

TOOL 8

POSITION INSIGHTS™ AND MINISTRY INSIGHTS™ ASSESSMENTS

Finding the pastor God has for your church can be a difficult, consuming process. Using “Position Insights Assessment” and “Ministry Insights Assessment” can provide a unique, comprehensive process for finding the right pastor for your church. The step-by-step assessment process follows, along with ideas for getting the best insights and results during and after the selection process. The two main questions these assessments can help you answer are:

1. What are the main expectations and behavioral profile for the pastor of our church?
2. Who will best fit the profile of the position, based on his dominant and natural strengths?

Every work environment requires a mix of human behavior to accomplish its goals. Each person brings certain personal strengths to his or her position. Pastors can best serve their organizations by being matched with their position. When you match a pastor’s God-given strengths with the position, he will be better able to perform the tasks of the position. If he is required to continually perform work that does not match his natural strengths, the pastor will experience tension or stress, resulting in tension or stress in the congregation.

The Position Insights process was developed to assess the unique strengths and behavior that are needed to successfully complete a particular position’s responsibilities. This process allows your committee to identify the behavioral demands of the position itself, not the behavior of a pastor in the position. Therefore, responses to this instrument must objectively focus on the position. If the position could talk, this is the way it would rank the statements in each group.

Four essential factors are at work in the position of pastor and in every candidate you consider. The role

of pastor demands from a person a certain degree of each one of these factors:

1. Solving problems
2. Influencing others
3. Responding to the pace of the environment
4. Following rules and procedures

Predictable conflicts can be avoided if the pastor search committee assesses how much strength or intensity of each one of these factors is needed for someone to be effective as the pastor of your church. To ensure a smooth selection process with “Position Insights Assessment” and “Ministry Insights Assessment,” remember these key points.

1. It’s important to get a clear picture of the extent to which these behavioral factors are evident in each candidate.
2. Different types of people respond much differently to the same issue or problem.
3. Knowing what the position demands in each of these four areas will help you determine the best candidate.
4. Together “Position Insights Assessment” and “Ministry Insights Assessment” give a clear picture of the intensity of each factor in a position and in a candidate.

Selecting the best candidate because you think that he is well rounded and has impressive credentials may sound like a good plan, but using these criteria can actually increase the turnover of pastors. Consider these reasons.

1. Finding a great person with lots of ability and potential to excel as pastor is appealing and comforting. But thinking you can make a good person fit any position is flawed reasoning.

2. A multitalented, well-rounded person may be able to learn to do anything and fit into many different types of roles. But this person's satisfaction will eventually begin to wane because the longer a person regularly tries to be all things to all people, the more he will accumulate internal frustration and related stress. It's the "square peg in a round hole" scenario.
3. A pastor who is not matched to the specific behavioral demands of the position will undoubtedly become frustrated and prove to be less than ideal in a short time.
4. It is crucial that the strengths and behavioral style of your top candidates be matched with the expectations for the position. This is where "Position Insights Assessment" and "Ministry Insights Assessment" can help. With "Position Insights Assessment" the pastor search committee will be able to get a clear picture of the behavioral demands of the position. With "Ministry Insights Assessment" your committee can obtain a profile of each candidate and can compare the position profile with each candidate's profile. This assessment will give insights on how each candidate solves problems, influences others, responds to the pace of work, and follows rules and procedures.

The Position Insights process, outlined below, will help your committee accurately assess and identify the behavioral demands of the desired pastor in your church. It should be used in conjunction with other information, such as experience and education, to form a comprehensive view of a candidate. If the process outline is followed, it will accomplish these important objectives:

1. Position Insights creates a strong consensus and understanding among committee members about the expectations for the position.

2. The process provides a clear understanding and outline of the personal strengths needed to be an effective pastor of your church.

Refer to www.lifeway.com/insights for additional information and related online resources. It is your beginning point for the four-step process below. Overview all steps before beginning with step 1.

Step 1

For the Position Insights process it is recommended that the pastor search committee complete the preassessment exercises below. These are designed to help build teamwork, understanding, and closeness in order to eliminate possible misunderstandings and biases during and after the selection process. However, step 1 is not a requirement for a successful "Position Insights Assessment." You can purchase the appropriate number of "Ministry Insights Assessment" at www.lifeway.com/insights. You will be e-mailed the unique password links to give to each committee member.

1. All pastor search committee members should individually complete "Ministry Insights Assessment" before starting the Position Insights process.
2. Each committee member should share his Ministry Insights report with the group. This will enable members to better understand one another and to become more familiar with the material in the "Position Insights Assessment" report.
3. Committee members should set a time to complete the Position Insights process together and to familiarize themselves with the demands of the position in question before starting the process.

Step 2

1. Because each person on the pastor search committee needs a copy of “Position Insights Assessment Response Form” at the end of this tool, print the 14-item survey for each committee member.
2. There are 14 categories, each with 4 items to be considered. Have each committee member complete the survey. This is not a timed response, but please take only the time needed to complete this form. Indicate your choices as follows: for the most important statement to the position of pastor, enter 1; for the second most important statement, enter 2; and so forth. Within each group, each number (1–4) must be used only once, and every box must have a number in it.
3. Reach a consensus. As a committee, rank each of the 4 statements in the 14 groups in order of importance or relevance to the position of pastor in your church. Each block requires agreement by the entire group on the order of importance of each statement before moving to the next block. If the position could talk, what would it say?
4. Purchase your “Position Insights Assessment” at www.lifeway.com/insights. Because the search committee has developed a consensus response, select “Position Insights Group.” You will immediately be e-mailed a link to enter your data.
5. To score the instrument, use the e-mailed link to go to the Position Insights online form. Follow the simple on-screen instructions for transferring your written data to the online form.
6. “Position Insights Report” will immediately be generated and e-mailed.
7. Print “Position Insights Report,” using Adobe Acrobat Reader.
8. Take time in a committee meeting to discuss the report. It is important that everyone agree on the position profile.

Step 3

1. Purchase the appropriate number of “Ministry Insights Assessment” at www.lifeway.com/insights. You will be e-mailed the unique password links to give to your candidates.
2. Ask your top candidates to take “Ministry Insights Assessment.” Have the reports sent to the committee.
3. As a committee, compare each candidate’s Ministry Insights profile to the Position Insights profile.
4. Compare each candidate’s Core Style Graph in his Ministry Insights report and determine its similarity to the Position Insights graph. A close Core Style Graph match indicates that the candidate’s core style is compatible with the position requirements.
5. Discuss differences among the top candidates’ profiles and the profile of the position.
6. Decide how closely a candidate’s profile needs to match the Position Insights profile to continue being considered.
7. Reach an agreement on the best match for the position.

Step 4

1. Follow up with the prospective pastor during the interview.
2. Review the Position Insights profile and his Ministry Insights report to discuss the expectations and demands of the position of pastor in your church.

POSITION INSIGHTS ASSESSMENT RESPONSE FORM

This position calls for:

<input type="checkbox"/> A. Analysis of data and facts before acting <input type="checkbox"/> B. Tactful decisions <input type="checkbox"/> C. Quick and forceful decisions <input type="checkbox"/> D. Logical thinking before making decisions <div style="text-align: right; font-weight: bold; font-size: 1.2em;">1</div>	<input type="checkbox"/> A. Influencing others to a common goal <input type="checkbox"/> B. Concentrating on details <input type="checkbox"/> C. Challenging assignments <input type="checkbox"/> D. Exhibiting patience <div style="text-align: right; font-weight: bold; font-size: 1.2em;">8</div>
<input type="checkbox"/> A. Few changes <input type="checkbox"/> B. Some changes <input type="checkbox"/> C. Many changes <input type="checkbox"/> D. No change <div style="text-align: right; font-weight: bold; font-size: 1.2em;">2</div>	<input type="checkbox"/> A. Contacting people <input type="checkbox"/> B. Following directions <input type="checkbox"/> C. Getting results <input type="checkbox"/> D. Performing to standards <div style="text-align: right; font-weight: bold; font-size: 1.2em;">9</div>
<input type="checkbox"/> A. Clean, tidy, and organized workstation <input type="checkbox"/> B. Freedom to act independently <input type="checkbox"/> C. Consistent performance <input type="checkbox"/> D. Conveying confidence in others <div style="text-align: right; font-weight: bold; font-size: 1.2em;">3</div>	<input type="checkbox"/> A. Following procedures to perfection <input type="checkbox"/> B. Solving people problems <input type="checkbox"/> C. Bold, aggressive actions <input type="checkbox"/> D. Routine work <div style="text-align: right; font-weight: bold; font-size: 1.2em;">10</div>
<input type="checkbox"/> A. Work to be completed accurately the first time <input type="checkbox"/> B. Being flexible <input type="checkbox"/> C. Planning ahead on a large scale <input type="checkbox"/> D. Identification with the team <div style="text-align: right; font-weight: bold; font-size: 1.2em;">4</div>	<input type="checkbox"/> A. High quality controls <input type="checkbox"/> B. Creative and original thinking <input type="checkbox"/> C. Optimistic outlook <input type="checkbox"/> D. Working with the system <div style="text-align: right; font-weight: bold; font-size: 1.2em;">11</div>
<input type="checkbox"/> A. A systematic way to do things <input type="checkbox"/> B. Contact with many people <input type="checkbox"/> C. Making quick decisions <input type="checkbox"/> D. Being diplomatic and cooperative <div style="text-align: right; font-weight: bold; font-size: 1.2em;">5</div>	<input type="checkbox"/> A. Complete authority to carry out responsibilities <input type="checkbox"/> B. Analysis of facts and data <input type="checkbox"/> C. Many people interactions <input type="checkbox"/> D. Patience <div style="text-align: right; font-weight: bold; font-size: 1.2em;">12</div>
<input type="checkbox"/> A. Avoiding trouble <input type="checkbox"/> B. Solving problems <input type="checkbox"/> C. Verbalizing thoughts and ideas <input type="checkbox"/> D. Working with things <div style="text-align: right; font-weight: bold; font-size: 1.2em;">6</div>	<input type="checkbox"/> A. Freedom from excessive detailed work <input type="checkbox"/> B. Task-oriented concentration <input type="checkbox"/> C. Balanced judgment <input type="checkbox"/> D. Friendly work environment <div style="text-align: right; font-weight: bold; font-size: 1.2em;">13</div>
<input type="checkbox"/> A. Staying at one workstation <input type="checkbox"/> B. Expediting action <input type="checkbox"/> C. Adhering to procedures <input type="checkbox"/> D. Generating enthusiasm <div style="text-align: right; font-weight: bold; font-size: 1.2em;">7</div>	<input type="checkbox"/> A. More emphasis on quality than efficiency <input type="checkbox"/> B. Freedom from conflict and confrontation <input type="checkbox"/> C. Highly persuasive communications <input type="checkbox"/> D. Accepting and initiating change <div style="text-align: right; font-weight: bold; font-size: 1.2em;">14</div>