

First Baptist Church of Annapolis, Inc.
31 West Washington Street
Annapolis, Maryland 21401-2422

Dear Members,

The attached document was adopted by the membership of First Baptist Church of Annapolis, Inc., (FBC) as the Policy and Procedures for Selecting a Pastor. Even though the title is as indicated, this document represents a set of standing rules adopted by the church. As such, in order to change, edit, and/or amend these rules it requires previous notice to the membership, in which case the changes can be adopted by the membership at a properly called meeting by a majority vote. Without notice, the membership at a properly called meeting can adopt the changes with a 2/3 vote, or a majority of the entire membership.

This cover letter is the official notice of proposed amendments to the FBC Policy and Procedures for Selecting a Pastor. With this notice the proposed amendments will be presented for adoption at the 17 January 2023 Annual Church meeting. Amendments indicated in the following document may be adopted by a majority vote of the members present and voting at the Annual Church meeting.

The proposed amendments to the *Policy and Procedures for Selecting a Pastor* are as follows:

Amendment #1 Operation of the Church During the Search

The proposed change - *Strikeout* the indicated language, and *Insert* the highlighted text.

Rationale: This change will allow flexibility in the assigning of ecclesiastical duties by the ministry of deacons during the search of a pastor.

Amendment #2 Procedures for Selecting a Pastor
Section III Screening - A. Submission of Resumes

The proposed change #1 - *Insert* the text highlighted, and *Strikeout* the last sentence.

Rationale: Establishes that candidates must provide a specific number of references, and are required to provide documentation that supports their indicated qualifications.

The proposed change #2 - *Insert* the text highlighted, and *Strikeout* the last sentence.

Rationale: The change allows the pulpit committee flexibility in setting the dates for acceptance of Resumes depending on the qualifications of the pool of candidates.

Amendment #3 Procedures for Selecting a Pastor
Section III Screening - C. Uniform Treatment and Confidentiality

The proposed change - *Insert* the text highlighted, and *Strikeout* the last sentence.

Rationale: The change allows uniform exposure of candidates to the congregation.

Respectively,

G. D. Mc Neal

FIRST BAPTIST CHURCH OF ANNAPOLIS, INC.

Policies and Procedures for Selection of a Pastor *Adopted 19 January 1993*

Introduction

Should the pastorate become vacant, the church must face the immediate need to maintain its operation and worship as well as the necessity to select a new pastor. Article IV, Section (1a) of the Constitution and Bylaws requires the congregation to move without unnecessary delay to initiate a search for a pastor by appointing a Pulpit Committee. Selection of a pastor is a most important and delicate matter, therefore, a recommendation should be made only after prayerful consideration and deliberation during the selection process.

Operation of the Church During the Search

During the search for a new pastor, the operation of the church shall be the responsibility of the Ministry of Deacons. The Ministry of Deacons shall assign carrying out the ecclesiastical duties to the Assistant Pastor, if one has been appointed. ~~Otherwise, one of the Assistants to the Pastor shall be assigned these duties until a new pastor is called.~~ **to a member of the ministerial staff, or a combination of the members of the ministerial staff that best serves the interest of the church. As determined by the Ministry of Deacons these duties may also be preformed by external sources.**

Procedures for Selection of a Pastor

I. Selection of the Pulpit Committee

A. Purpose of Committee

The Pulpit committee shall identify candidates, interview them, examine their credentials, hear their preaching, and recommend to the church the best candidate(s) to fill the pastorate.

B. Composition of the Committee

The Pulpit committee shall consist of three deacons, including the chair of the Ministry of Deacons, the chairman of the Ministry of Trustees, and four active members appointed by the church body. The at-large membership of the Pulpit Committee shall consist of one deaconess, one additional woman, one young adult between the ages of 18 and 25 years, and a member.

C. Selection of the Committee

1. Upon occurrence of a vacancy in the pastorate for any reason other than death, the chairman of the Ministry of Deacons shall, on the Sunday following the occurrence of the vacancy, give at least two weeks notice of a meeting of the congregation called to appoint a Pulpit Committee.

2. In the event that the vacancy is caused by death, the chairman of the Ministry of Deacons shall, on the Sunday two weeks after the Burial of the Pastor, give notice of a meeting of the congregation called to appoint a Pulpit Committee. *Amended at the 1995 Annual Church Meeting.*

II. Identification of Candidates

A. Responsibility of the Pulpit Committee: It is of utmost importance that the Committee be open-minded and discreet in obtaining the names of candidates and in dealing with each candidate throughout the process.

B. Options for obtaining names of candidates shall include: recommendations from the congregation; resources of the National/State Baptist Conventions; and divinity schools.

III. Screening Procedures

A. Submission of Resumes

1. Each candidate shall submit a resume' with **three (3) references, and documentation that enables** the Committee to verify qualifications. ~~References on the resume' should be contacted to verify or validate the candidate's qualifications.~~

2. Resumes' may be accepted by the Pulpit Committee **during the announcement period, and/or during any extension(s) deemed appropriate to attract qualified candidates.** ~~no later than six (6) months from the time of appointment of the Committee.~~

B. Background Check

A background check shall be conducted on any candidate considered for recommendation to the Church.

C. Uniform Treatment and Confidentiality

1. ~~Insofar as possible,~~ The Pulpit Committee shall use uniform procedures in dealing with candidates. No interviews shall be conducted in the First Baptist Church building. Ministers under consideration shall be brought to the Church only for the preaching part of the selection process. **All candidates shall have the same number of opportunities to preach a sermon to the congregation.**

2. The Committee shall establish procedures to ensure proper routing and confidentiality of all correspondence and related documents.

3. Before contacting a minister regarding candidacy, the Committee shall determine first whether the potential candidate meets the bylaw requirement of being "duly ordained." (Article IV Section 1-a.2)

D. Interviewing Candidates

1. Once a possible candidate has been identified, contact shall be made by the Committee by letter or visitation to determine or confirm the potential candidate's interest. Where applicable, and at the discretion of the potential candidate, appropriate officers of the candidate's church may be notified of the Committee's interest.

2. The Pulpit Committee shall schedule interviews with ministers expressing interest in the pastorate and whose credentials indicated possible acceptance by the congregation. Basic elements of the interview (questions) shall be established by the committee and used with all candidates interviewed.

E. Examination of Credentials

To ensure basic agreement as to what shall constitute credentials, the following areas are presented as being essential to promote and enhance the present spirit of First Baptist Church.

1. Ordination:

The candidate shall be a duly ordained minister, rooted in Baptist doctrine, and believing in the Articles of Faith based on the New Hampshire Confession.

2. Spirituality:

A Pastor must be one that “walks in the spirit” for, as Paul said in Romans 8:9, “... if any man have not the Spirit of Christ, he is none of his.” A church only profiteth in the spirit. John writes, “It is the spirit that quickeneth: the flesh profiteth nothing.

The candidate’s zeal for preaching the gospel should reflect a commitment to Christ’s command to “Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost.” (Matt: 28:19)

The candidate should demonstrate the unselfish commitment to referred to by Paul when he says “For though I preach the gospel, I have nothing to glory of: for necessity is laid upon me; yea, woe is me if I preach not the gospel! “

3. Leadership:

The Committee must determine whether the candidate has demonstrated ability and willingness to deal successfully with the complex problems facing the Black Church and community.

4. Administration:

The candidate should present evidence of training or experience that would indicate potential for overseeing and supervising the spiritual and temporal interests of the church. This includes church policy and organization, conducting its affairs in business meetings, and working with committees, members, and officers.

5. Homiletics:

The candidate should demonstrate ability to preach a sermon that is clear, concise, and complete.

The Committee shall make visits to hear the preaching of the candidate in order to ascertain that the candidate can fulfill these requirements.

6. Education:

A candidate must present evidence of having attended a seminary or divinity school, or currently being in attendance. The academic achievements of a candidate should not be the overriding consideration in examining the educational background. Life experiences, Biblical knowledge, maturity, and the commitment to the role and responsibilities of a pastor should weigh heavily in the category of education.