

# Search Committee Preparation Checklist

**Too many hiring processes start with job titles and resumes. The most fruitful ones begin with reflection, prayer, and alignment. Use this checklist to prepare your team spiritually and strategically.**

## Step 1: Discern Your Church's Season

- Are we growing, plateaued, declining, or transitioning?
- Have there been any recent leadership changes, crises, or shifts in vision?
- What are our congregation's greatest current needs (pastoral care, outreach, discipleship, administration, etc.)?

## Step 3: Evaluate Church Culture and Values

- Have we identified the unwritten values that shape how we do ministry?
- Are there dynamics (e.g., informal power structures, conflict history, theological distinctives) that a candidate needs to be aware of?
- Do we know what kind of leader best fits our current staff and leadership team?

## Step 5: Listen to the Church Body

- Have we gathered feedback from staff, members, and key ministry leaders?
- Have we hosted listening sessions, distributed surveys, or invited prayer partners into the process?
- Do we understand where the congregation sees strengths and gaps?

## Step 7: Prepare to Interview with Purpose

- Have we written interview questions tied to our clarified goals?
- Are we looking for cultural and spiritual fit — not just résumé highlights?
- Have we decided how we will evaluate candidates and come to consensus?

## Step 2: Define the Role Beyond the Title

- Have we updated the job description based on today's realities — not just reused an old version?
- Have we prioritized outcomes over tasks (e.g., “build community” vs. “lead weekly events”)?
- Have we discussed whether this is a shepherding, teaching, or visionary role — or a combination?

## Step 4: Prepare the Committee Spiritually

- Have we committed to prayer as our first priority?
- Have we aligned on our goals, expectations, and decision-making process?
- Are we prepared to move at a pace that allows for wisdom, not just speed?

## Step 6: Refine the Job Posting

- Is our job posting clear, theologically aligned, and reflective of our values?
- Are we using language that attracts the right candidates?
- Have we communicated salary, expectations, and theological distinctives honestly?

## Final Reminder:

You're not just hiring a person — you're inviting a leader into the spiritual life of your church. Take the time to get this right.

