

## **Guidelines for the Committee on Ministry Liaison to a PNC**

When the Session is ready to call a congregational meeting to elect a PNC, after previous consultation with the Committee on Ministry, COM will appoint/confirm a COM liaison to the PNC. The responsibilities of the PNC liaison are as follows:

1. Receive and review Session and PNC information downloadable at [www.psne.org](http://www.psne.org).
2. Attend the congregational meeting to elect the PNC.
3. Call the first meeting of the PNC. See below for items to be covered.
4. Attend meetings of the PNC, as possible/requested.
5. Provide ongoing guidance during the writing of the Mission Information Form (MIF).
6. Provide information on ministerial compensation and the Board of Pension information to the PNC and Session as needed.
7. Communicate with COM on the search progress.
8. Attend congregational meeting to elect Pastor nominee.
9. Work with the called pastor on ordination/installation plans and procedures.

At the first meeting of the PNC, the business should be limited to the following:

- Time spent getting to know each other.
- Discussion of the need for and means of incorporating spiritual guidance into the process.
- COM liaison explains the constitutional obligations, the process, and travail that the PNC faces.
- The MIF and PIF forms may be introduced to show what must be completed and what they will be viewing on each potential candidate.
- The need for confidentiality and AA/EEO shall be discussed and emphasized.
- A schedule of meetings shall be agreed upon (the norm being once a week) and a general time line established for completion of the task.
- Election of chair or co-chairs, recording secretary, corresponding secretary, and chaplain.
- A review of the accountability of the PNC (see separate page).

Approved by COM on October 12, 2016