



PROCESS for Pastoral Selection Ministerial Department

OVERVIEW OF PROCESS:

The Seventh-day Adventist Church Manual states: “Pastors or assistant pastors are not nominated or elected to such positions by the church. Their connection with the church is by the appointment of the Conference Committee, and such appointments may be changed at any time.” (page 32)

While the final decision is always made by the Conference Executive Committee, in recent years the Arizona Conference has attempted to gather more input from a number of sources. These sources have included: 1) conference administrators; 2) references; 3) pastors; 4) local congregation; 5) members of the pastor’s previous church.

Conference Administration gathers information and brings this information to the Personnel Committee. It is this group that makes recommendations to the Conference Executive Committee which by denominational policy makes the final decision.

ROLE OF LOCAL CONGREGATION:

The local congregation can be of a great help to the Conference Executive Committee as the committee makes their decision. Information which can be communicated to the Ministerial Director and/or Ethnic Coordinator are:

- 1) List of names for possible consideration which have been suggested by the congregation
- 2) List of needs of the congregation that have been compiled by the Church Board or Board of Elders
- 3) List of characteristics describing what the church desires in their future pastor, based on the needs of the congregation

ROLE OF CONFERENCE:

There are several functions that will be carried out by the Conference. These are:

- 1) Establish a search committee in the local church, if needed
- 2) Contact all prospective pastors for references/vetting
- 3) Keep Head Elder/Search Committee informed of the Pastoral search process
- 4) Arrange for formal Interview of selected candidate
- 5) Submit requests through the Personnel and Conference Executive Committees

PROCEDURE:

The pastoral selection process is to be coordinated through the Head Elder of the local congregation and the Ministerial Director and/or Ethnic Coordinator at the conference office. The following procedures allow for multiple input into the decision process:

1. Conference Administration will have the Ministerial Director and/or Ethnic Coordinator meet with the local church (Board of Elders or Church Board)

At this meeting, the church will have an opportunity to:

- a. Review needs of the congregation
- b. Review qualities desired in the new pastor
- c. Suggest names
- d. Select search committee if necessary

2. The Ministerial Director and/or Ethnic Coordinator will bring to the Conference Administration the names recommended by the church to be considered

Usually, at this meeting the Conference Administration will review the names recommended and may add other names to the list. References may be checked and any contacts necessary done through Conference Administration. Preference will be given to names of pastors within the Conference and only when these have been exhausted, will names outside of the Conference be considered.

3. The Church will meet with candidate cleared by Conference Administration

The church may be asked to do a formal interview with the selected candidate to determine a perception of compatibility between the pastor and the congregation. When a candidate obtains the affirmation of the church board, that name is recommended to the Ministerial Director and/or Ethnic Coordinator.

It should be noted that the Conference will pay travel expenses for the candidate only if this process is followed and the Conference coordinates the trip.

4. The Ministerial Director and/or Ethnic Coordinator will recommend the selected candidate to Personnel Committee

The Personnel Committee will review the request and may decide to interview the candidate. The final recommendation will be submitted to the Conference Executive Committee.

5. The Conference Executive Committee will consider the name submitted and make the final decision

The Conference Executive Committee has final vote on all pastoral assignments and may choose to appoint a pastor for a specific church without going through this process.