

# PASTORAL TRANSITIONS

Interview guidelines for Boards and Pastors



The River Conference  
of the Free Methodist Church

## LOCAL BOARD OF ADMINISTRATION AND DELEGATE

When The River Conference (TRC) recommends a pastoral candidate for appointment to a local church, the Ministerial Appointments Committee (MAC) has generally reviewed the church profile constructed by the Local Board of Administration (LBOA). That profile includes information about the needs of the church and community. In addition, the pastoral candidate has had several interviews with the Superintendency and the MAC to carefully evaluate their academic, experiential, spiritual, and personal preparation to lead a local congregation. Based upon this information, the first best-fit available pastor is recommended for appointment to the church.

When this happens, the delegate(s), LBOA, and recommended pastoral candidate have an opportunity to reflect with one another prior to final affirmation of the appointment. This happens through a meeting between the prospective pastor, delegate(s), and LBOA.

### WHO SHOULD BE PRESENT FROM THE CHURCH?

Those present should only be the LBOA and duly elected delegate(s). The chair, for the purposes of this interview, should either be a delegate or board member agreed upon by the majority of the LBOA. The existing pastor and pastoral staff should not be part of this interview, nor is this an open board meeting.

The pastoral candidate should, except under the most unusual of circumstances, bring their spouse to the interview. We encourage the spouse to be a part of the interview process. TRC does not prohibit a church from seeking to hire a spouse or the MAC from making a dual appointment under the appropriate circumstances.

The chair should have all present introduce themselves, including the prospective pastor and family. Please, make this gracious, fun, and informative. For example, ask people to share their favorite T.V. show or book, or share one hope they have for the future of the church, or their role in the church. The purpose of these types of questions are to “break the ice” and make everyone comfortable, but limit this to one of the above ideas as to not take too much time.

### IN WHAT SPIRIT SHOULD THE MEETING BE CONDUCTED?

The chair of the meeting should ensure that the interview begins with prayer. This may be a good opportunity to invite the prospective spiritual-leader to pray.

This is a serious interview where hard questions should be asked but always in a spirit of grace. This is not a combative or confrontational moment, but an opportunity to learn from one another and begin a very important and possible long-term relationship with one another. Treat each other well.

### WHAT KIND OF QUESTIONS SHOULD BE ASKED?

Asking about the pastoral candidate’s spiritual journey or conversion story is often an instructive way to begin.

Some aspects of a church ministry interview require questions to be asked that in most other non-religious positions are illegal or at best inadvisable. For example, it is unlawful to discriminate or to ask questions on the basis of race, gender, age, religion, sexual-orientation, and the like. However, religious organizations with clear and well documented religious and moral beliefs can and must be clear on some issues that otherwise could not be explored. The Free Methodist Church exists to propagate a clearly defined view of Christianity, including sexual mores, so religious and doctrinal questions can and should be asked. Our ordination process requires that pastors are able to live, model, and teach healthy family life and marriage - not perfect family life, of course. Questions about family, divorce, etc., are generally answered favorably before a pastoral candidate is recommended to the church by the conference MAC.

Ask about experiences with other congregations or organizations that may have prepared them for the role under consideration.

Ask about the pastoral candidate's vision for ministry in general and for this particular church.

Bring up some of the scenarios in the recent history of your church and ask how, hypothetically, they may have handled those situations, or in fact did handle under similar circumstances.

Discuss theology and spiritual life. Every leader you interview must demonstrate significant biblical knowledge, adherence to the Scripture as the word of God, and harmony with the Free Methodist doctrinal core. However, there may be particular spiritual or biblical issues that are very important to your church. Most important in this line of questioning is to get a sense of how the person communicates biblical truth; is it in a way that would make sense to your congregation and community? Do not get bent out of shape if there are minor theological differences. The core of the gospel is critical, a particular end-of-the-world-view for example is not as important as a person who evidences a life lived biblically, full of the Spirit, capable of leading people to salvation in Jesus, and building up believers as healthy disciples of Jesus. If you have questions about theological distinctives in the Free Methodist Church, review the basics here: <https://fmcusa.org/resources/2019bod> (pages 1-7).

Ask about the pastoral candidate and spouse's initial impressions of the church, or any research they have done into the community at large. Can they be happy living in the area? Do they see potential for growth and community impact? If so, what kind. If not, why not? Do they feel their children could be happy in the church?

Bring up major problems in the church and ask about potential solutions. For example, if the church recently went through a very divisive issue, how might the pastoral candidate approach healing? If the church has plateaued or is in decline, how might they approach growth? If there seems to be a lack of discipleship for adults or children, what might be a good solution? Understand that in asking such questions, you should ask yourselves the same questions! The church is not the pastor, but all of God's people working together under a leader to accomplish a common, Christ-centered goal.

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*Therefore go and make disciples of all nations ...*

MATT 28:19

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## WHAT ABOUT THE MONEY THING?

In general, the guideline for pastoral compensation is the average pay for a teacher of similar education and experience in your community. Pastors are called to serve Christ and are not "shepherds for hire" (a phrase Jesus used to indicate a leader who may be more self-interested than gospel-centered). Few pastors in the Free Methodist denomination place dollars above ministry. Most pastors are professionals, much like teachers, physicians, lawyers and the like, and most have college degrees, many have master's degrees or doctorates. Pastors deserve proper compensation and to be treated as professionals. In turn, TRC expects that pastors will behave as professionals as well and will be called to account when this does not happen.

The average teacher with a bachelor's in the Denver, Colorado area earns between \$52,119 to \$68,851 annually with the average base salary of \$59,612, not including benefits like health insurance, professional expenses, continuing education and the like. Chances are the pastors serving your congregation are serving with some degree of personal sacrifice, because they believe in you, your church, and the principles of the Free Methodist Church.

If your church is blessed with abundant financial resources, it would not likely be a difficult decision to pay the pastor a healthy salary and benefit package. Yet most churches are not experiencing an abundance of cash flow. Understand that your ability to attract a well-educated, experienced pastor will be impacted by the compensation you are able to provide.

Ask about what the pastor expects and needs in terms of compensation. Work out a mutually satisfactory compensation package. Be sensitive in this. Sometimes churches justify paying a pastor less when the spouse earns a reasonable income. Ask yourself this, when was the last time you had a job interview when your potential employer said something like, 'Well, if your spouse is working, we don't have to pay you as much, right?'

Address the compensation issue, even if the pastor doesn't ask. Clarity on compensation will need to be provided well in advance of actual arrival on the job. Under most circumstances, this first interview can establish basic parameters for compensation and expectations, both on part of the church and potential pastor. However, until the board and pastor have an opportunity to prayerfully reflect post-interview, no formal agreement should be entered into. An example of an employment contract is provided on page 5 of this document.

## **PASTORAL CANDIDATE VISIT**

Candidates are vetted by the Superintendent and the Ministerial Appointments Committee. This process includes multiple interviews and communicating with references. When a candidate is selected to visit the local church The River Conference will work with the church delegate to arrange a visit. The costs associated with this visit will be covered by the conference.

## **MOVING EXPENSES**

As we are in partnership with the Local Church, The River Conference commits to pay one half (1/2) of the moving expenses to relocate, if applicable, the incoming pastor. The church will be responsible for the remaining half of the total moving expenses.

The incoming pastor will submit three (3) bids from moving companies. When a company is chosen to complete the move, the conference will make the first payment of 50% of the total to secure the move. The conference will work with the local church to determine how the remaining cost of the move will be paid.

## **HOW DO WE END THE INTERVIEW?**

It's always good to pray! If an opportunity has not already occurred, it may be appropriate for a board member to invite the pastoral candidate and spouse to tour your church and community and perhaps share a meal. If the they have traveled a distance for the interview, please be sure there are good accommodations provided by the church.

## **WHAT HAPPENS AFTER THE PASTORAL CANDIDATE HAS GONE?**

Please synthesize the thoughts and impressions of the delegate(s) and LBOA. Document these thoughts and impressions so that they can be easily communicated back to the Superintendency. Remember the final decision for appointment belongs to TRC's MAC.

TO BE PRINTED ON CHURCH LETTERHEAD

The following is an example of what might be contained in an offer letter. As each situation is different, the contents of what is expected and offered as compensation will also be different. This is only meant to be a tool for Local Boards to construct the letter.

<date>  
  
<pastor's full name>  
<pastor's address>  
<pastor's city, state, zip>

Subject: Offer of Employment

Dear Pastor <name>,

This is where you list your expectations of your Senior Pastor.

It is my great pleasure to offer you a position as Senior Pastor at <church> in <city>, <state>. As Senior Pastor you will be responsible for all pastoral duties pertaining to the church congregation including, but not limited to: preaching during Sunday and other mid-week services, management of church staff, guidance and leadership of volunteers and ministry team leaders, visitation and/or coordination of care for the elderly, our widows, the sick, and those in prison. You to act as the Chairman of our Board of Directors and to fulfill the other applicable duties outlined in the FMC Book of Discipline. We will also expect you to maintain and develop good relationships with other like-minded pastors and collaborate when and where possible with other church congregations in our area.

This is where you list the compensation and benefits. Be specific and make sure to include the pension.

As our Senior Pastor you will initially be paid a monthly salary of \$<monthly salary>, payable <whenever paychecks are distributed>. This salary is the sum of base salary and housing allowance, the proportion of which you will need to determine. In addition, you will receive a phone allowance of \$<phone allowance>/mo. The church will pay the premium for the standard life and disability insurance policy offered through the conference, as well as the pension contribution of 13.5% of your salary, both are paid directly to the Conference. Finally, the church will pay your medical insurance premium directly to an insurance company mutually agreed upon by you and the Board of Directors. We can offer health insurance (including dental and vision) totaling \$<health insurance cost>/mo. Your compensation will be reviewed by yourself and the Board of Directors on an annual basis and may be adjusted as determined appropriate by the Board.

Spell out the vacation policy. Do not be vague in this area.

You will receive annual vacation and sick leave benefits as defined by our employment policies. These policies describe the amounts, method of accumulation, and use of vacation and sick leave for full time employees such as yourself. As a long-serving pastor (30+ years) in the Free Methodist denomination you will be granted the maximum amount of vacation time per year allowed in the policy.

Deadlines are essential to planning for the transition.

We hope that you can work out the transition schedule with your current conference superintendency to allow you to start serving our church as Senior Pastor no later than Sunday <start date>. As time is of the essence for us here, please respond to this offer no later than 5PM <time zone> <response deadline>.

I hope the above is agreeable to you and that you will accept this offer of employment as our Senior Pastor. We appreciate you and your family and your willingness to come and serve our church body! Please do not hesitate to contact me in case you have any questions regarding this offer.

Sincerely,  
  
<Local Board Member>  
<Church>

By signing below, I accept the position of Senior Pastor as described above

Signature \_\_\_\_\_ Date \_\_\_\_\_