



Call Committee Checklist

Step #1: Communication

1. **Pray** for God's guidance and blessing for the call process.
2. Notify the Texas District President, Circuit Visitor, and Congregation Support Specialist (CSS) 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. Consult your constitution to determine the required makeup of a call committee.
6. Appoint or convene a call committee. Read through the PASTOR CALL PROCESS (available at <https://txlcms.org/call-process/>)
7. Schedule and hold an informational meeting with CSS and the circuit visitor.

Step #2: Data Gathering

8. Request an area demographic report from CSS.
9. Begin working on Congregational Self-Study materials.
10. Have congregation members complete the **Pastoral Profile Survey (PPS)**.
 - **Key Dates: Start date; Stop date; Report date (CSS) to the Call Committee**
 - CCS sets this up, provides link to the online survey.
 - Hard copy may be made available for those not wishing to fill out online survey.
 - Hard copy surveys will need to be entered into the online survey by a member of the Call Committee.
11. Meet with CSS to review & discuss the demographic report and the **Pastoral Profile Survey** results.
12. Invite congregation members to submit names of potential candidates, specifying the date by which those must be received. This is usually two to three weeks from the time of the announcement.
13. Share the Pastoral Profile Report with the congregation.
 - Responsibility of the Call Committee or church leadership
 - PowerPoint presentation available
14. Send the completed **Congregational Self-Study, the Pastor Profile Survey Report, the Executive Summary**, a copy of your **Constitution** 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. Once completed, the District President will submit a Call List to the circuit visitor who in turn will send it to the Call Committee. The Call List will include PIF's (*personal information forms*) and SET's (*self-evaluation tool*) with information on each candidate. This information is **CONFIDENTIAL**.
17. You are encouraged not to contact the whole list at the outset. Instead, we suggest working from the SET and PIF pages provided, and from what you can learn about the current ministry of these pastors through their current church website, to narrow this list to the handful you feel are most promising as a fit for your ministry.
18. Analyze and discuss the information on all candidates and begin narrowing down the list. Creating a matrix of candidates with important attributes and then rating the candidates



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- can prove helpful if you have difficulty coming to a consensus on candidates. Ideally, you should identify your top three (3) candidates
19. Once you get to this point, the Texas District recommends that congregations conduct a background check on final candidates being considered for a Call to your congregation. In the event a congregation does not have a resource to conduct its own background check, the congregation may utilize District resources to conduct a background check at the congregation's sole cost and expense. If the congregation desires the Texas District to conduct such a background check, please contact
 20. Notify (by telephone) those most promising (remaining) candidates that you have received their name as a candidate on your Call list.
 - Respectfully ask them **if there is anything that prevents them from considering a Divine Call at this particular time.**
 - Ask them if they would be open to an interview with your Call committee.
 - Ask the candidates to pray for your Call Committee during this time as you discern the Holy Spirit's guidance to your process.
 21. Determine salary levels for men on the short list.
 22. You may conduct telephone/Zoom interviews with your top candidates.
 - Prepare questions in advance.
 - Suggest: having only one person asking the questions of the candidates
 - Suggest: asking behavioral questions, **Key words:** Describe; Tell us how; Help me to understand; Can you share, etc.
 22. At a properly called congregational Call meeting (determined by the terms of your constitution), you should present 1-3 candidates to the congregation. Have the congregation pray to seek the Holy Spirit's guidance and allow the congregation to choose one candidate. Do your best to make the selection unanimous to show church unity.
 23. Contact the candidate immediately after the meeting to let him know that he will be receiving a Divine Call from your congregation. You should have the Call document completed and ready to send out immediately.
 24. Send the Call document out within 24 hours. Along with the Call document it is recommended that you include copies of the **Pastor Profile Survey**, the **Executive Summary**, the **Constitution**, the **Budget and Financial Report** for the current and 1 prior year, The names and contact info of the **Church Council** and the **Elders**. Copy of the **Church Council Minutes** for the current year and one year prior. The **Pastor's Job Description** or job duties if your church has one. Finally, provide anything else that will give this individual a good picture of your church.
 25. Send a copy of the Call Document to the District President immediately.
 26. You may invite the pastor and his wife for an in-person visit at the congregation's expense. During this visit plan on having him.
 - Meet with the Call Committee, Church Council (BOD), Board of Elders
 - Meet individually with the Head Elder and Congregation President.
 - Meet with any existing church staff whether Called workers or not.
 - Tour the church facilities (school if there is one).
 - Tour the city and neighborhoods to get acquainted and look for potential housing.
 - May meet with the congregation for a Q&A if desirable but not required
 27. In the week following this Call, notify the other candidates that you have Called someone else.



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28. The candidate should be able to decide in 3-6 weeks about your call.
29. If he accepts, begin planning for his arrival and installation.
30. Get authorization from the District President for his installation.
31. If he declines, you may revisit the initial call list to determine whether you wish to have a new call list. You may request a new list of names from the District President. You may open it to the congregation to submit names again. You may include any names from the first list you may want to consider again. It is recommended that you do not automatically Call the second candidate on your first list.
32. Repeat the above process.
33. **Bathe the entire process in prayer**, Prayers for your church, your current staff, the pastors on your list, the churches they serve, and for the guidance of the Holy Spirit in your work. You may wish to set up a text group to help remind you to pray daily for this process asking God to direct you to the man, and the man to you who can best serve Him and you in His church.