

PASTOR NOMINATING COMMITTEE PROCESS

This document is provided to help in the orientation process of a PNC at their first meeting and to give the PNC an overview of the work they will be doing and the order in which it should be done. This is not a detailed document and the COM liaison should be consulted regularly throughout the process.

PNC elected by congregation

PNC meets, has orientation with COM rep(s) and decides next meeting

PNC chooses officers: Chair, Vice Chair, Secretary(s), and Treasurer

Become relevant with the information provided by the Session to write the CIF

Write CIF

Meet with Session **and** COM rep(s) to discuss and approve CIF

Submit CIF online – contact liaison to get passcodes from GP and get Clerk of Session and COM chair to approve

Receive PIFs

Review

Telephone interviews

Narrow field—reference checks by General Presbyter BEFORE in-person interviews

Personal Interviews

Hear tapes; make visits to hear preaching (optional)

Neutral pulpit arrangements for candidates from a distance

Clearance interview(s) with COM

Determine candidate

Negotiate terms

Congregational meeting

Examination and approval by Presbytery

Pastor-elect begins work

Installation

Presbytery Contacts

Available at www.albanypresbytery.org

Terms

PNC: Pastor Nominating Committee

COM: Committee on Ministry

CIF: Church Information Form

PIF: Personal Information Form

COM 9.1.05