

STAGE 3: ELECTION AND ORIENTATION OF PNC/DPNC AND WRITING CHURCH INFORMATION FORM

Check List

- 1. Session recommends to congregation the size of PNC/DPNC (5-9 members).
- 2. Session approves/allocates funds to cover cost of PNC/DPNC.
- 3. Session or Church Nominating Committee prepares a slate of nominees, representative of the congregation as a whole, to serve as the PNC/DPNC. Those nominated should have agreed to serve and should be aware of the significant commitment of time, energy, and confidentiality that the process requires.
- 4. Session calls a congregational meeting to elect a PNC/DPNC. Public notice of the time, place, and purpose of the meeting shall be given on two successive Sundays. The meeting may be convened following the notice given on the second Sunday. Slate is shared with congregation as part of the call for the meeting and notice is given that nominations from the floor will be allowed.
- 5. Congregational Meeting is held; PNC/DPNC is elected. See [Election of Pastor Nominating Committee: Congregational Meeting Agenda](#) and [Report on Election of Pastor Nominating Committee](#).
 - a. The COM liaison instructs the Session and the congregation that conducting additional and private investigations of the candidate outside the normal PNC process is not appropriate. Any questions or concerns that might surface regarding any potential candidate for the position must be directed to the PNC.
 - b. [Report on Election of Pastor Nominating Committee](#) is filled out and given to COM liaison.
 - c. If you elected a DPNC see Designated Pastor
- 6. COM liaison convenes the first meeting of the PNC/DPNC.
 - a. Reviews search process.
 - b. Reviews denominational and [Presbytery EEO/AA Guidelines](#) found in this section and [Report Form: Equal Employment Opportunity/Affirmative Action](#).
 - c. Two available resources are: [On Calling a Pastor: A Manual for Churches Seeking a Pastor](#) and [Searching for a Pastor the Presbyterian Way](#) by Dean E. Foose, which is available from the PC(U.S.A.) web site.
 - d. Provides [blank MIF](#) for each member.
 - e. Has PNC/DPNC elect officers (Chair, Vice-Chair, Recording and Corresponding Secretary)
 - f. Stresses importance of confidentiality.
- 7. PNC/DPNC, in consultation with the Session, prepares MIF, using guidance from [On Calling a Pastor](#).
- 8. COM representative for Church Leadership Connection (CLC) provides PNC/DPNC Chair and Clerk of Session with log-in ID and password for CLC (except in the search for a designated pastor).
- 9. Session approves MIF.
- 10. COM approves MIF.
- 11. PNC/DPNC enters MIF online for inclusion in the CLC.

- 12. MIF is approved online at CLC by Clerk of Session and COM Chair.
- 13. A copy of the MIF is sent to the Presbytery Office to be included in the church's file.
- 14. COM liaison has an initial orientation meeting with PNC/DPNC to review the search process and thereafter shall have regular contact (at least monthly) with the PNC through its chair and meet with the PNC as needed.
 - a. Matching process through [Church Leadership Connection](#) (CLC) advertising
 - b. COM liaison invites CLC representative to guide PNC/DPNC in use of CLC.
 - c. Reference Checks by PNC/DPNC and by Presbytery Leader or COM chair.
 - d. Special procedure if looking at candidates for ordination.
- 15. PNC/DPNC receives and reviews Pastor Information Forms (PIFs).
 - a. [Sample Scoring Sheet #1](#) and [Sample Scoring Sheet #2](#) give some suggestions for developing a process for reading and evaluating PIFs.
 - b. Develop a process for reading and review prior to reading any PIF. Develop a system for acknowledging the PIFs you receive and responding to applicants. Your COM liaison can provide further guidance.
- 16. If matches do not meet expectations of PNC/DPNC, the COM liaison shall arrange a meeting with the CLC representative to adjust MIF parameters.
- 17. PNC/DPNC chooses persons to pursue with initial phone interview.
 - a. Any PIF that is eliminated from consideration gets a brief "we are not considering you any further" note.
 - b. Any PIF that is kept receives a phone call or email to ascertain if the person is available and interested.
 - c. An initial phone call is set up.
 - 1) Use speaker phone in confidential place.
 - 2) Have questions planned for all such phone interviews.
 - a) General questions asked of everyone interviewed by phone.
 - b) Specific questions of the person being interviewed.
 - d. PNC/DPNC conducts Reference Checks
 - 1) [Reference Questions-Phone](#) offers some suggestions for telephone reference calls as well as some sample questions. If you plan to ask references for secondary references, make sure the prospective pastor knows you are doing this and who those secondary references are. Permission must be received in writing. Another source for information on reference checks is found in the [The Revised "On Calling a Pastor"](#).
- 18. PNC/DPNC chooses persons to bring in for on-site visit, neutral pulpit, and COM clearance interview. PNC/DPNC informs COM liaison of choices. **STOP! If an individual scheduled to be interviewed has not yet been ordained, the COM liaison requests the COM chair to make the necessary contacts with the Committee on Preparation for Ministry of care before the interview process takes place. If an individual scheduled to be interviewed is already ordained, the COM liaison will request the COM leadership/Presbytery Leader to perform the necessary executive reference and initial the background check. These checks must be completed and reported back to liaison and to PNC/DPNC before persons may be met face-to-face.**
- 19. During the entire process of searching for a pastor, the PNC/DPNC keeps the Session and congregation informed of its progress, but keeps the names of all applicants confidential.