

1. Tell us about your childhood. What are some memories of your parents and peers which significantly shaped your attitudes towards God, work, the values which you hold today?
2. When did you first feel God's call on your life? How and why did you decide to enter the pastoral ministry?
3. Can you identify some of the people who had a significant influence on your life? What impact has each of them had on your thinking and methods of ministry?
4. Describe the various ministries you have had to date. Talk about some of the successes you have felt and some of the difficulties. What have you learnt from your mistakes?
5. How is it you re open to consider leaving your present church or position?

Personal and Ministry Development

1. How would you describe your style of leadership?
2. How have your faith and theology changed since you first considered entering the ministry?
3. What particular books and seminars have influenced you in the last year?
4. What is the ministry that you call your speciality?
5. By what title do you prefer to be called?
6. How do you maintain your spiritual, emotional and physical health? How do you like to spend your free time?
7. How do you allocate time to spend with your family?
8. What are your plans for personal and professional growth?
9. Tell us about a time when you have successfully managed conflict.
10. How do you handle pressure? Give some examples.
11. How do you view your personal accountability to the church/membership/ leadership and vice versa?

Worship, Preaching, Pastoral

1. What do you believe is the healthiest relationship between a pastor, the church leadership, the congregation, and the denomination?
2. What goals do you strive to achieve through your preaching?
3. What emphasis do you place on pastoral counselling? Describe your training and experience in this area.
4. What is your philosophy regarding hospital and home pastoral visits?
5. What approaches to a congregation's financial stewardship do you prefer? What methods do you use to appeal to people about their giving?
6. What types of sermon do you preach most often, topical, expository, thematic or exhortation?
7. how would you describe your preaching? Do you tend to be traditional, innovative, formal or informal? Do you use a manuscript or outline?
8. Do you deal with controversial subjects from the pulpit? If so, How?
9. Describe your ethos of worship?
10. How do you perceive the authority structure of the church and how would you envisage this working out?
11. What safeguards do you put in place to ensure that you are not compromised when ministering to a child or a person of the opposite sex?

Theology

1. How would you describe your theological position?
2. Briefly state your beliefs on the following:
3. What are your views on baptism and church membership?
4. How do you view the Bible? What are your principles of Biblical interpretation?
5. What are your views of the charismatic movement, the church growth movement, signs and wonders, renewal?
6. how do you perceive the role of women in leadership?
7. What theological view most conflicts with your own?

Beyond Discipling

1. How much do you like to be involved in denominational affairs?
2. What issues do you see as being the most important ones facing Christians, particularly Baptists today?
3. With what style of worship are you most comfortable?
4. What has been your involvement in community activities, such as Rotary or sporting groups?
5. What has been your involvement in community ministries, such as scripture in schools?
6. What do you consider is the pastor's responsibility with regard to the overall discipling and spiritual formation of persons in the congregation.
6. How have you practised discipling?
7. What are your convictions concerning evangelism?
8. How have people been assimilated into your church?
9. Why are you a Baptist?
10. How do you express fellowship within, and service toward our wider fellowship of churches?
11. Do you see yourself as likely to leave the denomination, or endeavouring to lead a church out from the Baptist Union of Queensland?
12. How have you related to churches/leaders of other denominations in your community?

13. To what extent have you been involved in community activities?
14. Name two/three current issues that concern you. To what extent should the church be involved in dealing with them? How have you communicated these concerns to your congregation?

Family, Personal

1. Describe your marriage relationship.
2. Talk about your being single and pastoral ministry.
3. Does your spouse have her/his own profession/employment? If so, in what way do you as a couple support each other in your responsibilities?
4. What ministry roles has your spouse fulfilled? (This question is better directed to the spouse.)
5. What of your extended family? What, if any, responsibilities do you have in their regard?
6. What is your conviction regarding alcohol?
7. Apart from pre-arranged mortgage or hire purchase agreements, do you have outstanding debts?
8. Is there anything in your background or present lifestyle which, if it came to light, would embarrass you, or your church, or your ministry?

QUESTIONS YOU MIGHT ASK OF A PASTOR'S SPOUSE

1. In what ways would you like to be involved in ministry, if any?
2. What is your attitude to your partner's vocation?
3. Tell us about your children. Do you have any particular needs that should be considered in relation to a possible call to this church?
4. What are your concerns about a possible move?
5. Are there any things about our church or community that would cause you apprehension if you were called to come here?

QUESTIONS A PROSPECTIVE PASTOR MIGHT ASK THE CHURCH

1. How does this church assist people to become followers of Jesus??
2. What has God called this congregation to do and be?
3. What do you see as this church's greatest strength?
4. What does this church do best?
5. If you would like one thing to be different about the church, what would it be?
6. What do you see as being the most significant event in the life of the church in the past 10 years?
7. What for you has been the most upsetting event in the life of the church in the past 10 years?
8. years?
9. In what way is this community different from 10 years ago?
10. In what ways do you think this community will be different in 10 years' time?
11. What is the vision of the church?
12. How does this church express its outreach into the community and overseas mission?
13. What new ministries have been added in the past five years?
14. What ministries have ceased in the past few years?
15. What is the theological and sociological flavour of the church?
16. On what emphases would the church want the pastor to place his priorities?
17. How do deacons, elders, and other lay leaders share the decision-making with the pastor?
18. Describe the church at worship.
19. Who makes up the congregation? Where do they come from?

20. What areas of ministry are the congregation involved in?
21. What role will my spouse be expected to take in the life of the church?
22. What kinds of things did your previous pastor do particularly well?
23. In what areas would you like a pastor to have more expertise?
24. Are there any other elements I ought to know about if I am going to minister here?

QUESTIONS FOR A PASTOR TO ASK OF A CHURCH WITH A SCHOOL

1. What level of involvement is expected of the Pastor in the school?
2. What time allocations are expected concerning work in the Church and work in the school?
3. Are the Pastor's children expected to attend the school?

QUESTIONS FOR A CHURCH CONCERNING ITS EXPECTATIONS OF A NEW PASTOR

1. How long do you expect a new pastor to stay?
2. What part do you expect the new pastor to play in the life of the congregation in the next 5 to 10 years?
3. Why do you think that I may be that person? Why are you interested in me?
4. Are you aware of my ministry strengths and limitations?
5. How has the church supported the pastor and his/her family in the past, besides financially?
6. How should a pastor spend their time?
7. On average, how many hours per week would you expect the pastor to give in the church's ministry?

APPENDIX F: LETTER OF CALL

This is an example only.

Dear

As I indicated to you in my phone call to you, the members of _____ Baptist Church voted unanimously [or whatever appropriate word] to call you as our pastor.

The call is for a 5-year period from the date of commencement. Terms and provisions are as previously discussed and are detailed in the attached "Spiritual Appointment Agreement" that we invite you to sign.

We believe the Lord has guided us in the process and we eagerly await your confirming response.

Please contact me if you have any further matters you wish to discuss prior to confirming.

In our Lord,

APPENDIX G: EXAMPLE POSITION DESCRIPTION

Position: Lead Pastor

About _____ Baptist Church	
<p>The Purpose of the Position</p> <p>The position of Lead Pastor exists to provide spiritual leadership to the Church and the church staff in conjunction with the Church Council.</p>	
<p>Accountability and Reports</p> <p>The Lead Pastor will report to the Church Council and be accountable to the Council in matters of performance and conduct.</p> <p>Each member of the church staff will report directly to the Lead Pastor.</p>	
<p>Key Relationships</p> <p>The Lead Pastor works collaboratively with the following groups and individuals within the church:</p> <ul style="list-style-type: none"> • The Church Council • Church staff members • The Lead Pastor Advisory Group • Church leaders • Church family <p>And externally with:</p> <ul style="list-style-type: none"> • Mentors • Other senior pastors of churches • QB staff • Community leaders 	
<p>Key Responsibilities</p> <p>The Lead Pastor takes the lead role in implementing vision and management for the Church and is the leader of the church staff. The key responsibilities are:</p> <ol style="list-style-type: none"> 1. Provide spiritual and strategic leadership to the Church in partnership with the church leadership. 2. Lead and equip the staff team and (with and through them) the ministries of the Church. 3. Preach regularly and coordinate the preaching/teaching program of the Church. 4. Encourage and empower the church family to follow God and exercise their calling to love and serve both each other and their world. 	
Key Functions	
<ol style="list-style-type: none"> 1. Personal Spiritual Formation and Conduct 	<ol style="list-style-type: none"> a. Be growing as a follower of Jesus through an active relationship with God and involvement in community spiritual activities like corporate prayer and Bible study. b. Demonstrate godly character and actions in engagement with people in the Church and its community. c. Demonstrate active commitment to the beliefs and values of the Church, and compliance with the staff Code of Conduct.

2. Ongoing Learning in Pastoral Leadership and Ministry	<ul style="list-style-type: none"> a. Regularly engage with two mentors, the Lead Pastor Advisory Group and a professional supervisor. b. Participate in professional development activities like conferences, seminars, workshops, networks, courses and engage with information online and in text.
3. Vision and Strategic Planning	<ul style="list-style-type: none"> a. Work with the Church Council and Staff team to discern the direction in which God is leading the church. b. Develop a Strategic Plan that outlines the vision, outcomes and objectives, key strategies and people, to achieve the desired outcomes. c. With the staff team, implement the Strategic Plan and report regularly to the Church Council on its progress. d. Together with the Church Council and staff team, regularly review the Strategic Plan and modify it as needed.
4. Staff Leadership	<ul style="list-style-type: none"> a. Lead the staff team and ensure all staff are encouraged, are being equipped, are accountable and are fulfilling their ministry description and goals effectively. b. Assist the staff to work as a team with each member supporting the shared goals. c. Meet regularly with each staff member to review his or her ministry and direction and encourage ministry development. d. Coordinate staff meetings and the functioning of the staff. e. Be available to support and assist staff members when needed.
5. Church Leadership	<ul style="list-style-type: none"> a. Set an example as a committed church member. b. In conjunction with the Church Council and staff, discern, develop and reinforce the values of the Church. c. Together with the church staff, ensure that church family members are being equipped for ministry and are being pastorally supported. d. In conjunction with the Church Council, work through major church issues and guide church discipline. e. Ensure that new leaders are being developed.
6. Preaching and Church Services	<ul style="list-style-type: none"> a. Plan the service preaching program and preach regularly. b. Guide the worship pastor and staff in the direction and review of church services.

APPENDIX H: EXAMPLE SPIRITUAL APPOINTMENT AGREEMENT

A Spiritual Appointment Agreement (SAA)

Between:

_____ Baptist Church (the “Church”)

And:

_____ (the “Pastor”)

Regarding his appointment to the role of:

Senior Pastor

From _____ until _____

Introduction

The relationship between the Church and its Pastor is special and unique, involving a commitment by each party. The Pastor responds to the call to provide leadership and care for the Church and the Church commits to provide care and support for the Pastor.

Specifically, the relationship between the Church and the Pastor is that the Pastor is a spiritual appointee (and not an employee or contractor). This SAA is not a common law contract of employment. Provisions in this SAA that may be interpreted as being evidence of a common law contract of employment should be viewed as for convenience only between the parties, and primarily to assist the Pastor in performing his spiritual role and call. It is not evidence of the party’s intention to create a formal employment relationship or a formal legal relationship.

This SAA is a written summary of the terms and conditions of the call and should be read in conjunction with Queensland Baptists Ministerial Remuneration Guidelines for Registered Ministers (“the QB Guidelines”). Where the terms of this SAA differ from these guidelines, this SAA will take priority.

Queensland Baptists Registration

The Pastor will maintain registration with Queensland Baptists.

As part of maintaining their registration the Pastor will ensure they:

1. Have a current Personal Ministry Development Plan to which they are adhering;
2. Have a mentor;
3. Assent to and abide by Queensland Baptists Code of Ethics and Ministry Practice for Queensland Baptist Ministers; and
4. Maintain a current positive notice and blue card issued by the Queensland Commission for Children and Young People and Child Guardian.

Duties and Accountability

The Pastor will be responsible for the matters listed his Position Description.

The Pastor will report to and be accountable to the Members through the Church Council.

During the Pastor's appointment, the Pastor must:

1. act in the Church's best interests;
2. use their best endeavours to protect and promote the Church's good name and reputation;
3. not use their position for an improper purpose or for private benefit;
4. faithfully and diligently perform their duties and exercise all due care and skill;
5. not, without the Church's prior written consent, act in conflict with the Church's interests;
6. disclose to the Church leadership, at the earliest opportunity, all potential or actual conflicts of interest and other matters likely to impact on the performance of the Pastor's duties; or
7. on discovery, not allow a potential or actual conflict of interest to continue.

Hours of Work (see Conditions for further details)

As a pastoral appointment, there is no normal span of hours or hours of work. Pastors are expected to be available on Sundays, certain public holidays (e.g. Christmas and Easter), and for evening meetings and emergency pastoral care. The nature of the pastoral role, ministering directly to members of the Church and the broader community, dictates that the hours will change from day to day and week to week.

Regular days off work will be negotiated between the Pastor and the Church Council.

The parties agree that all hours worked are adequately compensated by the Stipend, and the Pastor is not entitled to any additional payment or compensation.

Spiritual Appointment Agreement (SAA) Provisions

These provisions reflect the structure indicated in the QB Remuneration Guidelines document.

(a) Stipend

The Pastor shall be paid a Stipend of 100% of the Ordained Registered Pastor rate in the QB Remuneration Guidelines until he is ordained by Queensland Baptists after which he shall be paid 110% of the Ordained Registered Pastor rate. The Stipend will be adjusted annually in line with the QB Remuneration Benchmark.

(b) Exempt Benefits

The Stipend Amount will be paid fortnightly in arrears as follows:

Taxable Income – 50%

Exempt Benefits - 50%

Exempt Benefits are defined in Section 57 of the Fringe Benefits Tax Assessment Act.

(c) Superannuation

Superannuation contributions will be paid in addition to the above stipend at the Super Guarantee rate as specified in the QB Guidelines.

Superannuation contributions will be paid as required under the *Superannuation Guarantee (Administration) Act 1992* as varied from time to time to a complying fund. Payments will be made as "Other Third Party Contributions" as this is not an employment agreement.

(d) Annual Leave (See Staff Leave for more detail)

The Pastor is entitled to four weeks annual leave per annum, and the Stipend will be paid in full during this leave period. The entitlement is cumulative. Annual leave can accrue to a maximum of eight weeks at which point the Church may direct the Pastor to take their leave.

(e) Personal Leave

The Pastor is entitled to ten days paid personal/carer's leave per annum. This leave is cumulative but will not be paid out on termination.

The Pastor is entitled to paid personal/carer's leave if they:-

1. Are unfit to perform their duties because of a personal illness or injury affecting them; or
2. Need to provide care or support a member of their immediate family or a member of their household who requires that care and support because:
 - a. They are suffering from a personal illness or injury; or
 - b. There is an unexpected emergency in relation to that person.

The Church may require some evidence of the need for the Pastor to take personal/carer's leave. This will generally be in the form of medical certificates from a medically qualified practitioner.

(f) Compassionate Leave

The Pastor will be entitled to two days paid compassionate leave on each occasion when a member of their immediate family or a member of their household:

1. Contracts or develops a personal illness that poses a serious threat to his or her life; or
2. Sustains a personal injury that poses a serious threat to his/her life; or
3. Dies.

(g) Long Service Leave

The Pastor is entitled to long service leave under the Queensland Baptists Long Service Leave Scheme, which is transferrable across QB Churches. The Church shall make the requested contribution on behalf of the Pastor to the Scheme and agree to facilitate the provision of Long Service Leave to the Pastor when they are eligible to receive this benefit.

(h) Periodic Review (see Appendix 3 for more details on Staff Accountability and Support)

The Church Council will carry out an annual review with the Pastor.

(i) Insurance Coverage

The Church shall make payments to Workcover Queensland as levied to compensate to the full extent of the Stipend paid to the Pastor, to entitle the Pastor to coverage under the Workcover Scheme in case of injury at or in the course of performing their duties.

The Church shall maintain their insurance coverage through the Baptist Insurance Scheme to ensure adequate Professional Indemnity, Directors and Officers Insurance, Public Liability and Travel Insurance applicable to the Pastor. If the Church chooses to obtain other insurance coverage, it shall ensure that all these covers exist to the same level as under BIS, and that the coverage extends to ensure protection for Spiritual Appointees.

(j) Professional Development

Professional development events must be approved by the Church Council prior to the Pastor undertaking such events and any reasonable expenses incurred by the Pastor reimbursed by the Church.

(k) Termination

The Church Council may terminate this SAA at any time without prior notice if the Pastor:

1. commits any serious or persistent breach of any of the provisions of this agreement;
2. is guilty of serious misconduct or wilful neglect in the discharge of his duties;
3. becomes of unsound mind;
4. is convicted of any criminal offence other than an offence which in the reasonable opinion of the Church does not affect his position as pastor of the Church;
5. becomes permanently incapacitated by reason of accident or illness from performing his duties under this Agreement and for the purposes of this clause incapacity in excess of 90 consecutive days or for an aggregate period of 6 months in any period of twelve (12) months will be deemed to be permanent incapacity.

Either party may terminate this SAA at any time by giving to the other notice in writing for a period of not less than three months, or in the case of the Church providing an equivalent payment of the Pastor's Stipend in lieu of notice. The Church Council may terminate the Pastor immediately at any time prior to the expiry of the notice periods given by the Pastor or the Church Council by making a payment to the Pastor equal to the value of the Pastor's stipend, in lieu of the period of notice, or for any unexpired part of that notice period.

The Church may set-off against and deduct from all or any amounts payable to the Pastor on termination of this SAA any amount owing by the Pastor to the Church on any account.

On termination of this SAA the Pastor must immediately deliver to the Church all property of the Church which may be in his possession or under his power or control.

For clarity, in bringing a pastor's ministry to conclusion the Church must follow its constitution.

(l) Appeals Process

Where dispute arises on any matters between the Church and the Pastor, either party may invite QB to mediate on this matter and both parties agree to comply with the mediation process. In the first instance, the mediation would be coordinated by the QB Director of Pastoral Services or the Director of Church Health Services.

Additional Specific Clauses

(n) Specified length of call

This SAA shall terminate on _____ whereupon the Church members and Pastor may consider a further call.

However, there will be a probationary period of 12 months after which the both the Church Council and the Pastor will assess the effectiveness of the relationship and either party may terminate this SAA.

(o) Provision of a mobile phone

The Church shall provide the Pastor with a mobile phone allowance each month of \$50.

Confidentiality

The Pastor, during and after the term of employment, must not reveal confidential information to any person or entity, without the prior written consent of the Church Council (unless the Pastor is obliged by law to disclose the confidential information). At all times the Pastor must comply with section 2.4 of the Queensland Baptists Code of Ethics and Ministry Practice for Queensland Baptist Ministers.

Policies

Notwithstanding any other provisions of this SAA, the Pastor agrees to read, acquaint themselves with, and comply with, the policies of the Church as may exist and be varied from time to time including without limitation policies in relation to:

1. discrimination, harassment, victimisation and bullying;
2. work health and safety;
3. gifts, inducements and bribes;
4. codes of conduct; and
5. confidentiality and intellectual property.