



# Sample Congregational Survey

The Pastor Search Committee desires to hear from the congregation and will use this information to help develop a candidate profile for use in evaluating resumes and conducting interviews. The information gathered from this tool may or may not be shared publicly. Responses to this survey are not a “vote” and do not create a template to which the Pastor Search Committee is bound.

## Ideally, how much ministry experience should our new pastor have? (check one)

- Less than 5 years
- 5 to 10 years
- More than 10 years
- Not a factor

## Ideally, what is the minimum level of education our new pastor should have? (check one)

- High school diploma
- College degree
- Master's degree
- Doctoral degree
- Not a factor

## For the following list, please rank each of the following pastoral skills/duties in the order of their importance to you (1—most important skill to 10—least important skill):

- |  |                                    |
|--|------------------------------------|
| ___ Gifted Preacher/Communicator                   | ___ Personal Evangelism/Outreach   |
| ___ Vision and Strategy                            | ___ Administrative/Organization    |
| ___ Office Presence/Availability                   | ___ Involvement in Local Community |
| ___ Pastoral Care (Hospitals, etc)                 | ___ Pastoral Counseling            |
| ___ Leadership of Church Decision-Making Structure | ___ Developing Leaders/Staff       |

## For the following list, please rank the following areas of ministry in the order of greatest need for attention (1—area needing the most attention to 12—area needing the least attention):

- |                              |                        |   |
|------------------------------|------------------------|---|
| ___ General vision/direction | ___ Senior adults      | ___ Missions (outside of our community)       |
| ___ Local evangelism         | ___ Outreach           | ___ Families with preschoolers and children   |
| ___ Worship services         | ___ Discipleship       | ___ Administrative needs/leadership structure |
| ___ Families with youth      | ___ Spiritual maturity | ___ Connection in our community               |



**Please provide any other comments that you feel would be helpful to the Pastor Search Committee:**

---

---

---

---

## **Demographic Information**

**Your age and gender:**

- 12 or under
- 13–18
- 19–29
- 30–45
- 46–60
- 61 or Over
- Male
- Female

**I attend a Sunday morning worship service (please check one):**

- About once a month
- Two or three times each month
- Every Sunday with rare absences

**I attend a Sunday school or small group (please check one):**

- About once a month
- Two or three times each month
- Every Sunday with rare absences

**Family (check more than one if applicable):**

- I am single with no children at home.
- I am single with children 12 and under at home.
- I am single with children 13 and older at home.
- I am married with no children at home.
- I am married with children 12 and under at home.
- I am married with children 13 and older at home.
- I am married with adult children.



# Sample Letter/Email to Prospective Candidate

Dear (Dr., Rev., Bro.) \_\_\_\_\_:

The Pastor Search Committee of \_\_\_\_\_ Church, (town, state), has received your name as a prospective pastor for our church. We are interested in finding out more about you and your ministry. Though any attempt to begin this process seems awkward, our committee has chosen this initial letter of inquiry as a way of taking some initial steps to finding God's will for our church.

We do want to acknowledge several facts to you in this inquiry:

- You may not have known until now that your name had been given to us for consideration. Furthermore, you may not be interested. If you choose not to respond, we will assume that you do not feel led to pursue further correspondence.
- Your response to this inquiry is not a commitment on your part, nor is this inquiry a commitment on our part. Our prayerful work to this point, however, has led us to take this step in our process.
- We will keep in strictest confidence the information you share. In no way do we want to embarrass you or negatively affect your work.
- Should you respond positively to this inquiry, we will maintain good communication with you concerning the progress of our search. If for any reason we cease to feel that you are a candidate, we will immediately notify you.

Please find included a brief questionnaire on some items of interest to our committee. We recognize that volumes could be written on each subject and are not expecting you to prepare a complete theological treatment. A few sentences will suffice for each question.

Please send your response in the enclosed stamped, self-addressed envelope. You may also send an email reply to \_\_\_\_\_. We would be very grateful to receive your response by \_\_\_\_\_. Be assured of our prayers for you as you seek God's direction in this matter. Thanks so much for your willingness to consider this letter and its implications for you and our church.

Sincerely,

Chairman's Name

Pastor Search Committee

\_\_\_\_\_ Church



# Sample Letter/Email for References

Dear \_\_\_\_\_

I am a member of \_\_\_\_\_ Church, (town/state). I am contacting you as a reference for Dr./Rev./Bro. \_\_\_\_\_ who is under consideration as pastor for our church.

I would appreciate it very much if you would provide our search committee with information related to the questions on the enclosed inquiry form. You can be assured that your responses will be kept confidential.

Please return the inquiry in the enclosed stamped, self-addressed envelope. You may also email your response to \_\_\_\_\_. Our committee would be greatly helped if you could submit your reply by \_\_\_\_\_.

Sincerely,

## When contacting a reference by telephone

Hello. My name is \_\_\_\_\_ and I am calling as a member of the Pastor Search Committee of \_\_\_\_\_ Church in (town/state). You have been listed as a reference for Dr./Rev./Bro. \_\_\_\_\_ who is under consideration as pastor for our church. Do you have time now to answer a few questions or would you prefer to respond by mail or email? You can be assured that your responses will be kept confidential.

*If the person is willing to respond over the phone, ask the “Reference Inquiry Questions” (Appendix 5B, page 33).*

*Be sure to take careful and accurate notes.*



# Worksheet for Salary/Benefits

## A. Personal Income

1. Personal Salary (salary paid to minister by the church) \$ \_\_\_\_\_
  2. Housing Allowance \$ \_\_\_\_\_  
(This can never exceed fair market rental value of the home furnished plus utilities)
  3. Self-Employment Tax Offset \$ \_\_\_\_\_  
(Amount church provides to offset pastor's self-employment tax)
- Total Personal Income** \$ \_\_\_\_\_

## B. Ministry Related Expenses to Be Reimbursed (not income)

1. Personal vehicle expenses (ministry mileage) \$ \_\_\_\_\_
  2. Ministry expenses (material for sermons or church functions) \$ \_\_\_\_\_
  3. Professional development expenses (conferences, workshops) \$ \_\_\_\_\_
  4. Travel expenses (meals, lodging) \$ \_\_\_\_\_
  5. Hospitality Expenses (hosting speakers, church groups, etc.) \$ \_\_\_\_\_
- Total Ministry Reimbursement Expenses** \$ \_\_\_\_\_

## C. Employee Protection Benefits (not income)

1. Health insurance/dental/vision \$ \_\_\_\_\_
  2. Term life insurance \$ \_\_\_\_\_
  3. Disability insurance \$ \_\_\_\_\_
  4. Retirement plan contribution (paid by church) \$ \_\_\_\_\_
- Total Employee Benefits** \$ \_\_\_\_\_

For more information on compensation planning or to download a workbook guide, go to [absc.org/compensation](http://absc.org/compensation)



# Background Check Authorization Form

## Notification and Authorization to Conduct Background Investigation

I hereby authorize \_\_\_\_\_ Church, \_\_\_\_\_, \_\_\_\_\_ (city, state) to investigate my background to determine any and all information of concern to my record, whether same is of record or not, and I release employers and persons named in my resume from all liability for any damages on account of him/her furnishing said information. Additionally, you are hereby authorized to make any investigation of my personal history including, but not limited to a credit check, driver's license history, educational background, military record, and criminal record. I authorize the release of this information by the appropriate agencies to the investigative service of the church's choice. This authorization, in original or copy form, shall be valid for this and for any future reports and updates that may be requested.

PLEASE PRINT CLEARLY

Full name \_\_\_\_\_ SSN \_\_\_\_\_

Other names or SSN used \_\_\_\_\_

Current street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_

List ALL addresses for the past seven years (show others on back and check here )  
Dates (Month/Year)

From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Driver's license # \_\_\_\_\_ State \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

May we contact your current employer?  Yes  No

Have you ever been convicted of a crime?  Yes  No

(If yes, please show details including date, charge, county, disposition on another sheet.)

Signature \_\_\_\_\_ Date \_\_\_\_\_