

Search and Call – Documents that Congregational Leaders Want

Compiled for congregations and their leaders by the Christian Church (Disciples of Christ) in Mid-America, the NW Area, Inc., 201 N. Main, Cameron, MO 64429, 816-632-2237, www.nwareacc.org,

If you have a paper copy, type in the URL into your browser. If you are reading this as an electronic version, you may click on any of the underlined items and go directly to that document.

All the documents listed below are found at:

<http://www.discipleshomemissions.org/pages/CV-Downloads>

Anyone can download these documents at no cost!

- [Beginning A Pastoral Ministry](#)
- [Clergy Background Checks: a "how to read" guide for search committees](#)
- [Clergy Compensation Planning Guide](#)
(provided in partnership with the Pension Fund)
- [Clergy Parsonage Allowance Guide](#)
(provided in partnership with the Pension Fund)
- [Clergy Retirement Planning Guide](#)
- [Closing A Pastoral Ministry](#)
- [Commissioning Service for Phoebes and Timothys](#)
[Word file](#) (for easy editing) | [PDF file](#)
- [Congregational Discernment Survey PDF File](#)
- [Congregational Profile Form \(current update\)](#)
 - [PDF version](#)
 - [Word version](#)
- [Ethical Guidelines for Congregational Conduct](#)
- [Indiana Clergy Salary Survey -- 2010 \(web page\)](#)
- [Minister's Calling Agreement--Annual Update Form](#)
- [Ministerial Code of Ethics](#)
- [Moving Company Information \(preferred providers\)](#)
- [Ordination Service and Guidelines](#)
- [Pastoral Letter of Call and Agreement \(current version\)](#)
- [Pastoral Relations Committee Guidelines](#)
- [Policies and Criteria for the Order of Ministry](#)
 - [Outgoing version](#)
 - [2011 English version](#)
 - [2011 French translation version](#)
- [Clergy Letter of Call and Pension Fund Change of Ministry forms](#)
- [Sabbatical Leave Guidelines \(2005 update\)](#)

- Sample Letter of Resignation/Retirement (provided in partnership with the Pension Fund) [Word file](#) (for easy editing) | [PDF file](#)

You will also want to visit: http://www.discipleshomemissions.org/pages/CV-Search_Call for an overview of the Search and Call process.

You can also post a description of the call on a national website at no cost and help to spread word about your congregation. When listing regional minister's contact information,

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Overview of the Search and Call Process in the NW Area:

- Congregational leaders contact the NW Area Office to make staff aware of a leadership need or vacancy
- Area staff visit with congregational leaders and review the Search and Call Process
 - Recommends they download and read: [Closing a Pastoral Ministry](#)
 - Sets up tentative schedule of meetings with the congregational leadership
- Congregational leaders follow their by-laws to appoint or elect a Search and Call Team
 - Search Team leaders downloads and begins work on [Congregational Profile](#)
- Search and Call Team meet with area staff and begin work on the [Congregational Profile](#)
 - When completed, an electronic copy is sent to the NW Area Minister for review
 - Congregational Profile is sent to an objective clergy advisor who reviews and points out areas that may need clarification or revision
 - Area Minister returns profile with any suggested changes
- When in final form, Congregational Profile is sent to clergy candidates via email with a cover letter and request for their review
- Clergy wanting to have their profiles sent to the congregational search and call team give permission by email
- Area staff sends PDF copies of candidate profiles to the chairperson of the Search and call Team for copying and sharing with Search and Call Team members
- Team prayerfully discerns which candidates to contact for an initial telephone interview at which time they ask for and receive permission to contact references and receive any updates since the filing of the candidate profile

- Candidates inspiring further consideration and having impressive references may be invited for a face-to-face meeting with the search and call team.
 - Following a successful interview, if it seems appropriate, the Search and Call Team enter into negotiations with the candidate concerning details about job description, compensation, and date to begin ministry
 - Search and Call Team recommends the candidate and terms of call to the congregational board (according to congregational by-laws)
 - Congregational Board may recommend candidate to the congregation and a time is set for the candidate to meet with the congregation – preferably over a weekend with several opportunities to interact with as many different small groups as possible
 - Upon a vote in excess of 90% (or according to congregational by-laws) the candidate is notified of the call and preparations are made to welcome the new pastor
- Congregational leaders are highly encouraged to download and widely disseminate and discuss [Beginning A Pastoral Ministry](#)

At all times, the NW Area staff is available to help with questions, concerns, and other issues that may emerge.

The congregation is always prayed for by name daily (and has been for many years).