

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	COM Use Only
_____	Pastor informs the Session that s/he has accepted a call or is retiring
_____	Pastor notifies COM, the Executive Presbyter, and the Stated Clerk of Presbytery
_____	Session calls a Congregational Meeting to dissolve the pastoral relationship
_____	COM Reps meet with Session to discuss "what happens now?" 1a
_____	COM informs Session of need for Financial Assessment by Presbytery's "specialists" 1a
_____	COM assigns a Rep from Transitional Leadership (TL) and a Rep from Pastoral Call (PC) to work with Session through entire search process 1a
_____	TL Rep discusses transitional pastoral leadership with Session and provides names of approved candidates for consideration 1a
_____	TL helps Session identify potential transitional leadership and prepare contract 1a
_____	TL reviews and recommends transitional contract approval to COM 1b
_____	Once transitional pastor is in place, PC Rep meets with Session for Process Overview 1b
_____	Session engages in a Self Study process, forming a committee or task group 1b
_____	Transitional Pastor facilitates the Self Study process 1b
_____	Completed Self Study is approved by Session and by COM PC 1b
_____	Session requests permission from COM to form a Pastor Nominating Committee (PNC) 2
_____	PC Rep reviews pastoral search process with Session 2
_____	COM gives permission for congregation to elect a PNC 2
_____	When nominees are secured, Session calls a meeting of congregation to elect PNC 2
_____	Congregation elects PNC 2
_____	PC Rep orients PNC to the search process (preferably done in small sections), and works with PNC in preparing Ministry Information Form (MIF) 3
_____	PC reviews completed MIF; makes recommendations as needed 3

Date Completed		COM Use Only
_____	Session approves the MIF	3
_____	COM approves the MIF	3
_____	COM provides login/password to PNC for placing MIF on the PCUSA web site	4
_____	PNC receives Personal Information Forms (PIF), reviews them, interviews candidates	4
_____	PC Rep requests Presbytery reference checks on final 3 or 4 candidates	4
_____	PC interviews final candidates who are brought into area and secures Criminal Background check on final candidates	5
_____	PNC selects the final candidate and negotiates terms of call	5
_____	COM approves the terms of call	5
_____	PNC 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 PNC	5
_____	Session acts to call a Congregational Meeting	5
_____	On that date, the Candidate preaches in worship, then the congregational meeting is held for approving the Call to the Pastor	5
_____	COM presents the Call to Detroit Presbytery for concurrence	6
_____	The Pastor begins ministry, sets date for Service of Installation, secures Commission	7a
_____	Presbytery approves the Administrative Commission and Installation date	7a

Glossary of Terms

COM	Committee on Ministry , Presbytery committee with oversight of Churches and Teaching Elders
MIF	Ministry Information Form , a church's resumé form in the PCUSA
PC	Pastoral Call , a sub-committee of Detroit's COM
PCUSA	Presbyterian Church (U.S.A.)
PIF	Personal Information Form , a Pastor's resumé form in the PCUSA
PNC	Pastor Nominating Committee , elected by a congregation to discern Call to a Pastor
TL	Transitional Leadership , a sub-committee of Detroit's COM