

PNC Orientation

On Calling A Pastor!

Alphabet Soup

- PNC: Pastor Nominating Committee
- MIF: Ministry Information Form (the form that describes the church/position)
- PIF: Personal Information Form (the form that pastors use to describe themselves)
- CLC: Church Leadership Connection (the database from which computerized matching takes place)

Writing the Ministry Information Form

- The Mission Review Report is your primary source - other sources?
- Leadership competencies and narrative material should be mutually reinforcing
- Session will need to approve the MIF (including salary range)
- After Session approval, the MIF is reviewed by a COM team
- COM authorizes posting to CLC

Launching the MIF

- Once authorization is given by COM, you will receive access codes
- Enter the PIF information in the CLC database, taking care to save as you go
- If you have problems/questions, feel free to call the CLC office for help
- When it is finished and posted, save a pdf version to your computer
- Wait for attestation by presbytery leadership
- Start receiving 'matches'

Receiving PIFs

- Matches through CLC
- Suggestions from members of the congregation and presbytery
- Self-referrals

Note: Remember to acknowledge receipt of PIF

Evaluating PIFs

- Refer to p. 36 of *On Calling A Pastor* for suggested ranking process, or create your own!
- Individual ranking followed by PNC debriefing, with reasons why
- Be specific about how this person matches your needs

Requesting Additional Materials

- Sermon samples: audio, video, manuscripts
- Supplemental Questions
- Google the candidate and check web-sites of the church currently served

Interviews

- Establish a process and make it the same for all candidates
- Create a standard set of interview questions (see p. 38); tap the expertise of your COM liaison
- Getting to know the pastor/getting to know the person
- Avoid 'yes' or 'no' questions; elicit stories and examples from actual experience

Reference Checks

- Presbytery-to-Presbytery Executive reference checks
- Primary Reference Checks
- Secondary Reference Checks
- Develop a list of questions and ask all references the same questions
- Listen for congruence between what the candidate says and what others say
- Background checks

Face-To-Face Encounters

- Visiting candidates where they serve; let them know you are coming; be inconspicuous; do NOT identify yourselves as members of a PNC
- Consider meeting afterward
- The candidate visiting in your community – once you've narrowed the list to 2 or 3 (include spouse)
- Work with COM liaison to arrange a neutral pulpit AND Fit interview with COM team
- Think carefully about hospitality

Choosing & Inviting the Nominee, p. 41

- Talk and pray until you reach consensus
- Phone the candidate and invite her/him to be presented for the congregation's vote; discuss the financial terms
- If the candidate says yes, ask for time on COM docket for authorization to call congregational meeting and approve the candidate for membership in the presbytery.

Presenting & Voting on Nominee, pp. 42, 43

- The Session calls a congregational meeting
- Prepare and mail a written document (include a photo) that introduces the candidate
- Arrange for a meet & greet before the congregation's vote
- Arrange for the candidate to preach and the congregation's vote
- Make sure the call papers are signed

Communication With Candidates

- Acknowledge receipt of written materials
- After each step with individuals, tell them the next step and estimated timeline
- Once you have chosen a candidate and the process is complete, let all candidates know they are no longer under consideration
- Consider updating the church's on-line presence...candidates will be looking!

Communication with the Congregation

- Regularly....about where you are in the process, and next steps.
- Do NOT disclose specifics about the candidates you are considering

Communication with COM

- Inform liaison about PNC meetings
- Include liaison in meetings, especially at critical junctures in the process
- Consult with presbytery Interim Exec. and/or Temporary Stated Clerk, as necessary.

About Confidentiality

- Most pastors seeking a new call have not disclosed this to the congregation they currently serve; handle information with care
- NO contacting references until you are officially in communication with a candidate
- NO sharing names, gender, geographic location, etc. with congregation while searching
- Discuss when and how the finalist's personal information will be released, publicly