## Sorting and Ranking the Resumes

The Pastor Search Committee will need to establish an adequate amount of time for receiving resumes. The Committee should select a date to begin working with the resumes. This does not mean that resumes will not be received after that date. It simply gives the Committee a set time when they will begin working with the resumes they have received.

Often the sheer number of resumes can be overwhelming. The question then becomes how to reduce the volume to a workable number. One favored method is to make copies of every resume for every committee member or an appointed sub-committee. Using the profile that the committee has created the committee will work through the resumes and jettison those that obviously don’t align with the profile. A ranking system (1 being least alignment to 10 most alignment) can be helpful.

Once the resumes have been reduced to a manageable number, each committee member will work independently with those resumes, separating the resumes into three stacks: “YES,” “NO,” and “MAYBE.”. The goal of the Committee at this point is to move the process forward toward a consensus list of viable candidates. This will not be an easy task. Study and prayer will be required. This step should not be rushed. Once this has been completed, the Committee will come back together and share their choices. The five to ten resumes that show up with the most frequency will comprise the short list. Another option is for each committee member to give each individual resume a score from their least likely to most likely (1 being least likely to 10 for most likely.) The committee members come back to the next Pastor Search Team meeting with each resume scored and the collective score is used as a way to get the selection down 5-10 resumes. This scoring process may be used to continually narrow the number of resumes.

**Information for individual committee members to use to review resumes:**

**Personal:**

* Does the candidate give a clear indication of a call into ministry? Is there a clear indication of call to this church ministry role?
* Is the candidate married? If so how long have they been married? Do they have children? Some candidates have adopted children, this is a place to check the age of children and length they have been married.
* Where does the candidate currently live? His current location could say something about the culture he has ministered in and would impact the church’s consideration of relocating the family.

**Professional:**

* How many different churches has the candidate served with?
* Does the candidate show accomplishments at each church?
* Are there lapses of time between ministries?
* Pay attention to the ministry area, how many different places has the candidate ministered? How long has he served in each ministry position? (Some may say they have been in ministry 25 years but their average tenure is only 3 years. This may indicate that the candidate may not be a long term minister.)
* What size churches have they served? Has the candidate been on a larger church staff? Have they thrived in a similar situation?
* What is the candidate’s denominational involvement with their state convention or local association?

**Educational:**

* Does the candidate indicate completion of some type of formal education?
* Verify degree completion with institutions where candidate has been enrolled. As you look at the schools, are they affiliated with the Southern Baptist Convention? By searching the internet your committee can determine the type of school the candidate has received his education from.
* Did the candidate graduate? Is the candidate currently enrolled in an institution? Has the candidate allowed time to lapse for his education journey?
* What is the candidate’s education or training? Is the person a lifetime learner?

**References:**

* Does the candidate list references?
* If he does list references, how does the candidate know the references? How long have they known him?

**Next Step Options:**

1. Begin to view and evaluate sermons from the churches website
2. Begin reference checks
3. Send a written questionnaire to each candidate

Rank the resumes after each of the above steps until you are down to 3-5 candidates that you will interview.