**Pastor Search Committee To-Do List**

Initial Skype/FaceTime Call?

Candidate First Visit Itinerary

* Host
* Host Home for meeting with the candidate(s)
* Campus Tour

Candidate Second Visit Itinerary With Spouse

* Host
* Hotel Welcome Basket
* Tour of Tupelo
* Realtor
* Offer Letter Discussion
* Wife Hosting
* School Representatives
* Who Else Should He Meet With? (Deacon and Personnel Chairs, Chuck, Forrestetc.)

Candidate In-View-Of-Call Visit Itinerary With Family

* Host
* Meeting with Staff
* Hotel Welcome Basket
* Saturday Afternoon Reception
* Children Hosting

Candidate Travel/Lodging/Meals Arrangements Point Person

Offer Letter (Compensation, Benefits, Relocation Agreement) Development and Discussion

Pastor Accountability and Support Agreement Discussion

Office Furniture

Computer/Phone

Onboarding Documents

Moving Arrangements Point Person

Transitional Housing Arrangements

Secretarial Support

Video Greeting with Family/Sermon Clip

Video Testimonies of References

Website Introduction

FAQ List About the New Pastor for the Church

Prayer Guide for the New Pastor and Family

Announcement to the Community (social media, newspaper, etc.)

Bulletin Bio Brochure

Develop Responses to Anticipated Questions

Develop Questions to Ask Candidates