

FLOW CHART FOR PASTOR SEARCH/CALL PROCESS

Churches Role	Presbytery's Role	Suggestions
Pastor consults with C.O.M. before informing the Session of any intention to resign pastorate	C.O.M. consults with the pastor regarding details of announcement to session and congregation	ISSUES TO CONSIDER: Timing, letters, preparation of the congregation
Session meets to consider: * When and how to inform congregation *options for temporary pastoral leadership	Ministry Team Representative (MTR) meets the session to discuss next steps, overall process, and options for temporary pastoral supply	Temporary supply discussion should be brief and nonspecific. Encourage pulpit supply for the first few weeks. Do not start search for interim until the pastor has left.
Session calls congregational meeting to dissolve pastoral relationship	MTR consults with pastor: who will moderate congregational meeting MTR present for worship and congregational meeting to introduce self and process MT holds exit interview MT participates in final worship service of dissolution	If possible, a minister member of the MT should moderate See "Minute of Mission" Sample pg. 14 JBP
Session meets with MTR to discuss next steps	MTR discusses temporary or longer-term options for leadership; election of PNC (how/when) payment of vacancy dues	
Session arranges for Interim search process	MTR assists in interim search provides sample contracts, attends worship service of Commissioning of Interim leadership MT grants permission to form PNC MT appoints a PNC liaison	MTR provides guidance, helps determine specific needs, suggests ways to advertise and secure possible candidates MTR provides assists/provides guidance in nomination process, commissioning service
Session calls congregational meeting to elect PNC	PNC liaison should be present to meet with newly elected members to set first meeting date	PNC liaison should be introduced to congregation, and available to answer questions
PNC meets	PNC liaison attends as many PNC meetings as possible PNC liaison moderates first meeting and describes the work of a PNC and answers questions	See synopsis JBP pgs. 47-49, 54 Set second meeting for electing a PNC chairperson
PNC elects chairperson PNC answers "Strategic Planning" Questions (supplementary document), reviews with Session	PNC Liaison assists in PNC preparation	Liaison should reflect back to PNC what the reader might hear - being "ears of a candidate," encourages committee to "go deeper" -- think more theologically

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PNC prepares CIF and secures approval of Session (particular attention to salary range)	Liaison assists in preparation MT approves CIF Liaison assists with submitting CIF "on-line" (CLC)	See above
PNC prepares for reading and evaluating PIFs	Liaison trains PNC in reading and processing PIFs	See JBP pgs. 72-76 reviews commitment to AA/EEO guidelines
PNC considers PIFs from all sources	Liaison assists as required	
PNC conducts phone interviews and checks references on PIFs	Liaison trains PNC in conducting phone interviews and reference checks Liaison arranges for Presbytery reference checks for face-to-face candidates <i>prior to arranging interview</i> If a non-ordained candidate, checks with Stated Clerk re: process	See JBP pgs 77-79
PNC arranges for face-to-face interviews and preaching in neutral pulpit	Liaison trains PNC in conducting face-to-face interviews Assists in securing neutral pulpits Liaison arranges with MT for the COM interview	
PNC hosts interviewing visit	Liaison attends all interviews	Liaison should be present "For listening" purposes, and to provide feedback <u>after</u> the interview
PNC receives a report from the COM examination team and votes to receive or dismiss the candidate	COM holds examination/interview	Allows at least two hours Liaison should participate
PNC extends invitation to candidate and negotiates terms of call	Liaison assists with negotiations, if appropriate	Liaison may need to pay attention to any potential difficulties between session and PNC re: terms
PNC requests session to call a congregational meeting	Liaison consults re: moderator	Consider should/should not be interim pastor

