

# Pastor Search Team Charter and Role Assignments

Full-size companion resource • Print additional copies as needed. Keep candidate-specific information in restricted, secure storage.

Purpose: Authorize a defined team, establish how it works, and clarify what authority remains with church leadership or the congregation. Complete this resource before accessing candidate information.

## Team Charter

Church: \_\_\_\_\_

Position: Senior / Lead Pastor

Search authorized on: \_\_\_\_\_

Authorizing body: \_\_\_\_\_

Charter approved on: \_\_\_\_\_

## Our Mission

Our Pastor Search Team exists to identify, evaluate, and recommend a biblically qualified candidate who is prepared to shepherd this congregation. We will approach the assignment with prayer, confidentiality, honesty, clear responsibilities, and accountability to our church's governing documents.

## Team Membership and Responsibilities

| Function                                             | Name  | Backup |
|------------------------------------------------------|-------|--------|
| Team leader                                          | _____ | _____  |
| Candidate research and sourcing                      | _____ | _____  |
| Candidate communication                              | _____ | _____  |
| Candidate evaluation and verification                | _____ | _____  |
| Administration and records                           | _____ | _____  |
| Church leadership liaison (if different from leader) | _____ | _____  |

The team leader coordinates meetings, handoffs, assignments, and communication with the authorizing church leadership. The candidate communication coordinator is the candidate's primary point of contact. One person may hold more than one role, but each function needs an owner.

## Decision Authority

| Decision                       | Who may recommend? | Who approves? |
|--------------------------------|--------------------|---------------|
| Launch recruitment             | _____              | _____         |
| Advance applicant to interview | _____              | _____         |

|                             |       |       |
|-----------------------------|-------|-------|
|                             |       |       |
| Approve finalist            | _____ | _____ |
| Present recommendation      | _____ | _____ |
| Extend formal pastoral call | _____ | _____ |
| Approve call terms          | _____ | _____ |

Governing document and section confirming these rules: \_\_\_\_\_

Required notice, quorum, voting threshold, or denominational approval: \_\_\_\_\_

If an answer is unclear, secure a governing decision before moving forward.

#### Team Commitments

- ☐ We will use the approved qualifications and position profile, not personal favoritism.
- ☐ We will disclose relevant conflicts of interest and determine appropriate recusals.
- ☐ We will not contact a candidate's current church or confidential references without authorization.
- ☐ We will keep candidate materials in the approved restricted location.
- ☐ We will distinguish facts, candidate statements, reports, and concerns in our notes.
- ☐ We will not promise a position or call before authorized approval and acceptance.
- ☐ We will communicate decisions promptly and respectfully.

Meeting cadence: \_\_\_\_\_

Decision procedure: \_\_\_\_\_

Restricted record location: \_\_\_\_\_

Authorized record custodians: \_\_\_\_\_

Issue escalation contact: \_\_\_\_\_

Team leader signature: \_\_\_\_\_ Date: \_\_\_\_\_

Church representative: \_\_\_\_\_ Date: \_\_\_\_\_