

## **Interim Appointment Process**

- Begin looking for a good match for this church and this situation. Use the list, prayer, knowledge of what is needed to find top candidate. Top filters for choice:
  1. Right skills, gifts, experience and education
  2. Availability and Timing
  3. Right fit for this church
  
- When OCLH feels comfortable that the first two things have been found, we call the board and arrange for a visit. The visit is to accomplish:
  1. An opportunity for the candidate to meet the congregation in formal and informal environments.
  2. An opportunity for the congregation to hear the candidate preach and experience them as a worship leader.
  3. An open congregational forum that allows for questions and answers with the candidate.
  4. Meeting with the board to discuss compensation.
  5. Discern if there is good chemistry between candidate and congregation.
  
- Making the Appointment
  1. Following the visit, the OCLH will call the board VM and find out if the general sense was that the candidate was a good fit or not.
  2. Following the visit, the OCLH will call the candidate to find out if they felt the fit was a good one.
  3. If everyone says yes to the "fit," then the Elder will move forward with the appointment.
  4. An appointment letter will be sent to the Interim and copied to the VM. Once this letter is received, the congregation can be notified unless there are special circumstances that require a delay in making the announcement.
  5. The board and Interim will begin working on generating the Compensation Contract while the Elder and Interim begin working on generating the Work Contract.