

The pastoral call process is not simply hiring a new employee for the church as would be done in a secular workplace. It is participating in God's own choice for the church by opening yourselves to the work of the Holy Spirit who will guide, nudge, empower, inspire, comfort and inform you in your journey toward finding new pastoral leadership. Presbyterians believe that God uses committees, papers, procedures, and our polity, sprinkled with a generous measure of prayer, Scripture, and worship, to help you discern who it is that God is calling to be your pastor.

Date  
Completed

- \_\_\_\_\_ Session notifies COM through their Liaison that the needs and mission of the church indicate a call for an Associate Pastor for the Congregation.
- \_\_\_\_\_ COM Liaison meets with Session for Process Overview
- \_\_\_\_\_ Session writes rationale of how an Associate Pastor position will benefit the church's mission/vision and a Position Description and submits to COM. The rationale functions in place of a Self-Study.
- \_\_\_\_\_ COM approves the Position Description
- \_\_\_\_\_ Session requests permission from COM to form a Associate Pastor Nominating Committee (APNC)
- \_\_\_\_\_ COM Liaison reviews pastoral search process with Session
- \_\_\_\_\_ COM gives permission for congregation to elect an APNC
- \_\_\_\_\_ When nominees are secured, Session calls a meeting of congregation to elect APNC
- \_\_\_\_\_ Congregation elects APNC
- \_\_\_\_\_ COM Liaison orients APNC to the search process, and works with APNC in preparing Ministry Information Form (MIF)
- \_\_\_\_\_ COM reviews completed MIF; makes recommendations as needed
- \_\_\_\_\_ Session approves the MIF
- \_\_\_\_\_ COM approves the MIF
- \_\_\_\_\_ COM provides login/password to APNC for placing MIF on the PCUSA web site
- \_\_\_\_\_ APNC receives Personal Information Forms (PIF), reviews them, interviews candidates
- \_\_\_\_\_ COM Liaison requests Presbytery reference checks on final 3 or 4 candidates
- \_\_\_\_\_ COM Liaison interviews final candidates who are brought into area and secures Criminal Background check on final candidates
- \_\_\_\_\_ APNC selects the final candidate and negotiates terms of call
- \_\_\_\_\_ COM approves the terms of call
- \_\_\_\_\_ APNC requests permission from COM to ask Session to call a Congregational Mtg for a specific date in order to hear and act on the report of the APNC

Church:

Committee on Ministry (COM)  
Presbytery of Detroit  
Associate Pastor Checklist

Date  
Completed

\_\_\_\_\_ Session acts to call a Congregational Meeting

\_\_\_\_\_ On that date, the Candidate preaches in worship, then the congregational meeting is held for approving the Call to the Associate Pastor

\_\_\_\_\_ COM presents the Call to Detroit Presbytery for concurrence. If the individual is a Teaching Elder from another Presbytery or a Candidate for Ministry, they would have an examination on the floor of Presbytery.

\_\_\_\_\_ The Pastor begins ministry, sets date for Service of Ordination and/or Installation, secures Commission

\_\_\_\_\_ Presbytery approves the Administrative Commission and Installation date

**COM**

**MIF**

**PCUSA**

**PIF**

**APNC**

### **Glossary of Terms**

**Committee on Ministry**, Presbytery committee with oversight of Churches and Teaching Elders

**Ministry Information Form**, a church's resumé form in the PCUSA

**Presbyterian Church (U.S.A.)**

**Personal Information Form**, a Pastor's resumé form in the PCUSA

**Associate Pastor Nominating Committee**, elected by a congregation to discern Call to a Pastor