

## ON CALLING A CHRISTIAN EDUCATOR IN NCP

### STEP 1 - WHO ARE WE LOOKING FOR?

- A. The first step when either a position is vacated or when a new position is created is for the Session to determine if the educator being sought should be certified or non-certified, ordained or non-ordained, or if they would like to pursue a dual search allowing for either option.
- B. If the decision is clearly for a non-ordained educator, notify the Educator Representative on the Committee on Ministry Transitions Team who will provide resources and support for the search process.
- C. If the Session decides to pursue an ordained educator or would like to begin a dual search, the chair of the Presbytery COM transitions team needs to be informed immediately, as the search process is different.

### STEP 2 - FORMING A SEARCH COMMITTEE FOR A NON-ORDAINED EDUCATOR

- A. Session solicits names of people with interest and knowledge of the Christian Education program and the educator position for inclusion on the search committee.
- B. At least one member of the committee should be currently serving on the Session. If not, there should be a mechanism in place for reporting to the Session.
- C. Ideally, the search committee should consist of 5-9 people.
- D. A Presbytery liaison will be provided by the COM Transitions Team.

### **STEP 3 - HOW DOES THE SEARCH COMMITTEE BEGIN ITS WORK?**

- A. Presbytery Liaison explains the search process and responsibilities of the committee, Session and Presbytery.
- B. Liaison introduces CIF and explains process for completion.
- C. Search committee elects officers: Chair, Vice-Chair, Secretary
- D. Determine assignments to write, or review and update, CIF.
- E. Search committee determines regular meeting schedule.
- F. Search committee informs the congregation and Session of the search process, via newsletter article.
- G. Search committee requests from Session an approved budget for the work of the search committee.

### **STEP 4 - WHAT IS INVOLVED IN COMPLETING THE CIF/POSITION DESCRIPTION?**

- A. If doing a nationwide search, go to <http://www.pcusa.org/clc/forms.htm> to download or print a CIF form.
- B. Search committee works with Personnel Committee and Session to determine needs and to draft position description.
- C. Search committee works with Budget Committee and Session to obtain preliminary determination of salary and benefits, referring to Presbytery's current compensation guidelines. Please note that Certified and Associate Certified Christian Educators salary and benefit packages are

required to meet Presbytery standard. Compensation documents are available on the NCP website at: [www.thepresbytery.org](http://www.thepresbytery.org), go to "Documents," then COM Policies and Procedure, and the box on the left will have Compensation Policy for Pastors and Educators and Compensation Policy for Non-Certified Educators.

- D. Presbytery liaison explains Presbytery's EEO/AA policy. The search committee must endorse this policy.
- E. Search committee submits completed CIF and position description to Session and liaison for approval.
- F. Send a copy of the CIF and/or job description to the Educator Representative on COM and to the Presbytery. The presbytery office will provide passwords for chair of search committee and Clerk of Session, who must electronically attest to accuracy of the CIF before it can be posted on the PC(USA) Church Leadership Connection (CLC) . (If you are not doing a nationwide search, the CIF may be used as a model for describing the position instead of or in addition to a position description. This should also be reviewed by the Educator Representative on COM before it is entered on the Presbytery website.)
- G. Copies of the CIF are made available to each search committee member, and the liaison, and copies are placed in the church office and on the church website for congregational information.

**STEP 5 - WE ARE READY TO SEEK CANDIDATES. WHERE DO WE GO?  
WHAT DO WE DO?**

*NOTE: FROM THIS POINT ON, CONFIDENTIALITY IS ESSENTIAL!*

- A. Seek educator recommendations and advertise in various sources such as: Thursday Mailing, Church Leadership Connection of the PC(USA);

seminaries, especially Union Theological Seminary-Presbyterian School of Christian Education (Union - PSCE); Presbyterian Outlook; the APCE job board ([www.apcenet.org](http://www.apcenet.org)); friends and congregation members; other ministers. Be aggressive and creative!

- B. Develop procedures to receive, track, and screen PIFs and resumes, including EEO/AA guidelines, and keep records of the numbers of minority and other “non-traditional” candidates considered, for later reporting to COM.
- C. Screen PIFs and resumes to identify suitable candidates.
- D. Contact identified suitable candidates to determine if available and interested, sending them copies of your CIF, or telling them where to locate it on a web site (either the church’s, Presbytery’s, or CLC’s).
- E. Identify candidates deemed worthy of interviews.
- F. Begin contacting preliminary, primary and secondary references. Continually be sensitive to privacy guidelines for checking on references.
- G. Decide when to stop receiving recommendations. If you have sent information through Church Leadership Connection, notify them of your desire to stop receiving PIFs and to discontinue your CIF on the web page.

#### **STEP 6- WE ARE READY TO INTERVIEW, NOW WHAT?**

- A. Establish interview procedure and screening criteria.
- B. Seek training in interviewing, if desired.
- C. Notify those candidates deemed not suitable of your consideration.

- D. Keep suitable candidates informed of their status and ask them to keep their candidacy confidential.
- E. Narrow the candidates to 3 to 5.
- F. Interview the selected candidates, dealing with each candidate thoroughly and comprehensively.
- G. Continue evaluation of still available and interested candidates.

#### **STEP 7 - HOW DO WE SELECT THE FINAL CANDIDATE?**

- A. Develop final selection criteria and decision process. Review previous criteria and update as appropriate. Reread Section G-14.0502b regarding equal opportunity guidelines.
- B. Contact references.
- C. Pastor as head of staff or the search committee may want to conduct a second interview with the candidate.
- D. Prayerfully, make the selection.

#### **STEP 8 - THE SEARCH COMMITTEE HAS SELECTED ONE CANDIDATE. NOW WHAT?**

- A. The search committee negotiates with Session any adjustment in the salary and benefits package, without revealing the identity of the candidate.
- B. The search committee and the candidate complete final negotiations regarding the position description and the salary and benefits package.
- C. The candidate submits a one-page statement of faith to the chair of the search committee.

- D. The search committee submits a PIF or resume, the statement of faith, and the compensation package to the presbytery, via the liaison.
- E. The search committee reports to the Session that it has reached a decision and negotiations are final, pending the Session's approval.
- F. A vote is taken by the Session.
- G. If the vote is favorable, extend the call to the candidate. It is appropriate to follow this up with written confirmation of the job description and salary and benefits package.
- H. Conduct an entrance interview with representatives from the presbytery, members of the search committee, and the pastor to review salary and benefits package and job description, and to approve the "match" between the candidate and the church.
- I. The search committee is dismissed with thanks. Some members of the committee may be asked to be a support group for the new educator for the first year of ministry.

#### **STEP 9 - NOW WE NEED TO SET THE INSTALLATION. WHAT DO WE DO?**

- A. The installation date and plans are made by the new educator in consultation with the Session. It is recommended that you do have a service of installation to validate the call of the educator.
- B. The Educator Representative on the COM can assist with sample installation services for educators. Contact Beth Williams at 703-978-1034 or [elisabeth.williams81@gmail.com](mailto:elisabeth.williams81@gmail.com)