

**APPENDIX 46**  
**FLOW CHART FOR NOMINATING, CALLING,**  
**AND INSTALLING A PASTOR**  
**AUGUST 4, 2015**

## **6. Final Called & Installed Candidates:**

When a PNC has narrowed the field of candidates to one or two:

- COM must have an interview with the candidate separate from the PNC interview, either in person or by telephone. The PNC will provide the task force with a PIF, a CIF, terms of call and the statement of faith for the interview. The purpose of the interview is to evaluate the candidate for the position and for membership within the presbytery.
- Concurrently, the candidate(s) must be given copies of the presbytery Sexual Conduct Policy and Criminal Background Check Policy, and return the Sexual Conduct Signoff Form and the authorization to perform a Criminal Background Check to the presbytery office. [*Contact presbytery office for policies and forms.*]

The candidate is notified that she/he must obtain PA Criminal Database and Child Abuse Clearance checks and an FBI national criminal background check with fingerprints and complete the PA-required mandated reporter training and submit copies of the checks, clearance, and certificate of completion of training to the General Presbyter.

- PNC must request that the General Presbyter conduct a comprehensive reference check with his/her counterpart in the candidate's current presbytery or Full Communion Partner governing body supervisor.
- COM, through the task force, and the General Presbyter, on the basis of reference and background checks, make a recommendation regarding the candidate, positive or negative, in a timely fashion
- If the recommendations are positive *and the background checks are clear*, the PNC may bring the candidate for a candidating sermon. If the recommendation is negative, the COM credentialing task force and the General Presbyter will strongly urge the PNC to reconsider presenting the candidate for this particular call
- No calls may be issued until these checks are done.
- The candidate and PNC preliminarily negotiate terms of call and seek clarity of expectations. [*See "Sensitive Issues," Appendix 2.*] PNC may find downloading the booklet "Understanding Effective Salary" from the Board of Pensions website at [www.pensions.org](http://www.pensions.org) helpful in calculating the church's Board of Pensions cost.

Sessions and teaching elders should take note that the Board of Pensions has restructured its dues requirements. Congregations continue to be required by the Book of Order to provide full Board of Pensions coverage for the pastor. Starting in January 2015, inclusion of the pastor's spouse or dependents will cost an additional 1.5%. This 1.5% may be paid entirely by the congregation or entirely by the pastor, or any combination thereof. If the pastor is single or has a spouse or dependents covered by other policies, there will be no change from the present.

## **7. Preparing to Present a Called & Installed Candidate to the Congregation:**

- After satisfactory background checks are completed, and COM has done a credentialing interview with the individual, and the PNC has selected this individual as the final candidate, the PNC negotiates with the session and the candidate, the date and time of the candidating Sunday and congregational meeting.
  
- PNC requests that session issue a call for a congregational meeting to vote on the pastoral candidate, if the way be clear. The call for the congregational meeting must be sent out at least 10 days in advance, including at least two Sundays.
  
- If session moderator cannot be present at the congregational meeting, it is the moderator's responsibility to call the COM chair or the presbytery office for assistance in finding a moderator.
  
- COM liaison goes through checklist with PNC
  
- PNC requests COM, through its liaison, to provide a task force to do an interview with the candidate prior to the congregational meeting to ensure all details are covered.
  
- Details of the call must be worked out, incorporating the session's input. (Session does NOT vote on the candidate or terms of call, but it does offer input on terms of call.)
  - ◇ The negotiations should specify a proposed effective starting date. Note that, as a practical matter, the Board of Pensions requires all coverage start of the first day of a month.
  - ◇ It is wise to check with the stated clerk to make sure that all minimum terms of call are being met by the proposed terms.
  - ◇ It is wise to consult a tax advisor about federal, state, and local taxes for the package being offered, particularly if the pastor is coming from out of the area.
  - ◇ PNC notifies COM of proposed terms of call. COM must also approve the terms.

- COM must have an interview with the candidate separate from the DPNC interview, either in person or by telephone. The DPNC will provide the task force with a PIF, a CIF, terms of call and the statement of faith for the credentialing interview. The purpose of the interview is to evaluate the suitability of the candidate for the position and for membership within the presbytery.
  - ◇ COM through the task force, makes a recommendation, positive or negative, that very day regarding the candidate to the DPNC.
  - ◇ If the recommendation is positive, the DPNC may bring the candidate for a candidating sermon. If the recommendation is negative, the COM credentialing task force will strongly urge the DPNC to reconsider presenting the candidate for this particular call
- The designated PNC notifies candidates in a timely fashion when they are no longer under consideration.

## **8. Final Designated Pastor Candidates:**

When a DPNC has narrowed the field of candidates to one or two:

- The candidate(s) must be given copies of the presbytery Sexual Conduct Policy and Criminal Background Check Policy, and return the Sexual Conduct Signoff Form and the authorization to perform a Criminal Background Check to the presbytery office [*Contact presbytery office for policies and forms.*] The candidate is notified that she/he must obtain PA Criminal Database and Child Abuse Clearance checks and an FBI national criminal background check with fingerprints and complete the PA-required mandated reporter training and submit copies of the checks, clearance, and certificate of completion of training to the General Presbyter.
- DPNC must request that the General Presbyter conduct a comprehensive reference check with his/her counterpart in the candidate's current presbytery or Full Communion Partner Denomination governing body supervisor. If the comprehensive reference checks are positive and the background checks are clear, the General Presbyter may recommend the DPNC proceed. No calls may be issued until these are done.
- The candidate and DPNC preliminarily negotiate terms of call and seek clarity of expectations. [*See Appendix 2 "Sensitive Issues," and contact presbytery office for Presbytery Minimum Terms of Call.*]

pastoral functions (such as officiating at the sacraments, moderating session, leading new member classes, temporary or permanent membership in presbytery)

- ◇ If the recommendation is positive, the IPNC may continue to negotiate. If the recommendation is negative, the COM credentialing task force will strongly urge the IPNC to discontinue negotiations with this candidate.

## **6. Final Interim Pastor Candidates:**

When an IPNC has narrowed the field of candidates to one or two:

- The candidate(s) must be given copies of the presbytery Sexual Conduct Policy and Criminal Background Check Policy, and return the Sexual Conduct Signoff Form and the authorization to perform a Criminal Background Check to the presbytery office [*Contact presbytery office for policies and forms.*] The candidate is notified that she/he must obtain PA Criminal Database and Child Abuse Clearance checks and an FBI national criminal background check with fingerprints and complete the PA-required mandated reporter training and submit copies of the checks, clearance, and certificate of completion of training to the General Presbyter.
- IPNC must request that the General Presbyter conduct a comprehensive reference check with his/her counterpart in the candidate's current presbytery or denominational governing body supervisor.
- No contracts may be issued until these are done.
- The candidate and IPNC preliminarily negotiate terms of service and seek clarity of expectations. [*See "Sensitive Issues," Appendix 2, and contact presbytery office for current presbytery minimum terms of call.*] If the candidate is a Presbyterian or member of a Full Communion Partner denomination, the terms of call must include participation in the full benefits program of either the PCUSA or the minister's denomination. If a minister of a non-Full Communion Partner denomination, the session is encouraged to include pension and benefits in the terms of service.
  - ◇ The negotiations should specify a proposed effective starting date. Note that as a practical matter, the Board of Pensions requires all coverage start of the first day of a month.
  - ◇ It is wise to check with the stated clerk to make sure that all minimum terms of call are being met by the proposed terms.
  - ◇ It is wise to consult a tax advisor about federal, state, and local taxes for the package being offered, particularly if the pastor is coming from out of the area.
  - ◇ IPNC notifies COM of proposed terms of call. COM must also approve the terms.

e. **Candidates under care of a PCUSA Presbytery**

- ◇ May not officiate at the sacraments, preside at a marriage ceremony or moderate session or congregational meetings.
- ◇ Except that candidates previously ordained as a ruling elder may be granted permission to officiate at the Lord's Supper.

4. **Contracting with a temporary pastor**

- a. Session identifies and contacts candidates. The session may interview candidates by phone, in person or invite a potential candidate to preach in a neutral pulpit. The COM liaison is an integral part of these interviews.
- b. Session must do in-depth reference checks (i.e. contact all listed references) for any candidate who is to be given serious consideration. If the candidate is not a minister of the Word and Sacrament of this presbytery or one of its candidates or lay preachers, the session immediately forwards the name and ministerial membership information to the General Presbyter in order that her/his reference checks and Criminal Background Checks may also be done in a timely manner. [*Contact presbytery office for policies and forms.*]
- c. Candidate must be acceptable to presbytery:
  - If the candidate for a temporary pastoral position is not a minister member of the Presbytery of Huntingdon,
    - ◇ The candidate is notified that she/he must obtain PA Criminal Database and Child Abuse Clearance checks and an FBI national criminal background check with fingerprints and complete the PA-required mandated reporter training and submit copies of the checks, clearance, and certificate of completion of training to the General Presbyter if this presbytery does not already have current checks on file, and submit either a signed Presbyterian Sexual Conduct Signoff form or a signed Non-Presbyterian Sexual Conduct signoff form. [*Contact presbytery office for policies and forms.*]
    - ◇ If a candidate under care of a PCUSA presbytery, the candidate must have the approval of the candidate's CPM,
    - ◇ If a certified lay preacher of the Presbytery of Huntingdon, the ruling elder must have the approval of the Subcommittee on Preparation.

## GLOSSARY AND DEFINITION OF TERMS

- **Administrative Commission (A.C.).** 5-7 people or more appointed by presbytery and empowered by presbytery to act in specific ways on its behalf. In cases of pastoral calls, to install pastors or lead commissioning services.
- **Approved Pulpit Supply list.** A list of ministers, certified lay pastors, and student pastors approved by the Presbytery of Huntingdon for use as occasional supply preachers. Applicants must be interviewed by the Committee on Ministry for theological and ecclesiastical conformity to Reformed theology and polity, and submit to Criminal Background Checks.
- **Board of Pensions.** The body designated by our denomination to provide medical, disability, and retirement benefits to our clergy and some full time church workers. Full participation in the Board of Pensions is required by the Book of Order for all installed half time or more pastors in the denomination.
- **Book of Order.** The second portion of the Constitution of the Presbyterian Church (U.S.A.), the part containing processes and regulations for ordination and certification and for orderly process in ecclesiastical matters.
- **Call.** An invitation extended to serve in one of several types of pastoral positions.
- **Called and installed.** One of several types of pastoral positions.
- **Certified Lay Preacher.** A ruling elder trained to preach.
- **Mission Information Form (MIF).** Document based on the congregational mission study used by the PNC to indicate its pastoral needs
- **Church Leadership Connection (CLC).** The General Assembly computer system for CIFs and PIFs [Contact: (888) 728-7228, ext. 5738 or email to [Wilma.scott@pcusa.org](mailto:Wilma.scott@pcusa.org) ]
- **Clergy Emergency Fund.** Designated fund of the Presbytery of Huntingdon whose purpose is to assist with unanticipated, emergency needs of the ministers and commissioned lay pastors of the presbytery. It is funded primarily through offerings taken at every ordination, installation and commissioning service.
- **Clerk of session.** The session officer who keeps the books, ensures proper process, and acts as the official correspondent and communicator of the congregation.
- **Commissioned Lay Pastor (CLP).** An elder trained and commissioned by the presbytery to serve as a lay pastor in our congregations. Also referred to as a CRE—Commissioned Ruling Elder

- **Committee on Ministry (COM).** Presbytery's committee responsible for advising and acting on calls and contracts
- **Congregational Nominating Committee.** A congregationally-elected committee used to nominate congregational officers, which may be used to nominate members of a Pastoral Nominating Committee.
- **Criminal Background Check (CBC).** A national criminal database check required of all persons serving in ongoing pastoral relationships in this presbytery.
- **Designated Pastoral Nominating Committee (DPNC).** Congregational committee elected by the congregation and used to nominate a designated pastor.
- **Dissolution.** The ending of a call or contract.
- **Full Communion Partner.** A denominational partner of the PCUSA which shares basic theological and sacramental understandings with our denomination and which has covenanted to recognize the ordination of our ministers, as we have of theirs. Currently the Reformed Church in America, the United Church of Christ, and the Evangelical Lutheran Church in America.
- **General Presbyter.** Person called by presbytery to serve its congregations professionally. In this instance, the individual who assists PNCs & DPNCs in finding candidates, performs reference checks and background checks on prospective candidates, and advises COM on the "fit" of prospective matches of candidates and congregations.
- **Installation.** Service of worship, led by presbytery, whereby a call to particular service is initiated.
- **Interim Pastoral Nominating Committee (IPNC).** Either the session as a whole or a subcommittee of session members, who work with COM to locate and contract with an interim pastor.
- **Mission Study.** A session-led process for discerning God's will for a congregation in its area(s) of ministry, present and future.
- **Non-Presbyterian Sexual Conduct Signoff form.** Agreement by non-Presbyterians to abide by the standards for ethical sexual behavior required of all pastoral leadership in the Presbytery of Huntingdon, and to permit conversation with governing body of membership if standards are not upheld. Kept on file in the stated clerk's office.
- **Mid Council Ministries.** Agency of the PCUSA which provides matching service for persons seeking calls and churches seeking pastors.



- **Pastoral Nominating Committee (PNC).** Congregational Committee elected by the congregation and used to nominate a called and installed pastor
- **Personnel Committee.** A session-appointed committee used in some churches to make recommendations on personnel issues.
- **Personal Information Form (PIF).** The PCUSA equivalent of a job resume. A document completed by pastors and candidates seeking a call and filed with the Church Leadership Connection.
- **Presbytery Moderator.** The officer elected by presbytery to moderate presbytery meetings, who presides on behalf of presbytery at all installations and commissioning services.
- **Session Moderator.** The minister installed or appointed by presbytery to moderate session and congregational meetings in a particular congregation
- **Sexual Conduct Policy.** Standards for ethical sexual behavior required for all pastoral leadership in the Presbytery of Huntingdon.
- **Sexual Conduct Signoff form.** Agreement to abide by the standards for ethical sexual behavior required of all pastoral leadership in the Presbytery of Huntingdon. Kept on file in the stated clerk's office.
- **Stated Clerk.** The presbytery officer who ensures proper process and acts as the official correspondent of presbytery.
- **Subcommittee on Congregations.** The subcommittee of the presbytery's Committee on Ministry which participates in the call process on behalf of presbytery, and reviews and advises on all pastoral calls and contracts.
- **Subcommittee on Ministry to Ministers.** The subcommittee of the presbytery's Committee on Ministry which recommends annually minimum terms of call for pastors and which interviews non-Presbyterian applicants for admission to the Approved Pulpit Supply list.
- **Subcommittee on Preparation for Ministry.** The subcommittee of the presbytery's Committee on Ministry which oversees the preparation of prospective ministers of the Word and Sacrament, certified lay pastors, and commissioned lay pastors.
- **Terms of Call.** The terms and conditions of an installed pastoral relationship, including details of the financial package, which are mutually agreed to by the pastoral candidate, the congregation, and the presbytery. The terms and conditions of a contractual pastoral relationship are called "terms of service."