

Checklist for COM Liaison and PNC

This checklist is a general reminder of key steps to accomplish (√) in the process of finding a pastor. Please refer to the manual, Flow Chart for Nominating, Calling, and Installing Pastors, for complete descriptions of requirements.

1. ___ Conduct a Mission Study
2. ___ COM moderator to Session is appointed
3. ___ COM liaison to PNC is appointed
4. ___ COM liaison meets with Session to outline process (moderator may do this)
5. ___ PNC and chairperson is chosen
6. ___ COM liaison begin to meet with PNC at every meeting (weekly)
7. ___ PNC develops MIF, submits to Session, then to COM
8. ___ GP helps PNC chairperson post MIF to appropriate site

If there is a manse that the church intends to use as part of the Terms of Call:

9. ___ Session and PNC conduct a manse examination
10. ___ Session member does a manse inspection with COM and AUT representatives
11. ___ If using a housing allowance, PNC should gather information on available housing options in the area
12. ___ PNC requests and reviews matches from GP (GP will suggest an efficient method)

When down to one or two candidates:

13. ___ PNC, COM liaison, COM representative must interview candidate
14. ___ Two other COM members must interview candidate
15. ___ PNC requests GP conduct a reference check and obtain clearances
16. ___ Candidate and PNC negotiate Terms of Call (refer to Presbytery minimum terms)
17. ___ PNC negotiates with Session and candidate the time and neutral pulpit for candidating sermon
18. ___ PNC requests Session issue a call for congregational meeting with moderator (or approved substitute) officiating
19. ___ Congregation approves and accepts call
20. ___ Congregation elects two members, at least one elder, to testify at next presbytery meeting of the call, and date, place, and time meeting was held
21. ___ Congregation votes to dismiss PNC
22. ___ Clerk of session completes Request to Approve Call Form
23. ___ Clerk and moderator calls presbytery office the next day and report action of congregation
24. ___ PNC, candidate, and moderator of Presbytery together set dates for ordination/installation; all churches in presbytery are invited!
25. ___ COM liaison and PNC should meet after 6 months with the pastor and to ask these questions (then COM liaison 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?