

A Time Line for Calling a Pastor

1. Pastor informs the Session, Congregation and COM of new call or retirement.
2. COM liaison meets to counsel session on the process.
3. Session, pastor and COM agree on date for dissolution of pastoral relationship.
4. Session plans a celebration of ministry.
5. Exit interviews are scheduled: with pastor; and with Session after pastor's departure. Presbytery names a Moderator for Session during vacancy.
6. COM provides Session with resources for securing interim pastoral leadership.
7. Session begins work on a mission study to assess the needs, ministry and vision of the congregation. This study will provide essential information for the PNC as they write the Church Information Form. The liaison and Interim Pastor will collaborate on leading the mission study.
8. The Congregation elects a Pastor Nominating Committee (PNC) representative of the diversity of the congregation (age, gender, background, experience, etc.)
9. The PNC prepares the Church Information form (CIF) using data on current mission priorities and leadership needs.
10. Once the CIF is complete, Session and COM must approve the form prior to giving PNC Chair permission to post the CIF on the Leadership Connection website.
11. When Personal Information Forms (PIFs) begin to arrive the PNC needs agree on a process of evaluating and ranking applicants.
 - a) One way to do this is to copy 4 or 5 PIFS at a time, have the PNC take them home and read them over and rate them.
 - b) At PNC meeting, the group can discuss their rating and narrow the field.
12. When the PNC has narrowed the pool to a few candidates, begin with phone interviews. After a successful phone interview, the PNC may request a video sample of the candidate leading worship.
13. The PNC may wish to travel to the church where the candidate is preaching and get a feel for leadership style.
14. When the PNC believes a candidate may be a good fit, COM will help to arrange a "neutral pulpit" for the candidate. The COM will conduct a screening interview with the candidate at this time. The PNC will conduct face to face interviews with the candidate and, maintaining confidentiality, show the candidate around the area and community.
15. When the PNC agrees on a candidate to recommend to the congregation, they will arrange for the candidate to come and preach at the church and ask the Session to call a congregational meeting to call the candidate as pastor.
16. The Presbytery will install the new pastor at a worship service moderated by the