

GUIDELINES FOR SEARCH COMMITTEE CHAIRPERSON

To be asked to counsel with a congregation during a time of pastoral change is both an honor and a challenge, an honor because your counsel is valued and a challenge because you are in a strategic position to serve the church. The transition period has been called a "yeasty time" for congregations since there is unusual flexibility created by the vacancy and by the crisis of being without a pastor. You can do some things that neither the outgoing minister nor the incoming minister could do. You will be the congregation's shepherd while they are without a shepherd.

Pray earnestly that you will be dominated by the spirit of Christ. You have no ecclesiastical authority behind you. Only your loving counsel will commend you. Avoid appearing pompous, officious, dictatorial, or all knowing. Do not press your own favorite candidate upon the congregation, but with them objectively screen all applicants and sincerely seek God's leading. Do not be an opportunist. Do be a servant. Below are some suggestions to follow.

First Meeting^{*} (s)

1. Be alert to feelings which need to be ventilated. Is there anger? Is there guilt? Is there grief? Actively listen, then provide the appropriate pastoral care. Be alert to the interrelational dynamics that are at work. Is there competition for control? Is there scapegoating? Is there maneuvering for a favorite candidate? Is there division, whether overt or covert? Be alert to the strengths and weaknesses of the committee. Will they be greatly dependent upon you, or is this a mature group which needs only minimal leadership from you? The first meeting should not be highly structured, so as to allow members freedom to express their feelings. This is essential in order for them to congeal as a group and to eventually function well. It is also essential in order for you to get to know them and for them to feel comfortable with you.
2. Reassure the group that their needs will be met. Remind them that God cares very much about His church and has the resources it needs. State your own commitment to them. Confirm their dependency upon each other.
3. Introduce the Congregational Survey form. Allow members to become familiar with it, explain its function, and encourage its use. Answer all questions, listen to all reservations or objections. Allow the group to decide when and how the form will be used. Who will be responsible for introducing it to the larger body? Who will be responsible for tabulation?
4. Introduce other forms and materials for the group's consideration, if you think any of them might be helpful in that situation.
5. Discourage premature discussion of potential candidates and diffuse anxiety that a good pastor cannot be found.
6. Make sure that adequate pulpit supply is being provided for.

* It is strongly recommended that every congregation seeking a pastor work with the Executive Director of Ministry Services in this process. Even when the Executive Director is present, the Chairman of the Pulpit Committee may prefer, in collaboration with the Executive Director, to chair the meetings (following suggested procedures).

7. Set the next meeting date and agree that the primary agenda item will be to study and interpret the tabulation of the Congregational Survey.
8. After the first meeting, record your own evaluations and impressions. Keep a copy in your file.

Second Meeting(s)

1. Take a few minutes for "locating" the group. What has happened since the last meeting? Is morale up or down? Have strong feelings begun to subside? Is the committee beginning to feel like a group? Have any negative dynamics intensified? As in the first meeting, but for a shorter duration (unless real troubles are spotted), allow a free-floating time of wide sharing. By the way, who isn't talking? Why?
2. Look at the tabulation of the Congregational Survey. Ask members of the group what surprises them. What has the survey confirmed about their impression? *What does the survey suggest about the kind of pastor the congregation should seek?* (In some congregations one or two points of strong consensus will be readily apparent. In other congregations there will be more parity of support. Where strong points of consensus exist, this may mean a homogenous congregation, whether healthily so or not. Or, it may indicate a fermenting sense of resentment, anxiety or deprivation. Strong consensus must heavily influence the kind of pastor which is to be sought.) Allow the group ample time to discuss the tabulation, interacting with and enlightening one another. Participate only enough to assist in clarification and common agreement.
3. As time permits, in a very general way, assess the quantity and quality of candidates whose names have already been submitted. The purpose here is not to begin narrowing the list, but to provide a sense of the likelihood of securing a capable pastor.
4. Agree that the committee secretary will send a tabulated copy of the Congregational Survey to the Executive Director of Ministry Services at the Executive Office, asking each to provide suitable candidates for consideration and information about those candidates.
5. Check on the adequacy of pulpit supply. Are there pastoral needs which require someone's attention? Who will attend to these?
6. Set the next meeting date and agree that the primary agenda item will be to begin screening the list of candidates.

Third Meeting (s)

1. Begin as you began the second meeting. What picture do you see emerging? Are there any "brush fires" that require your attention?
2. If conditions seem generally healthy, place all briefs before the group. Examine each one, **one at a time**. Allow a modest amount of general discussion as you study each candidate. What strengths seem to be apparent? What possible weaknesses? *How do these strengths and weaknesses relate to results of the Congregational Survey?* Before leaving each brief, ask every member to rate the candidate on a scale from 1 to 10 with one being quite negative and ten being highly favorable. Have them record their scores on paper.

3. Tally the total number of points amassed by each of the candidates. Identify the top three. Does God seem to be leading in the direction of one of them? Ask committee members. If there is a consensus, check the references provided by each of these three persons. Consult with any other sources of information about them. If this cannot be done by phone during your meeting, agree as to who is to make the contacts between now and your next meeting.
4. After you have gathered all the information about your top three prospects, lead the group in arriving at consensus about your first choice, second and third. Take as much time as necessary here to sense the Holy Spirit's direction. When you have agreed upon your leading candidate, decide who is to contact him/her and how. If a phone call is to be the method, the call might be placed while the committee is still in session.
5. Before any contact is made, agree as to what steps are to follow once a candidate's interest has been confirmed. What further information may the committee want from him/her? What information may they wish to send him/her or may he/she request from them? Do they have adequate information about the church? Or can they readily compile it? Do they want to arrange a conference call with the candidate? Or do they next want to arrange for him/her and his/her family to visit them? It is generally best to meet with a candidate face to face unless there is a great distance involved. **It is generally best to arrange a meeting with just the Search Committee prior to any official candidating before the entire congregation.** Although this involves more time and expense it may avoid unnecessarily exciting interest among members of the congregation about a candidate who should not be brought before them. The committee will need to share the proposed progression of events with the candidate and remain open to his suggestions in the matter. No date should be set for a visit by the candidate until he/she has received and studied the tabulation of the Congregational Survey and has at least preliminarily concluded that there is compatibility between the congregation and him/herself. This, of course, will need to be explored in depth if and when a visit is made.

Fourth Meeting (s)

1. Arrange for the committee to meet at least 30 minutes prior to the interview with the candidate. Pray that God's leading will be clearly discerned by the committee members and by the candidate. Provide each member of the committee with a copy of the Evaluation Form (attached). Explain that they are **not** to display it during the interview nor fill it out after the interview. This will be done after the minister has officially candidated. The purpose of introducing the form now is to alert committee members to areas of vital importance. The interview should inform the committee about the candidate in all categories except preaching. Questions asked during the interview should especially explore doctrinal soundness and matters listed under MISSION VALUES AND PHILOSOPHY OF MINISTRY.
2. It is suggested that the Executive Director attend this session. Either the Executive Director or the Search Committee chairperson may chair the meeting. The candidate should be introduced to the committee. Each member, in turn, should introduce him/herself to the candidate and state the position held in the congregation.

3. Ask the candidate to give something of a personal biography -- where he/she was born, grew up, went to school, how he/she met spouse, conversion, calling to the ministry, previous pastorates, why he/she is open to a possible relocation, etc.
4. Ask for any questions or other responses from committee members. Limit this time, but use as much as necessary to create a friendly atmosphere.
5. Direct the attention of the committee and of the candidate to the results of the Congregational Survey. Lead the group in a discussion of what it suggests about a possible future relationship between the congregation and the candidate. Explore any reservations which may be expressed. Encourage very candid sharing. Stay on track.
6. When appropriate, move the discussion to any other concerns or items that may need attention. Allow more freedom to range here. Is there a particular topic that seems of major interest? Work it through.
7. Prepare for closure of the meeting. Thank the candidate for coming. Inform him/her of the subsequent steps and pledge prompt contact with him/her regarding the committee's action. Either lead the group in prayer or ask a committee member to do so. Dismiss the candidate.
8. Invite popcorn responses from committee members. What are they thinking? What are they feeling? What thoughts and feelings seem prevalent? Do they concur with references? Is there great disparity of impressions? After a sufficient time, ask the committee what action they want now to take. Work for consensus. If consensus cannot be reached, postpone action and arrange a subsequent meeting. If consensus is reached, arrange for someone to notify the candidate.
9. If the action is not affirmative, arrange for a future meeting with the second choice on your list, or to begin the screening process all over again. If the meeting is positive, arrange for the candidate and his family to return for formal introduction to the entire congregation. Such a visit might encompass a weekend and provide for the following:
 - (a) A social gathering during which all members of the congregation may meet the candidate and his family informally.
 - (b) A meeting with the Board of Trustees and/or Church Council. The pulpit committee or at least its chairperson may be included in this meeting. Financial arrangements, housing, etc. should be discussed candidly.
 - (c) An opportunity for the candidate to preach during Sunday morning worship.
 - (d) A second meeting with the pulpit committee to share mutual impressions, requests and concerns.

Fifth Meeting (s)

1. After the candidate has come and gone, the committee will need to reconvene and assess the candidate's possible future with the congregation. Ask all committee members to now fill out the evaluation form. When they have completed their work, lead them in a free discussion of their responses. What strengths seem to be commonly identified? What

weaknesses? What red flags have been raised? By whom? How many? How high? Is the candidate right for **your** church? What does the Holy Spirit seem to be saying?

2. When the group is ready, ask everyone to respond by secret ballot whether or not he/she favors calling the candidate. After the ballots have been tallied, ask if anyone wishes to change his/her vote. This may provide unanimity, or if the initial vote was not strong, some may wish to withdraw their support. Unless the committee overwhelmingly supports the candidate, the candidate will be severely disadvantaged in the congregational vote. The committee owes it to the congregation to report the degree of their support for the candidate.
3. Arrange for all the details pertaining to the congregation's vote on the candidate. Has the date been announced? Is it in accordance with the bylaws? Who will prepare the ballots? Who will serve as teller? Who will preside at the meeting? Who will present the motion? Who will second it?

Sixth Meeting (s)

1. After members of the congregation have expressed themselves, what is the next step? Lead the committee in a review of the meeting. Was there unity of spirit? Was there unity of mind? Was the vote strong enough to comply with bylaws requirements? Strong enough to make a call wise? Strong enough to gain acceptance by the candidate? If the vote was inadequate, what healing may need to take place within the congregation? Within the committee? Do you proceed to the next candidate, or do you need to pause for a period of adjustment? If the vote was too weak to justify a call, notify the candidate in as affirmative a manner as possible. If a call is in order, notify the candidate and stress the committee's enthusiasm.
2. Plan next steps. If a call is to be extended, provide for appropriate arrangements to be made. If a call is not to be extended, outline what action you will take next. In either case, affirm that God is leading you forward.

NOTE: Although for the sake of orderliness this outline provides for six meetings, it must not be assumed that each step will lead smoothly to the next. Fewer or more meetings may be required. The number of meetings is not important. What is important is that all the matters which have been detailed here receive due attention.

CONGREGATIONAL SURVEY – PART A

Please answer each question. One survey per person.

- I. I believe our congregation exists primarily to:
(choose 3 in order of your priority, #1 being first)

- Provide fellowship and nurture for believers
- Win the unconverted to Jesus Christ
- Proclaim the message of unity and holiness for all Christians
- Work for social justice and the alleviation of human need
- Politically organize against immoral forces in our society

2. The abilities which I feel are most important in a pastor are:
(choose 3 in order of your priority, #1 being first)

- Teach the doctrines of the church
- Prepare the congregation for the Lord's service
- Preach the gospel
- Pastor the people in a warm and personalized manner
- Be an able administrator
- Counseling

3. The areas of our church which need the most improvements are:
(choose 3 in the order of your priority, #1 being first)

- | | |
|---|---|
| <input type="checkbox"/> Finances | <input type="checkbox"/> Leadership Development |
| <input type="checkbox"/> Facilities | <input type="checkbox"/> Evangelism (Church Growth) |
| <input type="checkbox"/> Organization | <input type="checkbox"/> Unity and fellowship |
| <input type="checkbox"/> Youth Ministry | <input type="checkbox"/> Spiritual vitality |
| <input type="checkbox"/> Discipleship | <input type="checkbox"/> Small groups |

4. The thing I like best about our church is:
(choose 3 in the order of your priority, #1 being first)

- Friendliness
- Spiritual depth
- Theological teachings
- Ministry to our community
- Worship services (music, etc.)
- _____
- _____
- _____
- _____

5. Place an X in the spaces below which apply to you --

A member of this church -- Age --

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> 2 years or less | <input type="checkbox"/> 15 or under |
| <input type="checkbox"/> 3 to 10 years | <input type="checkbox"/> 16 to 20 |
| <input type="checkbox"/> 10 to 20 years | <input type="checkbox"/> 21 to 30 |
| <input type="checkbox"/> More than 20 | <input type="checkbox"/> 31 to 45 |
| | <input type="checkbox"/> 46 to 60 |

Family Income --

- | |
|--|
| <input type="checkbox"/> under \$10,000 |
| <input type="checkbox"/> \$11,000 - \$15,000 |
| <input type="checkbox"/> \$16,000 - \$25,000 |
| <input type="checkbox"/> \$25,000 - \$50,000 |
| <input type="checkbox"/> over \$50,000 |

Male Female Married Single

6. Place "yes" or "no" on the lines below indicating your feelings:

- I feel that the leadership of this church (pastoral and congregational) is receptive to my desires and ideas.
- I feel that the lay leadership of this church is held by those who are fairly nominated and elected.
- I feel loved and included in the fellowship of this church.
- I feel that I am adequately informed about the decisions made affecting the life and business of this church.
- The worship services and other ministries of this church adequately minister to the needs of the community.

7. What would you like your pastor's priorities to be:
(number in order of importance, #1 being most important.)

- | | | |
|---|--|--|
| <input type="checkbox"/> Relevant Preaching | <input type="checkbox"/> Administration | <input type="checkbox"/> Evangelism/Discipleship |
| <input type="checkbox"/> Visitation | <input type="checkbox"/> Building/Facilities | <input type="checkbox"/> Music/Worship |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> Children's Ministry | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Leadership Development | | |
| <input type="checkbox"/> Small Groups | | |
| <input type="checkbox"/> Young Adults | | |

Comments:

HOW TO USE AND TALLY SURVEY

To assist you in assessing the kind of pastoral leadership which your congregation needs at this point in its history, please REPRODUCE the attached Congregational Survey, DISTRIBUTE it to members of your congregation (i.e., during Sunday morning worship) with an appropriate explanation of its purpose, TALLY the responses, and INTERPRET those responses together as a committee, along with your counseling minister.

It is suggested that you share the tallied responses with prospective pastors. It will be most beneficial in helping you and them determine whether you are suited to each other.

Since the survey results will provide helpful information to several boards in your church, wide usage is encouraged.

Tallying should be done as follows - -

- Questions 1 through 4

Each line should include the number of 1, 2, and 3 responses.

For example:

21 (1), 33 (2), 19 (3) Provide fellowship and nurture for believers

In this case, 21 respondents voted this most important
33 respondents voted it second most important
19 respondents voted it third most important

- Question 5

Simply tally the number of +, -, ?, and ! responses after each line.

- Question 6

Simply tally the number of X's after each line.

- Question 7

Tally up all the numerical responses for each line respectively and divide by the number of responses.

For example:

6.52 I feel that the leadership of this church (pastor and laity) are receptive to my desires and ideas.

In this case the total score of 73 persons responding to this statement on a scale from 1 to 10 was 476. (476 divided by 73 equals 6.52)

Values Assessment – PART B

Change

1=Strongly Disagree; 2= Disagree; 3; 4=Agree; 5= Strongly Agree

Healthy churches manage change. What are your beliefs about change in the church?

I believe God is behind change in the church

1 2 3 4 5

I believe the pastor is responsible for initiating change in the church

1 2 3 4 5

I believe the board is responsible for initiating change in the church

1 2 3 4 5

I believe change is an accommodation to culture

1 2 3 4 5

I believe all important church wide changes should go before the church for a vote

1 2 3 4 5

I believe change is ...

Pastoral leadership

God has placed pastors over the church. God gifts these pastors differently. What are your beliefs about the gifting necessary to lead to this church? (Rate in order of importance; 4= most important, 1= least important)

_____ I am most comfortable with a pastor who leads with large goals

_____ I am most comfortable with a pastor who leads with relationships but doesn't have to wait for everyone to get on board

_____ I am most comfortable with a pastor who builds consensus within the church
_____ I am most comfortable with the pastor who is concerned about the quality of the preaching and teaching ministry
I trust pastoral leadership that

Worship and Preaching

1=Strongly Disagree; 2= Disagree; 3; 4=Agree; 5= Strongly Agree

A healthy church believes in the importance of worship and preaching. What are your beliefs about this important area?

I believe worship that honors God is orderly and deliberate

1 2 3 4 5

I believe worship that honors God is quiet and reflective

1 2 3 4 5

I believe worship that honors God includes a sermon that is crafted to explain the doctrines of the church

1 2 3 4 5

I believe worship that honors God includes a sermon that is crafted for the seeker

1 2 3 4 5

I believe worship that honors God is creative involving many forms of worship

1 2 3 4 5

I believe worship that honors God incorporates many different styles of worship

1 2 3 4 5

If there is one thing I would change about worship it is ...

Spiritual Formation

A healthy church is concerned about the spiritual formation of its members. What do you believe to be the most important methods to produce disciples? (Rate in order of importance; 4= most important, 1= least important)

_____ I believe our church would be more effective in making disciples by increasing the Sunday School emphasis

_____ I believe our church would be more effective in making disciples by increasing emphasis on small groups

_____ I believe our church would be more effective in making disciples by increasing our emphasis on mission trips and community projects

_____ I believe our church would be more effective in making disciples by increasing our emphasis on personal retreats

I believe spiritual formation is

Evangelism and Outreach

1=Strongly Disagree; 2= Disagree; 3; 4=Agree; 5= Strongly Agree

A healthy church is involved in the activities of evangelism and discipleship. What do you value about this enterprise?

I believe our church would be more effective in fulfilling the Great Commission by increasing the number of salvation messages each year

1 2 3 4 5

I believe our church would be more effective in fulfilling the great commission by increasing our emphasis on serving the community

1 2 3 4 5

I believe our church would be more effective in fulfilling the great commission by increasing our emphasis on overseas missions

1 2 3 4 5

I believe our church would be more effective in fulfilling the great commission by increasing our emphasis on personal evangelism

1 2 3 4 5

I wish evangelism and outreach

Fellowship

1=Strongly Disagree; 2= Disagree; 3; 4=Agree; 5= Strongly Agree

Fellowship is an important quality of a healthy church. Congregations express their fellowship in many different ways. What do you believe to be the most effective?

I believe our church would be more effective in fulfilling its fellowship needs by placing a greater emphasis on fellowship dinners at the church

- 1
- 2
- 3
- 4
- 5

I believe our church would be more effective in fulfilling its fellowship needs by placing a greater emphasis on fellowship in persons homes

- 1
- 2
- 3
- 4
- 5

I believe our church would be more effective in fulfilling its fellowship needs by placing a greater emphasis on fellowship in one-on-one relationships.

- 1
- 2
- 3
- 4
- 5

I believe fellowship is....

Structure

1=Strongly Disagree; 2= Disagree; 3; 4=Agree; 5= Strongly Agree

A healthy church needs an appropriate amount of structure for it to function well. Structure refers to the budgeting process; calendar; how a church makes decisions; and governs itself. What are your beliefs about structure as it relates to your church

I believe our church would have a more effective structure if we had less boards/committees and task forces

- 1
- 2
- 3
- 4
- 5

I believe our church would have a more effective structure if we had less policies and procedures

- 1
- 2
- 3
- 4
- 5

I believe our church would have a more effective structure if we had fewer steps in creating the budget

- 1
- 2
- 3
- 4
- 5

I believe our church would have a more effective structure if we had less events on the calendar

1	2	3	4	5
---	---	---	---	---

I believe our church structure expects too much of people

1	2	3	4	5
---	---	---	---	---

I believe our church structure expects too much of our people's time

1	2	3	4	5
---	---	---	---	---

I believe structure is.....

Heritage and doctrine

1=Strongly Disagree; 2= Disagree; 3; 4=Agree; 5= Strongly Agree

A healthy church honors its heritage and honors culture. What are your beliefs regarding this tension

I believe our church disregards the culture

1	2	3	4	5
---	---	---	---	---

I believe our church disregards it's heritage

1	2	3	4	5
---	---	---	---	---

I believe our church would be better served by a stronger connect to the evangelical churches in our community

1	2	3	4	5
---	---	---	---	---

I believe our church would be better served by a stronger connect to the Church of God in Western Canada

1	2	3	4	5
---	---	---	---	---

I wish our heritage and doctrine

Of the eight topics above, now rank them in order of priority to you: (1 being most important – 8 least important)

_____ Worship and Preaching

_____ Structure

_____ Evangelism and Outreach

_____ Pastoral leadership

_____ Fellowship

_____ Change

_____ Spiritual Formation:

_____ Heritage and Doctrine

Values fall into three categories. They are core values; negotiable values; and aspiration values. As you look at the ordering you have compiled as a group, what are core? What are negotiable?

Using the values Assessment

1. Search committee completes the values assessment with interim minister
2. Search committee compiles their results to produce a group score
3. Search committee request that all candidates complete the values assessment prior to a face to face interview
4. Dialogue each area of the values assessment with the candidate using the following questions.

Worship and Preaching

1. Describe the worship services you planned in the last three months. What elements of worship did you use and why?
2. In those worship services what were you trying to accomplish?
3. What kind of worship do you value? Ordered and deliberate? Quiet or reflective?
4. How would you describe your preaching style: topical or expository?
5. In the last twelve months give an example of a topical series or expository series
6. Who is your target audience in your sermon?
7. Whose sermons do you listen to?

Evangelism and Outreach

1. What is the first name of the last person who came to Christ under your ministry? How did you meet them?
2. What similar examples can you think of in the last twelve months?
3. How do you typically make connections with those who do not yet know Christ?
4. How have you disciplined persons in the faith in the last twelve months? What are their first names? What was the process?
5. In the last twenty-four months how have you challenged your church to be involved in fulfilling the great commission? What did you ask of them? What did you learn?
6. What has been your practice in getting to know the needs of the community in your present assignment?

Fellowship

1. What are the fellowship practices of the ministry from which are you coming?
2. What would you change with regards to the fellowship practices of the ministry you came from?
3. In your view, how does fellowship contribute to the evangelism and discipleship ministry of the church?

Spiritual Formation:

1. Give me your best three examples of moving a person off the sidelines into ministry. What are their first names, age, and how did you meet them?
2. What process did you use to move them off the sidelines into ministry?
3. Can you think of an example of a person you placed into ministry unsuccessfully? What is their first name, age. What did you learn from it?
4. What would you change about your process of discipleship if you had an opportunity to start over?

Structure

1. How would you describe the structure you have in your present ministry? What do you like about it? What do you dislike?
2. In your view, what is the role of structure in the church?
3. Would you describe your present church as a congregational lead; board lead; or pastor lead church?
4. What are your expectations of leaders in the church when it comes to time, spiritual gifts; spiritual standards?

Change

1. Can you think of a significant change in your church, what was it and how was it initiated?
2. Can you think of a second significant change in your church, what was it and how was it initiated?
3. Can you think of a time in your ministry when you put forth a lot of energy. What was the situation and why was it important to you?
4. Can you think of a time when you resisted change? What was it and what did you learn from it?
5. Can you think of a time when you had to make an abrupt change of plans? What was the change?

Pastoral Leadership

1. How would you describe your leadership style?
2. What has been your greatest accomplishment in ministry?
3. What gives you the greatest satisfaction completing a task or being with people?
4. How do you balance the demands of family and ministry?
5. How have you nurtured your heart, mind, and your spiritual self in your present ministry?

Heritage and Doctrine

1. In your present ministry how have you balanced the tension between culture and scripture?
2. What makes the Church of God distinctive in evangelical Christianity?
3. In your present ministry assignment, what connections have you maintained with the broader church?

WHAT ARE THE PRIORITIES?

(Borrowed from: The Pastor and the People, Lyle E. Schaller)

What are the priorities on the minister's time in your congregation?

What does the minister see as the order of priority on his/her time?

What do the members believe it to be? One way to find the answers to these and related questions in your parish is to use a set of cards similar to those shown here. Here is a suggested procedure for using this process.

1. Reproduce enough copies so each member of the committee will have one sheet listing the priorities on the pastor's time in your parish.
2. Call together six to eight leaders in your congregation -- the people who served on the pulpit committee when the present pastor was called, or on the pastor/parish relations committee or its equivalent.
3. Cut the sheet so each person has one set of cards; distribute these packs of cards to the people around a table.
4. Clarify the ground rules. Is the question "What are the priorities on the pastor's time in this congregation?" or "What should be the priorities?" or something else? Make sure everyone is responding to the same question.
5. Give everyone from five to ten minutes to look at the cards and sort them out, discarding what he/she believes to be the four lowest priorities on the pastor's time or the least important functions. Without discussing what they are doing or the reasons for their choices, each person should arrange the remaining cards in the order of importance.
6. Begin with one of the laypeople and moving in rotation around the table ask each person to lay down his/her top priority card, face up on the table. While doing this, let each person state what he/she has chosen as the top priority and why. Continue around the table until everyone has placed his/her top priority card on the table. (It is often helpful if the minister is the last to show his/her card.)
7. Discuss what the cards reveal. Are they all the same? Are there differences? If so, what do the differences suggest?
8. Continue the same pattern, with each person laying his/her second priority card just below the one placed on the table earlier. Discuss what the trend appears to be.
9. Continue with six more rounds.
10. Look at the four cards each person discarded earlier. Is there anything resembling a consensus in the discards?

Use this in any way you wish as a tool to stimulate creative and constructive discussion. Have fun!

<p>VISITING Calling in the homes of members and recent visitors, or at their place of work in a systematic program to meet each member on his/her own turf.</p> <p>1.</p>	<p>SMALL GROUP LEADER Give priority to developing a small group ministry within our church.</p> <p>2.</p>
<p>TEACHING Serving as the primary teacher of the church and identifying and mentoring other teachers.</p> <p>3.</p>	<p>THE MISSIONAL LEADER Serving as the missional leader in the congregation – the person who models missional living and leads the congregational members to transform their neighborhoods.</p> <p>4.</p>
<p>COUNSELING Counseling with individuals on personal and spiritual problems, with couples planning to be married, with those who are hospitalized, with other people on personal and vocational problems, etc.</p> <p>5.</p>	<p>PERSONAL & SPIRITUAL GROWTH Developing and following a discipline of Bible and other devotional study, participating in programs of continuing education, and helping to plan and lead opportunities for personal and spiritual growth for members of the congregation.</p> <p>6.</p>
<p>ADMINISTRATION Serving as “executive secretary” of the congregation, working with committees, helping to plan the financial program of the church, working with committees on planning and implementing programs, etc.</p> <p>7.</p>	<p>DENOMINATIONAL & ECUMENICAL RESPONSIBILITIES Carrying a fair share of regional responsibilities, participating in ecumenical groups in the community and other cooperative bodies. Enlisting the Executive Office for resources for the local congregation.</p> <p>8.</p>
<p>EVANGELISM Calling on the unchurched people in the community, bearing witness to the Good News, calling on prospective new members, and training laypeople to be evangelists.</p> <p>9.</p>	<p>LEADING WORSHIP & PREACHING Planning and conducting worship services, including sermon preparation and working with others who will participate in leading corporate worship.</p> <p>10.</p>
<p>A LEADER AMONG LEADERS Serving with the lay leadership as one of the core leaders in the congregation – each with his/her own unique gifts and each with his/her own special responsibilities.</p> <p>11.</p>	<p>ENABLER Helping others identify their own special call to service and ministry and enabling them to respond to that call.</p> <p>12.</p>