

**Committee on Ministry
Liaison Checklist
Working with a Congregation/PNC**

Name of Church _____ City _____

Liaisons _____

Name of Previous Pastor _____

Name of Moderator of Session _____

Name of Moderator of PNC _____

Other members of the PNC _____

Date **Task**

_____ Conducted exit interview with former pastor

_____ Attended congregational meeting to declare pulpit vacant

_____ Met with Session to explain the process with them

_____ Additional meeting (s) as necessary with Session/Committee to talk through pastoral relationships

_____ Approval of pastoral leadership covenant by COM

Name _____ Date of Covenant _____

_____ Additional covenant approvals by COM as necessary

Name _____ Date of Covenant _____

_____ Met with PNC to explain the process with them (give packet)

_____ Additional meetings, as needed, with the PNC

_____ Approve/Sign off on the MIF by COM liaisons

_____ Clerk of Session approves/signs off on MIF

- _____ All passwords are given to PNC Moderator and MIF is on-line
- _____ General Presbyter conducts first “matching” online for the PNC
- _____ PIFs being received by PNC
- _____ PNC requests vetting of candidate(s) by General Presbyter
- _____ Examination for “fit” or full examination, scheduled with Examinations Subcommittee, and all necessary information communicated with PNC and proposed pastor.
- _____ Background Check and receipt of Sexual Misconduct Policy
- _____ Full Examination of proposed pastor by Examinations Subcommittee, if not accomplished in previous examination. “Certification of Call” form signed by Moderator of COM. Terms of Call may also be approved in this exam if available.
- _____ Terms of call approved, if not approved in examination, (“Pastoral Call Form” to Moderator of COM) by COM.
- _____ Names of the Administrative Commission, beginning with the Moderator of the Presbytery, approved by COM, following the verification that all members of the AC have agreed to serve if elected, using the “Administrative Commission Form.”
- _____ Date and time of Worship service, and the offering recipient, approved by COM, and recommended to Presbytery.
- _____ Effective date of call approved by COM.
- _____ “Statement of Faith” by pastor received by COM (sent to presbytery)
- _____ Congregational meeting to Call Pastor and Pastor Elected (“Pastoral Call Form” signed by PNC and Moderator; “Certification of Call” form signed by pastor)
- _____ Pastor moves to the field
- _____ Worship service to Install/Ordain
- _____ Liaisons thanked and released

*approved November 10, 2015
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