

The Process from Ending to Beginning

PASTOR ANNOUNCES RESIGNATION/RETIREMENT (*See Procedure No. 1*)
to the Session
to the Congregation

FORMATION OF INTERIM PASTOR SEARCH COMMITTEE (IPSC)

Committee on Ministry representative meets with Session to inform them of procedures to form an (IPSC) and talk about the Congregational Study and Pastor Nominating Committee (PNC) process **in general**. (*See Procedure No. 3*)

Congregation Meeting to dissolve relation. Pulpit is declared vacant. (*Procedure No. 2*).

COM representative meet with Session for election of IPSC.

COM representative guides IPSC through the search process.
Concurrently, if not before, Personnel Committee/Session has written a position description for the Interim and set boundaries for salary negotiations.
(*See "Model: Interim Pastor Duties and Responsibilities"*)

IPSC presents recommendation to Session for vote.
Candidate is usually present to meet the Session and excused from the meeting for the vote.

After a favorable vote, one year contract is signed with Interim Pastor.
(*See "Model: Interim Pastor Covenant"*)

CONGREGATIONAL STUDY (also called Mission Study) (Revision)

A member of the Congregational Studies Sub-Committee meets with Session to acquaint them with the process.

Study occurs and report is approved by Session.

ELECTION OF PNC (or process usually begins at this point with an Associate PNC)

COM representative meets with Session to acquaint them with process for electing a PNC. (*See Procedure No. 3c*)

PNC is elected at a congregational meeting which is attended by COM representative who meets with newly elected PNC briefly to determine time and date of 1st meeting

of PNC (all members should be present for that.)

OVERVIEW OF PNC PROCESS

(Resources: "On Calling a Pastor - Manual for Pastor Nominating Committee", Procedure No. 4 or 4A)

- _____ 1. 1st meeting of PNC is moderated by COM liaison. PNC elects its own officers near the end of the meeting.
- _____ 2. **Prepare CIF.** Give to Session for review and then have it approved by Session. Send to Presbytery for COM approval and forwarding to Louisville.
Inform congregation of this milestone.
(See Form 3B - Equal Employment Policy)
- _____ Ask Session to set aside +/- \$5000 for the work of your committee.
(This should be moved to a separate account handled only by PNC members).
- _____ 3. Establish criteria by which Committee will evaluate PIFs.
Establish how candidates will be ranked.
(Other COM members can provide samples of evaluation forms.)
- _____ 4.* **Read PIFs.** Evaluate individually; discuss as a committee. Rank candidates, begin culling to find those in whom Committee is most interested.
- _____ 5. Determine what "promotional" materials your committee wishes to send along with CIF.
- _____ 6.* Call candidate(s) in whom Committee is interested to find out if they are still "on the market" and if they would, indeed, be interested in your particular church.
- _____ 7.* Send CIF and job description (and any "promotional" information that committee wishes) to interested candidates.
- _____ 8.* Follow up phone call to see if they are still interested, and request sermon tape.
- _____ 9.* Begin checking with primary references.
- _____ 10.* Members who made reference checks, report back at next committee meeting.
- _____ 11.* **Listen to tape** and determine whether committee wishes to proceed further with candidate.
- _____ 12. Determine what questions to use for phone interview.

(Other COM members can provide samples of interview questions.)

- _____ 13.* Call to establish a time for a phone interview.
- _____ 14.* Send any other information you might wish them to have in their hands before telephone conference call (i.e. biographies of committee members etc.)
- _____ 15.* **Make telephone conference call.**
- a. Ask your questions.
 - b. Ask if they have any questions.
 - c. If necessary, ask for additional references.
- _____ 16.* As a Committee, decide whether to proceed further with candidate.
- _____ 17.* **Call additional references.**
Have COM liaison request Presbytery Exec. to do some checking, also.
- _____ Keep in contact with those who were contacted earliest on your list so they know they aren't forgotten -- send a church newsletter or a worship bulletin and/or just a note. You might even want to appoint someone, other than the corresponding secretary, to make this their job.
- _____ 18.* Members who made reference checks, report back to Committee.
- _____ 19.* As a Committee, decide whether to proceed further with candidate.
- * (Step Nos. 4 through 19 will continue throughout the process until you are ready to proceed with Step No. 20 - i.e. you will be at different stages of the process with different candidates.) Keep congregation posted - no names, but # of PIFs read; convey excitement about task and sense of commitment.
- _____ 20. Once you have **3 - 5 candidates** that the Committee as a whole is generally excited about, start inviting them to meet with PNC, one per weekend in just as rapid succession as possible.
- a. **Neutral pulpits** will have to be lined up and COM Credentials Committee will need to meet with candidate. (COM liaison will take care of this).
 - b. Committee needs to decide on format of weekend.
This should include a tour of the area, showing possible housing and the church (when not many people will be there).
 - c. Communicate those plans with candidate.
 - d. Formulate interview questions.
- _____ 21. **Decide on the one candidate to whom you wish to issue a call.**
Make sure you have job description and salary package worked out. Call candidate to extend call and give him/her general terms, informing candidate that he/she will receive written confirmation in mail.
(See Procedure No. 5 or 5A).

- _____ 22. When negotiations are completed, create a letter that lists the terms of the call as well as **everything else** that was agreed upon. Be very specific and thorough. (If there was a promise to help with the move, then write it “up to \$5,000 of reimbursement for invoiced moving expenses.” If there was a promise to help find a condo or to repair the pastor’s study or to loan money under certain terms, this needs to be in print.) The bottom of the letter should provide a place for the pastor to sign, stating “These are the terms to which I have agreed.”
- Send a copy of the signed letter to the Stated Clerk of the Presbytery.
- _____ 23. Once candidate has said "yes", request the Clerk of Session to call a meeting of the congregation in order to receive the report of the Nominating Committee.
- _____ 24. Make certain that congregational meeting is announced the proper number of Sundays ahead of time.
- _____ 25. Plan to send out letter/mailer/flyer/brochure about candidate to congregation which will arrive in member's homes just prior to the Sunday in which candidate preaches in church.
- _____ 26. Plan for the **candidating weekend**:
- a. Transportation and lodging for candidate (and family).
 - b. Activities to introduce candidate (and family) to leadership and congregation.
 - c. Fill out Form “Pastoral Call” (Presbytery’s Stated Clerk has the blank forms)
 - d. The Committee's report to the congregation.
(See Procedure No. 6)
- _____ 27. Communicate decision to Presbytery. Have them approve terms of call. Inform Louisville of your decision. (See Form 2A).
- _____ 28. Although PNC will be disbanded at the time of the congregational meeting, they should help the candidate and family make a smooth transition into the church and the community.

INSTALLATION OF PASTOR (ASSOCIATE PASTOR)

Resources: Form 9, Procedures No. 7 & 7a-d, Form 2B

9/98