

First Baptist Church Edmonton

Senior Minister Search Process – Anticipated Process Outline

This document outlines the major steps of the Senior Minister Search process, beginning with the candidate identification phase and continuing through to the submission of an offer to the eventual candidate that the Congregation has chosen to call. Given the important roles of the Church Council and Congregation at different stages, the Search Committee will seek input at key points to ensure that all involved are comfortable with the major elements of the process.

The proposed steps are the following:

1. Completion of the candidate identification process

The Search Committee will continue the candidate identification process until a reasonable number of qualified candidates are available for consideration or until it is able to report that it has completed a robust and full search for those who might wish to apply.

2. Stage 1 Review of Candidates

The Stage 1 Review of Candidates is a preliminary review of written applications. Candidates who clearly fail to meet basic criteria or who have presented what might be considered frivolous applications will be excluded from this review and will be eliminated from the process at this stage.

Appendix 1 attached to this document is a chart that would be used by all Search Committee members to assess each application. Unless Search Committee members agreed that a candidate was clearly unqualified, each candidate would be given a review against the criteria and given a relative ranking of the extent to which they appeared to meet the selection criteria (those identified in the document shared with the Council and Congregation in December and January).

The Stage 1 Review is not intended to establish an order of priority or desirability of candidates. It is intended to assess the completeness of the application, to identify areas where the Search Committee may wish to seek further information later in the selection process and to develop a better understanding of each candidate's overall strengths, weaknesses and areas where there may be gaps in understanding.

At all stages where decisions are required in any of the process, the Search Committee will attempt to reach consensus wherever possible. The Committee will take all reasonable efforts to reach consensus but, if members conclude that this is not possible in relation to a particular decision, the matter will be decided by a vote.

3. Request for Further Stage 1 Review Information

Where the Search Committee feels that more information from a particular candidate would facilitate a decision as to whether or not to proceed with their application, the Committee could choose to seek amplifications or clarifications regarding on those points. Doing so would be entirely at the Search Committee's discretion, and it may be that no such requests are made of candidates.

4. Determination of Candidates Advancing to Stage 2 Review

Following a review of all materials received from all candidates, the Search Committee will decide which candidates should proceed to the next stage of review.

Depending on the number of candidates the Search Committee believes should proceed to further stages, the Committee may decide to prioritize a subset of those candidates for a first round of consideration and return to subsequent candidates if no candidate from the first group is offered a position.

5. Request for Materials to Support Stage 2 Review

Following the completion of the Stage 1 Review and determination of those who should proceed to the Stage 2 Review, those candidates would be advised of this decision via a communication from the Search Committee. They would be asked to provide the following information:

- YouTube or similar recordings of no less than three examples of their preaching
- A detailed statement on why it is that they wish to be the Senior Minister of First Baptist Church Edmonton
- Any factors that they believe that the Search Committee should be aware of that might influence their ability to meet the requirements of the position or

that they believe might be of interest or concern to the Council, Congregation and Search Committee

- Any sensitivities around it becoming known that they were being considered as a candidate

In addition, they would be provided with an outline of the following:

- The references that would be required after the interview stage regarding their leadership styles, their administrative and supervisory experience and record, their work with external partners, their work with Council/Board members
- The expectation that they would be able to successfully complete the verifications required to work with Youth

6. Review of Supplementary Materials and Decision to Offer Interview

The Search Committee would review the preaching samples offered and consider the written statement submitted outlining why the candidates were seeking the position as FBC Edmonton's Senior Minister.

Where the Search Committee was satisfied with that the preaching samples and reasons for applying were worthy of further consideration, those candidates would be offered a first interview.

7. First Interview

The Search Committee would conduct a first interview with candidates identified in the previous step. An interview guide would be prepared and the practice of sharing questions with each candidate a short time in advance of the interview could be used in order to ensure a richer conversation. This would be the decision of the Search Committee but would need to be consistent for all candidates.

8. Determination of Candidate or Candidates Proceeding to a Second Interview

The Search Committee would convene after the first stage of interviews and determine whether any of those candidates should proceed to the next stage. The primary criteria at this stage would be the determination that the Search Committee

saw in the candidate(s) in question that they could eventually be proposed to the Congregation as a serious candidate for the role of Senior Minister (assuming sound performance in the second interview, sound reference findings, and meeting other criteria such as police records check and being qualified for credentials as a member of the CABF.

These candidates would be asked to provide the references noted above and would be advised that, should the second interview be successful, that Search Committee (and possibly the Church Council) would be seeking to contact and communicate with them in detail about their experience working with or interacting with the candidate in question.

9. Conducting the Second Interview

The second interview would involve all Search Committee members and would likely include the Moderator and the Council Member responsible for personnel issues. The Search Committee would have been in communication with the Council and would have provided a summary of the findings from the first interview and the review of their materials up to that point.

The second interview would focus on exploring issues expected to be of particular importance to the Congregation, Council and Search Committee and would ensure that any areas lacking clarity or raising questions during the first interview were fully canvassed.

It would be expected that this interview would focus on leadership styles, directions that the candidate would prioritize in their role, how they would work with Associate Ministers, and their degree of comfort in the type of church that is FBC Edmonton.

10. Conducting Detailed Reference Checks on Candidates Being Considered For Presentation to the Congregation, Staff and Council

Following the Second Interviews, the Search Committee would determine which, if any candidates would proceed to the state of being presented as a candidate for final consideration by the Congregation and the Church as a whole. This could be one single candidate or two candidates. Given significant step that this represents, it would be unusual for more than two candidates to proceed to the final stage at any given point in time. Should the first two not be successful after moving forward

from this stage, it would be possible to return to a candidate who had succeeded at the Stage 2 Interview but who had not yet been put forward.

The Search Committee would conduct detailed reference checks with a full range of colleagues, board members, congregants and partners who had direct experience working with the candidate in question. Once those reference checks were completed, the Search Committee would confer with the Council and provide its recommendation regarding the one candidate that the Search Committee believes to be the most worthy of being invited to meet key groups within the Church and to preach at a Sunday Service. That invitation would likely come jointly from the Search Committee and the Council as the potential employer and as the official voice of the FBC Edmonton.

Where the Search Committee believes that more than one candidate represents a credible option for the role of Senior Minister, it will keep a list of those candidates for reference should the Congregation choose not to make an offer to the first or previous candidate presented to them.

11. Congregational, Group, Council and Staff Engagement Weekend

The Congregation would be advised in advance that the Search Committee had narrowed down its selection to one candidate at that point. The candidate's name would be shared publicly at that point and the candidate would each be given a weekend to conduct their visit and engagement with the FBC Edmonton groups in question.

Specific groups from within the Church would be identified and offered the opportunity to meet with the candidate(s) in question. This is intended to be an open rather than a closed process, so these represent examples of which those groups might be. Search Committee members will want to give some thought as to who might or should be invited or asked if they would like to have a session with the candidate during this time. Some examples could be:

- The Church Council
- Staff
- The Choir
- Youth
- Congregation members, generally
- Any other group who wishes to meet

This is an opportunity for those groups to have some time to meet the candidate, to raise questions with them, and to get a deeper sense of who they are and what they might bring to the Church than would be possible from simply listening to a sermon on a Sunday.

It is also a chance for the candidate to get to see and understand the Church better and to ask questions that they might have.

Members of the Search Committee would serve as a “guide” throughout this weekend, ensuring that the candidate and groups connected, and that the candidate felt supported during this time.

12. Post Engagement Review

Following the Engagement Weekend, the Search Committee would convene and meet with each of the groups (or representatives of each of those groups) to hear their reactions and perspectives. This would include the Council, Staff and any others who had separate meetings.

One option would be to have a brief congregational meeting the following Sunday, or to hold a meeting during the following week, to hear views from the Congregation as a whole on their perspectives. This would not be a decision-making meeting, but a forum for the Search Committee to hear from the Congregation any thoughts that it might have.

13. Determination and Communication of Search Committee Recommendation

After hearing all of the various perspectives following the Engagement Weekend, the Search Committee would convene for the purposes of reaching its recommendation to the Congregation. This decision would be based on the entirety of the process, including documentary review, references, interview performance, the perspectives of Council, Staff and other groups during the Engagement Weekend and the candidate’s preaching.

Upon reaching a recommendation, the Search Committee would be in touch with the Council to ensure that the Council did not feel that it could not employ that person for any reason. Assuming that it saw no such barrier, the Search Committee would inform the candidate that it was prepared to recommend them to the Congregation for the role of Senior Minister. The Search Committee would confirm

whether or not they would be prepared to accept such an offer if the Congregation accepted them. If the candidate's answer was positive, the Search Committee would inform the Moderator and call for a formal meeting of the Congregation to consider a motion to call that candidate to the role of Senior Minister for First Baptist Church Edmonton.

14. In the Case of a Non-Acceptance by the Congregation or Candidate

In the event that the Congregation or Candidate declined to approve or accept an offer for the role of Senior Minister, the Search Committee would return to steps 10, 11 and 13 as necessary, or as far back as the candidate identification process if there were no other reasonable candidates at that point.

15. Assist the Church Council in Employment Negotiations and Formalization

Once a motion was passed to call a candidate, the Search Committee Chair and Moderator would be in touch with the candidate and a formal offer of employment would be made.

The Search Committee would make itself available to provide any context or support that Council and the candidate might require in the process of formalizing the employment agreement and in onboarding.

NOTE:

This outline does not include descriptions of the updates or engagement opportunities that will be available to the congregation, Church Council or interested groups within the Church. Those will need to continue throughout the process in various forms but are not built into this process document.