



# First Presbyterian Church

March 16, 2014

To: Congregation of First Presbyterian Church Corinth  
From: Session of the First Presbyterian Church of Corinth  
RE: **TIMELINE AND DETAILS FOR CHOOSING A PASTORAL SEARCH COMMITTEE  
/JOB DESCRIPTION OF SEARCH COMMITTEE MEMBERS**

Dear Congregation,

It has been our pleasure to develop a summary of the process of choosing a pastoral search committee and informing you of the responsibility accepted by members of the search committee. Attached is the job description of search committee members. The summary of the recommended EPC process of choosing a pastoral search committee will be forwarded to you within the next couple of days. If you would like a digital copy of the entire 192 page document, please ask. Below, you will find the timeline of events.

Please review the document attached to this e-mail. It will be very important in your decision to recommend yourself or others for search committee positions.

## **TIMELINE:**

### **CONGREGATION:**

**March 28:** Deadline for recommendations for the search committee. Recommendations should include name and basic contact information of the person being recommended with a brief explanation of why that person would be of benefit on the Search Committee. Please e-mail recommendations to Bobby Scott at [rscott4@scottengr.com](mailto:rscott4@scottengr.com) or deliver in a sealed envelope addressed to Bobby Scott to the church office.

### **SESSION:**

**April 25:** There will be a great deal of work by the Session to review the recommendations presented by the congregation and determine a slate of nominees. The Session will e-mail the slate of nominees to the congregation by April 25. Early delivery will allow the congregation to review the nominees prior to voting on May 1.

### **CONGREGATION:**

**May 1:** Congregational meeting immediately following morning worship. **The congregation will have two tasks: 1-to determine the size of the committee and 2-to elect the search committee. By motion, the Session will recommend the size of the search committee and a slate of nominees to comprise the search committee. The floor will be open to the congregation for other nominations to the search committee.**

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Any questions about the process are welcome and will be responded to promptly. Your e-mails to [rscott4@scottengr.com](mailto:rscott4@scottengr.com) will be acknowledged within 24 hours. Bobby Scott will be contacted by the church office as letters arrive. To verify receipt of your letter, you may contact the church office at 662-286-6637

# **JOB DESCRIPTION FOR PASTORAL SEARCH COMMITTEE MEMBERS:**

There are 4 main categories of duties for members of this committee:

## 1. PREPARE INFORMATION:

- a) The committee will review and modify the vision and mission of the church (as needed).
- b) The committee will complete the church information form.
- c) the committee will complete the pastor position description.

## 2. COMMUNICATIONS:

- a) The committee will undergo initial training by the Presbytery Ministerial committee.
- b) The committee will provide regular updates for the Presbytery Ministerial committee.
- c) The committee will have regular committee meetings for strategic planning and decision making.
- d) The committee will have monthly updates the church session on progress.
- e) The committee will have regular congregational updates on progress.
- f) The committee will have regular updates for candidates still under consideration.
- g) The committee will promptly inform candidates when they are no longer under consideration.

## 3. PASTORAL CANDIDATE WORK:

- a) The search committee will seek out pastoral candidates and evaluate them.
- b) The search committee will utilize multiple assets including Presbytery meetings and general assembly to seek out and engage pastoral candidates.
- c) The search committee will inform the pastoral candidates of the confidential nature of all interactions.
- d) Extensive time is expected to be necessary for travel, committee meetings and meetings with candidates.
- e) The search committee will evaluate each pastoral candidate with a personal information form, review of references and completion of a background search.
- f) The search committee represents First Presbyterian Church of Corinth.
- g) The search committee maintains the highest level of confidentiality regarding the work of the committee and identity of the candidates. Information may not even be shared with family members.
- h) The search committee will maintain clear and accurate records on all pastoral candidates.
- i) The search committee will develop a "short-list" of candidates, re-evaluate them, listen to recorded sermons or travel to hear a candidate's sermon.
- j) The search committee will narrow the search to one candidate which will be presented to the congregation for approval.

## 4. PRAY!!