

Foothills Presbytery Pastor Nominating Committee Manual



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

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Reminder about 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 the congregation 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. Be patient and let God lead you and the pastor being prepared serve you.

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.

Call Seekers. Ministers and other church/agency leaders who are searching for a new call.

CLC – Church Leadership Connection. PC(USA) system for searches for Pastors, Associate Pastors, Certified Christian Educators, and other Presbyterian positions.

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.

MDP – Ministry Discernment Profile. 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.

Mission Study. A Mission Study process is spiritual practice intended to enable your congregation to listen to how the voice of God is moving in your midst.

MP – Ministry Profile. This is basic information about the church that the Clerk of Session will enter into the CLC system to begin the MDP.

PDP – Personal Discernment Profile. This is the information that Call Seekers 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 MDP.

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.

New CLC System

PC(USA) launched a new Church Leadership Connection in June of 2023. The Office of General Assembly staff who developed this system has provided several helpful tools that may be found at this website: <https://oga.pcusa.org/section/clc/clc/>

As a Pastor Nominating Committee, you will select the “Calling Organizations/Churches” button. This site provides training videos, as well as helpful resource documents.

Mission Study

Writing the Ministry Discernment Profile (MDP) 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 MDP, you will need to gather information from a variety of sources, including your Mission Study, previous/other MDPs (or Ministry Information Forms/MIFs), church reports, and community sources.

A Mission Study process is spiritual practice intended to enable your congregation to listen to how the voice of God is moving in your midst. It can be an exciting time of renewal and discovery.

There are different parts of a mission study and a variety of models to accomplish each. A Mission Study can be invaluable for the success and health of your congregation’s future. The study can include (but is not limited) to exploring:

- Looking inward, asking “How Do We Figure out our Congregation’s Identity?”
- Looking outward to where God is leading us with Ministry by researching

Helpful Hint: Completing the MDP 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.

- demographic information (congregation, community and beyond) and summarizing.
- Exploring 21st Century Trends that challenge and inform changes in the Church.

See Appendix A for information about Mission Study models used by congregations in Foothills Presbytery.

Writing the Ministry Discernment Profile

Review of Other MDPs

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

Accessing other MDPs on the CLC

Reviewing MDPs 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.

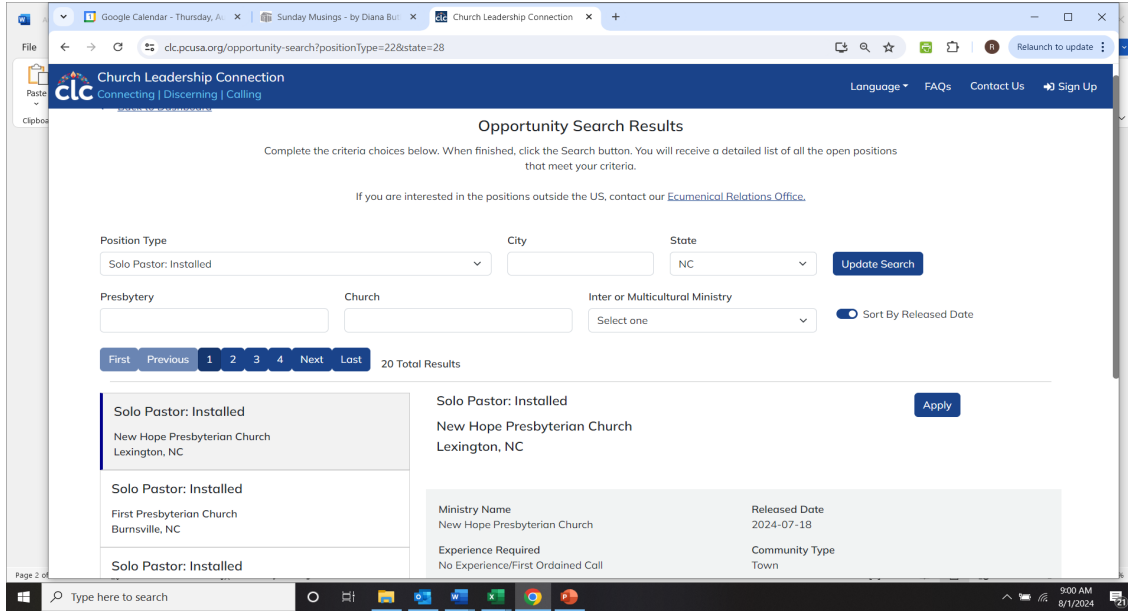
Here is the link to PCUSA CLC homepage: <https://clc.pcusa.org/login>

On the left side of the page, under the title of “Discerning your Call,” you will see two fields to make selections. The first is “Position Type” and has a drop-down menu from which you may choose the type of position. Examples would include Solo Pastor (Installed) or Associate Pastor (Youth).

The second is for “State.” You may click on one or none. For example, you may select SC and see the open positions in SC. Or if you do not select any state, you will see all positions across the country for that position type.

Once you make a selection, you will have MDP’s listed on the left side of the page. Then, you can click on one to see the general information or the Ministry Profile for that position. You can then click on the “View MDP” button to see the full MDP, including answers to the narrative questions, links, references, etc.

Table 1



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 send an email to request statistics data for the last four years by sending an email to research@pcusa.org

Pastor Salary and Benefits

Foothills Presbytery has minimum standards for the Terms of Call for Pastors, Associate Pastors, and Certified Christian Educators. As you are working on the MDP, you will want to work with your Administrative/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 Administrative/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.

Completing the Draft MDP: A blank MDP is provided in Appendix D. You will want to complete your draft in a Word version of the MDP. It will be easier to allow others to review your draft and then to edit your draft responses. Once your draft is approved, you can copy from the Word document and paste it into the online MDP tool.

Note: The narrative questions are limited to a 1500-character, including spaces and punctuation, response. Word has “Review” tools to help you count the characters.

While you draft the MDP, you will also want to complete the MDP Competency Survey. (See Appendix E on how to complete the competency survey.)

MDP Approvals: Once the PNC has drafted the MDP, 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 is a good exercise for them to review.

When the MDP is complete, the PNC will submit it to your COM liaison, the Presbytery Stated Clerk, and Associate Stated Clerk for their review, feedback, and approval. Once you receive approval from the COM liaison and Presbytery staff, you may enter the MDP into the Church Leadership Connection (CLC) system.

Entering the Ministry Profile (Clerk of Session): The Clerk of Session will be provided a Username/Password to enter the CLC system, They will then input the initial general information for the Ministry Profile about your congregation: email address, phone numbers, website, congregation size, worship attendance numbers, community type, etc. The CLC staff developed a **Clerk of Session User Guide** for completing the Ministry Profile. It can be found [here](#).

Helpful Hint: After you complete the MDP, 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.

To complete the Ministry Profile, the Clerk of Session will input information about the PNC Chair, which will queue the CLC system to invite the PNC Chair to enter the MDP. The Clerk may also add each member of the Pastor Nominating Committee to the list of Users or the PNC Chair may add them later.

Entering the Ministry Discernment Profile (PNC Chair): Once the PNC Chair receives an email invitation from the CLC system, they may begin to enter the MDP information. This is where you provide the answers to the narrative questions and other information in the MDP for Pastors seeking a new call (Call Seekers) to review.

The Office of General Assembly CLC staff created a document that will assist a PNC Chair with entering information into the system and with running a match. The document, **A Complete Guide to Creating and Matching an MDP**, can be found [here](#).

The PNC Chair will copy the information from the Word version of the MDP into the CLC system. If you have any problems with the system, the CLC provides support via email at clcsupport@pcusa.org or via telephone at 844.984.2440.

Online Approvals

Once the PNC Chairs enters the MDP into the system, you will have an opportunity to review the information. Then, you will click on the Submit button.

The Clerk of Session will receive an email indicating that you have submitted the MDP. The Clerk will log in, review the MDP, and submit their approval.

Once the Clerk of Session has approved the MDP, a notification will be sent to the Committee on Ministry/Stated Clerk. The Presbytery Stated Clerk will go online and approve the MDP.

After these two approvals, the MDP will be posted in the system.

MDP Competency Information

The MDP Competency Survey is a critical component of searches within the CLC. These competencies are used in the matching process but cannot be viewed by Call Seekers. Foothills Presbytery will provide you with a guide sheet to assist you in completing the Competency Survey.

Here are a few key items to know:

- You should not set each competency at 100%. This would lower your opportunities for matches.
- Use 50% as an average (don't think of the range as a grading scale).
- You will provide a score for fourteen competencies.

Once you enter the MDP into the CLC system, you may also enter your competency information.

Matching

Once your MDP has been approved and you have entered your competencies, you are ready to run your first match. In the system where the Ministry Discernment Profile is listed, you have several icons under the heading of "Actions." Select the Match/Request Match option. The matching process will place PDPs in the PDP Matches folder.

You will now see three new Pastor Discernment Profiles (PDPs) folders/tabs:

- *PDP Matches* (requires action)
- *PDPs in Discernment*
- *PDP Matches Not Considered*

As the PNC reviews and acts on each of the match PDPs, you will see the PDP's move into these folders/tabs.

Reviewing Pastor Discernment Profiles (PDPs)

Now you will need to review each one and indicate an "Action" for the PDP. Each member of the PNC will want to review the PDPs that are initially matched to your church. You will click on the PDP ID to review the information that the Call Seeker has entered with their PDP.

Please note that at this point, you will not be able to see the following: Call Seeker's Name, Contact Information, Statement of Faith, and Optional links. You are asked to evaluate the Call Seeker based on the other information in the PDP.

The system includes five options for Actions.

1. **Invite to Apply.** You click on this option, when you want to invite the Call Seeker to review your MDP. The system will send an email to the Call Seeker. They have 14 days to reply. If they don't respond, the system will move them to "Will Not Consider."
2. **Will not Consider.** When you decide that you don't want to consider or no longer want to consider a pastor, you may move the PDP to the Will Not Consider folder. (You can reconsider later.)
3. **Reconsider.** This action moves Call Seekers from Not Considered to Invite to Apply. This action will allow you to re-invite those ministers who did not take action within the 14 days or anyone you want to reconsider.
4. **Being Considered.** We advise caution when using this action. While it lets the candidate know that you are interested, this Action prevents the pastor from being matched to other churches. We advise that you use this Action only after a discussion with the Call Seeker.
5. **Notify a Call.** Only use this Action when you have extended a Call and the Candidate has accepted. With this action, your MDP and the Call Seeker's PDP will be removed from circulation.

You may find more details about these actions in "A Complete Guide to Creating a Ministry Discernment Profile (MDP)."

After you invite some of the Call Seekers to apply, the system will send each of them an email inviting them to review your MDP and consider applying for your open position. The Call Seeker has 14 days to respond.

When a Call Seeker accepts your invitation to apply, the system will notify you via email. You may then log into CLC to review the PDP that is in the “*PDPs in Discernment*” folder. This step in the process reveals: Call Seeker’s Name, Contact Information, Statement of Faith, and Optional links. The PNC will decide on its next action at this point.

If the Call Seeker does not reply within 14 days, the CLC system will move that PDP into the “*PDP Matches Not Considered*” folder/tab. If the Call Seeker later contacts you and you want to consider them, you may move them into “*PDPs in Discernment*” folder/tab.

As you progress, you may request additional matches with the PDPs. We recommend waiting at least four weeks between running matches.

Self-Referrals

In addition to the matching that is performed within the CLC system, pastors may self-refer their PDPs to your PNC after reviewing your MDP in an Opportunity Search. The self-referred PDP will come to your “*PDP Matches Require Action*” folder. Since the Call Seeker has self-referred, all of the person’s information will be available for the PNC to review.

The PDP Review Process

The PNC will review the matched Pastor Discernment Profiles as provided. Each person will rate the PDPs 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 PDP’s will pique your interest. You may invite the Pastor to apply using the Action within the system.

Once a Call Seeker has indicated that they are interested in your congregation, you may conduct additional research on the candidate. You will start with the links that the pastors provided on their PDPs. Also, 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 tools to assist the PNC. Examples are a Sermon Evaluation Form and a set of Interview Questions. A sample Sermon Evaluation Form is provided in Appendix F. A sample Interview Tool is Provided in Appendix G. These may be used as a baseline and adjusted as the PNC chooses.

Third-party Referrals

Friends and family will hear about your search for a Pastor. You may receive a resume, a PDP, or other documentation from someone. You may review the materials and if you are considering the person, you may contact them to request that they complete a PDP and self-refer within the CLC system.

Etiquette

You will receive many PDPs. Since ministers who send you their PDPs are hoping that you will consider them and are open to moving to your location, they need to be kept informed about your process. The Actions within the system will help you keep them updated.

However, once you have made a personal contact either by telephone, teleconference meeting or in person meeting, you will want to provide a more personal response before updating the system.

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

The information in this section is designed to help you interview candidates either in person, via virtual meetings, or by telephone.

Types of Interview Processes

You are looking for a good fit for your church. To determine fit, interviews are conducted on a variety of levels. Remember, you are asking the question, “Who is God calling to serve our church.”

After reviewing PDPs and assessing the candidate as a potential fit 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 (Via Zoom, Webex, or Google Meetings) or you may be ready to bring candidates

Keep in mind whichever path the committee chooses to follow, interviewing will be more successful if the PNC:

- Asks quality questions,
- listens actively, and
- seeks God’s will.

Pre-Interview Preparation

1. Develop your Interview Questions. We are providing some sample questions for you in Appendix G. These are provided to help you think about the types of questions you want to ask. You will want to ask questions that address your responses to the narrative questions, the Call Seekers’ narrative questions, or the MDP Competencies that you ranked. You will want to ask questions that help you determine if the pastor candidate has the necessary knowledge and skills for your position.

2. Develop your Interview Approach. The approach includes who will ask the questions – it is 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 planning is to consider what other activities/events you want to do with the candidate. Do you want to meet their family? Do you want to plan a dinner with the candidate only or the candidate and family? Do you want to drive them around the area of the church, etc.?

Developing the Interview Questions

Questions should be developed that help the PNC determine if the candidate is a good fit for your church. The questions should be planned, structured and designed to assess the candidate’s skills, theological fit, and behavioral fit. For example, you may want to ask a few questions related to “Preaching.” 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 MDP 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

“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 a 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?”
“What types of resources or commentaries do you prefer to use?”

Concluding the Interview

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

The PNC must decide if they will request additional information from the candidate. Consider asking for sermon links—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 reflect 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

PNC Reference Checks

Once the Pastor Nominating Committee has selected a Pastor Candidate, 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 PDP. Sample Reference Check Questions have been provided in Appendix H.

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. Then, the Presbytery Leader and Stated Clerk will contact the Call Seeker/Pastor Candidate’s home presbytery leader to conduct a reference check.

Extending the Call

Once you have the approval of the Stated Clerk or Associate Stated Clerk based on the reference checks, the PNC may contact the Candidate and extend a Call (including the Terms of Call). It is possible, that the PNC and the Pastor Candidate may negotiate the terms and/or the proposed start date. Reminder: 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.

Examinations Commission

When the Terms of Call have been agreed upon, the PNC Chair will contact the Presbytery Leader/Stated Clerk or the Associate Stated Clerk to schedule the Pastor Candidate for their meeting with the Examinations Commission. The Examination must take place before the Session and the congregation are briefed about the candidate.

When the Pastor Candidate meets with the Examinations Commission, they will be asked to complete the Disclosure and Authorization, See Appendix I. Note: The Examinations Commission meets on the third Thursday of the month at noon.

What's Next?

Upon a successful meeting with the Examinations Commission, the PNC will ask Session to call a Congregational Meeting. The PNC will not share the name of the Pastor Candidate or any details with Session.

At the Congregational Meeting, the Pastor Nominating Committee will present a recommendation to the congregation to call the Pastor Candidate. Background information will be shared, as well as the Terms of Call that were agreed upon by the PNC, the Pastor Candidate, and the Presbytery. The Presbytery Leader/Stated Clerk or the Associate Stated Clerk can share examples of how other PNCs introduced the Pastor Candidate to their congregations.

Celebrate and Don't Forget . . .

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 J.

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 quite yet. The PNC also has the responsibility to help the Pastor transition to your town and your congregation.

1. The first 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.
2. The second transition activity is the move. The PNC worked with the Finance/Administrative Committee to set aside moving expense money. There is a moving company, Custom Movers, who works with PC(USA) Pastors. The

Pastor can contact Carruth Higgins at carruth@custommovers.net.

3. The third 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 K, Ordination/Installation Guidelines.
4. The fourth transition activity is to help integrate your Pastor into the church and the community. This may well be the most important transition duty. You want to ensure the Pastor feels welcomed and connected to your congregation and 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 serving your congregation, the PNC will have a few tasks to complete to close out your responsibilities.

1. The PNC Chair or Secretary will go into the CLC system under "Actions" to indicate that the Pastor's status is "Notify of New Call."
2. You will destroy all the PNC materials except keep a copy of your MDP for future PNC teams and keep a copy of the Pastor's PDP 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 overwhelming. 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***" is a series of training and training videos that were developed in 2014 and 2015. The videos contain very helpful information. Since the videos were created prior to the launch of the new CLC, they reference the language of the old system (MIF instead of MDP and PIF instead of PDP), however, the basic information is very good. You can access the series of videos at this site: <https://oga.pcusa.org/section/mid-council-ministries/clc/revised-calling-pastor/>. Please look for the heading, "VIDEOS."
2. ***CLC System Training Video Collection***: You may find training videos at this location: <https://oga.pcusa.org/section/clc/clc/clc-calling-organizations-churches/>. These are for the new CLC.

3. **Ministry Discernment Profile (MDP) instructions** – you can find a set of instructions on the Office of General Assembly Church Leadership Connection website at: <https://oga.pcusa.org/section/clc/clc/clc-calling-organizations-churches/>.
4. **Other CLC System Resources:** You will find other resources developed for the new CLC system at this site. <https://oga.pcusa.org/section/clc/clc/clc-calling-organizations-churches/>. Look for the heading “**CLC System Resources**.”
5. **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>

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Appendix A Mission Study

Appendix B Sample Terms of Call Worksheet

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Appendix G Sample Interview Questions and Scoring

Appendix H Sample Reference Questions

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Appendix J Sample Terms of Call Form

Appendix K Ordination/installation Guidelines

Appendix A: Mission Study

A Mission Study process is spiritual practice intended to enable your congregation to listen to how the voice of God is moving in your midst. It can be an exciting time of renewal and discovery.

There are different parts of a mission study and a variety of models to accomplish each. A Mission Study can be invaluable for the success and health of your congregation's future. The study can include (but is not limited) to exploring:

- Looking inward, asking "How Do We Figure out our Congregation's Identity?"
- Looking outward to where God is leading us with Ministry by researching demographic information (congregation, community and beyond) and summarizing.
- Exploring 21st Century Trends that challenge and inform changes in the Church.

Models used by congregations in Foothills Presbytery

Legacy Partnership Project (Foothills Presbytery & the Presbyterian Foundation)

A Partnership with Foothills Presbytery and the Presbyterian Foundation

The Legacy Project is a time of discernment for congregations to identify gifts of the congregation, reflect upon their impact to the community, and plan for the future.

Discernment is a gift from God, mediated through the presence of the Holy Spirit.

Discernment questions include: What will our congregation be known for in this corner of SC? What gifts do we want to hand down to future generations? What are the strengths and challenges for our congregation? What is next?

Appreciative Inquiry / World Café conversations: An asset-based approach to organizational and social engagement that utilizes questions and dialogue to help participants uncover existing strengths, advantages, or opportunities in their communities, organizations, or teams. Process usually involves 4 – 5 stages: Define, Discover, Dream, Design, and Destiny that lead to an outcome.

Holy Cow Consulting Uses an evidence-based discernment process that benchmark their data. It is survey based and goes beyond just a survey, to look at the deeper trends in your congregation compared to other congregations. We can tell you what 60% of your congregation agreeing or not agreeing with something means through this benchmarking. They have partnered with over 6,000 congregations (2,900 congregations in the last 6 years). This takes the guesswork out of your results and helps you make better decisions. (\$\$\$)

Center for Healthy Churches (PneuMatrix) Works with congregations to provide a mission study that fosters unity in purpose during pastoral transitions. It provides a six-session consultation to lead the congregation through this study, resulting in the development of a pertinent and forward-thinking Mission Study report. The focal point of this process is not about determining "What kind of pastor do we want?" but rather asking, "What are the needs of our community and congregation, and what qualities are essential in our next pastor to help us collectively address those needs?" (\$\$\$)

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	TOTAL EFFECTIVE SALARY (lines 1-8)		\$ 50,000
BENEFITS			
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	TOTAL BENEFITS		\$ 22,053

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	TOTAL REIMBURSABLE PROFESSIONAL EXPENSES	\$ 4,000

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	TOTAL EFFECTIVE SALARY	(add line 9) \$ 50,000
28	TOTAL BENEFITS	(add line 15) \$ 22,053
29	TOTAL REIMBURSABLE PROFESSIONAL EXPENSES	(add line 21) \$ 4,000
30	deduct Value of Housing provided	(subtract line 8) \$ -
31	TOTAL **	(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

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: Blank Ministry Discernment Profile Form

MINISTRY DISCERNMENT PROFILE



MINISTRY PROFILE INFORMATION

This form is only to be used by the COM, Session, and PNC as a tool of discernment before posting the MDP online.

Ministry Name: _____

Congregation or Organization Size (select one):

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

Average Worship Attendance: _____

Church School Attendance: _____

Curriculum:

Community Type (select one):

- | | |
|------------------|------------------|
| _____ N/A | _____ Suburban |
| _____ Rural | _____ Urban |
| _____ Village | _____ College |
| _____ Town | _____ Recreation |
| _____ Small City | _____ Retirement |

Intercultural Composition (Race/Ethnicity – Percentage of Congregation):

Prefer not to answer	_____	%
Asian/Pacific Islander/South Asian	_____	%
Black/African American/African	_____	%
Hispanic/Latinx	_____	%
Native American/Alaska Native/Indigenous	_____	%
Middle Eastern/North African	_____	%
White	_____	%
Multiracial	_____	%

MINISTRY DISCERNMENT PROFILE: POSITION REQUIREMENTS

Position Type (select one):	_____	General Presbyter/Executive
_____ Administrator	_____	Presbyter/Presbytery Leader
_____ Associate Director	_____	Head of Staff/ Senior Pastor
_____ Associate Pastor (Christian Education)	_____	Media Specialist
_____ Associate Pastor (Other)	_____	Mid-Council Program Staff
_____ Associate Pastor (Youth)	_____	Minister of Music (ordained)
_____ Campus Ministry Chaplain	_____	Mission Co-worker (International)
_____ Christian Educator (Certified)	_____	Pastor (Bivocational/Tentmaker)
_____ Christian Educator (non-certified)	_____	Pastor (church planter, new church development, new worshipping community)
_____ Church Business Administrator	_____	Pastor Interim
_____ Co- Pastor	_____	Pastor, Yoked Ministry
_____ College/Seminary Faculty	_____	Pastoral Counselor
_____ Commissioned Ruling Elder	_____	Seminary Staff
_____ Communicator	_____	Solo Pastor: Installed
_____ Coordinator	_____	Solo Pastor: Temporary
_____ Director of Music (non-ordained)	_____	Stated Clerk Presbytery
_____ Evangelist or Mission Pastor	_____	Synod Executive
_____ Executive Director	_____	Transitional Pastor
_____ Executive Pastor	_____	Youth Director (Non-ordained)
_____ Finance Manager		
_____ Funds Developer		
_____ General Assembly Staff		

Experience Required (Select one):

- No Experience/First Ordained Call
- Up to 2 Years
- 2-5 Years
- 5-10 Years
- More than 10 Years

Specify Title/ PT Work Hours (if applicable): _____

Employment Status:

- Full-time
- Part-time
- Full-time/Part-time
- Bi-Vocational

Training/Certificate Requirements:

- Interim Ministry Training
- Certified Christian Educator
- Conflict Mediator Training
- Interim Executive Presbyter Training
- Certified Business Administrator
- Clinical Pastoral Education Training

Other Training: _____

Language Requirements:

- English
- Spanish
- Korean

Other languages: _____

Statement of Faith Required:

- Yes
- No

Are you open to a clergy couple:

- Yes
- No

MDP Application Deadline (if applicable): _____

Church Mission/Vision Statement (1500 character limit which includes punctuations and spaces):

Tasks, expectations, duties, supervision, assignments, and responsibilities for the position (1500 character limit which includes punctuations and spaces):

A range for the Effective salary is needed for matching purposes. The maximum effective salary is not published anywhere. Effective salary is cash salary plus housing allowance or manse value and other compensations. See Effective Salary Definition at Board of Pensions of the PC(U.S.A.).

Minimum Effective Salary: _____ \$

Maximum Effective Salary: _____ \$

Housing Type (select all that apply):

- Manse
- Housing Allowance
- Open to either
- N/A

MDP Narratives

Please fill out the following narrative questions about your congregation (1500-character limit per question, including punctuations and spaces):

How would you describe the congregation's/organization's specific vision for ministry? How will this vision impact the community? Is the congregation part of a ministry vision or program?

What is the nature and context of the community in which your congregation lives out its mission/vision? How will you address the emerging needs that are impacting your community?

How will this call help complement the responsibilities of other staff/volunteer positions, and the life of the congregation/organization, so that you may accomplish your short and long- term goals for ministry?

Provide a description of the skills, gifts and training the person you hope will become a part of your ministry must have, to lead the congregation towards the vision and mission established.

What areas of ministry do you expect the person called to be responsible for? Share specific tasks, assignments, and programs.

List any links that support the answers to your narratives or highlights ministries within your church/organization.

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.

Please accept the following:

The Pastor Nominating Committee and Search committee has affirmed its intention to follow the Form of Government in this regard.

References

(Please enter at least three references of individuals who have had connections with the congregation and are not currently involved in the congregation):

Reference #1

Name: _____

Relationship: _____

Phone: _____

Email: _____

Reference #2

Name: _____

Relationship: _____

Phone: _____

Email: _____

Reference #3

Name: _____

Relationship: _____

Phone: _____

Email: _____

**Assign a PNC Chair Contact. Fill out the contact information for the individual that will serve as the
Pastor Nominating/Search Committee Chairperson/Mid-council Search Committee
Chairperson for this MDP:**

Name: _____

Preferred Phone: _____

Alternate Phone or Email: _____

FAX: _____

Email Address: _____

Address 1: _____

Address 2: _____

City: _____

State: _____

Zip Code: _____

MDP Competency Match Criteria

Please note this section is not part of the MDP. This section of your matching preferences will be made available under your MDP list panel, in the actions when your MDP has been approved by your Clerk of Session and COM Chair. The icon is a clipboard.

Read the descriptions of each trait Evaluate and discern how important each trait is for the particular position the organization is seeking a candidate. When the PNC has evaluated the traits, select a percentage number, according to the discernment the PNC has come to, in each description.

Type in a number from 0 – 100, in increments of 5

Expresses concentration in a conversation by being attentive, making good eye contact and not interrupting other, showing interest and showing empathy for what is being said. _____%

Analyzes their audience before talking to them, adjusting to different circumstances and audiences, so to make each individual feel as they are speaking to them. _____%

Can communicate the observations they make when identifying weaknesses within ministry, themselves or the community in a wise and discerning way, explaining their vision and responding why and what kind of change is required. _____%

Embraces the humanity and Christian principles from the values, stories and objectives passed through generations, using Reformed Theology as their root of principles and vision, using traditions in worship or ministry as a means of comfort and belonging. _____%

Takes time to examine the task, needs and capabilities of the situation and people, choosing the best way to respond to each one by assessing their approach to lead a team, and shares their plans with the members of the team. _____%

Self motivated individual that takes the initiative to start and finish a task given, while working towards a goal, so they can enjoy the rewards of solving a problem. _____%

Values their experience in life, they continue their education, builds on strengths and seeks assistance to develop the weak traits. _____%

Creates learning opportunities for active participants and as a collaborative way, by designing lesson plans that teach concepts, facts and theology. _____%

Contributes intentionally to the happiness and well-being of others, by having genuine interest in seeing others thrive, providing honest and genuine feedback and acknowledging relationships. _____%

Thrives in challenges with humility and vulnerability, recognizing that asking for help makes them better at their job and surrounding themselves with people that can be smarter at different things. _____%

Recognizes how their emotions affect their performance, their inner resources, abilities and limits, and are honest in their positive and negative biases, and own strengths and weaknesses. _____%

Sees the differences in society as values for ministry and recognizes the strengths and weaknesses in each by studying, talking and involving themselves in the discussion of issues. _____%

Defines roles clearly in an interdependent environment forming trust form others in their future planning, goal setting/defining and finds the means along the way to produce a vision with creative work and play. _____%

Communicates goals and expectations clearly, delegating onto others certain tasks they acknowledge to have a better result and is able to plan, prioritizing and studying the capabilities of the organization financially or in human resource. _____%

Appendix E: MDP Competencies

MDP Competency Informationⁱ

Helpful Link:

[Guide to the Competency Survey & Match Criteria](#) - This resource explains how the Competency expectations selector works and why. Use this tool to know the background of the survey and the traits that PNCs will be working with.

MDP Competency Information

Introduction: One of the critical components of the Church Leadership Connection is the matching feature. The matching system takes the criteria for a given job posting and compares it against the same criteria supplied by Call Seekers. What may be confusing is the first line on Pg. 7 of the blank MDP form that says, "Please note, this section is not part of the MDP." What this means is that the public form - the form candidates can see - will not contain this information. It will only be used to match with potential candidates.

Recommendations: There isn't a single "right" way to develop the match criteria. We recommend you consider the following.

1. You should not make each of these 100% important. While all of these competencies need to be present at some level for any pastoral candidate, no one will be able to evaluate themselves at 100% in every category. **In fact, putting everything at 100% will decrease the quality of your matches.**
2. You should think of this as a 50 = average scale rather than a grading scale (where a 70 = average)
3. Words may be easier to use than numbers. Here's a sample scale for you to consider using:
 - 90 - Essential, 70 - Important, 50 - Necessary, 30 - Potentially helpful, but not necessary, 10 - Unnecessary

Do feel free to use the mid-point steps. If your PNC feels like a particular competency is more than important, but maybe not quite essential, you can put in 80.

4. For every competency you move up a step, you should also consider moving another one down a step to keep your competencies balanced. Put another way, the average of all your entries should be around 50% (necessary level) when you've finished filling these out.

MDP Competency Preparation Methods

Here are three suggested methods for preparing the competencies for your MDP. The PNC will select one method.

Method 1: Line by Line (Worksheets provided on Pages 3-5)

- Go through each competency line by line and assign it a ranking using the scale on Pg. 1. Try to keep your competencies balanced, where if you increase the importance of one, you decrease another by the same amount.
- Then use the MDP Competency Match Summary sheet provided on page 5 to double check your work.

Method 2: Rank Order (Worksheet provided on Page 6)

- Rank the individual competencies from 1-14.
 - Have every member of the PNC rank the competencies from 1-14 (where 1 is most important, 14 is the least important)
 - Total up the ranking for each competency by adding together each individual's score. The competency that receives the lowest numerical score would then be the lowest priority.
 - Assign the most important competency a percentage, then set the least important competency to a percentage such that the two percentages equal 100.
 - Example: If Good Communicator is the most important competency and you assign a percentage of 80%, then your least important competency should be set to 20%.
 - Continue this pattern with each pair of competencies (2-13, 3-12, 4-11, 5-10, 6-9, 7-8)

Method 3: Categorization (Worksheets provided on Pgs. 7-8)

- Decide which of the following categorizations you want to use for the competencies.
- The worksheets initially set every competency to Necessary (50%). To make an adjustment, mark the corresponding box or use an arrow to show that you've shifted its priority.
 - Three-Category Approach
 - Using this approach, each competency will be classified as important, necessary, or potentially helpful but not necessary (the final percentages will all be between 30 and 70)
 - Identify four competencies that are most important and the corresponding four competencies that are less important.
 - Five-Category Approach
 - This approach will use all five categories, requiring some competencies to be rated very low (unnecessary).
 - Identify the 1 or 2 essential competencies and an equal number of competencies to be categorized as unnecessary.
 - Then identify the 3 to 5 competencies to be categorized as important and an equal number as helpful but not necessary.
 - The remaining competencies should be left at necessary (50%).

MDP Competency Worksheet - Line by Line Approach

Method 1

Competency	Unnecessary	Potentially helpful	Necessary	Important	Essential
Good Listener: Expresses concentration in a conversation by being attentive, making good eye contact and not interrupting other, showing interest and showing empathy for what is being said.					
Good Communicator: Analyzes their audience before talking to them, adjusting to different circumstances and audiences, so to make each individual feel as they are speaking to them.					
Leads Change: Can communicate the observations they make when identifying weaknesses within ministry, themselves or the community in a wise and discerning way, explaining their vision and responding why and what kind of change is required.					
Values Tradition: Embraces the humanity and Christian principles from the values, stories and objectives passed through generations, using Reformed Theology as their root of principles and vision, using traditions in worship or ministry as a means of comfort and belonging.					
Mentoring: Takes time to examine the task, needs and capabilities of the situation and people, choosing the best way to respond to each one by assessing their approach to lead a team, and shares their plans with the members of the team.					
Problem Solver: Self-motivated individual that takes the initiative to start and finish a task given, while working towards a goal, so they can enjoy the rewards of solving a problem.					
Learner: Values their experience in life, they continue their education, builds on strengths and seeks assistance to develop the weak traits.					

Competency	Unnecessary	Potentially helpful	Necessary	Important	Essential
Teacher: Creates learning opportunities for active participants and as a collaborative way, by designing lesson plans that teach concepts, facts and theology.					
Adaptable: Contributes intentionally to the happiness and wellbeing of others, by having genuine interest in seeing others thrive, providing honest and genuine feedback and acknowledging relationships.					
Empathetic: Thrives in challenges with humility and vulnerability, recognizing that asking for help makes them better at their job and surrounding themselves with people that can be smarter at different things.					
Self-Aware: Recognizes how their emotions affect their performance, their inner resources, abilities and limits, and are honest in their positive and negative biases, and own strengths and weaknesses.					
Socially Aware: Sees the differences in society as values for ministry and recognizes the strengths and weaknesses in each by studying, talking and involving themselves in the discussion of issues.					
Organizational Manager: Defines roles clearly in an interdependent environment forming trust form others in their future planning, goal setting/defining and finds the means along the way to produce a vision with creative work and play.					
Visionary: Communicates goals and expectations clearly, delegating onto others certain tasks they acknowledge to have a better result and is able to plan, prioritizing and studying the capabilities of the organization financially or in human resource.					

MDP Competency Match Summary

- In the boxes below, put the number of competencies you placed in each category.
- Multiply that number by the number in line 2 and place that number in line 3.
- Add the numbers from line 3 together.
- You are not required to balance your competencies, but it is strongly recommended. If your competencies are balanced, your total should be 42.

Line	Not Necessary	Potentially Helpful	Necessary	Important	Essential	Total
1						
2	1	2	3	4	5	
3						

MDP Rank Order Approach Worksheet	Method 2	Ranking (1-14)
Good Listener: Expresses concentration in a conversation by being attentive, making good eye contact and not interrupting other, showing interest and showing empathy for what is being said.		
Good Communicator: Analyzes their audience before talking to them, adjusting to different circumstances and audiences, so to make each individual feel as they are speaking to them.		
Leads Change: Can communicate the observations they make when identifying weaknesses within ministry, themselves or the community in a wise and discerning way, explaining their vision and responding why and what kind of change is required.		
Values Tradition: Embraces the humanity and Christian principles from the values, stories and objectives passed through generations, using Reformed Theology as their root of principles and vision, using traditions in worship or ministry as a means of comfort and belonging.		
Mentoring: Takes time to examine the task, needs and capabilities of the situation and people, choosing the best way to respond to each one by assessing their approach to lead a team, and shares their plans with the members of the team.		
Problem Solver: Self-motivated individual that takes the initiative to start and finish a task given, while working towards a goal, so they can enjoy the rewards of solving a problem.		
Learner: Values their experience in life, they continue their education, builds on strengths and seeks assistance to develop the weak traits.		
Teacher: Creates learning opportunities for active participants and as a collaborative way, by designing lesson plans that teach concepts, facts and theology.		
Adaptable: Contributes intentionally to the happiness and wellbeing of others, by having genuine interest in seeing others thrive, providing honest and genuine feedback and acknowledging relationships.		
Empathetic: Thrives in challenges with humility and vulnerability, recognizing that asking for help makes them better at their job and surrounding themselves with people that can be smarter at different things.		
Self-Aware: Recognizes how their emotions affect their performance, their inner resources, abilities and limits, and are honest in their positive and negative biases, and own strengths and weaknesses.		
Socially Aware: Sees the differences in society as values for ministry and recognizes the strengths and weaknesses in each by studying, talking and involving themselves in the discussion of issues.		
Organizational Manager: Defines roles clearly in an interdependent environment forming trust form others in their future planning, goal setting/defining and finds the means along the way to produce a vision with creative work and play.		
Visionary: Communicates goals and expectations clearly, delegating onto others certain tasks they acknowledge to have a better result and is able to plan, prioritizing and studying the capabilities of the organization financially or in human resource.		

MDP Competency Worksheet: Categorization – Method 3

Unnecessary	Potentially helpful	Necessary	Method 3	Important	Essential
			Good Listener: Expresses concentration in a conversation by being attentive, making good eye contact and not interrupting other, showing interest and showing empathy for what is being said.		
			Good Communicator: Analyzes their audience before talking to them, adjusting to different circumstances and audiences, so to make each individual feel as they are speaking to them.		
			Leads Change: Can communicate the observations they make when identifying weaknesses within ministry, themselves or the community in a wise and discerning way, explaining their vision and responding why and what kind of change is required.		
			Values Tradition: Embraces the humanity and Christian principles from the values, stories and objectives passed through generations, using Reformed Theology as their root of principles and vision, using traditions in worship or ministry as a means of comfort and belonging.		
			Mentoring: Takes time to examine the task, needs and capabilities of the situation and people, choosing the best way to respond to each one by assessing their approach to lead a team, and shares their plans with the members of the team.		
			Problem Solver: Self-motivated individual that takes the initiative to start and finish a task given, while working towards a goal, so they can enjoy the rewards of solving a problem.		
			Learner: Values their experience in life, they continue their education, builds on strengths and seeks assistance to develop the weak traits.		
			Teacher: Creates learning opportunities for active participants and as a collaborative way, by designing lesson plans that teach concepts, facts and theology.		
			Adaptable: Contributes intentionally to the happiness and wellbeing of others, by having genuine interest in seeing others thrive, providing honest and genuine feedback and acknowledging relationships.		

		Empathetic: Thrives in challenges with humility and vulnerability, recognizing that asking for help makes them better at their job and surrounding themselves with people that can be smarter at different things.		
		Self-Aware: Recognizes how their emotions affect their performance, their inner resources, abilities and limits, and are honest in their positive and negative biases, and own strengths and weaknesses.		
		Socially Aware: Sees the differences in society as values for ministry and recognizes the strengths and weaknesses in each by studying, talking and involving themselves in the discussion of issues.		
		Organizational Manager: Defines roles clearly in an interdependent environment forming trust form others in their future planning, goal setting/defining and finds the means along the way to produce a vision with creative work and play.		
		Visionary: Communicates goals and expectations clearly, delegating onto others certain tasks they acknowledge to have a better result and is able to plan, prioritizing and studying the capabilities of the organization financially or in human resource.		

Appendix F: 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	Introduction: captured my attention and interest. Engaged me and made me want to hear the rest of the sermon.
	2	Use of Scripture: used scripture to make clarifying and illuminating insights. Scripture was used in context.
	3	Logical continuity: there was a natural flow to the sermon. One part of the message led easily into the next part.
	4	Clarity: the sermon's message was clear.
	5	Relevance: the sermon was developed in a way that made me see the relevance for myself today.
	6	Use of humor: humor, if used, was appropriate to the setting and the message
	7	Use of self-disclosure: If Pastor used him/herself as an illustration, it helped make the sermon more meaningful.
	8	Use of vocal inflection: added appropriate emphasis and interest to the sermon. (Did not scream or scold the congregation.)
	9	Use of illustrations: stories/illustrations were used to clarify or deepen the impact of the message.
	10	Length: the sermon was of an appropriate length. The pastor did not repeat him/herself excessively.

Total _____

Average Score _____

Scorer's Initials _____

Appendix G: Sample Interview Questions and Scoring

Question	Interpretive Guide	Rating (1 is poor/4 is best)
Opening Questions		
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?	Evaluation: 1 2 3 4 Comments:
By now you have read our MDP. <ul style="list-style-type: none"> ▪ What appeals to you the most? ▪ What would present the greatest challenge? ▪ What concerns you the most? ▪ What would you see as your top priorities if you were called to serve our church? Describe your passion in ministry.	Is the candidate familiar with the MDP? Are the candidate's mission and vision for ministry aligned with the priorities identified in the MDP? Did the candidate express values consistent with the needs of the church/congregation? Did the candidate explain passions that match our needs?	Evaluation: 1 2 3 4 Comments:
Sample Required/Desired Skills from MDP:		
Administrative Leadership: 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?	Evaluation: 1 2 3 4 Comments:

Congregational Communication: 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.		
Careful listening and effective communications go together. Tell us about a specific time when your skill in listening helped you communicate better.	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?	Evaluation: 1 2 3 4 Comments:
Corporate Worship/Sacraments: Ordering worship and the administration of the sacraments in fresh and creative ways consistent with the Reformed Tradition.		
Discuss some steps that you believe can make the worship experience more meaningful and engaging.		Evaluation: 1 2 3 4 Comments:
Leadership Development: Recognizing and calling forth potential of persons as leaders of the Church's ministry and providing opportunities for their training, development and growth.		
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. What specific results were accomplished?	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?	Evaluation: 1 2 3 4 Comments:

Leadership Style: 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?	Evaluation: 1 2 3 4 Comments:
Mission Involvement: 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"?	Evaluation: 1 2 3 4 Comments:
Pastoral Self-Care		
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?	Evaluation: 1 2 3 4 Comments:

Pastoral Care: 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?	Evaluation: 1 2 3 4 Comments:
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?	Evaluation: 1 2 3 4 Comments:
Preaching: 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?	Evaluation: 1 2 3 4 Comments:

Professional Development		
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?	Evaluation: 1 2 3 4 Comments:
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?	Evaluation: 1 2 3 4 Comments:
Spiritual Development: 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?	Evaluation: 1 2 3 4 Comments:
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?	Evaluation: 1 2 3 4 Comments:

Spiritual Development—cont'd.		
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?	Evaluation: 1 2 3 4 Comments:

Stewardship and Commitment: 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. If appropriate to the church, a question regarding history with capital campaigns and building projects may be asked.	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?	Evaluation: 1 2 3 4 Comments:

Overall Evaluation and Comments:			
Comments and Observations:	Assets/Strengths:	Concerns:	Evaluation: 1 2 3 4

Appendix H: 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 I: 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* _____ / _____ / _____
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:** _____

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

The Terms of Call will include 12 weeks of paid parental or family medical leave. (See Committee on Ministry policy.)

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 K: 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.

ⁱ This document is based on the work of the Rev. Brian Wallace of Pittsburgh Presbytery.