

**CALLING A PASTOR: Checklist for COM Liaison and PNC (3/2025)**  
**CONTACT THE CLC TEAM** If you have any questions or need assistance:  
**clcsupport@pcusa.org** or call at **502-569-8550/ (844) 984 2440 (toll-free)**

This checklist is a general reminder of key steps to accomplish (✓ and date) in the process of finding a pastor!  
Throughout the entire process, **PRAY** for God to lead your next pastor to you!

Please refer to the manual, Flow Chart for Nominating, Calling, and Installing a Pastor, for complete descriptions of requirements (found on Presbytery website): <http://www.huntingdonpresbytery.com>

- Click on **Documents** on the left side bar: <http://www.huntingdonpresbytery.com/DOCUMENTS.html>
- Under **Calling a Pastor** (bottom of second column), find:
  - **Calling a Pastor – Flow Chart**
  - **Checklist** for Pastor Nominating Committee (PNC) and Committee on Ministry (COM) liaison
  - **Mission Study** (long or short form)

**STEP ONE: The Pastor Announces Her/His Departure – SESSION**

1. \_\_\_ COM representative(s) (chair, other) meets with Session to explain the process
  - a. \_\_\_ **Code of Conduct for Former Pastors** is shared with Session and they are asked to share with the congregation
  - b. \_\_\_ Session files a service termination with the Board of Pensions
2. \_\_\_ COM appoints a moderator to Session

**STEP TWO: The Mission Study - SESSION**

3. \_\_\_ Moderator leads Session in a **Mission Study**
  - a. \_\_\_ The purpose of the Mission Study is to determine the future of the church and that type of pastoral leadership is needed
  - b. \_\_\_ Consult with COM: Session may begin this with current pastor; however, COM may advise the process to be led by the moderator
  - c. \_\_\_ COM/Moderator will advise using the Long form (preferable in most cases) or the Short form
  - d. \_\_\_ The Ministry Discernment Profile (MDP) from the Church Leadership Connection (CLC) site may be helpful in completing the Mission Study:  
[https://pcusa.org/sites/default/files/2025-01/CLC\\_MDP\\_Blank\\_Form\\_202412.pdf](https://pcusa.org/sites/default/files/2025-01/CLC_MDP_Blank_Form_202412.pdf)
  - e. \_\_\_ Mission Study is approved by Session then sent to COM for comment and approval

**STEP THREE: Pastor Nominating Committee (PNC) Formed and the Call Process Begins – Clerk & PNC**

4. \_\_\_ Session asks the congregational Nominating Committee to prepare a slate of 5-7 persons willing to serve; at least ONE should be very tech savvy as all work is done online through the Church Leadership Connection (CLC) website (below)
  - a. \_\_\_ Moderator holds a congregational meeting to elect PNC and reports to COM
  - b. \_\_\_ COM liaison is appointed to the PNC
5. \_\_\_ Clerk of session responsibilities:
  - a. \_\_\_ **GP** will **Invite** the Clerk to create an account on the CLC site. The Clerk will receive an email with a link to register.
  - b. Clerk of Session gets the PNC started on the CLC site by following these directions:  
[https://pcusa.org/sites/default/files/2025-01/CLC\\_COS\\_User\\_Guide\\_202412.pdf](https://pcusa.org/sites/default/files/2025-01/CLC_COS_User_Guide_202412.pdf)
6. \_\_\_ COM liaison meets with PNC at every meeting (weekly or every other week)
  - a. \_\_\_ COM liaison reviews process with new PNC
  - b. \_\_\_ PNC chooses chairperson and secretary from within PNC (must be tech savvy!)

- c. \_\_\_ Using the Mission Study, PNC develops the Ministry Discernment Profile (MDP) from the CLC site (cut and paste): [https://pcusa.org/sites/default/files/2025-01/CLC\\_MDP\\_Blank\\_Form\\_202412.pdf](https://pcusa.org/sites/default/files/2025-01/CLC_MDP_Blank_Form_202412.pdf)
  - d. \_\_\_ **GP will also send you the MDP in WORD that you can use as a working MDP**
  - e. \_\_\_ Completed MDP is approved by Session then sent to COM for comment and approval
  - f. \_\_\_ PNC chairperson or secretary posts MDP to CLC site
7. \_\_\_ If there is a manse that the church intends to use as part of the Terms of Call:
- a. \_\_\_ Session and PNC conduct a manse inspection
  - b. \_\_\_ Session member does a manse inspection with COM and COPL representatives
8. \_\_\_ If there is NOT a manse and if using a housing allowance, PNC should gather information on available housing options in the area

#### **STEP FOUR: Evaluating and Selecting Potential Candidates! - PNC**

- 9. \_\_\_ PNC receives and carefully reviews PDPs of matched candidates
    - a. \_\_\_ PNC reviews online sermons, any other websites provided by the candidate
    - b. \_\_\_ PNC contacts candidate to determine current and potential interest
    - c. \_\_\_ PNC contacts references
  - 10. \_\_\_ When down to one or two candidates:
    - a. \_\_\_ PNC requests GP conduct a reference check
    - b. \_\_\_ PNC conducts reference checks
    - c. \_\_\_ PNC interviews candidates by Zoom
  - 11. \_\_\_ PNC negotiates with candidate the time and location for a neutral pulpit
- \*Depending on interview results and reference checks, PNC may return to Step 9 numerous times

#### **STEP FIVE: Final Candidate is Chosen! - PNC**

- 12. \_\_\_ Candidate visits the church and area (if requested by candidate)
  - a. \_\_\_ PNC and COM liaison must interview candidate
  - b. \_\_\_ Two or more COM members (or representatives) must interview candidate (credentialing interview)
  - c. \_\_\_ PNC requests that candidate submit all Pennsylvania-required background checks and clearances
- 13. \_\_\_ Candidate and PNC negotiate Terms of Call (refer to Presbytery minimum terms)
- 14. \_\_\_ PNC negotiates with candidate the time for a candidating service
- 15. \_\_\_ PNC requests Session issue a call for congregational meeting with moderator (or approved substitute) officiating (must be given to congregation at least 10 days prior and at least 2 Sundays prior) to be held immediately after candidating service
  - d. \_\_\_ Congregation approves and accepts call (vote by ballot) AND candidate accepts the call
  - e. \_\_\_ Congregation elects two members, at least one elder to represent Session and another to represent the congregation, to testify at next presbytery meeting of the call and the date, place, and time meeting was held; Moderator will also report to Presbytery
  - f. \_\_\_ Congregation votes to dismiss PNC
  - g. \_\_\_ Clerk or Moderator immediately notifies Stated Clerk of Presbytery the results of the meeting
- 16. \_\_\_ PNC, candidate, and moderator of Presbytery together set dates for ordination/installation; all churches in presbytery are invited!
- 17. \_\_\_ Congregation is asked to PRAY daily for their new pastor!
- 18. \_\_\_ COM liaison and PNC should meet after 6 months with the pastor and to ask these questions (then COM liaison report to COM): As you became a member of this presbytery and this church community:
  - What have been surprises; i.e., what did we not tell you that we should have?
  - What could the presbytery do to help you feel more included or welcomed?
  - What were some things that the church / presbytery did well for you?