

STEPS IN CALLING A MINISTER

1. Congregation Elects Pastor Nominating Committee (PNC).
2. PNC meets with Representative(s) of the Presbytery's Committee on Ministry (COM).
3. PNC Organizes, following Presbytery Guidelines, On Calling a Pastor, and So You're on The Search Committee, beginning with Bible Study.
4. Gather Information for the Ministry Information Form (MIF) from the Congregation.
5. Develop Consensus Within the Committee.
6. Preparation of the Ministry Information Form (MIF).
7. MIF sent to Session and to Presbytery for Review by the Committee on Ministry.
8. MIF approved by Presbytery and PNC sends MIF to the General Assembly.
9. Gathering Names of Prospects. This step can start early, but should not interfere or shape any of the preceding steps.
10. Reviewing Pastor Information Forms (PIF).
11. Establish Top Candidates List (no more than 5).
12. Contact your Candidate to determine if still interested and available.
13. Send Top Candidates List with PIFs and Telephone References to Presbytery Executive.
14. Interview your #1 Candidate, and IF YES, then proceed to Step 15. IF NO, then return to Step 11 for next Candidate.
15. Contact Presbytery to arrange for a meeting of the Candidate with the COM and Presbytery will arrange for the candidate to undergo a background check.
16. Prospective Minister meets with COM. With approval, proceed to Step 17.
17. Meet with the Session to Call a Meeting of the Congregation to hear PNC Report.
18. Contact Presbytery to have a Minister to Moderate the Meeting of the Congregation.
19. Congregation Meets and VOTES!
20. Minister Examined by Presbytery.
21. Minister Approved, Received and Commission to Install approved.
22. Presbytery's Commission Installs Minister, PNC Recognized and Dismissed.

NOTE: IT IS IMPORTANT TO MAINTAIN CONFIDENTIALITY THROUGHOUT AND TO KEEP THE SESSION AND THE CONGREGATION INFORMED AS TO WHERE THE PNC IS IN THE PROCESS. THE ABOVE STEPS CAN BE PUT IN CHART FORM OR LISTED BRIEFLY AND POSTED. THIS CAN BE HELPFUL IN REPORTING IN THE BULLETIN, IN WORSHIP AND IN THE NEWSLETTER.