

PNC ORIENTATION

Welcome!

ABOUT CONFIDENTIALITY

- ▶ **Transparency is the practice of sharing relevant and timely information with your team, stakeholders, and customers.**
- ▶ **Confidentiality is the obligation to protect sensitive or private information from unauthorized disclosure.**
- ▶ *It's transparent for the Pastor Nominating Committee to share that there are three finalists for the Pastor position. It's breaking confidence to identify their names or details about them.*

ALPHABET SOUP

- PNC: Pastor Nominating Committee
- COM: Commission on Ministry
- MDP: Ministry Discernment Profile (the form that describes the church/position)
- PDP: Personal Discernment Profile (the form that pastors use to describe themselves)
- CLC: Church Leadership Connection (the database from which computerized matching takes place clc.pcusa.org)

WRITING THE MDP

- The Mission Review Report is your primary source - other sources?
- Leadership competencies and narrative material should be mutually reinforcing
- Submit the MDP (including salary range*)
- After Clerk of Session approval, the MDP is reviewed by COM
- COM approves

* Account for Board of Pensions options beginning 1/1/25

MDP COMPETENCIES

- Once COM approves, you will receive notice the MDP has been “released”
- Enter the MDP competencies and click SAVE; you will immediately start receiving matches
- If you have problems/questions, feel free to contact the CLC office for help (CLCSupport@pcusa.org)
- When it is finished and posted, save a pdf version to your computer or print it

RECEIVING PDPs

- Matches through CLC – take action on each match (*Invite to apply* or *Will not consider*)
- Suggestions from members of the congregation and presbytery
- Northeast Call Finder (MyNextCallpcusa.org)
- Self-referrals

EVALUATING PDPs

- 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, check web site of the church currently served, social media

INTERVIEWS

- Establish a process and make it the same for all candidates
- Create a standard set of interview questions (see p. 38); talk with 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 Leader reference checks – before second interview
- 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 check

FACE TO FACE ENCOUNTERS

- Visit candidates where they serve; let them know you are coming; be inconspicuous; do NOT identify yourselves as members of a PNC; consider meeting afterward
- Invite candidate to visit your community – once the list is narrowed to 2 or 3 (include spouse)
- Work with COM liaison to arrange a Fit interview, background check, and neutral pulpit
- 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 (remember benefits!)
- 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 NOMINEE & VOTING

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
- If nominee is not yet ordained, the Presbytery will also need to examine them for ordination

COMMUNICATION WITH CANDIDATES

- Acknowledge receipt of written materials – CLC does some of this for you
- 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 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
- Meet with COM when MDP is ready
- COM Fit interview when bringing candidate for on-site interview
- Meet with full COM when a call has been extended
- Consult with Presbytery Leaders, 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

ANY FURTHER QUESTIONS??