

Alaska Conference Pastoral Placement Process

In the event of a church/district pastoral change, this policy will normally be followed in filling the vacancy. However, there may be exigent circumstances where the Alaska Conference Executive Committee may choose to make an exception in the placement process.

1. Personnel committee enabling action

- a. An enabling action is obtained from the Executive Committee as soon as possible for the Personnel Committee to fill the vacancy.

2. Initial meeting with church board(s) chaired by the AKC President or his representative.

- a. Initial meeting will take place after the previous pastor has moved from church/district.
 - i. In the case of retirement, the initial meeting may take place while pastor is still in church/district.
 - ii. The church board may choose to select and authorize a pastoral search committee, rather than the board, to participate in meetings with AKC representative during the meetings described in this document.
- b. Purpose of the meeting with the church/district board(s):
 - i. Listen to the dreams, aspirations, and concerns for church/district and the next pastor.
 - ii. Engage the board(s) in discussing/prioritizing their expectations for the pastoral role.
 - iii. Outline and clarify the entire process with the church board(s).
 - iv. Share AKC interview questions and encourage prayerful consideration of up to seven additional questions.
 - v. Solicit possible names from the church board(s) to consider.

3. Prior to the second meeting

- a. Duties of church board(s):
 - i. Hold regular seasons of prayer for the process and potential pastoral candidate.
 - ii. Knowing that the Conference may have a name or two to consider, the church/district may provide up to five additional candidates for consideration.
 - iii. Assess which pastors they are truly interested in submitting for consideration. If pastor is out of AKC, he/she must be ordained/commissioned and have been in their current district at least 3 1/2 years.
 - iv. Discuss up to seven additional questions that the board(s) would like to ask the pastoral candidate.
- b. Duties of head elder in consultation with President/Conference:
 - i. Supply the conference with the name, phone number, and email address of each potential candidate.
 - ii. Submit the board's additional questions to the conference.
 - iii. If needed, a pre-interview meeting will be held to consult with board regarding submitted questions.
- c. Duties of President/Conference:
 - i. Maintain a list of possible pastors interested in ministry within AKC, comparing their qualifications with those desired by the church/district.
 - ii. Contact other Conferences, check the references, complete all vetting, and communicate with any potential candidate(s).
 - iii. Bring names of pastoral candidates to ADCO and Personnel Committee for consideration before proceeding to the interview.
 - iv. Supply a resume & "Self-Reference Form" for each pastoral candidate to be interviewed to church board members at least 48 hours prior to the video interview.
 - v. Provide a list of questions to the pastoral candidate(s) at least 48 hours prior to video interview.

4. Second meeting with church board(s) — video conference if possible

- a. Purpose of the second meeting
 - i. To have the formal interview with each pastoral candidate.
 - ii. Each interview will last 45-60 minutes.
 - iii. Provision will be made for the pastoral candidate to ask a few questions.
- b. Group discussion and a season of prayer will follow the interviews.
 - i. Board(s) will vote on the top pastoral candidate they would like to come and visit for a weekend.
 - ii. Board(s) will have the option to not choose the pastoral candidate(s) and the process will return to step 3
- c. It is expected that a vote will be taken the evening of the interviews.

5. Weekend visit by pastoral candidate and President/conference representative

- a. Purpose of the weekend visit:
 - i. Allow the pastoral candidate an opportunity to assess the congregation/district.
 - ii. Allow the congregation an informal time with the pastoral candidate during the weekend.
 - iii. Church board(s) will have the opportunity to have a social visit with the pastoral candidate and family.
- b. Pastoral candidate will preach in each church with additional time for social interaction with the congregation.
 - i. The sermon and social interaction will be the means for the congregation to get acquainted with the pastoral candidate.
- c. After the preaching and social interaction
 - i. The President/conference representative will meet with the church board(s) to determine whether the church board(s), which represents the congregation(s), wish(es) to request the Conference formally invite the pastoral candidate to minister in the church/district.
 - ii. The request of the church board(s) will be considered by the AKC Personnel Committee in making the final decision of placing a call to the pastoral candidate.

6. Filled-position notification

- a. The head elder(s) will be notified once the pastoral candidate has accepted the call.
- b. AKC Personnel Committee will be notified when the pastoral candidate has accepted the call.
- c. Executive Committee will be informed of the church/district pastoral placement.

7. Initial sabbath in church/district

- a. A Conference officer/director will be present to hold a special consecration service for the pastor on the first Sabbath in the district.