

PNC organization & orientation

1. Basic Time Flow:

Mission study 2-3 months

*COM ASSIST/TRAINING

Writing CIF 4 weeks

*Approved by Session

*Approved by Committee on Ministry

*COM ASSIST/TRAINING

Sorting PIF's 2-6 months

How to read/rank

Communicating with applicants

Letters to candidates who submitted PIF

Supplemental questions

Telephone interviews

Tapes/videotapes of sermons

Teleconferences

On-site visits at their site

Checking references

Questions to ask

Secondary references

Background checks

*COM ASSIST/TRAINING

Face to face interviewing 1-3 months

Questions to ask

*Schedule with COM

Neutral pulpit

COM interview

Deciding/Presenting

Extending an invitation

Negotiate terms of call

*Session approval

*COM approval

(basic time flow continued)

Ask Session to Call Congregational Meeting

Send letter/flyer of introduction to congregation

Plan an informal reception for Saturday prior to Candidating Sunday

Vote of congregation by written ballot

*Elect some to come to COM to attest to success of candidating and results of election

*COM ASSIST TRAINING

Plan for installation

* *Will require contact or approval from outside the APNC.*

2. Committee organization

Need for confidentiality throughout the process

AAEEO requirement: Committees on Ministry “shall provide for the implementation of equal opportunity for ministers and candidates without regard to race, ethnic origin, sex, age, marital status, or disability. In the case of each call, it shall report to the presbytery the steps in this implementation taken by the calling group.” (*Book of Order* G-11.0502g)

Election of PNC officers:

Chair

Secretary (1 or 2)

Internet contact

Schedule future meetings

Distribute *On Calling a Pastor* (version specific to Presbytery of the Twin Cities Area)

Alphabet Soup

PNC Pastor Nominating Committee

APNC Associate Pastor Nominating Committee

COM Committee on Ministry (Presbytery committee)

PIF Personal Information Form

CIF Church Information Form

CRS Church Referral Services

LEA Leadership Effectiveness Analysis

PDS Presbyterian Distribution Services

CLC Church Leadership Connection

SDQ Strategic Directions Questionnaire

TOC Terms of Call

PTCA Presbytery of the Twin Cities Area

WBL First Presbyterian Church, White Bear Lake, MN