

DEFINITION OF ROLES FOR PASTOR SEARCH/CALL PROCESS

Church's Role	Presbytery Role	Suggestions/Notes
1. Pastor consults with COM before informing Session of any intention to resign pastorate	COM Liaison consults with the Pastor regarding details of the announcement to Session/Congregation	Issues to consider: Timing; letter ready to send to the Congregation. Review information in Chapter #1 JBP "Saying Goodbye."
2. Session meets to consider: <ul style="list-style-type: none"> When and how to inform the Congregation Options for pastoral leadership during vacancy 	COM Liaison meets with session to discuss next steps; options for temporary supply leadership; overall process	Temporary supply discussion should be brief, non-specific. Encourage pulpit supply for first few weeks (when no associate pastor). Do not start the search for an interim until the pastor has left.
3. Session calls congregational meeting to dissolve pastoral relationship	COM Liaison consults with Pastor: <ul style="list-style-type: none"> Who will moderate congregational meeting? COM Liaison should attend worship and congregational meeting to introduce self and the process in a Minute for Mission COM Liaison represents the Presbytery in the Service of Dissolution	A minister member of the Presbytery should moderate the congregational meeting (if there is no Associate Pastor). See "Minute for Mission" sample in Chapter 1 JBP "Saying Goodbye"
	4. COM Liaison and, if possible, a second COM team member, conducts an exit interview with the Pastor	See suggested exit interview questions in JBP. Chapter 1. The interview team should allow 2 hours for this meeting.
5. Session meets with the COM Liaison to discuss next steps	COM Liaison discusses temporary or long-term options for leadership: <ul style="list-style-type: none"> Is CRE an option? How/When is an interim search committee is elected? How/When is a PNC elected? Payment of vacancy dues 	See "Interim Ministry Selection Process" discussion in JBP Chapter 2 "Seeking Temporary Pastoral Leadership."

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6. Session arranges for interim search committee	COM Liaison assists in the interim search process, provides sample contract and advice on developing TOC, and attends commissioning service for the interim pastor.	COM Liaison provides guidance and helps determine specific needs, suggests ways to advertise the position and to secure possible candidates (Church Leadership Connection and introduction to local qualified pastors)
7. Works with interim on the five tasks	COM liaison arranges for periodic progress checkups – see COM policy “Interim Pastor Progress Interviews”	Interim advises COM that five tasks are largely complete and church ready to form PNC
	7. COM Liaison grants permission to form a PNC	COM Liaison assists and provides guidance on search in nomination process and commissioning service
8. Session calls a congregational meeting to elect a PNC	COM Liaison should attend the congregational meeting to meet with the PNC members to set the first meeting date	PNC members introduced to the congregation. COM Liaison can answer questions regarding the PNC process.
9. PNC meets	COM Liaison moderates the first meeting (until a member of the PNC is elected as moderator). COM Liaison discusses the work that the PNC will be engaged in.	See JBP Chapter 4 “Election of PNC and Pastoral Search Guidance.”
10. PNC complies answers the “Strategic Planning Questions” and secures Session approval	COM Liaison assists in preparation and (once approved by Session) presents to COM for approval.	COM Liaison should reflect back to the PNC what the reader might hear – being “ears of a candidate,” encourages committee to “go deeper” – think more theologically. The Strategic Planning Questions can be found at JBP, Chapter 3 “Preparing for the Search.”
11. PNC prepares the Ministry Information Form (MIF) and secures Session approval (particular attention to salary range)	COM Liaison assists in preparation, approves draft of the MIF, and (once approved by Session) presents to COM for approval. COM Liaison/Presbytery Staff assists with posting the MIF on the CLC.	The MIF form can be found on the CLC website. https://www.pcusa.org/resource/ministry-information-form/
12. PNC prepares for receiving, reviewing and evaluating PIFs	COM Liaison trains PNC in reading and processing PIFs.	See JBP Chapter 4. Review commitment to AA/EEO guidelines.

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13. PNC considers PIFs received through CLC match and self-referrals.	COM Liaison assists as requested.	
14. PNC conducts phone/Skype/electronic interviews and checks references	COM Liaison conducts training on phone/Skype/electronic interviews and how to conduct candidate's references.	See JBP, Chapter 4
15. PNC arranges for face-to-face interviews for final candidate(s) and preaching in a neutral pulpit	COM Liaison conducts training on face-to-face interviews. COM Liaison coordinates Presbytery background check, prior to arranging a face-to-face interview . [If the candidate is non-ordained, check with the Stated Clerk regarding process and additional steps.] COM Liaison assists in securing a neutral pulpit. COM Liaison arranges for the candidate to be interviewed by a COM team (See 17 below)	Send completed Employee References and Release Form and a copy of the candidate's PIF to the Stated Clerk who will conduct necessary background checks.
16. PNC hosts interviewing visit	COM Liaison attends all interviews.	COM Liaison should be present for "listening" purposes and to provide feedback after the interview.
	17. COM holds examination/interview with the candidate to determine "fit" within the Presbytery of Denver and with the church.	Allow at least 2 hours for this meeting; COM Liaison should attend. See COM policy "Interviews with Candidates/Clergy Entering Denver Presbytery."
17a. PNC begins to develop proposed Terms of Call (TOC)	Liaison provides COM guidance of compensation minimums, policy and worksheets and BOP information	TOC should be reviewed and approved by COM before congregational meeting
18. PNC requests Session to call a congregational meeting to elect a called pastor	COM Liaison consults regarding the moderator for the congregational meeting.	Consider whether the Interim Pastor is appropriate or COM liaison arranges for appropriate moderator.

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19. Congregation hears the candidate preach and the PNC report; votes on the candidate and, if approved, also votes on the TOC; and votes to dissolve the PNC	COM Liaison is present for the congregational meeting.	See JBP Chapter 5 for format of congregational meeting. Some congregations may choose to have members of the PNC continue as an informal support group for the new pastor.
	20. COM Liaison submits the signed TOC form to COM and arranges for the MIF to be withdrawn from the CLC.	Signed TOC copies are given to the pastor, the Clerk of Session and Stated Clerk
21. Session and Pastor discuss installation service	COM Team for the church submits a proposal to COM to approve the installation commission.	Proposed installation commission is reviewed by Stated Clerk and Presbytery Moderator
	22. COM liaison coordinates the introduction and welcoming of the new Pastor to Denver Presbytery at next Assembly meeting.	Stated Clerk and Presbytery Moderator should be aware of planned introduction at Assembly
	23. COM liaison and team arranges for six month checkup and suggested follow-up actions as outline in JBP Chapter 5	See COM policy "New Pastorate Interviews"