Part One: For Use by Church Leadership Prior to Election of Search Committee

Helps for Securing a Minister of Music and Worship

A music and worship minister search committee must be made up of people committed to the long-term health of the local church who have a comprehensive knowledge of the church, its purpose, and its ministry goals. When selecting this group of people, the church is making a decision that will profoundly impact its ministries and its future. Great care should be taken in this process to select spiritually grounded individuals who are personally involved in and committed to the ministry area of need.

Keeping all this in mind, it is important that the leadership of the church oversees the selection of a search committee and makes sure that all proper steps are taken. Do not rush any part of the process based on the church calendar or upcoming events in the ministry area. Instead, allow the committee to work at a deliberate pace to prevent second thoughts or doubts a year or two down the road.

If, at any point in the process, you need assistance, please contact the Music and Worship Ministries Department of the Georgia Baptist Convention at 1800 RING GBC.

Process Outline

**Determine Need for the Staff Position**

1. Gather input from the pastor related to his vision, goals, and direction he sees for the church related to worship.
2. Study the history, growth potential, and ministry goals of the church.
3. Survey the church and ministry leadership.
4. List the benefits to the church of having the ministry position.
5. Evaluate the effectiveness of the same ministry position in churches of similar size, location, and/or other dynamics.

**Elect a Search Committee**

1. Review the constitution, by-laws, or church policies for instruction concerning committee selection.
2. Elect a committee made up of persons personally involved in or affected by the specific ministry and consider including representatives of church leadership such as deacons.
3. Provide those elected with a committee member job description.
4. Consult with the pastor concerning the expectations for the ministry position and his role in the search process. It is strongly suggested that the pastor play a key leadership role in this process. The pastor should have the right of veto anytime during the search.

The pastor should at the very least have full rights to contact prospective candidates. Please note: the pastor is the key relationship for the minister of music. If this relationship is not prioritized, then the chances of a troubled tenure is dramatically increased.
Part Two: Process for the Search Committee

Process

Select a Leader and Establish Ground Rules

1. Elect officers for the Search Committee. The pastor should serve at the least as ex-officio. The relationship of the pastor to the candidate is perhaps the most important relationship the future staff member will have. To overlook or avoid the pastor’s input has the potential of disastrous outcomes. The pastor should at a minimum have the right to veto a candidate’s consideration.

2. Review the committee member job description and establish ground rules.
   - **Be Patient.** It is more important to find the right minister than to find a minister quickly.
   - **Be Unanimous.** Agree to make decisions as a team. Do not become divided over the process or candidates.
   - **Be faithful in prayer.** Finding God’s person for your church is a great responsibility. Pray often and listen.
   - **Be considerate.** Do not talk to someone, bring the person in for an interview, or go to see the person unless your committee knows that this person is someone worth considering. The prospect of a move can interrupt a minister’s planning and prayer time for his or her ministry. Do not lead anyone on with questions or hints of interest if you have already ruled them out. Also, wait until later in the process to check out references. Information like this travels quickly, and you do not want to cause a disruption in your candidate’s church by checking references too early in the process.
   - **Be in contact.** Keep every minister that you talk to informed of the work of the committee, even if there is nothing to report.
   - **Be confidential.** Do not release the names of the people being discussed or any information about them until after the process is complete. At that time, only release necessary information and only the information about the minister chosen. Salary, benefits, personal family information, etc. should always be kept private, even after the position is filled.
   - **Be consistent.** Determine how resumes will be solicited and examined and stick to the plan.
   - **Be a team.** Committee members must agree that “solo” work is not acceptable and can, in fact, be detrimental to the process. All must abide by the ground rules.
   - **Be committed.** When the new staff member is selected, be committed to give support in any way possible to make sure the person is successful in ministry.

3. Review information on the church and community
Engage in Prayer and Bible Study

1. Establish prayer and Bible study as priorities in the discernment of God’s will for the search process both within the committee and the congregation as a whole.

2. As a committee, set aside on the calendar a designated period of prayer and Bible study to determine God’s will for this area of ministry.

Discover Expectations

1. Survey those people affected by this ministry. After an unpleasant experience with a former minister, some people may want a new minister that is the exact opposite of the one they had. Guard against this overreaction to the weaknesses of a former minister.

2. Develop a profile of the ideal candidate, which includes the following areas of consideration (see the section dedicated to profiles):
   - Spiritual qualifications
   - Personal characteristics
   - Family considerations
   - Education experience
   - Ministry experience

Prepare a Comprehensive Job Description for Ministerial Position (See job description section)

1. Make sure to include the following areas of consideration:
   - Principal function
   - Administrative leadership
   - Ministerial leadership
   - Personal leadership

2. Be sure to include as all areas of ministry and expectations.

Evaluate the Budget (See salary and benefits section)

1. Review provisions in the current budget for both the ministerial position and the ministry area.

2. Review provisions in the budgets of similar churches for the same ministerial position and ministry area.

3. Prepare all possible necessary adjustments to the budget for the ministerial position Forward possible financial changes to the Finance Committee for consideration.

4. Review the changes as adjusted by the Finance Committee.
5. Agree on the salary and benefits package and the budget for the ministry area or forward further recommendations to the Finance Committee for consideration. Continue to follow this procedure until agreement can be reached.

**Review or Develop Church Personnel Policies**
1. Evaluate current personnel policies including benefits such as salary, health insurance, housing, mileage, vacation time, days off, conference opportunities, time off for revivals, office hours, etc.

2. Recommend adjustments in policy to the Personnel Committee for consideration.

3. Consider whether a minister’s length of service will impact policy and recommend adjustments as needed.

**Prepare an Information Packet**

1. Include church information (mission statements, church membership, Sunday School enrollment, attendance, special programs enrollment, budget, calendar, growth records, list of volunteer staffing the ministry area, baptism information, discipleship ministry and small group offerings information, church directory, examples of media produced by the church, staff structure, and perhaps, a list or inventory of equipment.

2. Include community information (population and other demographics, school information, projections of growth, average income, major sources of employment, and maps.

**Gather Resumes, but Do Not Contact Them Yet**

1. Invite congregational and staff input in gathering of resumes.

2. Contact denominational and other church leaders for resumes.

3. Consult seminaries and Baptist Universities for potential resumes.

4. Utilize state denominational publications for potential resumes.

5. Ask area ministers in the same positions for recommendations.

6. Once resumes are gathered, prayerfully organize resumes in order of preference. Be careful, as always, to keep this work confidential and to work as a team. There is no recommended number of resumes that may “rise to the top.” Most of the time it will be less than 15. You will want to reduce it even further before prioritizing a list of 4-5 “top” candidates.
7. After initial contacts with the first “tier” group to determine a candidate’s interest, you will want to conduct a phone interview or send questionnaires in order to narrow the list to the top 4-5 (examples of the questionnaires are in this material). Once questionnaires have been sent, returned, and reviewed, it is recommended that the committee prioritize the top few and move one candidate at a time.

Develop a Pre Interview Questionnaire (this process takes place before you have determined your priority of candidates)

1. Prepare list of questions that you will mail to the ministerial candidate. This is a good time to ask questions about personal issues that would exclude them from service, such as alcohol use, credit problems, moral issues, etc.

2. Specify the date by which information should be returned. Give the candidate at least 2 weeks to return the information (make sure to include a postage paid return envelope if not filled out “on-line”).

Develop Questionnaire for References

The questionnaire for the references should be easy to fill out with primarily “closed end” questions. It is also recommended to ask a few “open end” questions. The questions should line up with information consistent to what you are looking for in your church’s profile.

Consider Resumes and Narrow the List of Candidates

1. Eliminate candidates according to the needs expressed and characteristics desired by your church.

2. Develop a “first tier” group based from information found in the resume, committee consensus, and prayer.

3. Narrow and prioritize candidates. After initial contacts with the first “tier” group to determine a candidate’s interest, you will want to conduct a phone interview or send questionnaires in order to narrow the list to the top 4-5 (examples of the questionnaires are in this material). Once questionnaires have been sent, returned, and reviewed, it is recommended that the committee prioritize the top few and move one candidate at a time.

Narrow the List to One Candidate (prioritize the others if possible)

1. Based on information gathered, prayerfully consider which candidate is to be considered first.

2. Ask the candidate to commit to an initial interview.
Make Initial Contact

1. Call the top candidates and let them know that they are being considered, and secure permission to continue the process.

2. If the response is positive, mail a copy of the job description, pre-interview, and information packet, along with any other pertinent information, to the candidates.

Prepare the Interview Questions

1. Develop questions that will help you gain insight into the spiritual and personal life of the candidate as well as his/her view on ministry related issues.

2. Avoid general questions about philosophy and ask specific, open-ended questions. For example, do not say, “Tell us about your ministry experience.” Instead, say, “Tell us about the three best events or strategies in your current ministry. Why are they effective?” Remember, your goal should not be to “stump” the candidate but to find out significant information about them.

3. Be prepared to ask for clarification on any areas that were unclear on the questionnaire. Consider mailing a list of key questions to the candidate before the interview to allow him/her the opportunity to prepare for the interview.

4. Decide whether you will want the candidate to bring his/her family along for the interview. Make plans to cover all travel expenses for the interview, including childcare.

Conduct the Initial Interview

1. Determine an appropriate site and setting for the interview.

2. Remember that it is important to pursue one candidate at a time. This is not a competition between the top few candidates, but a quest to find the minister God has set aside for your church. Interviewing several candidates at one time or on successive weeks will only cause confusion and drag out what can be an emotional process for the candidate. Let the candidate know immediately once they have been eliminated so that they can get on with their ministry.

3. Put the candidate at ease by maintaining an informal environment. This will make it easier for everyone to get to know each other.

4. Explain and discuss ministry needs and opportunities. Ask the candidate to share ideas and dreams for ministry, allowing the candidate time to answer questions fully.

5. Discuss the major ministry responsibilities.
6. Provide the candidate the opportunity to ask questions related to ministries within the church, past, present, and future.

7. Discuss salary and benefits. DO NOT leave these questions unanswered, forcing the candidate to bring up this difficult issue. Like everyone else, the candidate must consider how best to provide for the family and needs this information to aid in the decision-making process.

8. Ask for permission to contact references and conduct a background check.

9. Discuss office hours, secretarial assistance, revival or conference opportunities, conventions, vacations, opportunities for professional growth, ministry budgets, and any other pertinent personnel policy information.

10. Provide private meetings with the pastor and other church staff so that the candidate can ask candid questions of the pastor and staff.

11. Schedule a phone call follow-up with the candidate to answer any questions that could have been overlooked.

12. Establish regular contacts with the candidate from this point on.

13. Immediately after the interview, decide whether this is the person the committee wants to pursue further.

Check References

1. Contact references. Be sure to ask all references to maintain confidentiality, reminding them that the candidate did not initiate the search process but was recommended. If interviewing by phone, keep the conversation brief and stay consistent with questions asked.

2. Conduct background check. Checks can be done through the various agencies (GSBI).

Conduct a Second Interview

1. Contact the candidate by phone to clarify further questions. Schedule and conduct the second interview, even if you are confident that you have found the right minister for your church. The more time you have together to get to know one another, the better. Also, the candidate will have opportunity to discover more about the church position. It is recommended that this interview take place at your church.

2. Formalize the salary and benefit package. After the interview, as a committee, make a unanimous decision to take the step to view the candidate in their church. Note: it is important that this step be at the end of the process.
rather than at the beginning. It is key to know the person before being influenced by the candidate’s setting. Remember, you are not calling a church, but a person. It is easy to be influenced by the setting to a point where it becomes a distraction. Situations at times do not permit the candidate to fully realize his or her potential. What may be a perfect “fit” for some churches is not a “fit” for other settings.

3. Establish a time with the candidate when all the committee can attend a service.

**Conduct a Site Visit**

1. Attend a service after making arrangements with the candidate. It is best if the service is a morning service. Many churches have multiple services so make sure you are at the service the candidate leads.

2. Do not sit as a group in the worship service. Participate in the service—do not critique it. Remember, you have conducted the interviews already. This is a time for you to engage in worship and seek God’s will. The information from the interviews will be confirmed or questions will arise during the worship experience.

3. Following the service meet as a committee (do not include the candidate).

4. Discuss impressions with the candidate’s leadership and strengths.

5. Contact the candidate to thank him or her for allowing the committee to attend the service. Inform the candidate that a representative will be in touch within a few days.

6. Schedule a meeting to consider inviting the candidate in view of a call.

**Consideration of Extending an Invitation to Come in View of a Call**

1. Contact the candidate and extend the invitation. If needed, allow the person a few days for prayer and reflection before his or her answer.

2. Arrange a calendar date for the prospective minister to visit the church in view of a call. Plan a fun and informal weekend of events during which you can introduce the minister and family to various groups within the church. Make sure that you schedule time for the prospective minister and family to drive around town, check out housing sub-divisions, parks, schools, etc. They will need some breathing room to relax and discuss the weekend’s events privately.

3. Publicize consensus of the committee to call the prospective minister, making mutual agreement with the candidate as to whether or not to announce his or her name to the congregation. Always respect the confidentiality of the minister. For the sake of the candidate’s current congregation, it may be necessary to wait until the weekend of the person’s visit to publicize a name and picture.
4. At the appropriate time, provide the following information to the congregation:
   Biographical information and picture
   Schedule of the visit
   Date and manner of vote by congregation

5. Arrange for the travel and accommodations of the prospective minister and family.

6. Contact the church hostess if receptions are anticipated.

7. Research church policy on how votes should be conducted. Some churches choose to vote at a time other than the weekend of the candidate’s visit. If your church chooses to do so, carefully evaluate what length of time is adequate for congregational prayer and reflection but does not compromise unanimity within the congregation or jeopardize trust between the congregation and its new minister.

8. Set the date for the vote.

9. Discuss with the prospective minister how the vote will be conducted.

10. Predetermine how much time will be allowed the prospective minister to accept or decline the position once the call has been extended.

**Extend the Call**

1. At the end of the prospective minister’s visit, present to the congregation a recommendation by the committee to call the candidate.

2. At the time agreed upon, conduct the vote.

3. Count the vote and verify the results.

4. Give the agreed time for prayer and response from the candidate.

5. Announce the outcome to the congregation.

**Follow-Up, Welcome Events, Evaluation**

1. Write the candidate formalizing the call and welcoming him/her as the new minister to your congregation.

2. As a courtesy, send a letter of prayer support and affirmation to the church from which the new minister is moving.

3. Contact all other candidates who were considered in the process, thanking them for their participation and sharing the outcome of the church’s decision.
4. Offer assistance to the new minister in transitioning to the church’s community. Plan to cover all moving expenses including their gas, lodging, and meals during the actual move.

5. Arrange welcome events, coordinating with appropriate committees or ministries. You, the search committee, should serve as hosts during the welcome events.

6. Set a date with the new minister for a committee evaluation within the new minister’s first three months of service to discuss any new concerns and how the committee might help the new minister to succeed in this new role.
Part Three: Ministerial Profile

Profiles

A. Spiritual Qualifications

Dedicated Christian—Individual has a personal experience of salvation in Jesus Christ, continues to grow in discipleship, and possesses a strong commitment to the church and its mission.

God-Called—Endowed with a strong sense of calling to ministry.

Beliefs—Sound in biblical doctrine and practice.

Devotional life—Maintains a healthy personal Bible study and prayer life.

Disciple—A life-long learner in the faith.

Life mission—Finds joy and fulfillment in ministering to others.

Church membership—Actively involved as a church member.

Mentor—Committed to walking alongside and leading others in personal spiritual growth and to fulfilling the Great Commission both locally and globally.

Cooperation—Supportive of Southern Baptist ministries and state missions.

B. Personal Characteristics

Personal integrity—Character, appearance, and convictions speak well of the minister’s faith.

Self-confidence—Confident in the assurance of God’s call and is in active pursuit thereof.

Humility—Possesses a servant spirit.

Good listener—Quick to listen, slow to speak.

Communication—Able to communicate well with others.

Understanding—Demonstrates an effort to know and understand people.
Ministry role—Understands the role of specific ministry as it relates to the church whole.

Values human worth—Sees individuals as valuable and worthwhile.

Enthusiasm—Leads ministry with contagious zeal.

Strong work ethic—A disciplined self-starter.

Discernment—Sensitive to the needs and personalities of others.

Innovation—Open to new ideas and suggestions and always striving to improve.

Fairness—Willing to compromise in dealings with other ministries and staff members for the good of the congregation as a whole.

Approachability—Comfortable in one-on-one situations putting people at ease.

Sound judgment—Demonstrates and exercises common sense in personal and church related issues.

Teaching and training ability—Able to teach, inspire, and equip others.

C. Family Background

Will the church consider this person if:

Models family values—Teaches healthy family relationships and values and models those in the course of fulfilling his or her ministry to others.

Confronts conflict—Deals openly and honestly with family conflicts and crises.

If single—Maintains healthy relationships with others.

If married—Maintains loving relationships with spouse and others, giving priority to the marriage relationship.

If a parent—Actively fulfills parental responsibilities lovingly.
D. Education Experience

Possible educational levels:
1. Continuing education through conferences, seminary, correspondence, or individual study.
2. College or university degree
3. Graduate degree from a seminary
4. Graduate degree from another institution
Will the church support a current student in pursuing or completing a degree?

E. Ministry Experience

How many total years in ministry are expected?

How many years in a specific ministry will be expected?

How important is age? What age range is most desirable?

What is the candidate’s philosophy and theological approach to music ministry?
Part Four: Job Description for the Position of Minister of Music/Worship

Job Description Sample

Principal function: The principal function of the Minister of Music/Worship is to model, serve, and lead the body of Christ in worship, discipleship, and outreach through the music ministries of the church.

Administrative Leadership

Commit to positive relationships and communication with the pastor and other ministry staff leaders.
Commit to positive relationships with deacons, church lay leadership, and general church family.
Develop a long-range vision.
Establish goals for achieving that vision.
Organize, coordinate, communicate, implement, and evaluate total worship and music ministry.
Facilitate the budget of the entire worship and music ministry.
Mobilize the necessary resources for the music ministry.
Maintain and supervise equipment and instruments.
Staff and help equip the music ministry leadership.
Coordinate and approve music for worship, funerals, and weddings.

Congregational Leadership

Work with the pastor and other worship leadership in developing and implementing meaningful worship experiences for the congregation.
Develop and lead the congregation in biblical worship education.
Coordinate music for revivals and other church-wide emphases.
Coordinate specialized music education opportunities (i.e. music academies, leadership training, etc.).

Choral Leadership

Children
Enlist and develop children’s choir ministry leadership.
Coordinate and promote children’s choir ministry.
Be personally involved in children’s choir ministry.

Youth and Adult
Supervise choral ministry development and enlistment.
Supervise development and promotion of age-group ensembles.
Be involved in the development of individual musicians through vocal training, literature input, and discipleship.
Instrumental Leadership

_Accompanists_
Provide training opportunities and resources.
Provide consistent communication.

_Other Instrumentalists_
Coordinate the enlistment, development, and training of instrumentalists for ministry through solo work, ensembles, orchestras, praise bands. Coordinate music selection. Coordinate the scheduling of all instrumental ministry activities.

Ministerial Leadership

_Personal (pastoral) Care_
Be aware of spiritual needs of ministry area.
Be consistent in contacting membership (phone calls, emails, visitation).
Be active in discipleship and encouragement.
Be involved in assisting those called to music ministry.

_Outreach and Missions_
Be involved in visitation and outreach ministries.
Be an active participant in Southern Baptist causes.
Be actively involved in the community.
Activate the music ministry in missions through service projects and tours.

Personal Leadership

_Spiritual and Professional Development_
Possess a commitment for ongoing skill development through state convention training opportunities, seminary studies, or other conferences and workshops. Possess a commitment for continued discipleship, accountability, and biblical stewardship.

_Family_
Spend quality time and adequate time with family.
Understand and practice biblical family values.
Fulfill the role of Godly husband and father.
Practice sound financial habits.

_Health and Leisure_
Commit to good physical health.
Commit to a positive and professional appearance.
Commit to personal time for rest, recreation, and pursuit of hobbies.
Job Description for the Position of Minister of Worship/Music and Youth

**Principal Function:** To model, serve and lead the body of Christ in worship, discipleship, and outreach through the music and youth ministries of the church.

**Administrative Leadership**
- Commit to positive relationships and communication with the pastor and other ministry staff leaders.
- Commit to positive relationships with deacons, church lay leadership, and general church family.
- Develop a long-range vision.
- Organize, coordinate, communicate, implement, and evaluate the total youth and music ministry.
- Facilitate the budget of the entire youth and music ministry.
- Mobilize resources for ministry.
- Maintain and supervise equipment and instruments.
- Staff music and youth ministry leadership.
- Coordinate and approve music for worship, funerals, and weddings.

**Congregational Leadership**
- Work with pastor and other worship leadership in developing and implementing meaningful worship experiences for the congregation.
- Coordinate music for revivals and other church-wide emphases.

**Choral Leadership**
- **Children**
  - Enlist and develop children’s choir ministry leadership.
  - Coordinate and promote children’s choir ministry.
- **Youth and Adult**
  - Be active in choral ministry development and enlistment.
  - Develop and promote age-group ensembles.

**Instrumental Leadership**
- **Accompanists**
  - Provide training opportunities and resources.
  - Provide consistent communication.
- **Other instrumentalists**
  - Coordinate enlistment, development, and training of instrumentalists for ministry through solo work, ensembles, orchestras, and praise bands.

**Youth Leadership**
- Organize, staff, train, and provide resources for Youth Sunday School in coordination with the overall church educational plan.
- Plan and promote a visitation program designed to evangelize the lost and encourage attendance for Sunday School, discipleship, worship services and other church activities.
Enlist, instruct, and motivate skilled adults as youth workers in coordination with church organizational structure.
Provide counsel for youth in matters related to their spiritual life, the choice of a college, the selection of a vocation, and family relationships.
Develop a ministry to parents through personal relationships and by providing clinics, seminars, and training events for parents.
Lead in planning and conducting special youth activities and programs appropriate for the spiritual growth of the youth including: drama, music, retreats, DiscipleNow, camps, fellowships, banquets, mission activities, etc.
Lead in coordinating, planning, and promoting Youth Music Camps.

Ministerial Leadership

**Personal (pastoral) Care**
Be aware of the spiritual needs of ministry area.
Be consistent in contacting members (phone calls, e-mails, visitation.)
Be active in discipleship and encouragement.
Be involved in assisting those called to ministry.

**Outreach and Missions**
Be involved in visitation and outreach ministries.
Be an active participant in South Baptist Convention causes.
Be involved in the community.
Activate the music and youth ministry in missions through service projects and tours.

Personal Leadership

**Spiritual and Professional Development**
Possess a commitment for ongoing skill development through state convention training opportunities, seminary studies, or other conferences and workshops.
Possess a commitment for continued discipleship, accountability, and Biblical stewardship.

**Family**
Spend quality and adequate time with family.
Understand and practice Biblical family values.
Fulfill the role of Godly family leader.
Practice sound financial habits.

**Health and Leisure**
Commit to good physical health.
Commit to a positive and professional appearance.
Commit to personal time for rest, recreation, and pursuit of hobbies.
Job description for the Position of
Minister of Worship/Music and Religious Education

Principal Function: To model, serve, and lead the body of Christ in worship, discipleship, and outreach through the music and religious educational ministries of the church.

Administrative Leadership

Commit to positive relationships and communication with the pastor and other ministry staff leaders.
Commit to positive relationships with deacons, church lay leadership, and general church family.
Develop a long-range vision.
Organize, coordinate, communicate, implement, and evaluate total religious education and music ministry.
Lead in planning and calendaring events and activities related to the educational ministry.
Develop and facilitate the budget of the educational ministry.
Mobilize resources needed for ministry.
Lead in enlisting and equipping the staff for the educational ministry.
Evaluate needs and opportunities for growth through starting new ministry units.
Study and recommend provision for space needs for educational ministry.
Develop and implement curriculum selection policies for Sunday School and discipleship ministries.
Lead in assimilating new members through new-member orientation and care-group ministries within Sunday School classes.
Lead the church family to understand and support the educational ministries of the church.
Facilitate the budget of the entire religious education and music ministry.
Maintain and supervise equipment and instruments.
Staff music and education ministry leadership.
Coordinate and approve of music for worship, funerals, and weddings.

Congregational Leadership

Work with the pastor and other worship leadership in developing and implementing meaningful worship experiences for the congregation.
Coordinate music for revivals and other church-wide emphases.

Choral Leadership

Children
Enlist and develop children’s choir ministry leadership.
Coordinate and promote children’s choir ministry.

Youth and Adult
Develop choral ministry and enlistment.
Develop and promote age-group ensembles.
**Instrumental Leadership**

Accompanists
- Provide training opportunities and resources
- Provide consistent communication.

Other instrumentalists
- Coordinate enlistment, development, and training of instrumentalists for ministry through solo work, ensembles, orchestras, and praise bands.

**Religious Education Leadership**

Provide leadership and guidance to the church’s Bible study, fellowship, and discipleship ministries of the church.

Provide leadership and direction for organizing the church’s educational ministries.

Provide leadership and direction for enlisting and equipping leaders in the church’s educational ministries.

Coordinate planning and evaluation meetings with educational leadership, including age-group ministries.

Study and recommend space needs for educational ministries.

Promote and lead the church to implement growth principles and actions.

Promote and lead the church to participate in outreach, strategies, and activities.

Develop curriculum and process for discipleship.

Coordinate and promote mission education and involvement.

Supervise assigned office and support personnel.

Guide development of church calendar and budget for educational ministries.

**Ministerial Leadership**

Personal (pastoral) Care
- Be aware of the spiritual needs of ministry area.
- Be consistent in contacting members (phone calls, emails, visitation).
- Be active in discipleship and encouragement.
- Be involved through assisting those called to ministry.

Outreach and Missions
- Be involved in visitation and outreach ministries.
- Be active in Southern Baptist Convention causes.
- Be involved in the community.
- Activate the music and education ministry in missions through service projects and tours.

**Personal Leadership**

Spiritual and Professional Development
- Possess a commitment for on-going skill development through state convention training opportunities, seminary studies, or other conferences and workshops.
- Possess a commitment for continued discipleship, accountability, and Biblical stewardship.
Family
   Spend quality and adequate time with family.
   Understand and practice Biblical family values.
   Fulfill the role of Godly family leader.
   Practice sound financial habits.

Health and Leisure
   Commit to good physical health.
   Commit to a positive and professional appearance.
   Commit to personal time for rest, recreation, and pursuit of hobbies.
Job Description for the Position of
Minister of Worship/Music and Administration

Principal Function: To model, serve, and lead the body of Christ in worship, discipleship, and outreach through the music and administrative ministries of the church.

Administrative Leadership
- Commit to positive relationships and communication with pastor and other ministry staff leaders.
- Commit to positive relationships with deacons, church lay leadership, and general church family.
- Develop a long-range vision.
- Organize, coordinate, communicate, implement, and evaluate total church ministry.
- Mobilize resources for ministry.
- Maintain and supervise equipment and instruments.
- Staff music ministry leadership.
- Coordinate and approve of music for worship, funerals, and weddings.
- Provide leadership in committee selection, policy implementation, and financial management of the church.
- Oversee and supervise support staff.
- Work with various committees in administrative functions of the church.
- Supervise church calendar, scheduling and staffing of facilities.

Congregational Leadership
- Work with pastor and other worship leadership in developing and implementing meaningful worship experiences for the congregation.
- Coordinate music for revivals and other church-wide emphases.

Choral Leadership
- Children
  - Enlist and develop children’s choir ministry leadership.
  - Coordinate and promote children’s choir ministry.
- Youth and Adult
  - Develop choral ministry and enlistment.
  - Develop and promote age-group ensembles.

Instrumental Leadership
- Accompanists
  - Provide training opportunities and resources.
  - Provide consistent communication.
- Other instrumentalists
  - Coordinate enlistment, development, and training of instrumentalists for ministry through solo work, ensembles, orchestras, and praise bands.
Ministerial Leadership

Personal (pastoral) Care
- Be aware of spiritual needs of ministry area.
- Be consistent in contacting members (phone calls, emails, visitation).
- Be involved in discipleship and encouragement.
- Be active in assisting those called to ministry.

Outreach and Missions
- Be involved in visitation and outreach ministries.
- Be an active participant in Southern Baptist Convention causes.
- Be involved in the community.
- Activate the music ministry in missions through service projects and tours.

Personal Leadership

Spiritual and Professional Development
- Possess a commitment for ongoing skill development through state
  convention training opportunities, seminary studies, or other
  conferences and workshops.
- Possess a commitment for continued discipleship, accountability, and
  Biblical stewardship.

Family
- Spend quality and adequate time with family.
- Understand and practice Biblical family values.
- Fulfill the role of Godly family leader.
- Practice sound financial habits.

Health
- Commit to good physical health.
- Commit to a positive and professional appearance.
- Commit to personal time for rest, recreation, and pursuit of hobbies.
Job Description for the Position of
Minister of Worship/Music and Senior Adults

Principal Function: To model, serve, and lead the body of Christ in worship, discipleship and outreach through the music and senior adult ministries of the church.

Administrative Leadership

Commit to positive relationships and communication with the pastor and other ministry staff leaders.
Commit to positive relationships with deacons, church lay leadership, and general church family.
Develop a long-range vision.
Organize, coordinate, communicate, implement, and evaluate total senior adult and music ministry.
Facilitate the budget of the entire senior adult and music ministry.
Mobilize resources for ministry.
Maintain and supervise equipment and instruments.
Staff music and senior adult ministry leadership.
Coordinate and approve music for worship, funerals, and weddings.

Congregational Leadership

Work with the pastor and other worship leadership in developing and implementing meaningful worship experiences for the congregation.
Coordinate music for revivals and other church-wide emphases.

Choral Leadership

Children
Enlist and develop children’s choir ministry leadership.
Coordinate and promote the children’s choir ministry.

Youth and Adult
Develop choral ministry and enlistment.
Develop and promote age-group ensembles.

Instrumental Leadership

Accompanists
Provide training opportunities and resources.
Provide consistent communication.

Other instrumentalists
Coordinate enlistment, development, and training of instrumentalists for ministry through solo work, ensembles, orchestras, and praise bands.
Senior Adult Leadership

Represent senior adults on the church council and to the church staff.
Work with the senior adult council to plan a balanced senior adult ministry.
Relate to the senior adult department and classes in Sunday School and discipleship ministries.
Calendar all senior adult activities in coordination with the total church ministry schedule.
Activate senior adult participation in associational, state, and national senior adult events.
Encourage senior adults to worship, witness, and minister in their community.
Direct senior adult choir and ensembles.

Ministerial Leadership

Personal (pastoral) Care
Be aware of the spiritual needs of ministry area.
Be consistent in contacting members (phone calls, emails, visitation).
Be involved in discipleship and encouragement.
Be active in assisting those called to ministry.
Outreach and Missions
  Be involved in visitation and outreach ministries.
  Be an active participant in Southern Baptist Convention causes.
  Be involved in the community.
  Activate music ministry in missions through service projects and tours.

Personal Leadership

Spiritual and Professional Development
Possess a commitment for ongoing skill development through state convention training opportunities, seminary studies, or other conferences and workshops.
Possess a commitment for continued discipleship, accountability, and Biblical stewardship.

Family
Spend quality and adequate time with family.
Understand and practice Biblical family values.
Fulfill the role of Godly family leader.
Practice sound financial habits.

Health and Leisure
Commit to good physical health.
Commit to a positive and professional appearance.
Commit to personal time for rest, recreation, and pursuit of hobbies.
Job Description for the Position of
Minister of Music and Childhood Education

Principal Function: To model, serve, and lead the body of Christ in worship, discipleship, and outreach through the music and childhood education ministries of the church.

Administrative Leadership
Commit to positive relationships and communication with the pastor and other ministry staff leaders.
Commit to positive relationships with deacons, church lay leadership, and general church family.
Develop a long-range vision.
Establish goals for achieving that vision.
Organize, coordinate, communicate, implement, and evaluate total worship and music ministry.
Facilitate the budget of the entire music and childhood education ministry.
Mobilize necessary resources for the ministry.
Maintain and supervise equipment and instruments.
Staff music and children’s area ministry leadership.
Coordinate and approve music for worship, funerals, and weddings.
Stay current regarding legal issues related to the children’s ministry area.

Congregational Leadership
Work with the pastor and other worship leadership in developing and implementing meaningful worship experiences for the congregation.
Develop and lead the congregation in Biblical worship education.
Coordinate music for revivals and other church-wide emphases.
Coordinate specialized music education opportunities (i.e., music academies, leadership training, etc.).
Lead the church family in an understanding of the church’s ministry to children.

Choral Leadership
Children
Enlist and develop children’s choir ministry leadership.
Coordinate and promote the children’s choir ministry.
Be personally involved in the children’s choir ministry.
Youth and Adult
Supervise choral ministry development and enlistment.
Supervise development and promotion of age-group ensembles.
Be involved in the development of individual musicians through vocal training, literature input, and discipleship.

Instrumental Leadership
Accompanists
Provide training opportunities and resources.
Provide consistent communication.
Other instrumentalists
Coordinate enlistment, development, and training of instrumentalists for ministry through solo work, ensembles, orchestras, and praise bands.
Coordinate music selection.
Coordinate the scheduling of all instrumental ministry activities.

Ministerial Leadership
Personal (pastoral) Care
Be aware of the spiritual needs of the ministry area.
Be consistent in contacting membership (phone calls, emails, visitation).
Be active in discipleship and encouragement.
Be involved in assisting those called to ministry.

Outreach and Missions
Be involved in visitation and outreach ministries.
Work with organizational leaders to coordinate visitation ministries to children and their families.
Be an active participant in Southern Baptist Convention causes.
Be actively involved in the community.
Activate the music ministry in missions through service projects and tours.

Personal Leadership
Spiritual and Professional Development
Possess a commitment for ongoing skill development through state convention training opportunities, seminary studies, or other conferences and workshops.
Possess a commitment for continued discipleship, accountability and Biblical stewardship.

Family
Spend quality and adequate time with family.
Understand and practice Biblical family values.
Fulfill the role of Godly husband and father or wife and mother.
Practice sound financial habits.

Health and Leisure
Commit to good physical health
Commit to a positive and professional appearance.
Commit to personal time for rest, recreation, and pursuit of hobbies.
Part Five: The Resume

Reading A Resume

As you begin the spiritual process of finding a person that God has set aside to serve your church in ministry, remember that the reading and interpreting of resumes is only a first step. It is simply an introduction to the candidates for the position—a “handshake” of sorts. You will most likely not discover the heart and soul of a minister by reading this formal document. Questionnaires, interviews, and references will provide that insight. So, while reading and interpreting the resumes you have gathered, pay close attention to spiritual and ministry clues, but try to relax and enjoy meeting the many wonderful men and women that God has called into His ministry, thanking Him for their devoted service.

Helpful Hints Before You Begin

As you read each resume, see if it lines up with the profile and job description that you have created according to the needs and priorities of the church.

Do not be concerned by differing resume styles. There are many technically acceptable formats.

Expect readability and grammatical accuracy in each resume.

As you go, eliminate those that are obviously not suited for your church.

Let each resume stand on its own strength without comparing it to other resumes.

Do not allow the length of a resume to govern your opinion of the quality of a candidate.

Reading Intentionally

Simply reading a resume will create an overall impression of a candidate in your mind, but reading intentionally will help you to glean the most important information more efficiently. As a committee, prioritize the information you are seeking in each resume. Then, read each resume with that hierarchy in mind. You may consider prioritizing the information you seek in this order:

- Statement of Faith and Spiritual Pilgrimage
- Ministry Objective
- Other ministry experience, churches served
- Family and Education
- References
Where to Look For Important Clues and Information

Ministry Experience
How long does the candidate tend to stay in one place? If he or she moves often, it may indicate a problem of establishing lasting ministry relationships and depth. However, keep in mind that a younger minister will have made several transitions because of school, family, internships, and a variety of factors inherent to that stage of a minister’s career and personal life. In this case, frequent moves may indicate that the minister has had a well-rounded experiential base for ministry.
What is the first aspect of ministry that the candidate lists? This is usually what the candidate is most passionate about.

Does the candidate have an adequate background in the ministry area?

Does the candidate have enough tenure in a ministry setting to bring the desired level of expertise in the ministry area and in staff relationship to your church?

Is the minister currently serving in a church? Are there gaps between times of service?

Educational Background

Undergraduate Studies
Know what the degrees mean to your church
*BA—*bachelor of arts. Depending on the concentration this degree may have little emphasis on musical skill development.

*BS—*Bachelor of Science. Unless part of a double major, this degree will have little if any musical skill development.

*BM—*Bachelor of Music. This degree is an applied music degree with various areas of concentration available such as voice, piano, music theatre, composition, etc.

*BME—*Bachelor of Music Education. A music degree with a strong emphasis on teaching methodologies which align with public school teaching certification. This degree can have concentrations in instrumental and vocal curriculum.

Graduate Studies
*MM—*Master of Music/Seminary—If secured from a SBC Seminary, the student would have taken several theology, church history, and religious education courses in addition to the courses that focus on skill development and practical church issues.

*MM—*Master of Music/non-seminary route—basically, a 32-36 hour program dedicated to skill development and research methods. Generally, would not include any courses related to ministry development, theology, or church issues.
MA—Master of Arts—This degree is a new immerging area, particularly in the area of worship studies. Several Baptist colleges and even seminaries offer this new degree in the field of worship. The degree usually has some emphasis on music skill development but also emphasizes theology, technology, trends, and practice in the area of worship.

**Doctoral Studies**

*Ph.D—Doctor of Philosophy*—typically, a teaching and research degree.

*DMA—Doctor of Musical Arts*—generally concentrated in various areas of applied studies including vocal, choral, instrumental, and composition.

*Dmin—Doctor of Ministry*—a professional degree for ministers.

Has the candidate listed educational degrees without the name of an institution or a date of graduation? Sometimes a candidate will start a degree program and never finish. You will need to ask for clarification on this point. However, a statement such as “working toward degree with an anticipated date of graduation” is normal and should be reassuring as an indication that the candidate has a desire to continue his or her education and prepare for a full and active ministry.

**References**

It is customary to include references in a resume. Candidates will usually list references that will speak positively of them and their ministry. If a candidate has not included references, ask them to provide those references before sending them a questionnaire or interviewing them. When reading references, notice whether the candidate has left out names of former staff with whom they have served. If they have left these people out, find out why.
Part Six: Questions for the Candidate

Interview Questionnaire

1. Could you tell us a little bit about yourself?

2. Could you please share with us your conversion experience?

3. Could you please share the story of your call to ministry?

4. Could you please describe your relationship with Christ? Where has your greatest spiritual growth come from recently?

5. What does a typical day in your devotional and prayer life look like? How does your personal spiritual life affect your ministry?

6. What are your favorite books of the Bible and why?

7. Please complete the following sentence: “I feel closest to God when…”

8. Please complete the following sentence: “I feel far from God when…”

9. Where do you find accountability in your personal spiritual life? Are you currently being discipled or mentored by someone? Please describe that relationship.

10. How would you describe your leadership style? What improvements do you need to make in this area?

11. What do you consider to be your strongest leadership skill and how would it help you to perform this job effectively?

12. What is your philosophy in dealing with volunteer leadership?
13. Could you describe for us the characteristics of a difficult supervisor?

14. What has been your greatest joy in ministry? What are your greatest accomplishments?

15. What has been your greatest disappointment in ministry? How did you deal with it?

16. Would you describe yourself as “goal-oriented”? What are some of your goals for your current ministry and how are you striving to achieve them? How successful have you been?

17. If you were called to this position, how would you go about setting goals for your ministry? What are some goals for this ministry that you already have in mind?

18. How do other church ministries such as Children-Preschool, Youth, Singles, Religious Education, etc. affect your ministry? What methods have you used to incorporate your ministry into the ministry of the church as a whole?

19. Could you please explain your philosophy on the ministry of the church? What do you perceive to be the most vital ministries of the church? Why? How can a church support those ministries and not overlook other important ministry areas?

20. How do you stay current with the latest information and ideas pertaining to your area of ministry?

21. How is your approach to ministry affected by ministry trends? Could you please share some examples.

22. How does Bible study fit into your ministry?

23. Could you please describe the ideal worship service?

24. What are your ministry strengths? Please share examples of how these strengths have been evident in your ministry?
25. What specific gifts, talents, and experiences have you had that qualify you for this specific ministry position? What professional and social qualities could you bring to a staff environment?

26. What do you need from a church or congregation to be successful?

27. What pastoral leadership style do you most enjoy working with?

28. How does your spouse/family life fit into your ministry? What challenges have you faced in balancing personal and professional life? How have you overcome those challenges? What boundaries have you set to guard the health of your family relationships?

29. Where do you find motivation and inspiration in both your personal and professional life? What fuels your passion for ministry?

30. How do you handle pressure when several projects or assignments are pressing you?

31. Has there ever been a time in your ministry when you were asked to resign your position or chose to resign without having been called to serve somewhere else? If so, please explain the circumstances surrounding that decision.

32. How would you describe your current church to a visitor considering joining? How would you describe your current church to someone considering joining its staff?

33. Based on the information you have, what are your impressions of this church?

34. What is your plan for the first six months of your ministry should you be called to this position? How would you spend your time? What would you try to accomplish in that time?

35. Do you plan to pursue any kind of continuing education?
Interview Questions Specific to Music and Worship Ministry

1. Please describe your worship philosophy.

2. How do you define worship?

3. If called to this church, how would you determine the direction you would take in terms of worship and music style?

4. What personal worship style do you prefer?

5. What are your musical strengths?

6. Describe a typical adult choir rehearsal under your leadership.

7. How would you engage, lead, or facilitate a praise team if one is utilized?

8. How important do you consider graded choirs, praise teams, instrumental programs, youth choir, senior adult choir, and other groups to be?

9. Do you feel comfortable directing an instrumental group such as a church orchestra or handbells?

10. What do you consider your role to be in the recruiting, training, and supporting music leadership (particularly preschool and children’s choirs, instrumental groups, ensembles, etc.)?

11. What are some of your favorite choral anthems? Hymns? Choruses?

12. Describe your experience in directing musical events (Christmas, Easter, etc).

13. Do you have experience utilizing other creative arts in worship? (i.e. drama, multimedia, interpretive movement).
14. By what you know of our church, what are some areas you are most impressed with? What are some areas of concern?

15. How have you handled criticism in the past?

16. Can you recall an instance when one of your ideas was not embraced? How did you handle the disappointment?

17. When conflict arises, how do you handle it?

18. What goes into your worship planning?

19. When you initiate changes, what steps do you take?

20. Describe a typical worship service at your church.

21. Do you support and take advantage of training and ministry opportunities provided by the State Convention and local Association?
Part Seven: Questions for References

Personal Reference Questionnaire for Written or Telephone Response

Secure permission to secure information from the candidate’s reference list. Indicate that the reference comments will remain in confidence.

Note: For telephone interviews it is advised that you be selective in the number of questions asked from the following questionnaire. It is also very important to ask the same questions for the various references.

Optional Waiver
Name of Applicant: ____________________________________

In the belief that candidates and the persons from whom they request recommendations may wish to preserve the confidentiality of those recommendations, we are giving applicants an opportunity to waive their right to examine this form.

By signing below, I understand that I am waiving my right to inspect and review this recommendation. _____________________________

To the Evaluator:

The candidate named above has given your name as a personal reference. Your evaluation of this candidate will assist us in our search for a minister of music. The information you provide will remain confidential by the committee and not be given to the candidate unless he or she has not signed the waiver above. We greatly appreciate your immediate response.

How long have you known the candidate? Years______________ Months_________

How well do you know this applicant?

When did you know the candidate and in what primary capacity?

What is/was your relationship with this candidate?
What is the candidate’s greatest strength?

Does the candidate have areas of weakness? Explain:

If you can, please describe the candidate’s musical abilities.

How has the candidate’s ministry impacted your life?

Please describe the candidate’s relationship skills.

Please describe the candidate’s abilities to work through problems.

Please describe the candidate’s most notable achievements.

Can you articulate any problems that you are aware of that would disqualify or hinder this candidate from being considered for this position?

Do you have any other information you would like to provide regarding this candidate that would be helpful in our process to find a minister of music and worship?
Check As Many As Apply:

If known to you, what is the candidate’s…

Leadership Style

_____Servant  _____Delegator  _____Director  _____Doer  _____Consensus

Organizational Skills

_____Flexible  _____Prioritizes  _____Sets objectives

Initiative

_____Assertive  _____Determined  _____Sees things to do

Self-Discipline

_____Focused  _____Works Alone  _____Prompt

Sense of Personal Worth

_____Confident  _____Self-Assured  _____Not Self-Conscious  _____Feels Inferior

Personal Appearance

_____Neat  _____Well-Groomed  _____Appropriately Dressed  _____Poor Hygiene

Ability to Meet Others

_____Easily  _____Relaxed one-on-one  _____Comfortable in a Group

Ability to Handle Heavy Workload

_____Physically Well  _____Emotionally Well

Are there personality traits that hinder the applicant’s ministry? ___Yes   ___No

If yes, please explain:

In what order does the candidate seem to prioritize the following aspects of ministry?

________Fellowship     ________Bible Study     ________Discipleship

________Education     ________Evangelism     ________Worship     ________Other
On a scale of 1 to 10, with 10 being the highest, how would you rate the candidate in the following areas?

<table>
<thead>
<tr>
<th>Area</th>
<th>Rating</th>
<th>Notes</th>
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<tr>
<td>Ability to relate with various age groups</td>
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<td>Emphasis on Prayer</td>
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<td>Church Business Affairs</td>
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Is there any reason this person should not work with minors (birth through 18 year-olds)?

- Yes
- No

If yes, please explain.

Share something about the candidate’s family

How is the candidate’s family involved in his/her ministry?

What are the candidate’s strengths?

What are the candidate’s weaknesses?
Part Eight: Compensation Issues

Salary Considerations and Benefits
For Ordained Ministers

The Music and Worship Search Committee is charged with the responsibility of developing a salary remuneration schedule in conjunction with the personnel and finance committees. This information will be discussed with the prospective Minister of Music and Worship as part of the church’s calling the person to the local church.

For further help, please contact Annuity Services of the Georgia Baptist Convention at www.gabaptist.org

Financial Issues to Consider

Is the person:  _____Licensed?     _____Ordained?     _____Neither?
Those who are ordained will have different issues to consider. For the most comprehensive information available, please contact Church Annuity Ministries of the Georgia Baptist Convention.

Basic Information
Ordained ministers must pay self-employment tax. The church may wish to review how to lessen the impact of this expense to the minister by giving the ordained employee a salary increase equal to the amount of social security tax that would have been paid by the church had the employee been non-ordained. This prevents the penalizing of the minister for being ordained.

Basic Salary
This element of remuneration only deals with the base salary with no other areas of compensation considered.
Housing allowance is part of the basic salary.
The church or elected church officials must approve the amount of housing allowance annually.

Other Salary Considerations
The overall cost of living in the community where the church ministers must be considered.
Housing costs must be a part of the assessment.
Other personnel issues must be considered in the base salary such as:
1. Length of tenure in present church
2. Number of years in ministry
3. Salaries of other staff members
4. Salary in church where minister is currently serving
Benefits Consideration
Comprehensive health insurance (include dental, drugs, pregnancy coverage, etc.)
  1. Family
  2. Individual

Other Provisions
Two weeks paid professional study and leave (workshops, GBC events, mission trips, etc.)

Two weeks vacation minimum. Consider whether previous vacation allowance is former church will be accepted. Length of tenure in ministry will help determine this issue.

Two weeks of ministry leave for revivals or teaching in other venues of leadership.

Christmas bonuses given to staff by the church.

Life insurance and disability for the employees.

Ten percent minimum retirement for the ministers.

Car expense reimbursement program in ministry related work.

Allotment for library (i.e. new books, periodicals, professional memberships).

Continuing education opportunities (seminary extension, seminars, etc.).

Moving expenses in relocation.

Contingency fund which allow staff member to access a contractual low interest loan for the purpose of paying closing costs on housing for the new staff member.

Funds for temporary housing for new staff member during the process of relocation.

Sabbatical leave for staff after pre-determined years of tenure.

Sick leave. Follow church policy and procedure.

Days off (2 days including Saturday). Minister should not be required to use days off for professional development.

Personnel policies for advancement and benefits may be already established. If not, policies can be written by the personnel and finance committees.