

STAGE IV: THE SEARCH PROCESS

PIFs: Things to Look For

A thorough and inclusive job of preparing the MIF is the first most important step toward facilitating the process of reading dossiers. To further facilitate the process, the following procedures are suggested:

1. The PNC should prepare and write a separate “Pastoral Profile,” which briefly outlines the most important attributes desired in the candidate who you hope will come to share your vision and goals for the future of your church, as already outlined in the Mission Study and the MIF. Be sure to balance your “wish list” with doses of reality since matches are based on several factors, including such things as location, size and salary.
2. After completing the Pastoral Profile, which is based on your Mission or Congregational Study and MIF information, prepare a Scoring/Screening instrument that takes into consideration your evaluation criteria. This instrument can then be used by each member of the PNC in evaluating each PIF. It will provide a quick and helpful summary which is essential when reading multiple PIFs in one sitting or over a several week period. It can also help your PNC screen as you read and receive PIFs by placing candidates into three categories:
 - a. Yes, we should interview
 - b. Maybe we will interview
 - c. No, we should not interview.

See [*Sample Scoring Sheet #1*](#) and [*Sample Scoring Sheet #2*](#) . The sample sets are illustrative only. Your set should reflect your CIF. Please prepare your own, taking into account your special needs.