



Brentwood Baptist

Abridged Version of Brentwood Baptist's Ministerial Selection Process (showing "pauses")

1. Hiring Manager (direct supervisor) and Department Head draft a job description and position profile to present to Executive Pastors' Office. The Executive Pastors' Office works with Staff Resource Team (SRT) and Trustees to affirm position.
2. The Resume Screening Team and Department Head develop a process plan and time line for selection process.
3. The Resume Screening Team conducts a Needs Assessment with the appropriate constituencies if it is determined to be helpful.
4. The Hiring Manager generates resumes by sending the job description and position profile to their network of colleagues and those who express interest in the position.
5. The Resume Screening Team determines the number of resumes that is sufficient before beginning selection process. The Hiring Manager then compiles, reviews and categorizes into A, B, and C candidates based on apparent fit to position profile.

(PAUSE)

6. Following the process and interview guides documented in the *Selection Toolkit*, the hiring manager drives the following next step responsibilities with the A candidates:
 - Sets up initial call to review position description, profile, understand why candidates is interested and confirm they desire to enter into process.
(PAUSE here and after each bullet in this section)
 - Uses "Pre-Screening Interview Guide" to provide candidates a complete understanding of BBC and the role we are asking them to fill.
 - Conducts a phone interview using the "Initial Screening Interview Guide" and position specific questions.
 - Send questions via email to that are to have written responses (you can select questions from the "Leadership Attributes Interview Guide").
 - Narrows the A candidate pool down to 2-3 candidates if possible and disseminates the PLACE and StrengthsFinder Assessments.
 - Conducts initial reference checks with provided references using the *Selection Toolkit* guide.
7. Participation in the first official on-site interview(s) includes the Resume Screening Team and selected members of the Staff (at least one meeting with an Executive Pastor), and

may include SRT Chair or other members of SRT. The interviewing tools for this visit are the “Leadership Attributes Interview Guide” and “Spiritual Depth Interview Guide.”

(PAUSE)

8. Working alongside the Resume Screening Team and Executive Pastor solicit feedback from the visit(s), facilitate consensus around the candidate(s) to schedule for a second visit (to be affirmed by Department Head and Executive Pastors’ Office).
9. The Resume Screening Team representatives collaborate to assign the next-level in-depth reference checks to be provided in writing.
10. The second on-site visit includes a meeting with the entire Staff Resource Team and Trustees and any other appropriate lay or staff leaders not yet involved in the process. In addition to the appropriate Executive Pastor meets with the candidate to share the proposed compensation and relocation information (if appropriate) and secondary set of interview questions, and also the Senior Pastor has a one on one interview with candidate.

(PAUSE)

11. The Resume Screening Team solicits feedback and comes to consensus on a recommendation. A third on-site “in view of a call” visit may be scheduled if appropriate.

(PAUSE)

12. If the Resume Screening Team in conjunction with the Executive Pastors’ Office determines they wish to proceed with the hire, they will present the candidate’s name to SRT, and SRT will make a determination on whether to recommend candidate to the Trustees at their monthly meeting.

(PAUSE)

13. If the Trustees receive recommendation and affirm, an Executive Pastor will make the Hiring Manager aware and then extend the offer to the candidate via an offer letter within a few days.