

Presbytery of San Jose

Pastor & Associate Pastor Nominating Process Policy 28

I. POLICY STATEMENT

COM is responsible for oversight of the PNC process, including the issues, concerns, and steps necessary for a pastor search. There are numerous documents available to congregations, sessions and PNCs that provide theology and instruction about the PNC process (see Resources section of this Policy). The intent of this policy is to augment existing resources with a clear delineation of responsibilities of all parties involved and the timing of those responsibilities with respect to each party.

II. RATIONALE

In the life of a congregation the call of a new pastor is a time of examination and reaffirmation of that church's mission. The Pastor Nominating Committee (PNC) and Associate Pastor Nominating Committee (APNC) process is lengthy and intensive, requiring cooperation and effort by the PNC/APNC, congregation, and presbytery through its Committee on Ministry (COM). This policy provides an overview of the sequence and responsibilities of the PNC/APNC process. *(Note: the use of Pastor Nominating Committee or PNC throughout the remainder of this document applies to both PNC and APNC activities. The use of Pastor refers to both Pastor and Associate Pastor.)*

III. RESPONSIBILITIES

A. SESSION RESPONSIBILITIES

1. Meets with the COM liaison.
2. Obtains permission from COM to do a mission study, ensures that resources are provided to complete the study in a reasonable time frame, ensures that a study occurs and submits study to COM for approval.
3. Obtains permission from COM to hold a congregational meeting to elect a PNC.
4. Instructs the Nominating Committee to prepare a list of names to consider for nomination to the PNC pursuant to the Book of Order.
5. Approves the Church Information Form (CIF), giving direction about the position and terms of call.
6. After approval submits the CIF to the Church Leadership Connection (CLC).
7. Ensures that the terms of call meet presbytery minimum requirements (Ref: presbytery Policy 6).
8. Calls a congregational meeting when the PNC is ready to report.
9. Budgets for search process expenses.

B. PASTOR NOMINATING COMMITTEE RESPONSIBILITIES

With the guidance of the COM liaison the PNC:

1. Completes the CIF, submits it for approval, first to session, then to COM. (Session gives direction about the position and terms of call.)
2. Reviews Personal Information Forms (PIFs) according to the process described in the current COM Handbook, Pastoral Search section.
3. Reviews PIFs without regard to race, ethnic origin, gender, marital status, age, or disabilities.
4. Secures governing body to governing body reference check and sexual misconduct sign-off forms for potential candidates.
5. Interviews candidates.
6. Selects a candidate.
7. Requires medical exam and a background check.
8. Presents candidate to COM for consideration.
9. Negotiates the call with their selected candidate.
10. Notifies CLC of a call pending.
11. Prepares a report to the congregation.
12. Asks the session to call a meeting of the congregation to hear and act on the report of the PNC.
13. Presents the candidate and the terms of call to the congregation for approval.
14. Destroys all PIF material including references, except for the materials related to the person called, after a candidate is installed.

Note: The PNC shall keep confidential all matters discussed by the committee, and communicates appreciation with all PIFs not being considered.

C. COMMITTEE ON MINISTRY RESPONSIBILITIES

1. Appoints a trained liaison to meet with PNC to
 - a. Provide guidance, support, and resources.
 - b. Ensure that the Affirmative Action Equal Employment Opportunity (AAEEO) requirements are being met.
2. Approves the mission study.
3. Approves the CIF.
4. Assists the PNC in obtaining names of candidates.
5. Recommends to presbytery the candidate and terms of call.

D. LIAISON RESPONSIBILITIES

1. Understands the call process and is familiar with resources to assist the session and PNC.
2. Participates in PNC meetings and maintains contact as appropriate to provide guidance, resources and support in the call process. This includes monitoring the CIF process; awareness of current San Jose Presbytery policy for minimum terms of call, and communication of changes to session and PNC.

E. CONGREGATION RESPONSIBILITIES

1. Participates in the mission study.
2. Elects the Pastor Nominating Committee.
3. Elects the pastor and approves the terms of call.
4. Dissolves the Pastor Nominating Committee after the installation service.

F. PASTORAL CANDIDATE RESPONSIBILITIES

1. Meets presbytery requirements for medical exam and a background check.
2. Submits a one-page statement of faith.
3. Submits a one-page biographical statement.
4. Meets with the COM.
5. Appears before presbytery for examination.
6. Complies with presbytery guidelines for installation.

IV. RESOURCES

REQUIRED

1. **On Calling a Pastor:** A Manual for Churches Seeking Pastors
Order @ 1-800-524-2612 and ask for: PDS3 72232-05-004 or online at www.pcusa.org/clc.
2. **The COM Handbook** – current edition provided by liaison

SUGGESTED

1. **Presbytery Policies** online at www.sanjosepby.org/policies
2. **Searching for a Pastor the Presbyterian Way** by Geneva Press
Dean E. Foose #PY5-0664500412
Order from Cokesbury 800-672-1789
3. **So You're on the Search Committee**
Bunty Ketcham with Celia Allison Hahn #AL 306
Order @ 800-486-1318 FAX 703-964-0370
4. **The Alban Guide to Managing the Pastoral Search Process**
John Vonhof #AL 204
Order @ 800-486-1318 FAX 703-964-0370