Pastoral Profile Worksheet

Clarify the kind of pastoral leadership your congregation needs.

A Resource from the Board of Church Health

BFC Board of Church Health

Churches Helping Churches

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For use by local BFC churches as they prayerfully clarify the kind of pastoral leadership their congregation needs.

IMPORTANT BFC POLITY GUIDANCE

A pastoral profile is a discernment and preparation tool; it does not replace the BFC's established pastoral-change process. When a church is navigating a senior pastor change, the church should consult Article 409 – Pastoral Change Procedure and work with the Ministerial Relations Committee (MRC).

Purpose. This worksheet is designed to help a local BFC church prayerfully and honestly identify the character, competencies, theological preparation, ministry gifts, leadership style, and practical considerations it should seek in its next pastor. The goal is not to create an idealized "wish list," but to clarify the congregation's biblical priorities and ministry context.

How to use it. Work through the questions together with the appropriate church leaders. Distinguish biblical qualifications from preferences, and distinguish genuine ministry needs from assumptions about what a pastor "should" do. Use the completed profile as one input in the broader pastoral-change process and in conversations with the MRC.

Church & Profile Information

Church	
Date	
Prepared by	
Current pastoral context	

I. Character

Spirituality

1. What Fruits of the Spirit are you looking for?

_____

2. How mature in the Lord should the candidate be (number of years saved and years in ministry)?

_____

3. What type of calling are you looking for: Pastoral (more the keeper of the sheep), Missional (more the gatherer of the sheep), or both?

_____

4. What qualities from 1 Timothy 3 would you prioritize?

_____

5. Would you want a Paul, Peter, Barnabas, John, or James to be your Pastor? Why?

_____

6. What is most important: a praying man, a man who spends significant time in study, a doer of the Word, a man of mediation, or a man of action?

_____

Leadership

1. Do you want a people-oriented or task-oriented man?

2. Do you want an upfront, aggressive man or someone content with being in the group or even behind the scenes?

3. List in order of importance:

_____ hard working
_____ peacemaker
_____ visionary
_____ innovative
_____ manager
_____ entrepreneur
_____ motivator
_____ servant
_____ respectable
_____ humble
_____ flexible
_____ discerning
_____ stable

Intra-Personal

1. How much experience should this man have: young—just out of seminary, 5–10 years of pastoral experience, younger, older, etc.?

_____

2. Should he have specialized experience in certain tasks? If so, name the task(s).

_____

3. Should the man be single, married, or married with children?

_____

4. List in order of importance:

_____ self-control
_____ diligent
_____ successful in the past
_____ teachable
_____ integrity
_____ gentle
_____ excellence
_____ desire to learn and grow
_____ manage personal life well
_____ peaceable

Inter-Personal

1. Is it important for the man to have a heart for a particular age group?

_____

2. Are there personality traits that would hinder a man in ministering to the people? If so, name them.

_____

3. Describe the leadership style you prefer the man to possess when working with the Board, with Deacons, and with Ministry or Committee leaders.

_____

4. List in order of importance:

_____ warmth
_____ compassion
_____ approachable
_____ relaxed
_____ sense of humor
_____ respect for others
_____ good reputation with outsiders
_____ ability to work with people
_____ tolerance
_____ forgiving

II. Skills

Spiritual

What skills are necessary? Rate their importance:

_____ being disciplined
_____ able to discern needs and problems
_____ understanding spiritual warfare
_____ exercising faith

Personal

1. Would you be willing to have a man serve bi-vocational? If so, how many hours outside the church?

_____

2. List in order of importance:

_____ management/administration skills
_____ computer skills
_____ marketing skills
_____ stewardship
_____ organizational skills
_____ work ethic

Interpersonal

1. Do you want the man to be involved with the community? If yes, does this mean being active in civic groups, etc.?

_____

2. Would you rather have a man who works best with individuals or with groups?

_____

3. List in order of importance:

_____ ability to counsel
_____ involved in mercy outreach
_____ cross-cultural skills
_____ communications technology
_____ conflict resolution
_____ decision-making

Ministry

1. Describe the type of preaching that would best serve the flock.

_____

2. Should the man be more gifted in preaching or in teaching (e.g., small groups, discipleship)?

_____

3. Do you desire a man who spends as much time in visitation, outreach, and evangelism as he does in preaching and teaching?

_____

4. What views would you want the man to hold in such areas as cooperation with other churches and organizations, music, worship style, political involvement, etc.?

_____

5. List in order of importance:

_____ involvement in social issues
_____ handling of issues
_____ preaching
_____ teaching
_____ evangelism
_____ church planting
_____ multiracial ministry
_____ missions

III. Knowledge / Education

Biblical / Theological Knowledge

1. What type of Bible training do you desire: Bible Institute (at least 3 years are needed to be credentialed with the BFC), Bible College graduate, or Seminary graduate?

_____

_____

_____

2. Are there any doctrinal distinctives or Biblical convictions that would rule out a man (e.g., tongues, divorce, previous problem with sin, etc.)?

_____

_____

_____

3. Is there an area of study or theological expertise that you would desire the man to possess?

_____

_____

_____

IV. Roles & Duties

List the following in terms of importance from 1–13. Use each number once.

	Evangelism
	Visitation
	Preaching
	Teaching
	Discipling
	Counseling
	Missions Leadership
	Worship Leadership
	Music Leadership
	Church Administration
	Leadership of Elders
	Organization of Programs
	Community Involvement

V. Other Considerations

1. Give a range of what you think the pastor's salary should be (base salary, housing allowance, medical insurance payment, retirement, other allowances).

_____

_____

_____

_____

2. If there are other staff members, what role(s) should the Pastor have with the other staff members?

_____

_____

_____

_____

3. Are there any items you would desire in a pastor that have not been covered?

_____

_____

_____

Board of Church Health / BFC Follow-Up

Recommended next steps: After completing this worksheet, church leaders should prayerfully review the profile, identify the handful of non-negotiable biblical qualifications and the most important ministry priorities, and then consult the BFC's pastoral-change process.

☐ Church has consulted Article 409 – Pastoral Change Procedure.

☐ Church has consulted with the Ministerial Relations Committee (MRC).

☐ Biblical qualifications have been distinguished from personal preferences.

☐ The church's current ministry context and realistic pastoral expectations have been identified.

☐ The completed profile has been reviewed by appropriate church leadership.

A FINAL REMINDER

The purpose of this worksheet is to help a church clarify whom it is seeking—not to prescribe a one-size-fits-all pastor. Every pastoral transition is a significant season of prayer, discernment, wisdom, and shepherding. BFC churches should use this resource alongside Article 409 – Pastoral Change Procedure and in consultation with the Ministerial Relations Committee.

The Board of Church Health is a department of the Bible Fellowship Church. The Bible Fellowship Church is an expanding fellowship of churches united to make disciples of Jesus Christ. Find out more at BFC.org.