

# **Foothills Presbytery Pastor Nominating Committee Training & Reference Materials**



*Caring, Empowering and Celebrating  
the churches in Foothills Presbytery*

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# The Call Process



**Acronyms:** CLC – Church Leadership Connection; COM – Committee on Ministry  
 MIF – Ministry Information Form; PIF – Pastor Information Form

## **Ministerial Ethics**

(From the Committee on Ministry)

### Introduction

The ties that bind pastor and people are often deep and profound and may lead to difficulties when the pastor retires or moves to another church, particularly when the former pastor continues to reside relatively close to the place of former service. Certain “unwritten” ethical standards have been established through the years that have governed the relationship between a pastor and his/her successor and the relationship between a pastor and his/her former congregation. When these standards are observed, the relationships can be rewarding and satisfying to all parties concerned. When they are violated, embarrassment and animosity are almost sure to arise, and the peace, purity, and unity of the church may be threatened.

Because of the sensitive nature of these relationships, Foothills Presbytery establishes the following standards to guide pastors and congregations when a pastoral relationship is dissolved. This move from “unwritten” to “written” standards is an effort to bring some uniformity and clarity to a sensitive issue.

### The Former Pastor

When pastoral relationships with congregations are dissolved, pastors shall:

1. Announce publicly that he/she is no longer available for pastoral services (including, but not limited to funerals, weddings, baptisms, pastoral counseling, visitation), except at the invitation of his/her successor or the Session.
2. Refer all requests for pastoral services to the current pastor and/or Clerk of Session.
3. Discourage members of the former congregation from “following” him/her to the next pastorate.
4. Exercise great care to have no further influence on the former congregation.
5. Refuse to criticize the work of his/her successor and refuse to listen to criticisms from members of the former congregation. Instead, the former pastor shall encourage active support of the new pastor.

### The Congregation

When pastoral relationships are dissolved, the congregation is encouraged to:

1. Remember that the former pastor is no longer their pastor, and refrain from calling him/her to perform any pastoral services.
2. Cherish the friendships they had with their pastor, and continue those friendships, but do not confuse friendship with pastoral relationship.
3. Resist comparing the new pastor with his/her predecessor, immediate or otherwise.

### The New Pastor

The new pastor also has role to play in preventing conflict in the presence of the former pastor. The new pastor should:

1. Remember that the ties that bind the members of a congregation to its former pastor(s) have been forged through the unique experience of the pastorate. A congregation that loves its former pastor(s) reveals a capacity to love its new pastor.
2. Refrain from criticizing the former pastor.
3. Be aware that the former pastor has a body of knowledge and “hindsight” that may be useful at times.
4. Consider including the former pastor in significant moments in the life of the church that may provide an occasion for celebrating the past and its connection with the present and future.

### **PNC Responsibilities**

Your main responsibility is to discern who God is calling to be the pastor at your church at this time and to call him/her to serve as your Pastor. Encourage the congregation to be in prayer with you as you seek to discern God’s will.

You are a committee of congregation, not of Session. This means that you report to them and take direction from them.

The PNC will need to elect a Chair and a Secretary/Scribe.

The Chair will communicate with the COM liaison, as well as the Presbytery Stated Clerk and Associate Stated Clerk. We are also here to support you. Please don’t hesitate to ask us questions, especially about the process.

The PNC also has a responsibility to communicate with the congregation on a regular, ongoing basis to help them understand where you are in the process. It is also a good idea to share information with Session monthly on your progress.

Build a plan to introduce the Pastor to your congregation and community. There’s more information about this in the Transition Duties section of this document.

**Helpful Hint: A search for a Pastor can take 18 to 24 months.**

## Glossary of Terms

Here are a few acronyms and other terms that will be helpful for the Pastor Nominating Committee.

**BoP – Board of Pensions.** This organization partners with Presbyterian Churches and other PCUSA organizations to offer a broad range of benefits for employees.

**CLC – Church Leadership Connection.** This is the PCUSA site that is used for Pastor Searches.

**COM – Committee on Ministry.** This Presbytery Committee is responsible for assigning a liaison to the PNC, for assisting the PNC in the process, and for examining the pastor candidate when he/she is identified by the PNC.

**Examinations Commission** – This is a subcommittee of the Committee on Ministry. They have the responsibility to examine the Pastor Candidate to determine if he/she is aligned in theology and is a good fit for your church.

**MIF – Ministry Information Form.** This is the information that the PNC completes to tell the story about your church and what you are looking for in your new pastor. This information is entered in the CLC.

**PIF – Pastor Information Form.** This is the information that pastors who are seeking a new call present about themselves. It includes education, work experience, answers to questions, and other information that the PNC will review for Pastor Candidates who are matched to your MIF.

**PNC – Pastor Nominating Committee.** Elected by the congregation, this team has the honor and responsibility of searching for and calling the next pastor for your church.

## Ministry Information Form

Writing the Ministry Information Form (MIF) is the most important first step for the PNC. This document shares information about your church, what you are searching for in a pastor, and about your church community.

To complete the MIF, you will need to gather information from a variety of sources, including your congregation, previous/other MIFs, church reports, and community sources.

To gather information from your congregation, you will want to consider multiple options. Town Hall type discussions on one or more of the MIF questions, surveys or other written instruments from the congregation, and small group discussions.

Helpful Hint: Completing the MIF will take time. While the congregation is engaged with some of the data gathering, they will not see all the work being performed by the PNC. It is important to communicate regularly that you are working on this very important piece that shares information about your church and community with Pastor Candidates.

PNCs often find it helpful to review other MIFs. If your church completed an MIF within the last 5 or 6 years, ask the previous PNC for a copy of it to read as a baseline. We also suggest that you review one or two MIFs that are available on the PCUSA Church Leadership Connection (CLC).

#### Accessing other MIFs on the CLC

Here is the link to PCUSA CLC homepage. <https://clc.pcusa.org>  
This is the site used for connecting churches and pastors.

Reviewing MIFs of other churches will give you an idea of language to describe your position, trends in compensation, and ways that churches describe their history, ministry, and gifts.

In the listing in the box on the left, click on “Opportunity Search”. Now you can select various options to review MIFs that have been submitted by other churches. For this example, we selected Solo Pastor and South Carolina. The search returned 6 options, which we could then click on the “MIF ID” (in blue) for the one(s) we want to review. See Table 1 below for a screenshot of available MIFs based on our search parameters of Solo Pastor in South Carolina.

Table 1

Opportunity Search Results

[Perform Another Search](#)

MIF ID	POSITION	EXP. LEVEL	ORG. NAME	PRESBYTERY	CITY	STATE	COMMUNITY	SIZE
22377.AD0	Solo Pastor	No Experience	Limestone Presbyterian Church	Foothills Presbytery	Gaffney	SC	Town	101 - 250 members
22376.AE0	Solo Pastor	5 to 10 Years	Fountain Inn Presbyterian Church	Foothills Presbytery	Fountain Inn	SC	Town	101 - 250 members
22445.AB0	Solo Pastor	First Ordained Call	The Presbyterian Church at Manning	New Harmony	Manning	SC	Small City	101 - 250 members
22449.AC0	Solo Pastor	2 to 5 Years	Murrells Inlet Presbyterian Church	New Harmony	Murrells Inlet	SC	Small City	Under 100 members
22259.AD2	Solo Pastor	5 to 10 Years	Bethesda Presbyterian Church	Providence Presbytery	York	SC	Rural	101 - 250 members
22546.AE0	Solo Pastor	No Experience	Upper Long Cane Presbyterian Church	Trinity Presbytery	Abbeville	SC	Rural	101 - 250 members

Number per Page:  (6 records) Pages: | 1 |

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Each MIF also shows the “Minimum Effective Salary” which is offered for the position listed. There is also “Version Track Info” indicating the date this MIF was last updated.

In the **Compensation and Housing section** you will see links for the following categories.

#### *Cost of Living Calculator:*

This calculator can give you or those interested in your MIF information about the differences in cost of living between two cities.

#### *Effective Salary Definition:*

This link takes you to the Board of Pensions document to define Effective Salary.

#### Church Trends

You can access information about your church’s trends/statistics on the PCUSA Research Services site: <https://church-trends.pcusa.org/>

To find your church, click on “Congregations”, then “Churches by Name.” Enter your church name and you will see the last statistical report data available. You can also click on the options for 5 years at a time.

A blank MIF is provided in Appendix A. You will want to complete your draft in a Word version of the MIF. It will be easier to make the updates in the Word version. Once your draft is approved, you can copy and paste into the online MIF tool.



**Helpful Hint:** After you complete the MIF, let it sit for a week or two. Then, review it again with fresh eyes and a clear head to ensure that it conveys what the PNC believes the church wants a new pastor to read/hear.

## **Pastor Salary and Benefits**

Foothills Presbytery has minimum standards for the Terms of Call for the various pastor categories: Solo Pastor, Co-Pastor, Associate Pastor, etc. As you are working on the MIF, you will also want to work with your Finance Committee and the Presbytery office on the planned Terms of Call. See a sample worksheet in Appendix B. The PNC will also need to work with the Finance Committee and Session on establishing budgets for PNC expenses (interview expenses and others) and pastoral moving expenses.

Additionally, the PNC will want to be aware of the Indebtedness Policy that was created by the Committee on Ministry to assist pastors who qualify. The policy is provided in Appendix C.

## **MIF Approvals**

Once the PNC has drafted the MIF, it is a good idea to ask the Session to review it and to provide wise counsel to the team. While it is not required to have Sessions' approval, it makes sense to ask for their review.

When the MIF is complete, the PNC will submit it to the COM liaison, as well as the Presbytery Stated Clerk and Associate Clerk for their approvals. Once you receive approval from the COM liaison and the Presbytery, the PNC Chair or Secretary will enter the MIF information into the CLC tool.

The Clerk of Session will be provided a one-time Username/Password to enter the CLC system and to approve the MIF on behalf of the church. Then the Presbytery Stated Clerk or Associate Clerk will approve the MIF in the CLC system. When the MIF is fully approved, the Presbytery staff will run a match for the church and the PNC Chair will be notified.

A Username and Password will be provided to the PNC Chair to enable access to the matched Pastor Information Forms (PIFs). The PIFs that are listed are the pastor candidates that most closely matched with the information submitted on the MIF.

After review of these PIFs, the PNC Chair can ask for an additional matching. We generally suggest waiting at least a month before running a second matching.

## Pastor Information Form (PIF) Review Process

In addition to the matching that is performed within the CLC system, pastors may self-refer their PIFs to your church. You will be able to tell which PIFs are system-generated vs. self-referred. Within the CLC listing of PIFs, check the "Referred by" field. System-generated matches begin with the letters "EP," while self-referrals begin with a number (no letters). Also, occasionally, you may receive a third-party referral from someone who is trying to support a pastor. When you receive a third-party referral, you will need to share that information with the Presbytery Staff in order for them to review the pastor's PIF, etc. The Presbytery Staff will ensure that the third-party referral follows the CLC process.

The PNC will review the matched Pastor Information Forms as provided. Each person will rate the PIFs individually and then the team will review them together. You will immediately make the decisions that some are not good matches for your church.

Some of the PIF's will pique your interest. The PNC will conduct additional research on the top 10 or so candidates. You will start with the links that the pastors provided on their PIFs. However, with today's technology, you can perform additional research on your potential top candidates. You will want to consider reviewing sermons, the pastor's blogs, the pastor's church website may provide information on the candidate. You can also look at the pastor's social media accounts.

As you start to prioritize your top candidates, you will want to develop two instruments/tools to assist the PNC. One is a Sermon Evaluation Form and the other is the Interview Questions. A sample Sermon Evaluation Form is provided in Appendix D. A sample Interview Tool is Provided in Appendix E. These may be used as a baseline and adjusted as the PNC chooses.

## Rules of Etiquette

You will receive many PIFs. Since ministers who send you their PIFs are hoping that you will consider them and are open to moving to your location, they need to be kept informed about your process. Until you tell them a definite "no," they may be in a holding pattern in their own lives. What may seem to be a reasonable amount of time to you in responding to their inquiries, may seem like a very long time for someone who is waiting for a move, for someone who is considering leaving their current call. With this in mind, the following "rules of etiquette" help the potential candidate. He/she will always remember your church fondly if you handle your rejection process well.

1. As soon as you identify someone as NOT a potential candidate, send them a letter or email thanking them for their interest. Say something such as: "While your gifts for ministry are evident, we believe that God is leading us elsewhere in our search. We trust and pray that God is guiding you and us on the next steps of our journeys. God be with you in your next call."

2. When you let the candidates on your "short list" know your decision, you may consider letting the ones not chosen know why you called the person you did. For example, you might say: " We know that you are disappointed in our belief that God is not calling you to be our minister. We have extended a call to [name] in part because he/she has experience in [whatever] or training in [whatever] or in [whatever other characteristic set him/her apart]." Once again, wish them well in their God-given journey. If you enjoyed getting to know them and spending time with them, let them know that as well.

3. For any candidates who came for an in-person interview, the PNC Chair or designee should call the candidate to let him/her know that he/she was not a good fit for you at this time in the life of your church. Again, wish them well in their God-given journey. Thank them for their time and willingness to meet with the PNC.

## **Interview Process**

Interviewing can be a challenge, especially as you think about interviewing a potential pastor for your church. The information in this section is designed to help interview candidates either in person, via virtual meetings, or by telephone.

### Types of Interview Processes

You are looking for a good match for your church. A candidate is neither good nor bad, only a match or not a match. To determine that match, interviews are conducted on a variety of levels. Remember, you are seeking to discern who God is calling to your church.

After reviewing PIFs and initially assessing the candidate as a potential match for your church, the PNC is ready to prepare for the interview process. You may want to consider doing an initial assessment via telephone or via a virtual meeting or you may be ready to bring candidates. Whichever path the committee chooses to follow, interviewing will only be satisfactory if good questions are asked, the team listens actively, and the team is seeking God's will.

### Pre-Interview Preparation

1. You will want to decide on your approach. Are you planning to conduct some initial telephone interviews? Or are you ready to conduct face to face interviews in your location. An alternative option is also to conduct interviews via virtual applications like Zoom, WebEx or Google Meetings. You will need to develop your set of questions based on your approach. For example, if you are doing an initial phone screening, you will likely prepare a smaller set of questions for the phone interview and reserve additional questions for the in-person interview.
2. You will want to develop your Interview Questions. We are providing some sample questions for you in Appendix E. These are provided to help you think about the types of questions you want to ask. You will want to ask questions that

address the Leadership Competencies that you prioritized in the MIF. You will want to ask questions that help you determine if the pastor candidate has the necessary knowledge and skills for your position. Additional sections below will help you define the skills needed and the questions that your team wants to ask.

3. You will want to develop your Interview Approach. The approach includes who will ask the questions – it is usually beneficial to have each member of the PNC to ask questions related to certain topics. For example, one person may ask questions about Christian Education and Youth and Children’s Programs, while another PNC member asks questions about Worship and Theology.

Another part of the approach to plan is what other activities you will do with the candidate when you bring him/her to your location. Do you want to plan a dinner with his/her spouse? Do you want to drive them around the area of the church, etc.?

### Define the Skills

Consider what technical skills may be needed. Technical skills are the specific knowledge and skills required to perform the work and are generally gained from educational experience.

Consider what performance skills may be needed. Performance skills are learned through life experiences. Questions in your interview will elicit responses that help reveal the candidate’s behaviors and work habits involving relationships, leadership and management styles.

### Developing the Questions

Questions should be developed that help the interview team determine if the candidate is a good match for your church. The questions should be planned, structured and designed to assess the candidate’s skills, theological fit, and behavioral fit. For example, if “Preaching” was selected as a required Leadership Competency, a good question about that skill would be important to include in the interview.

Example: “Reverend Candidate, tell us about how you prepared your last sermon. What was the topic and how was it developed?”

Closed-ended questions—ones that simply require a “yes” or “no” answer, limit responses and are best avoided. Questions that are open-ended will allow the candidate to engage in the process by sharing experiences and telling her/his story. Open-ended questions encourage dialogue. They will require the candidate to recall past events that have occurred that demonstrate use of the skill in question.

Questions should be reviewed for bias and legality. The basic set of questions used for multiple candidates should be respectful of the commitment of churches to being gender neutral and culturally inclusive. Review the “Equal Employment Opportunity” statement that is part of the MIF on which the committee agreed.

From “**Appropriate Questions for Interviews**” provided by the Office of General Assembly Mid Council Ministries in July 2013, which can be found at this site: [https://www.pcusa.org/site\\_media/media/uploads/clc/pdfs/appropriate\\_questions\\_for\\_interviews.pdf](https://www.pcusa.org/site_media/media/uploads/clc/pdfs/appropriate_questions_for_interviews.pdf)

*“There are a variety of federal and state laws which prohibit most employers from asking certain questions of job applicants, such as their race, national origin, or disability status. However, the U.S. Supreme Court has carved out a “ministerial exception” for religious institutions, including churches, presbyteries, and synods. Typically, hiring and employment decisions made by church councils that relate to employees who perform ministerial or ecclesiastical functions are not subject to review or interference by the courts. This would include employees such as teaching elders, music directors, Christian educators, and others who routinely perform worship, pastoral, and mission duties.”*

### Conducting the Interview

In order to help the interview proceed smoothly, be sure that the roles of the participants are clearly defined and each is aware of her/his question(s) to ask. Review the process at the beginning of the session on how the interview will be conducted, as well as how the interview will be concluded. In advance, determine who will welcome the candidate and who will accompany the candidate out at the conclusion of the interview.

Helping the candidate (and yourself) feel comfortable begins with a physical environment that is welcoming and opening comments and questions that help build rapport. Ensure that the candidate is comfortably seated, that eye contact is possible with all interviewers and that refreshment of some type (water, coffee, tea) is offered. Included on the list of sample questions are some the committee may consider using as “opening” inquiries.

As God guides our interview processes, it is critical that prayer be an essential part. Open and close interviews with prayer. Before and after the interview, pray corporately and individually as PNC members for wisdom and insight into God’s intentions for the candidate and the church.

As you begin the interview questions, inform the candidate that notes will be taken to ensure an accurate record of responses. Offer the candidate the opportunity to ask questions as well. This can either be as a part of your interview questioning or at the end of your formal questions.

### Actively Listen

The committee must have the skills to not only ask good questions, but also use active listening skills to hear what is being said. It is easy to start formulating a response or the next question before the candidate has finished answering. You owe it to yourself and the candidate to give each question the full attention it deserves.

- Example: “Reverend Candidate, tell us about how you prepared your last sermon. What was the topic and how was it developed?”
- Listen for: Does the candidate set a time each week to write the sermon?  
Does the candidate use the lectionary?  
Does the candidate use a sermon structure?

Consider not only how candidate handles her/himself during interviews, but also attend carefully to what the candidate is saying. Remember that open-ended questions generally require more time in order to formulate a response. Be comfortable with the silence as the candidate is asked to recall experiences that will help demonstrate clearly what is being asked.

Consider using reflective responses that ensure your understanding. Asking for further clarification of an answer also helps the candidate to know that s/he has been heard. Using words such as “Tell me more about...” or “Describe a time when...” are particularly helpful in encouraging dialogue and eliciting more information. Do not hesitate to ask a candidate to say more if you feel the question has not been answered.

Consider asking follow-up questions that provide a more complete answer.

- Example: “Reverend Candidate, tell us about how you prepared your last sermon. What was the topic and how was it developed?”

Follow-Up: “What distracts you from getting your sermon prepared?”

### Concluding the Interview

After the interview is complete and the candidate has had an opportunity to ask questions, thank the candidate for his/her time. Provide the candidate with an estimate of your timeline – remember, you don’t want to keep the candidate waiting too long.

The committee members must decide if they will request additional information from the candidate. Consider asking for sermon tapes—audio or video—if available, a recent Worship Bulletin (order of worship) and a sample newsletter or recent communication from the candidate to the congregation. Each of these will help the committee members discern different aspects of the candidate’s qualifications.

### Debriefing the Interview

You will want to take time immediately following the interview to discuss the candidate. Each PNC member may discern different aspects of the candidate’s qualifications. Interview results are a reflection of the biases of the interviewer, so listening carefully to each interviewer’s responses is important to get a more unbiased result. Allowing all to share their perspectives lends to a larger pool of understanding and shared meaning.

You will also want to allow some time in personal and corporate prayer for discernment.

## **Reference Checks**

Once the Pastor Nominating Committee has selected a Pastor Nominee, the person you believe God is calling to your church, your team will need to conduct Reference Checks. You will contact the individuals the Pastor has listed on his/her PIF. Sample Reference Check Questions have been provided in Appendix F.

## **Executive Check (Presbytery)**

Once the PNC has completed the reference checks, the PNC Chair will contact the Presbytery Leader/Stated Clerk to discuss the candidate. If the PNC has any concerns or if you heard anything in the reference checks that you are concerned about, the PNC Chair will share the details with the Stated Clerk. The Stated Clerk will conduct an Executive Check for Pastors who are coming from another Presbytery.

## **Extending the Call**

Once you have the approval of the Stated Clerk or Associate Stated Clerk based on the reference checks, the PNC will contact the Pastor Nominee to extend a Call with Terms. The Terms must meet the Foothills Presbytery minimum terms of call and the PNC should have advance approval from the Finance Committee of their church. It is possible, that the PNC and the Pastor Nominee may negotiate the terms and/or the proposed start date.

## **Examinations**

When the Terms of Call have been agreed upon, the PNC Chair will contact the Presbytery office to schedule the Pastor Nominee for examination by the Committee on Ministry Examinations Commission. The Examination must take place prior to communications with Session and the congregation. At this time, the Pastor Nominee will need to complete the Disclosure and Authorization, See Appendix G. Note: The Examinations Commission meets on the third Thursday of the month at noon.

## **What's Next?**

Once the Examinations Commission has provided their approval, the PNC will request a Congregational Meeting from Session. At the Congregational Meeting, the Pastor Nominating Committee will present a recommendation to the congregation to call the Pastor Nominee. Background information will be shared, as well as the Terms of Call that were agreed upon by the PNC, the Pastor Nominee, and the Presbytery.

## **Terms of Call**

Once the Pastor has been elected by the congregation, a Terms of Call document needs to be signed and supplied to the Pastor and the Presbytery. A sample Terms of Call Form is provided in Appendix H.

## Transition Duties

Congratulations, you have now called a new Pastor to shepherd your congregation. This is a huge milestone, and you are to be commended for your faithful work to call a Pastor. Many think their PNC job is done, but it is not. The PNC also has the responsibility to help the Pastor transition to your town and church.

The first transition activity is the Ordination/Installation Commission. You will work with the Pastor, the Worship Team, and the COM liaison to plan the Ordination/Installation Worship Service. Please see Appendix I, Ordination/Installation Guidelines.

The second transition activity is to assist the Pastor with relocation. If you don't have a manse, you will want to connect the Pastor and spouse with a local realtor. It's also a good idea to let the congregation know if the Pastor is looking for rental property or to purchase a home as the community may know of good opportunities.

The third transition activity is to help integrate your Pastor into the church and the community.

Some activities for the PNC to consider are:

- Schedule an informal meeting with the Session prior to the first Stated Session meeting
- Schedule a reception on the Pastor's first Sunday
- Schedule small group dinners for the Pastor and spouse
- Invite the Pastor's spouse to church and community activities

## Closing Activities

After the new Pastor has begun his/her duties at your church, the PNC will have a few tasks to complete to close out your responsibilities. We recommend that you wait until the new Pastor has arrived at your church to do these tasks.

1. The PNC Chair or Secretary will go into the CLC system under "Admin" and "Notify of New Call." You will provide your church's MIF number, the selected Pastor's PIF number, the Pastor's full name, and the effective date of the call.
2. You will destroy all of the PNC materials except keep a copy of your MIF for future PNC teams and keep a copy of the Pastor's PIF for your personnel files.
3. Call a Congregational Meeting to officially dissolve the PNC. It's nice to recognize the Pastor Nominating Committee members and to thank them for their dedicated service. You may also conduct a Thanksgiving for Service as outlined in the ***Book of Common Worship***.



## Reference Materials

We know that this process can be confusing. A wealth of information and training materials have been developed that are available to you.

Here are a few helpful references:

1. “***On Calling a Pastor***” - this is a training document with associated videos that are very helpful. You can access this document from Foothills Presbytery website in the Committee on Ministry section. Here’s the link:  
<https://foothillspresbytery.org/about-committee-on-the-ministry/>
2. Ministry Information Form (MIF) instructions – you can find a set of instructions on the Office of General Assembly Church Leadership Connection website at:  
<https://oga.pcusa.org/section/mid-council-ministries/clc/ministry-information-form2/>

Other resources are also listed on this site.

3. “***Living by the Gospel***” – this is published by The Board of Pensions and is a guide for structuring Ministers’ Terms of Call. Here’s the link:  
<https://www.pensions.org/our-role-and-purpose/the-connectional-church/living-by-the-gospel>

## **List of Appendices**

Appendix A Blank Ministry Information Form

Appendix B Sample Terms of Call Worksheet

Appendix C Indebtedness Policy

Appendix D Sample Sermon Evaluation Form

Appendix E Sample Interview Questions and Scoring

Appendix F Sample Reference Questions

Appendix G Disclosure and Authorization

Appendix H Sample Terms of Call Form

Appendix I Ordination/installation Guidelines

## Appendix A: Blank Ministry Information Form



**PRESBYTERIAN CHURCH (U.S.A.)  
CHURCH LEADERSHIP CONNECTION  
100 WITHERSPOON STREET  
LOUISVILLE, KY 40202-1396  
Toll Free 1-888-728-7228 ext. 8550  
Fax # (502) 569-5870  
[www.pcusa.org/clc](http://www.pcusa.org/clc)**

### MINISTRY INFORMATION FORM

Ministry ID \_\_\_\_\_

Ministry Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email \_\_\_\_\_

Web site \_\_\_\_\_

#### **Congregation or Organization Size(Select one)**

- Under 100 members  
 101 - 250 members  
 251 - 400 members  
 401 - 650 members  
 651 - 1000 members  
 1001 - 1500 members  
 More than 1500 members  
 N/A

**Average Worship Attendance** \_\_\_\_\_

**Church School Attendance** \_\_\_\_\_

**Church School Curriculum** \_\_\_\_\_

\_\_\_\_\_

Check if certified as eligible for participation in the Seminary Debt Assistance Program

**Ethnic Composition Of Congregation** (*in whole %*):

*Enter the percentage of each racial ethnic component of your congregation.*

\_\_\_\_\_ American Indian or Alaska Native

\_\_\_\_\_ Asian

\_\_\_\_\_ Black or African American (African Native, Caribbean)

\_\_\_\_\_ Hispanic Latino/Latina, Spanish

\_\_\_\_\_ Middle Eastern

\_\_\_\_\_ Native Hawaiian or Other Pacific Islander

\_\_\_\_\_ White\_

Other \_\_\_\_\_

Presbytery \_\_\_\_\_ Synod \_\_\_\_\_

**Community Type (select one)**

\_\_\_\_\_ College

\_\_\_\_\_ Rural

\_\_\_\_\_ Suburban

\_\_\_\_\_ Small City

\_\_\_\_\_ Town

\_\_\_\_\_ Urban

\_\_\_\_\_ Village

\_\_\_\_\_ Recreation

\_\_\_\_\_ Retirement

\_\_\_\_\_ N/A

**Clerk of Session Contact Information:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Preferred Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

E-mail \_\_\_\_\_ FAX \_\_\_\_\_

**\*Select below the position to be filled and the minimal number of years of experience required (e.g. no experience, first ordained call, up to 2 years, 2-5 years, 5-10 years, or above 10 years)**

<u>Years of Experience</u>	<u>Position Type</u>	<u>Years of Experience</u>	<u>Position Type</u>
	Solo Pastor		General Assembly Staff
	Head of Staff (Multi-staff Pastor, who supervised two teaching elders and other staff)		Church Business Administrator
	Head of Staff (supervised one teaching elder and other staff)		Executive Director
	Associate Pastor (Christian Education)		Director of Music (non-ordained)
	Associate Pastor (Youth)		Minister of Music (ordained)
	Associate Pastor (Other)		Mission Co-worker (International)
	Pastor (Church Planter, New Worshipping Community)		Christian Educator (Certified)
	Pastor (Transformation/Redevelopment)		Christian Educator (non-certified)
	Pastor Interim		Administrator
	Pastor ( for a designated term)		Funds Developer
	Pastor (Other Temporary i.e., Supply, Student)		Finance Manager
	Pastor, yoked/parish		Media Specialist
	Co-pastor		Communicator
	Executive Pastor		Coordinator
	Evangelist or Mission Pastor		Youth Director (non-ordained)
	Bi-vocational/Tentmaker		Other
	Chaplain		
	Pastoral Counselor		
	College/Seminary Faculty		
	Seminary Staff		
	Campus Ministry		
	General Presbyter/Executive Presbyter		
	Presbytery Leader		
	Stated Clerk (Presbytery)		
	Synod Executive		
	Mid-Council Program Staff		

You may also specify the position title (if appropriate) \_\_\_\_\_

**\*Employment Status**

\_\_\_\_\_ Full Time                      \_\_\_\_\_ Part Time                      \_\_\_\_\_ Open to Either  
 \_\_\_\_\_ Bi-vocational (able to provide employment through outside partnership)

**Is this a yoked congregation?** \_\_\_\_\_ No                      \_\_\_\_\_ Yes

(If yes, please complete the Yoked Congregation Detail Form.)

**Clergy Couple** (Are you open to a clergy couple?)    Yes \_\_\_\_\_                      No \_\_\_\_\_

**Certification/Training** (Check below the desired certification or training needed for the position):

<b>Interim/Transitional Ministry Training</b>	_____	<b>Interim Executive Presbyter Training</b>	_____
<b>Certified Christian Educator</b>	_____	<b>Certified Business Administrator</b>	_____
<b>Certified Conflict Mediator</b>	_____	<b>Clinical Pastoral Education Training</b>	_____
<b>Other</b>	_____		

**Language Requirements**

_____ English	_____ Spanish	_____ Korean	_____ French
_____ Arabic	_____ Armenian	_____ Creole	_____ Portuguese
_____ Japanese	_____ Russian	_____ Swahili	_____ Burmese
_____ Cambodian	_____ Indonesian	_____ Laotian	_____ Thai
_____ Vietnamese	_____ Taiwanese	_____ Cantonese	_____ Mandarin Chinese
_____ Twi	_____ Sign Language	_____ Other	

**Statement of Faith Required**    \_\_\_\_\_ Yes                      \_\_\_\_\_ No

**Mission Statement**

What is your congregation's or organization's Mission Statement?

## NARRATIVE QUESTIONS

*(For each narrative question, please limit your responses to no more than 1500 characters including spaces and punctuation.)*

1. What is the congregation's or organization's vision for ministry? Additionally, describe how this vision is lived out.
2. How do you feel called to reach out to address the emerging needs of your community or constituency?
3. How will this position help you to reach your vision and mission goals?
4. Provide a description of the characteristics needed by the person who is open to being called to this congregation and/or organization.
5. For what specific tasks, assignments, and programs areas will this person have responsibility?

### OPTIONAL LINKS

Provide below any links to online information that may help call seekers understand your congregation or organization. (e.g. *organization or community websites, online newsletters, demographic information*) Please note the CLC system does not warehouse links. (Limit characters to 500)

## \*LEADERSHIP COMPETENCIES

(Select 10 leadership competencies from the list below that are required for the position.)

<b>THEOLOGICAL/SPIRITUAL INTERPRETER</b>	
<b>Compassionate</b> – having the ability to suffer with others; being motivated by others pain and is called into action as advocate; is motivated by caring for others while concurrently keeping the organizational goals clearly in focus.	<b>Hopeful</b> – maintains stability in the moment and hope for the future; provides direction, guidance, and faith when describing basic needs; and helps followers to see a way through chaos and complexity.
<b>Preaching and Worship Leadership:</b> Is a consistently effective preacher and worship leader; is able to inspire from the pulpit; communicates a clear and consistent message through sermons that are carefully prepared and artfully delivered; projects the identity and character of the congregation through worship leadership presence.	<b>Spiritual Maturity:</b> Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk and by responding with faithfulness of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.
<b>Lifelong Learner</b> – individuals who use every experience in life as a potential tool for growth; one who pursues continuing education; and those who build on strengths and seek assistance to improve weaknesses.	<b>Teacher</b> – creates learning environments where students are active participants as individuals and as members of collaborative groups; designs lesson plans that teach concepts, facts, and theology; effectively uses multiple learning tools to reach a wide variety of learners; revises instructional strategies based upon ministry/organization context.
<b>COMMUNICATION</b>	
<b>Communicator</b> - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.	<b>Bilingual</b> – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.
<b>Public Communicator</b> - Demonstrates a comfortable ease when speaking in a variety of settings (both small and large groups); is effective at addressing a variety of topics; can get messages across with the desired effect.	<b>Media Communicator:</b> Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)
<b>Technologically Savvy</b> - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.	



<b>ORGANIZATIONAL LEADERSHIP</b>	
<b>Advisor</b> – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.	<b>Change Agent</b> – having the ability to lead the change process successfully; anchoring the change in the congregation's/organization's vision and mission.
<b>Contextualization</b> – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.	<b>Culturally Proficient</b> – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.
<b>Externally Aware</b> - identifies and keeps informed of the polity of the church and/or the organization; maintains current with laws, regulations, policies, procedures, trends, and developments both internally and in the larger society.	<b>Entrepreneurial</b> - leaders that are creative in using resources; identifies opportunities to develop; is willing to take risks, initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.
<b>Risk Taker</b> – persons with the ability to take appropriate risk to accomplish needed goals; one who thinks outside the box and who is not afraid of challenging the status-quo.	<b>Task Manager</b> - Assures that effective controls are developed and maintained to ensure the integrity of the organization; holds self and others accountable for rules and responsibilities; can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget; and monitors and evaluates plans, focuses on results and measuring attainment of outcomes.
<b>Willingness to Engage Conflict:</b> Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can identify common ground and elicit cooperation from others in crafting mutual solutions.	<b>Decision Making:</b> Makes effective decisions, balancing analysis, wisdom, experience, and judgment; is aware of the long term implications of choices made; is generally regarded as offering solutions and suggestions that are correct and effective.
<b>Organizational Agility:</b> Is astute about how congregations and/or organizations work; knows how to get things done through formal and informal channels; understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy.	<b>Strategy and Vision:</b> Sees ahead clearly, keeping focused on the larger picture; can anticipate future consequences and trends accurately; is future oriented; casts a compelling and inspired vision for a preferred future; sees possibility; crafts breakthrough strategies.
<b>Financial Manager</b> – deliver results by maximizing organizational effectiveness and sustainability through the best use of available financial resources; allocates and manages finances transparently; implements strategies to achieve operational efficiencies and value for money; puts in place rigorous and comprehensive financial accountability systems.	<b>Funds Developer</b> – maintains the ability to solicit donations used to fund the budget of the organization; effectively expresses the needs for funds to potential donors; responsible for adding new potential donors to the organization's contact list; prepares statement of planned activities and enlists support for mission initiatives.
<b>Collaboration:</b> Has a natural orientation toward getting people to work together; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; creates strong feelings of belonging among group members; is a good judge of talent and can accurately assess the strengths and limitations of others.	

<b>INTERPERSONAL ENGAGEMENT</b>	
<b>Interpersonal Engagement</b> - Displays a consistent ability to build solid relationships of trust and respect inside and outside of the organization; engage people, organizations, and partners in developing goals, executing plans, and delivering results; use negotiation skills and adaptability to encourage recognition of joint concerns, collaboration, and to influence the success of outcomes.	<b>Bridge Builder</b> – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.
<b>Motivator</b> - Creates and sustains an organizational culture which permits others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well; and influences others toward a spirit of service and meaningful contributions to mission accomplishment.	<b>Personal Resilience:</b> Learns from adversity and failure; picks up on the need to change personal, interpersonal, and leadership behaviors; deals well with ambiguity; copes effectively with change; can decide and act without having the total picture; comfortably handles risk and uncertainty; seeks feedback; expresses personal regret when appropriate
<b>Initiative:</b> Demonstrates ambition is highly motivated; is action oriented and full of energy for things seen as challenging; seizes opportunity; pushes self and others to achieve desired results.	<b>Flexibility</b> - Adapts behavior and work methods in response to new information, changing conditions, unexpected obstacles, or ambiguity; remains open to new ideas and approaches; and works concurrently on related and conflicting priorities without losing focus or attention.
<b>Self Differentiation:</b> Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a less- anxious presence in the midst of turmoil; is not overly dependent upon outside affirmation; works to build a strong personal support system.	

**\*COMPENSATION AND HOUSING:** *A range is needed for matching purposes. The maximum salary is not published anywhere.* Effective salary is cash salary plus housing allowance or manse value and other compensation considered “effective salary” by the Board of Pensions of the PC (U.S.A.)

See Effective Salary Definition at [Board of Pensions](#).

Minimum *Effective* Salary \$ \_\_\_\_\_ Maximum *Effective* Salary \_\_\_\_\_

Housing Type \_\_\_\_\_ Manse  
 \_\_\_\_\_ Housing Allowance  
 \_\_\_\_\_ Open To Either (Manse or Housing Allowance)  
 \_\_\_\_\_ Not Applicable (*For Non-pastoral Positions Only*)

### \*EQUAL EMPLOYMENT OPPORTUNITY

The unity of believers in Christ is reflected in the rich diversity of the Church's membership. In Christ, by the power of the Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore, no place in the life of the Church for discrimination against any person. The Presbyterian Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than stated in this Constitution. (F-1.0403)

Each Pastor Nominating committee and Search committee is expected to undertake its search for a Teaching Elder in a manner consistent with the good news that in the church "...as many of you as were baptized into Christ have put on Christ. There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female; for you are all one in Christ Jesus."

Has the Pastor Nominating Committee and Search Committee affirmed its intention to follow the Form of Government in this regard?

\_\_\_ Yes

\_\_\_ No

### REFERENCES (Limit 3)

**Below, please list three persons who know your congregation. You might list your Presbytery leadership, a neighboring pastor, or other persons whom you believe can give a clear and accurate reference for your congregation.**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Relation \_\_\_\_\_

E-mail \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Relation \_\_\_\_\_

E-mail \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Relation \_\_\_\_\_

E-mail \_\_\_\_\_

**\*Pastor Nominating Committee/Search Committee Chairperson/Mid-council Search Committee Chairperson:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Preferred Phone \_\_\_\_\_

Alternate Phone \_\_\_\_\_

E-mail Address for PNC Communications (required): \_\_\_\_\_

**ENDORSEMENTS**

Pastor Nominating Committee/  
Search Committee \_\_\_\_\_

Date \_\_\_\_\_

*Signature*

Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

Presbytery \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

## Appendix B: Sample Terms of Call Worksheet

SALARY		Foothills Presbytery Requirements	Solo Pastor Example FT
1	Annual Cash Salary		\$ 22,447
2	Housing Allowance (including Utilities, Furnishings)	Required Adequate (must equal at least 30% of Cash Salary)	\$ 24,000
3	SECA Allowance (in excess on 50% of SECA obligation)	Required (Salary + Housing x 7.65%)	\$ 3,553
4	Deferred Compensation (employer contributions to 403(b)(9) plans, tax-sheltered annuity plans and equity allowances)	negotiable	\$ -
5	Manse Equity Allowance	negotiable	\$ -
6	Other		\$ -
7	Bonus (for the year in which bonus is paid)	negotiable	\$ -
8	**Value of Housing provided (30% of lines 1-7. This line to be used by ministers living in manses.	Required in case of manse being provided	\$ -
9	<b>TOTAL EFFECTIVE SALARY (lines 1-8)</b>		<b>\$ 50,000</b>
<b>BENEFITS</b>			
10	Board of Pensions For 2020 37% of effective salary (\$44,000 min. salary)	Required	\$ 18,500
11	Dental	negotiable	\$ -
12	SECA (SECA obligation)	Required (Salary + Housing x 7.65%)	\$ 3,553
13	Sabbatical Installment (church fund setting aside amounts to pay for sabbatical when it arrives years later)	negotiable	\$ -
14	Other (specify)	negotiable	\$ -
15	<b>TOTAL BENEFITS</b>		<b>\$ 22,053</b>

**REIMBURSABLE PROFESSIONAL  
EXPENSES**

16	Continuing Education	Required	\$ 1,000
17	Books	negotiable	\$ -
18	Business & Professional Expenses	negotiable	\$ -
19	Travel (IRS employee rate \$.xx/mile)	Required	\$ 3,000
20	Moving Expenses	Required Actual	\$ -
21	<b>TOTAL REIMBURSABLE PROFESSIONAL EXPENSES</b>		<b>\$ 4,000</b>

**Solo Pastor  
Example**

**OTHER BENEFITS**

22	Vacation (Specify # of days, including # of Sundays)	Required Minimum of 4 weeks	4 weeks
23	Continuing Education Leave (Specify # of days, including # of Sundays)	Required Minimum of 2 weeks	2 weeks
24	Sabbath Leave (Structure and Length of Time-- Consult Foothills Presbytery Guidelines; Consult church policy)	negotiable	3 months
25	Sick Leave (Consult church personnel policy; ex: 1 day for every month worked, up to 90 days)	negotiable	Church personnel policy
26	Parental Leave (Consult Foothills Presbytery COM; Consult church personnel policy; ex: 6-8 weeks with 100% pay, additional time to be negotiated.)	negotiable	Foothills COM recommendations
27	<b>TOTAL EFFECTIVE SALARY</b>	(add line 9)	\$ 50,000
28	<b>TOTAL BENEFITS</b>	(add line 15)	\$ 22,053
29	<b>TOTAL REIMBURSABLE PROFESSIONAL EXPENSES</b>	(add line 21)	\$ 4,000
30	<b>deduct Value of Housing provided</b>	(subtract line 8)	\$ -
31	<b>TOTAL**</b>	(sum of lines 27 + 28 + 29 - line 8)	\$ 76,053

32 \*Subtract out this value when calculating line 36 since the church owns the manse.)

33 \*\*Do not include \*Value of Housing provided in Total.

## Approvals

34 \_\_\_\_\_ Teaching Elder \_\_\_\_\_ Date

35 \_\_\_\_\_ Chair of Pastor Nominating Committee \_\_\_\_\_ Date

36 \_\_\_\_\_ Name of Church \_\_\_\_\_ Phone

37 \_\_\_\_\_ Street \_\_\_\_\_ City, SC \_\_\_\_\_ ZIP

38 These terms of call were  approved  changed by vote of the congregation on the following date:

39 \_\_\_\_\_ Clerk of Session \_\_\_\_\_ Date

Email to [wtempleton@foothillspresbytery.org](mailto:wtempleton@foothillspresbytery.org)

Or mail to

**Foothills Presbytery**  
**2242 Woodruff Road**  
**Simpsonville, SC 29681**

Received in Foothills \_\_\_\_\_

Date

**Appendix C: Candidate/Pastor Indebtedness Policy**  
**Foothills Presbytery**  
**Committee on Preparation for Ministry/ Commission on Ministry**

Persons under care or who are serving a first call and applying for financial assistance under the PC(USA) Seminary Debt Assistance Program shall meet the following requirements:

**When Foothills is the Presbytery of Care**

1. Inquirers are required to complete all financial forms included in the inquiry application and discuss with the Committee on Preparation for Ministry (CPM) their plans to minimize seminary debt.
2. Inquirers are strongly encouraged to participate in a "Fiscal Fitness" workshop being sponsored by the Board of Pensions (BOP) of the PC(USA) during their Inquiry phase.
  - If this workshop is not offered at the Inquirer's seminary, the Inquirer is eligible to apply to the CPM for financial assistance for travel and accommodations to the workshop.
  - The "Fiscal Fitness" workshop is required of all Seminary Debt Assistance Program PC(USA) applicants. The CPM encourages Inquirers to attend this workshop as soon as possible to avoid delays in processing any future seminary debt assistance application the Inquirer might make.
3. All candidates under care shall complete a BOP-sponsored financial planning workshop prior to Final Assessment.
4. The Presbytery will encourage each applicant to seek assistance in sharing the cost of their Career and Personal Counseling Service with their home congregation. Need-based grants will be available from the Presbytery based upon the CPM's judgment.
5. On behalf of the Presbytery, the CPM will inform all Inquirers of the prospective salary that can be expected based on the current median income for the denomination reported by the Board of Pensions, and based on the minimum effective salary established by the Presbytery and will caution all Inquirers to minimize their level of indebtedness accordingly.
6. The CPM will caution each Inquirer and Candidate against incurring additional debt that would create financial stress/burden. (i.e. Explore use of available assets.)
7. Annually, the CPM will provide to each Candidate or Inquirer a list of possible options for pursuing available grants and interest-free loans and funding that may be available through the Financial Aid for Studies Office of the Presbyterian Church (USA), the Synod of the South- Atlantic, and PC(USA) seminaries.



8. The CPM will be an advocate with the Inquirer's or Candidate's home congregation (and with other congregations as appropriate) in order to generate financial support for the Candidate or Inquirer in the form of grants. The CPM shall encourage the home congregation to provide financial assistance or help with indebtedness for their Inquirer/Candidate member.

**When Foothills is the Presbytery of Call**

1. Any minister serving a first ordained call who comes with any educational indebtedness shall be required to show evidence of having attended a BOP-sponsored financial planning workshop. If the minister has not attended such a workshop, he/she shall be required to do so within twelve months of start-up. The cost of registration fee, accommodation, and travel for such a workshop shall be considered legitimate reimbursable expense from study leave allowance. If fees are a financial burden to the church or to the minister, COM will take into consideration offsetting the cost.

2. The Committee on Ministry may encourage calling congregations to utilize further educational debt reduction as a point in negotiating salary with a prospective pastor who is a recent seminary graduate.

10/1/2018

## Appendix D: Sample Sermon Evaluation Form

Use the following scale to rate the sermons that you evaluate. (Sermons may be video, audio, or in writing.)

Scale: 1 – 5, where 1 = Seriously below expectation, 2 = Below Average, 3 = Average, 4 = Above Average, & 5 = Excellent

Pastor's Name \_\_\_\_\_

Sermon Title \_\_\_\_\_

Sermon Date \_\_\_\_\_

Score	Item	Description
	1	<b>Introduction:</b> captured my attention and interest. Engaged me and made me want to hear the rest of the sermon.
	2	<b>Use of Scripture:</b> used scripture to make clarifying and illuminating insights. Scripture was used in context.
	3	<b>Logical continuity:</b> there was a natural flow to the sermon. One part of the message led easily into the next part.
	4	<b>Clarity:</b> the sermon's message was clear.
	5	<b>Relevance:</b> the sermon was developed in a way that made me see the relevance for myself today.
	6	<b>Use of humor:</b> humor, if used, was appropriate to the setting and the message
	7	<b>Use of self-disclosure:</b> If Pastor used him/herself as an illustration, it helped make the sermon more meaningful.
	8	<b>Use of vocal inflection:</b> added appropriate emphasis and interest to the sermon. (Did not scream or scold the congregation.)
	9	<b>Use of illustrations:</b> stories/illustrations were used to clarify or deepen the impact of the message.
	10	<b>Delivery:</b> makes eye contact, makes connection with congregation. Body language and use of hands. Words misused or pronounced incorrectly.

Total \_\_\_\_\_

Average Score \_\_\_\_\_

Scorer's Initials \_\_\_\_\_

## Appendix E Sample Interview Questions and Scoring

Question	Interpretive Guide	Rating (1 is poor/4 is best)
<b>Opening Questions</b>		
Take a few minutes to tell us about yourself. How did you discern your call to ministry? Describe who you are, what you want and where you are going. What is it that attracts you to _____ church? Why are you seeking a new call?	Is the candidate open/closed? Did others affirm the candidate's call to ministry?  Do the candidate's interests match the needs of our church?  Is the candidate expressing a clear sense of call and what s/he hopes to find in that call?	<b>Evaluation:</b> 1    2    3    4  <b>Comments:</b>
By now you have read our MIF. <ul style="list-style-type: none"> <li>▪ What appeals to you the most?</li> <li>▪ What would present the greatest challenge?</li> <li>▪ What concerns you the most?</li> <li>▪ What would you see as your top priorities if you were called to serve our church?</li> </ul> Describe your passion in ministry.	Is the candidate familiar with the MIF? Are the candidate's mission and vision for ministry aligned with the priorities identified in the MIF? Did the candidate express values consistent with the needs of the church/congregation?  Did the candidate explain passions that match our needs?	<b>Evaluation:</b> 1    2    3    4  <b>Comments:</b>
<b>Sample Required/Desired Skills from MIF:</b>		
<b>Administrative Leadership:</b> Encouraging and enabling volunteers and/or professional staff to accomplish their duties, achieve their goals, and develop their personal and professional gifts in response to God's call upon their lives.		
Championing new ideas can be risky. Describe a time when you championed a new idea because you believed in it even though you recognized the risk.  What are some of the essential steps that you would take in building a staff in a new call?	How did the candidate build consensus/agreement/buy-in for the idea? What was the process the candidate used to introduce, develop and implement the idea?  What experience has the candidate had with managing and leading staff—ordained/non-ordained, full-time/part-time What approaches does the candidate take in involving and motivating volunteers?  Does the candidate express a difference between leadership and management?	<b>Evaluation:</b> 1    2    3    4  <b>Comments:</b>

<p><b>Congregational Communication:</b> Developing and monitoring the communication needs of the congregation and satisfying those information needs using a variety of media within appropriate budgetary and timing criteria.</p>		
<p>Careful listening and effective communications go together. Tell us about a specific time when your skill in listening helped you communicate better.</p>	<p>How important is effective communication to this candidate? How effective has s/he been? Is the candidate computer literate? Use E-mail? Familiar with the Internet?</p>	<p><b>Evaluation:</b> 1    2    3    4</p> <p><b>Comments:</b></p>
<p><b>Corporate Worship/Sacraments:</b> Ordering worship and the administration of the sacraments in fresh and creative ways consistent with the Reformed Tradition.</p>		
<p>Discuss some steps that you believe can make the worship experience more meaningful and engaging.</p>		<p><b>Evaluation:</b> 1    2    3    4</p> <p><b>Comments:</b></p>
<p><b>Leadership Development:</b> Recognizing and calling forth potential of persons as leaders of the Church's ministry and providing opportunities for their training, development and growth.</p>		
<p>Tell us about a time when you were successful in recognizing the gifts of leadership in others and were able to encourage those people to use their gifts.</p> <p>What specific results were accomplished?</p>	<p>Did the candidate use any outside training programs for volunteer or leadership development? Does the candidate have any experience with Stephen Ministry, Alpha Program or other third-party programs?</p>	<p><b>Evaluation:</b> 1    2    3    4</p> <p><b>Comments:</b></p>

<b>Leadership Style:</b> Able to assume a role of authority as necessary; advocate new ideas, even when risk is involved; set an example for others; delegate responsibility and empower associates to make decisions; provide constructive feedback to others.		
Think of a situation in which you had no formal position authority, yet still assumed a clear leadership role. Walk me through how you demonstrated leadership.	Did the candidate help people focus on a meaningful goal, motivate others, advise and help others or fulfill other leadership roles? Was there counterproductive bossiness, aggression or little noteworthy interaction?  Is the candidate reluctant to allow others to move into leadership roles?	<b>Evaluation:</b> 1    2    3    4  <b>Comments:</b>
<b>Mission Involvement:</b> Identifying specific projects or programs that enable persons and/or groups to support, study, and participate in the church's worldwide mission.		
Effective mission can be achieved both locally and at a distance? Where do you see the primary mission of (Name the church) to be?  Describe what it was like when you were originally called to your current church. What is it like now?	How does the candidate define mission? With what types of mission programming/activity has s/he been involved?  Is the candidate a "maintainer" or a "builder"?	<b>Evaluation:</b> 1    2    3    4  <b>Comments:</b>
<b>Pastoral Self-Care</b>		
What are some things that you do to refresh and restore yourself?  Outside of the church, what other interests do you have?	Does the candidate recognize the importance of time away? Does the candidate have a strong support system both professionally and personally? Does the candidate have a variety of interests?	<b>Evaluation:</b> 1    2    3    4  <b>Comments:</b>

<b>Pastoral Care:</b> Providing support to members and constituents as they wrestle with the events of their lives.		
Describe how you ensure that the needs of your congregation for pastoral care are met in your current ministry.	How much counseling/visiting does the candidate do directly? Does the candidate engage the elders and deacons when appropriate? How “hands-on” does the candidate prefer to be? Does the candidate have any special credentials/certificates/licenses?	<b>Evaluation:</b> 1    2    3    4  <b>Comments:</b>
Describe a time when you had a conflict with information that a youth shared confidentially with you and the need for their parents to know. How did you handle it?	Did the candidate demonstrate an understanding of the legal rights of youth and an ability to manage the complexities of family relationships that sometimes conflict with those rights?	<b>Evaluation:</b> 1    2    3    4  <b>Comments:</b>
<b>Preaching:</b> Relating the biblical text to the contemporary situation; bringing it to bear in the congregation’s life and work.		
Describe a time when you felt particularly successful in relating biblical text to contemporary situations and brought it to bear in the congregation’s life and work.	Does the candidate use Scripture as a guide to develop the sermon? What is the ultimate goal of the preaching—is it to convince, inform? Is the candidate flexible in style of presentation? Is the sermon preparation logical and complete? How did the candidate employ humor?	<b>Evaluation:</b> 1    2    3    4  <b>Comments:</b>

<b>Professional Development</b>		
Describe continuing education that you feel would help you to develop professionally.	In what areas does the candidate feel development is needed? Is that in conflict with what the church needs as a strength?	<b>Evaluation:</b> 1    2    3    4 <b>Comments:</b>
Describe any professional associations to which you belong and how they have furthered your professional development.	Has the candidate contributed to as well as drawn from involvement in a denominational structure?	<b>Evaluation:</b> 1    2    3    4 <b>Comments:</b>
<b>Spiritual Development:</b> Providing personal spiritual care, resources, guidance, and leadership for persons (including yourself) seeking to deepen their faith in Jesus Christ.		
How have you mentored a new Christian's spiritual journey?	Is the candidate responsive to the needs of the individual? Does the candidate help the individual discover her/his spiritual gifts/calling and suggest ways by which to discern them? Is the candidate able to direct the individual to others in the congregation to help the individual connect with the Christian community?	<b>Evaluation:</b> 1    2    3    4 <b>Comments:</b>
Congregations are made up of people at different stages of their faith journey. Describe the techniques that you use to emphasize spiritual development and not leave anyone behind.	Is the candidate "membership-minded" or "discipleship-minded"? On what basis does the candidate consider her/himself successful? Are a variety of ways to meet needs discussed?	<b>Evaluation:</b> 1    2    3    4 <b>Comments:</b>

<b>Spiritual Development—cont'd.</b>			
Describe a spiritual discipline that you consider to be effective.	Does the candidate incorporate spiritual discipline(s) in her/his life? How does the discipline impact her/his spiritual growth?	<b>Evaluation:</b> 1    2    3    4  <b>Comments:</b>	
<b>Stewardship and Commitment:</b> Challenging members to develop a lifestyle that demonstrates responsible stewardship and motivating them to work and contribute their resources to the work of the Church.			
What role do you believe a <u>(Name the position)</u> should play in motivating a congregation to contribute their time, talents and treasures in discipleship? Please give an example of how you have done this in your current ministry.	Is the candidate experienced in stewardship? Is the candidate afraid to ask for money? Is stewardship a dreaded subject or something that the candidate embraces as a legitimate discipline?	<b>Evaluation:</b> 1    2    3    4  <b>Comments:</b>	
If appropriate to the church, a question regarding history with capital campaigns and building projects may be asked.			
<b>Overall Evaluation and Comments:</b>			
<b>Comments and Observations:</b>	<b>Assets/Strengths:</b>	<b>Concerns:</b>	<b>Evaluation:</b>  1    2    3    4



## Appendix F: Sample Reference Questions

1. How did you come to know Rev. (name)?
2. How long have you known him/her?
3. How would you describe Rev. (name) to someone who has never had the opportunity to meet him/her?
4. What do you consider to be his/her greatest strengths?
5. In what areas do you believe he/she could develop or improve?
6. Tell me about his/her (Fill in the blank) skills. (Examples: Administrative, Pastoral Care, Christian Education, etc.)
7. Based on your experience with Rev. (name), what was the greatest challenge that he/she had to face in his/her ministry. How did he/she handle it?
8. What would you consider to be the most significant accomplishments of his/her ministry?
9. How would you describe his/her leadership style and how he/she relates to other staff members or volunteer leadership of the church?
10. How does he/she handle pressure situations? What behavioral changes do you observe when he/she is under pressure?
11. How does he/she relate to children? Youth? Seniors?
12. What question did I not ask that I should have?
13. Is there someone else whom you recommend that we talk to for reference information?

## Appendix G Disclosure and Authorization

[IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

### DISCLOSURE REGARDING BACKGROUND INVESTIGATION

**Foothills Presbytery** (“the Company”) may obtain information about you for employment purposes from a third party consumer reporting agency. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and information which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by LexisNexis Screening Solutions Inc, P.O. Box 105108, Atlanta, GA 30348-5108, 1-800-845-6004. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

**New York and Maine applicants or employees only:** You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly.

### ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by LexisNexis Screening Solutions Inc., P. O. Box 105108, Atlanta, GA 30348-5108, 1-800-845-6004, another outside organization acting on behalf of the Company, and/or the Company itself. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

**New York applicants or employees only:** By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

**Minnesota and Oklahoma applicants or employees only:** Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

**California applicants or employees only:** By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

I release **Foothills Presbytery** and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

**Last Name** \_\_\_\_\_ **First** \_\_\_\_\_ **Middle** \_\_\_\_\_

**(Please print)**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

State of \_\_\_\_\_, County of \_\_\_\_\_, on (date) \_\_\_\_/\_\_\_\_/\_\_\_\_, before me, (Notary) \_\_\_\_\_, personally appeared, (Signer) \_\_\_\_\_,

personally known to me –OR–  proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person executed the instrument ~ **WITNESS my hand and official seal**

**Notary Signature** \_\_\_\_\_ **My commission expires on (date)** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Foothills Presbytery**  
**DISCLOSURE AND AUTHORIZATION ~ Minister of Word & Sacrament**

[IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

The following is my true and complete legal name and all information contained herein is true and correct to the best of my knowledge:

**Last Name** \_\_\_\_\_ **First** \_\_\_\_\_ **Middle** \_\_\_\_\_

**(Please print)**

**Other Names/Alias** \_\_\_\_\_ **Maiden**

\_\_\_\_\_

Social Security\* # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth\*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

# of Month /  
Date / Year

Driver's License # \_\_\_\_\_ State of Driver's License\*\*

\_\_\_\_\_

Home Street Address \_\_\_\_\_ Phone Number

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip

\_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

School Street Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip

\_\_\_\_\_

**Other Places of Residence—please provide information reflecting the past 10 years not listed above.**

Street Address \_\_\_\_\_ Dates from \_\_\_\_\_ to \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip

\_\_\_\_\_

Street Address \_\_\_\_\_ Dates from \_\_\_\_\_ to \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip

\_\_\_\_\_

Street Address \_\_\_\_\_ Dates from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
\_\_\_\_\_

Street Address \_\_\_\_\_ Dates from \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
\_\_\_\_\_

Use additional pages if needed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Foothills Presbytery  
DISCLOSURE AND AUTHORIZATION**

[IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

**Education High School** \_\_\_\_\_

City and State \_\_\_\_\_

Year of Graduation \_\_\_\_\_

**College or University** \_\_\_\_\_ Years of Attendance \_\_\_\_\_

Address, City and State \_\_\_\_\_

Major \_\_\_\_\_

Degree Awarded  Yes  No Type(s) \_\_\_\_\_ Graduation Year \_\_\_\_\_  
\_\_\_\_\_

**College or University** \_\_\_\_\_ Years of Attendance \_\_\_\_\_

Address, City and State \_\_\_\_\_

Major \_\_\_\_\_

Degree Awarded  Yes  No Type(s) \_\_\_\_\_ Graduation Year \_\_\_\_\_  
\_\_\_\_\_

**Graduate School** \_\_\_\_\_ Years of Attendance \_\_\_\_\_

Address, City and State \_\_\_\_\_

Major \_\_\_\_\_

Degree Awarded  Yes  No Type(s) \_\_\_\_\_ Graduation Year \_\_\_\_\_

**Seminary** \_\_\_\_\_ Years of Attendance \_\_\_\_\_

Address, City and State \_\_\_\_\_

Major \_\_\_\_\_

Degree Awarded  Yes  No Type(s) \_\_\_\_\_ Graduation Year \_\_\_\_\_

**Last Name** \_\_\_\_\_ **First** \_\_\_\_\_ **Middle** \_\_\_\_\_  
**(Please print)**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Foothills Presbytery**  
**DISCLOSURE AND AUTHORIZATION**

[IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

**Present Employer** \_\_\_\_\_ City, State \_\_\_\_\_

Position \_\_\_\_\_

Dates of Employment \_\_\_\_\_

**Former Employer** \_\_\_\_\_ City, State \_\_\_\_\_

Position \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Former Employer** \_\_\_\_\_ City, State \_\_\_\_\_

Position \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Former Employer** \_\_\_\_\_ City, State \_\_\_\_\_

Position \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Former Employer** \_\_\_\_\_ City, State \_\_\_\_\_

Position \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Last Name** \_\_\_\_\_ **First** \_\_\_\_\_ **Middle** \_\_\_\_\_  
 (Please print)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Foothills Presbytery  
 DISCLOSURE AND AUTHORIZATION**

[IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

**FAMILY DATA**

**Spouse**

Maiden/

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Date of Birth\* \_\_\_\_/\_\_\_\_/\_\_\_\_ Marriage Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Divorce Date  
 \_\_\_\_/\_\_\_\_/\_\_\_\_ # of Month / Date / Year # of Month / Date / Year # of Month / Date  
 / Year

**Children by this Marriage**

Child's Full Name	Date of Birth* # of Month / Date / Year	Living at Home with You?
_____	____/____/____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	____/____/____	<input type="checkbox"/> Yes <input type="checkbox"/> No

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  Yes  No  
 \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  Yes  No

**Others Living at Home with You? (Relationship)**  
 \_\_\_\_\_

**Previous Spouse**  
 Maiden/  
 Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Date of Birth\* \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Marriage Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Divorce Date  
 \_\_\_\_ / \_\_\_\_ / \_\_\_\_ # of Month / Date / Year # of Month / Date / Year # of Month / Date / Year

**Children by this Marriage**

Child's Full Name	# of Month / Date / Year	Home with You?
_____ / ____ / ____		<input type="checkbox"/> Yes <input type="checkbox"/> No
_____ / ____ / ____		<input type="checkbox"/> Yes <input type="checkbox"/> No
_____ / ____ / ____		<input type="checkbox"/> Yes <input type="checkbox"/> No
_____ / ____ / ____		<input type="checkbox"/> Yes <input type="checkbox"/> No

\*This information will be used for background screening purposes only and will not be used as hiring criteria

**Last Name** \_\_\_\_\_ **First** \_\_\_\_\_ **Middle** \_\_\_\_\_  
**(Please print)**  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_





**Reimbursable expenses (by voucher):**

Professional Expenses (CE)	\$ _____
Cellular Phone Expenses	\$ _____
Mileage reimbursement	\$ _____
Other allowances	\$ _____
Moving Costs (maximum)	\$ _____
Total Reimburse Expenses	\$ _____

**Other Benefits:**

Paid Vacation	X weeks, including Y Sundays
Paid Continuing Education	X weeks, including Y Sundays

In the seventh year of service, the congregation will provide for a three-month Clergy Renewal Leave, continuing the salary and benefits for that period, and providing for pulpit supply in the pastor's absence.

We further promise and obligate ourselves to review with you annually the adequacy of this compensation.

Having moderated the Congregational Meeting which extended this call for ministerial services, I do certify that the call has been made in all respect according to the presbytery policy and the Form of Government, and that the persons who signed the foregoing call were authorized to do so by the vote of the congregation.

The vote of the congregation was in favor of these terms. Date \_\_\_\_\_

\_\_\_\_\_  
Typed Name of Moderator

\_\_\_\_\_  
Typed Name of Clerk of Sessions

**Certification of Call**

I hereby certify that I have received and accepted the call as described herein.

Date \_\_\_\_\_ Signed \_\_\_\_\_, Pastor

Foothills Presbytery has reviewed and approved this call.

Date \_\_\_\_\_ Signed \_\_\_\_\_, Stated Clerk

## **Appendix I: Ordination and Install Guidelines Of Foothills Presbytery**

Ordination and/or Installation to the office of Teaching Elder as a Pastor or Associate Pastor in one of Foothills' congregations, or to a ministry Validated by the Committee on Ministry, is an act of the Presbytery.

This Ordinance is carried out by a Commission of Presbytery.

The Examinations Commission approves the Ordination/Installation Commission.

### Date and Time

Please coordinate with and communicate to all Commission members and guests of the Commission the date and time of the planned Worship Service as soon as the Session of the Church has approved it.

The members of the Ordination/Installation Commission will gather at least 30 minutes prior to the beginning of the service to officially convene and review the service.

### Commission Members

Ordination/Installation Commissions must be comprised of at least five members of Foothills Presbytery. There must be either:

- Three Teaching Elders and Two Ruling Elders, **or**
- Two Teaching Elders and Three Ruling Elders.

At least one of the Teaching Elders must be from another congregation or Validated Ministry. And at least one of the Ruling Elders must be from another congregation.

**Note:** Because the Commission is acting on behalf of Foothills Presbytery, efforts should be made to have at least three congregations represented in the service.

### Officers

Every Commission must have a Moderator and Secretary to organize and record the proceedings for Presbytery Minutes. Please choose these persons ahead of time. Members of the Session of the Calling Congregation, the Examination Commission and Presbytery Staff can assist you with this.

Additional Members are *Guests of the Commission*

The Commission can be as large as the candidate for Ordination/Installation and the Session of the congregation desire. Teaching Elders and Ruling Elders from other Presbyteries are welcome to be a part of the Commission subject to the approval of the Examination Commission.

### Minutes of the Commission

Official Minutes of Ordination/Installation Service are a part of the Permanent Records of Foothills Presbytery. W-4.04 in the Book of Order provides the description and parts of the service. The Secretary of the Commission must submit Minutes of the service to the Stated Clerk of Presbytery.

#### **Reporting of the following is required in these Minutes:**

- Date, Time and Place of the Service
- That the Commission convened and was opened with prayer
- The list of Commissioners and Guests of the Commission
- Scriptural Texts, Sermon Title and name of the Pastor

#### **The minutes should also include who leads:**

- Statement of Ordination and Installation
- Constitutional Questions to the Pastor
- Constitutional Questions to the Congregation
- The Prayer of Ordination/Installation and for those being Ordained, the “Laying on of Hands.”
  - **For those being Ordained:** For Ordination, the candidate kneels, and all Teaching and Ruling Elders present are invited to gather with/around for the “laying on of hands” and the prayer of Ordination.
  - **For those being Installed:** All Teaching and Ruling Elders present may be invited to gather with the one being Installed for the prayer of Installation.
- Declaration of Ordination/Installation
- Charge to the Pastor
- Charge to the Congregation
- Benediction (typically done by the new Pastor)

**Note:** The Benediction is the close of the Ordination/Installation Service, and so may serve as the Closing Prayer for the meeting of the Commission.

Minutes are *Respectfully Submitted* by the Secretary of the Commission, signed, and emailed to the Stated Clerk of Presbytery.

(Typically, the Minutes of the Meeting include a sentence noting that the Moderator, Secretary, and Stated Clerk are empowered to approve the Minutes of the meeting.)

The Book of Occasional Services (ISBN # 0-664-50098-6) will aid you in finding the order for structuring an ordination and/or installation worship service.