COM CHECK LIST FOR A CHURCH WITH A PNC/APNC

Checklist is to be reviewed by COM liaison, Pastor Nominating Committee (PNC)/ Associate Pastor Nominating Committee (APNC) Chair, Clerk of Session, Head of Staff (if present). All parties should sign the document and return document to cluster co-chairs.

1. If the church has a transitional pastor, the transitional pastor along with the session and congregation will work together to complete a Mission Study (for PNC), purge rolls (for PNC), and have finances reviewed by Presbytery of Charlotte (POC) Comptroller/Treasurer to verify that church can sustain a pastor for 3 years (for PNC/APNC).

2. COM Cluster (Cluster) approves the formation of the PNC/APNC. Session calls a congregational meeting for the purpose of electing a PNC/APNC.

3. Session determines the Terms of Call range for candidate including moving expenses, and PNC/APNC's operating budget. Gives to PNC/APNC.

4. PNC/APNC Trained. Liaison to contact a designated trainer from COM to schedule the training. Cluster liaison (liaison) should plan to attend along with Pastor (APNC). Session members may attend.

5. PNC reads and discusses Mission Study.

6. The PNC completes the MDP (Ministry Discernment Profile), and then it is taken to the session for them to review to be sure all the facts regarding their congregation are correct. Once that is done, the Clerk of Session signs the MDP and it is sent to the Cluster for approval. After COM Cluster approval, the Clerk of Session goes on CLC (Church Leadership Connection) and gets the code to enter MDP online. They also enter names and emails for PNC chair and COM liaison. CLC invites both into system. Then the PNC/APNC chair will respond to the CLC invite and sets up the church's account. All names and emails of the PNC committee are entered into the system. MDP can now be entered into CLC system. Once uploaded by the church and attested by COM, it is live on the CLC. If any modifications are made to the MDP during the search process, it must be reapproved.

7. The PNC/ APNC develops interview questions and becomes experts on designated areas of church life (history of the church, Christian Formation, worship, etc.).

8. ONLY attested PDPs from the CLC (Personal Discernment Profile) are received, read and prioritized. (See #10 for procedures for candidates from denominations in full communication with the PCUSA.)

System matches and self-referrals appear on the MDP page on CLC in the section labeled "Action Needed". PNC can accept or decline self-referrals online. If they select "will not consider a self-referral", CLC notifies candidate. If they say yes to accepting the referral, the PNC makes contact. PDP matches from the system are sent to PNC with limited information (5 narrative responses, education and work history. The PNC, after seeing the limited information, can invite or decline to consider a matched candidate. If they click on invite, an email is sent by CLC to candidate asking the candidate to respond

within 14 days. If the matched candidate accepts, PNC receives full PDP information. If the PNC/APNC is interested then they can move forward. The PNC keeps a list of all candidates that apply.

9. The PNC/APNC can seek additional PCUSA candidates for consideration by contacting seminaries, seeking referrals from other pastors, and networking with presbytery staff from the Presbytery of Charlotte and other presbyteries. Any suggested names can be contacted directly to ascertain their interest in being considered. If someone wants to be considered, they should send their PDP to the committee for review with all other PDPs.

10. Pastors from denomination in full communion with the PCUSA may also be considered. Those denominations currently include United Church of Christ, Reformed Church in America, and Evangelical Lutheran Church in America. Those candidates should submit comparable denominational documents that equate to the PDP. In other ways, those candidates are treated like PCUSA candidates.

11 PNC/APNC asks each candidate for permission to speak to people outside the reference list.

12. Exec checks are done by the Executive Presbyter on candidates before in-person interviews are allowed.

13. To narrow down your search and discern if individual is a fit for your congregation; listen to sermons online and ZOOM for initial conversations, before discreetly visiting the church they are serving.

14. When a PNC/APNC prefers to bring a candidate in locally for a neutral pulpit, the PNC/APNC is responsible for making all arrangements and paying all expenses.

15. ALL references are called on final group of candidates.

16. Candidates are brought in for face-to-face interviews with PNC/APNC.

17. Final candidate is chosen by PNC/APNC.

18. Candidate completes Safe Hiring Solutions Background Check Form, if coming from outside the POC.

19. The background check is initiated by the Presbytery's Stated Clerk and results are shared with the PNC within a week's time.

20. Cluster co-moderators go over Terms of Call to be sure they have met minimums, and other requirements.

21. Cluster co-moderators send Terms of Call out to the Cluster for a vote.

If candidate is a student under care (of our presbytery or another presbytery) and Certified Ready to Receive a Call, they first meet with Commission on Preparation for Ministry (CPM) and pass their oral Ordination Exam prior to meeting with the COM Transfers Group.

22. An offer is made to candidate by the PNC/APNC chair <u>after the background check clears.</u>

23. Once the terms of call are accepted, candidate meets with COM Transfers Group (typically comprised of the General Presbyter, Transfers Coordinator, liaison, and 2 additional Cluster members). After this meeting:

a. the Coordinator for COM sends the candidate the New Minister's Form and the Ordination/Installation Paperwork, and
b. the Transfers Coordinator completes the Transfers Sub-Committee Checklist Form which includes selecting a minister mentor for the candidate.
c. All paperwork is to be returned to the Coordinator for COM.
d. If candidate is coming from within the POC, the New Minister's Form will not be required and a Transfers interview may or may not be required.

24. <u>Only</u> after the Terms of Call have been approved by the Cluster and the candidate has been approved by the Transfers Group can the PNC then ask the Session to call a congregational meeting. This request may not be made to the session prior to steps 1-23 being completed.

25. The Session calls a congregational meeting, at which time the congregation votes on the candidate and the Terms of Call.

26. The PNC/APNC prepares material on the candidate to be shared at the meeting with congregation. Congregation votes.

27. PNC/APNC removes MDP from the CLC system in Louisville.

28. The candidate is presented at the next Presbytery Meeting. (Transfers can give candidate permission to begin work prior to the presbytery meeting.)

29. COM & CPM Coordinator, reaches out to candidate about Healthy Boundaries Training. Stated Clerk contacts candidate about Anti-Racism Training.

Liaison _____

PNC/APNC Chair _____

Clerk of Session _____

Head of Staff _____

Revised 10.13.2026, 10.21.2025, 5.21.2025, 4.29.2025, 8.1.2023
We make every effort to keep the policy up to date but changes are constantly being made to the CLC system.