

Guidelines

Involvement of Head of Staff in Selection of Associate Pastor

Background

The call process is often a time of anxiety and tension. The Head of Staff (HOS) worries about the right person selected for the position. The Associate Pastor Nominating Committee (APNC) worries that they will make a mistake. This anxiety along with unclearly defined roles can cause an interruption to the call process as it is intended.

With this in mind, the Committee on Ministry (COM) offers some guidelines that are designed to benefit the HOS and the APNC in their respective roles as they work towards their selection of an appropriate candidate for the Associate Pastor position. Selection of a new staff person needs the input of both the APNC and the HOS.

Suggested Roles for the Head of Staff and APNC

1. The HOS involvement may help to clarify the responsibility of the APNC in its work and to empower the APNC. In the early stages, attending only the key meetings and being available for consultation on the process will best accomplish this.
2. Involvement might be most helpful in three areas of the committee's work: At the beginning when the Church Information Form (CIF) is being developed and the work of the APNC is clarified; in the middle to assess where the committee is in the process; and at the end when candidates are brought in for interviews and selection.
3. The HOS may know of candidates that have not applied and invite them to submit their PIFs. However, **it would not be appropriate to push the APNC to consider a specific candidate** over another.
4. Both the APNC and the HOS have a need for trust to be clearly in place. One of the ways this occurs is for the HOS to extend trust to the APNC to manage the meetings in his/her absence. The APNC could promote trust by keeping the HOS informed about each meeting, regarding the process, decisions, questions, etc. Copies of minutes need to be readily available.
5. In the final stage, the HOS must be allowed as much time as necessary to interview, consult and dialogue with the final candidates as well as **have as much access to the APNC as necessary to make his/her preferences known**.
6. HOS role could include group and leadership development and spiritual guidance for the APNC. Education regarding the discernment process of our call system; suggestions for their process and organizing their meetings; identification of his/her needs as HOS during this process; or any other input that would strengthen the process.