

Procedure for Seeking a Permanent, Designated or Temporary Pastor

Contents

Title	Page
Contents	1
Seeking a Permanent Pastor	2
Seeking a Designated Pastor	8
Process to Call a Designated Pastor as Permanent Pastor	13
Seeking a Temporary Pastor	15
Eligibility for a Temporary Pastor to be Called as a Permanent Pastor	18

Seeking a Permanent Pastor

1. *Initial Steps*

This procedure covers from the point of the dissolution of the pastoral relationship at a church to the point of executing a call. The term “call” is defined as an agreement between a “permanent pastor” or a “designated pastor” to be installed in a particular church by the presbytery, that church, and the presbytery. The term “candidate” as used in this document is any person seeking the positions described below, and the term “PIF” means “Personal Information Form” from a pastor, or a resume’ from a person who has not been ordained as a minister of the word and sacrament. The initial steps in seeking a Permanent Pastor follows:

- a. The Committee on Ministry Transition Team guides the church search committee through the process. The search committee is the Pastor Nominating Committee (PNC) elected by the congregation in the case of seeking a permanent or designated pastor and can be a committee appointed by the session when seeking a temporary pastor.
- b. Transition Team Leader recommends a moderator of the church’s session for COM approval. If the effective date for such an appointment is before the next meeting of COM, then the Transition Team Leader appoints a moderator and asks COM ratify the appointment at its next meeting.
- c. Transition Team Leader, with the Transition Guide, meets with the church’s session to explain the process and identify the type of pastor the church should seek (Permanent, Designated or Temporary), including if the position is to be full or part time. The Transition Guide is the representative from the COM Transition Team who will be working most closely with the search committee of the church.
- d. The session establishes a budget to cover expenses for the remainder of the process, regardless of the type of pastor relationship to be sought.

2. *Process to Call a Permanent Pastor*

If the decision is to seek a permanent pastor the congregation elects a Pastor Nominating Committee (PNC) normally five to seven church members. To facilitate the nomination process the session normally appoints and directs a committee to prepare a slate of nominees to recommend to the congregation for consideration as members of the PNC (See G-14.0502a). This committee will normally be the church’s Nominating Committee. The session calls a congregational meeting by giving public notice of the time, place and purpose ten days prior to the meeting, including two successive Sundays. The same process would be followed if the church is seeking a permanent co-pastor or permanent associate pastor. The process follows:

- a. The Transition Team Leader and/or the Transition Guide meets with the PNC to explain the process, including the presbytery’s policy on nondiscrimination in employment. It is recommended that the PNC obtain and review a copy of this “Procedure for Seeking a Permanent Pastor,” a copy of “On Calling a Pastor” and a copy of the manual containing the “Pastor Compensation Policy” and “Pastor Benefits Policy.” The Transition Guide can assist in the PNC in obtaining these documents.

- b. PNC develops a description of what will be expected of the pastor (a job description).
- c. PNC develops a Church Information Form (CIF) with the assistance of the Transition Guide. An important step in this process is assessing the financial condition of the church and determining an appropriate compensation package for a pastor with the required skills and experience. The presbytery "Pastor Compensation Policy" is used in making this determination.
- d. PNC submits the CIF to the session for approval, particularly the minimum and maximum effective salary written into the CIF.
- e. PNC submits the CIF to the Transition Team Reviewer through the Transition Guide for review and approval.
- f. When approved, the Transition Team Reviewer gives a login ID and password to the PNC chair. The PNC uses the ID and password to post the CIF on the General Assembly web site, General Assembly's Church Leadership Connection (CLC). They will also be used with the CLC on-line matching service.
 - 1) Transition Reviewer is notified and signs-off on the CIF online, and
 - 2) Clerk of Session signs off on CIF online to verify that session has approved it.
- g. PNC decides on methods to use for advertising the position and proceeds with the advertising plan in order to encourage self-referrals. Two potential publications to place advertisements are: "The Presbyterian Outlook" and "Presbyterians Today."
- h. After the CIF is submitted to the General Assembly's Church Leadership Connection (CLC) their computer performs an analysis that compares the CIF of the church with the Pastor Information Forms (PIF's) in their system submitted by pastors searching for a position and identifies the ones that would the most nearly match the church's requirements as expressed in it CIF. The General Presbyter of East Iowa Presbytery, or his/her designee, performs a further preliminary manual review of those PIF's to increase the likelihood of a good match with the church. These PIF's are forwarded to the PNC for consideration.
- i. PNC screens PIF's as they are sent to the church, either by self-referrals or the matching process described above and selects the ones they determine have the best potential for successfully fulfilling the open position. This should result in no more than 3 or 4 candidates to further pursue.
- j. Candidates not yet ordained are sometimes given permission by their CPM to engage in preliminary conversation with churches before they are cleared to circulate a PIF. A PNC may speak with such a candidate in a very general conversation and, if interested, may listen to a sermon tape. However, no further conversation with such a candidate may occur until a PIF has been received and reviewed by the PNC. If, after reviewing the PIF, the PNC wishes to proceed with this candidate, the PNC may continue the process with the following steps.

- k. PNC conducts telephone interviews with all candidates selected from the screening process. This process may eliminate one or more of the candidates. If the church has recently completed a visioning process the results are shared with each candidate.
- l. PNC requests and reviews a sermon tape from each of the remaining candidates. Ordinarily this process should be completed within a couple of weeks of receiving the tape. If the candidate is a student or recent graduate who happens to be preaching and leading worship in the local area, the PNC may, with the permission of the candidate, attend that service instead of listening to a sermon tape.
- m. The next step with candidates still under consideration will be a neutral pulpit weekend. A 'neutral pulpit' is a church that is neither the PNC's church nor the pastor's current church. It is a host church where the pastor will preach and lead worship during a regularly scheduled worship of that church so that the PNC can experience their candidate in the worship setting. Before a neutral pulpit can be scheduled, the following steps (n, o, p, q) must be completed.
- n. PNC submits copies of the remaining candidates' PIF's, including PIF's from any self-referrals who are still under consideration, to the Transition Guide who requests the General Presbyter do a General Presbyter to General Presbyter reference check on each candidate who is not currently a member of East Iowa Presbytery, and informs the Transition Team of the progress of the search to-date.
- o. The General Presbyter communicates the results of the Presbytery to Presbytery reference checks to the Transition Guide, who will report back to the PNC.
- p. A background check is completed by the COM Consultant. The Transition Guide will notify the presbytery office of the candidate's name and contact information. A release form, which must be signed by the candidate, will be sent to the candidate by the presbytery office. Once the form is returned the check usually takes only a few days to complete. If there is no problem, the PNC will be so informed. If there is a question with the results of a background check, the Transition Guide will further explain presbytery procedure to the PNC. The cost to the individual church is estimated to be approximately \$40-\$60 per candidate.
- q. If one or more of the candidates has not yet been ordained, the Transition Team Leader informs the Committee on Preparation for Ministry (CPM) of this presbytery and forwards the candidate's name, contact information, and presbytery of care to CPM. CPM will check with the presbytery of care and affirm to the Transition Team that the candidate has been certified ready to receive a call. CPM is to be kept informed of subsequent progress.
- r. Concurrent with the reference check by the General Presbyter, the PNC conducts checks of references supplied on the PIF's of each candidate. The reference checks done by the General Presbyter, and/or the information collected as a result of the background check, and/or the PNC may eliminate some candidates.

- s. The PNC sends a letter of regret to any candidate who is eliminated from the search at this point. Whenever a candidate is eliminated from consideration beyond this point in the process the PNC sends a letter of regret.
- t. PNC works with the Transition Guide, in conjunction with the Transition Leader, to arrange for each remaining candidate to give a sermon during a regular worship service in a “neutral pulpit.” This sermon normally takes place during a regular Sunday worship service and, when practical, at a church that is similar to the searching church. If more than one candidate is still being considered, the neutral pulpits should be arranged in as close proximity in time as possible so as to expedite the final decision and not prolong the process for either the church or the candidates. The site of the neutral pulpit will be arranged by the Transition Team.
- u. Transition Guide arranges for the candidate to be interviewed by representatives from COM. Ordinarily, this interview will take place during the neutral pulpit weekend. If a candidate has not been ordained, the Transition Guide arranges for representatives of CPM to interview that candidate, also. The interview with the COM and CPM representatives may be conducted in the same meeting with the candidate.
- v. PNC, with guidance from the Transition Team Leader, plans the activities for the neutral pulpit weekend, including purchasing the ticket for the transportation of the candidate, if public transport is required and paying mileage at the current IRS allowable rates if the candidate uses his or her personal automobile.
- w. Prior to the neutral pulpit weekend the PNC, in conjunction with the Transition Team Leader and Transition Guide, develops the parameters of the terms of call in preparation for making an offer of a call to the “called” candidate. The call is to be written on the current COM terms of call form titled “Pastoral Call.”
- x. PNC meets as soon as possible (before the pastor leaves town if possible, and if that pastor is the only candidate under consideration), to decide on whether to offer a call to the candidate.
- y. If the decision is to offer the call, this is accomplished toward the end of the candidates visit or soon thereafter.
- z. Whether the verbal offer is made in person or by phone, it should be confirmed as soon as possible by sending the offer to the candidate via US Postal Service.
- aa. The terms of the call may be countered by the candidate, in which case the final terms are negotiated between the PNC and the candidate within the parameters previously set by the session and approved by the Transition Team. The Transition Team Leader and Transition Guide may be of assistance in guiding this process.
- bb. If negotiations end in acceptance of the call by the candidate, the PNC arranges the Candidating Weekend. A special congregational meeting is called by the session with notice given at least ten day prior to the date of the meeting and announced each of two successive Sundays within that period. The

specific purpose of the meeting is detailed in the two notices. If, however, the church's bylaws require that additional notices be given prior to the meeting, the requirements of the bylaws will be followed.

- cc. The Candidating Weekend entails several steps: a reception for the church members to meet the candidate, a sermon preached by the candidate before the congregation during worship services followed by a congregational meeting called specifically for considering the call, and the vote of the congregation on the call. A representative of COM will be present at this meeting. Either the moderator of the session or another minister member of the presbytery will moderate the congregational meeting. (See "Check List for the Candidating Weekend" under Tab 16 of the COM Operations Manual)
- dd. If the vote is to call the candidate, four copies of the call are signed by the candidate, the moderator of the congregational meeting, and at least two members of the PNC as elected representatives of the congregation. The date the candidate is to start should be contained in the call. The COM representative confirms the date and informs the Transition Team Leader of the progress to-date. All four copies of the call papers are given to the COM representative attending the meeting who conveys them to the Stated Clerk. When the papers have been completely processed by the Stated Clerk, the church and the pastor will each receive one of the four copies.
- ee. If the vote is to call the candidate the congregation discharges the PNC, usually with an expression of thanks for the time and energy the members expended.
- ff. The congregation along with the pastor enters into a visioning process with the objective to partner with the pastor to develop a vision for its future including specific goals and action steps designed to achieve the vision.

Seeking a Designated Pastor

1. *Initial Steps*

This procedure covers from the point of the dissolution of the pastoral relationship at a church to the point of executing a call. The term “call” is defined as an agreement between a “permanent pastor” or a “designated pastor” to be installed in a particular church by the presbytery, that church, and the presbytery. The term “candidate” as used in this document is any person seeking the positions described below, and the term “PIF” means “Personal Information Form” from a pastor, or a resume’ from a person who has not been ordained as a minister of the word and sacrament. The initial steps for seeking a Designated Pastor follows:

- a. The Committee on Ministry Transition Team guides the church search committee through the process. The search committee is the Pastor Nominating Committee (PNC) elected by the congregation in the case of seeking a permanent or designated pastor and can be a committee appointed by the session when seeking a temporary pastor.
- b. Transition Team Leader recommends a moderator of the church’s session for COM approval. If the effective date for such an appointment is before the next meeting of COM, then the Transition Team Leader appoints a moderator and asks COM ratify the appointment at its next meeting.
- c. Transition Team Leader, with the Transition Guide, meets with the church’s session to explain the process and identify the type of pastor the church should seek (Permanent, Designated or Temporary), including if the position is to be full or part time. The Transition Guide is the representative from the COM Transition Team who will be working most closely with the search committee of the church.
- d. The session establishes a budget to cover expenses for the remainder of the process, regardless of the type of pastor relationship to be sought.

2. *Three Options for Calling a Designated Pastor*

If the church session’s decision is to seek a designated pastor, and if COM concurs, the congregation elects a Pastor Nominating Committee (PNC), normally five to seven church members. To facilitate the nomination process the session normally appoints and directs a committee to prepare a slate of nominees to recommend to the congregation for consideration as members of the PNC (See G-14.0501e). This committee will normally be the church’s Nominating Committee. The session calls a congregational meeting by giving public notice of the time, place and purpose ten days prior to the meeting, including two successive Sundays.

At this point COM has three options for continuing the process. The same options apply if the church is seeking a designated co-pastor or designated associate pastor.

- a. It may elect to submit the names of one or more pastors to the PNC, assuming it has knowledge of each and determines each would be a good fit with the church, without conducting a search as detailed in section 3 below. The church then selects from among this group. If COM submits three or more pastors for consideration it has satisfied the Book of Order requirement for an “open search” without further action.

- b. If COM does not have knowledge of pastors who would be a good fit for the church as a designated pastor, it may delegate the task of doing an open search to the church PNC. The church conducts the search as detailed in the sections “2 a” through “2 s” above under the title of “Process to Call a Permanent Pastor” and provides COM with the results in the form of several acceptable candidates. COM conducts whatever additional screening it feels advisable, narrows the list of candidates if necessary, and submits an approved list of normally three or four candidates back to the church PNC. The PNC then proceeds with sections “2 t” through “2 ff” under the same title to conduct the additional screening preparatory to making the final selection and electing the pastor.
- c. If COM does not have knowledge of pastors who would be a good fit for the church as a designated pastor, it may elect to conduct an open search itself as detailed below in section 3 below.

3. ***Process for COM Conducting an open Search***

- a. PNC develops a description of what will be expected of the pastor (a job description).
- b. PNC develops a Church Information Form (CIF) with the assistance of the Transition Guide. An important step in this process is assessing the financial condition of the church and determining an appropriate compensation package for a pastor with the required skills and experience. The presbytery “Pastor Compensation Policy” is used in making this determination.
- c. PNC submits the CIF to the session for approval, particularly the minimum terms of the call written into the CIF.
- d. PNC submits the CIF to COM Transition Reviewer through the Transition Guide for review and approval.
- e. When approved, Transition Reviewer posts the CIF on the General Assembly’s Church Leadership Connection (CLC) web site with the Presbytery of East Iowa listed as the seeking party on Part 1 of the CIF. A COM representative is listed as the self-referral contact person on Part 2 of the CIF.
- f. Transition Reviewer is notified and signs-off on the CIF online, and Clerk of Session signs off on CIF online to verify that session has approved it.
- g. The Transition Team decides on methods to use for advertising the position within the limits of the budget established by the session of the church, and proceeds with the advertising plan in order to encourage self-referrals. Two potential publications to place advertisements are: “The Presbyterian Outlook” and “Presbyterians Today.”
- h. After the CIF is submitted to the General Assembly’s Church Leadership Connection (CLC), their computer performs an analysis that compares the CIF of the church with the Pastor Information Forms (PIF’s) in their system submitted by pastors searching for a position and identifies the ones that would the most nearly match the church’s requirements as expressed in it CIF. The General Presbyter of East Iowa Presbytery, or his/her designee, performs a further manual review of those PIF’s to increase the likelihood of a good match with the church. These PIF’s are forwarded to the Transition Team for consideration.

- i. The Transition Team screens PIF's as they are received and selects the ones it determines have the best potential for successfully fulfilling the open position.
- j. The Transition Team submits copies of the remaining candidates' PIF's, including PIF's from any self-referrals who are still under consideration, to the General Presbyter to do a presbytery to presbytery reference check on any candidate who is not currently a member of East Iowa Presbytery.
- k. The General Presbyter communicates the results of the Presbytery to Presbytery reference checks to the Transition Team Leader.
- l. A background check is completed by the COM Consultant. The Transition Guide will notify the presbytery office of the candidate's name and contact information. A release form, which must be signed by the candidate, will be sent to the candidate by the presbytery office. Once the form is returned the check usually takes only a few days to complete. If there is no problem, the PNC will be so informed. If there is a question with the results of a background check, the Transition Guide will further explain presbytery procedure to the PNC. The cost to the individual church is estimated to be approximately \$40-\$60 per candidate.

Note: The presbytery to presbytery check described in paragraphs "j." and "k." and the background check described in paragraph "l." above may be done after paragraph "s." below at the discretion of the Transition Team Leader.

- m. Concurrent with the reference check by the General Presbyter, the Transition Team conducts checks of references supplied on the PIF's of each candidate. The reference checks done by the General Presbyter and/or the Transition Team may eliminate some candidates.
- n. Transition Team selects no more than 3 or 4 candidates and submits them to the church's PNC for consideration. The church may select only from the candidates submitted by Transition Team.
- o. PNC reviews the information on each candidate submitted by Transition team and may eliminate some candidates from further consideration in that review.
- p. PNC conducts telephone interviews with all candidates selected from the screening process. This process may eliminate one or more of the candidates. If the church has recently completed a visioning process the results are shared with each candidate.
- q. If one or more of the candidates has not yet been ordained, the Transition Team Leader informs the Committee on Preparation for Ministry (CPM) of this presbytery of that fact and the progress made with that candidate to-date. CPM is to be kept informed of subsequent progress.
- r. The PNC sends a letter of regret to any candidate who is eliminated from the search at this point. Whenever a candidate is eliminated from consideration beyond this point in the process the PNC sends a letter of regret.

- s. PNC requests and reviews a sermon tape from each of the remaining candidates. Ordinarily this process will be completed within two weeks of receiving a tape.
- t. PNC works with the Transition Guide, in conjunction with the Transition Team Leader, to arrange for each remaining candidate to give a sermon during a regular worship service in a “neutral pulpit.” This sermon normally takes place during a regular Sunday worship service and, when practical, at a church that is similar to the searching church. If more than one candidate is still being considered the neutral pulpits should be arranged in as close proximity in time as possible so as to expedite the final decision and not prolong the process for either the church or the candidates. The site of the neutral pulpit will be arranged by the Transition Team Leader in consultation with the Transition Team.
- u. The Transition Guide arranges for the candidate to be interviewed by representatives from COM. Ordinarily, this interview will take place during the neutral pulpit weekend. If a candidate has not been ordained, the Transition Guide arranges for representatives of CPM to interview that candidate, also. The interview with the COM and CPM representatives may be conducted in the same meeting with the candidate.
- v. PNC, with guidance from the Transition Guide, plans the activities for the neutral pulpit weekend, including purchasing the ticket for the transportation of the candidate, if public transport is used and paying mileage at the current IRS allowable rates if the candidate uses his or her personal automobile.
- w. Prior to the neutral pulpit weekend the PNC, in conjunction with the Transition Guide, develops the parameters of the terms of call in preparation for making an offer of a call to the “called” candidate. The call is to be written on the current COM terms of call form titled “Pastoral Call.”
- x. PNC meets as soon as possible (before the pastor leaves town if possible, and if that pastor is the only candidate under consideration), to decide on whether to offer a call to the candidate. The terms of the call shall be no less than two years and shall not exceed four years.
- y. If the decision is to offer the call, this is accomplished toward the end of the candidates visit or soon thereafter. Whether the verbal offer is made in person or by phone, it should be confirmed as soon as possible by sending the offer to the candidate via US Postal Service.
- z. The terms of the call may be countered by the candidate, in which case the final terms are negotiated between the PNC and the candidate within the parameters previously set by the session and approved by the Transition Team. The Transition Guide and/or the Transition Team Leader may be of assistance in guiding this process.
- aa. If negotiations end in acceptance of the call by the candidate, the PNC arranges the Candidating Weekend. A special congregational meeting is called and announced at least ten days prior to the date of the meeting, including two successive Sundays with the specific purpose of the meeting detailed in the two notices. If, however, the church’s bylaws require that additional notices be given prior to the meeting, the requirements of the bylaws will be followed.

- bb. The Candidating Weekend entails several steps: a reception for the church members to meet the candidate, a sermon preached by the candidate before the congregation during worship services followed by a congregational meeting called specifically for considering the call, and the vote of the congregation on the call. A representative of COM will be present at this meeting. Ordinarily either the moderator of the session, the COM representative or another person not a member of the calling congregation who is appointed by the COM will moderate the congregational meeting.
 - cc. If the vote is to call the candidate, four copies of the call are signed by the candidate, the moderator of the congregational meeting, and at least two members of the PNC as elected representatives of the congregation.
 - dd. The date the candidate is to start should be contained in the call. The COM representative confirms the date and informs the Transition Guide and/or the Transition Team Leader of the progress to-date. All four copies of the call papers are given to the COM representative attending the meeting who conveys them to the Stated Clerk. When the papers have been completely processed by the Stated Clerk, the church and the pastor will each receive one of the four copies.
 - ee. If the vote is to call the candidate the congregation discharges the PNC, usually with an expression of thanks for the time and energy the members expended.
 - ff. The congregation, along with the designated pastor, enters into a visioning process with the objective to partner with the pastor to develop a vision for its future, including specific goals and action steps designed to achieve the vision.
4. ***Process to Call a Designated Pastor as Permanent Pastor***

After no less than two years of the designated pastor relationship, and with the concurrence of the Committee on Ministry, the designated pastor, and the session, a congregational meeting may be held to call and elect the designated pastor as permanent pastor. This may only be done, however, if Committee on Ministry conducted an open search when the designated pastor was originally called as designated pastor. It is generally considered that an open search was conducted if COM provided the church with at least three candidates from which to select a designated pastor, as described in section "2 a." It is also considered that an open search was conducted if COM or the church PNC conducted a search as described in sections "2 b" and "2 c" above. If an open search was not conducted at the time the designated pastor was selected, the church must elect a PNC and conduct an open search before electing a permanent pastor. The designated pastor may, however, be considered in that search process.

The contract of a designated pastor may be renewed as long as each renewal is for no more than 4 years or less than 2 years and the session of the church, the designated pastor and COM concur. The renewals may be accomplished whether there has been an open search or not.

Seeking a Temporary Pastor

1. *Initial Steps*

This procedure covers from the point of the dissolution of the pastoral relationship at a church to the point of executing a contract. The term “contract” is defined as an agreement between the church, a temporary pastor and the presbytery. The term “candidate” as used in this document is any person seeking one of the positions described below, and the term “PIF” means “Personal Information Form” from a pastor, or a resume’ from a person who has not been ordained as a minister of the word and sacrament. The process for seeking each of these pastoral relationships follows:

- a. The Committee on Ministry Transition Team guides the church search committee through the process. The search committee is the Pastor Nominating Committee (PNC) elected by the congregation in the case of seeking a permanent or designated pastor and can be a committee appointed by the session when seeking a temporary pastor.
- b. Transition Team Leader recommends a moderator of the church's session for COM approval. If the effective date for such an appointment is before the next meeting of COM, then the Transition Team Leader appoints a moderator and asks COM ratify the appointment at its next meeting.
- c. Transition Team Leader, with the Transition Guide, meets with the church's session to explain the process and identify the type of pastor the church should seek (Permanent, Designated or Temporary), including if the position is to be full or part time. The Transition Guide is the representative from the COM Transition Team who will be working most closely with the search committee of the church.
- d. The session establishes a budget to cover expenses for the remainder of the process, regardless of the type of pastor relationship to be sought.

2. *Process to Contract With a Temporary Pastor*

The decision may be to pursue a form of temporary pastor. There are three types of temporary pastoral relationships: i) a Temporary Supply if the church intends to elect, or has elected a PNC to seek a permanent pastor (See G-14.0513d); ii) a Stated Supply if the church does not intend to seek a permanent pastor and therefore does not intend to elect a PNC (See G-14.0513a); iii) an Interim Pastor who would serve the church until the church calls a permanent pastor (See G-14.0513b).

A stated supply is a minister of the word and sacrament appointed by the presbytery, as represented by COM, after consultation with the session and for a term not to exceed twelve months at a time. The contract may be renewed with approval of COM.

A temporary supply may be any of the following: a candidate under care of a presbytery, a minister of the word and sacrament, a Commissioned Lay Pastor, or an elder. There is no mandatory limit to the term of a temporary supply contract, however, it will normally be for no more than twelve months and be renewable for no more than twelve months at a time with approval of COM.

An interim pastor is a minister of the word and sacrament who is invited by the session with approval of COM to fill the positions of interim pastor, interim co-pastor, or interim associate pastor under circumstances described in the Book of Order sections G-14.0513b and c. The interim contract is for no more than twelve months and may be renewed for a period of not more than twelve months at a time with approval of COM.

If the session decides to seek one of these forms of temporary pastor it can do so by forming a committee to perform the search, use a standing committee of the session to perform a search (the Personnel Committee), or the session can act as a committee-of-the-whole and conduct the search itself. The following steps should be followed:

- a. The session normally designates a committee to conduct the steps of the process, however, the session may elect to do some, or all, of the steps as the committee-or-the-whole. This description assumes a separate committee has been designated.
- b. The Transition Team Leader and/or the Transition Guide meets with the PNC to explain the process, including the presbytery's policy on nondiscrimination in employment. It is recommended that the PNC obtain and review a copy of this "Procedure for Seeking a Permanent Pastor," a copy of "On Calling a Pastor" and a copy of the manual containing the "Pastor Compensation Policy" and "Pastor Benefits Policy." The Transition Guide can assist in the PNC in obtaining these documents.
- c. The committee develops a job description, including expectations of the pastor and, if not full time, percent of full time for which the pastor will be employed. The Transition Guide works with the committee to formulate this description and offers help in determining percent time, which in many cases will be based upon the church's budget. The job description is submitted to the session for approval.
- d. The committee consults with COM through the Transition Guide and Transition Team Leader to determine whether or not there are any pastors (or for Temporary Supply, any other eligible candidates) known to be seeking positions in the area.
- e. The committee, with approval of the session, establishes a budget for the search process and for compensation of the temporary pastor.
- f. The committee plans the advertising for the position, if necessary to encourage self referrals and implements the plan.
- g. The committee receives and reviews PIF's/resumes from interested candidates.
- h. The process from this point is flexible depending in large part on the supply of available qualified candidates and how well the qualifications are known by the church and/or COM. If the candidates are well enough known so that a reasonable assessment that one or more would be a good fit with the church, no further screening may be necessary. Otherwise, the church may utilize any

of the screening steps described in sections “l” through “v” in “Procedure for Calling a Permanent Pastor” under Tab 16 of the COM Operations Manual to further narrow the number of candidates being considered.

- i. When the committee narrows the candidates down to the ones under final consideration it submits the PIF’s and resumes to the Transition Guide for review. The committee submits any candidates that are not from our presbytery to the General Presbytery to perform a presbytery to presbytery check.
 - j. A background check is completed on any candidate under final consideration by the COM Consultant. The Transition Guide will notify the presbytery office of the candidate’s name and contact information. A release form, which must be signed by the candidate, will be sent to the candidate by the presbytery office. Once the form is returned the check usually takes only a few days to complete. If there is no problem, the PNC will be so informed. If there is a question with the results of a background check, the Transition Guide will further explain presbytery procedure to the PNC. The cost to the individual church is estimated to be approximately \$40-\$60 per candidate.
 - k. When a suitable candidate is identified, the committee, in conjunction with the Transition Team Leader or Transition Guide, prepares a temporary contract, following presbytery compensation policy, in preparation for making an offer to the candidate. The agreement will normally be for a one year period. When the terms of the contract are agreed to by the committee and the candidate it is submitted to the session for approval. The contract is then submitted to COM for approval. The COM approved form for the temporary pastor’s contract is to be used and is available from the Transition Guide.
5. ***Eligibility for a Temporary Pastor to be Called as a Permanent Pastor***
- a. A Stated Supply Pastor may not be called as the Permanent Pastor of the church being served unless the stated supply relationship has been dissolved for a period of no less than six months. If the church elects a PNC to search for a permanent pastor the Stated Supply automatically becomes an Interim Pastor and as such is not eligible to become the permanent pastor of that church.
 - b. A Temporary Supply Pastor may not be called as the Permanent Pastor, Co-pastor, or Associate Pastor of the church being served unless six months have elapsed since the dissolution of the temporary supply relationship, or if approved a two-thirds vote of the presbytery.
 - c. An Interim Pastor may not be called as the Permanent Pastor of the church being served.