



Pastoral Candidate Weekend INSTRUCTIONS

The Regional Executive Director or representative will lead the transition process leading up to and including the pastoral candidate weekend. Remember to be a positive ambassador for Open Bible Central to the pastor family and the church. The regional office prepares and provides the materials needed for the following two events.

GETTING ACQUAINTED RECEPTION

This is typically a planned coffeetime (coffee and light refreshments i.e. cookies or dessert) that is open to all members and attenders of the church. It is usually done on a Saturday morning, afternoon, or evening. It is preferred not to be done around a meal so that the time is devoted to connecting with the pastor and his family. It is usually about an hour and a half in length for most churches. If the church is larger, this may require more time. Here are the steps included in this event:

- Arrange the fellowship area with a couple of stools for the interview.
- Welcome everyone to the gathering.
- Give brief instructions to allow the candidate and family to go through the line first and others to follow while passing out question forms for people to complete.
- Pray over the refreshments and on the conversations we will share together.
- Distribute ¼ sheets for people to write down questions they would like the pastor and spouse to answer during the interview.
- After the pastor candidate and spouse are through eating, have them sit on the stools. Ask people to turn in their question sheets. Have the pastor and spouse begin by sharing their faith and family journeys. While they are sharing, arrange the questions into a good sequential order. Then after the pastor and spouse are through sharing their faith and family journeys, begin asking them the questions.
- Wrap-up the gathering by announcing the church service and business meeting tomorrow and offer a closing prayer.

(please turn to the back side)

BUSINESS MEETING

This typically happens immediately after the Sunday morning service is completed. A church membership list should be provided by the church to make sure only members vote. Attenders may be present, but they are not eligible to vote. Here are the steps to include in this event:

- Take Pastor and family to a private room during the business meeting.
- Briefly explain the process- applicants apply, board reviews and interviews, board selects a candidate for congregation to consider, members vote.
- Pray for the Lord's will to be done for both the church and the pastor family.
- Pass out ballots to the members; check one box; fold once; submit. If more ballots are needed, a master ballot form was included in the envelope to make additional copies.
- Counters (usually the elders) meet in a private room to count the ballots, complete the tally sheet, and submit results to the regional director or representative (in the room).
- Take the election results to the pastor family. If they received over two-thirds approval and if they accept the call to come, take them out and present the next pastor of the church to the congregation. (If they did not meet the two-thirds vote, they do not need to go out to the congregation.)
- Allow the new pastor to speak to the congregation briefly.
- Offer prayer over the church and pastor family as they work through the remainder of the transition.
- Have the pastor sign the Pastoral Covenant of Relations forms- keeping one and giving the other to the regional director or representative.
- Place ALL documents in the envelope provided and return to the regional office.