**Presbytery of Detroit**

**Committee on Ministry**

# **Call Check List**

# 🞏 1. PNC, following approval by the Presbytery clearance team, requests Session to call a congregational meeting including a candidating sermon in a service of worship if that is the practice of the congregation. Review Congregational By-Laws for when public notice of the meeting shall be given to the congregation.

# 🞏 2. PNC is encouraged to provide the congregation with appropriate information, including biographical data and other pertinent information regarding the candidate and reasons for selecting this particular candidate. The PNC may provide opportunity for the congregation to meet the candidate, such as a reception on Saturday afternoon or evening, and ordinarily shall provide for the candidate to conduct worship and preach for the congregation.

# 🞏 3. The congregational meeting to elect the pastor is held. A representative from Committee on Ministry will be present.

# 🞏 4. If the person to be called is not yet ordained:

#  a. Examination may take place at a regular meeting of the Presbytery or at a special meeting. Examination for ordination shall ordinarily be done by the calling Presbytery.

#  b. Ordination shall take place in the calling Presbytery unless the candidate requests differently.

#  c. If the candidate is not ordained in the calling Presbytery, a separate service of installation is planned.

🞏 5. PNC submits report to COM for its stated meeting prior to Presbytery meeting. The report is to include the following:

 🞏 a. Plans for candidating service (if it has not yet taken place) and congregational meeting to vote on the call.

######  🞏 b. [*Call Sheet Information Form*](https://www.dropbox.com/s/kpcx1eml515tzvv/Call%20Sheet%20Information%20Form.docx?dl=0) which includes Terms of Call as agreed upon by congregation and the candidate.

 🞏 c. The Sexual Misconduct Acknowledgement Form

 🞏 d. Criminal Background Check

 🞏 e. Standards of Ethical Conduct Form

 🞏 f. Teaching Elder Information Form

🞏 6. Following the call of the congregation, COM makes the recommendation to Presbytery to approve the call of the congregation.

🞏 7. Exit interview is scheduled by COM with the interim or temporary pastor. (See [*Exit Interview for Interim Pastor*](https://www.dropbox.com/s/x475sbuaqq5v0zo/Exit%20Interview%20for%20Interim%20Pastor.docx?dl=0).) The process shall be the same as that for an installed pastor leaving a position with the Separation Ethics document signed and circulated.

🞏 8. Candidate is introduced to Presbytery

 🞏 a. Elected representatives of the congregation attest to the congregational meeting and call

 🞏 b. All candidates shall provide the Presbytery with a statement of faith and a brief biography. The candidate for ordination should also be prepared for an examination on the floor of Presbytery. After sufficient examination, the presbytery votes on candidates for ordination.

 🞏 c. Following the vote of Presbytery, [*Pastoral Call Form*](https://www.dropbox.com/s/7fpdxvm1oabaxpr/Pastoral%20Call%20Form.docx?dl=0) is sent to the minister’s presbytery by the Stated Clerk.

🞏 9. Guidelines for Ordination/ Installation Commission Form

🞏 10. Ordination/ Installation Service takes place.