

FINAL STEPS IN THE PNC PROCESS

The Committee on Ministry liaison is to make sure that the following steps are taken:

When the PNC has Narrowed the Field of Candidates

1. When there are 3-4 candidates being considered for in-person interviews, the General Presbyter will do extensive reference checks to ensure that those on the "short list" are viable candidates.
2. COM will also ensure that a clearance interview is conducted for all candidates on the "short list" for the same reason.

Following reference checks and clearance interviews where the Committee on Ministry has given its approval, the following further steps are needed:

1. The COM liaison will notify the Pastor Nominating Committee which candidates on the "short list" may be seriously considered. When the PNC has made a decision, the COM liaison will assist them in the process of asking the session to call a congregational meeting, including provisions for a moderator of that meeting.

Note: Please refer to the Candidate Indebtedness Policy if you are calling a candidate BEFORE the congregational meeting is held.

2. Using the NEW CALLS WORKSHEET, the COM liaison will work with the Pastor Nominating Committee and the candidate to have the PASTORAL CALL FOR PASTOR OR ASSOCIATE PASTOR call forms completed prior to the date of the congregational meeting. There should be four copies signed by the moderator of the meeting:
 - one to be given to the Clerk of Session,
 - one to be given to the called candidate,
 - one to be given to the Stated Clerk of Albany Presbytery,
 - one to be given to the Stated Clerk of the dismissing Presbytery.

All four copies must be given to the Committee on Ministry moderator prior to the Presbytery meeting at which action will be taken.

3. Following the congregational meeting, the COM liaison must complete the FORMAT FOR PRESBYTERY ACTION form and return it to the COM chairperson as soon as possible for review by COM. A copy must be provided to the Presbytery office for use in preparing the committee's report to the Presbytery meeting at which action is to occur.
4. The COM liaison should provide to the pastor-elect the Guidelines for Ordinations and Installations of Clergy (available from the Worship Committee) and assist as needed in proposing an Administrative Commission and an Order of Service.
5. Please pay particular attention to the requirements for a properly constituted Administrative Commission (G-9.0503). Further, please remind the church and pastor-elect of the required Student-in-Seminary offering.
6. WHEN THERE IS A MANSE the COM liaison should make sure that a manse inspection has taken place, according to Presbytery's Manse Inspection Policy, before arrival of the new pastor, that any problems are properly followed up on, and that the form is filed.

Copies of the papers described in this memo are in your Handbook:

New Calls Worksheet

Pastoral Call for Pastor or Associate Pastor call forms

Student-in-Seminary Fund

Manse Inspection Policy

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