

This may be used as a bulletin insert for congregational information.

**Committee on Ministry
4.3204**

12/15/2005

Procedure: Flowchart for Pastor Search/Call Process

For the Congregation

A. The “exit” of the Pastor

1. Dissolution of pastoral arrangement
2. Session contact with COM
3. Interim period
 - a. Search for Interim pastor
 - b. Interim pastor
4. Exit Interview with COM

B. The Pastor Nominating Committee

1. Nomination/election
2. Activated/organized
3. Relationship with COM
4. Communication with congregation

C. The Church Information Form

1. Congregational self-study
2. Develop “image” of congregation
3. Develop “image” of “the pastor”
4. Key characteristics
5. Compromises
6. Build salary expectations
7. Approval of CIF (Session/COM)

D. The Search

1. Circulate CIF
2. G.A. refers PIFs
3. Informal network
4. Actively search for AA/EEO candidates
5. Self-referrals
6. Wait

E. The First Filter

1. The “long list”
2. Determining factors

3. Reading/rating

4. Filtering

F. Short List

1. Audio tapes
2. Additional contacts
3. Visits
4. Determining factors
5. Ensure AA/EEO candidates

G. The References

1. Presbytery
2. Committee on Ministry
3. Visits
4. Informal network
5. Questions/affirmations

H. The Final Few

1. Give names to COM moderator and EP 2 weeks in advance
2. Neutral pulpit
3. Learning
4. Further referencing
5. Questions
6. Compromises
7. Ensure AA/EEO candidate
8. Determine if terms of call are acceptable or negotiable

For the Congregation - continued

I. The One Candidate

1. Initiate a FBI (background check of the candidate)
2. Hopes/reservations/decision

3. Negotiating terms of “call”
4. Presbytery contact, interview, examination
5. Congregational meeting
 - a. Sermon/vote/“call” (check with COM/EP)
6. COM/Presbytery approval

J. Installation

K. Startup

1. Organizational support
2. Presbytery support
3. Surprises

For the Minister

L. Personal Information Form

1. Reflections on ministry
2. Definitions of ministry and “the congregation”
3. Key variables
4. Compromises

M. The Search

1. Formal network
2. Informal
3. Self-referrals
4. Requests of PIF
5. Wait

N. Initial Contacts

1. Phone/correspondence
2. Factors
3. Face to face experiences

O. Interesting Contacts

1. Interested congregations
2. Requests for information
3. Narrowing the options

P. Checking the Congregation

5. Previous pastor
6. Presbytery
7. Informal network
8. Questions/affirmations

Q. Getting Serious

1. Interviews
2. Conversations with family
3. Needed Information
4. Questions to pursue
5. Compromises

R. The Congregation

1. Hopes/reservations/yes
2. Negotiating
3. Sermon, etc.
4. Presbytery contact

S. Getting “Official”

T. First Year

1. Affirmations
2. Disappointments
3. Surprises