

When a session decides to search for a new installed Pastor/HOS, they invite an Interim Pastor to guide the transition. The Interim Pastor helps the congregation to grieve the loss of their former Pastor, to review any changes in their community, to review its ministries, to make any adjustments in their organization, and to prepare the way for a new pastor. Session appoints a committee to conduct a mission study. After the study is completed and adopted by session, COM guides the process for the congregation to call a new pastor. The process for the interim period is outlined below.

**Email**

**Phone**

**Clerk:**

---

**PNC Chair:**

---

**COM Liaison:**

---

Date Completed		COM Use Only
	Pastor/Associate Pastor informs the Session that s/he wishes to resign.	
	Pastor notifies COM, the Resource Presbyter, or the Stated Clerk of Presbytery.	
	Session calls a Congregational Meeting to dissolve the pastoral relationship, approved by COM.	
	COM Chair assigns Liaison to work with Church through entire process.	
	Liaison meets with Session to discuss "what happens now?" Liaison discusses transitional possibilities (interim, stated supply pastor, CRE).	
	If they decide to proceed with calling an installed pastor, Session appoints a search committee (maybe Personnel Committee) to find an Interim Pastor.	
	Liaison assists in reviewing the work of the current pastor and the preparation of a position description and terms of call for approval by Session and COM.	
	The Search committee decides if they want to publicize nationally. If they do, the search committee writes a Mission Interpretation Form and sends it to Session and COM to approve. COM posts the MIF for the position on CLC, and provides access to referrals.	
	Liaison helps search committee publicize position and identify potential candidates, using AA/EEO guidelines.	
	A Presbytery to Presbytery (by Resource Presbyter or Stated Clerk) reference check is done on each candidate prior to any interviews.	
	After Interviews by the search committee, it is recommended the final candidate be interviewed by Session as well as to lead worship and to preach. Session acts on contract. A criminal background check is completed by the Stated Clerk of PNNE.	
	COM interviews candidate and transfers to the presbytery if she/he comes from outside the presbytery, and reviews policies regarding boundary training and dismantling racism. COM approves contract and transfers Presbytery membership of the candidate.	
	Once transitional pastor is in place, COM liaison meets with Session to review search process, and reviews the tasks of the interim during the transition.	
	Transitional pastor assists Session with issues of a mission study and answer: Who are we? Who is our neighbor? What is God's purpose and call for us?	
	Session approves mission study and seeks COM concurrence.	

	Session requests permission from COM to call a congregational meeting for election of a Pastoral Nominating Committee (PNC). Liaison reviews search process with session.	
	COM gives permission for congregation to elect a PNC, nominated by the Church Nominating Committee.	
	When nominees are secured, Session calls a meeting of congregation to elect PNC.	
	Congregation elects PNC.	
	Liaison orients PNC to the search process, and assists PNC in preparing the Ministry Information Form (MIF), including descriptions from the mission study.	
	COM liaison reviews completed MIF; makes recommendations as needed.	
	Session and COM approve the MIF.	
	COM provides info to PNC for placing MIF on the PCUSA web site and downloading PIFs.	
	Liaison orients PNC on AA/EEO and reading Personal Information Forms (PIF) and interviewing.	
	PNC receives PIFs, reviews them, interviews candidates virtually, and asks for a Presbytery to Presbytery reference check for candidates prior to face to face interviews	
	PNC conducts reference checks on final 3 or 4 candidates before site visit. Secondary references (not chosen by the candidate) should be consulted with permission.	
	Liaison and another COM member interviews final candidates when they are brought into the area. (for theology and fit and as reference for the candidate)	
	PNC selects the final candidate and negotiates terms of call (PNNE Call Form), which must meet or exceed the Minimum Terms of Call established in the Presbytery Policy on Minimum Compensation for Parish Ministers.	
	Stated Clerk secures a Criminal Background Check on final candidate.	
	COM approves the terms of call and interviews transferring members.	
	Session requests permission from COM to call a Congregational Meeting for a specific date in order to hear and act on the report of the PNC.	
	Session calls a Congregational Meeting.	
	PNC hosts welcome event on candidating weekend, the Candidate preaches in worship, and the congregational meeting approves the Call and dissolves the PNC upon installation.	
	COM presents the call to COM for concurrence and COM welcomes to the Presbytery, and helps to find a supportive group of pastors.	
	The Pastor begins ministry, sets date for Service of Installation, secures Commission, and recommends the Commission to the Presbytery Moderator	
	PNC hosts small group meetings to introduce pastor.	
	COM and Presbytery Leadership Commission approve the Administrative Commission and Installation date.	
	Presbytery installs Teaching Elder as Pastor/Associate Pastor of congregation.	

#### Glossary of Terms

**COM** Commission on Ministry, Presbytery commission with oversight of Churches and Teaching Elders

**MIF** Ministry Information Form, a church's resume form in the PCUSA

**PCUSA** Presbyterian Church (U.S.A.)

**PIF** Personal Information Form, a Pastor's resume form in the PCUSA

**PNC** Pastoral Nominating Committee. Congregation's Committee to search for a pastor