

First Baptist Church

Pulpit Committee

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PROGRESS REPORT FOR QUARTERLY CHURCH MEETING APRIL 13, 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

The Pulpit Committee representative for the Deaconess Ministry changed from Deaconess Linda Taylor to Deaconess Jean Toliver effective January 25, 2024.

Accomplishments Since Last Quarterly Meeting

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

- Continued the interview phase of the evaluation process
- Conducted research and made the initial arrangements to prepare for the background investigation on the final candidates
- Continued to work on the plan for the voting process

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. Applicant scores were ranked 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 is evaluating the candidates with the highest scores via interviews and the evaluation of the candidates' preaching (via virtual sermons). This will allow the panel to narrow down the top candidates to no more than three final candidates.

As was previously reported, the panel interviewed five (5) candidates, and began evaluating the virtual sermons submitted in these candidates' application packages. See the Background Investigation section below for additional information.

The panel does not currently plan to evaluate preaching at the candidates' churches (via in-person sermons) as previously reported since their virtual sermons provided enough for the panel to evaluate. Also, the panel does

not have the capacity to 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)

During this quarter, the Pulpit Committee further researched the specifics of the background investigation plan to confirm that the plan complies with DC laws concerning background investigations. Phase 4 will consist 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 / networking activities
- Reference checks from candidates' references

Background investigations will only be conducted on the final candidate(s). The initial investigation began *after* the initial interviews; will be completed *after* final interviews and the evaluation of preaching by the Interview Panel, but *before* the final candidate(s) preach to the congregation as part of the voting process.

Voting Process

The Pulpit Committee is still drafting the voting plan that will detail the voting process. The plan will include:

- Eligibility to vote
- Profile of the candidate(s)
- Live sermon from the candidate(s)
- Vote procedures

Once the Interview Panel identifies the final candidate(s) and 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 given an opportunity to review a profile on the final candidate(s) before the candidate(s) preach to the congregation, which will occur on the same day as the vote. 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 the selection of 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 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/or 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 | In Progress |
| Further research selected candidates | In Progress |
| Conduct second interviews if necessary | |
| Conduct background checks on final candidate(s) | |
| Draft plan for voting on candidate(s) | In Progress |
| Church vote on top candidate(s) | |
| Committee make recommendation to church | |

| Task | Status |
|---|---------------|
| Arrange for final candidate(s) to preach at FBC | |
| Notify successful candidate | |
| Notify unsuccessful candidate(s) | |

In conclusion I would like to thank all of the members of First Baptist Church for your insight and fervent prayers as this Pulpit Committee continues to search for our next Pastor. Our committee has been steadfast in preparing for the completion of this process with one goal in mind - "Do what is best for First Baptist Church with God's guidance and wisdom".

Our Pulpit Committee thanks you for the opportunity and privilege to serve. Your prayers and patience are appreciated.

Submitted by:

Deacon Bruce Roberson, Chairman
Deacon Ministry and Pulpit Committee