

## CHECKLIST FOR COM LIAISON AND IPNC FOR INTERIM PASTOR

This checklist is a general reminder of key steps to accomplish (√) in the process of finding an interim pastor.

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?