

Procedure: Timeline for Pastoral Search

Proceeding From End to Start

1. Resignation of minister
2. Interim Ministry Team/Interim Minister Search Committee selected
3. Interim minister selection
4. Start-up of Interim Minister
5. Interim Ministry Team meets
6. Planning team plan for Mission Study
7. Biblical Reflection Groups meet
 - Leaders trained prior to start of meetings
 - Timing of meetings allows maximum participation of church members
8. Mission Study Writing Team gathers results in draft statements
 - From demographic data
 - From congregational survey
 - From Biblical Reflection groups
9. Election of PNC
 - See Book of Order, G-14.0502 & G-1.0502d
 - Elected by the congregation
 - Representative of all constituencies/minorities of congregation
10. Presbytery's AA/EEO form approved and signed by congregation, session and PNC.
Forward to Presbytery Office.
11. Mission study leadership retreat held
 - Develops vision statement
 - Develops goals
12. PNC organizes self and prepares Church Information Form (CIF)
 - Approved by COM
 - Entered online at G.A. Church Leadership Connection (Average time left, approximately 8 months)
13. Pastor Nominating Committee (PNC) conducts a pastoral search
 - Works in consultation with Committee on Ministry (COM through a COM liaison).
 - Hears candidates preach, interview face-to-face, selects final candidate
 - Develops an advertising, screening, checking process
14. Minister called at a meeting of congregation and confirmed by Presbytery
15. Called minister begins work.