

APPENDIX A

HANDBOOK FOR PASTOR NOMINATING COMMITTEES

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Abbreviations

AAEEO . Affirmative Action Equal Employment Opportunity	EP Executive Presbyter
BOP Board of Pensions	GA General Assembly
BOO Book of Order	ICC Interim Care Consultant
CIF Church Information Form	PC(USA).. Presbyterian Church (U.S.A.)
CLC..... Church Leadership Connection	PIF Personal Information Form
CLP Commissioned Lay Pastor Committee	PNC Pastor Nominating Committee
COM Committee on Ministry	PGR..... Presbytery of Great Rivers
CPM..... Committee on Preparation for Ministry	RCOM..... Regional Commission on Ministry
ECDC.... Committee for Evangelism & Redevelopment	RCT Professional Misconduct Response Coordination Team

CHECKLIST OF REQUIRED STEPS IN THE CALL PROCESS

<u>Item #</u>	<u>Pastor</u>	<u>Session</u>	<u>PNC</u>	<u>COM</u>	<u>EP</u>	<u>EC</u>	<u>Person or group responsible for Action</u>
1.	X	-	-	-	-	-	Pastor or associate pastor notifies executive presbyter of the pastor's desire to dissolve the relationship with the church.
2.	-	-	-	X	X	-	Executive Presbyter or pastor notifies the chair of the COM.
3.	-	-	-	-	X	-	Executive Presbyter advises the pastor of procedures to be followed and requests representatives to be present at the dissolution meetings of session and congregation.
4.	X	-	-	-	-	-	Pastor calls session meeting to announce plans to dissolve relationship with church and call a congregational meeting for that purpose.
5.	-	-	-	X	-	-	COM chair appoints a member of COM who will work with the session and the PNC.
6.	-	-	-	X	-	-	COM member meets with session to clarify the dissolution and call process.
7.	-	-	-	X	-	-	COM member schedules separate exit interviews with the pastor and the session.
8.	-	-	-	X	-	-	COM appoints a moderator for the session and congregational meetings.
9.	-	X	-	-	-	-	Session in consultation with COM member makes plans for pulpit coverage and receives instruction about searching for a pastor.
10.	-	X	-	-	-	-	The session calls a congregational meeting to act on request of pastor to dissolve the relationship.
12.	-	-	-	X	-	-	COM acts on dissolution of pastoral relationship with the church.
13.	-	X	-	-	-	-	Session considers options, in consultation with COM member , regarding pastoral leadership.
14.	-	X	-	X	-	-	Session seeks interim pastor (or pulpit supply), in consultation with EP . The interim's terms of call must be approved by COM .
15.	-	-	-	X	-	-	COM member advises the session when it is appropriate for church to elect a PNC to seek a called pastor.

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16.	-	-	-	X	-	-	COM member refers session to online resources.
18.	-	X	-	-	-	-	Congregation elects the PNC (pastor nominating committee.)
19.	-	-	-	X	-	-	COM member meets with PNC and reviews the call process. A PNC chair will be elected at a later date.
20.	-	-	X	-	-	-	In consultation with COM member , the PNC completes the CIF, creates a position description, establishes the terms of call, and meets wit the EP before submitting the CIF to the session.
21.	-	X	-	-	-	-	The session approves the CIF, the position description and the terms of call.
22.	-	-	-	X	-	-	COM approves the CIF, the position description and the terms of call.
23.	-	-	-	X	-	-	The presbytery's COM chair and the clerk of - session electronically sign the CIF after it is submitted to Louisville, which releases the CIF for posting.
24.	-	-	-	X	-	-	The PNC requests the EP match the CIF with potential candidates who have a PIF in Louisville.
25.	-	-	X	-	-	-	The PNC reviews all PIF's received.
26.	-	-	X	-	-	-	The PNC asks for audio or video tapes of sermons and reviews them.
27.	-	-	X	-	-	-	The PNC interviews selected candidates by phone or in person.
28.	-	-	X	-	-	-	The PNC calls references listed in the PIF.
29.	-	-	-	X	-	X	The COM member will ask the EP to do a reference check on those persons being brought in for face-to-face interviews.
30.	-	-	-	X	-	X	The Examinations Committee interviews the candidate when they come to the area before preaching at a neutral pulpit.
31.	-	-	X	-	-	-	The candidate preaches for the PNC at a worship service at a neutral pulpit (arranged by the COM member .)
32.	-	-	X	-	-	-	The PNC selects the final candidate.

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33.	-	-	X	-	-	-	When a PNC has identified their final candidate, they must inform their COM member and, through him or her, the presbytery office. The office will then initiate a criminal records search and a search of the candidate's credit history. In order to obtain this information, the candidate must complete a release form (available from the presbytery office). The candidate needs to be informed that his or her appointment to the position of pastor or associate pastor is contingent upon the successful completion of a pre-employment background investigation. The investigation is done by a professional firm and can be completed within seven working days in almost every case. No firm offer of employment should be made to the candidate until the results of the investigation are obtained.
34.	-	-	X	-	-	-	The PNC notifies the candidate, negotiates terms of call (in consultation with session) and receives acceptance.
35.	-	-	X	-	-	-	PNC notifies COM chair of terms of call
36.	X	-	-	-	-	-	When candidate is not ordained, the candidate meets with their CPM to complete final steps for ordination.
37.	-	-	-	X	-	-	The COM approves the call which includes the terms of call and the effective date.
38.	-	X	-	-	-	-	The PNC asks the moderator of session to call a congregational meeting to vote on the candidate nominated (including the terms of call.)
39.	-	-	X	-	-	-	Biographical data of the candidate is sent to members of the congregation.
40.	-	X	-	-	-	-	A congregational meeting is held following a worship service at which candidate preaches. At the meeting, the PNC nominates candidate, an election by written ballot is held to include the terms of call in writing.
41.	-	X	-	-	-	-	At the congregational meeting, people are elected to sign the call form and the PNC is dismissed by vote.
42.	-	-	X	-	-	-	The PNC notifies any candidates they are in conversation with about the congregations action.

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43.	-	-	-	X	-	-	The COM approves the call . The new pastor is introduced to presbytery, when the pastor is present.
45.	X	-	-	-	-	-	An ordination and/or installation commission is suggested by the new pastor and approved by COM (approval must pre-date Ordination and/or Installation) following guidelines in the Book of Order.
46.	-	-	-	X	-	-	The commission reports action at next COM meeting and commission is dissolved by the presbytery .

Privacy Guidelines For Pastor Nominating Committee

FOR: Pastor Nominating Committees
RE: Privacy Guidelines For Pastor Nominating Committees

There are many means by which a pastor nominating committee (PNC) may decide if a particular person is suitable for the position they are seeking to fill. One important step which requires great sensitivity is the contacting of references. It is possible that the kind of information obtained and the way it is used could result in hardship for the applicant, and, in extreme cases, in legal action against potential employers. In 1973, the 185th General Assembly of the former United Presbyterian Church studied this issue and adopted a policy statement on "Privacy and Its Protection," (Journal, Part I, P.535 ff). Although that report was not specifically addressed to PNCs, we suggest that PNCs read it and consider its recommendations.

In concern for fairness, in recognition of every citizen's constitutional rights, and more importantly, in appreciation of each person's potential for renewal, we offer the following guidelines for your use as your committee prepares to contact references:

Listed below are the two types of references your committee will encounter. It is extremely important for your committee to clearly understand the differences as well as the appropriate procedures to follow when contacting each.

- A. References listed in an applicant's Personal Information Form - Church Leadership Connection instructs applicants that those named in Part I of their PIF be persons who know them and their work and who can respond to inquiries from PNCs, which may be quite numerous. Often those named here include someone in an official capacity, such as the Executive Presbyter or COM chairperson, faculty advisor, former staff, colleague, clerk of session, elder, or church member. Before contacting any of these references your PNC will want to:
 1. Contact the applicant to indicate your interest in him/her and to ascertain his or her interest in your position.
 2. Obtain permission from the applicant before contacting any member of his or her church or present employing agency.
- B. Secondary References - These include any persons not named in the PIF by the applicant as a reference. As a general rule, only those persons listed on the PIF should be contacted to provide reference material. However, should your committee need to contact secondary references, the PNC is advised to:
 1. Inform the applicant that persons not listed in his or her PIF may be contacted.
 2. Allow the applicant to name persons who should not be contacted, and honor that request without prejudice.
 3. Upon request of the applicant, provide the names of those persons who are to be or have been contacted as secondary references.
- C. In seeking reference material either in writing or over the telephone, we recommend that the PNC:
 1. Seek only information which is necessary and relevant to the qualifications for the position as set forth in the Church Information Form.
 2. Before using any recording device, obtain permission of the person being contacted (federal Law).

3. Treat telephone or face-to-face conversations, as well as written or taped notes about such conversations, with the same confidentiality as written references.
- D. After reference material is collected, the PNC should:
1. Keep all notes, tapes, or other records secure, with access strictly controlled.
 2. Make certain that information gathered from references about an applicant is not circulated or passed on to any person except the members of the PNC, the Committee on Ministry, and the Executive Presbyter. PIFs, reference materials, or other information about an applicant is provided for your PNC only. It is not helpful to pass any of this information on to any other PNC since situations and needs vary so greatly and relevant information changes so quickly.
- E. After the PNC has completed its search and a person has been installed, the PNC should:
1. Destroy all material, including reference material, which was collected by the PNC, **EXCEPT** the records of the person who was called.
 2. Keep the records of the person called in a secure place unavailable to the installed person; this could be either at the presbytery office or at the church. Our risk management counselors tell us that when there are misconduct suits, your insurance company will need this documentation to show that your committee has done proper research and screening in employing the individual. This information will protect you from charges of improper hiring practices.

Some Factors To Consider When Reading Personal Information Forms (PIF)

- A. Is the person a candidate or minister in the Presbyterian Church (U.S.A.)?
- B. Is the PIF clear and well written? Is the writing style easy to understand? Can the person spell? If so, she or he probably can construct good sermons. (However, do not use this to judge sermon content or delivery).
- C. What is the candidate's educational background? The amount and type of advanced or continuing education may indicate interest or perceived needs.
- D. Does the PIF show the candidate to be theologically articulate; aware of the larger church; a good presbyter?
- E. What does the PNC want? For whom are you looking? Consider:
 - 1. Background - breadth of experience
 - 2. Skills in program planning
 - 3. Personal style - able to relate well to people?
 - 4. Concern for evangelism?
 - 5. Concern for social issues?
 - 6. Able to continue and build upon the past as appropriate?
 - 7. A self-starter, hit-the-ground-running type? An initiator?
 - 8. Organizational ability and management style?
 - 9. Is worship a priority? What can you tell about the candidate's worship leadership style?
 - 10. How do the strengths and priorities of the candidate coincide with those on the CIF?
- F. Are the references known in this area?
- G. Does the candidate have salary, housing or personal requirements which our church cannot meet?
- H. Do you need more information?
- I. Has the EP checked the references? Has the PNC checked the references?

Suggested Questions For the Pastor Nominating Committee To Ask of a Prospective Candidate

- A. How do you characterize your pastoral ministry?
- B. How do you characterize your community ministry?
- C. What are some of the factors which are attractive to you in our situation?
- D. Share with us your thinking on your division of time with respect to study, calling, administration, etc.
- E. What do you consider your role to be in recruiting church school teachers, officers of the organizations, etc.?
- F. Share with us your thinking on Christian Education in the church program; your place in the church school; your relationship to teacher training, etc.
- G. What do you consider to be the role of the moderator of session?
- H. What should your relationship be with the session?
- I. How would you characterize your leadership of the session?
- J. How do you deal with conflict and dissent?
- K. How do you see your role in relation to the mission goals of our congregation?
- L. What do you consider to be your role in the financial area of the church?
- M. Share with us your thoughts on the place of the church in the community and the pastor's role in this regard.
- N. What "turns you on" about ministry?
- O. Discuss your involvement with and obligation toward presbytery, synod and General Assembly.

Church Leadership Connection

- A. Start by getting a paper Church Information Form (CIF). You can download and print a CIF from the internet at www.cps.pcusa.org or obtain a copy from **the COM member** assigned by the Committee on Ministry (COM).
- B. In conversation with your session and with your ICC, complete your CIF. Your session will give direction about the position and about the compensation package you can offer a new minister. Your **COM member** has experience with pastor searches and will be able to help you present your church in the best way.
- C. Once your CIF is complete, both your session and the ~~RCOM~~ **COM** must read and approve it. Then the clerk of session and COM chair can "sign" it electronically once you enter your CIF in the online form.
- D. To enter the CIF online:
 1. Get a PNC login ID and password through your **EP**. The login ID will look like P0002345 and the password will look like dR30qE8z until you change it to something simple you can remember like lstopres (up to eight letters or numbers).
 2. Go to www.cps.pcusa.org and then click "log in". Enter your login ID in the first box and your password in the second one.
 3. When you get in you may want change your password first.
 4. The computer already knows about your church from the statistical report form your clerk of session submitted in January, so it automatically fills in Part I of the CIF. You can review Part I and edit it if necessary by clicking on the task list "Review Church/Organization Information".
 5. Then move to Part II by clicking "Fill a New CIF".
 6. When the form asks for Church/Organization, type in your church PIN number (your clerk of session will have the number).
 7. "Experience desired" is the minimum amount of experience you want to see in the PIFs you receive from matching.
 8. On the narrative questions, the boxes will only hold 1500 characters so count the letters, numbers, punctuation, and spaces to be sure you stay within that limit and still say what is most important.
 9. For references for your church, you may want to consider listing your **COM member**, your Executive Presbyter, a neighboring pastor, your interim pastor or others who have worked with you recently.
 10. When you come to skill choices, you will want to click as instructed to see the list of skill definitions so that you can select well. You may select up to four skills that you want in all the PIFs you receive and six additional skills you would like to have. (Your pastor candidates will select 10 skills.)
 11. Compensation and housing - enter only **the total salary and housing** in the box both minimum and maximum that your session feels it can offer.

12. Geographic choices - unless you have some strong reason to limit your search, you will be wise to select "unlimited" to get the most good candidates in your referral list.
13. PNC chair details - It is very important to enter an e-mail address for your PNC if at all possible. This may be the PNC chair, or another member of the committee. Since you will be receiving PIFs through this e-mail, it should be a personal, secure e-mail (not the church in box or someone who is not an elected member of your PNC).
14. "Submit CIF". When your form is received, the computer will confirm it and generate a CIF ID. It is made up of your church PIN and some other digits that will identify that particular CIF. It will look like 02345.AA0. Write it down and keep it. You will need it to edit your CIF.

For help, call the PC (USA) Referral Church Reps at 1-800-398-3912 ext.4.

Best wishes to you as you seek to discover the person whom God is already calling to be your next pastor!

Congregational Meeting to Call a Pastor

- A. The congregational meeting is held following a worship service during which the candidate may lead the worship and preach the sermon. The PNC presents its report, placing the candidate in nomination.

After discussion, **the candidate and family leave the sanctuary and** the congregation votes on the candidate and the terms of call by written ballot. If the majority votes in the affirmative, and the candidate accepts, the candidate is declared elected. The PGR and the Book of Order caution candidates to carefully evaluate the possible effectiveness of their future ministry in the case of a seriously divided vote, even though a majority votes in favor of the call.

- B. Agenda for the Congregational Meeting to Call a Pastor

1. The moderator moderates the congregational meeting or may appoint another minister of the presbytery to do so. The moderator insures that the meeting is opened with a Convening Prayer.
2. The clerk of session serves as clerk for the meeting, or, if absent, a clerk pro-tem is elected.
3. The call of the meeting is read:
“The meeting of the congregation of the _____ Church has been duly called and announced by the session, to be held on _____ (date) for the purpose of hearing and acting upon the report and recommendation of the pastor Nominating Committee.”
4. The clerk determines the presence of a quorum (BOO G-7.0305).
5. The PNC reports on its work including its compliance with the AAEEEO Policy of the denomination (BOO G-14.0530).
6. The PNC nominates the candidate for office, and provides appropriate background information. It is customary for the candidate to leave the room during the discussion and election.
7. The election is held by written ballot. The moderator will be aware of the right of dissent
8. The congregation votes upon the terms of the call and its effective date.
9. The congregation elects persons to subscribe to the call. These are persons who sign the call form, at least one of whom will testify to the congregation’s action before presbytery.
10. The congregation votes to dissolve the PNC with thanks and with instructions to destroy all confidential material acquired during the search process.
11. The meeting is adjourned with prayer. It is appropriate to invite the pastor-elect to give the prayer.

- C. The moderator or clerk will see that four copies of (See Appendix B, Compensation Handbook - Pastoral Call Form, at www.greatriverspby.org) each with original signatures -- are completed with full terms of call and an effective date. The moderator reports to the COM representative the results of the vote, any motion to make the call unanimous, and any significant dissent expressed in the form of a substantial negative vote or in any other way. The report includes the call form and the names of the person(s) elected to testify as to the congregation’s actions.