

Job Description for Executive Minister Search Committee Members
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Members of an executive minister search committee are responsible for assessing the type of qualities and skills needed in their next executive minister, gathering the names and profiles of people who meet those standards, and narrowing the list to a single candidate to present to the Region. Normally, the actual election of the candidate takes place at a region board meeting or annual meeting of the region as outlined in the governing documents of the region.

Members of the committee work closely with the Associate General Secretary for Regional Ministries who helps answer questions and provides resources to guide the process. In addition to attending a majority of the meetings of the committee, this person also is available to respond to questions or concerns that arise throughout the process. A search committee manual also is provided for each committee member further outlining the duties involved and containing sample documents.

Members of the committee should be capable of discerning the broad needs of the region's constituents and placing the best interests of the region at the forefront of the committee's work. While process updates will be disclosed to interested persons throughout the process, the members of the committee must be able to keep the content of their work absolutely confidential until it is time to announce the name of the final candidate.

Completing the search process will normally require attending meetings every 4-8 weeks for a period of 10 to 18 months. If at all possible, the members of the committee should serve until their task is completed.

Special duties of the committee chairperson

The chairperson of the committee leads the committee meetings, follows up on assignments made to committee members, and normally oversees all correspondence with potential candidates. Good facilitation skills and an attention to detail will benefit any committee chairperson.