

Commission on Ministry
 Presbytery of Coastal Carolina
Steps in Calling an Installed Pastor

<u>Steps in the Process</u>	<u>Date Accomplished</u>
1. Conduct a Mission Study – COM Liaison can help	_____
2. Get approval from Community Commission on Ministry (COM) to form a Pastor Nominating Committee (PNC)	_____
3. Elect a PNC which is representative of the congregation	_____
4. Receive training for PNC from COM Liaison	_____
5. Write a Mission Information Form (MIF)	_____
6. Get COM and Session approval for MIF	_____
7. Post the MIF and receive Pastor Information Forms (PIFs)	_____
8. Review PIFs	ongoing process
9. Tell some candidates “No thanks”	ongoing process
10. Ask for additional matches if necessary	ongoing process
11. Follow up with strong candidates <ul style="list-style-type: none"> • Pose additional questions • Conduct reference checks based on PIF • Watch videos of sermons, hold “Skype” type interview, etc. • Ask GP to run Executive Checks on top 3 or 4 candidates • Conduct face-to-face interview(s) • Conduct background checks on top candidate(s) • Choose final candidate to call 	 _____ _____
12. Extend Provisional Call <ul style="list-style-type: none"> • Negotiate Terms of Call • Inform COM Liaison of Agreement • Gather required documents for COM review <ol style="list-style-type: none"> 1. Committee on Preparation for Ministry (CPM) File (if not ordained yet) 2. Statement of Faith 3. Biographical Sketch 4. Answers to Ordination Questions (2 x ½ page) 5. Current PIF attested by CLC or signed by candidate 6. Terms of Call 7. SafeGatherings Report 8. Acknowledgement of Ethics Policy and Misconduct Poly 9. Photo for website 10. Proposed Members of AC to Ordain and/or Install pastor 	 _____
13. Give Documents to COM Liaison and arrange for examination by Community COM (Send docs to COM Chair <i>at least two weeks</i> before COM meeting.)	_____

14. Accompany Candidate to Community COM Examination _____
15. When COM has approved Candidate ask Session to call
Congregational Meeting to receive report from PNC _____
16. Hold Congregational Meeting and fill out the Call Form
(Term of call should be doubled checked by Presbytery office
before congregational meeting is held.) _____
17. Report results of Congregational Meeting to COM Liaison
(Liaison reports election to COM Chair.) _____
18. PNC and Candidate prepare proposed Installation Commission _____
(COM elects the commission taking your recommendations into account.)
19. For **Candidates for Ordination** the COM will bring a motion to
Presbytery or Missional Community to Examine & Receive Candidate _____
(*Already ordained PC(USA) pastors are approved by COM.*)
20. Presbytery Commission ordains and/or installs the pastor _____
21. Submit Minutes of Installation/Ordination Service to Presbytery office _____