SEARCH PROCESS FOR PASTORS AND ASSOCIATE PASTORS

Prebyterian Church in the U.S.A.
The Presbytery of Chicago

DISCERNING YOUR CANDIDATE
- Evaluate all sources of information about your final candidates.
- Pray.
- Strive for an unanimous decision, reached through consensus.
- Inform your Transitional Liaison about your choice.

TERMS OF CALL
- Transitional Liaison reviews Instructions for Extending a Call section of this guidebook with PNC.
- Terms of Call are drafted using the Initial Terms of Call form and Minimum Compensation Guidelines for the current year downloaded from the POC website.
- Transitional Liaison reviews Terms of Call parameters with PNC and approves them.
- Terms of Call parameters are approved by Session.

EXTENDING THE CALL
- PNC extends the call and negotiates terms of call with candidate.
- The call to be your new pastor and its accompanying Terms of Call (as negotiated with candidate, if applicable) are accepted by the candidate.
- Accepted Terms of Call are approved by CSD.

CALL ACCEPTED!
- The PNC creates the Report to the Congregation to go with presenting the candidate to the congregation.
- PNC presents candidate to the congregation.
- Call Sheet is appropriately signed.
- The PNC is dismissed at the end of the Congregational Meeting.
- Presbytery accepts the new pastor on its roll at its next stated meeting. NOTE: If this is your candidates first call, he/she will need to complete their ordination examination prior to accepting your call. If this is the case, the ordination examination will be held at a stated meeting (specially called, if needed). The Executive Presbyter will work with you in navigating this portion of the call.

ORDINATION/INSTALLATION
- The candidate organizes their own ordination/installation service.
- Mentor/Colleague is assigned to new pastor by CSM Transition Team Ordination/Installation service is scheduled.
- New Pastor and Session develop first year plan together.
- End of first year review with Session, Pastor, and Regional Liaison.

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