

# **Metropolitan Community Church of San Francisco**

## **Pastoral Search Committee Timeline – High Level**

### **2010**

**This will complete the final step of the Pastoral Transition Process and Timeline approved by the Board of Directors on 9/30/10.**

**The elected Pastoral Search Committee has reviewed the timeline and voted on the Executive Search method. The timeline has been modified and approved by the committee on 11/8/10. Changes to the timeline do not affect the Board of Directors schedule for the arrival of a new pastor in July or August of 2010.**

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#### **November 2010**

##### **Determine Selection Criteria (To be completed by Nov 2010)**

1. Draft selection criteria such as qualifications and characteristics desired in a candidate
2. Invite congregational feedback and comment via online survey.
3. Schedule and hold a Congregational Forum for both services with process update 11/14/10 topic: process, ground rules, timeline and ways in which congregants will be invited to participate. Especially discuss the selection criteria.
4. Issue an invitation to members and regular attendees of the congregation to share any comments, suggestions or questions by standard mail or my email to the Pastoral Search Committee. This includes names of prospective candidates congregants would like to see considered.
5. Modify Selection Criteria if needed

#### **December 5, 2010**

##### **Communicate to the Congregation on Progress (To be completed by Dec 5, 2010 Congregational meeting then monthly updates via bulletin, website, and eConnections)**

1. Post pastoral –survey questions online for congregation to give responses (Dec 4<sup>th</sup> so it can be announced at the Congregational Forum)
2. Issue update to the Board of Directors and the Congregation twice a month
3. ***Begin process to create and produce MCCSF packet to send to prospective candidates, completion date (January 17, 2011)***
  - Include:**
    - Church profile
    - Community profile
    - Supporting documents for application process, cover letter etc.,

### **January 3, 2011**

#### **Exploratory Conversations with Interested Clergy (To be completed by 1/10/10)**

1. Determine a process and content for the exploratory conversations.
2. Complete prospectus (using information from survey) for possible candidates; exploratory conversations with candidates by this time as well.
3. Develop an invitation to conversation, including the statement for selection criteria.
4. Obtain names of clergy from Elder and UFMCC Office of Clergy Development
5. Invite selected clergy to participate in conversations.
6. Schedule conversations with selected clergy.

### **January 17, 2011**

#### **Identify prospective candidates, have packets ready to mail to them.**

1. Prospective candidates will have been identified, have packets ready to mail to them
2. List prospective candidates
3. Send MCCSF application packet including timeline for return
4. Communicate with clergy from the exploratory conversations who have not been selected to receive applications.

### **February 18, 2011**

#### **Deadline to receive initial applications**

1. Consult with Elder on each applicant to be considered.
2. For each applicant to be considered, consult with the Elder in which the candidate is now serving.
3. Develop protocol and interview questions for a telephone interview with each applicant to be considered.

### **February 28, 2011**

#### **Deadline for Committee to have reviewed candidates who have submitted packets.**

1. Conduct the telephone interviews.
2. A month time frame is allowed in this schedule to allow all committee members and applicants to be available for the interview process.
3. Make other follow up contacts on specific applicants if so indicated by results of the telephone interviews or other information on the application.
4. Reference check
5. Board of Directors assisted background and criminal background check
6. Communicate with clergy whose applications will not be considered further.

### **April 11, 2011**

#### **Completion of interviews, second interviews, selection of candidate by committee**

1. Design the protocol and content for face-to-face interviews for each candidate if necessary.

2. Conduct the face-to-face confidential interview at a neutral location away from church meeting space or offices of the church.
3. Consult again with the Elder in making the final selection of one candidate who will be presented to the congregation.
4. Communicate with candidate(s) whose application will not be considered further.

***Holy Week:***

***Palm Sunday, 4/17; Passover, Monday 4/18; Easter Sunday, 4/24***

*No Pastoral Search Committee activity will take place during this week.*

**May 1**

**Presentation of the Candidate to the Congregation**

1. Establish the schedule and content of the candidate's visit
  - Typically, from seven to ten days
  - Include preaching in the worship services on at least one Sunday
  - Include an open forum with the congregation
  - Include meetings with the Board of Directors, Foundation Board, Church Staff and Associate Pastor
  - Include a tour of church facilities
  - Include a guided tour of and orientation to the community
  - Set meetings for the candidate with individual community leaders outside MCCSF
  - Include two free days for the candidate to explore the community
2. Facilitate the logistics of the candidate's visit
  - Arrange for transportation and lodging in consultation with the candidate. It is advisable to house the candidate in a hotel rather than in a member's home. This helps to preserve a sense of neutrality about the candidacy.
  - Be sure to assure sufficient free time each day to avoid creating an intense schedule that becomes stressful.
  - Be clear about the costs and expenses of the visit covered by the church
  - Consult with the candidate to arrange a suitable and appropriate schedule for the candidate's spouse if applicable.
3. Prepare a report of the Pastoral Search Committee to the congregational meeting for the presentation of the candidate.
  - Include the qualifications, experience and qualities of the candidate that led to her/his selection by the Committee
  - Include an overview/summary of the process and the participation of the congregants in the process
  - Include the rules and procedures for election

4. Facilitate the election

- The election will be by secret ballot, requiring the specified percentage of votes necessary to elect.
- The Co-Lay Leaders of the Board of Directors moderates the congregational meeting
- The Pastoral Search Committee manages the voting, counting of ballots and announcement of the results.

**June/July 2011**

**With this schedule arrival of new pastor, likely in June/July of 2011**

***May be earlier depending on whether the candidate is local vs. and international candidate.***

Should the vote for election of a Senior Pastor fail to receive the required votes, or if the candidate withdraws from consideration, the Pastoral Search Committee will meet with the Elder as soon as possible to initiate a new process for selection of another candidate.

Upon the successful election of a senior Pastor the work of the Transition Team and the Pastoral Search Committee is complete. It is now the responsibility of the Board of Directors, and the Senior Pastor Elect to set the final steps of an orderly transition. As throughout this process they can rely upon the counsel of the Elder to help guide them to a successful conclusion of pastoral transition.

**NOTE: The contract and financial agreements between the candidate and MCCSF are the responsibility of the Board of Directors and shall be done in concert with the Pastoral Search Committee Chair and the Board of Directors.**

**The Pastoral search Committee will provide a written report two times a month on the status of the Pastoral Search Process to the MCCSF Board of Directors.**