**Face to Face Visits**

## The First Visit

* Focus: Chemistry Fit; More in depth questioning
* Meet only with the Committee preferably on a weekday
* Preferably meet in a Committee member’s home
* Candidate only; spouse included in second visit
* Walk through church campus after hours
* Optional: Tour of the community or wait until second visit
* Emphasize confidentiality

**The Second Visit**

* Focus: Get to know spouse; key leader feedback and buy-in; discuss compensation
* Allow 2 days and 2 nights
* Schedule meal meetings with retiring Pastor, Key Senior Staff, Chairpersons of key committees and Deacons and other important stakeholders.
* Schedule spouse meeting with key women leaders and school leaders (if the candidate has school age children)
* Optional: Meet with entire staff or wait until In View of a Call Weekend
* Tour the community; look at possible neighborhoods
* Discuss salary, housing, insurance, retirement, time off for vacation, conferences, conventions, revivals, ministry budget, Personnel Policy Manual, etc.
* Solicit feedback from those the candidate met with.
* Emphasize confidentiality.

**In View of a Call Weekend**

* See Handouts for schedule and order of service examples
* Schedule meetings with specific focus groups deemed important (deacons, staff and spouses, Sunday School leaders, senior adults, etc.)
* Schedule a church wide meet and greet on Saturday
* Prepare a video introduction of the new pastor and his family greeting the congregation to post on the website and to show in the worship service
* If possible, prepare a video of people providing a reference for the new pastor. If not, include quotes in a brochure and on the website
* Prepare a brochure with biographical information.
* Check bylaws for voting procedure and plan the order of service accordingly.
* Prepare an offer letter.