

Pastor Nominating Committee Process

Prepare the Pastor Nominating Committee (PNC)

1. Choose a moderator and a secretary, plus other officers as needed.
2. Review the On Calling A Pastor booklet.
3. Watch the Church Leadership Connection (CLC) videos.
4. Do a congregational self-study or a mission study.

Prepare the Ministry Information Form (MIF)

1. Write the MIF using the information gathered from the congregational self-study.
2. Submit MIF for approval by COM 10 days ahead of meeting
3. Meet with COM. Several PNC members attend the meeting on behalf of the church
4. Once approved, the MIF will be entered into the CLC website using the ID and password given by the COM moderator.

Review PIFs

1. Agree on a system of review & rating
2. Look for matches and self-referrals
3. Determine number of candidates to interview

Interview Candidates

1. Develop interview process questions, phone, online, in person
2. Ask General presbyter to do a presbytery background check
3. Call references
4. Do a criminal background check

Extend a Call

1. Have session members approve terms of call you can use to negotiate
2. Request candidate be examined by COM with PNC members attending that meeting with the candidate
3. After COM approval ask session to call a congregational meeting
4. Present the candidate's info and terms of call to the congregation for their approval
5. Examination by Presbytery
6. Install your new pastor!

- Rely on your COM liaison to assist in the process.
- Keep the liaison informed as the process progresses.
- Seek a unanimous decision at all points.