

Selection Process Steps

1. Based upon mission study and other documents, the PNC(in consultation with liaison) develops the Ministry Information Form(MIF), has it approved by the Session and approved by COM. Upon COM approval, the Executive Presbyter will provide username/password for the CLC system in order to publish the MIF in the online website.
2. When published on the CLC website, approvals(online) must be granted by the Clerk of Session and COM/EP in order for the MIF to become visible to candidates and for the matching process to begin. Matching through either the CLC or Redstone EP will generate a “pool” of candidates. Additionally, some candidates will “self-refer.”
3. PNC will need to establish criteria by which they will review and filter candidate materials. PNC may wish to contact group of selected candidates in order to solicit interest and/or request additional materials(responses, sermons, etc.).
4. PNC will select a smaller group of candidates from those interested in order to consider telephone/”skype” interviews.
5. Following phone interviews, PNC may wish to check with some of the references listed for further background. If the PNC becomes focused on 1-3 candidates, the EP should be included in order to do a background check PRIOR to any decision about moving further in the process.
6. Any candidate(s) that the PNC has selected and the EP has completed a reference check, arrangements may be made to conduct a face-face interview. This might also include the opportunity to hear the candidate preach(neutral pulpit?) and/or a tour of the area.
7. If the candidate is from a distance, this may also be the opportunity for the COM subcommittee to meet with the candidate in anticipation of later examination at the Presbytery. If that is the case, background clearance checks will be solicited at that time.
8. When the PNC selects a candidate and the candidate agrees(on terms), the PNC requests of the Session to schedule a congregational meeting following the arranged date for a “candidating” sermon.
9. At the congregational meeting, a written ballot is received. With an affirmative vote, the candidate is offered the “call” to accept. If vote is positive and candidate accepts, arrangements are made for the candidate to be examined and received into Redstone Presbytery. A candidate shall NOT have a starting date at the church prior to that examination/approval.
10. An installation service(ordination?) conducted by the Presbytery at the church will be scheduled.

SELECTION PROCESS

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MIF Developed

Username/password given by EP

MIF Published--clc.pcusa.org

Authorized by: Clerk; COM; CLC

“Matching” done by EP or CLC

Basic criteria established for reviewing PIF's

“Filtering” through PIF's
(matched; self-referred; EP referred)

Contact higher-rated candidates to establish interest; Solicit any additional information (sermons) or responses (questions)

Telephone/“Skype” interviews; Evaluate and select narrow pool of candidates

Check references of ministry experiences

EP reference check (BEFORE invite)

Face-face interviews and/or “neutral” pulpit

COM sub-committee examines

Selected candidate offered/agrees to candidate

Session schedules/announces congregational meeting

Congregation votes; Candidate accepts

Presbytery examines/receives
Call extended; Installation service

