

# "IN VIEW OF A CALL" WEEKEND SAMPLE SCHEDULE

## Pre-Weekend Preparation Checklist

Before the weekend, ensure the Search Committee has already:

- Conducted multiple interviews with the candidate
- Completed all background checks
- Visited the candidate's current ministry setting
- Arranged for staff meetings and community tours
- Negotiated the covenant agreement including compensation
- Thoroughly vetted the candidate through references

## Friday Evening

### 6:00 PM - 8:00 PM: Church Leadership Reception

**Location:** Fellowship Hall or similar space **Participants:** Church council, deacons, ministry team leaders, search committee, candidate and spouse **Setup:** Round tables for 6-8 people, casual but attractive setting **Food:** Catered dinner or potluck with quality presentation

#### **Schedule:**

- 6:00-6:15 PM: Arrival and mingling
- 6:15-6:30 PM: Welcome and prayer by Search Committee Chair
- 6:30-7:00 PM: Dinner
- 7:00-7:15 PM: Formal introduction of candidate and spouse
- 7:15-7:45 PM: Informal table conversations (consider providing conversation starters)
- 7:45-8:00 PM: Closing remarks and prayer for the weekend and the church's decision

**Purpose:** Final relationship-building with key leadership **Note:** Assign committee members to host different tables and facilitate conversations

## Saturday Morning

### 9:30 AM - 11:30 AM: Church-wide Meet and Greet

**Location:** Fellowship Hall or largest gathering space **Participants:** Open to entire congregation, candidate and family **Setup:** Mix of tables and open space, name tags for everyone, comfortable seating for candidate family **Food:** Continental breakfast or brunch buffet

#### **Schedule:**

- 9:30-10:00 AM: Arrival and informal conversations
- 10:00-10:15 AM: Welcome and introduction by Search Committee Chair
- 10:15-10:30 AM: Candidate shares personal testimony and brief ministry philosophy
- 10:30-10:40 AM: Spouse invited to share briefly (if comfortable doing so)
- 10:40-11:20 AM: Extended Q&A session with congregation (moderated by committee member)
- 11:20-11:30 AM: Closing prayer and dismissal

**Purpose:** Allow church members to personally interact with candidate **Note:** Consider providing question cards for those uncomfortable with speaking publicly

## Saturday Afternoon/Evening

### Free Time for Candidate and Family

**Purpose:** Provide space for rest and preparation for Sunday **Options:**

- Quiet time at accommodations
- Tour of community with real estate agent (if relocation is needed)
- Time to explore the area independently
- Optional: Informal dinner with Search Committee members (6:00-8:00 PM)

**Note:** Be sensitive to energy levels and the need for personal and family time

# Sunday

## 9:15 AM - 9:45 AM: Greet Sunday School Classes

### Schedule:

- Brief visits to various Sunday School departments/classes
- 5-10 minutes per group, focusing on different age groups
- Committee member should accompany candidate to make introductions
- Consider a flexible schedule that allows connecting with children, youth, and adults

**Purpose:** Make connections with various age groups **Note:** Prepare Sunday School teachers in advance for these brief visits

## 10:45 AM - 12:00 PM: Worship Service

### Schedule:

- Regular worship elements (music, scripture reading, etc.)
- Introduction of candidate by Search Committee Chair (5 minutes)
- Candidate sermon (25-30 minutes)
- Closing elements of service

**Purpose:** Experience the candidate's preaching and worship leadership **Notes:**

- Consider which parts of the service the candidate will lead beyond preaching
- Ensure technical needs are addressed (microphone, presentation needs)
- Consider recording the sermon for absent members

## 12:00 PM - 12:15 PM: Special Business Meeting

### Schedule:

- Candidate and family escorted to private area
- Search Committee presents formal motion to call
- Brief discussion period
- Written ballot vote
- Ballots collected and counted by designated members

**Purpose:** Formal vote on extending the call **Notes:**

- Prepare ballots in advance
- Select and brief vote counters
- Review church requirements for quorum and approval percentage
- Have a designated person stay with the candidate family during this time

## **12:15 PM - 12:30 PM: Vote Announcement**

**Schedule:**

- Results shared with congregation by Search Committee Chair
- Candidate and family return to sanctuary
- Formal announcement of results
- If affirmative, brief acceptance remarks from candidate
- Prayer of dedication and blessing

**Purpose:** Conclude the formal decision process **Note:** Be prepared for both possible outcomes

## **12:30 PM - 2:00 PM: Fellowship Meal**

**Location:** Fellowship Hall or dining area **Food:** Church-wide lunch (potluck or catered)

**Purpose:** Begin building relationships as a church family **Notes:**

- If vote is affirmative, this becomes a celebration
- If vote is negative, this provides space for processing and support
- Consider special welcome elements if the vote is positive
- Ensure the candidate and family have opportunities to interact with many members

## **Follow-Up After Weekend**

- Communicate results to entire congregation through appropriate channels
- Begin transition planning
- Schedule installation service if appropriate
- Transform search committee to pastor support team