

## **Pastor and Associate Pastor Nominating Committee Liaison**

### **Policy Statement**

The Committee on Ministry (COM) is responsible for exercising Presbytery's oversight of the pastor nominating process, including the issues, concerns, and steps necessary for a pastor search. See Policy PT-4. To facilitate this oversight, when a pastoral call is dissolved, COM will appoint a liaison to the session, to introduce the process for calling a new pastor. That liaison should continue to work with the Pastor Nominating Committee (PNC) or Associate Pastor Nominating Committee (APNC) that the congregation elects to carry out the search for a new pastor or associate pastor.

### **Rationale**

Ministering to pastors and congregations is fundamental to COM's role and purpose in the San Jose Presbytery. Facilitating the pastor nominating process as much as possible, without interfering with the work of the PNC or APNC, is an indispensable part of that ministry. By appointing a liaison, COM can carry out its work of ministering to congregations.

### **Responsibilities**

#### **COM Responsibilities**

Trains and appoints COM Liaison to PNC/APNC

- Ordinarily, the appointed COM Liaison will be a current member of COM

Appoints COM Liaison to meet with the session's Interim Pastor Selection Committee to assist the committee in listing areas of concern during interim period, and determine the skills needed to address areas of concern.

When notified that a pastoral call is going to be terminated, provides names of potential transitional and designated pastors to the COM Liaison.

Receives periodic reports from the COM Liaison.

Reviews and approves congregational Mission Study Report.

Advises congregation regarding appropriate time to form a PNC or APNC.

Reviews and approves PNC/APNC's Ministry Information Form (MIF).

Interviews potential candidates selected by the PNC/APNC:

- Conducts "Fit" interview
- Examines the chosen pastoral candidate
- Approves Terms of Call
- Approves candidate's membership in the Presbytery.

Appoints moderator for congregational meeting to call pastor or associate pastor.

Prays for the session, congregation and PNC/APNC throughout the search process.

### COM Liaison Responsibilities

Is familiar with the Office of the General Assembly's Church Leadership Connection, their contact information, and the expectations and procedures regarding forms and requests, and assists the PNC/APNC in meeting those expectations and procedures.

Is familiar with the roles and procedures of the Presbytery of San Jose and COM, and assists the PNC/APNC in meeting the Committee on Ministry's expectations.

Meets with session as soon as possible after notification from congregation to COM that the pastoral call will be terminated.

Reinforces to the congregation, the session, and the PNC/APNC the importance of the PNC/APNC's work in the life of the congregation.

Guides Interim Pastor Selection Committee, including providing list of potential Interim and Designated Pastors/Associate Pastors to session.

Provides an overview of the pastor nominating process, using "On Calling a Pastor," a manual issued by Church Leadership Connection (CLC) and the Office of the General Assembly, as a guide.

[https://www.pcusa.org/site\\_media/media/uploads/clc/pdfs/the\\_revised\\_on\\_calling\\_a\\_pastor\\_manual\\_march\\_2015.pdf](https://www.pcusa.org/site_media/media/uploads/clc/pdfs/the_revised_on_calling_a_pastor_manual_march_2015.pdf).

Consults with session to help to assess budgetary requirements for PNC/APNC (meetings with candidates, moving allowance for selected candidate).

Consults with session to help to assess minimum salary requirements for Pastor/Associate Pastor Terms of Call, and budgeting to meet those requirements.

Consults with session and PNC to discuss negotiation of Terms of Call with selected candidate.

Arranges first meeting of the PNC.

Functions as member of PNC or APNC *ex officio*.

Attends as many PNC or APNC meetings as possible, acting as a consultant or advisor, without participating directly in deliberations or votes on candidates.

As needed, works with PNC/APNC chair and co-chair outside of regular meetings.

Assures Presbytery Executive-to-Executive reference check.

Reports monthly to COM.

May join COM representatives in exit interview with previous pastor.

May meet with the Interim Pastor, better to understand the life of the congregation.

For an APNC, clarifies the relationship of the Pastor to the call process.

Prays for session, congregation, and the PNC/APNC throughout the search process.

### Interim Pastor/Pastor Responsibilities

Prays for the PNC/APNC, the session, and the congregation throughout the search process.

Assists as appropriate with preparation of Mission Study Report.

Refrains from interfering with the work of the PNC/APNC.

### PNC Responsibilities

Maintains strict confidentiality about its work.

Becomes familiar with contents of "On Calling a Pastor" document.

Consults with session and COM Liaison to help to assess budgetary requirements for PNC/APNC (meetings with candidates, moving allowance for selected candidate).

Consults with session and COM Liaison to help to assess minimum salary requirements for Pastor/Associate Pastor Terms of Call, and budgeting to meet those requirements.

Consults with session and COM Liaison to discuss negotiation of Terms of Call with selected candidate.

Completes congregation's MIF and submits to session and then to COM for approval.

Provides summary progress reports to session and congregation.

Maintains contact with General Assembly Office of Church Leadership Connection (CLC), and CLC's Call Process Services.

Receives and reviews Personal Information Forms (PIF): From CLC, Presbytery, or self-referrals. Evaluates candidates objectively and prayerfully.

Meets with candidates in ways appropriate to stage of the selection process, from get-acquainted telephone or video interviews, to more lengthy follow-up interviews, to in-person interviews.

Coordinates with COM Liaison to secure a neutral pulpit.

Organizes and coordinates weekend for the congregation to meet the selected candidate, and congregational meeting to elect candidate and approve Terms of Call.

### Session Responsibilities

Enters into a contract with an Interim Pastor.

Consults with COM regarding appropriate time to form a PNC/APNC.

Presents a slate of PNC/APNC candidates who are representative of the congregation (G-2.0802), and then calls a congregational meeting to elect the PNC/APNC.

Notifies COM when the PNC/APNC is elected.

Consults with PNC/APNC and COM Liaison to help to assess budgetary requirements for PNC/APNC (meetings with candidates, moving allowance for selected candidate),

Consults with PNC/APNC and COM Liaison to help to assess minimum salary requirements for Pastor/Associate Pastor Terms of Call, and budgeting to meet those requirements,

Consults with PNC/APNC and COM Liaison to discuss negotiation of Terms of Call with selected candidate,

In consultation with the PNC/APNC, sets Terms of Call.

Prays for the PNC and the congregation throughout the search process.

### **Congregation Responsibilities**

Elects the PNC/APNC.

Prays for the PNC/APNC throughout the search process.

Elects the candidate and approves Terms of Call.