

	Session	PNC/IPNC	COM-Transition Team	Pastor	Presbytery	Completed Date
<b>Getting Ready</b>						
1. Consult with the Commission on Ministry (COM) Transition Team to fill the vacant pulpit:			X	X		
a. Minister notifies Presbytery Executive or COM liaison of pending departure. Leaving the church document is shared.			X	X	X	
b. Transition Team meets with the session to discuss the transition process.	X		X			
c. Pastor works with session in coordinating pulpit fill and planning for a month after they leave. Presbytery Executive should be invited to preach the first Sunday the pulpit is vacant. Session plans a final farewell with pastor	X			X	x	
d. Transition Team conducts exit interviews. Covenant of Departure signed with copies for the departing pastor, Session and Presbytery.	X		X	X		
e. The pastoral relationship is dissolved. (G-2.09)	X		X	X	X	
				<b>Interim Candidate</b>		
f. Under general circumstances transitional/interim pastor will be obtained (G-2.0504b)						
1. An Interim search committee is established	X		X			
2. The Interim Search Team (IPNC) reviews process of Interim Search		X	X			
3. Interim Search team receives PIF's and reviews		X				
4. When IPNC is close to final candidates, they share names and PIF they request EP to EP checks and background checks.		X	X		X	

5. Once IPNC receives green lights for both they arrange face to face interviews, possibly neutral pulpit or preaching tapes of final 2-3 candidates.		X	X			
6. Transition Team conducts Fit Interviews and submits report to COM-Transitions for approval.			X			
7. IPNC brings name to session for vote and approval of candidate and contract.	X	X	X			
g. Interim pastor makes quarterly reports to COM.			X	X		
2. Interim pastor and congregation enter into a spiritual discernment process to discover or reconfirm its call to ministry. The Interim in conjunction with the Transition Team will determine if a formal mission study or an abbreviated process is needed.	X			X		
3. Session requests permission from COM-Transitions to elect a Pastor Nominating Committee (PNC). (G-2.0801)	X		X			
4. Transition Team meets with session:	X		X			
a. Reviews the process for nominating a PNC. (G-2.08)	X		X			
b. Reviews their role in the PNC process.	X		X			
c. Session approves the AA/EEO Policy.	X		X			
<b>Establishing the PNC</b>						
5. Session calls a congregational meeting to elect the PNC (G-2.-82)	X					
6. The Transition Team trains the PNC:						
a. Discuss the PNC process.		X		X		
b. PNC also adopts the AA/EEO Policy.		X		X		

Searching for a Candidate						
7. PNC obtains an MIF form from <a href="http://www.pcusa.org/clc">www.pcusa.org/clc</a> .		X	X		X	
8. Session provides the PNC with a budget for the search process and minimum and maximum salary.	X	X	X			
9. PNC completes the MIF with the assistance of the Transition Team and submits it to the session for approval.	X	X	X			
10. PNC submits an electronic version of the approved MIF to COM moderator & vice moderator.		X	X	X		
11. COM-Transition reviews the MIF:			X	X		
a. Approves the MIF; any issues or concerns are given to the PNC/Session for resolution prior to final approval.	X	X	X	X	X	
12. The COM Moderator provides the PNC moderator with the ID# and password. PNC moderator enters MIF onto the Church Leadership Connection (CLC).		X			X	
13. The COM moderator provides the clerk of session with an ID# and password to approve the entered MIF.	X				X	
14. COM Moderator approves the entered MIF.					X	
15. CLC staff checks MIF for errors/omissions and releases it in the database for matching and it appears in the "Opportunity Search" in CLC.						

16. The PNC chair regularly requests matching from the CLC		X				
17. PNC evaluates potential candidates:		X				
a. The PNC determines how they will evaluate PIF's. with COM Transition Team support		X	X		X	
b. PNC ranks the PIF's and determines candidates for a phone/skype / zoom interview. Transition Team often participates.		X	X		X	
			<b>Candidates</b>			
<b>NOTE: If PNC receives PIF's not from the CLC (self-referrals) and the PNC is interested in interviewing them, PLEASE contact the EP with this PIF before setting up an interview.</b>		X				
c. Determine the questions that will be used for the interviews. Ask each person the <b>same</b> questions.		X				
d. Determines if they wish to go further with any of these candidates. <b>If the PNC chooses not to continue conversation with a candidate, they are to inform the candidate immediately.</b>		X	X			
e. Request additional information such as a sermon on video, copies of newsletters. Visit candidate's church websites.		X	X			
f. If the candidates are nearby, consider visiting their church on a Sunday. Remember this must be done in a very confidential manner since the congregation usually does not know the pastor is seeking another call.		X				

18. PNC selects the final 2-3 candidates for face-to-face interviews. BEFORE they contact them, the PNC moderator or Transition Team requests the EP to EP check and background checks for potential red flags.		X	X		X	
19. EP conducts EP to EP check with the candidate's EP and reports information to Transition Team Liaison and PNC chair .		X	X		X	
20. Presbytery staff sends background check information to the Transition Team Liaison and PNC chair.		X	X		X	
21. PNC arranges for face-to-face interview and may arrange for preaching in a neutral pulpit.		X				
22. Transition Team sets up a fit interview for final candidates. The PNC provides the PIF to Transition Team. Candidates provide a bio and statement of faith.		X	X			
23. Transition Team provides a report of the fit interview to COM-Transitions for final approval.			X		X	
24. PNC makes final decision and negotiates terms of call.		X	X			
<b>Approval of Candidate</b>						
25. Session calls a congregational meeting to hear report of the PNC and the candidate may conduct a worship service prior to the meeting. The congregation votes by ballot to approve the candidate and terms of call. The congregation dissolves the PNC	X					

with thanks, following the candidate’s examination by presbytery.						
<b>It is important to notify the candidate of the vote (in a private room, if the vote is more than 5% against the candidate needs freedom and space to share their decision to accept or reject the Call of the church).</b>	X	X	X			
26. Terms of call papers are signed.		X	X			
27. PNC submits the terms of call to COM-Transitions for approval. (G-2.0804)		X	X		X	
28.COM arranges for the candidate to be received at a presbytery meeting with bio and statement of faith. PNC is encouraged to attend.			X		X	
<b>Concluding the Work</b>						
29. PNC notifies CLC with the name of the person called and requests to remove their MIF		X				
30. Presbytery provides the candidate with the installation and ordination policy.					X	
31.Heartland Presbytery installs and ordains the candidate.		X		X	X	
“On Calling a Pastor” can be downloaded at heartlandpby.org or a hard copy is available www.pcusa.org/clc and should be used by the PNC. PNC/IPNC needs the most recent version of the PC(U.S.A.) Book of Order.						

<b>HELPFUL INFORMATION</b>	
<b>The COM-Transitions meets on the 1st Thursday of each month at 6:00. All paperwork is due to the COM Moderator and Vice-Moderator by the Friday before the meeting. The six stated meetings of presbytery are scheduled at least a year in advance. They are scheduled in January, March, May, July, September, and November on either a Tuesday or a Saturday at 9:00 am.</b>	