

Pastoral Call Process Checklist

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- Dissolve pastor's call.
 - Call an interim pastor.
 - Secure permission to elect a PNC
 - Session recommends size for PNC (in our case, 7)
 - Church members (not the session) submit members' names to the congregational nominating committee for consideration to serve on PNC.
 - Slate of names to serve on PNC prepared by nominating committee, to be voted on by congregation
 - Call a congregational meeting to elect the PNC
 - Elect PNC
 - PNC is trained by interim pastor (Dr. Cynthia M. Benz), with a little help from former Presbytery Executive and church (Steve Benz), and presbytery liaison Mary Brown, Kristie Hall
 - PNC appoints specific responsibilities within its committee: chair or co-chairs, secretary, internet communicator, devotional leader, team building exercise leader, and EEAN (Everything Else As Needed)
 - Mission study takes place in focus group meetings.
 - Analysis report of focus group results is prepared by interim pastor and presented to the PNC, then session, then congregation
 - Session provides Mission Statement and pastor's salary range to PNC for MIF
 - PNC develops MIF
 - Session approves MIF
 - Presbytery approves MIF
 - MIF is entered into CLC system
 - PNC determines method by which to evaluate PIFs
 - PNC "pulls matches" from CLC system and receives and reviews PIFs
 - PNC narrows down PIF choices, including the tasks:
 - check personal references,

- “red flag check” with Presbytery Executive,
- schedule interviews (phone, Skype/FaceTime, and in person)

- PNC identifies nominee and extends call
- PNC negotiates Terms-of-Call with candidate
- Presbytery Member Preparation and Call Commission examines candidate and approves Terms-of-Call
- PNC reports call to session and requests that they call a congregational meeting
- Session calls congregational meeting to elect new pastor
- Pastor is elected
- The call is signed (paperwork) by the PNC and the Preparation and Call Commission
- YOUR WORK IS COMPLETE!!!**