

Providence Church Pastor Search Committee Four Stage Search Process

Preparation Phase

- Initial PSC meeting (12/4/24)
- First Member Communication
- Member Survey - Who we are and what we need
- Preparation of short Providence description document
- Preparation of PSC web page
- Update of Providence website
- Preparation of detailed Providence document
- Initial posting of Providence info and search announcement
- Membership Update (January 19 Member Meeting)

Announcement Phase

- Continued posting of Providence documents on proper websites
- Send short-form document to like-minded partners (pastors, schools, missions)
- Member Survey - Three questions you would like to ask an applicant
- Prepare an initial questionnaire for vetted applicants, including questions related to doctrine, church discipline, transitions, delegation, etc.
- Prepare "thank you" letter for "not considered" applicants
- Prepare "next step" letter for those invited to continue the process
- Membership Update (Written Communication - email, FB, hard copies)

Communication Phase

- Receive and Vet replies (Determine a stream-lined vetting process for the PSC)
- Send "thank you" letter to those not considered
- Reply to those being considered: Send email responses as a normal line of communication. Should a candidate show considerable promise, include a phone conversation
- inform they are being considered along with others
- ask for references (need to decide from whom)
- ask for two sermons (web site or link)
- inform them we will be in contact once we have evaluated the references
- Receive and review references along with background check
- Listen to sermons
- send "thank you" letter to those eliminated
- set up for a Zoom call with those still being considered
- Membership Update (April Member Meeting)

- Selection Phase**
- Narrow down field to 1-3 candidates
- If possible, set up a time to visit their church
- If not possible to visit, set up a Zoom visit
- Narrow the field to one candidate
- Invite him (with family) to come to Providence for 8 days (2 Sundays)

- Introduce them to the church through various meetings

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- If the PSC is convinced, call a special meeting to present the candidate
- Give membership sufficient opportunity to have questions and concerns answered by PSC
- Call a special Member Meeting for an affirmation vote