

## COM

### Checklist for congregations and Pastor Nominating Committees

There are several things that happen when a pastor leaves a position and many people involved. The following list takes into consideration the many steps involved when a pastor leaves a position, as well as the people involved. It is not necessarily a linear process where step one leads to step two, but it does represent a general flow of events.

#### Date

1. \_\_\_ Departing pastor notifies Pastor to the Presbytery.
2. \_\_\_ Departing pastor notifies session, may want COM representative in attendance
3. \_\_\_ **COM** liaison with churches takes an active roll.
4. \_\_\_ Departing Pastor is given the Statement of Ethics.
5. \_\_\_ Congregation votes to dissolve relationship. Statement of Ethics is published and read.
6. \_\_\_ **PP and COM** chair work with congregation Personnel Comm. or Session to begin looking for interim.
7. \_\_\_ **COM** liaison and/or additional **COM** members completes exit interview with pastor. Forms are available for exit interviews.
8. \_\_\_ **COM** liaison and/or additional **COM** members complete exit interview with Session (without pastor) and provides orientation to Session about vacancy process. Booklet On Calling a Pastor given (also available on PCUSA website).
9. \_\_\_ **PP** may preach Sunday after pastor leaves or closest possible date.
10. \_\_\_ Interim meets with **COM**, member of Session may accompany candidate. Statement of Faith and terms needed. If not moderator of Session **COM** will appoint one.
11. \_\_\_ Mission study is completed, if necessary. Liaison, **PP**, or interim may provide leadership.
12. \_\_\_ When **COM** is clear that congregation has clarity on mission statement **COM** gives permission to elect PNC. Booklet On Calling a Pastor given to PNC. Liaison helps organize and train PNC.
13. \_\_\_ PNC prepared Church Information Form (CIF) Approved by Session, and **COM** liaison in partnership with **COM** chair and GP.
14. \_\_\_ CIF posted with GA; ads posted if decided that ads would be used. May do this before CIF is posted.
15. \_\_\_ PIF's come in and are reviewed by PNC, which does reference checks. All secondary reference checks MUST have written permission from candidate. Forms are available.
16. \_\_\_ Final candidates PIF sent to **PP and COM** moderator for reference check with counterparts in candidate's presbyteries. Need at least two weeks time frame. Have Candidate sign and return to Presbytery office the background check release form. **PP** will do background checks as needed, criminal, financial, etc.
17. \_\_\_ **COM** will have 2-4 members meet with any candidates, who are brought in for interviews or neutral pulpits. This small group does pre-screening for fit. This also gives candidate opportunity to ask about NCIP. Also include one member from CPM if candidate is still under care and seeking a first call. **COM** approval must be done before the candidating service is scheduled
18. \_\_\_ Final candidate is approved, Statement of Faith obtained, and candidate meets with entire **COM** before congregational vote. Terms of call will be approved at this time. PNC encouraged to accompany candidate. Sexual Misconduct Policy signed by candidate.
19. \_\_\_ Congregation approves candidate and terms of call.
20. \_\_\_ Administrative Commission and date of installation chosen, approved by **COM**, (if to be ordained, **CPM** brought in).
21. \_\_\_ PNC meets with Session, and **COM** rep. to discuss expectations and agreement made during interview process.
22. \_\_\_ **COM** does exit interview with interim. Forms are available.
23. \_\_\_ **COM** does exit interview with Session.
24. \_\_\_ Administrative Commission installs/ordains pastor.
25. \_\_\_ Mentor is assigned.
26. \_\_\_ 3 month review with Session, PNC and New Pastor

COM COMMITTEE ON MINISTRY  
CPM COMMITTEE ON PREPARATION FOR MINISTRY  
PIF PERSONAL INFORMATION FORM  
PP PASTOR TO THE PRESBYTERY  
CIF CHURCH INFORMATION FORM  
NCIP NORTH CENTRAL IOWA PRESBYTERY