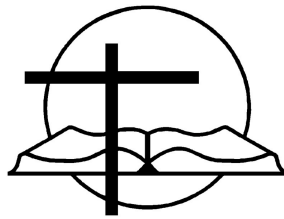


CHURCH

REFLECTION



The Baptist Churches of NSW & ACT
PO Box 122
EPPING NSW 2121

CONTENTS

Heading	Page No
INTRODUCTION	1
INSTRUCTIONS	2 - 6
1 - WHO WE ARE	7 - 11
2 - OUR STORY	12 - 13
3 - THE CHURCH'S MINISTRIES - PAST, PRESENT, FUTURE	14
4 - WHAT WE BELIEVE	15
5 - SALARY BENEFITS AND MINISTRY-RELATED EXPENSE REIMBURSEMENT	16
6 - OUR CHURCH LIFE	17 - 21
7 - VISION FOR MINISTRY	22
8 - PASTORAL PRIORITIES	23
OPTION 1	24 - 27
OPTION 2	28 & 29

APPENDICES

Heading	Appendix No	Page No
SENIOR PASTOR PROFILE - EXAMPLE ONE	A	30 & 31
SENIOR PASTOR PROFILE - EXAMPLE TWO	A	32 & 33
SENIOR PASTOR PROFILE - EXAMPLE THREE	A	34

INTRODUCTION

You have been asked by your church to serve on a Pastoral Search Committee. The committee's goal is to present a pastoral candidate to the congregation. In order to achieve this objective it is important that each member of the committee becomes well informed regarding your church's past and present life and ministry and its hopes for the future. The material in this handbook has been prepared to aid you in this vital process.

Leadership change is an important turning point for your church. The time of transition may seem to you and many in your church fellowship, like a "wilderness experience". Old and familiar patterns have changed or have been left behind and new ones have yet to be found. Questions arise and answers are sought. For most churches it is a time to let go and discover new beginnings, for others it is a time to grieve and to heal.

The following materials will lead you through a process by which you will discover who you are as a church, tell your story, share your beliefs, describe your present ministry and define your vision of ministry for the days ahead. The responses to the assignments in this handbook will also be valuable to the committee when you finally come to prepare a CHURCH AND COMMUNITY PROFILE and a PASTOR PROFILE.

Don't rush, participate fully and seek God's help continually. Encourage your church members to pray for you regularly that God in His good time will clearly reveal the name of your new pastor to you and to your church.

Remember your completed responses need to reflect your church as clearly as possible. Your task is to give an accurate and honest picture. Finally, the vision for ministry that will be portrayed as you work through this handbook is God's revelation to **you**. May God bless you in this endeavour.

This material needs to be read in conjunction with "Managing the Call Process". This can be obtained from your Regional Superintendent or Director - Pastoral Development or from the Baptist Website: baptistnsw.asn.au. You will need the user name and password and type the document name in the search box.

Our thanks go to the Advisory Board of the Baptist Union of Victoria for giving permission to use its "Church Reflection" manual. Minor alterations have been made to suit NSW and ACT.

INSTRUCTIONS

The instructions on how to use the "CHURCH REFLECTION" material are organised according to steps. The time required for each step may vary. One step may take one meeting to complete or it may be possible to accomplish several steps in only one meeting. Go through the material at your own pace so that you can have the kind of information you need to find a new pastor.

The forms numbered "1" - "8" can be filled out in several ways. Many of them can be given to one member of the search committee as an assignment to be worked on between meetings. One of the forms can be used to survey the members of the congregation or other groupings. Some of the forms are to be filled out by individual committee members, followed by reaching a consensus of the group or creating a summary. It is recommended that you complete the church and community profile BEFORE working on the pastor's profile (section "8").

If working with a moderator it is important that the he be present at all Pastoral Search Committee (PSC) meetings unless otherwise agreed to by both the moderator and the committee.

STEP I

A. As a committee you will be spending many hours together working on various tasks. Take time at the beginning of your working together to talk about how you want to operate as a group. It will make your work easier and more rewarding.

- * Where is the most convenient place for your meetings? (At the church or in homes.)
- * What are your rules regarding; punctuality (starting and finishing times of your meetings), confidentiality, who will liaise with the Moderator between meetings, etc?
- * Agree to always have personal assignments completed on time.
- * How will you keep the church members and church leadership informed of your progress. Who will be the spokesperson on behalf of the committee?

B. Become acquainted with the material in this handbook and in the other Pastoral Advisory Taskforce (PAT) publication, *"Managing the Call Process"*. Make sure you appreciate how each of the eight forms in this handbook contributes to the whole. Your Moderator will be able to assist you.

1 - WHO WE ARE

Having a clear picture of your church will assist you in finding a pastor who can lead you in the years ahead. Who you are as a church must be communicated to potential pastors so that the people you interview will have a way of considering your characteristics, stories, beliefs, strengths, vision and expectations of each other. This section, when completed, will contain pertinent information for the writing of your CHURCH AND COMMUNITY PROFILE.

Assign one member of the committee to take responsibility for the completion of "1". Others can be asked to help gather data; use resources such as Annual Reports, membership roles, etc. Some of the information need only be an approximate number.

2 - OUR STORY

The story of your church is important. It is a story of faith, struggles and relationships. Your

story will help you and other leaders see your past, understand your present situation and anticipate your future vision for ministry.

Ask one committee member to be responsible for the completion of "2". If you have a church historian or a church history, consult them. Talk to "old-timers" in the church. Many people can be called upon to help fill out this section.

3 - THE CHURCH'S MINISTRIES - PAST PRESENT FUTURE

It is important to have a clear picture of the church's ministries as a prospective pastor will want to know the nature of those ministries.

4 - WHAT WE BELIEVE

Knowing what you believe is important for dialogue with a potential pastor because all churches and pastors do not believe exactly the same. Here is an opportunity to discover what your church believes.

You may use interviews with a wide age span of the congregation, including the children, to gather what members believe. You might ask some of the Sunday School classes or ongoing groups to spend a session or more giving their ideas about the categories.

After you have gathered the data the task of the committee is to describe the beliefs it understands are important in shaping the life and mission of the church.

You will need to decide on the questions you wish to ask the potential candidate in preparation for a dialogue regarding the deepest values and convictions of pastor and people.

5 - SALARY, BENEFITS AND MINISTRY-RELATED EXPENSE REIMBURSEMENT

Compensation for pastors is determined by cash salary and housing plus benefits. These are the tangible expressions of compensation. In addition the pastor receives reimbursement for ministry-related expenses. The ministry-related expenses are really not a pastor's compensation, but undergird the expenses of the pastor in the course of the church's ministry.

Days off, vacation, continuing education and retreats are avenues of renewal from which the church benefits as well as the pastor.

Your Church Secretary should have a copy of "Remuneration Guidelines for Ministers". This includes recommended salary and conditions. Salary recommendations for students can be obtained from Director - Pastoral Development or on the Baptist Website: under "Information for Secretaries & Treasurers". It is usual for the PSC to request the Church Leadership (Deacons) to supply the information required in this section. The Deacons may decide that it is necessary for the church members to approve these details.

6 - OUR CHURCH LIFE

This section will aid you in describing various aspects of your church's life, from the worship, decision-making styles, to the gifts (skills and talents) people have which will assist the church in realising its vision for ministry.

Each member of the PSC is asked to fill out this form. You will need to make copies for each person. People should come to the meeting at which this section will be discussed with the form completed. Each part of the form will be discussed and a summary of the responses noted on a summary sheet. If there are strong disagreements they should be discussed and consensus reached. You will want to share much of this information with possible candidates in your church profile. A copy of the form can be included in your profile or a narrative could be written of each part.

7 - VISION FOR MINISTRY

This provides the prospective pastor with an understanding of how the church sees its preferred future. Some churches will find this easy to understand, whilst others will need further explanation.

8 - PASTORAL PRIORITIES

Now that you have a general overview of your church community and your church's ministries, both past and present, it is time to determine the gifts (skills, talents and expertise) your church desires in your new pastor. To help you two questionnaires have been included.

You will notice that the two questionnaires have different objectives. One seeks to determine: *"What the church wants to do"*, whilst the other seeks to discover: *"The specific leadership gifts, skills, etc we desire in our new pastor"*. The PSC will need to choose the questionnaire which best suits the church's needs. It may be appropriate for the PSC to re-write, or choose to delete or add other items in the questionnaire. The PSC may decide to complete this exercise itself by having each member individually complete the questionnaire.

PAT however recommends that the opportunity be given for each member of the church to have input into the writing of the PASTOR PROFILE and therefore suggests that the questionnaire be used for this purpose.

- C. Some PSC's have found it helpful to use a Search Committee Assignment Log similar to the one below:-

SEARCH COMMITTEE ASSIGNMENT LOG

Form	Assigned To	Deadline	Completed By
1			
2			
3			
4			
5			
6	Entire Committee		
7			
8			

STEP II

Receive the reports on "1" to "6" from each committee member, discuss it as a committee and prepare summary sheets. Use this information to write a DRAFT CHURCH AND COMMUNITY PROFILE. The format of the profile is to be decided by the PSC. The important thing to remember is this document is to be written in a way which helps a person who knows nothing about your church to receive information to assist him/her to discern whether your Church is where God wants it to serve.

STEP III

Make arrangements for the organisation of the Church Conference at which you will confirm your Church and Community Profile and begin work on your vision and pastor profile (sections "7" and "8").

Conference plans:

1. Prior to the conference distribute the **draft** Church and Community Profile.
2. At the conference work through the draft profile until there is agreement.
3. Work on your Vision as suggested in section "7".
4. Distribute copies of the Pastor Profile (section "8") questionnaire to be returned by the next Sunday.

STEP IV

The PSC to meet to collate the information on Vision and Pastoral priorities.

STEP V

Using all the information gathered, prepare your CHURCH, COMMUNITY AND PASTOR PROFILE.

STEP VI

Hold a church meeting to receive the church's agreement on the profile. Let the church know you are willing to receive suggested names of prospective pastors.

STEP VII

Make arrangements through your Moderator to have copies of your "CHURCH COMMUNITY PROFILE" and "PASTOR PROFILE" sent to PAT, requesting, at the same time, a meeting with representatives of PAT for the purpose of receiving names of possible pastors.

1 - WHO WE ARE

1. CHURCH
2. Choose the indicator(s) which most nearly describe your **community** (✓) -
 - (a) agricultural
 - (b) rural
 - (c) small city (5,000 to 25,000 population)
 - (d) small town (less than 5,000)
 - (e) centre city (in a city of more than 25,000 population)
 - (f) stable residential urban neighbourhood
 - (g) racially or economically transitional urban neighbourhood
 - (h) rapidly growing community
 - (i) suburb
 - (j) coastal
 - (k) other
3. Indicate the approximate number of people initially within the following distance from your church:
 - (a) Within 1 km
 - (b) Within 1 - 2 kms
 - (c) Within 2 - 5 kms
 - (d) Beyond 5 kms
4. Choose the indicator/s which most nearly describes your church:
 - (a) **NEW CHURCH** - May have begun as an outreach of an already established church (if so, which church.....) or begun through the location of like-minded people to fulfil a vision for ministry
 - (i) Between 5 -10 years as a church
 - (ii) Between 2 - 5 years as a church
 - (iii)..... Less than 2 years as a church
 - (b) **OLD ESTABLISHED CHURCH** - Has a long history of ministry and may have helped to establish other churches
 - (c) **RESTARTED CHURCH** - May have a long history and lived through significant community change and emerged with a new vision for ministry
 - (d) **SMALL TOWN CHURCH** - Serves a town of a few hundred to less than ten thousand or more residents
 - (e) Other:.....

1 - WHO WE ARE

5. Choose the denominational events in which your church is involved and indicate the approximate number of people who participate from your church.

- (a) The Annual Assembly of The Baptist Churches of NSW & ACT
- (b) Other Assembly meetings
- (c) The Association/area meetings to which you belong
- (d) Training events sponsored by Baptist Churches NSW & ACT
- (e) People Group Adoption
- (f) Other

List any co-operative programmes your church has with other churches (neighbouring Baptist Churches or local churches of other denominations).

.....

.....

6. Indicate the **approximate** number of people in each category in the church.

Age Group	Male	Female	Total
(a) 0 - 5 (Preschool)			
(b) 6 - 12 (Primary School)			
(c) 13 - 18 (Secondary School)			
(d) 19 - 25			
(e) 26 - 40			
(f) 41 - 50			
(g) 51 - 60			
(h) 61 - 70			
(i) 71 - 80			
(j) 81 -			
Total			

1 - WHO WE ARE

7. Indicate the **approximate** number of people born in -
- Australia
 - Great Britain and Ireland
 - New Zealand
 - Other English Speaking Countries
 - Continental Europe
 - South Africa
 - Africa (other than South Africa)
 - South East Asia
 - Asia (other than South-East)
 - Latin America
 - Other
8. Indicate the **approximate** number of households in each category:
- (a) Single parent with 1 or more child at home
 - (b) Married with no young/adult children at home
 - (c) Married with 1 or more child at home
 - (d) Separated/divorced with no children at home
 - (e) Single adult living with parent(s)
 - (f) Single adult not living with parent(s)
 - (g) Widowed living alone
 - (h) Widowed with 1 or more child at home
 - (i) Living in a retirement village
 - (j) Other
9. Indicate the **approximate** number of people post-high school who are:
- (a) Employed full-time
 - (b) Employed part-time
 - (c) Homemaker full-time
 - (d) Retired
 - (e) Student
 - (f) Unemployed
 - (g) Engaged in shift work at weekends
10. Employment category. *(These are suggested categories - you may need to include, delete or even prepare your own complete list.)*
- (a) Farmer
 - (b) Labourer
 - (c) Management/administration
 - (d) Medical profession
 - (e) Other professional
 - (f) Sales, personnel, service
 - (g) Technical
 - (h) Education
 - (i) Tradesperson
 - (j) Other

1 - WHO WE ARE

11. (a) Do the statistics in your answers to questions 7 - 10 reflect the demographics of your local **community**? (✓)

..... Yes No

(The most recent government census may assist you in answering this question. This information can be found on the Australian Bureau of Statistics' website at a cost of \$10.)

(b) If no, indicate where differences occur

.....
.....
.....

(c) Can you explain these differences?

.....
.....
.....

12. (a) Describe your leadership structure:

*(Example: * A leadership group or Diaconate with sub-committees or task groups;
* A Church Council;
* Elders as well as Deacons;
* Other)*

(b) Do you have Associate Pastors?

Name	Area of Responsibility
.....
.....
.....

(c) How often do you have Church Members' Meetings?

1 - WHO WE ARE

13. Financial

- * What is the current weekly budget of the church? \$
- * What was the average weekly offering of the church for the past quarter? \$
- * What is your current annual missionary giving? \$
- * Does the church have a property debt? (*please circle*) No/Yes
If "yes" how much is the debt? \$
- What is the annual cost of servicing the debt? \$
- * What funds does the church have invested and where?
..... \$
..... \$

2 - OUR STORY

The story of your church is important. It is a story of faith, struggles and relationships. Your stories will help you and other leaders see your past, understand your present situation and anticipate your future vision for ministry.

(Instructions: Ask one committee member to be responsible for the completion of this form. If you have a church historian or a church history, consult them. Talk to "old-timers" in the church. Many people can be asked to help provide information to fill out this section.)

What year was the church was established?

What was the initial membership?

What led the people to establish your church?

.....
.....
.....

Who are the people (laity and pastors) who stand out in the story of your church? What contributions have they made?

.....
.....
.....

How long have the present pastors and/or staff worked with your church? What effect has this had on your church's life?

.....
.....
.....

The church has been served over the past 25 years by the following pastors:

.....
.....
.....

What do you consider were the highlights of each pastor's ministries?

.....
.....
.....

2 - OUR STORY

As a NSW or ACT Baptist Church how do you communicate your heritage and involve others in it?

.....
.....
.....

There are significant turning points in the life of every church. Please identify your turning points with a statement of their significance and an approximate date. Some examples follow:

- | | |
|--------------------------|---|
| Building burned | Natural disaster in community |
| Building programme | Pastor anniversary/ordination |
| Changes in the community | People entering the ministry/missionary service |
| Church Anniversary | Relocation of facilities |
| Church split/s | Staff development |
| Acceptance into the BU | Start a new church |
| Growth explosion | Pastor leaving |
| Mission projects | Other |
| Clearing of mortgage | Other |

.....
.....
.....

Turning points lead to celebrations. What special events does your church celebrate?

.....
.....
.....

3 - THE CHURCH'S MINISTRIES - PAST, PRESENT, FUTURE

What recent church ministries which were part of your church programmes, are no longer offered?

.....
.....
.....

Why did they cease?

.....
.....
.....

What are the present ministries of this church as you perceive and/or experience them?

.....
.....
.....

What are some of the individual gifts evident in your church community that are not being used?

.....
.....
.....

What new opportunities of ministry do you see for this church?

.....
.....
.....

What are potential areas of growth for this church?

.....
.....
.....

4 - WHAT WE BELIEVE

It is important for the search committee to prepare for a productive dialogue with potential ministers regarding their Christian faith and experience, convictions about the church and its ministry, and other topics of mutual concern to both the committee and the ministers.

Because Baptists are not a "creedal" people, there is no agreed upon summary of doctrines and practices that govern our lives together. Nonetheless, each congregation and each potential minister hold to such convictions which need to be explored to determine the compatibility between the two possible partners.

Given the importance of discussing issues of belief and practice with a prospective pastor, what convictions are held by the members of your church on the following?

Your church may like to clarify the general views of the church in some or all of the following areas, or you may choose to use the Statement of Beliefs of the Baptist Churches of NSW and ACT as a base. (Refer to website: home page and follow the prompts.)

God

Jesus Christ

Holy Spirit

The Bible and its use

Baptism

The basis for welcoming people into the church membership

Lord's Supper

The human condition

The purpose, place and mission of the church in today's society

The role of the laity

The role of the minister

Your commitment to support of the Union of Baptist Churches in NSW and ACT

Your relationship to the ecumenical witness

The place and importance of prayer

5 - SALARY BENEFITS AND MINISTRY-RELATED EXPENSE REIMBURSEMENT

Refer to the current "Remuneration Guidelines for Ministers" (or the Baptist website: baptistnsw.asn.au "Information for Secretaries & Treasurers") for recommended Ministerial Allowances. It is important that the Church Leadership (Deacons) provide this information to the PSC.

After studying the recommendations of The Baptist Churches of NSW & ACT and the details provided by the Church Leadership, the PSC should become familiar with the salary package being offered.

Is the church offering the new pastor:

- (a) The recommendations as printed?
- (b) A percentage above or below the recommended salary?
If so, what percentage?
- (c) A package specially tailored for the position?

What provision will be offered regarding:

- (a) Accommodation for the pastor's family?
- (b) Leave arrangements? Pastor's day off each week; annual leave; time off for study and attending seminars; public holidays etc?
- (c) Review of the church's ministry?
- (d) Benefits or reimbursement of pastoral expenses?
- (e) Other?

6 - OUR CHURCH LIFE

It is necessary that every committee member be aware of the present life and ministry of the church. Not only will this help in preparing the PROFILE documents, but it will also be of real value when interviewing a prospective pastor.

WORSHIP is the major focus of life together in the church; it gathers the people of God together regularly. Circle "yes" or "no" to best describe your experience.

LAY PARTICIPATION IN WORSHIP

- | | | |
|---|-----|----|
| (a) A worship committee meets | yes | no |
| (b) Children participate | yes | no |
| (c) Lay leaders make announcements | yes | no |
| (d) Lay leaders participate | yes | no |
| (e) Lay leaders pray | yes | no |
| (f) Lay leaders preach | yes | no |
| (g) Lay leaders tell children's story | yes | no |
| (h) Our church covenant is read | yes | no |
| (i) People greet each other as part of worship | yes | no |
| (j) Prayer concerns come from the people | yes | no |
| (k) Responsive readings/litanies are used | yes | no |
| (l) Unison prayers are used | yes | no |
| (m) Testimonies are part of worship | yes | no |
| (n) Worship leaders pray together prior to the service | yes | no |
| (o) Other | | |
| (p) Are all these ministries in worship open to both men and women? | yes | no |

MUSIC

- | | | |
|---|-----|----|
| (a) A children's choir participates | yes | no |
| (b) A youth choir participates | yes | no |
| (c) An adult choir participates | yes | no |
| (d) Classical music is used | yes | no |
| (e) Familiar hymns are used | yes | no |
| (f) Contemporary songs and choruses are used | yes | no |
| (g) Hymns with modern language are used | yes | no |
| (h) Instrumental music other than piano and organ is used | yes | no |
| (i) Soloists participate | yes | no |
| (j) A song leader leads the singing | yes | no |
| (k) Musicians practise together | yes | no |
| (l) Other | yes | no |

MINISTER - We like the minister to:

- | | | |
|---|-----|----|
| (a) Be the only worship leader | yes | no |
| (b) Conduct communion monthly | yes | no |
| (c) Invite people to make public decisions for Christ | yes | no |
| (d) Preach sermons with a Bible focus | yes | no |
| (e) Preach sermons on evangelism | yes | no |
| (f) Preach sermons on social issues | yes | no |
| (g) Share the leadership of worship with the laity | yes | no |
| (h) Share the leadership of worship with other staff | yes | no |
| (i) Share the leadership of worship with students in ministry | yes | no |
| (j) Tell the children's story | yes | no |
| (k) Use input from the Worship Committee | yes | no |

6 - OUR CHURCH LIFE

- | | | |
|--|-----|----|
| (l) Encourage the use of charismatic gifts | yes | no |
| (m) Use a variety of worship styles | yes | no |
| (n) Invite people to come forward for prayer and healing | yes | no |
| (o) Other | yes | no |

SPECIAL NEEDS

- | | | |
|---|-----|----|
| (a) Braille hymn books are available | yes | no |
| (b) Bus ministry is provided | yes | no |
| (c) Hearing receivers and/or loop for the hearing impaired | yes | no |
| (d) Sign interpretation for the hearing impaired | yes | no |
| (e) Tapes are made available for shut-ins | yes | no |
| (f) The building is wheel chair accessible | yes | no |
| (g) Worship services are broadcast | yes | no |
| (h) A specific room for parents and small children is available | yes | no |
| (l) Other | yes | no |

CHRISTIAN EDUCATION

Scale: C = Children up to Grade 6 at Primary School
 Y = Youth years 7 to 12 at Secondary School
 A = Adults

Please (✓) as many of the following which apply to your church

- | | C | Y | A |
|---|-----|-----|-----|
| We offer Christian Education programmes which are: | | | |
| (a) Part of a camping programme | () | () | () |
| (b) Biblically centred | () | () | () |
| (c) Co-ordinated with denominational efforts | () | () | () |
| (d) Co-ordinated with other religious organisations | () | () | () |
| (e) Co-ordinated with the Mission and Purpose of our church | () | () | () |
| (f) Evangelistically based {Christianity Explained [], Alpha [], Other []} | () | () | () |
| (g) Designed for people with special needs | () | () | () |
| Coping with loss | () | () | () |
| Learning difficulties | () | () | () |
| Physical disabilities | () | () | () |
| Single parents | () | () | () |
| Other | () | () | () |
| (h) Designed for spiritual growth [discipleship classes] | () | () | () |
| (i) Designed to follow the church year | () | () | () |
| (j) Offered during worship [] After school mid-week [] | () | () | () |
| (k) Offered mid-week during school holidays | () | () | () |
| (l) Offered in intergenerational groups | () | () | () |
| (m) Social justice centred | () | () | () |
| (n) Intended for teacher training | () | () | () |
| (o) Other | () | () | () |
| (p) Other | () | () | () |

RECREATION AND FELLOWSHIP ACTIVITIES

- | | C | Y | A |
|----------------------|-----|-----|-----|
| (a) Camps | () | () | () |
| (b) Craft groups | () | () | () |
| (c) Basketball teams | () | () | () |
| (d) Cricket teams | () | () | () |

6 - OUR CHURCH LIFE

- | | | | |
|--------------------------|-----|-----|-----|
| (e) Football teams | () | () | () |
| (f) Netball teams | () | () | () |
| (g) Water aerobics group | () | () | () |
| (h) Picnics | () | () | () |
| (l) Ladies group | () | () | () |
| (j) Men's group | () | () | () |
| (k) Mixed Adult groups | () | () | () |
| (l) Children's club(s) | () | () | () |
| (m) Youth group(s) | () | () | () |
| (n) Other | () | () | () |

OUTREACH MINISTRIES

C Y A

- | | | | |
|---------------------------------|-----|-----|-----|
| (a) Play group(s) | () | () | () |
| (b) Drop in Centre | () | () | () |
| (c) Counselling Centre | () | () | () |
| (d) Opportunity Shop | () | () | () |
| (e) Food bank | () | () | () |
| (f) Single parent group | () | () | () |
| (g) Seniors' group | () | () | () |
| (h) School holiday programme(s) | () | () | () |
| (l) Other | () | () | () |
| (j) Other | () | () | () |

SOCIAL JUSTICE ISSUES

Your church has discussed/agreed upon and made known its position on the following contemporary community issues:

- | | | |
|---|---------|--------|
| (a) Aboriginal reconciliation | yes () | no () |
| (b) Gambling and/or the casino | yes () | no () |
| (c) Homosexuality | yes () | no () |
| (d) Any local or wider community issues | yes () | no () |

What issues?

.....

- (e) Other

DENOMINATIONAL AND INTERDENOMINATIONAL MATTERS

Scale: 1 = Enthusiastically
 2 = Low key only
 3 = Never

Your church participates in giving to:

- | | | | |
|--|---|---|---|
| (a) Global interAction (GiA) | 1 | 2 | 3 |
| (b) The <i>Together In Ministry</i> Budget (aside from the capitation fee) | 1 | 2 | 3 |
| (c) Share an Opportunity (SAO) programme | 1 | 2 | 3 |
| (d) Baptist World Aid Australia (BWAA) | 1 | 2 | 3 |
| (e) Crossover Australia Good Friday offering | 1 | 2 | 3 |
| (f) World Vision | 1 | 2 | 3 |
| (g) Other Missionary Societies: (Name) | 1 | 2 | 3 |
| | 1 | 2 | 3 |

6 - OUR CHURCH LIFE

6 - OUR CHURCH LIFE

Your church distributes the following:

- | | | | | |
|-----|-----------------------------------|---|---|---|
| (a) | The Together in Ministry Magazine | 1 | 2 | 3 |
| (b) | The <i>Vision</i> magazine | 1 | 2 | 3 |

Your church has **resources**. Some are organisational; others relate to facilities. Other resources are to be found in people whose gifts impact the church and community. The following section is designed to identify the resources you have; the process for generating ideas and how are they implemented:-

DECISION-MAKING STYLE

Check the items which apply to your **decision-making style**

1. Decisions are made and plans processed

- (a) By delegation of decision making to particular boards/committees
- (b) By discussion until consensus is achieved
- (c) By majority rule upon formal vote at church members meetings
- (d) By other staff people
- (e) By significant leader(s)
- (f) By the deacons
- (g) By the informal network
- (h) By the pastor
- (i) By the elders
- (j) Other

2. Decisions are communicated:

- (a) As part of worship
- (b) Through bulletin board notices or posters
- (c) Through Sunday bulletin
- (d) Through occasional newsletter
- (e) To the wider community through news media
- (f) Other

BUILDING

Check the items which apply to your church **Building**

- (a) Has adequate classroom space for Christian Education programme
- (b) Has adequate parking
- (c) Has adequate signs so that people can find their way around
- (d) Has adequate storage space
- (e) Has heavy indebtedness
- (f) Has space for social events
- (g) Is accessible to people with handicaps
- (h) Is comfortable, well lit, heated, air conditioned, etc.
- (i) Is conveniently located with adequate signs to identify it
- (j) Is free of disruptive noise
- (k) Is mortgage free
- (l) Is open during the day for meditation
- (m) Is open to use by other organisations
- (n) Other

6 - OUR CHURCH LIFE

PASTOR'S HOUSING

(a) Does the church own a manse? yes () no ()

(b) Describe age, size and features of manse

.....
.....
.....
.....
.....
.....
.....
.....

(c) If there is no manse how will the church provide housing?

.....
.....
.....

7 - VISION FOR MINISTRY

At the time a pastor is called some churches have a clear sense of where God is leading them while for others the future is somewhat hazy. It is important your next pastor has an understanding of where you are.

The following exercise can be carried out by the PSC or in a congregational meeting - preferably the latter.

1. Have people list on a large sheet of paper the strengths of the church under the headings: worship; fellowship; teaching and mission.*

* If your church has a purpose/mission statement you can use this in place of the four suggested headings

2. List ideas for future development under the same headings. After listing all options people then place four or five "*" next to the areas they wish the church to address. Those with the most asterisks are the areas you may focus on as you move into the future.
3. For this list the church can share with the pastor ideas for future development and ways the church envisages the pastor assisting the church.

8 - PASTORAL PRIORITIES

The following questionnaires are prepared to help you in writing your PASTORAL PROFILE. You will notice the two questionnaires have different objectives. You will need to choose the one that best suits your church's needs. You may also need to rewrite, delete or add other areas to your chosen questionnaire.

Past experience has shown that it is advisable to allow the church members to have input into the preparation of the PASTORAL PROFILE. It is therefore PAT's recommendation that you use the questionnaire that you have chosen for this purpose.

The procedure used by churches in recent times for doing this, is as follows:-

- (a) The PSC selects which questionnaire to use and re-writes, deletes or adds areas as appropriate.
- (b) A copy of the questionnaire is distributed to every member and to people who regularly attend worship services. They are encouraged to spend time at home and prayerfully consider their personal "six priorities" as requested.
- (c) The PSC or Church Leadership calls the members to a Church Conference a week or two after the questionnaires have been distributed. The Moderator or other suitable person from outside the church should convene this Conference.
- (d) Those at the Conference are formed into groups of, say, 6 - 8 people. *[Groups should include people of varying ages, both genders and not members of the same family.]* Each group is asked to share and discuss their individual responses to the questionnaire, to come to a group consensus of the "six priorities" and to write their conclusions on a large sheet of paper. The sheets are then displayed around the Conference area. The Moderator closes the Conference and invites those present to read the responses from other groups before leaving.
- (e) The PSC collects the butcher's paper sheets and arranges for a member/s of the committee to collate the information on the sheets. The collated information is then presented at the next PSC meeting, discussed and agreed upon. It is desirable to publish the collated and agreed material for all church members to read.

OR

- (f) If you have limited time the PSC can collate the questionnaires received and identify the nine most popular answers. At a congregational meeting/conference their nine are to be placed on the floor and people stand on their top six priorities.

8 - PASTORAL PRIORITIES - OPTION 1

Questionnaire: "Specific leadership gifts, skills etc we desire in our new Pastor"

Below is a list of items which relate to the life and work of OUR church. The work ultimately belongs to both the Pastoral Team/Pastor and the congregation for effective partnership in ministry. However, at specific times in the life of a church, pastoral leadership is needed more in some areas than others. From the list choose **six areas in which you believe your church needs to seek professional leadership skills at this time**, not necessarily from the pastor, but certainly with his/her help and encouragement.

1. Budget/Finance Management

Prepare and implement a budget with the assistance of the Treasurer/Finance Committee.

2. Children's Ministry

Assist in the development of programmes and activities directed to primary age children and younger.

3. Church Growth

Develop and maintain the church's outreach strategies, programmes and activities for the building of the Kingdom of God.

4. Communication

Keep people both within the church family and in the community informed through the use of the media, newsletter etc.

5. Community Assessment/Involvement

Identify and evaluate the needs of the community and work to meet those needs through individual and/or corporate action.

6. Conflict Resolution

Resolve conflict situations with people and groups for the sake of the church's ministry.

7. Counselling

Provide opportunities (a place and/or people) for individuals, couples, families and/or groups to enter a healing relationship.

8. Cross-culture Involvement/Mission

Work with other language, ethnic or cultural groups.

9. Education

Provide a teaching ministry that is based on theological, education and Baptist historical foundations.

10. Evangelism

Seek to lead people to make decisions for Christ and encourage their participation in the local church.

8 - PASTORAL PRIORITIES - OPTION 1

11. Facility Management

Develop and/or oversee and maintain physical property.

12. Fund Raising

Discover ways to finance the work of the church.

13. Inter-church Co-operation

Initiate occasions to engage with local Baptist Pastors and pastors from other denominations seeking ways for co-operative worship and ministry.

14. Interpreting the faith

Communicate a comprehensive understanding of the Bible and Christian theology in terms relevant to people's lives.

15. Leadership Development

Seek to recognise and call forth the potential of people as leaders, providing opportunities for their training and growth.

16. Leadership Envisioning

Work with the leadership in developing a vision for the church, then together develop strategies to turn that vision into reality.

17. Ministry of the Laity Development

Motivate and support people in discovering and using their gifts for ministry in their daily lives.

18. Mission Promotion

Encourage and provide opportunities both within and outside the church for the congregation/individual to be informed and involved in Christian mission at home and abroad.

19. Music Ministry

Develop/maintain a ministry of music in the church, both choral and/or instrumental.

20. Nurturing Fellowship

Create an atmosphere in which people feel accepted, included, cared for and can identify with the church family.

21. Organisational Planning and Management

Develop and implement the goals and objectives of the church.

22. Pastoral Care

Provide by word and presence, a supportive understanding for people in the routines and joys, as well as the crises and transitions of life, offering pastoral care and encouragement.

23. Personnel Supervision

Assist other members of the ministry team and staff to accomplish their duties and responsibilities and encourage their personal and professional growth.

8 - PASTORAL PRIORITIES - OPTION 1

24. Prayer Life

Encourage a deeper commitment to individual and corporate prayer in the life of the church.

25. Preaching

Take responsibility for the preaching ministry and ensure ample time for preparation/reflection on the Word, and commitment to listen for the Word's power and its implications for individuals, the church, the community and the world.

26. Programme Development

Develop, maintain and facilitate the implementation of organisational, social, educational, religious and/or recreational programmes of ministry.

27. Research

Develop, participate in and/or implement studies that will produce reliable information for Christian ministry.

28. Small Group Ministry

Develop/maintain/expand a small group ministry, encouraging maximum participation.

29. Social Action Enablement

Seek to be aware of justice issues in the local community and the world, then encourage the church to identify ways in which they can help to eliminate the causes of injustice.

30. Spiritual Life Development

Provide opportunities for individuals or groups to understand and enhance the spiritual dimensions of their personal lives.

31. Stewardship

Enable people to develop and use individual and corporate resources of personal gifts, skills and finances to the glory of God.

32. Teacher Training

Equip people in teaching ministries in the church to use methods and materials appropriate for the learners' age and situation.

33. Visitation

Meet formally and informally with church members or others in their homes, at work or in other settings.

34. Worship Preparation and Leading

Participate actively in worship offering feedback and suggestions for creativity, participation and effectiveness in the expression of praise, thanksgiving and devotion to God.

35. Youth Ministry

Develop/maintain programmes and activities directed to young people both in the church and in the community.

8 - PASTORAL PRIORITIES - OPTION 1

Choose six of the following then arrange these six in order of priority. Rank will be determined by group consensus.

MINISTRY PRIORITY

Item	Please Circle	Your Priority	Group Ranking
Budget/Financial Management	1		
Children's Ministry	2		
Church Growth	3		
Communication	4		
Community Assessment/Involvement	5		
Conflict Resolution	6		
Counselling	7		
Cross-Cultural Involvement/Mission	8		
Education (provision)	9		
Evangelism	10		
Facility Management	11		
Fund Raising	12		
Inter-church Co-operation	13		
Interpreting the Faith	14		
Leadership Development	15		
Leadership Envisioning	16		
Ministry of the Laity Development	17		
Mission Promotion	18		
Music Ministry	19		
Nurturing Fellowship	20		
Organisational Planning and Management	21		
Pastoral Care	22		
Personal Supervision	23		
Prayer Life	24		
Preaching	25		
Programme Development	26		
Research Development	27		
Small Group Ministry	28		
Social Action Enablement	29		
Spiritual Life Development	30		
Stewardship	31		
Teacher Training	32		
Visitation	33		
Worship Preparation and Leading	34		
Youth Ministry	35		

Questionnaire : “What We as a Church Want to Do”

Purpose

The purpose of this questionnaire is *to discern God’s will through our members as to what He wants us to do by way of ministry as a church*. By ascertaining God’s will for us as a church, this will assist the PSC in discerning God’s will in the search for our new pastor.

Please prayerfully consider and respond by indicating the six activities of ministry which you believe to be the most critical activities in which your pastor should be competent in order to lead and develop this church in the ministries to which God is calling us.

Please rank them in order of importance

- 1st
- 2nd
- 3rd
- 4th
- 5th
- 6th

To assist in the completion of this questionnaire a list of ministry activities follows, however, please note that this is not an exhaustive list. Please feel free to add any ministry items you believe are important.

What We as a Church Want to Do

- | | |
|---------------------|--|
| Church Growth | Enlarge membership and/or the vision and ministry of the church. |
| Communication | Keep people informed. |
| Community Action | Identify and evaluate the needs of the community and work to meet those needs through individual and/or corporate action. Work with other language, ethnic or cultural groups. |
| Conflict Management | Resolve conflict situations with people and groups for the sake of the church’s ministry. |
| Counselling | Provide opportunities for groups/individuals to enter a healing relationship. |
| Education | Provide a teaching ministry based on theological, education and historical foundations. |
| Evangelism | Seek to lead people to make decisions for Christ. |
| Church Co-operation | Co-operate with churches/leaders from Baptist and other |

APPENDIX A
SENIOR PASTOR PROFILE - EXAMPLE ONE

denominations.

APPENDIX A
SENIOR PASTOR PROFILE - EXAMPLE ONE

Interpret the Faith	Communicate a comprehensive understanding of the Bible and Christian theology in terms relevant to peoples' lives.
Leadership Development and Envisioning	Seek to recognise and call forth the potential of people as leaders, providing opportunities for their training and growth. Attempt to turn vision into reality and to sustain it in the church.
Laity Development	Motivate and support people in discovering and using their gifts for ministry in their daily lives.
Management	Prepare financial budget and management of resources, etc. Develop and implement the goals and objectives of the church.
Mission Promotion	Promotion of Christian witness at home and abroad.
Music	Maintain a choral/instrumental programme of the church.
Nurture Fellowship	Create an atmosphere in which people feel accepted, cared for and included in the group.
Pastoral Care and Visitation	Provide by word and presence an empathetic understanding of and concern for people in routine and joys as well as the crises and transitions of life, giving assistance where appropriate and feasible.
Preaching	Support the preaching ministry with time for preparation/reflection on the Word and commitment to listen for the Word's power and its implications for individuals, the church, the community and the world.
Programme Development	Design, encourage and help to implement organisational, social, educational, religious and/or recreational programmes of ministry.
Research	Design/implement studies which will produce reliable information for Christ's ministry.
Spiritual Development	Provide opportunities for individuals or groups to understand and enhance the spiritual dimensions of their personal lives.
Stewardship	Enable people to develop and use individual and corporate resources: personal gifts, skills and finances to the glory of God.
Worship Preparation and leading	Participate actively in worship, offering feedback and suggestions for greater participation and effectiveness in the expression of praise, thanksgiving and devotion to God.

The following example of a Pastor Profile was prepared by a church in recent times.

..... **BAPTIST COMMUNITY CHURCH**

SENIOR PASTORAL PROFILE

The Pastoral Search Committee, based on advice received from the congregation at the recent Church (Meeting/Conference) sees the role of the Senior Pastor as one providing pastoral leadership and oversight of the life, work and witness of the church.

We therefore expect the Senior Pastor to have significant input in the following areas of the church's ministry:

- With God's guidance and together with the lay leadership, turn the vision of the church into reality and sustain it in the church.
- Encourage the church community to grow in strength, faith, knowledge and love for the Lord, reflected in words, deeds and actions of love as Jesus showed to all people.
- Through a disciplined private life, to seek to discover God's will for his/her own personal ministry and encourage all in the church to a deeper commitment to prayer.
- Take responsibility for the preaching and teaching ministry of the church and:
 - ensure adequate time for personal preparation and reflection on the Word of God;
 - make a commitment to listen for the Word's power and its implications for individuals, the church, and the community and world;
 - effectively communicate a comprehensive understanding of the Bible and Christian theology so that members of the church family may grow in their faith and their love for the Lord;
 - provide teaching that is based on biblical and Baptist foundations;
 - encourage appropriate lay participation in Sunday services.
- Help to develop a nurturing fellowship by:
 - encouraging an atmosphere within the church community in which all people feel accepted;
 - providing an awareness and concern for people in the joys and crises and transitions of life;
 - liaising with and supporting those involved in the pastoral care and visitation programme already being conducted in the church.
- Be committed to evangelism and therefore:
 - seek to lead people to faith in Jesus Christ as their Saviour

APPENDIX A
SENIOR PASTOR PROFILE - EXAMPLE ONE

- have a commitment to help all who wish to participate in the local church
- with the appropriate leaders of the church, seek to identify and evaluate the social needs of the community and work to meet those needs through individual and corporate actions
- have a personal desire to motivate the church to develop and maintain outreach programmes and activities for the building of the Kingdom of God and the vision and ministry of the church

KEY RESPONSIBILITIES

The pastor shall -

- give spiritual and inspirational leadership to the church
- motivate and lead others in evangelism and church growth ministries
- share pastoral responsibilities with gifted members of the congregation
- network with Baptist churches and other denominations
- network with para-church and community groups

Organisational Requirements

The pastor shall -

- work within the guidelines of the constitution and by-laws of the church
- be committed to the church's statement of faith in the Members' Manual
- support the vision/mission/value statement of the church
- chair members' meetings as required
- have the right of attendance and participation in all meetings of the church and its organisations

Specialist Skills and Knowledge

The pastor shall -

- have practical and demonstrated skills in evangelism
- be experienced in or have a clear vision for church growth ministries
- have the vision and skills to take the church into the community

Interpersonal Skills

The pastor shall -

- have the ability to relate to all age groups
- the ability to relate to people from different backgrounds

Personal Qualities

The pastor shall be -

- a person of vision and committed to a daily devotional life
- committed to the divine inspiration and supreme authority of the scriptures
- open to change and the use of new technology in ministry
- a team player and able to work with the diaconate

Desirable Qualities

Preferably the pastor shall be a person who -

- has a young family
- is in the age range of 30 - 50

APPENDIX A
SENIOR PASTOR PROFILE - EXAMPLE THREE

The role of the pastor is to provide pastoral leadership for the Baptist Church and to provide oversight for the congregation in its worship, pastoral care, learning and mission life. In providing this leadership, it is expected that the pastor will:

1. Be responsible for the corporate worship life of the church and other community groups through preaching, planning and administering the sacraments in consultation and collaboration with the congregational groups;
2. Be committed to helping all who wish to undertake the journey of faith, from whatever background or theological perspective, and provide encouragement for all who seek to know, love and serve our Lord Jesus Christ;
3. Encourage all members of the church family to grow in faith, knowledge and application of God's Word;
4. With God's guidance, and in conjunction with the church leadership, help the church to determine, plan and implement future directions for its corporate life and ministry;
5. Convene and lead the pastoral carers in their ministry; be available for pastoral visitation; conduct weddings, funerals, memorial services, dedications and naming ceremonies;
6. Recommend and co-ordinate, in consultation with the church council, teaching, training and retreat programmes;
7. Pastorally support mission groups and liaise with the youth leadership of the church;
8. Meet with the deacons, elders and church council for pastoral oversight, co-ordination and implementation of church life;
9. Encourage the church to maintain and enhance its involvement with The Baptist Union of Victoria, neighbouring Baptist churches and the local association of churches;
10. Be encouraged by the church to become involved in the local pastors' fraternal.

The pastor, lay leadership and all members and friends associated with Baptist Church will together always seek to ascertain God's will for the Church and together will pray for wisdom and strength to carry it out.