

A HANDBOOK
FOR
PASTOR NOMINATING COMMITTEES
AND
SESSIONS OF CHURCHES SEEKING PASTORS

**To be used in conjunction with
On Calling a Pastor,
a publication of the Presbyterian Church (USA).**

September 2015

Prepared by
National Capital Presbytery
Committee on Ministry

PERMISSION TO DUPLICATE GRANTED

TABLE OF CONTENTS

CONTACTS 4

RESOURCES 5

Print Resources

Web Sites

GLOSSARY 6

HOW TO CALL A PASTOR: An Outline 7

CALLING AN ASSOCIATE PASTOR OR CO-PASTOR 9

WHO DOES WHAT: Responsibilities During a Pastoral Vacancy 10

CONSTITUTING A PASTOR NOMINATING COMMITTEE 11

PROCEDURE FOR CONGREGATIONAL MEETING TO
ELECT A PASTOR NOMINATING COMMITTEE 13

COMMISSIONING SERVICE FOR MEMBERS OF A
PASTOR NOMINATING COMMITTEE 14

GETTING STARTED - ORIENTATION AND TEAM BUILDING 16

THE MINISTRY INFORMATION FORM 16

General Information about MIFs

Sources of information for completing the MIF

Guidelines

Notes on Part I

Notes on Part II

Submitting the MIF

ADVERTISING YOUR POSITION 19

PERSONAL INFORMATION FORMS 19

Preparing to Receive PIFs

Receiving and Acknowledging PIFs (Matched & Self-Referred)

Reviewing the PIFs

NOTES ON TECHNOLOGY 21

GETTING MORE INFORMATION - SOME SUGGESTED NEXT STEPS 21

CHECKING REFERENCES (Includes General Presbyter Check, required)..... 22

CHECKING YOUR PROCESS AND PROGRESS 23

INTERVIEWING CANDIDATES..... 23

TAKING STOCK..... 24

FINAL CANDIDATES 25

CHOOSING YOUR CANDIDATE 26

FINALIZING THE CALL27
 The Examination Process
 Introducing Your Candidate
 The Congregational Meeting
 Presbytery Approval and other Final Steps

Appendix A: NATIONAL CAPITAL PRESBYTERY RESOURCES30

Appendix B: PCUSA: CHURCH LEADERSHIP CONNECTION (CLC) RESPOURCES 30

Appendix C:
 PRESBYTERIAN PUBLICATIONS FOR ADVERTISING YOUR POSITION31

Appendix D: PRESBYTERIAN THEOLOGICAL SEMINARIES32

Appendix E (Sample Evaluation Forms):34
 CANDIDATE EVALUATION FORM
 PIF EVALUATION FORMS
 REFERENCE CHECK FORM

Appendix F: SELF-REFERRED PIFs39

Appendix G: EEO/AA FORM 2 (Request for General Presbyter Check).....40

Appendix H: PROCEDURE FOR THE CONGREGATIONAL MEETING FOR THE CALL FOR A PASTOR OR AN ASSOCIATE41

Appendix I:
 SAMPLE BALLOT & TELLERS INSTRUCTIONS for Congregational Meeting43

Appendix J: EXAMINATION PROCESS PART IV44

Appendix K: SUGGESTED PROCEDURE FOR A DUAL SEARCH45

Appendix L: HOW TO CALL A DESIGNATED PASTOR47

Contacts

Chair, Committee on Ministry

The Rev. Jessica Tate
210 13th Street, SE
Washington, DC 20003

703-638-5638 cell
revjetate@gmail.com

Co-Chairs, Transitions Team of COM

Betty Douglass

703-241-3793 (home)
703-625-4741 (cell)
ebdouglass@verizon.net
301-587-6844 (home)
301-787-4878 (cell)
julia@schaeffner.net

Julia Schaeffer

Theology of the Call Coordinator

The Rev. John Lee

301-838-0766 (office)
202-213-2015 (cell)
Johnylee65@gmail.com

Liaisons Coordinator

Alice McGinnis

301-384-9530
alicemcginnis@hotmail.com

General Presbyter

The Rev. G. Wilson Gunn, Jr.

240-514-5350
WGunn@thepresbytery.org

Stated Clerk

Sara Coe

240-514-5352
scoe@thepresbytery.org

Executive Administrator to the General Presbyter and COM

Annemarie Quigley
National Capital Presbytery
11300 Rockville Pike, Suite 1009
Rockville, MD 20852

240-514-5351
aquigley@thepresbytery.org

Presbyterian Church (U.S.A.)

Churchwide Personnel Services
Call Referral Services
100 Witherspoon Street
Louisville, KY 40202-1396

888-728-7228, x8550
(fax) 502-569-5788
www.pcusa.org/clc

Your PNC Chair:

Home: _____
Office: _____
Fax: _____
E-mail: _____

RESOURCES

This handbook sets out the policies and practices on calling pastors and associate pastors in National Capital Presbytery. It supplements and should be used in conjunction with the more general guide, *On Calling a Pastor: A Manual for Churches Seeking Pastors*, a publication of the Presbyterian Church (USA) Churchwide Personnel Services. Where the two publications differ, the Presbytery's policy rules. We also recommend that each PNC have access to *Searching for a Pastor the Presbyterian Way*, by Dean Foose.

Information on these and other recommended resources is below.

On Calling a Pastor: A Manual for Churches Seeking Pastors. PCUSA Churchwide Personnel Services, Revised Edition. 40 p. Free - download from <http://www.pcusa.org/resource/calling-pastor>. Copies at \$4.00 each can be ordered from Presbyterian Distribution Service, 800-524-2612 or online, www.pcusa.org/marketplace.

Searching for a Pastor the Presbyterian Way, by Dean E. Foose. Geneva Press, 2000. 114 p. Order from Cokesbury: 800-672-1789 or www.cokesbury.com or www.amazon.com.

Church Leadership Connection – Other manuals and forms are available at www.pcusa.org/clc.

WEB SITES

Presbyterian Church (USA) www.pcusa.org (Also see Appendix B)

Churchwide Vocations. www.pcusa.org/vocations

Church Leadership Connection. www.pcusa.org/clc

Provides access to “Opportunity Search” database of active MIFs (no password required); blank MIF and PIF forms; Church Leadership Connection staff and resources; log-in for submitting, editing, and approving MIFs (passwords required); and other materials on the search process.

PC(USA) Seminaries www.pcusa.org/seminaries

Links to the web sites of all PC(USA) theological institutions.

National Capital Presbytery www.thepresbytery.org (Also see Appendix A)

“*Calls and Jobs*” lists current vacancies in our Presbytery, along with links to MIFs on Church Leadership Connection.

“*Documents*” include links to various Presbytery policies and manuals.

Glossary

- EA Executive Administrator to the General Presbyter and COM.** Staff member; assists in all phases of Transitions work. Also schedules/coordinates Examination Interviews.
- MIF Ministry Information Form.** The form containing data which describes the mission and ministry of a particular congregation, together with a description of the leadership competencies, experience, and interests needed to meet the expectations held for the pastor-elect.
- CLC Church Leadership Connection.** The Internet-based computer system provided by the General Assembly Call Referral Services office of the Presbyterian Church (USA). Through this system, Pastor Nominating Committees submit Ministry Information Forms, ministers submit Personal Information Forms, and matching is done either by Call Referral Services staff or the Presbytery Executive. The system also places Church Information Forms in an “Opportunities Search” database, accessible on the Internet at www.clc.pcusa.org.
- COM Committee on Ministry.** The Committee of elders and ministers of the Word and Sacrament elected by Presbytery which is responsible for the concerns of the ministers of the Word and Sacrament and congregations of the Presbytery. The Transitions Team is the group having the first decision in all processes of Presbytery regarding the calling, establishment and dissolution of all pastoral relationships (in some cases, the final decision when it acts on behalf of the Presbytery).
- LIAISON** Individual assigned by the Transitions Team to assist a PNC during the entire search process.
- TTC Transitions Team Chair.** Works with the liaisons in all phases of their work.
- CPM Committee on Preparation for Ministry.** The Presbytery Committee with oversight for candidates for the ministry of Word and Sacrament.
- CRS Call Referral Services.** The office within the General Assembly of the Presbyterian Church (USA) responsible for assisting PNCs in conducting searches and completing calls. CRS maintains the Church Leadership Connection (CLC), the denominational World Wide Web based matching and referral system for all Presbyterians.
- EEO/AA Equal Employment Opportunity/Affirmative Action Policy.** A plan designed by the Presbytery to assist PNCs in giving serious consideration to racial/ethnic persons, persons with disabilities and women.
- NCP National Capital Presbytery**
- PIF Personal Information Form.** The form containing data on a particular minister (or a candidate for the ministry).
- PNC/APNC Pastor Nominating Committee or Associate Pastor Nominating Committee.** Elected by the congregation and reports to the congregation, NOT Session. Responsible for presenting to the congregation a candidate for the position to be filled.

How To Call A Pastor: An Outline

MIF = Church Information Form
 PIF = Personal Information Form
 CLC = Church Leadership Connection
 COM = Committee on Ministry

EEO/AA = Equal Employment Opportunity - Affirmative Action
 PNC = Pastor Nominating Committee
 TTC = Transitions Team Chair
 EA = Executive Administrator to the General Presbyter and COM

1. Pastor or Associate Pastor leaves, or COM approves a new position, creating a vacancy.

- a. Session makes plans for interim period: purpose of the interim period, goals, leadership, training, change management, etc.
- b. COM or Presbytery Staff representative meets with Session to explain the search process including a summary of the EEO/AA policy.
- c. COM appoints liaison.

2. The PNC is elected.

- a. Session writes COM requesting permission to call a Congregational Meeting to elect PNC.
- b. COM grants permission to elect PNC (and appoints a liaison to work with PNC if not yet done).
- c. Slate of PNC candidates, broadly representative of congregation, is developed, usually by the church's Officer Nominating Committee.
- d. Liaison or COM representative attends Congregational Meeting to explain search process, including a summary of the EEO/AA policy, to congregation. *(The Moderator signs EEO/AA Form 1 to verify the presentation of the policy.)*

3. The PNC begins its work.

- a. Liaison convenes first meeting of PNC; PNC considers leadership and organizes itself. Leadership is usually elected at a subsequent meeting.
- b. Liaison (possibly in consultation with the interim pastor) plans a period of team building and orientation.
- c. Liaison leads a presentation on the EEO/AA policy. PNC endorses EEO/AA policy and PNC Chair attests to vote on Form 1.
- d. COM representative leads PNC in a discussion on the Theology of the Call, focusing on what it means to call a pastor.
- e. PNC writes the MIF.
- f. Session works with PNC on MIF parts regarding church's mission, position description, and parameters for salary negotiations.

4. The PNC completes the MIF.

- a. Session and COM Liaison approve the MIF.
- b. Session's approval of the MIF will signify its support of the EEO/AA policies of the PC(USA) and NCP. The Clerk signs EEO/AA Form 1.
- c. PNC sends approved MIF, signed by Clerk, Liaison, and PNC Chair, to Presbytery Executive Administrator

to the General Presbyter and COM, along with EEO/AA Form 1.

- d. PNC submits MIF electronically on Church Leadership Connection; Clerk and COM approve the MIF electronically.
- e. Church Leadership Connection adds MIF to database and performs initial match with PIFs.
- f. Presbytery adds position notice (with link to MIF) to its website.

5. The PNC identifies and interviews promising candidates.

- a. PNC receives and evaluates PIFs received through CLC computer matching, self-referral, advertisements in church publications and at seminaries, networking with other Presbytery execs, word-of mouth.
- b. PNC reviews sermons (usually by CD or DVD); may conduct preliminary telephone interviews or arrange anonymous visits to hear candidates; and conducts reference checks.
- c. PNC requests General Presbyter reference checks using EEO/AA Form 2 and sends the request to the Executive Administrator to the General Presbyter and COM (for the General Presbyter), including a copy of the candidate's PIF.
- d. PNC receives confirmation that the General Presbyter's reference checks are satisfactory; only then does the PNC proceed to face-to-face interviews and narrows to final candidates.
- e. PNC interviews final candidates in person, hears them preach at neutral pulpits; Pastor, as Head of Staff, participates in interview if position to be filled is for Associate Pastor. Candidates for Pastor, Head of Staff, could meet with the Associate Pastor.
- f. **Note:** It is very important that the PNC resolves all "fit" issues with the candidate(s), such as strengths and weaknesses, job description, terms of call, matching vs. non-matching skills, etc.

6. The PNC selects a final candidate.

- a. PNC negotiates terms of call and requests COM Examination Interview.
- b. The Examination Interview Coordinator schedules interview, then sends and specifies to the candidate and PNC the forms and materials required of each.
- c. General Presbyter or Stated Clerk orders and reviews a criminal background check on the candidate.

7. A Examination Interview is held.

- a. The Examination Team of COM conducts Examination Interview with the candidate. This is the first step in COM's approval of the call.
- b. After a successful interview the Session is given permission to call a Congregational Meeting for PNC to present the candidate.

8. The Call is approved by the congregation.

- a. Candidate may meet with church officers/members prior to congregational meeting.
- b. Candidate may preach during worship prior to congregational meeting.
- c. PNC presents candidate to congregation, who vote on candidate and terms of call in a single vote.
- d. Moderator attests to congregation's actions and Clerk completes formal call forms and returns them to Presbytery Office.

9. The Coordinating Team of COM votes to receive the candidate into Presbytery.

- a. The Transitions Team of the COM concurs in call at its regular meeting, finalizing COM approval of the call.
- b. If not already a member of Presbytery, candidate's statement of faith and bio are circulated to the Coordinating Team of COM who votes to receive the candidate into Presbytery.
- c. The candidate, PNC Chair and Liaison are invited to celebrate the call at the next full meeting of the COM.
- d. Presbytery informs Call Referral Services by requesting that MIF be removed from Church Leadership Connection database, and removes notice from NCP website.
- e. PNC seals all materials related to the chosen candidate, including references, and stores them in a secure place. PNC destroys all other PIFs, references, interview notes, and reference check notes.
- f. The new pastor begins work with the congregation, with PNC providing support for the transition.

10. The New Pastor is Installed

- a. New pastor presents plans for installation to Stated Clerk.
- b. Stated Clerk, on behalf of COM, approves installation plans and reports to COM. Clerk can elect to send exceptional plans to Transitions Team for approval.
- c. The new pastor is installed by Presbytery in cooperation with the congregation, at a time when other members of Presbytery are able to attend; COM policy is not to approve installation services scheduled for Sunday morning.

CALLING AN ASSOCIATE PASTOR OR CO-PASTOR

The same steps are followed in calling an Associate Pastor or Co-Pastor as in calling a Pastor. The primary difference is the role of the Pastor, Head of Staff, in the process.

Because there should be consultation with the Pastor for sharing in the ministry of the church, he/she participates as fully in the search process as he/she wishes. It is equally important that the Pastor honor the autonomy of the PNC and its role as a committee of the congregation. The Committee on Ministry recommends that the Pastor and the PNC discuss the nature and extent of the Pastor's role in the search at the beginning of the process.

At the very least, the Pastor:

1. must be kept abreast of progress by the PNC chair and COM liaison in the search, screening, and selection process; and
2. must interview the PNC's final candidates.

Participants in the search process should also bear in mind that:

1. the official relationship of an Associate or Co-Pastor with the congregation is not dependent on the Pastor; and
2. an Associate is ineligible to succeed the Pastor.

WHO DOES WHAT: RESPONSIBILITIES DURING A PASTORAL VACANCY

1. **The Session**
 - a. may conduct a mission study or goal setting process for the church
 - b. consults with Presbytery in beginning the pastoral search
 - c. makes written request to the COM to elect a PNC
 - d. affirms its support of the EEO/AA policies of the denomination and Presbytery
 - e. provides a process for the congregation to elect a Pastor Nominating Committee
 - f. assists the PNC in drafting a position description, approves the compensation package, and provides a budget for PNC expenses
 - g. reviews and approves the completed Church Information Form
 - h. supports the PNC with prayer and respects the confidentiality of the search process
 - i. calls the congregational meeting to hear the PNC's report and elect the new pastor

2. **The Interim Pastor (if one is employed)**
 - a. carries on the ministry of the church and prepares it to receive a new called pastor
 - b. is encouraged to lead or assist with a mission study (congregational self study)
 - c. supports and prays for the PNC,
 - d. may work with the liaison in the orientation and team building of the PNC.
 - e. cannot be called as pastor

3. **The Senior Pastor (in the case of an Associate Pastor search)**
 - a. participates in the search process to the extent that he/she determines is appropriate
 - b. honors the independence of the PNC
 - c. is kept abreast of the progress of the PNC by PNC Chairperson
 - d. at the very least interviews the final candidates

4. **The Pastor Nominating Committee**
 - a. completes Church Information Form
 - b. reads and evaluates Personal Information Forms from potential pastors
 - c. interviews and does reference checks on candidates of interest
 - d. selects a candidate to place in nomination before the congregation
 - e. provides support to new pastor during the transition period

5. **The Congregation**
 - a. elects the PNC
 - b. prays for PNC and respects its confidentiality
 - c. votes on the call of the new pastor

6. **Presbytery's Committee on Ministry**
 - a. appoints a moderator of session
 - b. provides names of potential pulpit supplies and/or interim pastors
 - c. grants permission for a church to elect a PNC
 - d. appoints a liaison to work closely with church through the entire vacancy process
 - e. does presbytery-to-presbytery reference checks on candidates before they visit
 - f. General Presbyter or Stated Clerk orders and reviews criminal background check on candidate
 - g. conducts Examination Interview on selected candidate
 - h. approves call and installation plans on behalf of the Presbytery

7. **General Assembly Call Referral Services: (1-888-728-7228, ext. 8550)**
 - a. maintains Church Leadership Connection, a computer system through which PNCs submit MIFs, ministers submit PIFs, for purposes of matching and advertising vacancies.

CONSTITUTING A PASTOR NOMINATING COMMITTEE

1. The Pastor Nominating Committee (or Associate Pastor Nominating Committee) normally is composed of 7 to 11 persons. The Session suggests the size of the PNC to the congregation, but the final decision rests with the congregation. *Note. There does not need to be an odd number, PNCs strive for consensus in their decision making.*
2. Although not recommended, some congregations elect one or more alternates (designated “first”, “second”, etc.). These non-voting members of the PNC attend meetings regularly to keep informed about the process, but do not have a role in decision-making unless they are called upon to fill a vacancy. Instead of alternates, a slightly larger PNC should be elected, but it is best not to exceed 12.
3. Nominations for the PNC are best made by the congregation-wide Nominating Committee, the group that nominates the church’s elders, deacons and trustees. The Nominating Committee should provide a mechanism for the congregation to suggest names.
4. PNC members should be broadly representative of the entire congregation (*Book of Order, G-2.0802*), with all major or important constituency groups represented. The PNC should reflect the diversity of the congregation in age, race, gender, marital and family status, theological position, worship preferences, church offices, and program areas of the church.
5.
 - a. Representation. It is advisable to have a Session member on the PNC. This member is not chosen by the Session, but by the Nominating Committee, and does not “represent” the Session in any official way. This person can facilitate communication between the PNC and Session.
 - b. Officers. The PNC elects its own officers. They are not appointed or specified by the Nominating Committee.
5. The following qualities are needed to serve on a PNC.
 - a. Members should be both actively involved in the life of the church and also able to assume this additional responsibility.
 - b. The work of the committee must be kept absolutely confidential, even from family members.
 - c. Members must be willing to support the denomination’s and Presbytery’s EEO/AA policies.
 - d. Members must be willing to follow process and work with others.
 - e. Members must be willing to work towards consensus, putting the best interests of the congregation over personal interests.
 - f. Members should understand that they will be involved in a calling process whereby the PNC seeks to discern God’s call for new leadership in the church, rather than simply a hiring process.

6. Those asked to serve on the PNC should be made fully aware of the responsibility and commitment involved.
 - a. The search process may take 12-24 months, with the PNC meeting weekly most of that time.
 - b. The work involves preparing a Church Information Form, reviewing over 100 Personal Information Forms, interviewing candidates, hearing them preach, and checking references.
 - c. There may be out-of-town travel on weekends to hear candidates preach and interview them.

7. At least a week prior to the congregational meeting the nominees and voting procedure should be publicized. See Steps 8 & 9 in Procedure for Congregational Meeting to Elect a PNC.

**PROCEDURE FOR CONGREGATIONAL MEETING
TO
ELECT A PASTOR NOMINATING COMMITTEE**

1. Opening prayer.
2. Organization of the meeting:
 - a. Explanation by the Moderator of his/her role on behalf of Presbytery. Moderator determines if a quorum is present.
 - b. Announcement by the Moderator that the Clerk of Session is to serve as Secretary of the meeting. If the Clerk is not present, a Secretary Pro-tem must be elected or appointed with the approval of the congregation.
 - c. Reading of the call for the meeting by the Clerk and certification that public notice of the call has been given on two successive Sundays, in accordance with the congregation's own rule for minimum notification requirements. G-1.0502
3. Motion to establish a new position if the search will be for Associate Pastor and this has not been done at a previous congregational meeting.
4. Vote by congregation on the above motion when applicable.
5. Presentation by the COM Liaison (or other representative of the COM Transitions Team)
 - a. Introduction. Connectional nature of PCUSA, policies of the Book of Order, National Capital Presbytery and Committee on Ministry
 - b. Presentation of Presbytery's EEO/AA policy. (*Note – the congregation hears a summary of the process but does not vote on it.*)
 - c. Outline of the basic steps of the Search Process for securing a new Pastor (or Associate Pastor), including MIF preparation, receiving PIFs evaluating candidates, presbytery reference checks, Examination Interview, one candidate is brought to the congregation, confidentiality of the process.
 - d. Special Reminders
 - e. Questions from the congregation
6. Discussion.
7. Presentation of the slate by the Session or the Nominating Committee of the church.
8. Nominations from the floor. Before a person's name is placed in nomination, that person should be contacted about his/her willingness to serve. If additional candidates are proposed the congregation must vote to expand the size of the PNC.
9. The vote. Written ballots should be used, tellers count them and report results to the Moderator who makes the announcement to the Congregation.
10. Motion to adjourn and closing prayer.

NOTE: PNC members will be asked to meet briefly with the Liaison immediately after the congregational meeting to agree on the time of the first PNC meeting. The Liaison shall convene the first meeting of the PNC to explain the Presbyterian process in detail.

**COMMISSIONING SERVICE FOR MEMBERS OF A
PASTOR NOMINATING COMMITTEE**

Presiding Minister: The following have been elected to the Pastor Nominating Committee of _____ Church. We ask them to present themselves for commissioning to the task.

With members of the Committee standing before the congregation, the presiding minister shall say:

"In the Presbyterian Church (USA) our Constitution informs us that every church should have the pastoral services of a minister of the Word and Sacrament. When a minister resigns we are required to call a new minister by electing a Pastor Nominating Committee. This committee is charged with searching out and screening potential candidates and presenting one minister to the congregation as a candidate for pastor."

In keeping with the Constitution of the Presbyterian Church (USA) and the custom of _____ Church, you have been elected as a member of the Pastor Nominating Committee. You are asked to answer to the following questions.

Presiding Minister: Do you accept the responsibility as a member of the Pastor Nominating Committee and promise faithfully to perform all the duties thereof?

Member: I will.

Presiding Minister: Will you seek to discover the will of God for our congregation so that the person God wants as minister here will be the one we call?

Member: I will.

Presiding Minister: Will you have an openness to consider all candidates without regard to sex, age, or marital status?

Member: I will.

The presiding minister will then address the congregation.

Presiding Minister: Will we pray for them, be patient while they search, and support them in every way.

Congregation: We will.

Presiding Minister: Will we acknowledge and respect the confidentiality of the task that is given to them?

Congregation: We will.

Presiding Minister: I now declare that you have been set aside and commissioned to find a candidate for Pastor of _____ Church. Go with God in your search and may the Blessing of God - Father, Son and Holy Spirit be with you all.

AMEN.

GETTING STARTED – ORIENTATION AND TEAM BUILDING

One of the most important tasks of the PNC is to go way beyond just “knowing each other” and develop a relationship of deep trust and mutual caring. **The PNC liaison, often working with the Interim Pastor, will lead the PNC through a series of team and trust building activities** during the first few meetings. During this time the following will occur:

1. An EEO/AA Presentation by the Liaison to explain the COM policy.
2. A “Theology of the Call” Presentation by a COM presenter.
3. Election of Officers after team building activities.
4. Orientation to the Search Process primarily using the COM Handbook for PNCs and Sessions and “Calling a Pastor the Presbyterian Way” by Dean Foose.

THE MINISTRY INFORMATION FORM (MIF)

See also *On Calling a Pastor*, pages 17-19.

General Information about MIFs

1. A MIF provides information about the position you are seeking to fill and your church and community. It is used to match your needs against those of pastors who are seeking churches, and to advertise your position on the Church Leadership Connection computer system.
2. It must be approved by your Session and COM liaison before it is submitted. The PNC provides the Presbytery with a signed hard copy or scanned copy of the final MIF, and submits the MIF to the denomination electronically, using Church Leadership Connection.
3. Blank copies of the MIF and PIF forms and MIF Instructions are available from the Churchwide Personnel Services, Church Leadership Connection (CLC), web site (www.pcusa.org/clc), where they may be printed or downloaded as word processing documents. See Appendix B. (Note that the former Skill List has been replaced on the MIF by a Leadership Competencies list with definitions incorporated. A separate leadership Competencies list is also available.)
4. You will determine the best way for your committee to tackle the job of completing the MIF. Most PNCs divide up the responsibility for composing the document and refine it as a whole for consistency in style and substance.

Sources of information for completing the MIF

1. Active MIFs from other churches. You can find these by searching the “Opportunity Search” database on Church Leadership Connection (www.pcusa.org/clc). The NCP website (www.thepresbytery.org) also lists all vacancies in this presbytery, with links to the MIFs.
2. An old MIF for your church, if one exists.
3. Church mission studies or long-range plans.
4. Surveys of the congregation about needs and preferences for pastoral leadership and the direction of the church.
5. Input from church officers and other knowledgeable people in the congregation.

Guidelines

1. Give yourselves ample time to do a thorough job as this document is a potential candidate's first impression of your church.
2. Present a realistic picture of your church, including both its strengths and weaknesses. A competent minister may be more drawn to a challenge than to an easy situation.
3. Emphasize what is unique about your congregation, community, and possibilities for ministry.
4. Try to convey not only factual information, but something of the "feel" of your church, the level of energy for the church's ministry, and the community within which it exists.
5. Paint a portrait that will attract the kind of leadership your church needs for its next chapter of ministry. You may wish to ask your interim minister to read your MIF before submitting it to the session. Is it clear and compelling to the kind of person you are seeking?
6. **A word of caution:** The MIF imposes a 1500 character limit on the narrative questions and position descriptions which must be adhered to in order to avoid technical difficulties. Although the character limit is annoying, it does encourage clear thinking and succinct writing. *Note:* A "character" includes letters, numbers, punctuation and spaces. MS Word gives character counts that includes spaces.

Notes on Part I

1. Part I of the MIF contains objective information about your congregation and community.
2. The Clerk of Session of your church can give you the Church/Organization ID (your church's "pin number"), and can also help you gather the current statistical information.
3. Under Clerk of Session Details, provide an email address, if at all possible. This will speed the online approval of the document by the Clerk.
4. Seminary Debt Assistance Program. If your church has fewer than 150 members AND a budget less than \$250,000 check the box "Certified as eligible for participation in the Seminary Debt Assistance Program". See www.pensions.org for more information.

Notes on Part II. Note: During this time, if not yet done, your liaison will arrange for a Theology of the Call presentation. This will provide valuable insight for developing Part II.

1. Part II contains the leadership competencies and experience required and desired; salary information; and narratives about the church's mission, programs and accomplishments, and the gifts and experience of your congregation.
2. Your session will give direction about the mission statement, the position description, and the compensation package you can offer a new minister. The rest is up to you, drawing from resources within and without your congregation.
3. Narrative Question #1 – the Mission Statement may be based on an existing mission statement for your church, or one that the PNC drafts with help from the Session. Consider questions like these: What are the core values of your congregation? What principles inform your programs and ministries? What impact does the congregation wish to have in the world?
4. Narrative Question #5 describes the qualities, talents, and experience you are seeking in the pastor. As you write the position description, reflect on the portrait of your church that you have painted in the mission statement and the previous narrative questions. Is this description consistent with this view of your church and its goals?

5. Narrative Question #6 sets out the pastor's responsibilities in broad scope (not every minute detail), as well as relationships to other staff and church committees. In writing position descriptions for Associate Pastors, care should be taken to avoid overlapping responsibilities.
6. Explanations of all the Leadership competencies appear on the MIF pt 2. The same information can be found online at CLC in the separate document "Leadership Competencies" and can be downloaded. Some PNCs survey their congregations and/or session for input on the competency choices.
7. In Compensation and Housing, enter both the maximum and minimum effective salary that your session feels it can offer. The Session is responsible for providing this information, and it must be in compliance with Presbytery compensation guidelines. Your church treasurer, personnel committee or COM liaison can help you with this section. See also the most recent NCP Clergy Compensation Policy at <http://www.thepresbytery.org/documents/com-policieshandbooksmanual/>. Only the minimum salary will be seen online. CLC uses the maximum salary for matching purposes. *
8. "Statement of Faith Required—select 'yes' or 'no.'" If you select "no," you will receive some PIFs with, and some without, a Statement of Faith; and you can later request Statements of Faith from promising candidates. If you select "yes," you will receive only those PIFs with a Statement of Faith. (It's your choice.)

**Note. "Effective salary" is salary plus housing. Just determine the total and do not specify the housing portion at this time.*

NCP Resources. Terms of Call Packet (available from the TTC or EA), Clergy Compensation Policy, Spreadsheets (Available from the EA). (See Appendix A.)

Submitting the MIF

1. The PNC completes the MIF and submits it to the Session and the COM liaison for approval.
2. The final, approved MIF (paper copy) is signed by the Clerk of Session, COM liaison, and PNC chair, and sent (mailed) to the Presbytery's Executive Administrator to the General Presbyter and COM, along with completed EEO/AA Form 1, for Presbytery's files. **Note. *These documents must be received before the MIF can be approved online by COM.*** An acceptable alternative is that MIFs and EEO/AA Form 1 with all the necessary signatures may be scanned and e-mailed to the Presbytery's Executive Administrator to the General Presbyter and COM. Note: Either the paper MIF or the scanned MIF with all signatures must be received by the Executive Administrator before the MIF can be approved online by COM.
3. The PNC Chair and the Clerk of Session email the Executive Administrator to the General Presbyter and COM at the Presbytery office to get login IDs and passwords for accessing Church Leadership Connection (CLC), the denomination's computer system for submitting and matching MIFs (www.pcusa.org/clc).
4. The PNC submits the MIF online, following the "Instructions for Entering a Church Information Form (MIF)" found online at CLC (download "MIF Instructions"). (See Appendix B.)

Additional suggestions for filing the MIF online.

- a. *The PNC Chair and Clerk should write down and keep their login IDs and in case the MIF has to be changed at a later date and to request additional matches.*
 - b. *Cut and paste the narratives from your WORD document.*
 - c. *Save after entering each section so you don't get timed out.*
 - d. *Think twice about specifying a deadline date – it CAN'T be removed after it expires.*
5. The Clerk of Session and COM will need to confirm approval of the MIF electronically. **Note that even though your Session and COM liaison approved your MIF prior to submitting it on the Church Leadership Connection, the Clerk and COM must also attest to that approval online.**

6. Once approvals are made, the MIF is released to the “Opportunity Search” database and Call Referral Services performs the initial match of the MIF against PIFs in the system. The PNC is notified by email to log in to the system (CLC) to retrieve the matched PIFs.
7. A notice of the vacancy will then be posted on our Presbytery’s website with a link to the MIF in CLC’s Opportunity Search database.
8. Additional matches can be requested online at the Church Leadership Connection (CLC).
 - a. Log on to the CLC website using your ID and password.
 - b. Click on “Select a New CLC Match” and follow the prompts.
9. *For help, call PC(USA) Call Referral Services at 1-888-728-7228, x8550.*

ADVERTISING YOUR POSITION

The PNC will receive PIFs through the matching system on Church Leadership Connection and through self-referrals (pastors who have learned about your position and send a PIF directly to your PNC or through the CLC). Your church’s vacancy will also be listed on the Presbytery’s website, with a link to your MIF. To generate more interest in your position, you may wish to consider

1. **Placing ads in Presbyterian publications** such as *Presbyterian Outlook* and *Presbyterians Today*. Lead times may be as long as 6 weeks, so consider this idea early. Contact information for these publications is in the appendix.
2. **Contacting seminaries.** Most have placement offices that will post information about pastoral vacancies. An increasing number have web sites for posting vacancies and graduates’ resumes. Contact information for Presbyterian seminaries is in the appendix.
3. **Enhancing your church’s web site to attract candidates.** Your MIF contains your web site’s address, as should any advertisements you publish. Place additional information about your congregation and community here.
4. **Networking.** Talk to friends and relatives, pastors, other presbytery executives about your vacancy and your church. Ask if they know of pastors who might be a good fit. Encourage your congregation to do the same. Never underestimate the power of word-of-mouth advertising!

PERSONAL INFORMATION FORMS

See also *On Calling a Pastor*, pages 19-22.

Preparing to Receive PIFs

1. After submitting the MIF, take time to consider how the committee will organize itself to receive, distribute, track and evaluate candidates.
2. Establish a simple recording system to keep track of when PIFs were received and their status.
3. Identify a secure way to store and distribute PIFs. This is usually done online using a secure, password protected account.
4. Establish ranking, screening, and selection criteria based on the requirements set out in the MIF.

5. Design forms for recording evaluation of the PIFs, reactions to sermons, interview notes, and reference calls (see sample forms in Appendix E).
6. Assure fairness for EEO/AA in ranking, screening, and selecting process.
7. Prepare a package of materials you will send to interested candidates to tell them more about your church, such as sample bulletins, newsletters, brochures, etc.

Receiving and Acknowledging PIFs

1. You don't need to acknowledge PIFs received through computer matching.
 - a. See Appendix F to determine how to distinguish between matched and self-referred PIFs on the CLC list.
 - b. Candidates can find out who their PIFs have been matched with. Just like the candidates' names appear on the church's CLC list, the church's name also appears on the candidates' CLC lists. If you are not interested in a matched candidate you do not have to contact them, they are aware of this.
2. You will receive two types of self-referred PIFs. Candidates can self-refer their PIFs through CLC or they can send them directly to the PNC.
 - a. See Appendix F to determine how to distinguish between matched and self-referred PIFs on the CLC list.
 - b. Promptly acknowledge receipt of all self-referred PIFs in a brief letter to the pastor.
 - c. If a candidate is self-referring and asks you to get his/her PIF from CLC, the candidate is incorrect in making this request. You can't get a PIF from CLC, only the candidate can get his/her PIF and then must send it to you.
 - d. After the initial match additional matches must be requested. See "Submitting the MIF" #8, page 19.

Note. *Candidates who are minister members of our Presbytery cannot use CLC to self-refer within our Presbytery. So, you can expect them to directly self-refer either by email or snail mail.*

Reviewing the PIFs

1. Review each one thoroughly, comparing the PIF with your MIF.
 - a. Does the minister have the years of experience you are seeking?
 - b. Do they exhibit qualifications that you need? Do the skills choices match yours?
 - c. Have they lived and worked in a setting like yours
2. Try to make clear "yes" and "no" decisions about which ministers you'd like to consider more closely. PNCs get themselves hung up if they try to maintain a "maybe" list.
3. Contact the pastors you would like to consider to determine if they are indeed interested in your position. Ask if they would like more information about your church and the position. Refer them to your church website.
4. Things to consider if you are interested in a candidate who is not ordained in the PCUSA. Your PNC liaison or the Transitions Team Chair can provide details if any of the following apply.
 - a. If the candidate is a "Candidate certified ready for ordination" there is no problem. She/he would be ordained following the congregational meeting.
 - b. If the candidate is ordained in a "formula of agreement" denomination, such as the UEA, ELCA or RCA, there is no problem. She/he would have dual standing while serving a PCUSA congregation.

- c. If the candidate is from another, non-formula of agreement denomination, there would be a significant problem. The path to ordination in the PCUSA would require a significant amount of time.

NOTES ON TECHNOLOGY

1. Maintaining Confidentiality
 - a. PNC members should only use email addresses that no one else has access to.
 - b. Use password protection when using online accounts
 - for PNC correspondence
 - to manage and store PIFs
 - for sermon reviews
2. Interviews using Skype (and similar) technology
 - a. Initial interviewing to screen candidates in the early stages of the search. Phone interviews using Skype (or similar) technology may be used without any restrictions or prior approvals.
 - b. Interviewing final candidates in the later stages of the search. When the candidate list has been significantly narrowed to a group of final candidates, a General Presbyter Reference check must be requested and completed prior to further pursuit of the candidate. If Skype (or similar) technology is to be used instead of a face to face interview, the General Presbyter check is required. See the next page.

GETTING MORE INFORMATION – SOME SUGGESTED NEXT STEPS

1. Once you are interested in a candidate and they have expressed interest in your church you need to be prepared to proceed to learn more about them and enable them to learn more about you.
2. Request audio and/or video tapes of sermons for the PNC to review. Ask additional written questions of the candidates and perhaps request their Statement of Faith.
3. Consider sending packets about your church (bulletins, newsletters, etc.) to candidates if that information is not available on the church website.
4. PNCs should not make unannounced (stealth) visits to candidates' churches. This can breach confidentiality by "outing" a pastor that is in the search process.
5. Consider conducting initial interviews by phone, if necessary, to help narrow the field to those candidates you wish to perform reference checks on and interview in person.
(Note from above: In this situation, phone interviews using Skype (or similar) technology may be used without any restrictions or prior approvals.)
6. Keep candidates who the PNC is still actively considering apprised of the committee's progress, even if the update is only, "we're still considering you."

CHECKING REFERENCES

See also *On Calling a Pastor*, pages 22-23.

1. **Primary References** are those listed in the candidates PIF.
 - a. Conduct thorough reference checks on all candidates you are seriously considering, following guidelines for reference checks found in *On Calling a Pastor*, pages 22-23. Talk to your liaison or Presbytery staff if you have any questions about these guidelines.
 - b. Call each of the references listed on the PIF, asking both general questions and questions that your PNC has developed about this particular person as it related to your position.
 - c. See the “PNC Reference Check Form” in Appendix E for a sample “script” and suggested questions to use when conducting a reference check.
 - d. After this step, it is good to check on your process and progress – see the next section.

2. **General Presbyter Check. Required before face to face interviews.**
 - a. *After conducting preliminary interviews and your own reference checks, request presbytery reference checks from the General Presbyter.*
 - b. *Use EEO/AA Form 2 each time you request this check which is required before any face-to-face interviews with any candidate.*
 - c. If Skype (or similar) technology is to be used instead of a face to face interview, the General Presbyter check is required beforehand.
 - d. This will tell you about any serious problems before you invest time, money and yourselves. It will also help you gather information and know what questions you need especially to ask this candidate.
 - e. Write a thoughtful letter to any minister you've contacted in whom you are no longer interested, as soon as you determine you're not going any further with that person. Remember that an entire family may be waiting to hear from you, not just the minister. The prospect of a potential move can affect family plans and routine. Put yourself in the place of the minister's family and be prompt in concluding conversations.

2. **Secondary References** are those you get from primary references or anyone other than the candidate. You need to get the candidate’s permission to contact all secondary references. See *On Calling a Pastor*, page 23, Secondary References.

CHECKING YOUR PROCESS AND PROGRESS

1. **Communication.** Communicate regularly with the congregation using both the church newsletter and announcements during worship. Even though there may be little specific information that you can give, you can describe where you are in the process. Remind the congregation (including Session) how to access the MIF so they continue to be aware of what the PNC is searching for. This needs to be done often, very frequently!
2. **Direction.** It is very important that the PNC and the Session continue moving in the same direction during the search process so that everyone is on the same page and that the MIF continues to truly reflect the direction the church is going. At least every four to six months (after the MIF is filed) the Liaison should initiate a conversation with the Interim Pastor, Clerk of Session and PNC Chair to verify that the MIF still reflects what the PNC is looking for and what Session believes is appropriate.
3. **EEO/AA Progress.** As you search for candidates, make sure that you continue to have women and minority candidates. The EEO/AA policy is an affirmative action policy, so women candidates do need to be given such consideration. In order to have a woman among your final candidates, which is required, you should have several women among those candidates for whom you request General Presbyter Checks.

INTERVIEWING CANDIDATES

See also *On Calling a Pastor*, pages 24-25.

All questions to candidates should relate to qualifications for the position as described in the position description. It is not appropriate, for example, to ask questions about applicants' marital status or spouse's name and occupation; national origin or ancestry; native language; whether they own or rent a home; whether they have children or plan to have children; physical or mental disabilities; or clubs and organizations to which they belong.

PNC's should let all candidates interviewed know that this Presbytery conducts criminal background checks on all prospective incoming candidates. The check is done on the final candidate as a part of the preparation for the COM Examination Interview. See the Clergy Sexual Misconduct Policy on this matter.

Sample Interview Questions

1. **THE IMAGE OF THE MINISTRY** - What is the style of ministry? How will lay persons be involved in ministry?
2. **THE NATURE OF WORSHIP** - How does the candidate view corporate and private worship? What role would the pastor play in the worship of the congregation, in setting the style of worship? What does the pastor see as the nature of the congregation, in setting the style of worship? What does the pastor see as the nature of the sermon, the use of innovation in worship?
3. **THE PASTORAL ROLE** - What does the candidate see as the purpose of pastoral visiting? Of counseling? How much will the laity be used in these tasks?
4. **EVANGELISM** - What does it mean? How will it be furthered? What are the candidate's past experience and new ideas?
5. **CHRISTIAN EDUCATION** - What training has there been? How would the candidate relate to volunteer teachers and leaders? How much flexibility would there be?

6. **STEWARDSHIP** - Is the candidate able and willing to talk effectively about money and budgets? What success has there been in previous stewardship efforts? Is the meaning of stewardship seen more broadly than raising money?
7. **ADMINISTRATION** - How will the candidate work at this? Who else will assist?
8. **COMMUNITY INVOLVEMENTS** - To what extent would the candidate spend time in community affairs with community groups, in social action concerns? How much will church members be encouraged to be part of them?
9. **DENOMINATIONAL INVOLVEMENTS** - Is the candidate active in wider denominational circles? Supportive of denominational programs, staff and mission?
10. **PERSONAL LIFE** - How is the personal life separated from the professional life? What habits have been established to see that the candidate has time for family and personal friends?
11. **CONDITIONS OF THE CALL** - Be specific about the preliminary salary and benefits offered: base salary, housing, travel allowance, benefits, vacation, sabbatical, continuing education,
12. **THEOLOGICAL ORIENTATION** - What are the most important things you want to know about the candidate's theology? What are his/her theological skills?

TAKING STOCK

You are probably more than half-way through this process of searching for a pastor. You are beginning to wonder if you will ever be able to make a decision. That is probably the sign that it is time to take stock and ask yourself some questions.

1. **ARE WE TOO HARD TO PLEASE?** That is a legitimate question. Probably no one person can combine all the attributes we would like to see in our minister. That means we have to pick and choose those attributes which are most important to our church.
2. **HAVE WE JUST NOT FOUND THE RIGHT ONE YET?** That is the other side of question one. There is no need to panic just because we have not made a decision. It may be the ideal minister is just finishing up a building program, or completing a crucial counseling session, or just realizing they have said all they have to say to their present congregation. Our potential minister may just now be coming available. God may have been stalling us until now.
3. **ARE WE SURE ABOUT WHAT WE WANT?** Is there clarity in the committee about what we want in a pastor? Are some set on a preacher and some on an administrator? Do some want a young person and others want maturity? Have we honestly faced up to those differences of opinion or are we just hoping to find someone who fits both? Talk it through openly so everyone understands what everyone else is looking for.
4. **WHY HAVE WE TURNED DOWN SOME OF THE MINISTERS WE HAVE HEARD?** Were our reasons sound? Were our reasons really connected with the minister? If we didn't like his/her preaching, was it because of the church rather than the minister? Few ministers have perfect sermons everyday. Did we not like their PIFs? Perhaps they just don't express themselves well on paper. Look a little deeper at what they are trying to say about themselves. Were some references negative? That may be a positive sign. Few people who try to accomplish something are liked by everyone. Their judgment may be biased. Beware the minister everyone says good things about.

5. **WHY HAVE SOME MINISTERS TURNED US DOWN?** Have we presented our church fairly and openly? Have we been too eager or too aloof? Is our salary scale adequate for the type of minister we want? Ask your General Presbyter or COM Liaison to evaluate you. They may have some "feedback" from ministers you have interviewed. If you felt particularly comfortable with some minister who declined your call, telephone them and ask for help in evaluating yourself.
6. **IS THERE EXTERNAL PRESSURE ON US?** Is our church having trouble getting supply ministers? Is our Interim's time running out? Can we get another Interim? Do things at the church seem to be slowing down because we don't have a minister? Can Presbytery aid our church in keeping up enthusiasm among teachers, leaders and officers? You cannot let this pressure force you to a premature decision, but you can do something to relieve it.
7. **HAVE YOU ASKED FOR HELP?** Have we asked the PNC Liaison or the Presbytery Executive's opinion of who would be best for us? We don't have to take their advice, but it might be helpful to have.
8. **HAVE WE PRAYED ENOUGH?** The obvious is sometimes ignored. Have we opened ourselves to God's leading? Ours is, after all, a spiritual task. We believe that God is, through us, placing a minister here so that we can be God's witness in this place. If we ask and if we listen, we will be led to the right person. However, God's timetable may not be the same as ours.

FINAL CANDIDATES

See also *On Calling a Pastor*, pages 25-28.

1. This is a good time to check in with the Session and make sure that everyone is on the same page and moving in the same direction. Review the financial package that has been approved and go over the anticipated timeline for the end of the search. Your Liaison will help with this and may suggest a special meeting.
2. Final candidates for pastor shall be offer the most recent three years of a church's financial records. Interim reports and the church file shall be available in the NCP office.
 - a. The church treasurer's Annual Reports for the most recent three years.
 - b. The current year's budget.
 - c. The most recent expense report.

Final candidates shall also be informed that they may make an appointment with the Stated Clerk of the Presbytery to come to the Presbytery office and review the Presbytery file on the congregation. The Interim Pastor's reports will also be made available to the candidate.
3. Neutral Pulpits. The committee's final interviews are usually over a weekend that includes time for questions and answers, fellowship, an opportunity to hear the minister preach in a neutral pulpit, and a tour of church facilities, being mindful to maintain confidentiality at all times. The liaison arranges for the neutral pulpit.
4. Final Interviews.
 - a. The PNC conducts final interviews with the candidates at this time. Review the MIF and each candidate's materials; make sure to resolve any "fit" issues.
 - b. This is also a time for the candidate to "interview" the PNC, so be sure to allow time in the interview for the candidate to ask questions.
 - c. It is also important during this time to provide an opportunity for the candidate to interview other professional staff. All involved must be aware of the necessity to maintain confidentiality.
 - i. If this is a search for an Associate, the Pastor/Head of Staff should interview all of the final candidates.
 - ii. If this is a search for a Pastor/Head of Staff, the candidates could meet with the Associate Pastor.

CHOOSING YOUR CANDIDATE

See also *On Calling a Pastor*, page 28-29.

After evaluating all sources of information about your final candidates – PIF, reference checks, the General Presbyter checks, interviews, and preaching – the time will come to make the selection of your final choice. Utmost discretion and careful attention to the timing of the process are critical at this stage.

Strive for a unanimous decision, reached through consensus. If you are having difficulty reaching consensus or resolving persistent conflicts within the committee, your liaison will be able to provide help.

1. The Holy Spirit has chosen you for this task, and has led you to select a particular person. Trust the Spirit's judgment as well as your own.
2. Now is the time to be quite sure that there are no unresolved issues which could cause problems later. Share all reservations about each candidate and discuss them fully. Contact candidates or speak to references again, if needed, to ask additional questions.
3. Prayerfully make your selection, and inform your liaison.
4. The Chair of the PNC should contact the pastor by phone and extend an invitation. If the candidate asks for time to think and pray about the decision, request a time within which you can expect to hear from him/her, usually no longer than two weeks.
5. Finalize the terms of call with the candidate, renegotiating with the session as necessary ***without revealing the identity of the candidate***. If the session has any problems with the terms, you may need to renegotiate with the candidate.

NCP Resources. Clergy Compensation Policy, Spreadsheets, Terms of Call Packet.

6. If the candidate accepts, inform your liaison, who will initiate the process of requesting a COM Examination Interview.
7. Explain the Examination Process to the candidate, noting that a lot of documentation is involved along with his/her preparation of answers to interview questions.
8. Write to those candidates you did not select, thanking them for their interest and wishing them well. You may wait to do this until after the congregational meeting.
9. ***Maintain contact with your prospective minister*** to offer support during this time.

FINALIZING THE CALL

See also *On Calling a Pastor*, pages 29-33.

The Examination Process (*See Appendix J for an overview and Appendix A to download process*)

After the final candidate is selected by the PNC, but before the candidate is presented to the congregation for a vote, the Committee on Ministry will conduct a Examination Interview to approve the call and recommend the candidate for membership in NCP.

The PNC will notify the liaison of its selection, and the liaison will request an Examination Interview from the Transitions Team Chair. If your candidate is a minister member of NCP, and was examined and received no more than 10 years ago, then no Examination Interview is necessary. Consult with Transitions Team Chair.

The Examination Team has certain dates set aside for interviews, so making requests as soon as possible is advantageous. The Examination Team is divided into four Interview Teams. Each Interview Team consists of four members, two clergy and two elders. Interviews are scheduled on weekday afternoons at several different churches. The interview is only with the candidate, not the PNC. For out of town candidates, however, it is suggested that a PNC member take them to the interview.

After a request for an interview, the Examination Interview Coordinator (EA) calls the candidate to set up the interview. Then the EA sends detailed emails, with all necessary documents attached, to the candidate and PNC Chair (copying the liaison) confirming the details of the interview and describing how and when the documents should be returned.

At the current time the following are required.

| Required from PNC | Required from Candidate | |
|--|---|--|
| Due 1 week prior to EA. | Due: 1 week prior to EA. | |
| Terms of Call Form A, Equity Sharing or loan EEO/AA Form #3 Proposed Dates Form | <ol style="list-style-type: none"> 1. Signature form - Clergy Sexual Misconduct Policy 2. Signature form - Code of Ethics 3. Release for Criminal Background Check | <ol style="list-style-type: none"> 4. Statement of Faith & Bio 5. PIF 6. Examination Interview Essays |

In preparation for the Examination Interview, the General Presbyter or Stated Clerk will order and review a criminal record background check on the candidate, and the results will only be shared with the PNC if there are any problems. (For details, see the Clergy Sexual Misconduct Policy.)

The Interview Team will study the candidate’s PIF, the Statement of Faith, biographical information, and the written responses to three of the five questions. These will form the basis for the discussion that the team has with the candidate as well as the other two essays. At the conclusion of the interview, the Interview Team will communicate its evaluation to the candidate and send a formal report to the EA and the Executive Administrator to the General Presbyter and COM at the Presbytery Office. The EA will call the candidate and the PNC Chair and send emails to both no later than the following day. The Interim/Head of Staff will be copied on this email. This email is COM’s official approval and grants permission to the PNC to request that Session call a congregational meeting to elect the candidate.

Introducing Your Candidate

As you have throughout the process it is still important to maintain confidentiality. It is also important to introduce your candidate to the congregation, and this should be planned by both the PNC and candidate. If the candidate agrees, the PNC can send a letter to the congregation 5-7 days before the congregational meeting introducing the candidate, with a short biographical sketch, photos and a message from the candidate. If the candidate agrees, it is also possible to plan some events for the candidate on Friday evening and Saturday prior to the congregational meeting. A schedule of these should be included in the introductory letter and could include a meeting with Session (and perhaps other groups) and an open house. You should not plan anything for Saturday evening to give the candidate time to relax and get ready for the next day.

The Congregational Meeting

On the basis of the approval given by the Interview Team for COM and receiving permission, the PNC is then able to ask the Session to call a congregational meeting where the candidate is presented to the congregation for a vote. Public notice should be given in accordance with the congregation’s own rule for minimum notification requirements. G-1.0502 If possible try to give an extra weeks notice for this important event. At the worship service prior to the congregational meeting, the candidate usually preaches, which is sometimes called a “candidating sermon.” The agenda for the congregational meeting is set out in “Procedure for the Congregational Meeting for the Call for a Pastor or an Associate,” found in Appendix H. It includes a time for the PNC to present a report to the congregation which summarizes its process and why the candidate was chosen. The congregation may ask questions of the PNC and they should be prepared for wide ranging questions.

There is a single vote on both the candidate and terms of call (taken together). The vote is secret and on printed ballots. See Appendix I for a sample ballot and teller information. The PNC makes sure the candidate is told the exact count of the vote. After favorable votes by the congregation, the Moderator attests to those actions, and the Clerk completes the formal call forms and returns them to the Presbytery Office for the Stated Clerk and the COM. The PNC is then dismissed with the congregation’s thanks.

Presbytery Approval and other Final Steps

How are the terms approved? At its next stated meeting, the terms of call are approved by the Transitions Team of the Committee on Ministry, on behalf of Presbytery.

The Stated Clerk of NCP writes to the candidate's Presbytery for his/her credentials. The candidate's Presbytery then dismisses the candidate to NCP.

How is the candidate received into Presbytery? At the next stated meeting of the Coordinating Team of COM, the candidate's statement of faith and biographical information are presented along with the report of the Examination Interview. The Coordinating Team then votes to receive the minister as a member of National Capital Presbytery. The candidate does not need to be present and the Stated Clerk will notify him/her of the action taken.

How is the MIF taken offline? After the congregational meeting, Presbytery staff informs Call Referral Services that the call is "pending" and the vacancy listing is removed from the Presbytery website. After the call is approved, Call Referral Services removes the MIF from Church Leadership Connection.

Materials. The PNC seals all materials related to the chosen candidate, including references, and stores them in a secure place. The PNC destroys all other PIFs, references, interview notes, and reference check notes. They cannot be reused and should not be passed on to the other committees.

Arrival. The congregation prepares for the arrival of the new pastor and welcomes every member of the family. Team building with the new pastor and Session begin, and the PNC provides support to the new pastor during the transition.

Ordination/Installation. The Session and the new pastor select a date for the installation service, in consultation with Presbytery staff and pursuant to Presbytery policy. COM approves the installation plans. The new pastor is installed by Presbytery in cooperation with the congregation, at a time when other members of the Presbytery are able to attend. Please Note: Because the service of installation is a Presbytery service, it is the policy of COM not to approve services to be held on Sunday mornings, since that time would preclude many members of Presbytery from attending.

The Committee on Ministry appreciates the work you have done. You have participated in a unique experience and we appreciate your dedication. We continue to need liaisons to work with PNCs like the one you have served on. Elders who have served on PNCs have the experience and commitment needed to be liaisons. **Please consider serving** in this capacity. The Transitions Team of COM provides training for new liaisons and has semi-annual meetings of all liaisons. In addition to this PNC Handbook there is also a Handbook for Liaisons and folks on the Transitions Team who are always available to help.

Appendix A**National Capital Presbytery Resources**

The following resources may be downloaded from the Presbytery website: www.thepresbytery.org. Click on Documents, then click on

- COM Policies and Manuals to download
 - EEO/AA Policy (containing summary and Forms 1, 2 and 3)
 - EEO/AA Supplement
 - Compensation Policy
 - COM Examination Process
 - Clergy Sexual Misconduct Policy
 - Code of Ethics
- COM Handbooks and Manuals to download
 - PNC Session Handbook (this Handbook)

Contact the Executive Administrator to the General Presbyter and COM and/or the Transitions Team Chair (stephany97@cox.net) for information and other resources, such as the Terms of Call Packet and Compensation Spreadsheets.

Appendix B**PCUSA: Church Leadership Connection (CLC) Resources**

The following materials may be downloaded from CLC at www.pcusa.org/clc/.

MIF Instructions. This is primarily for the PNC Chair and the person that will file the MIF online.

MIF Part I and MIF Part II. These are downloaded separately, but it is best to combine them into one file before distributing to the PNC. It's easier to work with a single file.

Leadership Competencies. This is a stand-alone list of the Leadership Competencies list with explanations, exactly as it appears on the MIF pt. 2. It may be helpful to download apart from the MIF.

PIF Part I and PIF Part II. These are downloaded separately, but it is best to combine them into one file before distributing to the PNC. It's easier to work with a single file.

The following resources may be downloaded from CLC at www.pcusa.org/resource/calling-pastor : On Calling a Pastor: A Manual for Churches Seeking Pastors. This can be downloaded free, or may be purchased for \$4.00, see page 5.

Other resources are also available if you look around this particular site and www.pcusa.org/clc/, in general.

Appendix C

**PRESBYTERIAN PUBLICATIONS
FOR ADVERTISING YOUR POSITION**

PRESBYTERIAN OUTLOOK

Box 85623
Richmond, VA 23285-5623
800-446-6008
<http://www.pres-outlook.org>

An independent weekly reporting on the major issues before the Presbyterian Church (USA). Published by the Presbyterian Outlook Foundation, Inc. Extensive classified advertisement section.

PRESBYTERIANS TODAY

100 Witherspoon Street
Louisville, KY 40202
888-728-7228, ext. 5637
email today@pcusa.org
www.pcusa.org/today/

Presbyterians Today focuses on the Presbyterian Church (USA), offering broad coverage and interpretation of the work of the church, Christian living, family life, church news, contemporary issues, books, Bible study, and opportunities for readers' viewpoints. *Presbyterians Today* is published 10 times a year.

Appendix D

PRESBYTERIAN THEOLOGICAL SEMINARIES

**AUSTIN PRESBYTERIAN
THEOLOGICAL SEMINARY**

100 East 27th Street
Austin, TX 78705
512- 472-6736
www.austinseminary.edu

COLUMBIA THEOLOGICAL SEMINARY

701 Columbia Drive
Decatur, GA 30030
404- 378-8821
www.ctsnet.edu

UNIVERSITY OF DUBUQUE THEOLOGICAL SEMINARY

2000 University Avenue
Dubuque, IA 52001
563-589-3122
www.dbq.edu

**JOHNSON C. SMITH
THEOLOGICAL SEMINARY**

700 Martin Luther King, Jr. Drive, SW
Atlanta, GA 30314
404-527-7781
www.itc.edu

**LOUISVILLE PRESBYTERIAN
THEOLOGICAL SEMINARY**

1044 Alta Vista Road
Louisville, KY 40205
502-895-3411
www.lpts.edu

MCCORMICK THEOLOGICAL SEMINARY

5460 S. University Avenue
Chicago, IL 60615
773-947-6300
www.mccormick.edu

PITTSBURGH THEOLOGICAL SEMINARY

616 North Highland Avenue
Pittsburgh, PA 15206
412-362-5610
www.pts.edu

PRINCETON THEOLOGICAL SEMINARY

64 Mercer Street

Princeton, NJ 08540
609-921-8300
www.ptsem.edu

SAN FRANCISCO THEOLOGICAL SEMINARY

105 Seminary Road
San Anselmo, CA 94960
800-447-8820
www.sftssc.edu

UNION PRESBYTERIAN SEMINARY

(two campuses)
3401 Brook Road,
Richmond, VA 23227
804-355-0671
www.union-psce.edu

and

Queens University of Charlotte
1900 Selwyn Ave.
Charlotte NC 28274
704-337-2450
www.union-psce.edu

Appendix E (Sample Forms 1)

CANDIDATE EVALUATION FORM

Pastor's Name: _____

Pastor's Church: _____

Evaluation based on:

____ Personal Information Form

____ Contact with _____ by _____

____ Interview with Candidate

LEADERSHIP COMPETENCIES, INTEREST, AND EXPERIENCE NEEDED:

(Here you would list your church's Required Leadership Competencies from the MIF)

| | Ranking | | | | | | | |
|-------|----------|---|---|---|---|---|---|----------|
| | Weakness | | | | | | | Strength |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| _____ | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| _____ | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| _____ | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| _____ | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| _____ | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| _____ | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| _____ | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| _____ | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| _____ | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| _____ | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |

Appendix E (Sample Forms 2)

PIF EVALUATION FORM #1

Candidate: _____

Ranking:*

- Unacceptable (No)
- Questionable (Maybe)
- Acceptable (Yes)

| A. "Factual" Impressions of the Candidate | *Ranking | Remarks |
|---|----------|---------|
| | N M Y | |
| 1. _____ | | |
| 2. _____ | | |
| 3. _____ | | |
| 4. _____ | | |
| 5. _____ | | |
| 6. _____ | | |

B. "Subjective" Impressions of the Candidate

| |
|----------|
| 1. _____ |
| 2. _____ |
| 3. _____ |
| 4. _____ |
| 5. _____ |
| 6. _____ |

_____ C. Overall Impression of the Candidate:

D. Specific Strengths or Weaknesses of Note:

E. Scoring of this PIF

- (1) Outstanding
- (2) Above Average
- (3) Average
- (4) Unlikely Candidate

Enter score here: _____

F. Disposition:

Do you recommend that the PNC continue to consider this candidate?

Yes _____ No _____

Appendix E (Sample Forms 3)

PIF Evaluation Form #2

Pastor's Name _____

Date Received _____ Date Reviewed _____ Reviewer _____

Specific Strengths:

Weaknesses Perceived:

Other Comments:

General Impression of this Candidate (circle one):

Outstanding Above Average Average Poor

Disposition:

Do you recommend the PNC continue to consider this candidate?

____Yes____No ____Maybe

Possible follow-up questions I would like to ask:

Q1. _____

Q2. _____

Q3. _____

Note: On the other side of this form, you might want to list your skill choices, key points to look for in PIFs, and any other important characteristics you are looking for.

Appendix E (Sample Forms 4)

REFERENCE CHECK FORM

Candidate # and Name _____

PNC Member _____ Date _____

Introduce Yourself

I am _____ representing the PNC of _____ Church in _____ . We are searching for an _____ whose responsibilities would compass _____.

We are considering _____ for this position and s/he has given your name as a reference. I'd like to spend a few moments talking to you about your perceptions of his/her gifts, talents, and suitability for such a position. Is this a convenient time for you to talk?

[When might I call back?] _____

Interview Questions

1. How long have you known ____? _____
2. In what capacity have you known ____? _____
3. If you were on a search committee at your church looking to call someone to a position such as ours, why would you want to call ____? _____
4. If you were on a search committee are there any reasons that would make you hesitate to call ____ to such a position? _____ (If so, please describe)

5. Please give me some specific examples of actions that you think would uniquely qualify ____ for our position.
 - _____
 - _____
 - _____
6. What is an area that will prove challenging for ____?

7. Is there an area that might prove challenging for us with _____?

8. How would you describe ____'s ability to work with lay volunteers? _____
With professional staff? _____
9. How would you describe ____'s leadership style? _____

10. Have you had occasion to see how _____ handles conflict? _____

11. Recalling that _____ are the important components of our position, on a scale of 1 to 5 how would you rate _____ in relation to this position? (1=excellent match to 5=no match) Rating = _____
Why? _____

12. What other comments or information about _____ would be helpful for our committee to know? _____

13. Are there other persons that you could suggest we talk with concerning _____? Would you spell their names for me? Do you have phone numbers for them?

- _____
- _____
- _____

(Note: these are secondary references and you will need to get the candidates permission to contact them.)

14. Can you give us a one-word description of _____? _____

Thank you very much for your time.

Appendix F (Self-Referred PIFs)

Receiving A Self-Referred PIF Through The CLC System

For PNC Chairs or the person retrieving PIFs from CLC

See: <http://www.pcusa.org/clc/pdf/selfreferral.pdf>

A Pastor Nominating Committee (PNC) or search committee may receive referred Personal Information Forms (PIFs) not only through the matching done through the Church Leadership Connection (CLC) system but by self referral by interested individuals through the CLC system. When an individual self refers their PIF to your committee your chair will receive an email notification that a self referral has been made. To view the PIF the chair needs to:

- Enter the CLC system (www.pcusa.org/clc) using the user login and password.
- On the upper task bar go to “Reports” and on the drop down menu click on “View Referred PIFs”.
- You will find the self-referred PIF on the list. ***** You will know that a PIF has been self referred because under the section “Referred By” there will be a nine digit number (i.e. 100012345)**
- Click on the PIF ID# in the left hand column to open and view the PIF.

***** Example – PNC Chairs will then see the following.**

| Referred List for MIF No. 12345.ABC | | | |
|-------------------------------------|-----------|----------------------|-------------|
| PIF ID | Name | Referral Time | Referred By |
| 100012345.1 | Pastor #1 | 4/20/2009 5:16:24 PM | EP123456 |
| 100023456.1 | Pastor #2 | 4/9/2009 10:59:20 PM | 100023456 |
| 100034567.1 | Pastor #3 | 4/9/2009 3:04:18 PM | EP23456 |
| 100045678.1 | Pastor #4 | 4/6/2009 3:35:20 PM | 100045678 |
| 100056789.1 | Pastor #5 | 4/6/2009 2:12:15 PM | crs00007 |

Pastors #2 and #4 are self-referred. The “Referred by” # matches the “PIF ID” #. Pastors #1, 3, and 5 are matched. #1 and #3 were matched by EP’s (Executive Presbyters) who do the matching for about half of the Presbyteries; #5 was matched by CLC who does the matching for the other half of the Presbyteries.

Receiving a PIF Directly From an Individual (Not Through the CLC System)

You may receive a self referred PIF or other resume directly from an individual and not through the CLC system. Pastors often do this so they can include a cover letter.

Acknowledging Receipt of a PIF. Please acknowledge receipt of all self-referred PIFs and keep the individuals informed of their status, including whether they will be considered.

Appendix G

PNC Process & EEO/AA Form 2: Request for General Presbyter Check

This form is required each time a General Presbyter Check is requested.

Name of Church: _____

PNC Chair: _____ Liaison: _____

Please conduct a General Presbyter Check on (PIFs attached): Date: _____

| <i>Candidate(s)</i> | <i>Presbytery</i> | <i>For NCP use</i> |
|---------------------|-------------------|--------------------|
| | | |
| | | |
| | | |

Liaisons should review the EEO/AA policy with PNCs noting: *“that each PNC track its implementation of this policy, that the liaison report to the COM the compliance of the PNC with this policy, and that each PNC include at least one woman among its final candidates.”* **PNCs must, therefore, have at least one woman among the candidates for whom they are requesting General Presbyter Checks.**

Indicate all of the steps you are using and plan to use in your search under “Your Steps” in the chart below. Then complete the rest of the chart through the Presbytery to Presbytery step by indicating the appropriate numbers of candidates in each column.

| Search Process | | Total | Women | Persons with Disabilities (if known) | Racial/ Ethnic Persons (if known) |
|-------------------------------------|--|--------------|--------------|---|--|
| <i>Potential Steps</i> | Your Steps | | | | |
| <i>PIFs Received & Reviewed</i> | PIFs Received & Reviewed | | | | |
| <i>Sermon Review (CDs, Web)</i> | | | | | |
| <i>Phone Interviews</i> | | | | | |
| <i>Reference Checks</i> | | | | | |
| <i>Gen. Presbyter Check</i> | General Presbyter Check <i>(Required before face to face.)</i> | | | | |
| <i>Face-to-Face Interviews</i> | | | | | |
| <i>Heard Preach</i> | | | | | |
| <i>Offered the Position</i> | Offered the Position | | | | |

Send the completed form and the PIF(s) of the candidate(s) by email to the Executive Administrator to the General Presbyter and COM Annemarie Quigley (aquigley@thepresbytery.org) and the Transitions Team Chair (Stephany97@cox.net).

Appendix H**PROCEDURE FOR THE CONGREGATIONAL MEETING FOR THE CALL FOR A PASTOR OR AN ASSOCIATE**

Note: The candidate is not present at the congregational meeting until after the result of the vote is announced. The candidate is told the details of the vote before rejoining the meeting.

1. The Moderator opens the meeting with prayer.
2. Organization of the Meeting
 - a. Moderator announces that the Clerk of Session shall serve as secretary of the meeting. If the Clerk is not present, a secretary pro tem is elected, or appointed with congregational approval.
 - b. The Moderator determines whether a quorum of the congregation is present.
 - c. The Clerk reads the call for the meeting and certifies that public notice of the call has been given in accordance with the congregation's own rule for minimum public notice for its meetings.
 - d. The Moderator introduces the Pastor Nominating Committee to present its report.
3. Report of the Pastoral Nominating Committee
 - a. The Chair of the PNC, or several members, presents information on the search process, the candidate, reasons for his/her selection, and the terms of call.
 - b. An opportunity is provided for questions and answers.
4. Election of the Pastor or Associate Pastor
 - a. The Moderator puts the question, "Are you ready to proceed to the election of a Pastor (or Associate Pastor)?" If they declare themselves ready, the Moderator shall declare the name submitted by the PNC to be in nomination.
 - b. The Moderator explains the voting process.
 - i. All communing members on the active roll of that particular church who are in good and regular standing, but no others, are entitled to vote.
 - ii. The vote is **one** vote on both the candidate and the terms of call.
 - iii. The vote is taken by secret ballot, with 3 choices: yes, no, or abstain.
 - c. The Moderator appoints tellers and designates one as chairperson. To expedite counting, suggest that ballots not be folded but simply turned over.
 - d. The ballots are distributed, collected, and counted.
 - e. The chairperson of tellers reports to the Moderator and the congregation the number of ballots cast and the number of affirmative and negative votes and abstentions. If the vote was not unanimous, a motion to make it unanimous is not permitted. (See note below if there is a substantial minority.)
 - f. The candidate is told the exact tally of the votes.
 - g. The candidate is invited to join the meeting.
 - h. The Moderator calls for a motion to dismiss the PNC and commend the members for their

faithfulness

5. Announcements are made relative to the pastor-elect, such as expected date of arrival, etc.
6. A motion for adjournment is made, and the meeting is closed with prayer.

Reminder: Four original copies of Terms of Call Form B must each be signed by the PNC Chair, minister/candidate and the moderator of the meeting. The Stated Clerks will sign the forms later. The four signed forms are to be mailed to Sara Coe, Stated Clerk of National Capital Presbytery.

Relevant COM Policy:

Whenever a congregational vote to call a pastor results in a substantial minority in opposition (15%), the moderator shall forward the vote to the COM to review the results of the election with the candidate and the PNC and the congregation, and offer guidance to the candidate as he/she discerns the will of God. If this occurs, the moderator should announce to the congregation that the large minority vote (over 15%) requires the vote to be forwarded to COM for further review and to give the candidate guidance and time to discern the will of God. COM will approve or not approve the call. This action was taken by COM on June 5, 2003 on behalf of Presbytery and reported to Presbytery on June 24, 2003.

Relevant Book of Order provisions:

G-2.0803 Call Process

According to the process of the presbytery and prior to making its report to the congregation, the pastor nominating committee shall receive and consider the presbytery's counsel on the merits, suitability, and availability of those considered for the call. When the way is clear for the committee to report to the congregation, the committee shall notify the session, which shall call a congregational meeting.

Appendix I**Sample Ballot and Teller's Instructions for Congregational Meeting**

1. Sample Ballot for the Congregational Meeting to elect a Pastor or an Associate.
(Ballots should be a half or quarter sheet of paper.)

The Pastor Nominating Committee nominates the Rev. _____ to be called by _____ Presbyterian Church as Pastor / Head of Staff under the terms of call as presented to the congregation.

Reminders: Only persons on the active membership roll are eligible to vote. There is one vote on both the candidate and approval of the terms of call as presented.

My vote: _____ YES
 _____ NO
 _____ Abstain

2. Basic Instructions for Tellers

- a. Distribute ballots to all those on active membership role.
- b. Collect completed ballots.
- c. Go to a secure place to count the ballots.
 - i. Pull out any "abstains" and put them in a separate pile. Count them, but DO NOT factor abstentions into either the yeses or the nos.
 - ii. Then count the yeses and the nos. (*Determine if there are 15% or more nos in this group.*)
 - iii. In the very unlikely event that there are 15% or more nos, report that fact to the moderator.
 - iv. People CANNOT make a separate vote on the Terms of Call. It's a single vote for the Candidate and the Terms. Disregard any improperly marked ballots.
- d. Write the totals down on two blank ballots. Give one copy to a PNC member who will report the results to the candidate and bring the candidate back to the meeting. Give the other copy to the moderator who will announce the results to the congregation.

Appendix J

Examination Process Part IV

Scheduling

- The Examination Interview Coordinator schedules the Examination Interview with the pastor/candidate and then notifies the Interview Team.
- It takes several weeks to schedule a Examination Interview. The dates are preset and time must be allowed to prepare, return and review materials before the interview.

Documents provided to the PNC after the Interview has been scheduled

- Terms of Call Packet with Instructions and Equity Sharing/Loan Information (*Note: PNCs may already have this*)
- EEO/AA Form #3 (*Note: PNCs may already have this*)
- Proposed Dates Form
- Procedure for the Congregational Meeting

Documents provided to the Candidate after the Interview has been scheduled

- Examination Process
- Clergy Sexual Misconduct Policy
- Signature form agreeing to Sexual Misconduct Policy
- Code of Ethics for Clergy and Other Church Professionals
- Signature form agreeing to Code of Ethics
- Release for Criminal Background Check
- Administrative Leave Policy

Return of Documents. Complete details are in emails sent to the PNC and candidate.

| Required from PNC Due 1 week prior to CI. | Required from Candidate Due: 1 week prior to CI. | |
|---|--|--|
| Terms of Call Form A Equity Sharing or loan EEO/AA Form #3 Proposed Dates Form | 1. Signature form - Clergy Sexual Misconduct Policy 2. Signature form - Code of Ethics 3. Release for Criminal Background Check <i>All must be faxed or mailed to EA.</i> | 4. Statement of Faith and Biographical Info. 5. PIF 6. Examination Interview Essays <i>All must be emailed to EA.</i> |

Documents provided to the Interview Team:

- Statement of Faith and Brief Biographical Information (not to exceed two pages, total)
- Candidate’s PIF
- The three Examination Interview Essays
- Church Information Form

Documents Provided to the PNC, Candidate and Interim/Head of Staff after the Examination Interview

- Ministry Crisis Fund brochure
- Systems Coaching Brochure (for pastors ordained less than five years)
- Ordination/installation form and guideline
- Procedure for the Congregational Meeting

Return of Materials from church/PNC after the Congregational Meeting

- Four original signed copies of Terms of Call Form B (to Stated Clerk)

Appendix K

**PROCEDURE FOR A DUAL SEARCH
FOR A CHRISTIAN EDUCATOR POSITION (Non-Ordained)
OR AN ASSOCIATE PASTOR (Ordained)**

The “Dual Search” Process enables a church to broaden the search for positions such as an educator or a youth director. In these cases, churches search among both educators and youth directors and associate pastors with interests in these fields. The same steps are followed in a dual search as in calling pastors, with the differences described below.

1. **MIFs.** The APNC must complete two MIFs, one for the non-ordained position (educator or youth director) and the other for the Associate Pastor position. Part I of the MIF would be the same for both. Part II of the MIFs would differ in the following ways.
 - a. **Step 1 of 7. Position to be Filled**
 - i. AP MIF: check Associate Pastor either for CE or Youth (or possibly Other). You might want to Specify a Title.
 - ii. Non-Ord. MIF: check Church Educator (non-ordained) or Youth Director (non-ordained). Again, you might want to specify a title.
 - b. **Step 5 of 7. Major Responsibilities.** In general these would be the same. In the AP MIF, you should indicate what pastoral duties the person would be responsible for, including how often he/she would preach.
 - c. **Step 5 of 7. Description of Characteristics and Qualifications.**
 - i. **Characteristics.** This would probably be the same or very similar for both MIFs.
 - ii. **Qualifications.**
 1. AP MIF. Here you would indicate what experience or interest you want the person to have.
 2. Non-Ord. MIF. ***This is a critical portion of this MIF.*** It is where you specify the **educational requirements** and **experience** that you are seeking
 - You should list **degree requirements**, i.e. bachelors or masters and/or other specific requirements and/or experience
 - For **Educator positions**, it is where you indicate whether you want a Certified Christian Educator or other specific criteria, such as Certified Associate Christian Educator or Masters Degree in Christian Education.
 - d. **Step 5 of 7. Compensation and Housing.** This might be different if you are not requiring “certification” for the educator. Make sure salaries meet Presbytery minimums. Check both of the following documents. (1.) Compensation and Personnel Policies for Pastors and Certified Christian Educators and (2.) Compensation, Benefits and Expense Reimbursement Standards for Non-Certified Educators. (Both can be found on the Presbytery website, www.thepresbytery.org.)
2. **Filing the MIFs online.** The two MIFs will be filed separately online. You will get two different login IDs and passwords from the Executive Administrator to the General Presbyter and COM. (Make sure to save these to get matches and, if necessary, revise the MIFs. Certain revisions require COM approval.)
 - a. For the first (AP) MIF - Logon with the first ID and password. Enter part 1; enter the data for Part 2 and then save this as the MIF for the Associate Pastor position. (Suggestion: click “save” at least every 15 minutes so that the system does not time out on you.)

- b. For the second (Non-Ordained) MIF - Logon using the second ID and password. After you finish part 1 enter the data on Part 2 and then save this as the MIF for the Non-Ordained position.
 - c. Each of these must be approved by the Clerk of Session, so the Clerk must contact the Executive Administrator to the General Presbyter and COM to get two IDs and passwords. (Make sure the clerk saves these in case the MIFs need to be revised.)
3. **Receiving matches.** You will receive two sets of matches – one for each MIF. The APNC chair will be notified that there are matches and that person will need the appropriate ID and password to get each set of matches.
4. **After Selecting a Candidate.**
 - a. If the person selected is for the Associate Pastor position the person will be called by the congregation. Follow the procedures for calling pastors as outlined in the Liaison Handbook and the Handbook for PNCs and Sessions.
 - b. If the person is non-ordained, he/she is hired by the Session and the contract is negotiated by Session. No congregational meeting is necessary.

Appendix L**How to Call a Designated Pastor: An Outline**

MIF = Church Information Form

EEO-AA = Equal Employment Opportunity - Affirmative Action

CLC = Church Leadership Connection

PIF = Personal Information Form

COM = Committee on Ministry

DPNC = Designated Pastor Nominating Committee

1. **Pastor or Associate Pastor leaves**, or COM and Session see the wisdom of a designated pastor being called to the position. COM approves a new position of designated pastor, creating a vacancy.
 - a. COM conducts an Exit Interview with Session and Departing Pastor.
 - b. COM or Presbytery Staff representative meets with Session to explain the search process and EEO-AA policy. Clerk signs Form #1 indicating that Session heard policy.
 - c. The COM Transitions Team appoints a team which will evaluate PIFs before sending the PIFs of suitable candidates to the DPNC. No candidates will be considered other than those screened and approved by the appointed COM team.
2. **The DPNC is elected.**
 - a. Session writes COM requesting permission to call a Congregational Meeting to elect DPNC.
 - b. COM grants permission to elect PNC and appoints a liaison to work with PNC
 - c. Slate of PNC candidates, broadly representative of congregation, is developed, usually by the church's Officer Nominating Committee.
 - d. Liaison or COM representative attends Congregational Meeting to explain search process and EEO-AA policy to congregation, Moderator attests to EEO/AA presentation on Form #1.
3. **The DPNC begins its work.**
 - a. Liaison convenes first meeting of DPNC and conducts a period of team building and orientation; afterwards DPNC elects leadership and organizes itself.
 - b. Liaison discusses and presents the EEO-AA policy, PNC endorses EEO-AA policy and DPNC Chair attests to vote on Form 1.
 - c. COM representative leads DPNC in a discussion on the Theology of the Call, focusing on what it means to call a pastor.
 - d. Session and the COM Team works with DPNC on MIF parts regarding church's mission, position description, and parameters for salary negotiations.
4. **DPNC completes the MIF.**
 - a. Session and COM Team approve the MIF.
 - b. The MIF directs all PIF submissions to come to the General Presbyter or his/her designee.
 - c. DPNC sends approved MIF, signed by Clerk, Liaison, and DPNC Chair, to Presbytery.
 - d. Presbytery Staff submits MIF electronically on Church Leadership Connection; Clerk and COM approve the MIF electronically.
 - e. Church Leadership Connection adds MIF to database and performs initial match with PIFs.
 - f. Presbytery adds position notice (with link to MIF) to its website.
5. **COM Team identifies and DPNC reviews and interviews promising candidates.**
 - a. Through Presbytery staff, the COM Team receives PIFs received through computer matching, self-referral, advertisements in church publications and at seminaries, networking with other Presbytery execs, word-of-mouth.
 - b. The COM Team evaluates PIFs to narrow the field of candidates. *It may also, but not necessarily, review*

sermons; conduct preliminary telephone interviews or arrange anonymous visits to hear candidates; conduct reference checks.

- c. The COM Team requests General Presbyter reference checks for those candidates that are suitable.
- d. The COM Team forwards the names of suitable candidates to the DPNC for their consideration.
- e. The DPNC reviews sermon tapes; may conduct preliminary telephone interviews or arrange anonymous visits to hear candidates; conducts reference checks.
- f. DPNC interviews final candidates in person, hears them preach at neutral pulpits; Pastor, as Head of Staff, participates in interview if position to be filled is Associate Pastor.

6. DPNC selects a final candidate.

- a. DPNC negotiates terms of call and requests COM Examination Interview. The length of the designated period shall be stated in the terms of call.
- b. Examination Interview Coordinator schedules interview, then sends and specifies to the candidate and DPNC the forms and materials required of each.
- c. General Presbyter or Stated Clerk orders and reviews a criminal background check on the candidate.

7. After an Examination Interview is held, the call is approved by COM.

- a. The Examination Team of COM conducts Examination Interview with the candidate. This is the first step in COM's approval of the call.
- b. After a successful interview the Session is given permission to call a Congregational Meeting for DPNC to present the candidate.

8. The call is approved by the congregation.

- a. Candidate may meet with church officers/members prior to Congregational Meeting.
- b. Candidate may preach during the worship service prior to the congregational meeting.
- c. DPNC presents candidate to congregation, who vote on candidate and terms of call in a single vote.
- d. Moderator attests to congregation's actions and Clerk completes formal call forms and returns them to Presbytery Office.

9. The Coordinating Team of COM votes to receive the candidate into Presbytery.

- a. The Transitions Team of the COM concurs in call at its regular meeting, finalizing COM approval of the call.
- b. If not already a member of Presbytery, candidate's statement of faith and bio are circulated to the Coordinating Team of COM who votes to receive the candidate into Presbytery.
- c. The candidate, DPNC Chair and Liaison are invited to celebrate the call at the next full meeting of the COM.
- d. Presbytery informs Call Referral Services by requesting that MIF be removed from Church Leadership Connection database, and removes notice from NCP website.
- e. DPNC seals all materials related to the chosen candidate, including references, and stores them in a secure place. DPNC destroys all other PIFs, references, interview notes, and reference check notes.
- f. The new pastor begins work with the congregation, with DPNC providing support for the transition

10. The new Designated Pastor is installed.

- a. New pastor presents plans for installation to COM
- b. Stated Clerk, on behalf of COM, approves installation plans and reports to COM. Clerk can elect to send exceptional plans to Transitions Team for approval.

- c. The new pastor is installed by Presbytery in cooperation with the congregation, at a time when other members of Presbytery are able to attend; COM policy is not to approve installation services scheduled for Sunday morning.

Calling a Designated Associate Pastor or Designated Co-Pastor

The same steps are followed in calling an Associate Pastor or Co-Pastor as in calling a Pastor. The primary difference is the role of the Pastor in the process.

Because there should be consultation with the Pastor for sharing in the ministry of the church, he/she participates as fully in the search process as he/she wishes. It is equally important that the Pastor honor the autonomy of the PNC and its role as a committee of the congregation. The Committee on Ministry recommends that the Pastor and the PNC discuss the nature and extent of the Pastor's role in the search at the beginning of the process.

At the very least, the Pastor:

1. must be kept abreast of progress by the DPNC chair and COM liaison in the search, screening, and selection process;
2. must interview the DPNC's final candidates; and,

Participants in the search process should also bear in mind that:

1. the official relationship of an Associate or Co-Pastor with the congregation is not dependent on the Pastor; and
2. an Associate is ineligible to succeed the Pastor (G-14.0513).

Calling a Designated Pastor to be the regularly Installed Pastor

Before the designated period is over, the Session does an evaluation of the Designated Pastor and then decides if they want to call him/her as the regularly installed Pastor.

1. **If the answer is yes**, we want to call the DP to Pastor, the Session functions as a PNC in the following.
 - a. Session requests permission from COM (Transitions Team) to call a congregational meeting for the purpose of extending a call to the Designated Pastor to be Pastor.
 - b. The Transitions Team grants the request.
 - c. The congregational meeting is announced and held. At the congregational meeting there is one vote on the pastor and terms of call.
 - d. The person is then installed as Pastor by the Presbytery.
2. **If the answer is no**, we don't want to call the DP, a regular search process is held.
 - a. Session requests permission from COM (Transitions Team) to call a congregational meeting for the purpose of electing a PNC.
 - b. A regular search process begins as described in the Book of Order and (NCP) Handbook for PNCs and Sessions of Churches Seeking Pastors.
 - c. The Designated Pastor cannot be a candidate in this process.
3. **If the answer is to extend the designated period**, Session requests permission to do so from COM (Transitions Team).