

Orientation and Training for Music Search Teams

Getting Ready to Go--A Staff Position is Vacant

- Fill the position temporarily with a volunteer leader.
- Elect and Train the Music Search Team. (Note: Paid music staff who will work under the new Worship Leader's supervision should not serve on the team.)
- Choose/organize a transition music leadership team to continue to lead ongoing music programs.
- Call full-time Music Ministers and university departments in your area for referrals.
- Utilize musical ministerial staff members, retired leaders in your church and area, or lay musicians from your congregation for immediate relief.
- Determine the type of interim that is needed and define the responsibilities for the position.
- Covenant with the interim regarding time, expectations, and salary.
- Arrange for the interim to meet and coordinate with the transitional music leadership team.
- Call an interim music person.

Elect and Train the Music Search Team

- Use, an existing group, such as a Music Team, or form a new team representing all facets of the congregation.
- Encourage the team to help keep the music program organized and progressing forward during the interim and begin the search process.
- Work regularly with the pastor, interim worship leader, and search team on the progress of the search.
- Work closely with leaders of other areas of the church and ministerial staff.

Set Your Destination

- Develop a job description for the new Worship Leader position.
- Discuss and develop a salary/benefits package that can be offered. Be flexible in this area.

Listening Session Agenda

- Conduct Listening Sessions with choirs, other musical groups, and the congregation. List candidate qualities by priority. Possible questions might be:
 - Where have we been in our music program?
 - Where are we now? Are we pleased?
 - What does God's future plan look like for the church in the music ministry?
 - What is our cultural context--will we reach out beyond the walls of our church?
 - What are the top-priority characteristics for a new worship leader?
 - Pray together for God's guidance!

Formulate Travel Plans

- Pray! Pray! Pray as the search team consider specifics.
- Gather resumes.
- Ask the congregation for recommendations.
- Contact prominent worship leaders in your area for recommendations.
- Contact seminaries, universities, and others for resumes and recommendations.
- Organize resumes by qualifications.
- Send a note to all who sent a resume notifying them it has been received and that the search team is praying and will be in contact soon. If they are not considered, let them know also.
- Create three categories of resumes: (1) positive, (2) possible, and (3) probably not.
- Decide on the top three candidates.
- Contact each candidate by letter to let them know they are being formally considered. Inform those not being considered as well.
- Check references of each candidate
- Ask candidates for video or audio recordings from their worship services or special presentations, if available.

Meeting with the Candidate

- Consider one candidate at a time! (This step is very important.)
- Conduct an initial interview. (Conference call--with the entire team works well.)
- Present job description to the candidate.
- Pray! Pray! Pray!
- Visit the candidate on his church field.
- Conduct a second interview.
- Clarify any questions or discrepancies.
- Determine if the search team wants to continue with this candidate or move to the next candidate.
- Allow the candidate to meet the ministerial staff.
- Invite the candidate to visit and observe worship anonymously.
- If the search team decides to move to another candidate, contact the first candidate of this decision. Usually the search team chairperson needs to call the candidate.
- If the search team feels led, continue.

Presenting Documentation to the Candidate

- Determine the financial package for the candidate, including salary and benefits and present it to the candidate.
- Discuss the package with the candidate and allow for prayerful negotiation.
- Present other important documentation from the church to the candidate such as the Constitution and By-Laws.
- If agreeable, spend time in prayer, then take a vote of the Search Team on whether to call the candidate. If the vote is positive, proceed to plan for a "Call Weekend."

The "Call Weekend"

- Create events that give maximum exposure of the candidate to as many people as possible.
- Plan a Friday evening meeting with staff and church administrative leadership.
- Plan a Saturday morning Q & A with music leadership.
- Plan a Saturday afternoon rehearsal with choir, praise team, orchestra, Bell choir (i.e. groups which the person will lead).
- Plan a Saturday evening meal introducing the candidate allowing Q & A from the church, music ministry people, and others.
- Sunday morning the candidate leads worship.
- Sunday morning or evening a vote is taken by secret ballot. (Most churches take the vote on the following Sunday of the visit.)
- Notify the candidate.
- When the candidate responds, announce the decision to the church.
- **In light of technological advancement and social networking, please coordinate the announcement of the candidate to ensure the individual has time to resign his or her current ministry position without a problem emerging.**

After the Candidate Accepts

- Say goodbye to the interim and express appreciation for his/her leadership.
- Prepare the church for the arrival of the new leader.
- Communicate needs of the new ministry family's arrival
- Prepare for the worship pastor's arrival.
- Plan a welcome party.
- Shower love on your new minister from the beginning.

Assisting the Worship Leader During Transition

- Alert local papers and media of the arrival of the new worship leader.
- Create and present a welcome banner in the church giving the name of the worship leader and his family members.
- Ask the search team members to clear their calendar so they can be present for the worship leader's first weekend.
- Provide meals for the worship leader and his family for the first few nights on the church field.
- Promote a stress free environment for the staff member asking current staff and administration to bear the load allowing for a smooth transition period.
- Model servant leadership during the transition period.
- Keep checking with the new staff member over the next six weeks to make sure their transition needs are met.
- Praise God for His guidance through this transition period.
- Lead the church to: (1) pray, (2) cooperate, (3) care, (4) follow, and (5) love the new staff member.

Revised from the original document in Creator Magazine adapted for South Carolina Baptist Churches by Mark Powers, Director of Worship and Music, at the South Carolina Baptist Convention, from "Transmap" by Monty Hall.

Announcement

Due to technological advancements and social networking (Facebook, My Space, and etc.), please coordinate announcing a new staff member to ensure the individual has time to resign his or her current ministry position without any problems emerging.