**Tools Table of Contents**

**A. Beginnings Tools**

* + Should Your Church Consider an Intentional Interim Pastor?
	+ Effective Use of the Interim Period
	+ The Five Transitional Tasks
	+ Intentionality Grid
	+ Detailed Sequence of Search Process

**B. Ask Tools**

* + Exit Interview with Outgoing Pastor
	+ Key Questions for Church Leaders and Search Team

**C. Seek Tools**

* + Agenda Starters for Search Team
	+ Search Team Covenant
	+ Articles for Search Team
		- The Parable of the Headhunter (Thorstad)
		- The Five C’s of Staff Selection (Hinds)
		- Life Cycle Model (Bullard)
		- Church Size and Characteristics (Schaller)
		- What Can You Expect from Your Pastor (Wood)
	+ Sample Congregational Survey
	+ Sample Position Description
	+ Document Clarification
	+ Pastor Search Instructions for Search Team
	+ Ministry Match Definition Booklet
	+ Reverse Ministry Match
		- Individual Score Sheet
		- Excel Spreadsheets
	+ Pastoral Profile
	+ Networking
		- Sample Networking Email
		- Recommendation Form
	+ Sample Sabbatical Policies
	+ Opportunity Snapshot
	+ Opportunity Profile

**D. Knock Tools**

* + Candidate Log
	+ Candidate Summary Sheet
	+ Sermon Evaluation Worksheet
	+ Candidate Evaluation Worksheet
	+ Combined Cumulative Candidate Worksheet
	+ Sample Letters
		- Status of Search Letter
		- Sign-off Letter
	+ Practice Interview Format
	+ Sample Interview Questions
	+ Behavioral Interviews
	+ Reference Interviews
	+ Legal History
	+ Personal Visit Checklist
	+ Sample Site Visit Itinerary
	+ Sample Candidating Schedule
	+ Sample Candidate Brochure

**E. Wrapping Up Tools**

* + Sample letters
		- Sample Letter of Call
		- Sample Welcome Letter