

STAGE VI: THE CALL

Check List

- 1. PNC, following approval by the Presbytery clearance team, requests Session to call a congregational meeting including a candidating sermon in a service of worship if that is the practice of the congregation. “Public notice of the meeting shall be given on two successive Sundays. The meeting may be convened following the notice given on the second Sunday.”
- 2. PNC is encouraged to provide the congregation with appropriate information, including biographical data and other pertinent information regarding the candidate and reasons for selecting this particular candidate. The PNC may provide opportunity for the congregation to meet the candidate, such as a reception on Saturday afternoon or evening, and ordinarily shall provide for the candidate to conduct worship and preach for the congregation.
- 3. The congregational meeting to elect the pastor is held. (See [Congregational Meeting Agenda for Election of a Pastor](#) and [Pastoral Call Form](#).) Ordinarily at least two representatives from Committee on Ministry will be present.
- 4. If the person to be called is not yet ordained:
 - a. The Committee on Preparation for Ministry of the calling Presbytery shall help the candidate prepare to be examined.
 - b. Examination may take place at a regular meeting of the Presbytery or at a special meeting. Examination for ordination shall ordinarily be done by the calling Presbytery.
 - c. Ordination shall take place in the candidate’s home presbytery unless the candidate requests differently.
 - d. Typically, the candidate does not begin service until ordination happens. A separate service of installation is planned.
- 5. PNC submits report to COM for its stated meeting prior to Presbytery meeting. The report is to include the following:
 - a. Plans for candidating service (if it has not yet taken place) and congregational meeting to vote on the call.
 - b. [Call Sheet Information Form](#) which includes Terms of Call as agreed upon by congregation and the candidate.
 - c. [Plans for Installation Service and Installing Commission](#) and [Plans for Ordination Commission](#), if appropriate.
 - d. The [Policy on Sexual Misconduct-Acknowledgment of Receipt](#) and the [Policy on Sexual Misconduct-Certification](#). The complete [Policy on Sexual Misconduct](#) may be found on the Presbytery web site.
- 6. Following the call of the congregation, COM makes the recommendation to Presbytery to approve the call of the congregation.
- 7. Exit interview is scheduled by COM with the interim or temporary pastor. (See [Exit Interview for Interim Pastor](#).) The process shall be the same as that for an installed pastor leaving a position with the Separation Ethics document signed and circulated.
- 8. Candidate is introduced to Presbytery

- a. Elected representatives of the congregation attest to the congregational meeting and call (See [*Wording for Presenting and Prosecuting a Call Before Presbytery*](#)).
 - b. The candidate shall provide the Presbytery with a statement of faith and a brief biography. The candidate should also be prepared for an examination on the floor of Presbytery. After sufficient examination, the presbytery votes.
 - c. Following the vote of Presbytery, [*Pastoral Call Form*](#) is sent to the minister's presbytery by the Stated Clerk.
9. Ordination/ Installation Service takes place. See [*Sample Form for Minutes of an Administrative Commission to Ordain/Install a Pastor*](#).
10. The COM will assign a mentor to the new pastor in conjunction with the welcoming process of the Clergy Care and Development Committee. ([*Guidelines for Mentors*](#))