



Call Committee Checklist

Step #1: Communication

1. Pray for God's guidance and blessing for the call process.
2. Notify the Texas District President, Congregation Support Specialist (CSS)/Mission and Ministry Facilitator (MMF) 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.
9. Begin working on Congregational Self-Study materials.
10. Have congregation members complete the Pastoral Profile Survey.
 - Congregational Support Specialist will provide a one-page Executive Summary
 - **Key Dates: Start date; Stop date; Report date (CSS) to the Call Committee**
11. Call for pastoral nominations from the congregation based on the Pastoral Profile Survey Report.
12. Meet with CSS to review & discuss the demographic report and the Pastoral Profile Survey results.
 - Results will be provided to the Call Committee, Church Council, Board of Directors, and Board of Elders as appropriate
13. Share the Pastoral Profile Report with the congregation. It is the responsibility of the Call Committee or church leadership to share this with the congregation.
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 to identify the top three (3) to five (5) candidates
17. 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 congregations sole cost and expense. If the congregation desires the Texas District to conduct such a background check, please contact Andrew Walker at awalker@txlcms.org. Each background check will be held in the strictest of confidence
18. Determine salary levels for men on the short list.
19. You may conduct telephone/Zoom interviews with candidates you feel God is leading you to consider.

- Prepare questions in advance.
- Only one person should be asking the questions of the candidates
- We encourage you to ask behavior questions. These questions are designed to understand how the pastor has acted in the past. Look for admission of failures or errors in judgement and see how he handled these as well as how he successfully served and led as a pastor.

For Example:

- “How have you handled a conflict previously.”
- “Tell us about a time when you influenced 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.
- **Key words:** Describe; Tell us how; Help me to understand; Can you share, etc.

20. You may invite candidates who are finalists to in-person interviews.
 - Meet with the Call Committee, Church Council, Board of Directors, Board of Elders and other appropriate leaders
 - 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
21. At a properly called congregational call meeting, you may present 1-3 candidates to the congregation--depending on your congregation's constitution and bylaws requirements.
 - Seek the Holy Spirit's guidance and allow the congregation to choose one candidate.
 - Do your best to make the selection unanimous.
22. Contact the candidate immediately after the meeting to let him know that he will be receiving the documents outlining the specifics of the divine call from your congregation.
23. In the week following this call, notify the other candidates of this action
24. Within 2-3 days of the call meeting, mail the completed call documents to the candidate you've selected.
25. 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.
26. The candidate should be able to decide in 3-6 weeks about your call.
27. If he accepts, begin planning for his arrival and installation.
28. Get authorization from the district president for his installation.
29. 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.
30. **Bathe the entire process in prayer**, asking God to direct you to the man who can best serve Him and you in His church.