

Pastor Search Process Checklist

Starting Up	
Congregation elects PNC and conducts Mission Study or other reflective work	
PNC begins meeting, with initial orientation by COM/Branch Minister	
PNC meets on a regular schedule, with the COM liaison present frequently	
PNC Prepares Ministry Information Form or Non-Installed Ministry Posting Form	
MDP/NIMP Form approved by Session, COM Liaison, and Branch Minister	
The Work of Discernment	
PNC receives and reviews Personal Discernment Profiles (PDPs)	
PNC identifies candidates for initial interview	
PNC requests executive reference checks from Presbytery and contacts references of candidates	
PNC conducts additional interview(s), arranges a neutral pulpit if desired, and identifies a finalist(s) to meet with COM for a Clearance interview.	
PNC extends call/offer and negotiates terms of call	
Wrapping Up	
Candidate and terms presented to Session for approval. If an installed position, a congregational meeting is scheduled.	
First Sunday and "Meet 'n Greet" activities scheduled.	
Pastor begins!	