

STEPS IN THE BETWEEN TIME
Pastor/Associate Pastor Nominating Process
(this process may take a considerable amount of time)

Check each box as item is completed
COM liaison can initial each PSNE responsibility when completed

Local Church Responsibility

When church is stable in the interim period, the Session or subcommittee conducts and approves a mission study and forwards it to COM for approval.

Session calls congregational meeting to elect PNC (see PSNE guidelines: Steps in Electing a Pastor Nominating Committee”). PNC meets briefly following congregational meeting to elect a convener and set date and time for first meeting.

PNC meets to elect its chairperson and officers, agrees on meeting schedule, receives mission study from Session and determines approach to preparing Ministry Information Form (MIF).

PNC prepares MIF incorporating findings of mission study.

PNC consults with Session on financial information to be included in MIF

PNC present completed MIF to Session for approval

PNC submits completed MIF to COM for approval.

PNC submits approved MIF to Church Leadership Connection using online process. Email pamgraner@psne.org for password.

PNC Chair, Clerk of Session and COM Chair sign off electronically on MIF

PSNE Responsibility

COM approves mission study and grants permission to form PNC

COM designates a COM liaison to the PNC who should be present at congregational meeting to elect PNC and attends first and subsequent PNC meetings as necessary or requested. PNC materials are online and available to the PNC and COM's PNC liaison.

Liaison or COM representative present at first meeting. Presents overview of process and EEO-AA guidelines.

COM liaison provides guidance during writing of MIF, provides information on ministerial compensation, and Board of Pension information as needed.

Presbytery Office Manager signs off on MIF submission.

Presbytery Office Manager signs off electronically on CLC

- PNC determines the process it will use in the evaluation of minister
- PNC receives and evaluates PIFs
- PNC keeps congregation informed of steps in process and general progress of committee with no specifics revealed. Confidentiality is important.
- PNC selects 1 – 3 finalists and informs COM chair.
- PNC has finalists sign “Background Investigation Consent” form and faxes to Presbytery
- EP and Stated Clerk perform background checks.
- PNC does own reference checks.
- PNC informs COM of top candidate and terms of call.
- COM holds interview with final candidate and approves proposed terms of call.
- With approval of COM **and candidate**, PNC may announce name of nominee to Session and then to congregation.
- Session determines date for candidating sermon and sets congregational meeting for election.
- COM liaison or designee moderates meeting
- Congregation elects candidate and dismisses the PNC with thanks. The church may appoint a committee to assist new pastor with transition into the church and community.
- COM may assign liaison/mentor to assist new pastor.
- PNC submits Request for Ordination / Installation Commission to Stated Clerk
- COM approves call and appoints administrative commission for installation.
- Pastor-elect is presented and examined at next presbytery meeting.
- PSNE approves and receives pastor-elect.
- Installation service held
- PSNE installs pastor.

Approved by COM on October 12, 2016