

CHECKLIST FOR COM LIAISON AND IPNC FOR INTERIM PASTOR

This checklist is a general reminder of key steps to accomplish (✓ and date) in the process of finding an Interim / Transitional Pastor! Throughout the entire process, PRAY for God to lead your next pastor to you!

Please refer to the manual, Flow Chart for Nominating, Calling, and Installing a Pastor, for complete descriptions of requirements (found on Presbytery website): <http://www.huntingdonpresbytery.com>

- Click on **Documents** on the left side bar: <http://www.huntingdonpresbytery.com/DOCUMENTS.html>
- Under **Calling a Pastor** (bottom of second column), find:
 - **Calling a Pastor – Flow Chart**
 - **Checklist for COM Liaison and IPNC for Interim Pastor**
 - **Mission Study** (long or short form)

1. ___ IPNC and chairperson is chosen
2. ___ COM liaison to IPNC is appointed
3. ___ COM liaison meets with IPNC and outlines process
4. ___ COM liaison to meet with IPNC at every meeting (as determined by IPNC usually weekly)
5. ___ IPNC conducts a Short Mission Study
6. ___ IPNC develops MIF
7. ___ GP helps IPNC chairperson post MIF to appropriate site
8. ___ COM or GP provides candidates
9. ___ IPNC requests GP conduct a presbyter-to-presbyter reference check
10. ___ IPNC conducts other references

When down to one or two candidates:

11. ___ IPNC requests Stated Clerk obtain background checks
12. ___ IPNC, COM liaison and COM representative must interview candidate(s), possibly by Zoom
13. ___ Two other COM members must interview final candidate (credentialing interview), possibly by Zoom
14. ___ Candidate and IPNC negotiate Terms of Service (refer to Presbytery minimum terms of call)
15. ___ Sensitive Issues should be discussed to seek clarity of expectations.
16. ___ COM representative should meet after 6 months with the pastor and to ask these questions (then report to COM):

As you became a member of this presbytery and this church community,

- What have been surprises; i.e., what did we not tell you that we should have?
- What could the presbytery do to help you feel more included or welcomed?
- What were some things that the church / presbytery did well for you?