

STEPS FOR A COM LIAISON WORKING WITH A PNC OR APNC

1. When the church wants to form a PNC or APNC, consult with them about this decision. Determine:
 - Do they have the financial ability to pay for a salary package for a minimum of three years?
 - Have you they reviewed and “cleaned up” the church membership rolls?
 - Have they completed a mission study that clarifies their vision and what they will be looking for in a pastor?
2. Have the cluster approve the formation of the PNC.
3. Once elected, schedule the PNC for an orientation/training meeting with someone from COM designated to do this training.
4. Maintain contact with the PNC while they work on their MIF. When the MIF is finalized, it must be approved by the Session of the church and by the cluster to determine that it accurately reflects who the congregation is and the nature of the call. Then it can be posted on the PCUSA Church Leadership Connection and one of the COM co-moderators will approve the MIF to upload.
5. Maintain contact with the PNC while they review potential candidates.
6. When the PNC narrows to a few candidates and begins planning face to face visits, give the General Presbyter the candidate names for “exec check” phone calls before any face to face interactions. Serve as the liaison between the PNC and the presbyter if there are concerns.
7. When final candidates are visiting, schedule a time for a conversation (preferably in person but Zoom or Skype is fine). Have another member of the cluster join you. If no one is available from your cluster, you may contact any member of COM, one of the COM co-moderators or the general presbyter and invite them to join you. This conversation is a “transfers” conversation and is also an opportunity to identify concerns about “fit” between pastor and congregation and to share information the candidate should know in discerning a call. Suggested questions for this conversation are on the next page. If there are concerns, discuss those with the PNC in a timely manner.
8. Ask each of the final candidates to complete a *Safe Hiring Solutions Background Check Form* and give those to Tamara at the presbytery office. She will hold them until the final candidate is selected.
9. When a final candidate is selected, notify Tamara and she will run the legal background check (*Safe Hiring Solutions*) for that individual. If there are concerns on the background check, the General Presbyter will be in touch with you and/or the PNC to discuss those.
10. If there are no concerns on the background check, the PNC and the candidate negotiate terms of call.
11. Based on the liaison’s recommendation, the cluster approves the transfer of the candidate, reviewing the PIF and the terms of call.
12. The PNC now has permission to go to their Session to request a congregational meeting be held to vote on their recommendation.

13. Give the final candidate the *New Minister Information Form* and *Ordination/Installation Commission Form* for completion. The liaison may need to help the pastor with names and recruiting for the commission.
14. To finish the process, be sure Tamara has received all of the following documents at the presbytery office: Transfers Check List (you fill this out), New Minister Information Form (from the pastor), Ordination/Installation Commission Form (from the pastor), Terms of Call, and PIF (be sure a faith statement is included). All of these are required before the pastor can be welcomed at a presbytery meeting.
15. When the new pastor arrives, please meet with the new pastor and give the pastor a Welcome Packet of materials provided from the presbytery office.
16. Assign the new pastor a mentor. Share contact information with both new pastor and mentor.

SUGGESTED QUESTIONS FOR A TRANSFERS CONVERSATION

BEFORE THIS CONVERSATION, THE GENERAL PRESBYTER SHOULD HAVE DONE AN "EXEC CHECK" FOR THE CANDIDATE AND GIVEN APPROVAL. YOU SHOULD READ THE MIF AND THE PIF BEFORE YOU MEET.

Tell us about your call to ministry and your experiences in ministry so far.

What draws you to this position?

Tell us what you know about this church (staff, families, history, etc.).

What concerns you about this church and about this position?

How do you manage boundaries?

Have you had boundary training? We require it and if you don't have proof of having taken it, you will need to take it here.

What biblical or contextual images of the church guide you in ministry?

Share an experience you've had in managing conflict and how it went.

What spiritual practices nurture your own faith?

Share an experience when you learned something in ministry "the hard way."

What would you name as the essential tenets of the Reformed faith?

Why do you serve in the PCUSA? What about the denomination encourages you and inspires you? What frustrates you or challenges you?

What's the nagging question that is central to your own faith journey?