**Pastor Search Committee Roles and Job Descriptions**

**Chairperson** – The chairperson is responsible for presiding at meetings and giving leadership to the Committee. The chairperson will call the meetings, reserve the meeting room, prepare the agendas, preside over the meetings, and facilitate the process. Usually the chairperson will be the liaison between the Committee and the congregation and between the committee and key church committees. The chairperson often is the initial contact with viable candidates and remains the primary contact with candidates throughout the process. In some cases, the chairperson may wish to call on one of the other members who is more gifted in communication to speak before the church.

**Vice Chairperson** – The vice chairperson works closely with the chairperson and acts for the Committee in the absence of the chairperson. Early in the process, the chairperson and vice chairperson should decide what the vice chairperson can do to be of assistance to the Chairperson.

**Recorder** – The recorder will keep good notes of all the meetings. The notes should be complete and neatly prepared so that if/when questions are raised about previous discussion or decisions, it will be relatively easy to find answers in the minutes of the meetings. The recorder distributes the prior meeting minutes prior to the next meeting.

**Secretary –** The secretary keeps financial records, communicates with the Church Business Office and Finance Committee about the PSC finances, and reimburses committee members and candidates for expenses. The secretary may also be responsible for producing handouts and making copies.

**Communication Coordinator –** The communication coordinator is responsible for establishing and maintaining a PSC page on the church website and providing written updates for inclusion in the church bulletin and congregational emails. Further, the communication coordinator is responsible for all correspondence that goes out from the committee to candidates being considered.

**Resume Coordinator –** The resume coordinator is responsible for collecting, reproducing, and distributing resumes of candidates being considered.

**Prayer Coordinator** – The prayer coordinator should be a person who is known by the congregation as one who takes seriously the discipline of prayer. This person will act intentionally to keep prayer before the church and the Committee.

**Social Coordinator** – The work of this person includes the planning of social events for the committee as well as for candidates who visit the church. The social coordinator’s work will be more evident toward the end of the process, at which time plans are being made for the candidate to come to the church field for visit/s. The social coordinator will be responsible for reserving a hotel room and making travel arrangements for the candidate, setting up meetings with groups in the congregation and making contacts that facilitate the introduction of the candidate and his family. If the pastor is purchasing a home, the Social Coordinator will serve as a liaison between the new pastor and the church to provide services necessary for the relocation. The Social Coordinator will work with members of the church to schedule meals to be brought in for the new pastor and family for the first two weeks.