

**PRESBYTERY OF GENESEE VALLEY
COMMITTEE ON MINISTRY**

**Check List for
Calling a Stated Supply Pastor**

- Session submits a rationale for calling a Stated Supply to COM for approval.
- Session facilitates completion of a Mission Study or Congregational Self-Study.
- Session completes MIF.
- COM approves MIF. The presbytery may advertise the position on the Church Leadership Connection (CLC) website in order to have a fair and open search process.
- Session, serving as the search team, requests referrals for the position of Stated Supply through the COM liaison.
- COM conducts clearance interviews.
- The process of securing PIFs follows the **Procedure for the Selection of Stated Supply Pastor PIFs** in the section which follows.
- COM conducts Clearance Checks of potential candidates.
- Session submits *Terms of Call Worksheet* and [Covenant Agreement for Stated Supply Pastors](#) to COM for approval.

Procedure for the Selection of Stated Supply Pastor PIFs

When a church decides to search for a Stated Supply pastor and the COM gives them permission to circulate their MIF, the following procedure should take place:

1. Committee on Ministry's Church Leadership Connection Liaison (COM's CLC Liaison) acquires the necessary usernames and passwords from the CLC Office in Louisville and enters the approved CIF into the system.
2. In order for the MIF to become active on the CLC Website, the COM CLC Liaison verifies the approved MIF is properly posted and reports to the COM and assigned liaison to the searching church that this step has been completed.
3. The COM, acting as the PNC on behalf of a particular church through its CLC Liaison enters appropriate parameters in order to generate matches.
4. If a church is determined by COM to be in serious distress or conflict, particular care will be taken to secure candidates with suitable background and experience.
5. Self-referred PIFs to a church are not permitted. They must be sent to the COM Leadership/Presbytery Leader who performs the necessary clearance check and if found worthy refers them to the search committee for consideration.
6. The search committee gathers together in order to review PIFs and develops a final list.
7. The COM Liaison cautions the church that if they do not wish to interview or call someone from the group of PIFs they were given, they will need to consider changing the position to called/installed and conduct a full search. They will not be given more names unless a majority of candidates submitted are not available for consideration.
8. Self-referrals for these positions must go through the COM Leadership.