

SOP: Search Committee—Senior Minister

Presented 2/5/2020

Adopted March 10, 2021

When a vacancy exists in the position of Senior Minister the congregation shall form a Search Committee to identify a candidate and present that candidate to the congregation for a vote on calling that candidate.

The Search Committee will: elect a chair, prepare a job description for the position and present it the Council for approval, list the vacancy with the NACCC and in other places as they deem appropriate, receive and review applications, interview candidates as they deem appropriate, negotiate the terms of employment with the candidate, and after agreeing on a candidate, present that candidate to the Congregation. All candidates must have a background check completed by the NACCC.

The Search Committee will consist of five members and the Moderator and Moderator-elect as ex-officio members. One more than half of the members of the committee will be elected by the congregation at a meeting called with proper notice. At that meeting, voting members present will be asked to write on a ballot, the name of one person whom they will trust with the future of the congregation. These ballots will be collected and counted by the Moderator and Moderator-elect. They will contact people in order of the votes received and ask if they are willing to serve on the Search Committee. When the positions have been filled, the ballots will be destroyed. The remaining two positions will be filled by vote of the Council with the goal of making the committee representative of the entire congregation. These spots will be filled at a meeting immediately following the congregational meeting.

When a Pastoral Candidate has been called, the Search Committee will serve to help welcome the candidate into the congregation and the community. Their official duties will end one month after the candidate is in place.