

First Baptist Church

Pulpit Committee

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PROGRESS REPORT JULY 16, 2024

The Pulpit Committee of First Baptist Church consists of the following representatives:

1. Bruce Roberson* Deacon Ministry	6. Karen Mickens Finance Committee	11. Gleniss Wade Music Ministry
2. Reginald Hardman Deacon Ministry	7. Linda Smallwood At-Large Member	12. Eric Kirby Usher Ministry
3. Kenneth Clarke Trustee Ministry	8. Bria Cunningham Youth Ministry	13. Valerie Ducker Clubs & Auxiliaries
4. Sam Malone Trustee Ministry	9. Barbara Mickens Church Clerk	14. Cheryl Walker Missionary Ministry
5. M. Jean Toliver Deaconess Ministry	10. Sheron Spann Christian Ed Ministry	15. Kareema Robinson Youth Org Leaders

*Pulpit Committee Chair

Accomplishments Since the Last Quarter

During the second quarter of 2024, the Pulpit Committee accomplished the following:

- Continued the interview phase of the evaluation process
- Completed the legal review and signed the contract with the company that conducted background checks
- Reviewed the background checks for the final candidates and began the other portions of the background investigations
- Finalized the plan for the voting process
- Began executing the voting plan

For additional information, see the Summary of the Evaluation Process and Voting Process sections below.

Summary of Evaluation Process

The Pulpit Committee is evaluating the applications in the following phases:

- Phase 1: Screening (completed)
- Phase 2: Evaluation (completed)
- **Phase 3: Interview (in process)**
- **Phase 4: Background Investigation (in process)**

Phase 1: Screening (completed)

A cursory review was conducted to 1) put each application in tiers which represent the level of completeness of the application package, and 2) assign a preliminary score for key elements of the package (i.e. education, ordination, ministerial/pastoral/faith-based organizational experience). Applications in the top tiers were further evaluated by comparing the basic requirements from the job announcement with the information the applicants submitted to determine if the package would move to the next phase for further evaluation (Phase 2).

Phase 2: Evaluation (completed)

In Phase 2, evaluators compared the required qualifications and skills described in the Job Description with the applicant's stated qualifications and skills. The Evaluators ranked applicant scores from highest to lowest. The application packages with the highest scores were moved to the next phase for further evaluation (Phase 3).

Phase 3: Interview Process (in process)

In this phase, the Interview Panel evaluated the candidates with the highest scores via interviews and the evaluation of the candidates' preaching (via virtual sermons). This allowed the panel to narrow the top candidates to the final candidates.

The panel interviewed five (5) candidates, and evaluated the virtual sermons submitted in these candidates' application packages. See the Background Investigation section below for further evaluation information.

As was previously reported, the panel did not evaluate preaching at the candidates' churches (via in-person sermons) since their virtual sermons provided enough for the panel to evaluate. Also, the panel could not travel to visit all top candidates as some are located over 350 miles from the DC area. See the Voting Process section below for more information on our

church's opportunity to see the final candidates preach a live sermon at our church during the voting process.

Phase 4: Background Investigation (in process)

Phase 4 of the evaluation process consists of:

- Background checks which include a check of the candidates' credit history, criminal background, drug screening, employment, and education history
- Internet search of the candidates' social media and networking activities
- Reference checks from candidates' references

The interview panel further investigated the top candidates' backgrounds by conducting internet searches of the candidates and reviewing the results of the background checks conducted by the background check company.

Based on its findings from all phases, the panel narrowed the list of top candidates to two final candidates. The Voting Subcommittee will propose a plan to narrow the remaining two final candidates to the successful candidate that will be offered the position (see the Voting Process section below).

Reference checks will be conducted *before* the final candidates preach to the congregation as part of the voting process.

Voting Process

The Pulpit Committee drafted the voting plan that will detail the voting process. The plan is under review and is expected to be finalized soon. The plan includes:

- Eligibility to vote
- Profile of the candidate
- Recording of live sermon from the candidate
- Vote procedures

Once the voting plan is final, the Pulpit Committee will inform the congregation of the voting process in writing and via a presentation at a churchwide meeting at least two weeks before the vote.

The congregation will be allowed to review a profile of the final candidates before the candidates preach to the congregation. This will be the

congregation’s opportunity to participate in this very critical part of the process of selecting our new Pastor.

Remaining Tasks to Select the New Pastor

The Pulpit Committee is following the tasks listed below to assist the church in selecting our new Pastor. These tasks are not in chronological order. The completed tasks are highlighted in **green**; the tasks currently in progress are highlighted in **yellow**; and the tasks that have not started are highlighted in **blue**.

Task	Status
Elect Officers and hear lessons learned from pastoral search committees from other churches	Done
Finalize and distribute Policies/Procedures of the Pulpit Committee	Done
Develop high-level tasks for selecting the new Pastor	Done
Find the most recent church Vision/Mission	Done
Draft minimum requirements for church survey	Done
Draft minimum requirements for church profile	Done
Draft minimum requirements for pastor profile	Done
Draft minimum requirements for application process	Done
Draft minimum requirements for evaluation process	Done
Draft minimum requirements for interview process	Done
Draft minimum requirements for voting process	Done
Assign members to subcommittees and begin assigning responsibilities	Done
Brief Joint Board and the congregation on progress of Pulpit Committee	Ongoing
Release survey to church members	Done
Collect surveys from church members	Done
Analyze survey results	Done
Finalize church profile	Done
Determine detailed budget for selection of new Pastor	Done
Draft application process / questions	Done
Determine plan/schedule for application process	Done
Determine plan/schedule for evaluation process	Done
Collect applications	Done
Draft plan/schedule for interviews	Done
Conduct interviews	Done
Further research final candidates	In Progress
Conduct second interviews if necessary	N/A
Conduct background checks on final candidates	Done
Finalize plan for voting process	In Progress

Task	Status
Arrange for final candidates to preach at FBC	
Church vote on final candidates	
Committee makes recommendation to church	
Notify successful candidate	
Notify unsuccessful candidate	

I want to extend our sincerest expression of gratitude and thanks for your patience during this pastoral search. There have been many hours of prayer, study, and thoughtful discussions during the past quarter of our search for a new pastor. Our process is getting closer to presenting the candidates for our next Pastor. The committee has been working hard and seeking the Lord’s guidance to lead our church to the calling of our next Pastor.

We ask that you continue to keep the Pulpit Committee in prayer as we conclude this process.

Submitted by:

Deacon Bruce Roberson, Chairman
Deacon Ministry and Pulpit Committee