

CHECK LIST FOR PASTOR FINAL STEPS for PNC/APNC TO CALL A PASTOR/ASSOCIATE PASTOR

DATE ACCOMPLISHED	TASK
_____	1. Informed COM Liaison ready to select candidate,
_____	2. COM interview through Credentials Sub-Committee is completed and approval given to proceed.
_____	3. PNC votes on candidate.
_____	4. Letter to Pastor-nominee, per Procedure #5, Item 1.
_____	5. Copy of the above letter sent to Stated Clerk of Presbytery with candidate's signature at the bottom affirming his/her acceptance of the terms of the call.
_____	6. Request for personal and/or family picture for publicity.
_____	7. Contact Session Moderator to call Session meeting and specify the date for the Congregational Meeting when the pastor will candidate.
_____	8. Session calls Congregational Meeting to act on the report of the PNC (to call the Pastor).
_____	9. Arrangements for Pastor-nominee to meet with Session and/or other leaders.
_____	10. Social gatherings at time of visit of Pastor-nominee arranged.
_____	11. Publicity regarding Pastor-nominee arranged.
_____	12. Publicity mailed.
_____	13. Hospitality arrangements (motel, meals, etc.) for Pastor-nominee (and family) during visit.
_____	14. Final arrangements regarding social events.
_____	15. All arrangements ready for Congregational Meeting (see Procedure No. 6).
_____	16. Arrange to meet Pastor-nominee (and family) at airport etc.

- _____ 17. Congregational meeting.
- _____ 18. Official call forms (all copies) signed and returned to Presbytery Stated Clerk. Notify all people the PNC was still considering, that the position has now been filled.
- _____ 19. Assistance in finding housing (and enrolling any children in school and/or finding spouse a job where applicable).
- _____ 20. OPTIONAL: Send Pastor-elect the local newspaper until he/she arrives.
- _____ 21. Arrange with moving firm to bill the church for moving expenses (this usually requires a letter).
- _____ 22. Send any publicity to local paper(s).
- _____ 23. Arrange through church office or church treasurer for payments to Presbyterian Board of Pensions (2000 Market Street, Philadelphia, PA 19103-3298). (Medical insurance, pension, disability, and life insurance)

NOTE: If minister is not enrolled under Board of Pensions, he/she must apply.
- _____ 24. Have the church office (and manse) clean and in readiness.
- _____ 25. If furniture is delayed, make arrangements for interim housing and meals.
- _____ 26. Welcome the new Pastor (and family) upon arrival.
- _____ 27. Arrange for their first meal in their new location.
- _____ 28. Check to see that their needs are met.