

*From time to time, congregations may no longer be able to call a full-time clergyperson to serve them. When this happens, in **consultation** with the Committee on Ministry; it may not be appropriate to use the Church Leadership System (CLC) to conduct a search. If this is the case, the Committee on Ministry (COM) recommends drawing up a position description in the following fashion in order to advertise a position and opening. This must be done in **consultation** with the COM and **approved** by the COM before posting.*

It is expected that these positions are first advertised within the Presbyterian Church (USA) and then to our Formula of Agreement Partners.

These position descriptions will be advertised by the Presbytery in the same fashion as full-time positions. They must be posted on the congregation's website, that will then be linked to by the Presbytery in its advertising in our newsletter and social media channels.

Your COM liaison is available to assist your Session in writing up this position description and answering any questions.

Name of Congregation

Address/Website/Social Media

Name of Primary Contact for the PNC and email address/phone #

COM Liaisons and Contact Information

Description of the Congregation

Description of the Larger Community around the Congregation

Specific Areas of Responsibility

Membership

Average Worship Attendance

Sunday School Curriculum

Proposed Terms of Call (all items including hours/week as this is part-time)

To better give potential candidates an idea about our ministry and where we think we might be headed, below are the some of the standard questions in the Ministry Information Form (PCUSA):



1. What is the congregation's vision for ministry? How is this vision is lived out.
2. How do you feel called to reach out to address the emerging needs of your community or constituency?
3. How will this ministry position help you to reach your vision and mission goals?
4. Provide a description of the characteristics needed by the person who is open to being called to this congregation and/or organization.