

Information: COM Liaison Interim Process Check List

1. The Dissolution (No liaison responsibilities. Guidance for this process is found in the Book of Order.
2. The Interim Time
 - a. Liaison and Executive Presbyter of COM Moderator meet with Session as soon as dissolution intent is announced.
 - i. Explain Presbytery Interim Ministry Policy (P-3.0400)
 - ii. Explain the need for an Interim Ministry Team and its function as a "search committee" for the Interim Minister
 - b. Interim Ministry Team elected congregation (M.4.0203)
 - c. Work with the Interim Ministry Team
 - i. Convene the first meeting
 - ii. Have Team elect Moderator and Secretary
 - iii. Assist Session and Interim Team in contacting and contracting with Interim Ministry (M.4.0203).
 - iv. Forward all four copies of the interim contract to COM/Stated Clerk for approval.
3. After Interim is at Work
 - a. Meet with Interim Team and Interim Minister, as required
 - i. Explain YCAIM study to Session and Interim Team
 - ii. Ask Presbytery office to order YCAIM materials when Session approves
 - iii. Arrange for trained YCAIM facilitator to work with Session, Interim Minister, and Interim Team (this may be the Liaison or another facilitator)
 - b. Keep COM informed of progress with face-to-face monthly contact and meet at least quarterly with COM
 - c. Recommend formation of Pastor Nominating committee (PNC) when timing is right
4. The PNC is Formed
 - a. M-4.0203 and M-4.0300 explain the details of the procedures regarding the formation and work of the PNC
 - b. At the congregational meeting to elect PNC members, explain to congregation and ask them to agree to abide by AA/EEO policy, Appendix K, Form 1-B
 - c. Session must also agree to and sign Appendix K, Form 1-A
 - d. The PNC must agree to and sign Appendix K, Form 1-C
 - e. Completed forms are sent to the Presbytery office for permanent file
5. The Search Process
 - a. Convene the first meeting of the newly-elected PNC
 - i. Explain the work of the PNC, proposed timelines, and reporting procedures
 - ii. Elect Moderator, Vice Moderator, Secretary, and Corresponding Secretary
 - iii. Establish meeting times (usually weekly)

- b. Meet with PNC frequently, but not necessarily always. Much of PNC's work does not require constant Liaison attendance, merely a sense of support and some guidance as they work through the process.
 - c. For AA/EEO compliance, make sure the PNC keeps accurate minutes of their meetings and major decisions.
 - d. Church Information Form (CIF) is completed and Session approves
 - e. Copies of the CIF are forwarded to the Executive Presbyter, the COM Moderator, and the Moderator of the Mission Partnership Committee for their input and approval.
 - f. CIF is approved by COM and logged in to Louisville computer (Church Leadership Connection) for matching Personal Information forms (PIF) from Pastors.
6. Evaluation of Potential Pastors
- a. PNC needs to develop forms or format (Form GG1):
 - i. Receipt letter to all applicants
 - ii. Format for evaluating all incoming PIFs
 - iii. Rejection letter
 - iv. Letter seeking secondary references (if desired)
 - v. Letter seeking permission to do a criminal background check (if desired)
 - vi. Questions to ask references
 - vii. Questions to ask Pastors when interviewing by telephone, and format for conference calls (if desired)
 - viii. Questions to ask finalist Pastors when interviewing them face-to-face
7. The Final Few Candidates
- a. Three to five candidates are to be considered "finalists"
 - b. Make sure at least one finalist candidate meets the AA/EEO minority criteria
 - c. Inform the Executive Presbyter and the COM Moderator of those 3 – 5 candidates, and allow two weeks for a background check with the finalists' presbyteries. Do not make any commitments to a finalist until clearance has been given.
 - d. PNC arranges for each finalist candidate to preach in a neutral pulpit for evaluation and interview.
 - e. PNC develops a checklist to evaluate each of these candidates by the same criteria.
8. When the Final Candidate has been Chosen
- a. A FBI check shall be initiated with the final candidate at this time (see Form V2).
 - b. The following detailed checklist (Form HH) should be followed.