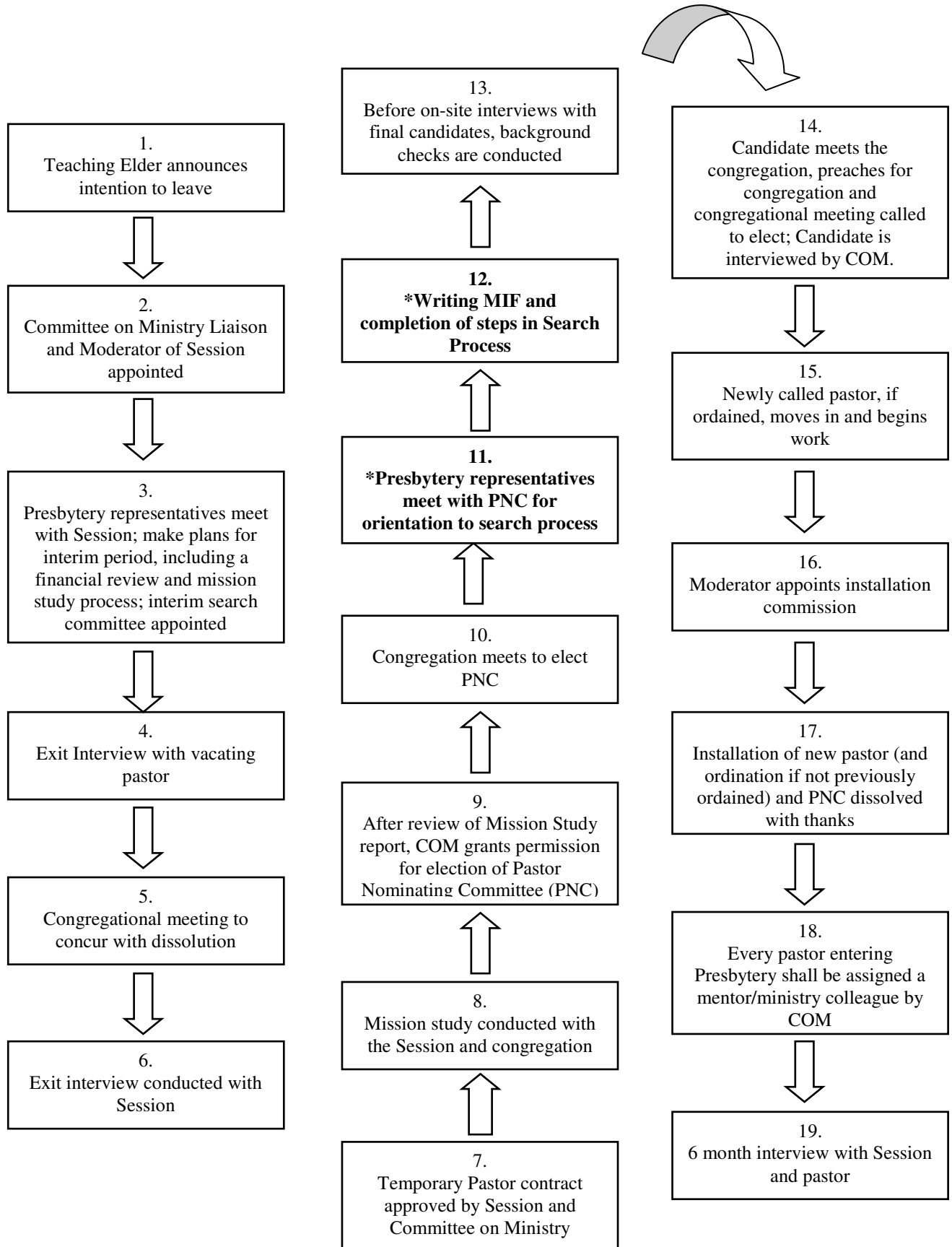


Process for Calling a Pastor



*A more complete description of what this step involves may be found on the next page

*Writing an MIF

- 1) Presbytery representatives meet with PNC for Training to write an MIF
The MIF instructions and resources are found at
<http://oga.pcusa.org/section/mid-council-ministries/clc/calling-organizations/>
- 2) Draft of MIF sent to COM for review and comment
- 3) PNC and Session consult, reach agreement on financial components of call
- 4) MIF approved by PNC, Session, and COM
- 5) MIF placed on line (contact Presbytery office for passwords for PNC chair and Clerk of Session)

*Interviewing Candidates

- 1) PNC receives PIFs
- 2) Personal Information Forms screened
- 3) Potential candidates selected and contacted as to interest and availability
- 4) Sermons from candidates listened to/viewed
- 5) PNC may not conduct interviews prior to Presbytery reference checks by Transitional Leader/Stated Clerk
- 6) Telephone interviews conducted
- 7) References checked by PNC
- 8) Face to face interviews conducted with candidates seriously being considered
- 9) PNC hears candidate preach in a “neutral pulpit” – contact Transitional Leader for assistance in making those arrangements
- 10) During the candidate’s visit to the area, they will be expected to meet with the COM for a screening interview to approve their potential membership in the presbytery
- 11) Candidates will submit a one page autobiographical statement, a one page faith statement, and provide authorization for a Criminal/Credit Background Check to be conducted by the Transitional Leader to COM two weeks prior to the screening interview
- 12) Decision made on candidate, terms of call finalized in writing
- 13) COM approves terms of call and timeline of transition
- 14) If candidate is not previously ordained, plans for examination are made either by the candidate’s home presbytery or by the Presbytery of Elizabeth.