

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