

HPC Pastor Search Committee

10-Step Interview Process

STEP 1 - Review MDF and Application Materials

- Discuss and vote
 - If NO, send letter out immediately.
 - If YES, proceed to STEP 2.

STEP 2 – Sermon Review

- Most recent sermon preached
- Sermon of the candidate's choice
- Discuss and Vote
- Vote: NO, "long list", or "short list."
 - If "short list," proceed to STEP 3.

STEP 3 – Telephonic Interview

- Post-interview discussion
- Vote: NO, "long list", or "short list."
 - If "short list," proceed to STEP 4.

STEP 4 – Reference Checks

- Contact primary references provided by candidate.
- Obtain and contact "secondary references."
- Discuss and vote: NO, "long list", or "short list".
 - If "short list," proceed to STEP 5.

STEP 5 - On-Site Visit

- 2 or 3 committee members hear candidate preach to his own congregation (unannounced).
- Discuss and vote: NO, "long list", or "short list."
 - If "short list", proceed to Step 6.

STEP 6 - Personal Visit to Oklahoma City

- Meet with Committee and visit community.
- Discuss and vote: "NO", "long list", or "short list".
 - If "short list", proceed to STEP 7.

STEP 7- Prioritize "Short List"

- "Primary candidate" = one who stands out
- If no "primary candidate," Committee votes on each candidate to identify primary candidate.
- Provide details of compensation package.
- "Primary candidate" proceeds to Step 8.

STEP 8 - Professional Background Check

- Obtain written authorization from candidate.
- Third party manages this process with details not released to the PSC.
- If candidate passes background check, candidate proceeds to Step 9.

STEP 9 - Personal Interview of "Primary Candidate"

- Conducted at neutral location.
- Candidate brings wife and children.
- Provide time to visit the community, as well as church and facilities.
- Formal interview of candidate. (Not wife.)
- Schedule several meals in the homes of members of the PSC for entire family.
- Discuss and vote:
 - NO, kept on "long list"
 - "OFFICIAL CANDIDATE"
- Official candidate proceeds to Step 10.

STEP 10 - Presentation of Official Candidate to the Church

- Candidate meets with Session and other groups.
- Candidate leads worship service.
- Details of financial package discussed.
- Committee votes on candidate.
- Session calls congregational meeting to vote for candidate.
 - If NO, go back to "short list."