

## PROCESS FOR SECURING A PASTOR/ASSOCIATE PASTOR

1. Session meets with a representative from the Committee on Ministry to discuss the process for securing a new pastor/associate pastor for the church. *Manual for Churches Seeking a Pastor* is a good tool to give the Clerk of Session, who will pass it on to the chair of the PNC.

Date: \_\_\_\_\_

2. If the church has done a **Mission Study** within 6 - 12 months, the findings of that study can possibly be used in the Church Information form to describe the Church's goals and mission statement.

Date: \_\_\_\_\_

3. If the church has not done a recent study, the Committee on Ministry will conduct a 1½ hour **Mission Study Workshop** with the entire congregation to develop their mission statement and set some short term and long term goals or objectives.

Date: \_\_\_\_\_

4. In addition to the above workshop, the Committee on Ministry will conduct a workshop to help develop the **Pastor/Associate Pastor profile**. This workshop is done a week after the first workshop and lasts about 1½ hours. The purpose of this workshop is to allow the congregation to have input about the skills that they feel are needed in the next pastor/associate pastor. They should be consistent with the church's mission statement and short term/long term goals.

Date: \_\_\_\_\_

5. Following these workshops, the Session will be given permission to proceed with calling a congregational meeting for the purpose of electing a Pastor/Associate Pastor **Nominating Committee** (in accordance with the procedure found in the book of order - Chapter 14) and begin working on the Church Information Form.

Date: \_\_\_\_\_

6. The chair of the COM will generate **the login/passwords for the Clerk of Session and Chair of the Pastor Nominating Committee** so that they can use the CLC website and appoint a liaison who will work with the PNC and serve as the link between the church and COM throughout the entire search process.

Date: \_\_\_\_\_

7. Once the **Church Information Form has been written - the COM needs to approve it and the Session** of the congregation needs to approve it. The purpose of this is to make sure there is internal consistency between the Mission Statement, short/long term goals, and Pastor/Associate Pastor profile, and that they reflect an accurate picture of the congregation and its expectations.

COM Approval: \_\_\_\_\_ Session Approval: \_\_\_\_\_

8. The **Church Information Form will be submitted** via the Internet and the Clerk of Session, Chair of COM, and the Stated Clerk of the Presbytery will "electronically endorse it".

Date: \_\_\_\_\_

9. The Executive Presbyter or the Call Referral Service in Louisville will **make matches** and they will be forwarded via email to the Chair of the PNC.
10. If a PNC receives a PIF as a self-referral from **someone who does not use the standard PIF** used by all other ministers seeking calls, and if a PNC is interested in talking to that person, before a clearance check can be made, that individual will need to submit a standard denominational PIF with endorsements from the Presbytery as a member in good standing.
11. The liaison will meet with the committee and keep the COM chair/Executive Presbyter informed if they need to do **initial clearances and permission to interview** prospective candidates. The COM chair / Executive Presbyter will confer with one another relating to their reference checks. If there is concurrence by the two of them that the individual should not be considered for the position anymore, they have the right to inform the PNC and COM liaison that they cannot proceed with any further conversation with the person.
12. Once the PNC selects the individual they would like to recommend be called by the congregation, they need to follow these steps:

- a) **Inform the Presbytery Executive** so a background check in the following areas: Driving, Credit, and Criminal Background can be made before the candidate is examined by the COM.

Date: \_\_\_\_\_

- b) **Inform the COM** that they would like a candidate examined and approved for a particular position.

Date Requested: \_\_\_\_\_ Date Examined: \_\_\_\_\_

- c) Make sure the candidate had a one page written (in their own words) **Statement of Faith**, which will be distributed to the members prior to the examination.

Date Received: \_\_\_\_\_ Date Distributed: \_\_\_\_\_