

Final Candidate Recommendation Packet

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

Purpose: Present a supported, balanced recommendation to the people authorized to act on it. A recommendation is not an employment offer, authorized pastoral call, or candidate acceptance.

Formal Recommendation Letter

To: [Authorized church leadership or body]

From: [Pastor Search Team]

Date: [Date]

Subject: Recommendation of [Candidate] for Senior / Lead Pastor

Dear Church Leaders,

After prayerful consideration and evaluation under our church's approved criteria, the Pastor Search Team recommends that [Candidate Name] advance for consideration as our next Senior / Lead Pastor.

Biblical and doctrinal qualifications: [Summarize evidence and affirm the essential criteria addressed.]

Relevant ministry competencies: [Describe demonstrated preaching, shepherding, teaching, discipleship, and leadership capabilities.]

Congregational readiness: [Explain how the candidate's strengths and growth areas relate to the church's actual needs.]

References and required verification: [Confirm completion status, without publicly distributing restricted reports or personal details.]

Remaining material questions, if any: [Describe matters that must be resolved by the appropriate authorized reviewers before the next step.]

Team deliberation and rationale: [State how the decision was reached under the charter and why the recommendation is warranted.]

We submit this recommendation for action under the church's governing documents. We recognize that only the authorized church body may extend a pastoral call and that the candidate must separately accept it.

Respectfully,

[Team Leader, on behalf of the Pastor Search Team]

Restricted Supporting Document Index

- ☐ Approved position profile
- ☐ Candidate biography and ministry résumé
- ☐ Biblical and doctrinal assessment
- ☐ Preaching and ministry competency assessment
- ☐ Reference and verification completion summary
- ☐ Restricted confidential materials made available only to authorized reviewers

- ☐ Team decision record, including material minority concerns
- ☐ Proposed authorized call terms and compensation
- ☐ Governing-document approval and communication plan

Approval and Call Sequence

1. Team recommendation submitted on: _____
2. Required governing review completed on: _____
3. Congregational or denominational action, if required: _____
4. Formal call authorized by: _____ Date: _____
5. Formal call communicated by: _____ Date: _____
6. Candidate acceptance or declination received: _____ Date: _____
7. Public announcement authorized for: _____

Do not mark 4, 5, or 6 complete merely because the search team recommends the candidate.