

The Beginning	
1) Dissolve pastoral relationship	
2) Departing interview with Session	
3) PNC/COM liaison designated	
4) COM representative meets with Session to explain the call process	
5) Nominating Committee of Church charged with nominating Pastor Nominating Committee (PNC)	
6) Temporary Supply/Interim Search Committee formed a) 3-5 people b) Please see Temporary Supply/Interim Section	
7) Moderator appointed (can be liaison)	
8) EP preaches (first Sunday after pastor leaves, if possible)	
9) If there is a manse arrangements are made for a professional inspection a) Cost split with Presbytery b) Want to allow plenty of time for necessary repairs/upgrades	
10) Planning transitional period	
The Temporary Supply/Interim (TS/I)	
1) Temporary Supply/Interim Search Committee formed	
2) If TS/I is a member of Carlisle Presbytery then TS/I meets with COM subcommittee a) *Covenant of Agreement and Statement of Faith needed	
3) If TS/I is not a member of Carlisle Presbytery then TS/I meets with COM a) *Covenant of Agreement, PIF or resume, Statement of Faith and Bio needed	
4) *Covenant of Agreement reviewed and approved by COM a) *Covenant of Agreement template found at Carlisle Presbytery website	
5) Temporary Supply Pastor/Interim hired by Session	
6) Covenant of Agreement is signed & copied to COM	
The PNC	
1) Congregational meeting called by Session to elect PNC	
2) PNC elected	
3) Clerk of Session contacts liaison to help facilitate arrangements for organizational meeting for PNC	
4) PNC organized & oriented by COM liaison	
The Search	
1) Gather Data for Church Information Form (CIF) a) Congregational Vision Day – one day event run by Presbytery	
2) CIF completed	
3) CIF approved by Session	
4) CIF emailed to liaison or chair of Churches Seeking Pastors (CSP)	
5) CIF approved by COM	
6) CIF entered electronically onto Church Leadership Connection (CLC) website a) Church ID# and password is given to PNC chair or secretary by chair of COM b) CLC emails Clerk of Session, Chair of PNC and Chair of COM for their electronic signatures. Chair of COM can also generate Log-in ID & password for Clerk, if necessary	
7) CIF is officially online and emails are received using the computer's matching system	
8) PNC advertises position	
9) Receiving & screening PIFs	
10) PNC listening to sermon tapes	
11) PNC checking references	
12) Interviewing candidates by phone a) COM must meet with all candidates brought into the area even if it is an initial interview for the PNC.	
13) EP checks references & shares feedback with PNC.	
14) PNC visits candidates in his/her setting.	
15) PNC bringing candidates to area a) COM must meet with all candidates brought into the area b) Liaison or chair of CSP arranges meeting time with candidate and members of PNC	

c) COM receives candidate's CIF, Personal Faith Statement & Biography via email	
d) EP to EP reference check	
e) COM subgroup interviews all candidates brought to area	
16) PNC arranges for a neutral pulpit when necessary	
17) PNC chooses THE candidate	
18) Terms of call developed & agreed to by PNC & Candidate	
19) Liaison or CSP Chair or EP informed of choice so final background checks and other materials can be received as soon as possible.	
20) Terms of call reviewed by Session, if necessary for budgetary purposes	
21) Terms of call emailed to Stated Clerk of Presbytery for COM approval	
22) Final repairs/upgrades of the manse (if there is one) reviewed for completion	
23) EEOC information received from PNC	
24) All documents (revised Faith Statement, PIF, bio, criminal background check, child abuse clearance, signature on Presbytery sexual misconduct policy) in the hands of the Credentials subcommittee of COM	
25) Interview #2 of THE candidate of choice by COM subgroup	
26) Interview #3 of THE candidate of choice by COM	
a) Interviews #2 and #3 occur on the same day	
27) COM approves terms of call	
28) COM gives permission for candidate to candidate	
29) COM approval for congregational meeting is given	
a) Congregational Meeting <i>should not be called</i> until candidate is approved by COM	
The Conclusion	
1) Session calls the congregational meeting to vote on the candidate	
2) PNC introduces THE candidate to the congregation	
3) Congregation approves the call	
4) PNC requests CLC remove CIF from CLC website	
5) Presbytery approves the call (most likely this is the prior a COM action item 27)	
6) Installation commission approved (commission and service details found on website)	
7) Ordination/installation service set	
8) Presbytery installs pastor	
The Follow-Up	
1) Follow-up support	
2) New minister participates in presbytery's new member orientation	
3) Evaluation of positives in ministry done with EP, former liaison, former PNC and pastor w/in 6 months	
Congregational Updates	
<i>It is critical that the congregation be regularly informed about the search process</i>	
Moderator of Session:	
Phone: email:	
PNC chair:	
Phone: email:	
Liaison with COM:	
Phone: email:	
NOTES:	