

## 3 Phases of the Search

**THE WORK OF SEARCHING FOR A CLERGY PERSON**



**THE PREPARATION**  
LAYING THE GROUNDWORK



**THE SEARCH**  
ACTIVE ENGAGEMENT WITH CANDIDATES



**THE CALL**  
WELCOMING A NEW CLERGY PERSON

# SEARCHING



## Calling your next minister...

can feel like an overwhelming and mysterious process. Complex congregational dynamics, denominational protocols and politics, and shifting roles for clergy combine for challenging work. CBFSC, with our CBF, divinity school, and other partners, can help guide your search team through the phases of a minister search.

CBFSC can help your congregation and search team at each phase of the call process.

# The 3 Phases of a Search

## Phase I: The Preparation

In Phase I search teams work to establish the processes and resources that will support the search and call of the next minister. Here the teams should focus on prayer, understanding best practices, and securing the information needed for a thorough search.

CBFSC helps teams in Phase I: learn prayer practices to support the process; form profiles for church and clergy; create a communication plan; craft a position description and advertisement; sign up for LeaderConnect; and, understand the complexities of clergy compensation and ministry funding.

## Phase II: The Search

In Phase II search teams receive and evaluate resumes then engage ministerial candidates. Now the focus is on understanding the background, experience, and perspective of clergy candidates and imagining how they might lead the congregation.

CBFSC helps teams in Phase II: request and receive resumes; understand and evaluate resumes; prepare for and conduct interviews and/or visits; engage reference checks; and, understand and discuss compensation with candidates.

## Phase III: The Call

In Phase III search teams lead the prospective minister through the process of extending, and responding to, the congregational call. The final phase requires attention to the details of background checks, congregational governance processes, and worship.

CBFSC assists teams in Phase III: complete reference and background checks; understand and extend terms of call; plan the call weekend; and, conduct an installation service for the new minister.



*Let CBFSC help  
you find your next  
minister.*



Contact Jay Kieve,  
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assistance with your  
ministerial search.

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