

Pastor Nominating Committee Process Steps

Acronyms Used in Flow Chart Defined:

COM: Committee on Ministry (a committee of the Presbytery of Charlotte)

PNC: Pastor Nominating Committee (a committee of the congregation)

MIF: Ministry Information Form (the resume of your church describing your church, a description of the open position and traits you are seeking in a minister)

PIF: Personal Information Form (resume of a minister interested in the open position)

CLC: Church Leadership Connection (online PC(USA) denominational job prospect matching database)

TOC: Terms of Call – A document which specifies the compensation agreement with the minister. It includes salary, housing, 50 percent of SECA, manse, Board of Pension dues, continuing education, vacation, sabbatical, study leave, moving expenses, telephone expenses, automobile expenses, and Professional Relations Committee.

BOO: Book of Order

POC: Presbytery of Charlotte

Step by Step Notes:

Step 1: Electing a PNC

- COM liaison meets with the session to discuss the process the session and congregation go through to elect a PNC. This discussion includes requirements for a financial review, roll review, and mission study.
- COM liaison also discusses with the session alternatives for temporary coverage of the open position.
- Upon successful completion of these requirements, the COM liaison may recommend to the COM cluster that it approve the congregation's request to elect a PNC.

Step 2: Congregation Elects PNC

- The session presents the slate of nominees for a congregational vote. Nominees should represent the demographics of the congregation.
- The session provides the PNC with a budget to cover expenses of travel, background checks, etc.
- The session establishes the minimum and maximum compensation for the position. This amount constitutes the TOC defined above. Once established, the congregations must be able to sustain this compensation level for a minimum of three years. The session should review this information with the COM liaison prior to providing it to the PNC.

Step 3: COM Conducts Workshop on Search Process for PNC

- An authorized member of the COM meets with the PNC to conduct a training on the search process.
- Session members may be invited to participate in this training.
- Ordinarily the COM liaison will attend the training.

Step 4: PNC Completes MIF

- The PNC produces the MIF. The session provides the PNC with statistical data for the MIF.
- No church office or staff can help write the MIF.
- The PNC writes the responses to the narrative questions and the leadership competencies.

Step 5: MIF Approved by Session and COM

- The session approves the accuracy of the numerical data in the MIF.
- The session may not edit the narrative questions though it may correct the grammar.
- The PNC through the COM liaison submits the MIF to the COM cluster for approval.

Step 6: PNC Receives Code from COM and Enters MIF into CLC

- After the MIF is approved by the session and the COM, the COM will issue to the PNC the access code to the CLC database.
- The COM liaison will obtain the access code from the moderator of the COM.
- The PNC uploads the MIF into the CLC database.

Step 7: PNC Receives PIF's via CLC and Self-nomination

- The General Presbyter will forward PIF matches to the PNC and the COM liaison.
- The PNC will receive PIF's directly from self-nominating individuals.
- The PNC can request PIF's from individuals.
- PIF's received apart from the CLC system must be attested by the executive of the candidate's presbytery. The PNC will not consider a PIF until it has been attested. It is the responsibility of the prospect to provide such attestation.
- No prospect without a PIF can be considered.
- The PNC maintains an accurate record of all PIF's received and the manner received, i.e., from CLC, self-nominated, or PNC requested.
- The PNC need not follow-up with PIF's received through the CLC.

Step 8: PIF Review by PNC

- The PNC should establish a process to review PIF's. It is important that all members of the PNC review the PIF's and provide their input.

Step 9: Priority List Established by PNC

- The PNC rank orders top prospects.
- The PNC contacts prospect before any in person visits by members of the PNC.
- The PNC must maintain the confidentiality of their contacts so as not to jeopardize the prospect's relationship with their congregation during face to face visits.

Step 10: Preliminary References Contacted on Top Prospects

- The PNC contacts the top references included in the PIF.
- To maintain confidentiality in the process, the PNC must seek permission from the prospect before contacting anyone outside the references included in the PIF.

Step 11: Vetting of Top Prospects

- After the PNC has determined its top three prospects, the PNC moderator contacts the COM liaison to gain Presbytery of Charlotte ecclesiastical vetting of the prospects. This “exec check” must be completed before any face to face interviews occur.

Step 12: Visits with Top Prospects

- Remember that the PNC must maintain absolute confidentiality to avoid negative impact on the prospects’ relationship with their congregations.
- The COM liaison may attend interviews of the top prospects and shall arrange for transfer interviews with each prospect.
- The PNC should reimburse travel expenses for a prospect attending a face to face meeting.
- The COM recommends that face to face meetings include the prospect’s spouse.

Step 13: PNC Makes Decision on Prospect

- The PNC determines its top prospect and notifies the COM liaison so that the presbytery can conduct a background check.
- The PNC reviews the remaining steps in the Pastor Nominating Committee Process to ensure a full understanding of the requirements and the timing involved.

Step 14: Terms of Call Negotiated with the Prospect and Approved by COM

- If the background check conducted by Presbytery is approved, the PNC contacts the top prospect to begin a call.
- The PNC negotiates the TOC with the top prospect.
- The PNC must ensure that the TOC meets or exceeds the minimum set forth by the POC and does not exceed the upper financial limit set by the session.
- If the TOC exceeds the upper financial limit set by the session, the PNC must obtain session approval without disclosing the prospect’s name.
- The PNC submits the agreed upon TOC to the COM cluster for approval.

Step 15: Contact with Minister-Elect Regarding Willingness to Accept

- Following the COM cluster’s approval of the TOC, the PNC contacts the top prospect to verify a willingness to accept the call.
- The PNC reviews with the prospect the remaining steps in this process to ensure both are fully aware of the process and the timing of the concluding steps.

Step 16: The Call Process

- When the COM has given final approval, the liaison shall inform the PNC that the way is clear for the PNC to request the Session to call a congregational meeting to act on its recommendation.

Step 17: PNC Presents the Prospect to the Congregation

- The PNC presents the prospect and the TOC to the congregation with the recommendation that the congregation extend a call to the prospect.
- A brief biographical handout about the prospect can be provided to the congregation after the PNC has announced the prospect’s name.

- If the congregation votes to extend a call to the prospect, the moderator of the congregational meeting should entertain a motion to dismiss the PNC upon installation of the called minister.

Step 18: PNC Moderator Follows Up Action of Congregation.

- The PNC moderator reports the result of the congregational meeting to the prospect and to the COM liaison.
- The PNC notifies any remaining prospects of the congregation's action and wishes them well in their continued ministry.
- The PNC notifies CLC of "Call Pending."
- The COM liaison requests the minister-elect to complete a New Minister Information Form and an Ordination/Installation Request Form.

Step 19: Presentation of Prospect to POC

- If the minister-elect is ordained, the PNC through the COM liaison will present the individual to the POC at a regularly scheduled presbytery meeting.
- If the minister-elect is not yet ordained, the candidate will be examined by CPM.
- The PNC through the COM liaison may request the COM to approve the minister-elect to begin work in the field prior to being presented to the presbytery.

Step 20: Installation of Minister-Elect

- The installation of a minister is an action of the presbytery. The POC will appoint a commission for installation at a date and time convenient for the minister, the congregation, and the commission.
- Installation services shall be conducted at a convenient time to enable the substantial participation of the presbytery.

Appendix A*

- Role of the Minister in the Search for an Associate Minister (POC policy adopted August, 1997)

The COM recommends that the pastor attend the workshop for the APNC conducted by the Presbytery. The pastor would likely be involved with the session in determining the duties and responsibilities of the associate. Personal Information Forms (PIF) should be circulated to the minister who should meet with the APNC from time to time as considered appropriate by both parties. When the APNC invites candidates for interviews, the pastor should participate in the group interview and/or have a private interview with the prospective associate minister. The selection of the associate should be a consensus between the pastor and the APNC.

- The Role of Associate Minister in the Search for a Minister (POC policy adopted Oct, 2012)

The COM recommends that the associate pastor attend the workshop for the PNC conducted by the Presbytery. The associate pastor may be involved with the session in determining the duties and responsibilities of the minister. Personal Information Forms may be circulated to the associate for comment from time to time as considered needful by the PNC. As the PNC contacts prospective pastors and narrows its choice of candidates, the associate should be invited to meet with the candidate(s) privately and to give feedback to the PNC. The ultimate choice of the minister to be recommended by the PNC, however, rests entirely with the PNC. The input provided by the associate is only one factor among many in reaching this goal. The COM encourages new pastors and associates to use wisdom and sound judgment in this potentially difficult situation. Only good working relationships among all staff and smooth transitions advance the work of Christ's church. (October, 2012)

- The Process for Calling Installed Part-time Ministers

The COM considers the installation of part-time pastors to be a viable model of pastoral leadership in the Presbytery of Charlotte. Churches should consult their COM liaison when they begin to consider this option. The call process for an installed part-time pastor is the same as the process for a full-time position. The congregation elects a PNC and, with the guidance of the COM liaison, engages in a search process to nominate a pastor for election by the congregation. If the call is approved by the congregation, the pastor, and the presbytery, a service of installation occurs. If the pastor under consideration for a part-time, installed position is currently serving the church as a temporary pastor, the church must request the COM to make an exception to the policy that a temporary pastor is ordinarily not eligible to serve as the next installed pastor. The exception requires a $\frac{3}{4}$ approval vote by the presbytery. (September 24, 2013)

- Associate Ministers are not Eligible to Become the Next Installed Pastor

Although the Book of Order states that the associate pastor is ordinarily not eligible to be the next installed pastor of that congregation, the policy of the Presbytery of Charlotte is that associate ministers are not eligible under any circumstances to be the next installed pastor.