The following is an expansion of C-401 Call Process Outline. See Introduction in that document.

**DISSOLVING THE PASTORAL RELATIONSHIP:**

1. GP and COM notified of an anticipated pastoral relationship dissolution

1. Session and congregation notified of this anticipated dissolution
2. COM Region assigns TC to congregation (ideally the congregation’s liaison)

1. If necessary, COM appoints a moderator for that congregation’s session
2. Session meets to concur with pastor’s request to dissolve pastoral relationship and calls Congregational Meeting to take action

1. GP and TC or COM Representative meet with session to outline Call Process and discuss options for temporary/transitional pastoral leadership
a. Explain that COM is present to provide information, encouragement, insight, and

 guidance to the congregation’s PNC as they, in partnership with the Presbytery, seek
 a new pastor

b. Discuss the general nature and mechanics of the search process

c. Announce who COM has appointed to be Moderator of the Session, if known and

 applicable

d. Mention Pulpit Supply and Moderator of Session Honorarium Policy

e. Explain the session’s responsibilities during the search process

f. Conduct an exit interview with outgoing pastor

g. Review and have signed a Covenant of Closure with outgoing pastor.

The outgoing pastor is given the book “ Ten Commandments for Pastor’s Leaving a Congregation” by the General Presbyter or the COM Representative.

h. Session, congregation, and departing pastor need to be aware and mindful of the

 Presbytery’s *Ministerial Practices in Relation to a Former Parish* *Policy* (B-7)

i. Call a Congregational Meeting to dissolve the pastoral relationship (in a conflicted
 situation a neutral moderator can be named to conduct meeting)

j. Dissolve parish associate relationship if applicable

k. Arrange for pulpit supply/worship as the transition begins (list on Presbytery website)

l. Secure temporary pastoral leadership for the transition period

m. While there is no installation service for a temporary pastoral relationship, having a formal

 welcome is a meaningful way to begin the transition and beneficial for the

 congregation

n. Decide the manner in which the PNC will be nominated (by session, by the
 congregation’s Nominating Committee, or by a special committee established just for
 that task)

o. Conduct an inspection of the manse, if there is one

p. Adopt a budget for the PNC to cover travel, housing, phone, postage, meals, etc.
 (PNC can expect that 3-10% of the former pastor’s package, including BOP expenses,
 should be adequate for the PNC budget). The terms of the new call, including funds
 to cover all estimated moving expenses, should be included in the church budget as
 well as the Benefits Plan Vacancy Dues that must be paid for the first 12 months of
 the interim period. The Vacancy Dues of 12% are based on the effective cash salary
 of the outgoing pastor.

q. Review existing position description(s) to determine appropriateness and adjust

 compensation package(s) of other ordained clergy staff for the duration of the search

 process, if warranted.

r. Discuss the establishment of the PNC

s. Request permission from COM to establish a PNC

t. Ideal committee size is 7-11 members

u. Persons nominated and elected must be active members of the congregation

v. It is important that the committee be broadly representative of the congregation
 (age, sex, marital status, disability, occupation, minorities, and various years of
 membership)

w. Call a Congregational Meeting to elect a PNC and approve type of pastoral relationship
 if for a designated term

x. Nominations for the PNC from the floor are permitted at the time of the election, provided

 there is prior consent of the person(s) to be nominated

y. No two persons from one immediate family should be nominated or elected to the PNC

 keeping in mind the need for broad representation

z. Suggest that elected PNC members be commissioned to their work

aa. Approve the MIF after it has been written by the PNC

bb. If appropriate mention the PLM policy regarding Associate Pastors being called into

 the installed pastoral relationship of Pastor or Co-Pastor in the same congregation

 (site policy number)

cc. If appropriate, mention the PLM policy regarding Candidates Under Care of this

 Presbytery being called into the installed pastoral relationship in their “home”

 congregation (B-20)

dd. Discuss COM’s expectation of openness and EO guidelines

ee. Call Congregational Meeting to elect new pastor after PNC has selected a candidate

1. If pastor is retiring, this is the appropriate time for session, if led by the Holy Spirit, to consult with COM about conferring the title Pastor Emeritus or Pastor Emerita upon the pastor

1. Covenant of Closure signed by session and pastor

1. Exit interviews conducted (session with pastor, COM with session, and COM with pastor)

1. Congregational meeting to act on request to dissolve pastoral relationship

a. Explain the role of COM in the call process

b. Talk about the grieving process

c. Explain the Presbytery’s *Ministerial Practices in Relation to a Former Parish Policy* (B-7)

d. Outline the process and procedures to be followed in calling a new pastor

i. Dissolving the pastoral relationship

ii. Beginning the transition

iii. Initiating the search process

iv. Conducting the search

v. Selecting the candidate

vi. Installing the new pastor

e. Receive/answer questions

f. Listen as session discusses the transition and future of pastoral leadership at the church

 g.

1. COM, on behalf of PLM acts upon request to dissolve pastoral relationship

1. If desired, congregation and pastor close pastoral relationship with a service of dissolution

 a. If such a ceremony is held and if possible, TC or COM representative worships with

 congregation (as supportive presence and not necessarily as a participant in the
 ceremony)

1. Departing pastor and clerk of session must each inform BOP of change in service

**BEGINNING THE TRANSITION**

1. COM and GP assist session in securing temporary pastoral leadership

a. Assist session with development of an appropriate contract for interim ministry (including

 pastoral duties, any special skills or training required, compensation, the pastor’s

 accountability, and the responsibilities of the session and congregation in the

 relationship)

b. Identify and provide names of possible temporary or interim pastor candidates

c. Urge session to consider minority and women Teaching Elders for pulpit supply and as

 temporary or Interim Pastor

d. If member of another presbytery, executive check and background inquiry need to be
 done

1. COM interviews person selected by session to provide temporary pastoral leadership if individual is not a member of PLM

a. The interview provides COM with an opportunity to assess whether this pastor and this

 congregation are a positive match; clarify any special concerns COM may have; review

 expectations and needs of both the pastor and the congregation; and help guide this
 period of ministry in a positive direction

b. Interview consists of – all participants (to explain process); COM and session (to
 determine why session wants this individual to be their temporary pastor); and COM
 with pastor (to determine fit of pastoral relationship and appropriateness of PLM
 membership)

c. Explain that temporary pastors are expected to submit written annual report

1. COM receives and approves temporary pastoral relationship and contract, unless the session decides to use pulpit supply only

a. It is the session’s responsibility to ensure that the contract between the person selected
 for the temporary pastoral relationship and the session is properly composed and signed

b. A temporary pastoral relationship may not begin without COM approval, and COM will
 not approve the relationship until it is in possession of a properly composed and signed
 contract

1. GP, TC, and COM assist session in assessing the future needs of the congregation

1. Session makes preliminary decisions regarding future such as terms of call, position description, full/part-time status, indefinite period/designated term relationship, etc.

1. Session adopts a budget for PNC and their search

**INITIATING THE SEARCH PROCESS**

1. Session requests permission from COM to proceed with formation of PNC via TC

1. When COM approves request to form PNC, session calls Congregational Meeting to elect PNC and approve type of pastoral relationship if designated term
2. Congregational meeting to elect a PNC

a. Explain the search process and responsibilities of the PNC in general terms

b. Remind the congregation this is a spiritual call process, not a job filling process

c. Explain the time required for a PNC to accomplish their duties – both in terms of time per

 week and length of time the search process may take

d. Explain the rationale for creating a Ministry Information Form (MIF) and Appreciative

 Inquiry/Mission Study

e. Explain the need for confidentiality in the search process

f. Discuss communication between PNC and session/congregation

g. Explain the rationale for seeking a pastor for an indefinite period or a designated term

h. Seek additional nominations for PNC membership as long as permission to be
 nominated has been solicited prior to the meeting

i. Receive and answer questions

j. Listen as session members receive and answer questions

k. Ensure that the motion is clear if the PNC being elected will be seeking a pastor for

 a designated term

l. Moderator of the Congregational Meeting calls for the vote

1. TC and Temporary/Interim Pastor orient PNC regarding search process

a. Open and close meeting with prayer

b. Thank individuals for agreeing to serve on the PNC

c. Help everyone get to know each other more fully

d. Remind members this is a spiritual call process, not a job filling process

e. Discuss the tasks and time commitment necessary for this work to be accomplished

f. Explain the process and reasons behind each step, stressing it is a process which will

 benefit the church; distribute the PNC packet available from the Presbytery Office

g. Introduce the concepts of “qualified candidate” and “open pastoral search”

h. Discuss the importance of strict adherence to confidentiality – the CIF will be made
 public, but the work of the PNC must be kept confidential

i. Encourage the PNC to keep the congregation well informed of their progress in multiple

 ways, keeping in mind the need for confidentiality regarding individual candidates

j. If the search is for a Co-Pastor or Associate Pastor, discuss the *Roles of*

 *Head of Staff and PNC in Search of a Co-Pastor or Associate* C-430

k. Where appropriate mention the Presbytery Policy *Associate Pastors being Called into the*

 *Installed Pastoral Relationship of Pastor or Co-Pastor in Same Congregation* (if

 Presbytery Policy – B-15

l. Where appropriate mention Presbytery Policy on *Candidates Under Care of this
 Presbytery Being Called into Installed Pastoral Relationship in their “Home”
 Congregation* (IF PRESBYTERY POLICY – B-20)

m. Explain the role of the TC in the search process

n. Explain the role of the Temporary/Interim Pastor in the search process and at what point
 that individual pulls out of the process
 ii. Vice-Moderator – arrange devotions and meetings and assist moderator as
 needed

iii. Recording Secretary – record minutes of PNC meetings and keep PIF record
 chart

 iv. Corresponding Secretary – acknowledge self-referrals, corresponds with
 applicants

o. Elect PNC officers

i. Moderator – lead PNC meetings, liaison with TC, and be the “face and voice” of the

 PNC requesting additional information, letting applicants know their status in the
 process

v. Treasurer – manages session-approved PNC budget

p. Establish criteria for evaluating PIFs and Preaching Styles

q. Establish criteria for continued evaluation of candidate – what percentage of votes by
 PNC members need to be affirmative at each of the following stages:

i. After reading PIF

ii. After first interview

iii. After subsequent interviews

iv. At time of final selection

r. Establish a schedule for regular PNC meetings

s. If there is a manse that will be available for the next pastor, urge PNC to tour it,
 familiarize themselves with it and assess its cleanliness and state of repair, ensuring
 all major repairs are completed in a timely manner – gently stating that it may be
 appropriate to delay decorating efforts until new pastor has been called and had input

1. After initial PNC orientation the PNC elects officers, moderates meetings, and leads the search process - the roll of the TC shifts from that of leader to one of training, guidance information and support provider as needed/requested

1. PNC completes Appreciative Inquiry/Mission Study

1. At this point the Temporary/Interim Pastor removes him/herself from the search process and the work of the PNC

1. PNC develops MIF (See C-417 for instructions)

a. Blank MIF forms are available at the Church Leadership Connection (CLC) website
 ([www.clc.pcusa.org](http://www.clc.pcusa.org/))

b. When form is completed, PNC moderator requests a joint meeting with session, PNC,
 and TC to obtain session approval of the MIF – copies should be distributed prior to the
 meeting – session provides approval so they have knowledge of what’s in the document,
 but the PNC writes the document. Consider ways to advertise the position, especially if
 this is a specialized ministry

1. Session approves MIF

1. COM approves MIF

a. TC distributes MIF to three or more members of Region for review

b. Region will either recommend COM approval of MIF or asks PNC to make refinements
 and ask COM approval pending refinements being made

1. PNC enters MIF into CLC database where is it signed by Moderator, COM

a. PNC moderator/secretary uploads approved MIF into the CLC website
 ([www.clc.pcusa.org](http://www.clc.pcusa.org/))

b. Copies of final MIF are provided to TC, Vice-Moderator of Region, COM Moderator,

 Presbytery Office, the church’s files, each PNC member, and made available to

 congregation members

1. PNC develops informational packet (MIF, information about church, information about community, etc.) for prospective candidates

**CONDUCTING SEARCH**

1. TC provides orientation to PNC on reading, evaluating and ranking PIFs

a. Create a pastor evaluation form for items to be noted, recommendation on whether to

 pursue further, and potential questions to be asked during interviews if candidate still
 under consideration (See C-418 for sample)

b. Notify individuals quickly when they are no longer under consideration if any contact has

 been made with that individual

c. Notify individuals quickly to indicate that you would like to have further contact with them,

 requesting additional information

d. Decide when and by whom reference checks will be made (See C-419 for sample

 questions)

e. Evaluate worship services from CD/DVD provided by applicant or visit to his/her church

 (See C-420 for Tips)

 f. Discuss potential applications from non-Presbyterian pastors (Formula of Agreement

 Denominations and others)

1. PNC reads, evaluates and discusses PIFs

1. In order to keep everyone informed about the status of applicants PNCs should respond to applicants in a timely manner:

 a. PIFs received through CLC data run do not need a response from PNC unless the
 individual is contacted by the PNC for additional information

b. PNC responds to individuals who independently submit a PIF

1. PNC narrows list of potential candidates
2. PNC requests a CD/DVD from individuals still under consideration and still interested in position

1. PNC contacts references of individuals under consideration
2. PNC develops list of individuals for interview, and requests (through TC) Executive Reference Checks on all individuals with which they intend to schedule phone/Skype Interviews.
	1. request TC to ask GP to conduct Executive Reference Check if candidate is not a member of PLM – this is a critical and necessary task of the General Presbyter – it is a discussion between Presbyters concerning the suitability of a minister for a particular position, uncover or clarify a bad experience in a previous ministry, reaffirm the strengths and weaknesses of the applicant, discover potential or hidden problems that the PNC needs to consider and explore – this reduces the amount of time spent later trying to repair a “poor fit” between the congregation and pastor or confirms the PNC’s assessment that this would be a good match for church and pastor – this process may take a few days to accomplish and must be done BEFORE conducting a phone/skype interview
3. TC provides orientation to PNC on interviewing potential candidates

a. Suggest a practice interview with neighboring pastor might be helpful

b. Keep potential candidates informed where they are in your process

c. Immediately inform those you have removed from further consideration

e. Invite candidate (and family) to visit the area (at church’s expense), meet with you, and preach in a neutral pulpit (similar size congregation)

f. Provide all candidates invited for a neutral pulpit visit with a Background Check Release Form, to be signed and returned to PLM office at least two weeks prior to a scheduled visit.

g. Stress importance of seeing potential pastor in leading worship, preaching, and interacting with people

h. Stress importance of showing potential pastor and family your church facility and having short discussions with current church staff

i. Stress importance of showing potential pastor and family around the community where they may be living – schools, parks, landmarks, banks, shopping centers, etc.

j. The entire PNC should be involved in neutral pulpit weekend

k. TC arranges a COM interview with PNC and candidate to determine appropriateness of fit between candidate and congregation and suitability of candidate’s membership in PLM

1. PNC conducts phone/Skype interviews
2. Candidate signs the Background Inquiry Release Form and returns it to the PLM office at least two weeks prior to a neutral pulpit visit. Background Checks will be processed at the congregation's expense before any scheduled visit.

1. PNC makes all arrangements for on-site interviews by potential candidates, including arrangements for a neutral pulpit worship/preaching experience with assistance from TC

1. COM conducts interview with candidate and PNC to discern suitability of potential candidate for this pastoral relationship and PLM membership

**SELECTING THE CANDIDATE**

1. PNC discusses issuing and, if moved by the Holy Spirit, extends a pastoral call

a. Ordinarily the PNC is able to meet their predetermined criteria to make a decision on a

 candidate. If this is not possible, the TC and PNC must consult with COM through its
 region and seek advice and counsel.

1. Potential candidate receives and, if moved by the Holy Spirit, accepts the pastoral call
2. PNC (in consultation with TC) negotiates terms of call with candidate
3. TC ensures that background check completed by calling the presbytery office

1. PNC and candidate arrange a weekend for him/her (and family) to be presented to congregation at the church’s expense

a. Discuss with the candidate the proper/best timing for making the nomination public

b. PNC notifies other applicants a choice has been made and call has been extended

1. PNC informs session that a candidate has been selected and requests that a Congregational Meeting be called to receive the PNC’s report

a. PNC reports to session the candidate’s background, the agreed upon terms of call,
 tentative date for congregational meeting and proposed effective start date

b. PNC and session discuss when and how to make this news public

c. Stress need to be discrete concerning publication and sharing of this news as the
 candidate may not yet have informed his/her session and congregation that he/she
 is leaving

1. Session calls Congregational Meeting for the purpose of electing a pastor and approving terms of call

1. PNC makes news public as agreed upon (time and method)
2. PNC arrange “Meet the Candidate” event and informational brochure for congregation

a. In addition to the formal letter announcing the call, put together a brochure of
 introduction of the candidate (See C-425)

b. Consider having an open house or other informal opportunity to meet the

 candidate (and family) on candidating weekend

c. Discuss other ways to build enthusiasm for the candidate and for this moment in the

 congregation’s life and history

1. Candidate prepares and leads Sunday morning worship on day of Congregational Meeting to vote on candidate

a. TC responsible to work with PNC and candidate in planning for candidating Sunday and

 congregational meeting to call a pastor and be present

1. Congregational Meeting immediately following Sunday worship to approve a pastoral relationship with candidate

a. Current Moderator of session or another minister member of PLM moderates the
 meeting

b. Have the *Pastoral Call Form* prepared using the agreed upon terms of call (See C-422)

c. Have the *Equal Opportunity in Ministry Report Form* ready to sign (C-414)

d. Ensure the two motions are properly worded

e. There will be two votes – one to approve the call and one to approve the terms of call

i. The vote to approve the call MUST be by paper ballot

ii. The vote to approve the terms of call may be voice vote

f. Only active members of the congregation may vote

g. In the unlikely event that a substantial minority (more than 10-15% of the voting members

 present votes “no,” the TC should recommend the candidate not accept the call, but this
 is the candidate’s call.

h. The *Pastoral Call Form*  and *Equal Opportunity in Ministry Report Form* are to be given to

 COM Moderator (church should keep copies for their records)

i. It would be appropriate for the congregation to vote to dissolve the PNC with gratitude
 once the pastor has been installed – they are encouraged to remain in an advisory
 capacity for a year.

**ORDAINING AND/OR INSTALLING THE NEW PASTOR**

1. TC reports to COM that PNC has issued a call that has been accepted by the candidate and that the congregation has voted (or shortly will vote) to confirm a pastoral relationship with individual selected

1. PNC submits signed EO and Pastoral Call Form to COM through TC

1. Pastor-elect and PNC confer with **Presbytery Moderator** and PLM Office Master Calendar concerning availability of date and time preferred for ordination and/or installation service

a. TC provides a pastor-elect the following forms: *Guide for Ordination/Installation
 Services; Administrative Commission Personnel to Ordain/Install; Clergy Information
 Form – Presbytery of Lake Michigan; Nominating Committee PLM; Preventing and
 Responding to Sexual Misconduct*

b. Strongly urge that the ordination and/or installation service not be scheduled for a
 Sunday morning and give rationale that other clergy members of PLM will find it
 difficult to attend if scheduled at that time

1. Pastor-elect submits names of persons to serve on the Administrative Commission (for his/her ordination and/or installation service) to COM (See C-427)

a. The commission must include at least five, but not more than seven members, half of
 whom need to be Ruling Elders with no more than one Ruling Elder from any one
 church

b. It is suggested that the TC be invited to be a member of the commission

c. Not all members of the commission need to participate in the service, and additional

 persons may participate in the service, even if they are not on the commission

d. Ordained Teaching Elders and Ruling Elders from other Presbyteries and denominations

 may be seated as Corresponding Members of the Presbytery Meeting to Ordain/Install
 the pastor-elect

1. Pastor-elect prepares and returns: Clergy Information Form, Nominating Committee Form, Statement of Faith, Personal Biographical Information , and Sexual Misconduct Policy Acknowledgment Form to the Presbytery Office
2. If Pastor-elect is an ordained Teaching Elder, COM, on behalf of PLM, approves call and Administrative Commission to install him/her as pastor

1. If Pastor-elect is a Candidate for Ordination and has not been examined for ordination by PLM or another Presbytery, COM recommends the call and Administrative Commission (or ordain and/or install) be approved pending a successful ordination examination by PLM or by the individual’s Presbytery of Care

1. COM appoints a clergy mentor for the new pastor

1. Pastor-elect, congregation, and Moderator of PLM or designee plan for pastor’s Ordination and/or Installation Service
2. Presbytery conducts Ordination and/or Installation Service

a. This is a Presbytery function and will be moderated by the Presbytery Moderator or

 designee

1. Exit interviews are conducted with temporary pastor (session with interim, COM with session, and COM with temporary pastor)

1. The new pastor is introduced to members of Presbytery at its next meeting with statement of faith and brief biography

1. PNC dissolved of official responsibilities – encouraged to act for a year as advisor to the new pastor

a. Discuss that while their active work of finding their new pastor is completed, their
 ongoing involvement with and support of their new pastor is essential to his/her
 smooth transition into the pastoral relationship and community

b. Notify CLC that your search is complete; spread the good news around the community
 and across the internet; destroy all PIFs, correspondences, minutes, and other
 documents, and give thanks and praise to God – CELEBRATE!!!!!

1. PNC completes TC Evaluation and submits to COM

TRANSITION CHECKLIST

Church: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTES:

1. To effectively use this checklist, please refer regularly to the COM Manual, Section C, (Please note the item numbering in the first part of this document does not correspond to the item numbers in this portion, as each serves a different purpose).
2. The term **Pastor** is used in this checklist where reference is made to a vacant pastoral relationship for simplicity sake only, regardless of whether the dissolved relationship was that of Installed Pastor, Associate Pastor, or Co-Pastor.
3. The list of steps below does not constitute a rigid order. However, items marked with an asterisk (\*) are required steps that must be completed during the interim period.
4. Shaded items must be completed and submitted to the COM Secretary who will give them to the Stated Clerk.

| **DISSOLVING THE PASTORAL RELATIONSHIP** | **DATE DONE** |
| --- | --- |
| 1. The General Presbyter (GP)/COM notified of potential pastoral relationship dissolution. |   |
| 2. COM Region discusses situation, assigns Transition Counselor (TC), which may be that congregation’s Liaison and reviews call process. |   |
| 3. COM, on behalf of PLM, acts upon request to dissolve pastoral relationship. |   |
| 4. GP and TC (or COM rep) meet with session to outline and discuss call process and options for temporary/transitional pastoral leadership. |   |
| 5. \*Session meets to act on dissolution request and calls congregational meeting. |   |
| 6. \*Congregation meets to act on dissolution request. |   |
| 7. \*Region facilitates exit interviews with session and pastor. |   |
| 8. \*Session, Pastor, and TC discuss and execute Covenant of Closure. Book “Ten Commandments for Pastor’s Leaving a Ciongregation is given to the outgoing pastor by the General Presbyter of COM representative. |   |
| 9. \*TC submits completed Covenant of Closure to COM Secretary. |   |
| 10. Session plans Service of Dissolution, if appropriate/desired (B.O.O. W-4.1001) |   |
| 11. \*COM appoints session moderator if/when necessary. |   |
| 12. GP helps session cover immediate pastoral care and worship leadership needs. |   |
|  |   |
| **BEGINNING THE TRANSITION** | **DATE DONE** |
| 13. \*TC/COM/GP help session assess the future needs (such as position description, terms of call, full or part-time, indefinite period or designated term relationship) and makes preliminary decisions. |  |
| 14. \*TC and GP regularly report session conclusions and actions taken to COM. |  |
| 15. COM and GP assist session secure temporary/transitional worship leadership |  |
| 16. \*TC insures a position description and temporary contract are properly completed. |  |
| 17. Candidate that is not a member of PLM need an Executive Reference check, Background Inquiry and COM Interview |  |
|   |  |
| **INITIATING THE SEARCH PROCESS** | **DATE DONE** |
| 18. \*Session request COM’s approval to elect a Pastor Nominating Committee (PNC) |  |
| 19. \*Session calls congregational meeting to elect PNC. |  |
| 20. Session calls congregational meeting to elect to seek an Installed Pastor for a Designated Term, if this is desired and approved by session.  |  |
| 21. \*Congregation meets to elect a PNC to nominate to the congregation a pastor (full or part-time and for an indefinite period or designated term). |  |
| 22. Congregation commissions PNC during a worship service. |  |
| 23. \*TC and Interim Pastor provide PNC with initial orientation at their first meeting. |  |
| 24. PNC (or another group in the congregation if session wishes) conducts Self-Study/Appreciative Inquiry with assistance from TC/Interim Pastor. |  |
| 25. \*TC attends subsequent PNC meetings at key points in process and as needed or requested. |  |
| 26. \*PNC completes the Ministry Information Form (MIF) – may be assisted by others. |  |
| 27. \*Session approves MIF, TC submits MIF to Region for review. |  |
| 28. \*Region either recommends COM approval of MIF or requests PNC make refinements and seeks COM approval pending requested modifications. |  |
| 29. \* MIF is posted online with the Church Leadership Connection (CLC) and approved by Clerk of Session and Moderator of COM. |  |
| 30. \*The work of the Interim Pastor in the search process is now completed, and the TC provides orientation to PNC on reading, evaluating, and ranking Personal Information Forms (PIFs). |  |
|   |  |
| **CONDUCTING THE SEARCH** | **DATE DONE** |
| 31. PNC begins receiving PIFs, ranking candidates, and requesting CDs/DVDs. |  |
| 32. PNC begins assessing suitability of potential candidates for the position. |  |
| 33. PNC initiates conversations with potential candidates and contacts references. |   |
| 34. PNC refines list of candidates and conducts phone/Skype interviews. |  |
| 35. \*PNC narrows list to 1-2 candidates; TC requests GP to do Executive Reference Check(s). |  |
| 36. \*TC arranges neutral pulpit(s) in church of similar size. |  |
| 37. \*PNC conducts face-to-face interviews with 1-2 candidates. |  |
| 38. \*Region conducts face-to-face interviews with 1-2 candidates. |  |
| 39. \*Candidate signs Background Inquiry Release Form at COM interview for use if call made and accepted.  |  |
|   |  |
| **SELECTING THE CANDIDATE** | **DATE DONE** |
| 40. \*PNC selects final candidate. |  |
| 41. \*PNC negotiates terms of call with candidate and offers a call. Candidate accepts. |  |
| 42. \*TC reviews terms of call for compliance with Presbytery Policy on Minimum Terms of Call (If applicable this includes Designated Term Shared Ministry Goals). |  |
| 43. \*Presbytery processes Background Release Form and bills church for cost. |   |
| 44. \*PNC request session to call a congregational meeting to vote on the calling of a candidate. |  |
| 45. \*Session calls congregational meeting. |  |
| 46. \*PNC prepares and distributes “Meet the Candidate” information/brochure. |  |
| 47. \*PNC prepares Pastoral Call papers. |  |
| 48. \*PNC completes Equal Opportunity Form. |  |
| 49. \*Congregation votes (paper ballot) on call to candidate and terms of call (may be done by voice vote). The Book “Ten Commandments for New Pastors” is given to the pastor elect by the TC or COM person present representing the COM.  |  |
| 50. \*Pastor-elect and others **(LIST)** sign call papers. |  |
| 51. \*Region reviews call and recommends approval to COM and submits call form to COM Secretary. |  |
| 52. \*Region appoints Mentor for pastor-elect and notifies COM. |  |
| 53. \*TC gives Presbytery Policy on Sexual Misconduct to pastor-elect. |  |
| 54. \*Pastor-elect requested to complete and submit to TC (who gives the package to the COM Secretary) the following documents:a. Statement of Faithb. Short biographyc. Clergy Information Formd. Presbytery Nominating Committee Forme. Acknowledgment of Receipt of Presbytery Policy on Sexual Misconduct |  |
|   |  |
| ORDAINING AND/OR INSTALLING THE NEW PASTOR |  |
| 55. \*Pastor-elect submits names of persons to serve on the Administrative Commission for his/her ordination and/or installation service to COM for approval through TC. |  |
| 56. Pastor-elect, in consultation with TC, plans ordination/installation service. |  |
| 57. \*COM submits report to Presbytery where Pastor-elect is introduced and welcomed at next meeting. |  |
| 58. \*GP, TC, and Region conduct exit interview with Temporary Pastor. |  |
| 59. \*Presbytery conducts Ordination/Installation service |  |
| 60. Secretary Administrative Commission (typically the TC) submits minutes of Installation Service to Stated Clerk through COM Secretary. |  |
| 61. PNC completes and submits TC Evaluation Report to COM Secretary. |   |
| 62. Session dissolves PNC with gratitude and request they remain an advisory group to the new pastor.  |  |
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