

# **A Guide to Pastoral Transitions**

**For QB Churches**

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



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Permission is granted for local QB churches  
to reproduce this book in its entirety.

## 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

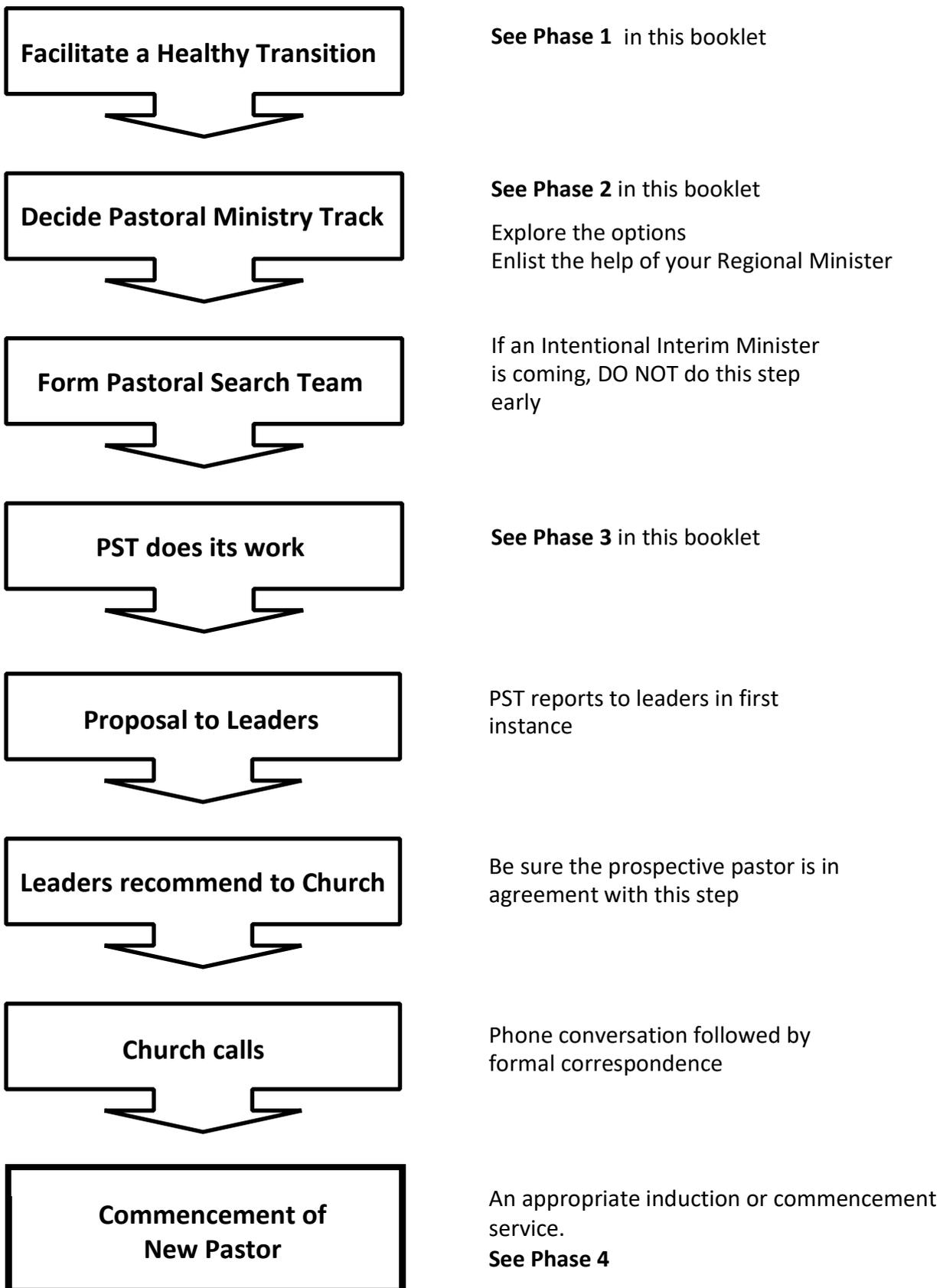
*Pastoral Search Handbook for a Pastoral Search Committee* – Baptist Church of New Zealand, 2002

*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



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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](http://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](http://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
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

# Sample Position Description Senior Pastor

The following is a role description template for the position of a Senior Pastor.

QB Churches are welcome to take this and modify it to suit their own policies and ministry contexts and thus to make it their own.

Other role descriptions are also available from QB including

- Solo Pastor
- Associate Pastor (General)
- Worship Pastor
- Care & Connections Pastor
- Discipleship Pastor
- Children's Pastor
- Youth Pastor
- Young Adults Pastor
- Adults Pastor
- Administrator

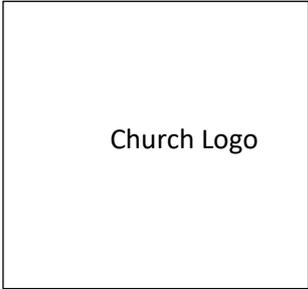


*Latest Edition: January 2022*

*Permission is granted for local QB churches to reproduce and modify this template.*

# POSITION DESCRIPTION

## SENIOR PASTOR



<b>ROLE TITLE</b>	Senior Pastor
<b>ACCOUNTABLE TO</b>	<p>The Senior Pastor is accountable to God through prayer and the leading of the Holy Spirit, looking to Jesus as the head of the Church.</p> <p>The Senior Pastor reports directly to and is accountable to the _____ (Board, Council of Elders, Diaconate) and through them to the membership of _____ Baptist Church.</p>
<b>LOAD</b>	Full time (including Sundays)
<b>DURATION</b>	5 years
<b>DATE EFFECTIVE</b>	<u>January 2020</u>
<b>GOVERNANCE CONTEXT</b>	<p>This document should be read in conjunction with</p> <ul style="list-style-type: none"> <li>• the _____ Baptist Church Constitution,</li> <li>• current Governance Policy documents,</li> <li>• the Queensland Baptist Code of Ethics and Ministry Practice and</li> <li>• the Queensland Baptist Registration and Ordination Guidelines.</li> </ul>

<b>POSITION OVERVIEW</b>	
<p>The Senior Pastor of _____ Baptist Church will, in consultation with the Council of Elders, lead the church to fulfil its mission and vision in accordance with its core values and statutory requirements.</p>	

<b>PRIMARY RELATIONSHIPS</b>	
<b>INTERNAL RELATIONSHIPS:</b>	<ul style="list-style-type: none"> <li>• Church Staff (e.g. pastoral staff, administrator),</li> <li>• Council of Elders / Diaconate / Board</li> <li>• Church Members,</li> <li>• Ministry Team Leaders.</li> </ul>
<b>EXTERNAL RELATIONSHIPS:</b>	<ul style="list-style-type: none"> <li>• Other Queensland Baptist Leaders, Pastors, Regional Ministers &amp; Area Pastors,</li> <li>• Queensland Baptist Ministry Groups (such as QCCC, Carinity, etc.),</li> <li>• Other denominational leaders</li> <li>• Local community agencies,</li> <li>• Community leaders, and</li> <li>• Mission agencies.</li> </ul>

<b>KEY ROLE REQUIREMENTS</b>	
<b>KEY COMPETENCIES</b>	<ul style="list-style-type: none"> <li>• Able to live and minister within the theological and ministry practices and convictions of the _____ Baptist Church and more broadly those of QB.</li> <li>• Vital and growing relationship with Jesus</li> <li>• Leader of exemplary Christlike character and spiritual maturity</li> <li>• Skilled in vision casting &amp; strategic plan implementation</li> <li>• Able to unify, challenge and encourage key leaders</li> <li>• Ability to build teams of volunteers</li> <li>• Team player</li> <li>• Well-developed sense of self and self-awareness and the ability to read and respond to others appropriately</li> <li>• Able to develop and manage assigned budgets and physical assets</li> <li>• Missionally innovative</li> <li>• A strong and gifted teacher/preacher</li> <li>• Able to motivate and mobilize the church community to apply God’s Word</li> <li>• Secure in a strong call by God to the church and the role of senior pastor</li> <li>• Fulfill the spiritual qualifications for leadership within the church, as set out in 1 Timothy 3:1-13 and Titus 1:6-9; and 1 Peter 5:1-4</li> <li>• A person who walks with and whose life reflects the fruits of the Spirit as described in Galatians 5:19-24</li> </ul>
<b>EXPERIENCE AND QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Must be a mature and growing believer with exemplary Christian Character</li> <li>• Committed to the mission, vision, values, doctrine, and direction of _____ Baptist Church</li> <li>• Able to meet requirements to become a member of _____ Baptist Church</li> <li>• Qualified to at least an undergraduate level Ministry and/or Theological qualifications (or equivalent)</li> <li>• Significant leadership experience</li> <li>• Community engagement experience</li> <li>• Proven, previous experience in building and leading teams</li> <li>• Able to manage and care for people effectively</li> <li>• Registered (or able to be registered) as a Minister with Queensland Baptists</li> <li>• Ability to obtain a Marriage Celebrant’s License</li> <li>• Ability to obtain a Child Protection Suitability Card from Commission for Children &amp; Young People</li> <li>• If married, their spouse must be supportive of their call and ministry</li> </ul>

<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>• A very good understanding of mission and discipleship frameworks and strategies</li> <li>• A comprehensive knowledge and understanding of contemporary Christian community development</li> <li>• A very good understanding of team ministry dynamics</li> <li>• A very good understanding of organizational leadership</li> <li>• An understanding of leadership development; empowering and equipping volunteers</li> <li>• Theological/biblical engagement with key care issues, such as emotional, mental and physical health, grief and loss, life stages and transitions</li> <li>• An understanding of recruiting and developing potential leaders and volunteers.</li> <li>• Good communication and interpersonal skills</li> <li>• Ability to build team and work in a team environment</li> <li>• Ability to train others</li> </ul>
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<b>KEY RESPONSIBILITIES</b>	
<b>KEY RESPONSIBILITY</b>	<b>KEY FUNCTIONS</b>
<b>1. Vision and church culture</b>	<ul style="list-style-type: none"> <li>• Through personal and corporate prayer ensure _____ Baptist Church is following the lead of the Holy Spirit</li> <li>• Collaborate with the church leadership team (and the wider church) in the development of the vision, mission and core values for _____ Baptist Church</li> <li>• Act as a chief communicator and champion of the church’s mission, vision, and values, creating an atmosphere of unity and common purpose</li> <li>• Develop, model, and promote the desired church culture for _____ Baptist Church</li> </ul>
<b>2. Strategic Leadership</b>	<ul style="list-style-type: none"> <li>• Collaborate with the church leadership team in the development of a strategic plan to see the church vision achieved</li> <li>• Oversee, in conjunction with the ministry team, the development and implementation of ministry strategies to achieve the goals of the strategic plan</li> <li>• Coordinating ministries to work together toward the vision</li> <li>• Collaborate with the church leadership to generate and implement appropriate policies</li> <li>• Create structures to ensure development of all areas across the church</li> <li>• Maintain an awareness of current trends and best practices within organisations of a comparable size</li> </ul>
<b>3. Preaching and teaching</b>	<ul style="list-style-type: none"> <li>• Determine the overall content and direction of the preaching and teaching ministry of the church so that the congregation remains faithful to God’s call and continues to grow spiritually</li> <li>• Be the principal communicator of God’s Word through regularly preaching at worship services</li> </ul>

	<ul style="list-style-type: none"> <li>• Allocate the teaching and preaching responsibilities to the preaching team</li> <li>• Oversight, development and coaching of preaching team</li> <li>• Ensure various teaching ministries of the church are sound doctrinally and aligned strategically</li> </ul>
<b>4. Provide leadership to the staff and ministry leaders</b>	<ul style="list-style-type: none"> <li>• Communicate vision, policies and practices to the ministry team, staff, leaders and general church community</li> <li>• Oversee and lead the staff team ensuring their ministries are running effectively and are aligned to the vision of the church</li> <li>• Create personal/professional development opportunities for all staff</li> <li>• Pastorally care for those on the staff team</li> <li>• Create structures to ensure that all in the ministry team are pastorally cared for, encouraged &amp; equipped to carry out their role in line with the mission and vision of the church</li> <li>• Create &amp; foster a positive work environment to support positive morale of staff</li> <li>• Oversee the annual performance review and development process of staff and ministry leaders</li> </ul>
<b>5. Equip and mobilise the church</b>	<ul style="list-style-type: none"> <li>• Equip and mobilise the church, and particularly existing and potential leaders, through development of spiritual gifts and discipleship</li> <li>• Training and resourcing of leaders throughout the church</li> <li>• Oversee the content and design of all teaching and training courses run on behalf of the church to ensure theology, philosophy and methodology is acceptable</li> <li>• Development and implementation of a leadership pipeline for raising up of future leaders</li> </ul>
<b>6. Relationship Development and Local Influence</b>	<ul style="list-style-type: none"> <li>• Establishment of networks beyond the immediate church with churches, organisation, local, state and federal governments, and with mission organisations</li> <li>• Engage with the wider community as the leading representative of _____ Baptist Church</li> <li>• Represent _____ Baptist Church in pastoral networks</li> <li>• Participate in Queensland Baptists convention and assemblies</li> <li>• Participate in collaborative community outreach and service initiatives.</li> <li>• Support ventures that extend the kingdom of God as appropriate</li> </ul>
<b>7. General pastoral duties</b>	<ul style="list-style-type: none"> <li>• Conduct celebrations as required (this includes funerals, dedications, weddings, baptisms, commissioning for special work, and welcoming new members)</li> <li>• Provide pastoral care and counselling on a limited basis</li> <li>• General relationship building through various life events</li> <li>• Participate in staff activities as required</li> </ul>
<b>8. Church Governance</b>	<ul style="list-style-type: none"> <li>• Participate in <u>Council of Elders/Diaconate/Board</u> meetings</li> </ul>

	<ul style="list-style-type: none"> <li>• Perform other tasks as directed by the <u>Council of Elders/Diaconate/Board</u></li> <li>• Collaborate with <u>Council of Elders/Diaconate/Board</u> in the development and implementation of polices and guidelines as outlined in _____ Baptist Church Constitution.</li> <li>• Comply with the <ul style="list-style-type: none"> <li>○ Child and Youth Risk Management Policies (Safe Church),</li> <li>○ Workplace Health and Safety Policies</li> <li>○ QB Code of Ethics and Ministry Practice for QB Ministers, and</li> <li>○ other church policies that may relate to such matters as discrimination, bullying, privacy, etc</li> </ul> </li> </ul>
<p><b>9. Personal and Professional Development</b></p>	<p>The Associate Pastor is expected to devote some of their working time to personal spiritual development and professional development through:</p> <ul style="list-style-type: none"> <li>• Prayer and personal devotions</li> <li>• Implement the QB PMDP (Personal Ministry Development Plan)</li> <li>• Some form of ongoing study</li> <li>• Occasional Sunday visits to other churches</li> <li>• Seek and engage mentors and intentionally mentor others.</li> </ul>

<b>REVIEW AND RESULT AREAS</b>	
<p>The senior Pastor’s performance will be annually reviewed against agreed annual operation plans that are consistent with the strategic plan and this position description.</p> <p>A more extensive review may be undertaken by the leadership team when approaching the end of a term when considering a recall.</p>	

<b>CONDITIONS</b>	
<p>Remuneration and other details are outlined in the Senior Pastor’s <u>(Spiritual Appointment Agreement / Employment Contract)</u>.</p>	

## ACKNOWLEDGEMENT AND AGREEMENT

I acknowledge that I have read and understood the key result areas described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I have received a copy of this Position Description.

### Church Leadership

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Pastor (Employee)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# APPENDIX H: EXAMPLE SPIRITUAL APPOINTMENT AGREEMENT

## A Spiritual Appointment Agreement (SAA)

Between:

**[OurTown Baptist Church]** (the “Church”)  
ABN: **99 999 999 999**

And:

**[Rev John Baptist]** (the “Pastor”)

Regarding his/her appointment to the role of:

**[Senior/Solo/Associate]** Pastor

From **[1<sup>st</sup> July 2017]**

### Introduction

The relationship between the church and its pastor(s) 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, or immediately seek registration if they are not currently registered.

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 in Attachment A.

The pastor will report to and be accountable to [Senior Pastor/Church Leaders].

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

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 (Christmas and Easter), and for evening meetings and 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 church.

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.

(Clauses (a) through to (l) are recommended clauses and the clauses after (m) are optional subject to negotiation.)

### (a) Stipend

The Pastor shall be paid a Stipend of [100]% of the [Senior/Ordained/Registered] Pastor rate in the QB Remuneration Guidelines. 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/Equivalence] 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

The pastor is entitled to four weeks annual leave per annum, and the Stipend will be paid in full during these 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. Consideration should be made by churches in remote areas to the granting of a fifth week of Annual Leave, in recognition of increased travel times to holiday destinations.

#### **(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**

The Church will endeavour to carry out an appraisal process with the Pastor which will occur on an [annual/bi-annual] basis. Either party may request the involvement of a Regional Consultant from QB in the review process.

#### **(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**

A minimum of five days per year (plus travel time) of professional development for the Pastor will be allowed and should be undertaken each year. Professional development events must be approved by the Church prior to the Pastor undertaking such events and any reasonable expenses incurred by the pastor reimbursed by the church.

Examples of professional development events are the annual Pastor and Spouses Conference and training courses provided through QB and its services groups.

Professional Development undertaken should be reviewed at the annual review.

### **(k) Termination**

The church 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 may, in its absolute discretion, terminate the Pastor immediately at any time prior to the expiry of the notice periods given by the Pastor or the Church 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.

If the Pastor is a Director or Secretary of any company or entity related to the Church, the Pastor must resign from that position on the termination of this SAA if required to do so by the Church.

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 Regional Consultant for the Church.

### **Additional Specific Clauses**

(Subject to negotiation between Church and Pastor, the following clauses (m) through to (u) may be modified or deleted to comply with the agreed terms of the call. It is recommended that subsequent clauses are not renumbered when inapplicable clauses are removed)

### **(m) Optional agreement to bi-vocational arrangements**

The Pastor is bi-vocational, and may seek employment away from the church for up to [x days] per week. The Church shall pay the Pastor [yy%] of the stipend in clause (a) above (where [yy%] of 5 days plus [x] days will equal 5 days)

[As The Pastor is remunerated less than full time, the proportion of remuneration paid as exempt benefits may be increased to up to the equivalent of 50% of full time remuneration. It is agreed to pay [zz%] of remuneration as exempt benefit.]

**(n) Optional specified length of call**

This SAA shall terminate on [date] whereupon the Church and Pastor may consider a further call.

**(o) Optional provision of a mobile phone**

The Church shall provide the Pastor with a mobile phone and meet the expenses of its operations.

**(p) Optional use of manse or other housing arrangement**

The church shall;

[Provide a manse located at [address] for the use of the Pastor, and reduce the stipend by the “Housing Reduction” amount specified in the QB Remuneration Guidelines.]

-or-

[Rent a suitable house for the use of the Pastor, and reduce the stipend by the “Housing Reduction” amount specified in the QB Remuneration Guidelines.]

-or-

[increase the stipend by the difference between the rental incurred by the Pastor for a suitable house, and the “Housing Reduction” amount specified in the QB Remuneration Guidelines]

-or-

[support the Pastor to purchase a house in an appropriate location by increasing the stipend by [\$xxx], which reflects a proportion of the saving the Church is making by not needing to provide accommodation.]

**(q) Optional Establishment/support for home office**

The Church shall provide office furniture and equipment to establish a “home office” at the Pastor’s place of residence. The equipment, listed below, is to remain the property of the Church.

[list of equipment/furniture]

**(r) Optional Public Holiday provisions**

The Pastor may take gazetted Public Holidays as days off where they are only expected to be available in emergency situations, with the exception Christmas Day, Good Friday, and Easter Sunday, and whenever a Public Holiday falls on a Sunday.

**(s) Optional weekend “breaks”**

Pastors may find a benefit from short breaks away from the church other than the normal day off per week arrangement. The pastor will be granted four clear weekends per year in consultation with the Church leadership. Alternatively, the Church may choose to offer an additional week of Annual Leave instead of this provision.

**(t) Optional Parental Leave**

Church and Pastor may negotiate an appropriate provision for Parental (Maternity/Paternity) Leave, with terms to be negotiated in advance and inserted into this provision.

**(u) Optional provision of a motor vehicle**

The Pastor shall be provided with a motor vehicle to assist in their pastoral duties. The vehicle shall be registered in the name of the church (through its trustee Queensland Baptists) and running costs shall be managed as agreed.

**(v) Any other term or condition as agreed.**

**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 leadership (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.

**ATTACHMENT A – POSITION DESCRIPTION**

**[insert details of role]**

## SIGNING PAGE

### Church

Name of Church Leader: \_\_\_\_\_

Church Leader's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Church Leader: \_\_\_\_\_

Church Leader's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Pastor

I have received a copy of my position description, Spiritual Appointment Agreement, Queensland Baptists Ministerial Remuneration Guidelines for Registered Ministers and the Queensland Baptists Code of Ethics and Ministry Practice for Queensland Baptist Ministers. I have read and understood these documents and accept the terms, conditions and responsibilities contained in them.

I accept appointment as a Spiritual appointee to the role of [Senior/Solo/Associate] Pastor of the Church. I acknowledge that my appointment is of a spiritual nature, and that I will not be an employee of the Church. This accords with my calling and desire.

Pastor's Signature: \_\_\_\_\_

Name of Pastor: \_\_\_\_\_

Date: \_\_\_\_\_