



PASTOR/STAFF PROFILE

SAMPLE



PASTOR/STAFF PROFILE

NON-NEGOTIABLES

(Try to limit to 4-7 items)

Biblical Criteria -

Theology -

Core Categories

Chapters 14-17

Chapters 18-22

STRONGLY PREFERRED

(Try to limit to 6-10 items)

SAMPLE

Refer to chapters

13-16

DESIRED

Refer to chapters

13-22

OPTIONAL

Refer to chapters

13-22





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Refer to chapters

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OPTIONAL

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**PASTOR/STAFF
PROFILE
COMPARISON CHART**

PASTOR / STAFF PROFILE COMPARISON CHART



For non-negotiables, if candidates do not match all, they should be excluded. Then for the next three categories (strongly preferred, desired, and optional), determine how many matches each candidate has and record the number for comparison. Use as many of these pages as you have candidates to score and rank them. When you arrive at your final three candidates, place all three on this page for easy comparison.

**NON -
NEGOTIABLES**

CANDIDATE
NAME

Met all
Non-Negotiables

Yes No

CANDIDATE
NAME

Met all
Non-Negotiables

Yes No

CANDIDATE
NAME

Met all
Non-Negotiables

Yes No

**STRONGLY
PREFERRED**

How Many
Strongly Preferred

How Many
Strongly Preferred

How Many
Strongly Preferred

DESIRED

How Many
Desired

How Many
Desired

How Many
Desired

OPTIONAL

How Many
Optional

How Many
Optional

How Many
Optional

_____ Add 3 numbers above

_____ Add 3 numbers above

_____ Add 3 numbers above

Total number of matches from pastor profile





CHURCH ASSESSMENT

CHURCH ASSESSMENT



Instructions: The committee chair or elected/appointed person should complete the assessment and bring it to the committee to confirm or change any answers. The goal of doing this assessment is two-fold: to provide a thorough snapshot of your church to any interested candidate and to help the congregation step back and analyze the church through a fresh perspective. Most of the information requested is covered in chapters 10 and 24.

BASIC INFORMATION & AFFILIATION



CHURCH NAME _____

CHURCH ADDRESS _____

CHURCH WEBSITE _____ CHURCH SIZE _____

Church denomination (even if non-denominational, copy your "What we believe" statement from your bylaws/website into this assessment and include any core values statements. Attach at the end if needed.) _____

Do you have significant attendance fluctuations (e.g., snowbirds in Florida or military deployments)? Yes No

Who is the denominational leader of your state/region you would consult for advice? _____

CHURCH HISTORY

See chapter 11

Year your church began: _____ How many lead/senior pastors in your church's history: _____

Is your church a: Glory Years Ladder-Rung Family None

Did your most recent pastor leave on: Good Terms Strained Terms Termination

Where is the church in the life cycle? Growing Plateaued Declining

LEGAL STRUCTURE

See chapter 9

Does your church have bylaws? Yes No

If yes, have the bylaws been updated within the last five years to reflect the church's current practices and to protect the church? Yes No

CHURCH LEADERSHIP

How is your church led through important decisions: Congregationally Pastor
 Staff Elder/Deacon Board Other (explain)

Describe how formal and accountable the leadership structure of the church is and to whom. _____

How many paid staff does the church employ? _____ How many of these paid staff are full time? _____

List all paid staff positions (or provide an organization chart attached at the end): _____

Who does most of the work during church activities? Pastoral Staff Member Volunteers

What percentage of your members are engaged in some sort of volunteer work for the church? _____ %

What percentage merely occupy the pews on Sundays? _____ %

**CHURCH
BUDGET &
FINANCIAL
INFORMATION**

What is the annual budget of the church? _____

Does the church regularly meet the budget fairly easily? Yes No

Who needs to approve the annual budget of the church? (check all that apply)

Pastor Budget Committee Congregation Board Other

**CHURCH
FACILITY &
LAND**

Your church is in what setting? City Town Rural

How many acres does the church own (estimate if needed)? _____ acres

How much square footage does the church occupy (estimate if needed)? _____ sq. ft.

Is the land all connected? Yes No Is your church land-locked? Yes No

Does your church operate any of the following? (select all that apply)

Daycare Christian school Other _____

Is your church: One location Multi-campus

DEMOGRAPHICS OF YOUR CHURCH

Describe your church's unique culture. If you were describing to someone not familiar with your church, what would you say about your members, activities, and purpose?

Ethnic make-up (estimate the percentage of each, total 100%):

- _____ % Caucasian or White
- _____ % Hispanic or Latino
- _____ % Black or African American
- _____ % Native Hawaiian or Pacific Islander
- _____ % Asian
- _____ % Middle Eastern
- _____ % Other

Family demographics (estimate the percentage of each, total 100%):

- _____ % Families with young children
- _____ % Families with grown children
- _____ % Adults with no children

Employee types (estimate the percentage of each group, total 100%):

- _____ % Blue collar workers
- _____ % White collar workers

Do most students within your church attend (estimate the percentage for each category):

- _____ % Public school
- _____ % Christian private school
- _____ % Private school
- _____ % Homeschool

Age make-up (estimate the percentage of each, total 100%):

- _____ % Preschool
- _____ % Ages 5-11
- _____ % Ages 12-17
- _____ % Ages 18-29
- _____ % Ages 30-45
- _____ % Ages 46-64
- _____ % Ages 65+

Average income of church members (select two most prevalent):

- Wealthy
- Upper class
- Middle class
- Lower income

Education level of church members (estimate the percentage of each group, total 100%):

- _____ % Never attended college
- _____ % Some college
- _____ % Have a bachelor's degree
- _____ % Have a master's degree
- _____ % Have a doctoral degree

Does your church have a couple of strong families who appear to control most of the church's decisions?

- Yes
- No

DEMOGRAPHICS OF YOUR COMMUNITY

Within a 5-10 mile radius of the church, **select the two** most representative industries:

- | | | |
|--|---|---|
| <input type="checkbox"/> Agricultural | <input type="checkbox"/> Business/corporate | <input type="checkbox"/> Education |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Military | <input type="checkbox"/> Government/public administration |
| | | <input type="checkbox"/> Other _____ |

What is near your church? (Select all that apply):

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> K-12 schools | <input type="checkbox"/> Suburbs/neighborhoods | <input type="checkbox"/> Shopping area | <input type="checkbox"/> Large community of homes |
| <input type="checkbox"/> University/tech schools | <input type="checkbox"/> Military base | <input type="checkbox"/> Vacation destination | <input type="checkbox"/> Large apartment complex |
| <input type="checkbox"/> Rural community | | | |

Is the church located in a lower-income neighborhood or in a crime-ridden area where poverty or homelessness might be rampant?

- Yes No

Is the church located in a university town where a lot of academic minds and college-age students live?

- Yes No

Are most people in the immediate area already affiliated with a church?

- Yes No

Is there a wide opportunity for reaching the lost/people who do not know Christ?

- Yes If no, please explain. _____

Which describes the surrounding town or community?

- Growing with new opportunities Dying with few job opportunities

Are adults leaving your area/community to seek opportunities elsewhere?

- Yes No

Are graduating seniors leaving your area/community to seek opportunities elsewhere?

- Yes No

Are young people and families moving into your area because of opportunities or expanding industries?

- Yes No

How many other churches are within a five-mile radius? _____

How many schools (elementary, middle, and high) are within a five-mile radius? _____

How many hospitals are within a 20-mile radius? _____

**CHURCH
MINISTRIES**

What is the average weekly attendance of your main service(s)? _____

List the ministries of your church:

_____	how many participate? _____
_____	how many participate? _____
_____	how many participate? _____
_____	how many participate? _____
_____	how many participate? _____
_____	how many participate? _____
_____	how many participate? _____
_____	how many participate? _____

Does your church wish to expand or downsize any of these? If yes, explain:

Does the church want to add new ministries? If yes, explain:

What is the most effective ministry of the church? _____

How many small-group/Sunday School-style classes meet each week? _____

Where do these small-group/Sunday School-style classes meet?

All at church All away from church Combination

How many of the small-group/Sunday School-style classes meet at church? _____

What Bible translation do most teachers of the small-group/Sunday School-style classes use?

Their choice Church strongly recommends _____

What Bible curriculum do most teachers of the small-group/Sunday School-style classes use that meet weekly at church on Sunday?

Their choice Church strongly recommends _____

Is there a certain Bible curriculum most teachers of the small-group/Sunday School-style classes use that meets weekly at church on Sunday?

What curriculum/program does the children's church leaders use to teach the kids each week?

Describe the music during your main service(s) on Sunday:

Traditional/Hymns Contemporary/Praise & Worship Blended Other

List any annual or periodic traditions that are important to most of the congregation: _____

Should any of these be reexamined for expansion or discontinuation? _____

What other information would be helpful to someone not familiar with your church? _____

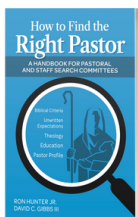
Congratulations!

You have completed the church assessment!

Assessing your church is crucial before beginning the interview process. Completing the assessment may not have been easy, but it is vital to gain awareness about your church's starting point and potential destination, as you learned in Chapter 10.



Ron Hunter Jr. Daniel C. Gibbs III



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COMMUNICATION EVALUATION SHEET

COMMUNICATION EVALUATION SHEET



From Chapter 40, assessing verbal, nonverbal, and written communications, on a scale of 1-6 (with 6 being excellent and 1 being poor) fill out the following:

VERBAL/NONVERBAL COMMUNICATION (SERMONS & CONVERSATIONS)

Word Choice	1	2	3	4	5	6
Grammar	1	2	3	4	5	6
Inflection of Voice	1	2	3	4	5	6
Appropriate Gestures	1	2	3	4	5	6
Passion	1	2	3	4	5	6
Humor	1	2	3	4	5	6
Preaching	1	2	3	4	5	6
Teaching	1	2	3	4	5	6
Listening	1	2	3	4	5	6
Empathy	1	2	3	4	5	6
Dress	1	2	3	4	5	6

Overall Verbal/Nonverbal Avg. Score	1	2	3	4	5	6
-------------------------------------	---	---	---	---	---	---

WRITTEN COMMUNICATION (CORRESPONDENCE)

Word Choice	1	2	3	4	5	6
Tone	1	2	3	4	5	6
Personal Connection	1	2	3	4	5	6
Grammar	1	2	3	4	5	6
Spelling	1	2	3	4	5	6

Overall Written Avg. Score	1	2	3	4	5	6
----------------------------	---	---	---	---	---	---



PASTOR/STAFF CANDIDATE QUESTIONNAIRE

PASTOR/STAFF CANDIDATE QUESTIONNAIRE



Legal

Name

First

Middle

Last

Prefix Dr. Mr. Mrs. Miss Suffix Sr. Jr. III

Preferred Name _____

Myers-Briggs _____ Ministry Insights
Leading From Your Strengths _____ /
Natural Style Adaptive Style

(Go to findpastor.com/resources to complete these personality assessments, then attach the results to the end of this questionnaire)

Address _____

Street Address

_____ How long have you lived there? _____
City State Zip

Marital Status Single Married Widowed Divorced Spouse's Name _____

Oldest Child's Name _____ Age _____

Other Child's Name _____ Age _____

Other Child's Name _____ Age _____

Other Child's Name _____ Age _____

Other Child's Name _____ Age _____

Other Child's Name _____ Age _____

Current Church/Employer

Name of Church _____ Denomination _____

Address _____

Street Address

City

State

Zip

Current Position _____ How many years? _____

Previous Position _____ How many years? _____

Previous Church/Employer

Name of Church _____ Denomination _____

Address _____
Street Address City State Zip

Position _____ How many years? _____

Previous Church/Employer

Name of Church _____ Denomination _____

Address _____
Street Address City State Zip

Position _____ How many years? _____

Education

Undergraduate

Name of College/University _____

Address _____
Street Address City State Zip

Major(s) _____

Did you graduate? Yes No Year _____ Degree B.S. B.A. Associates

Masters

Name of College/University _____

Address _____
Street Address City State Zip

Major(s) _____

Did you graduate? Yes No Year _____ Type of degree: _____

Doctoral

Name of College/University _____

Address _____
Street Address City State Zip

Major(s) _____

Did you graduate? Yes No Year _____ Type of degree: _____

Hobbies

Your social media (Please list all your social media accounts and handles)

Facebook _____ Instagram _____
 Twitter _____ TikTok _____
 LinkedIn _____ Other _____

Your spouse's social media (Please list all their social media accounts and handles)

Facebook _____ Instagram _____
 Twitter _____ TikTok _____
 LinkedIn _____ Other _____

Complete the following only if your kids are living in your home.

Your child's social media (Please list all their social media accounts and handles)

Child's Name _____

Facebook _____ Instagram _____
 Twitter _____ TikTok _____
 LinkedIn _____ Other _____

Your child's social media (Please list all their social media accounts and handles)

Child's Name _____

Facebook _____

Instagram _____

Twitter _____

TikTok _____

LinkedIn _____

Other _____

Your child's social media (Please list all their social media accounts and handles)

Child's Name _____

Facebook _____

Instagram _____

Twitter _____

TikTok _____

LinkedIn _____

Other _____

Your child's social media (Please list all their social media accounts and handles)

Child's Name _____

Facebook _____

Instagram _____

Twitter _____

TikTok _____

LinkedIn _____

Other _____

Your child's social media (Please list all their social media accounts and handles)

Child's Name _____

Facebook _____

Instagram _____

Twitter _____

TikTok _____

LinkedIn _____

Other _____

The above is a complete list of all social media accounts of mine, my spouse, and all children living in our home.

Yes No

Provide your current church website. _____

Are your sermons online? Yes No

Describe in detail your ideal order, flow, song selection/type of music, offering, service close, and length of a sermon for a Sunday morning service.

Provide ten of your favorite song titles representing congregational singing/worship for a Sunday morning service.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Describe your idea of appropriate dress for your position for Sunday, midweek, and other activities around the church and community.

Describe what financial responsibility comes with this position (Use of church credit card, travel, entertainment, benevolence gifts, office, etc.).

Describe the authority level of this position (ability to hire, terminate, replace volunteers, replace teachers, authorize repair of church vehicles, authorize facility repairs, call off services, and other areas you feel fall within this position).

Describe your view on Bible translations.

Describe the church's role, if any, in local, state, and federal politics (describe the appropriate role of staff members, both at church and on their personal time).

Do you feel strongly about where your children and other church parents' kids should attend school or college?

Describe your quiet time routines.

Describe your sermon preparation routine (include who you read after).

Describe the components of a well-prepared sermon.

Describe your experience when supervising staff or volunteers (include your leadership style).

Describe the ideal form of discipleship.

Describe your view of the following theological subjects:

1) Trinity

2) God's Word

3) Role of God the Father

4) Role of Christ

5) Role of the Holy Spirit

6) Virgin Birth

7) Death, Burial, and Resurrection of Christ

8) Value of Old Testament

9) Value of New Testament

10) Marriage

11) Gender/Sexuality

12) Gender Roles in the Church

13) Creation

14) Eschatology

15) Salvation

16) Baptism

17) Sanctification

18) Assurance of Salvation (deconstruction or making shipwreck of one's faith)

19) Predestination/Foreknowledge

20) Purpose of the Church

21) Accountability

22) Gospel Ordinances
