

## **Executive Minister Search Committee Major Task Checklist**

### **Preparation for the Announcement**

1. \_\_\_\_\_ Select an interim (1.1)
2. \_\_\_\_\_ Approve search committee budget (1.8)
3. \_\_\_\_\_ Orient the committee to the search process (C-1 thru C-4)
4. \_\_\_\_\_ Gather input for qualities desired in next Executive Minister (1.2, 1.3)
5. \_\_\_\_\_ Prepare the position announcement (1.6)
6. \_\_\_\_\_ Prepare a region profile or fact sheet (1.6)
7. \_\_\_\_\_ Review region bylaws (1.7)
8. \_\_\_\_\_ Open the process for names\* (1.9, 1.10)

### **Narrowing the List**

9. \_\_\_\_\_ Reduce list of names (2.2)
10. \_\_\_\_\_ Prepare homework assignment\*\* (2.3)

### **Deciding Whom to Interview**

11. \_\_\_\_\_ Further reduce list based upon homework assignment (3.1)
12. \_\_\_\_\_ Decide whom you will interview (3.3)
13. \_\_\_\_\_ Obtain signed releases and send additional info (4.2)
14. \_\_\_\_\_ Conduct reference checks (4.1)
15. \_\_\_\_\_ Prepare interview questions (4.5)
16. \_\_\_\_\_ Set up the interviews\*\* (4.6)
17. \_\_\_\_\_ Draft the Executive Minister agreement form (4.7)

### **Conducting the Interviews and Vote**

18. \_\_\_\_\_ Conduct the interviews and discern a candidate (5.2)
19. \_\_\_\_\_ Present the candidate to the board (6.3)

### **Follow-up**

20. \_\_\_\_\_ Announce the new executive minister (7.2)
21. \_\_\_\_\_ Arrange for an installation service (7.5)
22. \_\_\_\_\_ Dismiss the committee (7.7)
23. \_\_\_\_\_ Consider forming a transition committee (7.8)

\* This step requires a minimum of 8 weeks for people to respond

\*\* These steps require a minimum of 4 weeks