

CLUSTER TRANSFER PROCEDURES

Name of Minister _____

For Called and Installed Positions

- PNC Chair should give the final 2-3 candidates the *Safe Hiring Solutions Background Check Form* for completion. Return to the cluster leader who sends to Tamara Williams at the Presbytery Office. _____ date sent
- Transfers Coordinator, General Presbyter, one Cluster Leader and the COM Church Liaison or another member of the cluster meet with the final candidate to interview, complete the *Transfers Check List*, and verify a good church fit. The meeting can be in person or via ZOOM.
- Final Candidate is given the *New Minister Information Form* and *Ordination/Installation Commission Form* for completion.
- Cluster Leaders and Liaison may need to help pastor find people for his/her Ordination /Installation.
- Completed copies of the following are to be returned to the Cluster Leader who returns to Tamara Williams and Lisa Dillard at the Presbytery Office.
 - *Transfers Check List* _____ date sent
 - *New Minister Information Form* _____ date sent
 - *Ordination/Installation Commission Form* _____ date sent
 - *Terms of Call* _____ date sent
 - *Faith Statement* (we don't want entire PIF) _____ date sent

For Transitional and Temporary Positions

Follow the above procedures. Ordination/Installation Commission Form is not needed.

- Completed copies of the following are returned to the Cluster Leader who returns to Tamara Williams and Lisa Dillard at the Presbytery Office.
 - *Safe Hiring Solutions Form* _____ date sent
 - *Transfers Check List* _____ date sent
 - *New Minister Information Form* _____ date sent
 - *Temporary Contract* _____ date sent
 - *Faith Statement* (we don't want entire PIF) _____ date sent

For Ministers Transferring into this Presbytery as At Large, Validated or Retired Ministers

- Completed copies of the following are returned to the Cluster Leader who returns to Tamara Williams and Lisa Dillard at the Presbytery Office.
 - *Safe Hiring Solutions Form* _____ date sent
 - *Transfers Check List* _____ date sent
 - *New Minister Information Form* _____ date sent
 - *Faith Statement* (we don't want entire PIF) _____ date sent

For CPM Candidates being Ordained to Validated Ministry

- Completed copies of the following are returned to the Cluster Leader who returns to Tamara Williams and Lisa Dillard at the Presbytery Office.
 - *Safe Hiring Solutions Form* _____ date sent
 - *Transfers Check List* _____ date sent
 - *New Minister Information Form* _____ date sent
 - *Ordination Commission Form* _____ date sent
 - *Faith Statement* (we don't want entire PIF) _____ date sent

***Current members of Presbytery of Charlotte in Good Standing do not need to have a Background Check.**