

## Letter to Pastor

Dear Pastor:

Thank you for prayerfully considering joining Community Church Hong Kong (CCHK) as our Senior Pastor. We are looking for a Senior Pastor who will continue to lead and guide our congregation in living out our vision of “Unity in Diversity, Sharing God’s Grace for Life”. Please check “Our Vision” for a further description of our vision, values and beliefs at <http://cchk.org.hk/vision.html>. Our Senior Pastor will report to and work closely with the Church Council, which is elected by the congregation members, and will supervise and work side by side with the Associate Pastor and other staff members. In the last several months, our church leadership has prayed and reflected on our vision, and how to worship and minister in Spirit and in truth. Please take the time to listen to a recent sermon by our Associate Pastor on Community Church Hong Kong in this season of transition at <http://cchk.org.hk/audiosermons/Mar0208.MP3>.

We seek a pastor with the following qualifications and qualities:

- Minimum 5 years experience as ordained pastor;
- Strong biblical knowledge;
- Fluency in written and spoken English;
- Experience as a pastor to a multi-cultural and/or international congregation;
- Experience in an interdenominational environment;
- Has an express openness to different worship styles;
- Open to leading an active, diverse and inclusive (<http://cchk.org.hk/vision.html>) congregation which seeks to keep a balance of spirit and truth in worshipping the Lord ;
- Proven ability to manage staff effectively;
- Good communicator and inspirational presence in the pulpit;
- Open to unity & working with other English speaking churches in Hong Kong to advance Christ’s church in the city;
- Heart to minister to God’s people in Asia, particularly in Hong Kong and China.

You and your family will receive a warm welcome from the CCHK family. We will pray for you and encourage you as you settle into our community. Our lay leadership and pastoral staff will work hand-in-hand with you to build disciples to live our vision and be the church God has planned for us to be. You will find challenging and interesting opportunities to bring God’s grace to those within CCHK and to the greater community around us in Hong Kong, China and elsewhere. You will find a spiritually hungry and enthusiastic congregation eager to be a community of faith that glorifies God and provides a powerful witness to God’s transforming, life-giving grace. We invite you to join with us and lead us in the next leg of the journey God has planned for us.



**Community Church Hong Kong  
Senior Pastor Supplemental Application Form**

Full Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Telephone: (Home) \_\_\_\_\_ (Office) \_\_\_\_\_ (Mobile/Cell) \_\_\_\_\_  
Email: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Birthplace: \_\_\_\_\_

**I. Education**

*Ordination:* Please provide details, including when, where and under whose authority your ordination was granted.

*Seminary:* Please share your seminary experience, including where and when you graduated, the degree or program including any particular focus, and any awards or other recognition.

*Undergraduate:* Please list where and when you graduated, the degree or program (and major), and any awards or other recognition.

*Continuing Education:* Please list institutions, courses, seminars and/or workshops, and dates attended.

**II. Statement of Faith**

Please share with us your statement of faith. Which doctrine(s) do you regard as particularly important to you personally?

**III. Philosophy of Ministry & Vision**

Please share with us your philosophy of ministry and vision. What does a whole, healthy and growing church look like to you?

**IV. Experience**

For the first four questions, please include the following information:

- Name of institution (and purpose of organization if not a church)
- Length of service and reason for leaving
- Your responsibilities
- How did this ministry respond to your contribution, both generally and specifically.
- How did you learn from these experiences?

- In what areas did you especially enjoy serving in this ministry?
  - Was there anything you did not enjoy?
1. What is your present occupation?
  2. What ministries have you been involved with?
  3. Please describe your other work experience.
  4. Tell us about your other volunteer and community activities.
  5. Please describe any hobbies or other special interests.
  6. Have you ever been disciplined in the course of your employment, education or volunteer work? If so, please provide details.

**V. Background**

In addition to your statement of faith above, we would like to know more about you and your faith journey. Please tell us a bit more about your life, and include the following information in your response:

- What events and/or experiences formed who you are today?
- How did you become a Christian?
- How did you discover your calling to be a pastor, and why do you want to be one now?
- Who have been the greatest influences in your spiritual life, and how did they impact who you are today?
- If you did not cover this in your statement of faith, we would like to know a bit about your views on baptism and the sacraments, as well as women in church leadership, divorce, sex outside of marriage, sexual orientation.
- Tell us about your best moment as a Pastor, as well as your most difficult moment. What has God taught you through these experiences.

**VI. Pastoral Ministry**

Please assess yourself with regarding to the following ministry areas scoring from 1 to 5, with 5 being the strongest. In your ratings, please give at most three areas a score of 5, and at most two areas a score of 1 (for us to get an idea of your relative areas of strengths).

<b>AREA</b>	<b>FORMAL TRAINING</b>	<b>GIFTING</b>	<b>INTEREST</b>	<b>EXPERIENCE</b>
Administration				
Counseling/Pastoral Care				
Discipleship				
Fellowship				
Leadership				
Outreach				

Evangelism				
Prayer				
Preaching				
Small groups				
Teaching				
Worship				

Please briefly share about

- 1) your greatest areas of interest and abilities in pastoral ministry
- 2) areas of ministry you find most difficult and/or least interesting
- 3) your best and worst moments in ministry

Is there is anything about you as a pastor that you would like CCHK to know that has not been covered?

## **VII. Community Church Hong Kong**

How did you find out about this position?

From what you know of CCHK at this point: what about CCHK appeals to you? What raises potential concerns? What would you like to know more about?

Based on what you know about CCHK at this stage, how do you think you could help move us on the next leg of our journey?

## **VIII. Additional Information**

Please provide the following documents if you have not already done so previously:

Curriculum Vitae/Resume

Three or more of the following references (please provide us with a) name, b) capacity in which you know the reference, and c) email and phone contact information)

- Supervising or senior pastor, or co-worker in ministry
- Academic
- Lay leader
- Someone you ministered to in a substantial way
- Employer
- Other

Recording of two of your sermons, including a recent (in the last six months) sermon and a sermon that you feel to be your best.

Thank you for taking the time and effort to go through this application process. May the Lord bless you with wisdom, discernment and clarity as you seek His calling for you.

**Community Church Hong Kong  
Reference Form**

Name of Prospective Pastor: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

The person named above is being considered by Community Church Hong Kong for the position of Senior Pastor. He/she has named you as a reference. We would be grateful if you would supply the information requested below and any additional comments that might give us a picture of his/her character. Information will be kept confidential.

**Background**

How long have you known the prospect?

In what capacity have you known the pastor (member/leader of church, colleague in ministry, co-ministry role in church, seminary, etc.)?

**Character**

Please rate the following characteristics of the candidate from 1 to 5, or do not know, with 5 being the highest. In your ratings, please give at most three areas a score of 5, and at most two areas a score of 1 (for us to get an idea of the candidate's relative areas of strengths).

<b>Characteristic</b>	<b>Rating</b>
Has a healthy family life.	
Is emotionally healthy and stable for ministry.	
Is self-disciplined.	
Is confident in his/her identity in Christ	
Is confident in his/her calling as a pastor.	
Is able to handle pressure situations.	
Demonstrates wisdom in word and in deeds.	
Maintains high standards of personal integrity.	
Is a mature and godly disciple.	
Has a rich prayer life.	
Leads a Christ-centered life of obedience, submission & joy.	
Can objectively evaluate own strength/weaknesses, and take action for personal growth.	

Please comment on areas which are notable.

Overall, is this pastor a mature Christian?

### **Ministry Gifting**

Please rate the pastor in the following ministry areas from 1 to 5, or not applicable (do not know), with 5 being the highest. In your ratings, please give at most three areas a score of 5, and at most two areas a score of 1 (for us to get an idea of the candidate's relative areas of strengths).

<b>Area</b>	<b>Rating</b>
Leadership	
Administration	
Preaching	
Teaching	
Outreach/Missions	
Evangelism	
Discipleship & small groups	
Children's & youth ministry	
Fellowship	
Worship	
Pastoral care/counseling	
Music	
Prayer	

Please comment on any areas which are notable, particularly where you see the pastor's greatest strengths and where he/she requires additional work.

### **Preaching & Teaching**

Please rate the pastor in the following attributes from 1 to 5, or not applicable (do not know), with 5 being the highest. In your ratings, please give at most three areas a score of 5, and at most two areas a score of 1 (for us to get an idea of the candidate's relative areas of strengths).

<b>Attribute</b>	<b>Rating</b>
Enjoys studying the Bible	
Enjoys learning and developing teaching & preaching skills	
Well-prepared and biblically precise sermons	
Preaching & teaching are Spirit and truth filled.	
Preaching & teaching impact congregation.	

Please comment on any areas which are notable, particularly where you see the pastor's greatest strengths and where he/she requires additional work.

What are some things that this pastor could improve to become a better preacher and teacher?

Overall, how would you rate this person as a preacher and a teacher?

**Leadership**

Please rate the pastor in the following attributes from 1 to 5, or not applicable (do not know), with 5 being the highest.

<b>Attribute</b>	<b>Rating</b>
Has initiative and is goal-oriented	
Able to accurately diagnose a congregation's spiritual condition.	
Able to develop and articulate a vision	
Able to communicate a vision to congregation	
Able to motivate and organize people, programs & events to achieve the vision.	
Works well with staff, lay leaders and congregation.	
Open-minded, accepting and tolerant of reasonable differences.	
Appropriately handles interpersonal conflicts.	
Appropriately corrects errant members.	
Available and visible to staff and congregation.	

Please comment on any areas which are particularly notable.

Please comment on this pastor's potential as a leader.

What are some things this pastor could do to become a better leader?

Overall, is this pastor an excellent spiritual leader and leader of leaders?

### **Overall Recommendation**

Is there anything else we should know about this pastor that has not been asked, but which would help us to better evaluate his/her candidacy for this position?

In comparison to other pastor, this pastor is : exceptional, above average, average, below average, deficient, do not know.

Please indicate your overall endorsement of this person:

Highly recommend without reservation

Recommend

Recommend with some reservation

Do not recommend