



Call Committee Checklist

Step #1: Communication

1. Pray for God's guidance and blessing for the call process.
2. Notify the Texas District President, Mission and Ministry Facilitator/Congregational Support Specialist and Circuit Visitor of the vacancy.
3. Keep your circuit visitor informed every step of the way and invite him to all meetings.
4. Work with the circuit visitor to identify a vacancy pastor, if required.
5. Schedule and hold an informational meeting with CSS/MMF and the circuit visitor.
6. Consult your constitution to determine the required make-up of a call committee.
7. Appoint or convene a call committee. Read through the PASTOR CALL PROCESS (available at <https://txlcms.org/call-process/>)

Step #2: Data Gathering

8. Request an area demographic report from your CSS/MMF
 - [MissionInsite](#); by county and by location zip-code
9. Begin working on Congregational Self-Study materials.
10. Call for pastoral nominations from the congregation based on the Pastoral Profile Survey Report.
11. Have congregation members complete the Pastoral Profile Survey.
 - Congregational Support Specialist sets up and writes a one-page Executive Summary
 - **Key Dates: Start date; Stop date; Report date (CSS) to the Call Committee**
12. Meet with CSS to review & discuss the demographic report and the Pastoral Profile Survey results.
 - Formal Presentation to the Call Committee, Board of Directors, Board of Elders
13. Share the Pastoral Profile Report with the congregation.
 - PowerPoint presentation available
 - Responsibility of the Call Committee or church leadership
14. Send the completed **Congregational Self-Study, the Pastor Profile Survey Report, the Executive Summary** and the **list of submitted names** with a letter to the district president requesting a call list.
15. Expect 4-6 weeks between the time you send the materials and the time you get information back from the district president through the circuit visitor.

Step #3: Call Process

16. Analyze and discuss the information on all candidates and begin narrowing down the list
 - Create a matrix of candidates and important attributes
 - Rate the candidates from 0-5 for each attribute
 - Sum all of the ratings and force rank the candidates.
 - Identify the top three (3)
17. Determine salary levels for men on the short list.
18. You may conduct telephone/Zoom interviews with candidates you feel God is leading you to.
 - Prepare questions in advance.
 - Only one person should be asking the questions of the candidates
 - Ask only behavior questions
 - NOT - "How do you handle a conflict."
 - Instead - "How have you handled a conflict previously."
 - How would you influence the culture of the staff and church?

- Describe your teaching style. How do you connect each lesson to a bigger goal?
 - Can you share an example of how you have handled a tragic situation?
 - Tell us about your calling into the ministry.
 - Can you share an example of how you have handled a tragic situation?
 - **Key words:** Describe; Tell us how; Help me to understand; Can you share, etc.
19. You may invite candidates who are finalists to in-person interviews.
 - Meet with the Call Committee, Church Council (BOD), Board of Elders
 - Tour the church facilities (school if there is one) as well as the city or neighborhood.
 - May meet with the congregation for a Q&A if desirable
 20. At a properly called congregational call meeting, you may present 1-3 candidates to the congregation--depending on your congregational constitutional requirements. Seek the Holy Spirit's guidance and allow the congregation to choose one candidate. Do your best to make the selection unanimous.
 21. Contact the candidate immediately after the meeting to let him know that he will be receiving a divine call from your congregation.
 22. In the week following this call, notify the other candidates of this action
 23. Within 2-3 days of the call meeting, mail the completed call documents to the candidate you've selected.
 24. Invite the pastor-elect and his wife to visit the congregation at the congregation's expense. It is best to do this even if you brought him in for a pre-call interview.
 25. The candidate should be able to decide in 3-6 weeks about your call.
 26. If he accepts, begin planning for his arrival and installation.
 27. Get authorization from the district president for his installation.
 28. If he declines, you may call for more names from the congregation, ask for more names from the district president or select another candidate from the names you have.
 29. **Bathe the entire process in prayer,** asking God to direct you to the man who can best serve Him and you in His church.