**Process for Calling a Pastor**

(Revised 2/2019)

\*A more complete description of what this step involves may be found on the next page.

## STEP 11 - Writing Your MIF

1. Presbytery representatives meet with PNC for Training
2. Draft of MIF sent to COM for review and comment
3. PNC and Session consult, reach agreement on financial components of call
4. MIF approved by PNC, Session, and COM
5. MIF uploaded to CLC; decision on additional advertising options made

## STEP 12 - Considering Candidates

1. Presbytery representatives meet with PNC for training and orientation to completion of the search process.
2. PNC receives Personal Information Forms (PIFs) from Executive Presbyter.
3. PIFs reviewed by PNC. Please provide feedback about each batch.
4. Your MIF can be edited as needed. COM will review your changes.
5. Potential candidates selected and contacted as to interest and availability, sermon link obtained.
6. Sermons from candidates viewed/listened to by PNC while Presbytery reference checks conducted by Executive Presbyter. PNC may not conduct interviews until clearance is given by EP.
7. References checked by PNC.
8. Zoom interview(s) conducted--a 2nd interview may be conducted to follow up with additional questions.
9. Candidates invited for face to face interviews, area tour, and to preach in a “neutral pulpit.” COM/Executive Presbyter will set up location of neutral pulpit. After the neutral pulpit weekend, a Criminal/Credit Background Check will be conducted online and reported to COM.
10. When the candidate (and spouse?) visit the area, they will meet with COM representatives for a fit interview. Candidate will submit a one-page biography and a one-page faith statement.
11. Decision made on candidate; terms of call finalized in writing.
12. PNC notifies session that they are ready to present a candidate. Session calls a congregational meeting.
13. COM approves terms of call and timeline of transition.
14. Plans for a floor examination are made by JCP at a stated or called presbytery meeting.
15. Installation/ordination date is set in cooperation with the JCP moderator.

\* \* \*

MIF = Ministry Information Form

PIF = Personal Information Form

PNC = Pastor Nominating Committee

COM = Committee on Ministry

# Open and close each PNC meeting with prayer. A scripture reading will bring focus to your meeting. See daily readings at the bottom of the page, <https://www.presbyterianmission.org/devotion/daily/>

# Useful links

Church Leadership Connection

<http://oga.pcusa.org/section/mid-council-ministries/clc/ministry-information-form2/> This includes the blank form, instructions, definitions for writing your MIF

Your membership data, all in one place

<https://church-trends.pcusa.org/church/search/>

Demographic Data

<http://maps.nazarene.org/DemographicsPresbyterian/>

When you are matched with potential candidates, I encourage you to send your MIF and/or a paragraph or two about your church to them, and write or call to start a conversation. Let your PNC develop a strategy for starting conversations. If someone says they aren’t interested, try to learn as much as possible about why.

Your liaison is a resource for you.

If something isn’t working right, don’t struggle alone! Ask a question. Feel free to call the Church Leadership Connection. Questions are how I’ll continue to learn. If I don’t know the answer, I’ll ask someone else. COM and the presbytery want you to have support.