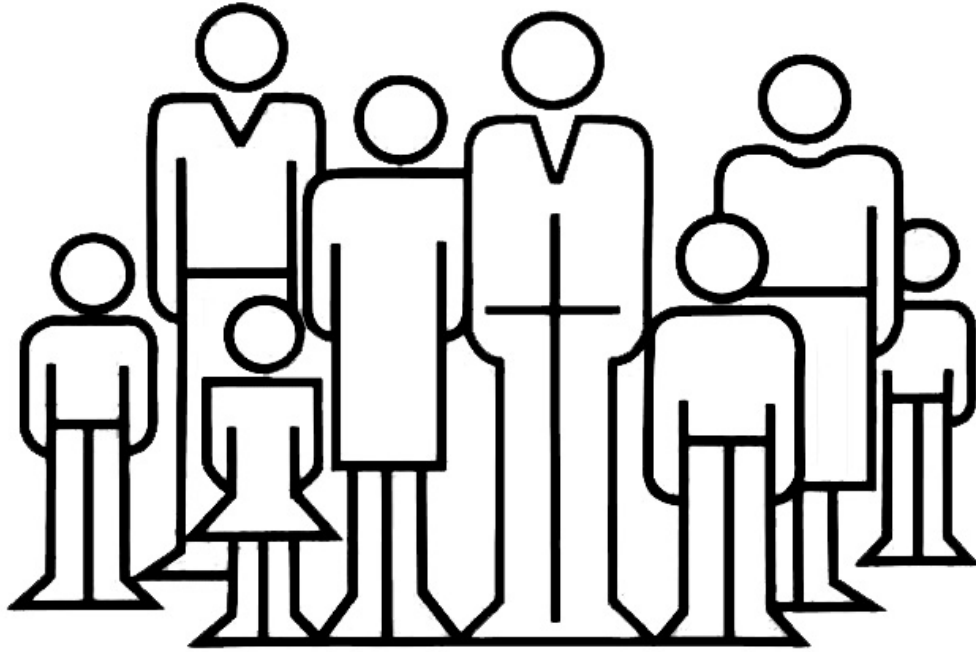


# **Are You Searching for a Pastor?**



## **Process, Procedures, and Papers for the Work of an Elected Pastoral Nominating Committee in The Presbytery of Carlisle**

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June 2016



After hours of deliberation the Pastoral Nominating Committee has an epiphany!



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"Basically, we're looking for an innovative pastor with a fresh vision, who will inspire our church to remain exactly the same."



# **Are You Searching for a Pastor?**

**A Resource provided by the Commission on Ministry  
Presbytery of Carlisle**

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Matthew 4: 18 - 22

*Jesus Calls the First Disciples*

As he walked by the Sea of Galilee, he saw two brothers, Simon, who is called Peter, and Andrew his brother, casting a net into the lake—for they were fishermen. And he said to them, ‘Follow me, and I will make you fish for people.’ Immediately they left their nets and followed him. As he went from there, he saw two other brothers, James son of Zebedee and his brother John, in the boat with their father Zebedee, mending their nets, and he called them. Immediately they left the boat and their father, and followed him.





## 2 Corinthians 4: 1-15

*Treasure in Clay Jars*

<sup>4</sup>Therefore, since it is by God's mercy that we are engaged in this ministry, we do not lose heart. <sup>2</sup>We have renounced the shameful things that one hides; we refuse to practice cunning or to falsify God's word; but by the open statement of the truth we commend ourselves to the conscience of everyone in the sight of God. <sup>3</sup>And even if our gospel is veiled, it is veiled to those who are perishing. <sup>4</sup>In their case the god of this world has blinded the minds of the unbelievers, to keep them from seeing the light of the gospel of the glory of Christ, who is the image of God. <sup>5</sup>For we do not proclaim ourselves; we proclaim Jesus Christ as Lord and ourselves as your slaves for Jesus' sake. <sup>6</sup>For it is the God who said, 'Let light shine out of darkness', who has shone in our hearts to give the light of the knowledge of the glory of God in the face of Jesus Christ.

<sup>7</sup> But we have this treasure in clay jars, so that it may be made clear that this extraordinary power belongs to God and does not come from us. <sup>8</sup>We are afflicted in every way, but not crushed; perplexed, but not driven to despair; <sup>9</sup>persecuted, but not forsaken; struck down, but not destroyed; <sup>10</sup>always carrying in the body the death of Jesus, so that the life of Jesus may also be made visible in our bodies. <sup>11</sup>For while we live, we are always being given up to death for Jesus' sake, so that the life of Jesus may be made visible in our mortal flesh. <sup>12</sup>So death is at work in us, but life in you.

<sup>13</sup> But just as we have the same spirit of faith that is in accordance with scripture—'I believed, and so I spoke'—we also believe, and so we speak, <sup>14</sup>because we know that the one who raised the Lord Jesus will raise us also with Jesus, and will bring us with you into his presence. <sup>15</sup>Yes, everything is for your sake, so that grace, as it extends to more and more people, may increase thanksgiving, to the glory of God.



*This section of the Book of Order defines the office of Teaching Elder and the categories of membership in a presbytery:*

## **Book of Order**

### **G-2.05 TEACHING ELDERS: THE MINISTRY OF THE WORD AND SACRAMENT**

G-2.0501 Teaching Elder Defined Teaching elders (also called ministers of the Word and Sacrament) shall in all things be committed to teaching the faith and equipping the saints for the work of ministry (Eph. 4:12). They may serve in a variety of ministries, as authorized by the presbytery. When they serve as preachers and teachers of the Word, they shall preach and teach the faith of the church, so that the people are shaped by the pattern of the gospel and strengthened for witness and service. When they serve at font and table, they shall interpret the mysteries of grace and lift the people's vision toward the hope of God's new creation. When they serve as pastors, they shall support the people in the disciplines of the faith amid the struggles of daily life. When they serve as presbyters, they shall participate in the responsibilities of governance, seeking always to discern the mind of Christ and to build up Christ's body through devotion, debate, and decision.

#### **G-2.0502 Presbytery and the Teaching Elder**

As the Lord has set aside through calling certain members to be teaching elders, so the church confirms that call through the action of the presbytery. The presbytery shall determine whether a particular work may be helpful to the church in mission and is a call to validated ministry requiring ordination as a teaching elder. In the performance of that ministry, the teaching elder shall be accountable to the presbytery. Teaching elders have membership in the presbytery by action of the presbytery itself, and no pastoral relationship may be established, changed, or dissolved without the approval of the presbytery.

#### **G-2.0503 Categories of Membership**

A teaching elder is a member of a presbytery and shall be engaged in a ministry validated by that presbytery, a member-at-large as determined by the presbytery, or honorably retired.

##### **a. Engaged in a Validated Ministry**

A validated ministry shall:

- (1) demonstrate conformity with the mission of God's people in the world as set forth in Holy Scripture, The Book of Confessions, and the Book of Order of this church;
- (2) serve and aid others, and enable the ministry of others;
- (3) give evidence of theologically informed fidelity to God's Word;

(4) be carried on in accountability for its character and conduct to the presbytery in addition to any organizations, agencies, and institutions served; and

(5) include responsible participation in the deliberations, worship, and work of the presbytery and in the life of a congregation of this church or a church in correspondence with the PC(USA) (G-5.0201).

When teaching elders are called to validated ministry beyond the jurisdiction of the church, they shall give evidence of a quality of life that helps to share the ministry of the good news. They shall participate in a congregation, in their presbytery, and in ecumenical relationships and shall be eligible for election to the higher councils of the church and to the boards and agencies of those councils. The presbytery shall review annually the work of all teaching elders engaged in validated ministries outside the congregation.

#### b. Member-at-large

A member-at-large is a teaching elder who has previously been engaged in a validated ministry, and who now, without intentional abandonment of the exercise of ministry, is no longer engaged in a ministry that complies with all the criteria in G-2.0503a. A teaching elder may be designated a member-at-large because he or she is limited in his or her ability to engage in a ministry fulfilling all of the criteria for a validated ministry due to family responsibilities or other individual circumstances recognized by the presbytery. A member-at-large shall comply with as many of the criteria in G-2.0503a as possible and shall actively participate in the life of a congregation. A member-at-large is entitled to take part in the meetings of the presbytery and to speak, vote, and hold office. The status of member-at-large shall be reviewed annually.

#### c. Honorably Retired

Upon request of a member of presbytery, the presbytery may designate the member honorably retired because of age or physical or mental disability.

*This section of our Book of Order defines the Presbytery's responsibility to examine each candidate seeking membership in the presbytery.*

Book of Order G-3.0306

#### Membership of Presbytery

Each presbytery determines the teaching elders who are its members and validates the ministries in which they are to be engaged. It shall be guided in this determination by written criteria developed by the presbytery for validating ministries within its bounds (G-2.0503a). The presbytery shall examine each teaching elder or candidate who seeks membership in it on his or her Christian faith and views in theology, the Sacraments, and the government of this church. The presbytery may designate teaching elders to work as teachers, evangelists, administrators, chaplains, and in other forms of ministry recognized as appropriate by the presbytery. Those so designated may administer the Sacraments at times and places authorized by the presbytery. Every teaching elder shall ordinarily be a member of the presbytery where his or her work is situated or of the presbytery where she or he resides. A teaching elder who is serving in a church outside the United States may, with the approval of the presbytery, accept membership in that church for the period of such service without affecting his or her membership in a presbytery of this church.



## Definitions of Pastoral Relationships

**PURPOSE:** Under the present Book of Order, presbyteries have the opportunity to give definition and specific descriptions to the teaching elders within their bounds. To that end, the Committee on Ministry of the Presbytery of Carlisle sets forth these definitions of pastoral relationships between teaching elders and congregations, along with the specifics as to how each type is characterized.

### INSTALLED PASTORAL RELATIONSHIPS

- Pastor
- Co-Pastor
- Associate Pastor
- Designated Pastor

All installed pastoral relationships require three partners: the teaching elder (hereafter named pastor) being called, the congregation extending the call, and the presbytery approving the call. Generally, an installed pastoral relationship is for an indefinite term and is filled through the search process with a properly constituted Pastor Nominating Committee elected by the congregation. After the Committee on Ministry approves the prospective candidate pastor, the committee authorizes the Session of the church to call a Congregational Meeting for the purpose of voting on the call of the pastor.

While an installed pastoral relationship is customarily for an indefinite term, there are occasions where it is advisable for a pastoral relationship to be designated for a term, the length of which is determined by action of the Committee on Ministry in consultation with the congregation and specified in the call. All conditions for a full call are required in such instances—i.e. a full and open search by a duly elected pastor nominating committee, examination by and concurrence of the Committee on Ministry, and an affirmative congregational vote. The only difference between such a call being for a designated period is that all parties agree to the time limitation in question. After the time limitation has been met, the Session of the church may petition the Committee on Ministry for additional designated time. Or, should the congregation so desire and vote affirmatively, a pastor in a designated position may be called with Committee on Ministry approval to an indefinite term as installed pastor.

As a general rule, a teaching elder in a position as associate pastor is not eligible to become the pastor in the church in which he or she is serving as **associate pastor**. **Any action to move an associate pastor to become the installed pastor must be achieved as outlined in the Book of Order (G 2.0504 c).**

### TEMPORARY PASTORAL RELATIONSHIPS

The Book of Order permits the presbytery to establish temporary pastoral relationships which do not carry a formal call or installation. In general, a temporary pastoral relationship is used when a congregation is without pastoral leadership, but for various reasons, calling a fully installed pastor is not possible. Any temporary pastoral relationship shall be set forth in a Covenant of Agreement between the temporary pastor and the Session of the church where the pastor will be serving. The Committee on Ministry shall approve any temporary pastoral relationship arranged by a Session.

An individual in a temporary pastoral leadership relationship may be a teaching elder, or a commissioned ruling elder. Since temporary pastoral leadership is arranged without a duly elected PNC and without a full and open search, no formal call shall be issued and no formal installation shall take place.

The Session takes the initiative to secure someone to provide temporary pastoral leadership when the congregation is without pastoral leadership. Occasionally, the Committee on Ministry may take the initiative to arrange for temporary pastoral leadership, with the involvement of the Session of the church.

The Book of Order leaves it to presbyteries to determine the appropriate titles for these temporary pastoral relationships. The Presbytery of Carlisle recognizes that there are varying circumstances when a church is in need of temporary pastoral leadership and that not all temporary pastoral relationships are alike. To respond to these various needs, the Presbytery has designated three temporary pastoral relationships:

- Interim pastor
- Temporary pastor
- Supply Pastor

An Interim Pastor has had special training for the unique ministry of serving churches in the midst of pastoral transition. An Interim Pastor is a teaching elder hired by a session to fill specific pastoral duties during a time when the church is without an installed pastor. These duties shall be outlined in a Covenant of Agreement between Session and Pastor and approved by the Committee on Ministry. **An interim pastor is the preferable option when a church needs time and leadership to bridge the transition between fully installed pastors.**

A Temporary Pastor<sup>1</sup> is a teaching elder already ordained for ministry, or a commissioned ruling elder<sup>2</sup>, who is placed in a temporary position defined by a Covenant of Agreement between Session and Pastor, and approved by the Committee on Ministry. When a ruling elder is commissioned as an appointed pastor, the plan included in the Carlisle Presbytery Leadership Handbook (VI, CLP – 1, 2) entitled Commissioned Lay Pastor Plan for the Presbytery of Carlisle shall be followed. **A temporary pastor is an option when a church is in need of pastoral leadership while searching for the next fully installed pastor.**

A Supply Pastor may be placed in a congregation to serve over a longer term than might be customary for a temporary pastor. There are some congregations which, for various reasons, find themselves in need of pastoral leadership for an unspecified amount of time but are unable to call a pastor to an indefinite term. Among the examples are congregations that have difficulty supporting a full time called pastor but still wish to continue as a congregation. The duties of the supply pastor shall be outlined in a Covenant of Agreement between Session and Pastor and approved by the Committee on Ministry.

The length of the term for any of the above people in a temporary pastor relationship may be up to twelve months. The term is renewable annually, with the approval of the Committee on Ministry.

Within the Presbytery of Carlisle, an individual serving in any temporary pastoral relationship is not eligible to become installed as Pastor or Associate Pastor in the church where he or she is serving. While the Book of Order gives presbyteries the flexibility to allow such teaching elders to become installed as Pastor or Associate Pastor in the church where they are serving, that exception calls for the presbytery's mission strategy to permit such exceptions. Any action to move a temporary pastor to become an installed pastor must be achieved as outlined in the Book of Order (G 2.0504 c).

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<sup>1</sup> The temporary pastor encompasses what had previously been referred to by one of these terms: Designated Pastor, stated Supply Pastor, Temporary Supply Pastor, Commissioned Lay Pastor and Parish Associate. These terms will no longer be used by the Presbytery of Carlisle.

<sup>2</sup> As defined in the **Book of Order**, G-2.10 Commissioning Ruling Elders to Particular Pastoral Service.



## Chart of ALL Pastoral Relationships in Presbytery of Carlisle

PASTOR/ ASSOCIATE/ CO-PASTOR	DESIGNATED PASTOR	TEMPORARY PASTOR	INTERIM PASTOR/ INTERIM ASSOCIATE PASTOR	SUPPLY PASTOR
<i>Called/Installed</i>	<i>Called/Installed</i>	<i>Provides pastoral leadership during time when a church is seeking a permanent pastor</i>	<i>Provides pastoral leadership &amp; helps guide church through time of transition</i>	<i>Church is not seeking an installed pastor, provides pastoral leadership</i>
PNC elected by congregation	PNC elected by congregation	Chosen by Session with Presbytery approval through COM	Chosen by Session with Presbytery approval through COM	Chosen by Session with Presbytery approval through COM
Open search process	Open search process	Search process probably limited	Search process probably limited	Search process probably limited
Called by congregation	Called by congregation for limited term; renewable	Hired by Session/ Congregation not involved	Hired by Session/ Congregation not involved	Hired by Session/ Congregation not involved
Terms of Call	Terms of Call	Terms of Call/ Covenant of Agreement outlining expected duties	Terms of Call/ Covenant of Agreement outlining expected duties	Terms of Call/ Covenant of Agreement outlining expected duties
Approved by COM	Approved by COM	Approved by COM	Approved by COM	Approved by COM
Permanent position	After completion of specified term, can be called as permanent pastor if search is open	May not be called as next installed pastor, associate pastor, or designated pastor	May not be called as next installed pastor, associate pastor or designated pastor	may not be called as next installed pastor, associate pastor or designated pastor

*Original chart inspiration came from Genesee Valley Presbytery*

### Pastor Emeritus or Pastor Emerita

When a Teaching Elder retires, and the congregation is moved by affection and gratitude to continue an association in an honorary relationship, it may, at a regularly called congregational meeting, elect him or her as Pastor Emeritus or Emerita, with or without honorarium, but with no pastoral authority or duty. This action shall be taken only after approval by the Committee on Ministry concerning the wisdom of this relationship. This action may take effect immediately following a two-year period of separation or at any time thereafter.

*Approved by Carlisle Presbytery- May 22, 2012  
Revised December 3, 2013*



### **The Work of the Commission on Ministry Liaison: Supporting a Pastoral Nominating Committee**

Under the *Book of Order*, the Commission on Ministry has the responsibility of counseling with all churches regarding calls for permanent pastoral relationships. Our Commission on Ministry carries out this responsibility primarily through those persons it appoints as liaisons to Pastoral Nominating Committees. Liaisons are teaching and ruling elders who have had experience in the process of calling a new pastor, and who have volunteered to share that experience and understanding with a congregation seeking a new pastor. The liaison, as the representative of COM, advises and supports the PNC as it goes about its work, and answers questions about the call process that the Session and PNC may have. Liaisons meet regularly with the PNC and they keep the COM informed of the PNC's progress. Liaisons serve as a vital communication link between the PNC and the COM. Liaisons are requested to provide a brief written report, via email to the Chairperson of the COM, each month concerning the status of the search process which they are supporting.

#### Checklist for the work of the COM liaison:

- ✓ Liaisons are formally appointed by action of our Commission on Ministry.
- ✓ Liaisons must be thoroughly familiar with the PC(USA) search process including the work of Church Leadership Connection and the process of our COM. Liaisons should have ready access to all the resources which may be needed by the PNC.
- ✓ Participate with the Executive Presbyter in the training and orientation meeting with the Pastoral Nominating Committee. This meeting is usually the PNC's first meeting after their election.
- ✓ Establish regular communication with the PNC usually via email with the PNC chairperson. Establish a good working relationship with the PNC with open lines of communication and easy accessibility.
- ✓ Acquaint yourself with the congregation and, if possible, participate in Sunday worship services and other church events.
- ✓ Establish a pattern of regular participation in the meetings of the PNC. It is suggested that the liaison attend meetings of the PNC at least quarterly and maintain monthly email communication.
- ✓ Help organize and participate in all COM Exam #1 with candidates. This includes helping to recruit the interview team and checking that all materials are distributed to the interview team. Normally, the COM liaison shall lead Exam #1.
- ✓ Provide a written report to the Chairperson of the COM summarizing the conversation and the recommendations of each COM Exam #1.

- ✓ Attend and participate in COM Exam #2. Shepherd the PNC through the Exam process.
- ✓ If possible, attend the meeting of the congregation when the candidate is presented for election.
- ✓ Meet with and welcome the new pastor soon after their arrival.
- ✓ If possible, attend the Installation service of the new pastor.
- ✓ Within six months, check in with the pastor and the Chair of the PNC.

## The Pastoral Nominating Committee: An Outline of Responsibilities

### Leadership

- Moderator
- Secretary: (Must be email capable.)

### Prayer Life

- Create a prayer team
- Create a commissioning and dedication service in worship
- Prayer and Bible study as a Committee

### Review the *Ministry Information Form*

- Review the *Church Leadership Connection* website ([pcusa.org/clc/index.htm](http://pcusa.org/clc/index.htm))
- Review the *Opportunity Lists*

### Gather Data

- Interview all staff
- Personnel Committee job descriptions
- Review mission statements and long range plans
- Define references for the position
- Define salary package with the Session

### Write your Ministry Information Form

- Seek approval of the Session
- Seek approval of the Commission on Ministry
- Upload on Church Leadership Connection website

### Define a procedure for reviewing *Personal Information Forms*

- Contact all candidates: Be professional and courteous!
- Sermon and worship leadership
- Supplemental questions

### Define an interview process

- Define questions
- Telephone interviews
- Contact references
- Visiting the candidate

### Define a process for on-site interviews

- Interview process and schedule
- Hospitality: meals and lodging
- COM Exam #1

### The final decision

- Background checks from the Commission on Ministry
- Negotiating the terms of call
- The *Pastoral Call Form*
- COM Exam #2

### Decision of the Congregation

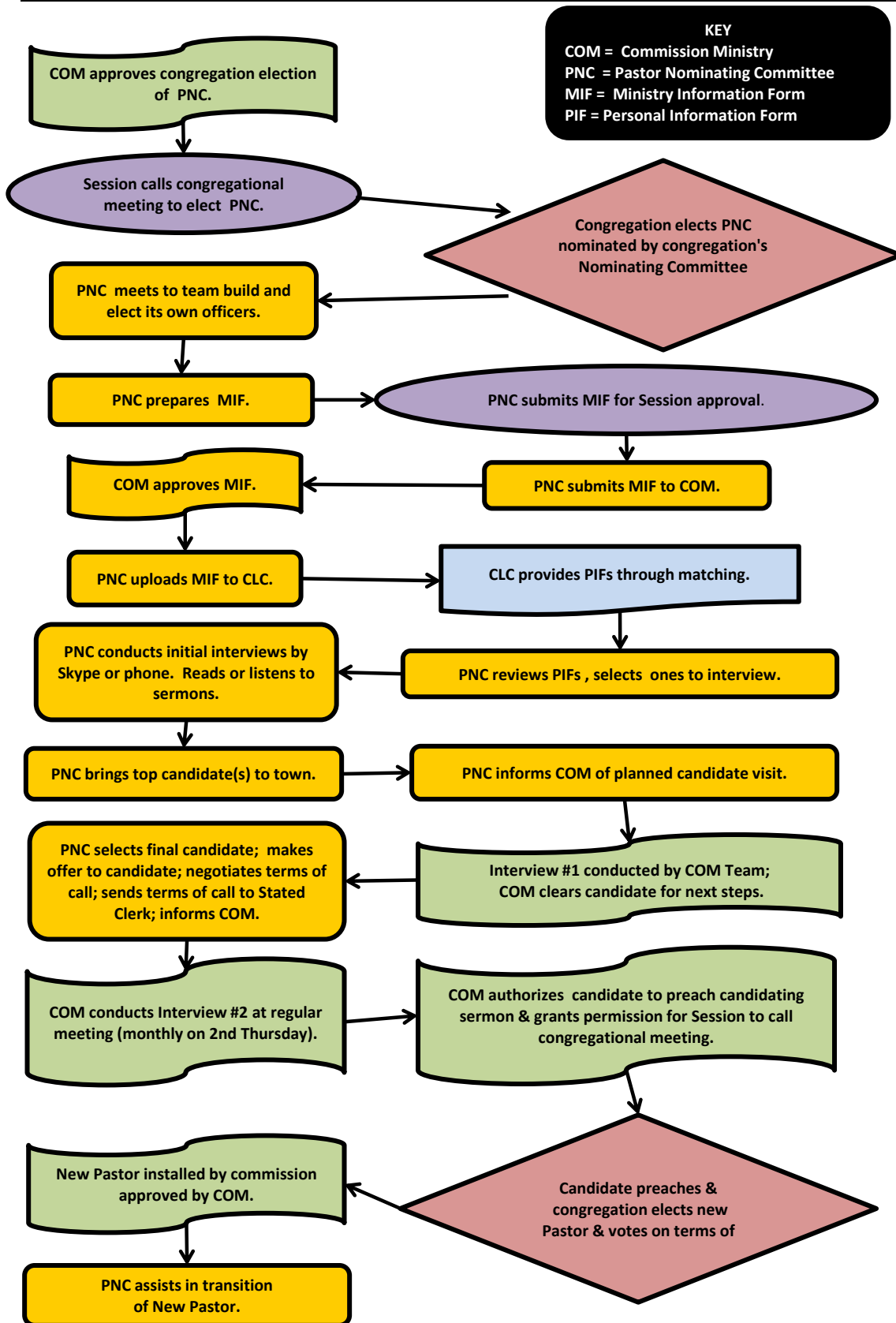
- Session calls a congregation meeting to elect
- Presentation of the candidate

### Installation

- Ongoing support and encouragement



## Steps to Call a New Pastor







## **Commissioning Service for the Pastoral Nominating Committee**

The Pastoral Nominating Committee has been charged with the important task of seeking a new pastor for the next chapter of pastoral leadership for this congregation. It is not a committee looking for a person to fill a job, but rather a group of persons seeking to discern God's call. It's both a difficult and a rewarding task because, when done well, it requires careful discernment of God's will and the movement of the Holy Spirit through this congregation. Working as a Pastoral Nominating Committee requires prayer, patience, perspective, creativity, organization, laughter, hospitality, and keen insight. I would like to invite the Pastoral Nominating Committee to come forward so we may commission them for this important task.

Minister: Will you, the members of the Pastoral Nominating Committee faithfully engage in the process of seeking an installed pastoral for (Church Name), prayerfully considering the needs of the congregation?

PNC: We will.

Minister: A successful process carefully evaluates the congregation's past and present in preparation for discerning the movement of the Holy Spirit in the promised future of this congregation. Will you seek to be honest about this congregation's past and present as you seek to discern this congregation's future?

PNC: We will.

Minister: Will you conduct the process with prayer, asking for God's guidance while also being willing to listen for God's response?

PNC: We will.

Minister: Will you seek to find a pastor using energy, imagination and love?

PNC: We will.

Minister to the congregation: Will you, the members of this congregation, pray constantly for the work of the Pastoral Nominating Committee?

Congregation: We will.

Minister to the congregation: Will you, the members of this congregation, grant the Pastoral Nominating Committee patience and peace while they do their work, knowing that this process, when done well, takes time?

Congregation: We will.

Continued next page

Prayer: Holy God, we lift up prayers for the Pastoral Nominating Committee as they engage in their work. We pray that they remember the past of this congregation, celebrating both the good times and recognizing the more difficult times in the life of the church. In the work of the present, we pray discernment for the true needs of this congregation and their ministry both now and in the future. Surround the members of this committee with wisdom, patience, prayer, peace, laughter and creativity.

We pray, too, dear God, for that pastor, who you have already chosen to serve this congregation. We pray that even as you placed the call to this church in the recesses of this person's heart that he or she begins the process of discernment with an open heart, a willing spirit and a keen sense of your presence.

We ask these prayers in Jesus' name, AMEN.

## **Introduction to the Examination Process:**

### **Reasonably, Responsibly Prayerfully, and Deliberately**

Any Teaching Elder seeking membership in the Presbytery of Carlisle shall be examined by our Commission on Ministry. The examination and decision to ordain and/or to install and/or admit to membership must comply with the requirements of the Constitution. Furthermore, the examination shall be conducted *reasonably, responsibly, prayerfully and deliberately*. For the sake of clarity, the Presbytery of Carlisle has sought to define these terms:

**Reasonably** (reasonable: fair and sensible; as much as is appropriate or fair; fairly good or average.) The examining committee shall exercise good judgment and sound sense in the exam process. Questions shall be pertinent to the situation under consideration (e.g. Service in a Congregation, Member at Large, other validated ministries, Honorably Retired) and directly related to the specific duties the examinee shall undertake.

**Responsibly** (responsible: having an obligation to do something, or having control over or care for someone; being the cause of something and so able to be blamed or credited for it; morally accountable for one's behavior; capable of being trusted.) The examining committee shall conduct itself in a trustworthy manner being accountable for its actions. Questions shall not be "leading" or phrased in such a manner as to elicit a specific or singular response. The examining committee may ask the examinee if he/she would like to share any specific reservations regarding Scripture or Confessional Standards of the PC(USA).

**Prayerfully** (prayerful: characterized by the use of prayer; given to prayer; devout.) All exams shall be opened and closed with prayer. The examining committee is most concerned with discerning God's will. We seek the guidance of the Holy Spirit to discover the suitability of the candidate or minister to the particular call. During difficult deliberations, the exam committee shall pause and pray for guidance, compassion and wisdom.

**Deliberately** (deliberate: done consciously and intentionally; careful and unhurried; as a verb, engaged in long and careful consideration.) The examining committee shall be intentional and conscientious in its questioning. It shall reach its decisions after careful consideration of all aspects of the exam.

All ministers and candidates seeking to join the Presbytery of Carlisle must participate in the exam process. This includes:

- candidates seeking ordination;
- ministers considering a call from a member church;
- any ministers considering a designated, interim or temporary position with a member church;
- ministers seeking transfer from another presbytery as a Member at Large;

- ministers seeking to validate a ministry;
- retired ministers seeking transfer from another presbytery;
- any non-member of the Presbytery wishing to be added to the Pulpit Supply List;
- a Ruling Elder seeking the position of a Commissioned Ruling Elder with a member church.

## Commission on Ministry

### Examination Process for Candidates for Installed Pastoral Positions

There is a two-step examination process for candidates seeking an installed position in our Presbytery. When the Pastoral Nominating Committee begins interviewing candidates, the PNC liaison should be aware and informed.

#### **Exam #1:**

When a candidate is brought to the church for a face-to-face interview, the Pastor Nominating Committee will also, through the PNC Liaison, request an examination with the Commission on Ministry. This is COM Exam #1. **The purpose of Exam #1 is to assure the involvement of the COM in partnership with the PNC for the selection process and to help discern sense of call, theological compatibility and competence in ministry for the position.**

The PNC liaison, with support from the Chairperson of the Commission on Ministry, will recruit an interview team of at least three members including at least one Teaching Elder. The COM Exam #1 will typically take place at the church as part of the schedule the PNC has defined with their candidate. This first interview will help to determine the “fit” between the candidate and the congregation, as well as provide an opportunity for the candidate to explore, with the COM interview team, any questions related to the congregation.

These materials must be provided to the COM interview team prior to the first interview:

- The PNC’s Ministry Information Form (MIF);
- The candidate’s Personal Information Form (PIF) including a Statement of Faith;
- A one page spiritual biography from the candidate;
- Confirmation that the presbytery-to-presbytery background check (typically provided by the Executive Presbyter) was completed.

The COM interview team will determine whether it is advisable for the PNC to continue to pursue the candidate or not, and it will provide this information to the PNC.

Format for COM Exam #1:

1. After introductions and a review of the Exam process, open with Scripture and prayer.
2. With the candidate and representatives of the PNC; the COM interview team will ask the candidate questions exploring sense of call, theology, sacraments, polity, leadership and self-care.
3. Excuse the members of the PNC, and meet with the candidate only:
  - Inquire about the particular challenges and context of the interviewing congregation and any previous questions that may need more consideration.

- Inquire about the candidate's commitment to the PC(USA) and if there are any serious differences with the current belief and practice of the denomination. How would these issues influence the candidate's ability to serve the congregation?
4. Excuse the candidate, and meet with the members of the PNC:
    - Discuss the discernment that has led the PNC to this candidate and what particular gifts and/or concerns they see at this time.
    - Share with the PNC any perceptions or concerns which the COM interview team may have discerned during the interview.
    - If the interview team discerns the candidate is not viable, this must be communicated immediately and directly to the PNC.
  5. Ask the candidate to return.
  6. Invite any questions or closing comments from the candidate and the PNC representatives.
  7. Close with prayer.
  8. The COM liaison will send a report, via email, to the Chair of the COM immediately concerning the COM Exam #1 which summarizes the perceptions and conclusions of the COM interview team.
    - If the interview team discerns the candidate is **not** viable, this must be clearly expressed in the report. In this case, the Chair of the COM will call the chair of the PNC as soon as possible.

### **Exam #2:**

When the final candidate has been selected by the Pastoral Nominating Committee, the candidate will meet with the full Commission on Ministry at its regular monthly meeting. This is COM Exam #2. This Exam will be part of the scheduled Commission on Ministry meeting which are held on the Second Thursday of each month at the Presbytery of Carlisle offices. The time of the Exam will be defined by the Chairperson of the COM. The members of the Pastoral Nominating Committee are encouraged to attend this Exam. Any travel expense for the candidate's attendance at Exam #2 will be paid by the PNC.

Prior to Exam #2, all the materials provided by the candidate for Exam #1 will be distributed to the full COM membership. In addition, the final candidate shall provide:

- Our Presbytery's Background Disclosure Form, which also indicates compliance with the Sexual Misconduct Policy of the Presbytery of Carlisle,
- A completed sign-off form giving permission to the Executive Presbyter to process a ScreenNow National Criminal Background check,
- A completed fingerprint-based FBI background check,
- The final candidate shall begin the process to acquire all required Pennsylvania background checks. Note: These checks may not be able to be processed until a

Pennsylvania residence is established. These checks must be processed as soon as possible with final certification provided to the Stated Clerk of the Presbytery.

- The Terms of the Call as approved by the Pastoral Nominating Committee.

Exam #2 provides an opportunity for the candidate to meet a larger number of members of the Presbytery, and will offer, in a spirit of collegiality, the occasion for more discussion regarding the candidate's relationship to the Presbytery and any issues related to the particular congregation.

The COM will create a time for conversation with both the candidate and members of the PNC separately. After Exam #2 the candidate and the PNC will be excused from the meeting.

The COM will determine whether or not:

- to grant permission for the candidate to be presented to and voted upon by the congregation. The COM will provide for a Moderator of the meeting of the congregation.
- to request for transfer from Presbytery of membership pending approval of call by congregation.

If the COM does not approve the candidate, the PNC may appeal to the Presbytery of Carlisle for final action.

If the candidate is to be ordained by Carlisle Presbytery these additional steps are necessary:

- members of the Committee on Preparation (CPM) may be included on the interview team for Exam #1,
- the candidate must have certification of a diploma from a theological institution accredited by the Association of Theological Schools and acceptable to the Presbytery,
- The candidate must be certified ready to receive a call by their presbytery's care committee,
- the Presbytery or a committee thereof shall hear the candidate preach a sermon,
- the candidate will be examined for ordination by the Presbytery in addition to the COM process.

Upon election by the congregation, the pastor-elect is introduced at the next Presbytery meeting and their Statement of Faith and spiritual biographical statement will be distributed to the Presbytery.





## Examination Questions:

Listed here are questions that may be used by Pastoral Nominating Committees, and also by our Commission on Ministry for both Exam #1 and Exam #2. The intent of these questions is to evoke a response, promote conversation and stimulate deeper exploration of a candidate's beliefs and convictions. There is not, nor should there be, a corresponding list of correct answers.

### EXPLORING YOUR CALL:

- 1) Describe for us your call to ministry? How has your call changed or developed through your career?
- 2) How do you maintain a close, intimate relationship with Jesus Christ now?
- 3) How do you maintain your spiritual, emotional and physical health?
- 4) How are you discerning a call to the position for which you are being considered?
- 5) What excites you about ministry in the context/situation for which you are being considered?
- 6) What gifts for ministry do you bring to this new ministry?
- 7) What specifically would you do in the first year of ministry in this context?

### THEOLOGY:

#### Trinity:

- 8) Imagine that you were conducting a confirmation class on the subject of the Trinity. How would you teach the class and how would you express your understanding of the Trinity?
- 9) Would you support replacing the traditional language of Father, Son, and Holy Spirit with more gender-inclusive language such as Creator, Redeemer and Comforter or Sustainer. How do you feel about gender-inclusive language?

#### Creation:

- 10) How do you understand sin and evil?
- 11) How do you understand the role of human beings in God's creation?

#### Person and Work of Christ:

- 12) How do you understand the person of Christ, the divinity and humanity of Jesus?
- 13) What is your understanding of the doctrine of atonement?
- 14) Describe how central is the death and resurrection of Christ to the Christian message?
- 15) How does God deal with the followers of other religions?
- 16) Explain your own understanding of Christology.
- 17) How important is Jesus to the church's worship, proclamation, life and mission?

#### Scripture:

- 18) Explain in your own words how you understand the authority of scripture.
- 19) Which of our confessions best expresses your understanding of biblical authority?
- 20) What is your favorite translation of the scriptures and why?
- 21) What does the Bible say about itself?

### Salvation by Grace through Faith:

- 22) How do you understand the Reformation teaching of justification by grace through faith?
- 23) Please describe your experience of God's grace and your growth in the Christian life.
- 24) How do you understand the doctrine of salvation?

### Election, Sovereignty, Stewardship, and the Transformation of Society:

- 25) How do you understand the relationship between grace and free will?
- 26) The earliest confession of the Church was "Jesus is Lord." How is Christ Lord in your own life and in society?
- 27) How important is God's sovereignty in your theology and faith?
- 28) Express your understanding of stewardship.
- 29) Election is a strong reformed theme. What do you understand by it?
- 30) How would you summarize the church's mission?
- 31) What does the term "priesthood of all believers" mean to you?

### Sacraments:

- 32) How do you understand the real presence of Christ in the Sacraments?
- 33) How often would you like to see the Lord's Supper celebrated in worship? Why?
- 34) Would you ever re-baptize someone?
- 35) How would you explain the nature of baptism to a child's parent(s)?
- 36) How would you instruct your congregation to receive the most benefit when celebrating the Lord's Supper?

### Polity:

- 37) What do you like about Presbyterian polity? How do you see the strengths and weaknesses of Presbyterian government?
- 38) What service have you rendered to the church beyond the local congregation? Did you find the work gratifying?
- 39) In what capacity would you like to serve the Presbytery of Carlisle?
- 40) How would you describe the state of our Presbyterian denomination today?
- 41) What are the greatest challenges facing our denomination?

### Other Theological Questions:

- 42) Identify two major theologians and how they have influenced you.
- 43) What is your favorite confessional statement and why?
- 44) What do you see to be the critical issues facing the church today?
- 45) Are there any doctrinal statements of our denomination with which you disagree and how would they affect your ability to serve the congregation?
- 46) What teachings or emphasis of John Calvin do you appreciate in our Reformed heritage?

## THE PRACTICE OF MINISTRY:

- 47) Explain your leadership style and give examples.
- 48) How do you understand the relationship between pastors and elders?
- 49) How do you practice self-care?
- 50) Could you explore with us how you “practice the presence” of God?
- 51) What is your opinion concerning the use of gender-inclusive language?
- 52) What are the growing edges in your ministry?
- 53) What new skills in ministry and life would you like to develop?
- 54) Are there any obstacles to your ordination or installation based on the standards for office contained in the Book of Order?

### Relationship to the Church:

- 55) In what ways is it important for you to be a Presbyterian?
- 56) The Presbyterian Church today, and many of our congregations, have a wide variety of perspectives and diversity on many different issues. How do you relate to such wide diversity?
- 57) Which aspect of a pastor’s job do you enjoy the most? Which do you struggle with?

### Personal Motivation for Ministry:

- 58) Describe some of your most important accomplishments. How did you go about reaching your goals?
- 59) How do you go about making yourself more effective in your work?
- 60) Describe conflicting demands on your time, and how you go about resolving them?
- 61) What energizes you in ministry?
- 62) What depletes your energy?

### Building Cohesion and Unity in the Church:

- 63) Describe a ministry situation where you felt particularly successful in accomplishing a goal important to you and the church?
- 64) Describe how you helped new members become part of the congregation?
- 65) Describe how you build corporate identity around the church and among the people?
- 66) Think back on your ministry and tell us about a time when you confronted a person or group of people who were undermining the unity of the church?
- 67) How do you feel when someone takes over your idea and changes it?
- 68) What have you done in such a situation?

### The ability to dream and create a vision:

- 69) Describe your current vision for the ministry you serve? How did others capture the vision?
- 70) Tell us about a time you built something from nothing?
- 71) Describe for us a time when you felt most clear about the ministry you were performing and what you were doing in the midst of that ministry?
- 72) Describe a situation that was stagnant or failing and how you stepped in to revitalize it.

Reaching out to the Unchurched:

- 73) Describe how you typically associate with unchurched people in your community?
- 74) How do you convey a positive Christian witness without demeaning unchurched people?
- 75) What does Jesus mean in your life?
- 76) How have you done outreach and evangelism in your ministry?
- 77) How do you talk about your faith with someone who has no church commitment?



**PRESBYTERIAN CHURCH (U.S.A.)  
CHURCH LEADERSHIP CONNECTION  
100 WITHERSPOON STREET  
LOUISVILLE, KY 40202-1396  
Toll Free 1-888-728-7228 ext. 8550  
Fax # (502) 569-5870  
[www.pcusa.org/clc](http://www.pcusa.org/clc)**

## MINISTRY INFORMATION FORM

Ministry ID \_\_\_\_\_

Ministry Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email \_\_\_\_\_

Web site \_\_\_\_\_

### Congregation or Organization Size(Select one)

- ☐ Under 100 members  
☐ 101 - 250 members  
☐ 251 - 400 members  
☐ 401 - 650 members  
☐ 651 - 1000 members  
☐ 1001 - 1500 members  
☐ More than 1500 members  
☐ N/A

Average Worship Attendance \_\_\_\_\_



**Church School Attendance** \_\_\_\_\_

**Church School Curriculum** \_\_\_\_\_

☐ Check if certified as eligible for participation in the Seminary Debt Assistance Program

**Ethnic Composition Of Congregation** *(in whole %):*

*Enter the percentage of each racial ethnic component of your congregation.*

\_\_\_\_\_ American Indian or Alaska Native

\_\_\_\_\_ Asian

\_\_\_\_\_ Black or African American (African Native, Caribbean)

\_\_\_\_\_ Hispanic Latino/Latina, Spanish

\_\_\_\_\_ Middle Eastern

\_\_\_\_\_ Native Hawaiian or Other Pacific Islander

\_\_\_\_\_ White

Other \_\_\_\_\_

Presbytery \_\_\_\_\_ Synod \_\_\_\_\_

**Community Type (select one)**

\_\_\_\_\_ College

\_\_\_\_\_ Rural

\_\_\_\_\_ Suburban

\_\_\_\_\_ Small City

\_\_\_\_\_ Town

\_\_\_\_\_ Urban

\_\_\_\_\_ Village

\_\_\_\_\_ Recreation

\_\_\_\_\_ Retirement

\_\_\_\_\_ N/A

**Clerk of Session Contact Information:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Preferred Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

E-mail \_\_\_\_\_ FAX \_\_\_\_\_



**\*Select below the position to be filled and the minimal number of years of experience required (e.g. no experience, first ordained call, up to 2 years, 2-5 years, 5-10 years, or above 10 years)**

<b><u>Years of Experience</u></b>	<b><u>Position Type</u></b>	<b><u>Years of Experience</u></b>	<b><u>Position Type</u></b>
	Solo Pastor		General Assembly Staff
	Head of Staff (Multi-staff Pastor, who supervised two teaching elders and other staff)		Church Business Administrator
	Head of Staff (supervised one teaching elder and other staff)		Executive Director
	Associate Pastor (Christian Education)		Director of Music (non-ordained)
	Associate Pastor (Youth)		Minister of Music (ordained)
	Associate Pastor (Other)		Mission Co-worker (International)
	Pastor (Church Planter, New Worshipping Community)		Christian Educator (Certified)
	Pastor (Transformation/Redevelopment)		Christian Educator (non-certified)
	Pastor Interim		Administrator
	Pastor ( for a designated term)		Funds Developer
	Pastor (Other Temporary i.e., Supply, Student)		Finance Manager
	Pastor, yoked/parish		Media Specialist
	Co-pastor		Communicator
	Executive Pastor		Coordinator
	Evangelist or Mission Pastor		Youth Director (non-ordained)
	Bi-vocational/Tentmaker		Other
	Chaplain		
	Pastoral Counselor		
	College/Seminary Faculty		
	Seminary Staff		
	Campus Ministry		
	General Presbyter/Executive Presbyter Presbytery Leader		
	Stated Clerk (Presbytery)		
	Synod Executive		
	Mid-Council Program Staff		



You may also specify the position title (if appropriate) \_\_\_\_\_

**\*Employment Status**

\_\_\_\_\_ Full Time      \_\_\_\_\_ Part Time      \_\_\_\_\_ Open to Either  
 \_\_\_\_\_ Bi-vocational (able to provide employment through outside partnership)

**Is this a yoked congregation?** \_\_\_\_\_ No      \_\_\_\_\_ Yes

(If yes, please complete the Yoked Congregation Detail Form.)

**Clergy Couple** (Are you open to a clergy couple?) Yes \_\_\_\_\_ No \_\_\_\_\_

**Certification/Training** (check below the desired certification or training needed for the position):

<b>Interim/Transitional Ministry Training</b>	_____	<b>Interim Executive Presbyter Training</b>	_____
<b>Certified Christian Educator</b>	_____	<b>Certified Business Administrator</b>	_____
<b>Certified Conflict Mediator</b>	_____	<b>Clinical Pastoral Education Training</b>	_____
<b>Other</b> _____			

**Language Requirements**

_____ English	_____ Spanish	_____ Korean	_____ French
_____ Arabic	_____ Armenian	_____ Creole	_____ Portuguese
_____ Japanese	_____ Russian	_____ Swahili	_____ Burmese
_____ Cambodian	_____ Indonesian	_____ Laotian	_____ Thai
_____ Vietnamese	_____ Taiwanese	_____ Cantonese	_____ Mandarin Chinese
_____ Twi	_____ Sign Language	_____ Other	

**Statement of Faith Required** \_\_\_\_\_ Yes      \_\_\_\_\_ No

**Mission Statement**

What is your congregation's or organization's Mission Statement?





## NARRATIVE QUESTIONS

*(For each narrative question, please limit your responses to no more than 1500 characters including spaces and punctuation.)*

1. What is the congregation's or organization's vision for ministry? Additionally describe how this vision is lived out.
2. How do you feel called to reach out to address the emerging needs of your community or constituency?
3. How will this position help you to reach your vision and mission goals?
4. Provide a description of the characteristics needed by the person who is open to being called to this congregation and/or organization.
5. For what specific tasks, assignments, and programs areas will this person have responsibility?

### OPTIONAL LINKS

Provide below any links to online information that may help call seekers understand your congregation or organization. (e.g. *organization or community websites, online newsletters, demographic information*) Please note the CLC system does not warehouse links. (Limit characters to 500)



## \*LEADERSHIP COMPETENCIES

(Select 10 leadership competencies from the list below that are required for the position.)

THEOLOGICAL/SPIRITUAL INTERPRETER			
	<b>Compassionate</b> – having the ability to suffer with others; being motivated by others pain and is called into action as advocate; is motivated by caring for others while concurrently keeping the organizational goals clearly in focus.		<b>Hopeful</b> – maintains stability in the moment and hope for the future; provides direction, guidance, and faith when describing basic needs; and helps followers to see a way through chaos and complexity.
	<b>Preaching and Worship Leadership:</b> Is a consistently effective preacher and worship leader; is able to inspire from the pulpit; communicates a clear and consistent message through sermons that are carefully prepared and artfully delivered; projects the identity and character of the congregation through worship leadership presence.		<b>Spiritual Maturity:</b> Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk and by responding with faithfulness of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.
	<b>Lifelong Learner</b> – individuals who use every experience in life as a potential tool for growth; one who pursues continuing education; and those who build on strengths and seek assistance to improve weaknesses.		<b>Teacher</b> – creates learning environments where students are active participants as individuals and as members of collaborative groups; designs lesson plans that teach concepts, facts, and theology; effectively uses multiple learning tools to reach a wide variety of learners; revises instructional strategies based upon ministry/organization context.
COMMUNICATION			
	<b>Communicator</b> - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.		<b>Bilingual</b> – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.
	<b>Public Communicator</b> - Demonstrates a comfortable ease when speaking in a variety of settings (both small and large groups); is effective at addressing a variety of topics; can get messages across with the desired effect.		<b>Media Communicator:</b> Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)
	<b>Technologically Savvy</b> - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.		



### ORGANIZATIONAL LEADERSHIP

<b>Advisor</b> – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.	<b>Change Agent</b> – having the ability to lead the change process successfully; anchoring the change in the congregation's/organization's vision and mission.
<b>Contextualization</b> – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.	<b>Culturally Proficient</b> – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.
<b>Externally Aware</b> - identifies and keeps informed of the polity of the church and/or the organization; maintains current with laws, regulations, policies, procedures, trends, and developments both internally and in the larger society.	<b>Entrepreneurial</b> - leaders that are creative in using resources; identifies opportunities to develop; is willing to take risks, initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.
<b>Risk Taker</b> – persons with the ability to take appropriate risk to accomplish needed goals; one who thinks outside the box and who is not afraid of challenging the status-quo.	<b>Task Manager</b> - Assures that effective controls are developed and maintained to ensure the integrity of the organization; holds self and others accountable for rules and responsibilities; can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget; and monitors and evaluates plans, focuses on results and measuring attainment of outcomes.
<b>Willingness to Engage Conflict:</b> Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can identify common ground and elicit cooperation from others in crafting mutual solutions.	<b>Decision Making:</b> Makes effective decisions, balancing analysis, wisdom, experience, and judgment; is aware of the long term implications of choices made; is generally regarded as offering solutions and suggestions that are correct and effective.
<b>Organizational Agility:</b> Is astute about how congregations and/or organizations work; knows how to get things done through formal and informal channels; understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy.	<b>Strategy and Vision:</b> Sees ahead clearly, keeping focused on the larger picture; can anticipate future consequences and trends accurately; is future oriented; casts a compelling and inspired vision for a preferred future; sees possibility; crafts breakthrough strategies.
<b>Financial Manager</b> – deliver results by maximizing organizational effectiveness and sustainability through the best use of available financial resources; allocates and manages finances transparently; implements strategies to achieve operational efficiencies and value for money; puts in place rigorous and comprehensive financial accountability systems.	<b>Funds Developer</b> – maintains the ability to solicit donations used to fund the budget of the organization; effectively expresses the needs for funds to potential donors; responsible for adding new potential donors to the organization's contact list; prepares statement of planned activities and enlists support for mission initiatives.
<b>Collaboration:</b> Has a natural orientation toward getting people to work together; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; creates strong feelings of belonging among group members; is a good judge of talent and can accurately assess the	



	strengths and limitations of others.	
<b>INTERPERSONAL ENGAGEMENT</b>		
	<b>Interpersonal Engagement</b> - Displays a consistent ability to build solid relationships of trust and respect inside and outside of the organization; engage people, organizations, and partners in developing goals, executing plans, and delivering results; use negotiation skills and adaptability to encourage recognition of joint concerns, collaboration, and to influence the success of outcomes.	<b>Bridge Builder</b> – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.
	<b>Motivator</b> - Creates and sustains an organizational culture which permits others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well; and influences others toward a spirit of service and meaningful contributions to mission accomplishment.	<b>Personal Resilience:</b> Learns from adversity and failure; picks up on the need to change personal, interpersonal, and leadership behaviors; deals well with ambiguity; copes effectively with change; can decide and act without having the total picture; comfortably handles risk and uncertainty; seeks feedback; expresses personal regret when appropriate
	<b>Initiative:</b> Demonstrates ambition is highly motivated; is action oriented and full of energy for things seen as challenging; seizes opportunity; pushes self and others to achieve desired results.	<b>Flexibility</b> - Adapts behavior and work methods in response to new information, changing conditions, unexpected obstacles, or ambiguity; remains open to new ideas and approaches; and works concurrently on related and conflicting priorities without losing focus or attention.
	<b>Self Differentiation:</b> Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a less- anxious presence in the midst of turmoil; is not overly dependent upon outside affirmation; works to build a strong personal support system.	

**\*COMPENSATION AND HOUSING:** *A range is needed for matching purposes. The maximum salary is not published anywhere. Effective salary is cash salary plus housing allowance or manse value and other compensation considered “effective salary” by the Board of Pensions of the PC (U.S.A.)*

See Effective Salary Definition at [Board of Pensions](#).

Minimum **Effective** Salary \$ \_\_\_\_\_

Maximum **Effective** Salary \_\_\_\_\_

Housing Type \_\_\_\_\_ Manse

\_\_\_\_\_ Housing Allowance

\_\_\_\_\_ Open To Either (Manse or Housing Allowance)

\_\_\_\_\_ Not Applicable (*For Non-pastoral Positions Only*)



### **\*EQUAL EMPLOYMENT OPPORTUNITY**

The unity of believers in Christ is reflected in the rich diversity of the Church's membership. In Christ, by the power of the Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore, no place in the life of the Church for discrimination against any person. The Presbyterian Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than stated in this Constitution. (F-1.0403)

Each Pastor Nominating committee and Search committee is expected to undertake its search for a Teaching Elder in a manner consistent with the good news that in the church "*....as many of you as were baptized into Christ have put on Christ. There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female; for you are all one in Christ Jesus.*"

Has the Pastor Nominating Committee and Search Committee affirmed its intention to follow the Form of Government in this regard?

\_\_\_\_ Yes

\_\_\_\_ No

### **REFERENCES (Limit 3)**

**Below, please list three persons who know your congregation. You might list your Presbytery leadership, a neighboring pastor, or other persons whom you believe can give a clear and accurate reference for your congregation.**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Relation \_\_\_\_\_

E-mail \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Relation \_\_\_\_\_

E-mail \_\_\_\_\_



Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone Numbers \_\_\_\_\_  
 Relation \_\_\_\_\_  
 E-mail \_\_\_\_\_

**\*Pastor Nominating Committee/Search Committee Chairperson/Mid-council Search Committee Chairperson:**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Preferred Phone \_\_\_\_\_  
 Alternate Phone \_\_\_\_\_  
 E-mail Address for PNC Communications (required): \_\_\_\_\_

**ENDORSEMENTS**

Pastor Nominating Committee/

Search Committee \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

Presbytery \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

## **Manse Inspection Policy**

The Committee on Ministry (COM) will cover half the cost of Commercial home inspections for manses used by churches for compensation. The inspection should be done by a business located in the community of the church, chosen by the PNC and approved by the CSP subcommittee. (Approved August 2006)

If a congregation owns a manse and intends on using that manse as part of the compensation package for their next pastor then they are to have that manse inspected by a commercial home inspection service in their area. A Radon inspection shall be included in the inspection process. COM will cover half the cost of the home inspection and Radon test.

- COM will pay half of the expense of the initial inspection.
- COM will pay for half of the expense of a Radon test
- Any maintenance or abatement issues are the responsibility of the congregation.
- The commercial home inspector will be chosen by the PNC.
- The Churches Seeking Pastors (CSP) Subcommittee must approve the home inspector.
- Contact the CSP Chairperson with the name and phone number of the commercial home inspector that the PNC would like to use and the CSP will get approval hopefully within 24 hours.
- Manse inspections should be done fairly early in the vacancy process so that any needed work can be done before the new pastor arrives.
- This includes manses that are being listed as optional under housing or housing allowance.

*Approved, May 12, 2011*





## Congregational Meeting for Calling a Pastor/Associate Pastor (A Sample)

### Notes

1. The Clerk of Session is responsible for taking minutes of the meeting.
2. Although not required, it is strongly suggested that the voting be done by secret ballot. The Clerk of Session is responsible for preparing the ballots.
3. A minimum of three (3) Tellers to count the vote need to be appointed by the Moderator, or Session. *Suggestion: 1 member of Session (acts a Chair of Tellers), 1 member of the Pastor Nominating Committee (PNC), 1 member from the Congregation.*
4. The Candidate should be asked to leave the room and be escorted by someone the Session has selected, i.e. member of the PNC or other person.

### Call of the Meeting

- The Moderator calls the meeting to order and states the reason for the meeting.  
*"The Session of (Church), upon the authorization of the Commission on Ministry of Carlisle Presbytery, and at the request of the Pastor Nominating Committee, voted to call a Congregational Meeting for (Date/Time) for the purpose of hearing and acting upon the report and recommendations of the PNC, and conducting such business that pertains thereto. Also, proper notice has been given to the congregation."*
- **The Moderator opens the meeting with prayer.**

### Quorum

The Moderator calls upon the Clerk to attest that a quorum is present. (10% of the Active Members)

### Report and Recommendation from the PNC

- The Moderator calls upon the Chair of the PNC.
- The Chair of the PNC makes a motion to Call the Candidate to be Pastor/Associate Pastor of (Church Name) and to approve his/her Terms of Call. (A second is not needed, because the motion is coming from a committee (PNC))

**Suggestion:** Have copies for the congregation of the Terms of Call, Biography, Statement of Faith and other information the PNC may deem important.

The Moderator opens the floor to members of the congregation for discussion and questions. At this time questioning the PNC about the candidate is appropriate.

### Calling the Question

When there are no further questions or discussion, the Moderator should ask the congregation if they are ready to vote. *(Remember, if someone is properly recognized by the Moderator, "calls for the question" and receives a second, the first vote is to end debate. If the congregation votes to end debate, then the congregation can proceed to vote on the Call")*

### Tellers

The Moderator publically announces the names of the tellers and asks them to please come forward.

(continued next page)

## Voting Instructions

- The Moderator states, who is eligible to vote  
Each person on the Active Roll of (Church Name) and is in attendance is entitled to vote.
- Secret/written ballot - no signatures requested
- Proxy voting not permitted.
- Put only "Yes" or "No" on the ballot (Yes if in favor of calling the candidate, No if not in favor of calling the candidate)
- And **REMEMBER:** The congregation is voting solely on the candidate and the **Terms of Call**.
- A majority of those present and voting is required to elect.

**Distribution of Ballots**      The Tellers collect the ballots.

## Collection of Ballots

The Tellers will collect the Ballots and go to a designated location to count the ballots. The Tellers should be instructed to report the results in writing to the Moderator.

**Singing of Hymns** (while ballots are being counted)

## Vote reported

Results reported to Moderator in writing. If significant "No" votes (more than 2%), the Moderator should direct a teller or the PNC chair to give this information to the candidate before announcing the vote to the congregation. If there is any response, this should be reported to the Moderator.

## Announcement

**Moderator** announces the vote to the Congregation.

Moderator declares the candidate to be elected: **You have elected (Candidates' Name) to become the (Position) of (Church) at the time of (her/his) installation.**

**PNC Thanked** Members of the PNC may be recognized with a motion of thanks for a job done well.

**Candidate Returns** to hear the results of the election, accept the call, and receive congratulations.

**Motion** Which says that the Congregation authorizes the Session to review and approve the minutes of the meeting, and to place the minutes in permanent records of the Church.

**Motion** stating that this special meeting of the congregation is adjourned.

## Benediction & Closing Prayer

It is appropriate for the Moderator to call upon the Candidate to pronounce the Benediction and Closing Prayer.

**Persons to Sign the official Call Papers, that the Chair of the PNC returns to the Stated Clerk of the Presbytery no later than one week after the meeting.**

1. Members of the PNC, minimum of three but all may sign
2. The Moderator also signs call papers
3. The Candidate.

**2017 Minimum Terms of Call  
for Teaching Elders (Ministers of the Word and Sacrament)  
The Presbytery of Carlisle  
3040 Market Street, Suite #1  
Camp Hill, PA 17011**

Presbytery is required to establish Minimum Terms of Call for ministers serving within their jurisdiction (G-2.0804). The Minimum Terms of Call effective on all Calls as of January 1, 2017 are noted below. Sessions are required to annually review the adequacy of compensation for all their staff (G-2.0804). Presbytery **voted not to increase** the Minimum Effective Salary for 2017. **However, when reviewing compensation, it is suggested that Sessions and Congregations take into consideration the value of the ministry their pastor (s) is doing and consider an increase in their compensation.**

**Effective January 1, 2017**

Allocation of the following items will be determined by the individual situation. Pastors and churches may vary how the total of items 1-5 is distributed. **For example**, if the total Salary and Housing (Lines 1 and 2) is \$60,000, the pastor could request the church to designate any combination equaling the \$60,000 figure.

1. Annual Cash Salary (including employees contributions to 403(b) plans, tax sheltered annuity plans)
2. Housing, utility and furnishings Allowances
3. Employing organization contributions to 403 (b) plans, tax sheltered annuity plans.\*
4. Bonuses, overtime pay, unvouchered professional expenses allowance, gifts from employing organization.
5. Other allowances (for example medical deductible, SECA in excess of 7.65% of Effective Salary.\*\*
6. Manse Value- (*Board of Pensions regulations require that "Manse Value" must be at least 30% of Lines 1-5 for members residing in employer provided housing*) **Do not include utilities paid directly by the church.**
7. **Total Effective Salary (Lines 1-6)**  
**Minimum Effective Salary for 2017: \$50,102.00**

**Other Minimums**

**Board of Pensions Benefit Plan- Dues are 36.5% of Effective Salary- Line 7 (*excluding Employer Contributions – [Line 3 of Report Form]*) **PLEASE NOTE: FOR PASTORS WORKING LESS THAN FULL TIME, DUES ARE FIGURED DIFFERENTLY. CONTACT THE STATED CLERK FOR GUIDANCE IN THIS SITUATION.****

**Vacation-** 30 days to include a minimum of 4 Sundays. Those part-time also receive 30 days.

**Continuing Education Allowance-** \$1000 per year- may accumulate to \$3000.

**Continuing Education Leave-** 14 days including 2 Sundays annually, may accumulate to 42 days.

**Travel Allowance-** Current allowable IRS rate

**Spiritual Renewal-** One (1) day per quarter (not a Sunday) for spiritual renewal and development

Allowances are to be vouchered rather than given as direct payments to clergy because of IRS regulations.

**\*Employer Contributions.** If a church matches a Pastors contributions (withheld from pay) to a 403 (b) plan etc. that amount must be excluded from Total Effective Salary- Line 7- when figuring Board of Pensions Dues)

**\*\*Medical Deductible:** Churches should establish either a Health Flexible Spending Account or a Health Reimbursement Arrangement. Information can be found with the Board of Pensions. Churches may cover the medical deductible for their clergy and family.

**\*\*\*Social Security Self-Employment Contributions Act (SECA) Offset.** The Committee on Ministry encourages congregations to assist their pastor (s) by paying the amount equal to the normal portion of Social Security an employer would pay on an employee's salary. Currently that amount is 7.65% of **Effective Salary**. This SECA offset is considered income when calculating federal taxes.



**PRESBYTERIAN CHURCH (U.S.A.) – PRESBYTERY OF CARLISLE****Pastoral Call Form**

The Congregation of (Name of Church) \_\_\_\_\_ of ( City and State) \_\_\_\_\_ (Pin #) \_\_\_\_\_ being well satisfied with your qualification for ministry and confident that we have been led to each other by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls you: (Name) \_\_\_\_\_ to undertake the office of \_\_\_\_\_ of this congregation, beginning date \_\_\_\_\_, promising you in the discharge of your duty all proper support, encouragement and allegiance in the Lord.

So that you may be free to devote yourself full-time \_\_\_ part-time \_\_\_ to your Ministry among us as a Teaching Elder we promise and obligate ourselves to pay you yearly, in regular monthly payments, all items noted in lines 1-4 below. Further, we promise to provide you, on a yearly basis, additional items as enumerated in lines 5-12 below. We further promise and obligate ourselves to review with you annually the adequacy of this compensation.

**Effective Salary**

1. Annual Cash Salary (inc. employee's contributions to 403 (b) plans, tax sheltered annuity plans) \$ \_\_\_\_\_
2. Housing, utility and furnishings allowances \$ \_\_\_\_\_
3. Employing organization contributions to 403(b) plans, tax-sheltered annuity plans. \$ \_\_\_\_\_
4. Bonuses, overtime pay, unvouchered professional expenses, gifts from employing organizations \$ \_\_\_\_\_
5. Other allowances (for example medical deductible, SECA in excess of 7.65% of Effective Salary) \$ \_\_\_\_\_
6. Manse Amount- (*where applicable*) **Do not Include Utilities paid by the church** \$ \_\_\_\_\_  
(must be at least 30% of Lines 1-5 for members residing in employer provided housing)
7. **TOTAL EFFECTIVE SALARY** (Lines 1-6) \$ \_\_\_\_\_

7a. Board of Pensions Effective Salary- (*Line 7- minus line 3- Employer Contributions*) \$ \_\_\_\_\_

**8. Board of Pensions Dues-** (Choose **ONE** option from below)

**Option #1-** Pension, Disability & Medical Coverage for "Single" Pastors- **35% of** Line 7a \$ \_\_\_\_\_

**Option #2-** Pension, Disability & Family/Partner Medical Coverage- **36.5% of** Line 7a \$ \_\_\_\_\_

**Option -#3** Pension, Disability & "Single" Pastor Medical Coverage when pastor's spouse/partner has family health insurance that will cover both spouse/partner and children- **35% of** Line 7a  
(*Pastor must be covered by Board of Pensions.*) \$ \_\_\_\_\_

**Option #4-**

For Pension, Disability & Family/Partner Medical Coverage- churches **may ask Pastor to pay up to ½ of the difference** between Single Pastor Dues (35%) and Family/Partner Coverage Dues (36.5%)

For example- Church pays 35.75% of Effective Salary- (Line 7a) Pastor pays .75% of Effective Salary (Line 7a) \$ \_\_\_\_\_

8a). Group Plan Coverage Premiums (i.e. - Dental Insurance) \$ \_\_\_\_\_

**Reimbursable Amounts and Allowances**

Travel Reimbursement (vouchered reimbursable at current IRS rate) \$ \_\_\_\_\_

Continuing Education Allowance (vouchered) \$ \_\_\_\_\_

Books /Other Professional Expenses (vouchered reimbursable) \$ \_\_\_\_\_

SECA (Social Security Offset) - typically 7.65% of Effective Salary (Line 7a) \$ \_\_\_\_\_

**TOTAL TERMS OF CALL** (lines 7-12- DO NOT INCLUDE LINE 7A) \$ \_\_\_\_\_

Moving Expense (One-time Payment) \$ \_\_\_\_\_

**Other (See Presbytery Minimums)**

Vacation \_\_\_\_\_ Continuing Education Leave \_\_\_\_\_ Spiritual Renewal \_\_\_\_\_

In testimony whereof we have subscribed our names this date \_\_\_\_\_ Signatures of Pastor Nominating Committee:

Having moderated the congregational meeting which extended a call to \_\_\_\_\_ for ministerial services, I do certify that the call has been made in all respects according to the rules laid down in the Form of Government, and that the persons who signed the foregoing call were authorized to do so by vote of the \_\_\_\_\_ Presbyterian Church (U.S.A.)

Name of Moderator \_\_\_\_\_ Signature \_\_\_\_\_

## CERTIFICATION OF THE CALL

## A. BY THE CHURCH'S PRESBYTERY

## 1. ACTION OF THE COMMITTEE ON MINISTRY

This call has been reviewed by the Committee on Ministry. The Committee recommends that Presbytery approve (not approve) this call.

Date of Action \_\_\_\_\_ Chairperson \_\_\_\_\_

## 2. ACTION BY THE PRESBYTERY

This call was approved by the Presbytery of \_\_\_\_\_

Date of Action \_\_\_\_\_ Stated Clerk \_\_\_\_\_

## B. BY THE MINISTER'S/CANDIDATE'S PRESBYTERY

## 1. ACTION OF THE COMMITTEE ON MINISTRY

This call has been reviewed by the Committee on Ministry. The Committee recommends that the Presbytery find it expedient (not expedient) to release

\_\_\_\_\_ to accept this call.

Date of Action \_\_\_\_\_ Chairperson \_\_\_\_\_

## 2. ACTION BY THE PRESBYTERY

The Presbytery of \_\_\_\_\_ hereby finds

it expedient (not expedient) to release \_\_\_\_\_ to accept this call and therefore has placed (has not placed) this call in the minister's/candidate's hands.

Date of Action \_\_\_\_\_ Stated Clerk \_\_\_\_\_

## C. ACCEPTANCE OF THE CALL

This is to certify that I have received and accepted the call.

Date of Acceptance \_\_\_\_\_ Signature of Minister/Candidate \_\_\_\_\_