

The Pastor Nominating Committee

An Outline of Responsibilities

Begin Process

Full committee meets with COM liaison

Leadership

Moderator

Secretary: (Must be email capable.)

Prayer Life

Create a prayer team

Create a commissioning and dedication service in worship

Prayer and Bible study as a Committee

Review the *Church Information Form*

Review the *Church Leadership Connection* website (pcusa.org/clc/index.htm)

Review the *Opportunity Lists*

Gather Data

The Committee on Ministry's Congregational Vision Day

Interview all staff

Personnel Committee job descriptions

Review mission statements and long range plans

Define references for the position

Define salary package with the Session

Write your Church Information Form

Seek approval of the Session

Seek approval of the Committee on Ministry

Upload on Church Leadership Connection website

Define a procedure for reviewing *Personal Information Forms*

Contact all candidates: Be professional and courteous!

Contact references

Sermon and worship leadership

Supplemental questions

Define an interview process

Define questions

Telephone interviews

Visiting the candidate

Define a process for on-site interviews

Visiting the community

Interview process and schedule

Hospitality: meals and lodging

The Committee on Ministry interviews.

The final decision

Background checks from the Committee on Ministry

Negotiating the terms of call

The *Pastoral Call Form*

Committee on Ministry interview

Decision of the Congregation

Session calls a congregation meeting to elect

Presentation of the candidate

Installation