

## Step 5: Presentation/Recommendation Process

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- A. Preaching in view of a call.** When both the search committee and the candidate have come to a sense of God's leadership in this relationship, the candidate and his family should be invited to come to the prospective church in view of a call as pastor. *The needs of the pastor and his family should be considered throughout this process.* This visit should be scheduled at a time acceptable to both the church and candidate and should include at least a long weekend.

**Please be sure that the committee and candidate determine in advance an appropriate percentage vote for a call to be issued. Suggestions for determining this percentage are found on page 32.**

- B. Schedule special meetings.** Over a period of three days, the following meetings could be scheduled:

**Friday evening:**

Dinner with the Search Committee and their spouses and the candidate and his family

**Saturday:**

Meetings with the staff, deacons, and other church groups

Candidate and his family tour the community. Allow ample time for this.

Dinner with the church leadership and families. Consider including a period of testimonies and questions and answers.

**Sunday morning:**

Candidate tours Sunday School departments and classes while in session

Candidate preaches the morning message

Lunch for the membership and candidate/family. Consider including another informal time of testimonies and questions and answers.

**Sunday evening (optional, depending on candidate's availability):**

Search Committee and candidate meet one more time prior to the service

Candidate preaches the evening message

**Remember that the meetings listed are only suggestions. The committee should develop a "call weekend" schedule that fits your needs and the needs of the candidate.**

- C. Issuing the call.** The call is to be extended as directed in the church constitution and by-laws. Churches vary as to how the actual call is extended. It is preferred that churches vote immediately following the candidate's message. After the vote, immediately contact the candidate.
- Share if called or not
  - Share number of votes, number of members present and voting, and the resulting percentage
  - Ask for a verbal acceptance
  - Report verbal acceptance to church at next worship service

Official call letter sent by church clerk and signed by chairperson of search committee. The letter should include all written agreements as outlined in the Covenant and any verbal agreements that may have been made between the search committee and candidate after the Covenant was executed.

1. Job description
2. Total detailed compensation (as outlined in Covenant)
3. Moving expenses
4. Conferences/revivals/etc.
5. Sick pay
6. Vacation
7. Protection benefits
8. Ministry expenses
9. Severance
10. What constitutes a call
11. Help with moving process
12. Moving day activities
13. Utilities hook-ups
14. Settling-in period
15. Job/profession/vocation search for pastor's wife (This could include a recognition from the start of possible job conflicts with worship service attendance, e.g., a nurse may be required to work weekends and/or Wednesday evenings.)
16. Other