ROLE OF THE PASTOR NOMINATING COMMITTEE (PNC)

The Pastor Nominating Committee, a committee elected by the Congregation, is probably the most important committee that ever serves in a particular church. The action of the PNC, in nominating a Pastor, Co-Pastor or Associate Pastor to a congregation, is critical in the life of a church for many years. Notice what the Book of Order states about the PNC:

G-2.0801 PASTORAL VACANCY

When a congregation has a vacancy in a pastoral position, or after the presbytery approves the effective date of the dissolution on an existing pastoral relationship, the congregation shall, with the guidance and permission* of the presbytery, proceed to fill the vacancy in the following manner.

G-2.0802 ELECTION OF A PASTOR NOMINATING COMMITTEE
The session shall call a congregational meeting to elect a pastor nominating committee that shall be representative of the whole congregation. The committee's duty shall be to nominate a pastor for the election by the congregation.

G-2.0803 CALL PROCESS
According to the process of the presbytery and prior to making its report to the congregation, the pastor nominating committee shall receive and consider the presbytery's counsel on the merits, suitability, and availability of those considered for the call. When the way is clear for the committee to report to the congregation, the committee shall notify the session, which shall call a congregational meeting.

G-2.0804 TERMS OF CALL
The terms of call shall always meet or exceed any minimum requirements of the presbytery in effect when the call is made. The session shall annually review the minister's terms of call and shall propose for congregational action (G-1.0501) such changes as the session deems appropriate, provided that they meet the presbytery's minimum requirements. The call shall include participation in the benefits plan of the Presbyterian Church (U.S.A.), including both pension and medical coverage, or any successor plan approved by the General Assembly.

G-2.0805 INSTALLATION SERVICE
When the congregation, the presbytery, and the teaching elder (or candidate) have all concurred in a call to a permanent or designated pastoral position, the presbytery shall complete the call process by organizing and conducting a service of installation. Installation is an act of the presbytery establishing the pastoral relationship. A service of installation occurs in the context of worship. The order for that service of worship in the Directory for Worship (W-4.4000) shall be followed.
The policy in New Covenant Presbytery is the PNC must seek such guidance and permission through the Committee on Ministry (COM). The COM is represented by a Transition Team, the members who are appointed by the COM. The Transition Team is the primary resource to the PNC and will provide guidance through a Liaison to the PNC throughout the process of the pastor search.

SUMMARY OF PROCESS FOR CALLING A PASTOR

1. Getting Organized
2. Writing and Submitting MIF for Approval and Getting MIF On-Line
3. Advertising Your Position
4. Receiving and Screening Personal Information Forms (PIF)
5. Interviewing Promising Candidates
6. Selection of the Nominee
7. Election of the Nominee
8. Installation of the Pastor
9. Completion of the PNC's Work
10. Calling an Associate Pastor
11. New Church Development PNC's
I. GETTING ORGANIZED

A. The newly-elected members of the Pastor Nominating Committee (PNC) should meet as soon as possible. The purpose of this meeting is to:

B. General
1. Allow the Transition Team to map out what is needed, what the PNC do, and the timetable the PNC will can hope for. The Liaison will help the PNC know what is realistic, based upon COM experience with other churches. A time period of 12 to 20 months is considered a reasonable length of time from PNC election to new pastor installation.

C. Elect Officers
1. Chair - the role of the Chair is:
   a. To encourage discussion of various viewpoints
   b. To delegate responsibility and see that tasks are carried out
   c. To ensure that decisions reached are the consensus of the group
   d. To carry on correspondence with the presbytery, with the Church Leadership Connection (CLC) and potential candidates for the position

2. Vice Chair - the role of the Vice Chair is:
   a. To chair the PNC in the absence of the Chair
   b. To perform other duties as determined by the PNC or the Chair

Secretary - the role of the Secretary is:
   c. To do Correspondence, keep committee minutes and other committee records
   d. To perform other duties as determined by the PNC or the Chair

D. Planning Communications and Resources
1. Identify the role of the COM liaison in the PNC's work. Plan the materials to be used to help the PNC in the task and to help understand the pastoral call process. The COM liaison is the primary resource for a PNC and will provide resources as needed.

2. Identify those key points at which the session must be involved in the PNC's work.

3. Understand how essential it is to maintain confidentiality on all matters discussed.

4. Describe how the PNC will keep the congregation informed. Many PNC's find it helpful to post a chart of the pastoral search stages and then mark their progress.

E. Schedule PNC Meetings
1. Set the date and time for regular meetings, making certain that all PNC members will be available and that it is convenient for the COM liaison to attend or be available by telephone. Calling a pastor requires wisdom, spiritual guidance and hard work. Prayer should surround each meeting of the PNC. In addition, congregational prayers not only support the work of the PNC but also encourage unity within the congregation at a time when divisiveness could occur.

F. PNC Search Expenses
1. Determine and secure Session approval for a budget for PNC expenses incurred during the search process. There is no one-size-fits-all budget recommended. Obviously, a smaller church with more limited resources will have a more constrained budget than a larger church might have. Experience has shown that the largest search expense items are: 1) travel for PNC members and for candidates, and 2) moving expenses for the called pastor. For a nationwide search, total expenses can easily run between $20,000-
$30,000. See Appendix A for additional information for such a search. Churches with more limited means may want to consider a geographical limitation on their search to help in controlling search costs.

II. WRITING AND SUBMITTING MIF FOR APPROVAL

A. General Information about MIF's
1. A MIF provides information about the position you are seeking to fill and your church and community. It is used to match your needs against those of pastors who are seeking churches, and to advertise your position on the Church Leadership Connection computer system.

2. It must be approved by your Session and COM liaison before it is submitted. The PNC provides the Presbytery with a signed hard copy of the final, approved MIF, and submits the MIF to the denomination electronically, using Church Leadership Connection.

3. Blank copies of MIF and PIF forms are available in Appendix B (MIF) and Appendix C (PIF) and from the Church Leadership Connection web site (www.pcusa.org/clc), where they may be printed or downloaded as Word documents.

4. You will determine the best way for your committee to tackle the job of completing the MIF. Most PNC's divide up the responsibility for composing the document and refine it as a whole for consistency in style and substance.

B. Sources of information for completing the MIF
1. Active MIF's from other churches. You can find these by searching the 110portunity Search" database on Church Leadership Connection (www.pcusa.org/clc). The NCP website (www.pbyofnewcovenant.org) also lists all vacancies in this presbytery, with links to the MIF's.

2. An old MIF for your church, if one exists.

3. Church mission studies or long-range plans.

4. Surveys of the congregation about needs and preferences for pastoral leadership and the direction of the church. If there is no recent survey (within last 3-4 years) you might consider taking a new one.

5. Input from church officers and other knowledgeable people in the congregation.

C. Guidelines
1. Give yourselves ample time to do a thorough job as this document is a potential candidate’s first impression of your church.

2. Present a realistic picture of your church, including both its strengths and weaknesses. A competent minister may be more drawn to a challenge than to an easy situation.

3. Emphasize what is unique about your congregation, community, and possibilities for ministry.

4. Try to convey not only factual information, but something of the "feel" of your church, and level of energy for the church's ministry and the community within which it exists.

5. Paint a portrait that will attract the kind of leadership your church needs for its next chapter of ministry.

6. A word of caution: The MIF imposes a 1500 character limit on each narrative question and position description which must be adhered to, to avoid technical difficulties. Although the character limit is annoying, it does encourage clear thinking and succinct writing. Note: A "character" includes letters, numbers, punctuation and spaces. MS Word gives character counts that include spaces. WordPerfect's character count does not.
D. Notes on Part I of MIF
1. Part I of the MIF contains objective information about your congregation and community.
2. The Clerk of Session of your church can give you the Church/Organization ID (your church's "pin number"), and can help you gather the current statistical information.
3. Under Clerk of Session Details. Provide an email address, if at all possible. This will speed the online approval of the document by the Clerk.

E. Notes on Part II of MIF
1. Part II contains the position descriptions; the skills and experience required and desired; salary information; and narratives about the church’s mission, programs and accomplishments, the gifts and experience of your congregation, and key theological issue addressed in your church’s ministry.
2. Your session will give direction about the mission statement and the compensation package you can offer a new minister. The rest is up to you, drawing from resources within and without your congregation.
3. The Brief Church Mission Statement may be based on an existing mission statement for your church, or one that the PNC drafts with help from the Session. Consider questions like these: What are the core values of your congregation? What principles shape your programs and ministries? What impact does the congregation wish to have in the community and beyond?
4. Part one of the Position Description sets out the pastor’s responsibilities in broad scope (not every minute detail), as well as relationship to other staff and church committees. In writing position descriptions for Associate Pastors, care should be taken to avoid overlapping responsibilities.
5. The second part of the description describes the qualities, talents, and experience you are seeking in the pastor. As you write the position description, reflect on the portrait of your church that you have painted in the mission statement and the previous narrative questions. Is the position description consistent with this view of your church and its goals?
6. For explanations of the skill choices, consult the Skills Definitions, which is a part of the MIF. Some PNCs survey their congregation and/or session for input on the skills choices.
7. In Compensation and Housing enter both the maximum and minimum effective salary that your session feels it can offer. The Session is responsible for providing this information, and it must be in compliance with New Covenant Presbytery Minimum Terms of Call and Compensation Guidelines. (See Appendix D). Your church treasurer, personnel committee or COM liaison can help you with this section. Only the minimum salary will be seen online.

Note 1: “Effective salary” is salary plus housing. (See Appendix D for details) It is suggested that rather than estimate what part of this is the housing allowance, check “Housing Allowance” under Housing Type and enter $0 as the amount.

Note 2: It should be remembered that when a pastor accepts a call to a church, and is installed, he/she will become a member of Presbytery, not the church to which he/she is called. Therefore, these “Minimum Terms” must be adhered to.

F. Approval of the MIF
1. The PNC completes the MIF and submits it to the Session and the COM liaison for approval.
2. The final, approved MIF is signed by the Clerk of Session, COM liaison and PNC chair, and sent to the Presbytery's Office Manager for Presbytery's files.

G. Putting the MIF Online
1. The PNC Chair and the Clerk of Session call or e-mail Sharon Darden at Presbytery offices {713-526-2585, ext. 204} or (sdarden@pbyofnewcovenant.org) to get login ID's and passwords for accessing Church Leadership Connection, the denomination's computer system for submitting and matching MIFs (www.pcusa.org/clc).
2. The PNC submits the MIF online, following the instructions found in Appendix E.
3. The Clerk of Session and COM will need to confirm approval of the MIF electronically. Note that even though your Session and COM liaison approved your MIF prior to submitting it on the Church Leadership Connection, the Clerk and COM must also attest to that approval online. Call or e-mail Sharon Darden so she can approve the MIF on-line as the COM person.
4. Once approvals are made, the MIF is released to the "Opportunity Search" database. The New Covenant Presbytery office refers selected matches for consideration by the PNC. The PNC is notified by email to log in to the system to retrieve the matched PIF's. It will take CLC a day or two before the MIF is up and running.

III. ADVERTISING YOUR POSITION
The PNC will receive PIF's through the matching system on Church Leadership Connection and through self-referrals (pastors who have learned about your position and send a PIF to your PNC). Your church's vacancy will also be listed on the Presbytery's website, with a link to your MIF. To generate more interest in your position you may wish to consider:

A. Placing ads In Presbyterian publications such as Presbyterian Outlook and Presbyterians Today. Lead times may be as long as 6 weeks, so consider this idea early. Contact Information for these publications is in Appendix F.
B. Contacting seminaries. Most have placement offices that will post information about pastoral vacancies. An increasing number have web sites for posting vacancies and graduates' resumes. Contact information for Presbyterian seminaries is in Appendix G. It should be remembered that now a significant number of seminary students are "2nd career" students, previously having had a career in business, government service, etc. If a PNC is willing to give consideration to such previous experience in their search, seminary contacts should be so informed.
C. Enhancing your church's web site to attract candidates. Your MIF contains your web site's address, as should any advertisements you publish. Place additional information about your congregation and community here.
D. Networking. Talk to friends and relatives, pastors, other presbytery executives about your vacancy and your church. Ask if they know of pastors who might be a good fit. Encourage your congregation to do the same. Never underestimate the power of word-of-mouth advertising.

IV. RECEIVING AND SCREENING PIF'S
A. Preparing to Receive PIF's
1. After submitting the MIF, take time to consider how the committee will organize themselves to receive, distribute, track and evaluate candidates.
2. Establish a simple recording system to keep track of when PIF's were received and their status.
3. Identify a secure way to distribute PIF’s and a secure location for storing them (such as a locked filing cabinet in the church office).
4. Establish ranking, screening, and selection criteria based on the requirements set out in the MIF.
5. Assure fairness for EEO/AA in ranking, screening and selecting process.
6. Prepare a package of materials you will send to interested candidates to tell them more about your church, such as sample bulletins, newsletters, brochures, etc. Additionally, information on your community, such as Chamber of Commerce brochures, and other visitor pamphlets that describe your area.

B. Reviewing the PIF’s
1. Promptly acknowledge receipt of all self-referred PIF’s in a brief letter to the pastor (See Appendix H). You don’t need to acknowledge PIF’s received through computer matching.

Note 1 Candidates can find out with whom their PIF’s have been matched. Just like the candidate’s names appear on the church list, the church’s name also appears on the candidates list. If you are not interested in a matched candidate you do not have to contact them, they are aware of this.

Note 2 If a candidate is self-referring and ask you to get his/her PIF from CLC, the candidate is incorrect in making this request. You can’t get his/her PIF from CLC, only the candidate can get his/her PIF and then must send it to you.

2. Review each one thoroughly, comparing the PIF with your MIF.
   a. Does the minister have the years of experience you are seeking?
   b. Do they exhibit skills that you need? Do the pastoral activities ratings match yours?
   c. Have they lived and worked in a setting like yours.
3. Make clear “yes” and “no” decisions about which ministers you’d like to consider more closely. PNC’s get themselves hung up if they try to maintain a “maybe” list.

V. INTERVIEWING PROMISING CANDIDATES
A. Our presbytery has instituted a 2-step process for PNC contacts with prospective candidates after much trial-and-error. This process has worked the best for all our churches and their potential pastors, and saved churches and pastors much heartache.
   1. Casual Contact - Allows non face-to-face contacts (telephone, e-mails, mail, etc.) and exploratory face-to-face contacts for the exchange of information without any commitments (such as presbytery or GA job fairs)
   2. Serious Contact - Only after approval of the candidate by COM may the PNC have in-person meeting and interview with a candidate that could directly lead to discussion of specific terms of call for pastor position

B. Casual Contact (Information exchange with no commitment)
   1. Telephone the candidate to determine if they are indeed interested in your position (for candidates whose PIF you received through the matching process) or continued interest (for self-referrals).
   2. Discuss availability
   3. Request audio/video tapes of sermons. (See Appendix I for evaluating a candidate’s preaching).
   4. Refer candidate to your church website
5. Consider sending packets about your church (bulletins, newsletters, brochures, etc.) to candidate if that information is not available on the church website.

6. Have a phone interview with all or most of the PNC. Discuss both PIF and MIF to secure a 2-way dialogue on the needs and desires of both parties.

7. Have no more than three members of PNC hear candidate preach (without contact).

8. Conduct reference checks of references listed on PIF **(see item C below)**

C. Serious Contact - Only after approval of the candidate by COM

1. In-person interview by all or most of the PNC
2. Hear candidate in a neutral pulpit
3. Discuss the candidate's status in the search
4. Negotiate specific terms of call for pastor
5. Note: Negotiations should only be done after the PNC has had a chance to meet and consider all factors following a candidate's visit.

**Helpful TIP: If the PNC budget allows, it is always preferable to invite the candidate's spouse (if married) to an on-site visit.**

**Note:** It is not appropriate to ask a candidate's marital status, only if self-proclaimed.

D. Contacting References

1. After the PNC determines that the minister is interested in the position, contact the references listed in the PIF.
2. Prepare questions in advance, reviewing them with the COM liaison and be ready to briefly describe the church. Neither civil nor church law prohibits questions regarding the candidate's skill and experience that relate to the position being filled. However, questions should focus on the ability of the candidate to do effective ministry and not be unnecessarily intrusive.
3. Executive Presbyters, Stated Clerks and COM chairs that are not listed as primary references may be contacted.
4. Secondary References are persons who are not listed by the candidate but are suggested by others because they are thought to have knowledge of the candidate. They should only be contacted when the candidate has given permission. Under no circumstances should a PNC contact members of a pastor's present congregation without her or his permission to do so.
5. Following Reference Checks
   a. The PNC does its own evaluation following reference checks and a possible brief phone call to a candidate for clarification. The PNC selects a short list (not to exceed five names) of ministers with whom they desire to interview personally and possibly issue a call. Names, along with the candidate's PIFs, are submitted to the Calls and Contracts Subcommittee of Committee on Ministry for approval before face-to-face interviews can take place.

E. Conducting the Interview

1. The PIF is designed to introduce ministers and PNCs and help them begin to get acquainted. In order for a PNC to evaluate a person fully, it is necessary to meet the person face-to-face, engage in conversation, and participate in worship with the minister.
2. Preparing for Interviews
   a. Check with liaison to be sure the candidate has been approved for the interview
b. Contact candidate regarding mutually convenient date for candidate’s visit for interview and neutral pulpit preaching. Note: This is a 3-way effort since Presbytery is responsible for setting up the neutral pulpit site.
c. The PNC should thoroughly read the PIF and score candidate on the basis of criteria the PNC has set for the new pastor
d. Determine questions to ask in order to evaluate candidate (See Appendix J for sample questions)
e. Come to a consensus as a committee so that clarity and harmony are conveyed
f. If candidate is coming to your community, arrange a tour that gives a good picture of the community and church. Be careful to protect confidentiality.

3. Conducting the Interview
a. The PNC and the candidate should have adequate time to ask questions.
b. Take notes, not only of the information, but of impressions gained during the interview.
c. Come to a consensus with the candidate as to what the next step is.

4. After the interview
a. A full committee review should be held as soon as possible after the interview.
b. If several interviews are conducted, the PNC should rank candidates.
c. Keep candidates informed regarding their status.

VI. SELECTION OF THE NOMINEE
A. General
1. The PNC should strive to make its decision both unanimous and enthusiastic. Experience has shown that where there is a serious division in a committee regarding a candidate, the same division may appear in the congregation. Bear in mind that each member’s integrity and individuality is to be respected and that any reservations he or she has about the candidate selected should be brought to the committee’s attention and discussed with candor. If the PNC is not unanimous and enthusiastic regarding the selection, your COM liaison should be consulted as to the advisability of presenting the candidate to the congregation.

B. Extending the Call.
1. When the PNC has reached a final decision and has conferred with the COM liaison about its choice, the PNC chair or other PNC member should telephone the selected candidate and extend the call. Although you will be eager to get an affirmative response from the chosen person, she or he may want some time to respond. Except for unusual circumstances, two weeks should be sufficient time in which to expect a response.

C. Negotiating the Terms of Call
1. A subcommittee might be named to work out the final terms of call with the candidate in preparation for the meeting of the entire PNC. The PNC is not authorized to negotiate beyond the total amount allotted by the session. If there is a need to do so, session approval must be obtained. New Covenant Presbytery has established minimum Terms of Call. Both minimum terms as well as a form setting out various salary and pastoral expenses can be found in Appendix D.
D. Examination of the Nominee by COM
1. As a third partner in the call, the presbytery, through the COM Examinations Subcommittee, must examine each minister or candidate who seeks membership on his or her Christian faith and views on theology, sacraments, and worship, the bible and polity. Candidates called by a PNC who are also candidates for ordination must submit all required paperwork (as set forth in the letter to the candidate) to New Covenant Presbytery Office 30 days prior to the month's meeting before the candidate appears.
2. The Committee on Ministry staff person in the presbytery office will work with the nominee in establishing a time for the nominee to be examined by the COM’s Examinations Subcommittee. Pastors in New Covenant Presbytery, who receive a call within the presbytery, do not have to be examined.

VII. ELECTION OF THE NOMINEE
A. Following the approval of the COM’s Examinations Subcommittee, the PNC asks the session to call a congregational meeting to hear the report of the PNC. Public notice of the meeting must be given ten days in advance which shall include two successive Sundays. The election is by secret ballot. This meeting usually takes place after a worship service and must be moderated by the session moderator, another minister, or a member of the COM. Depending on the historical tradition and preferences of the PNC and the candidate, the new pastor under consideration may preach and conduct all or part of the service prior to the congregational vote, or the PNC may report and the congregational vote be taken with results telephoned to the pastor.
B. The PNC has the responsibility to share what it has learned about the minister with the congregation. Prepare a report to the congregation, which should include something of the process the PNC followed, including the number of PIF1s reviewed, the number of candidates interviewed, and the reasons for selecting the nominee. A biographical sketch of the minister will help the congregation to know the new pastor more intimately. The congregation will need to approve the Terms of Call at the time the congregation elects the new pastor. The "Pastoral Call” form (See Appendix K) should be completed following the adjournment of the congregational meeting.
C. If there is a “significant” minority of the congregation opposed to this pastoral candidate the person under consideration would be wise to reconsider prayerfully the call, and the PNC should consult immediately with the COM liaison. In such a case, the PNC should not be dismissed at this time.

VIII. INSTALLATION OF THE PASTOR
A. On the day designated for the installation, a commission appointed by presbytery for this purpose, shall convene and shall call the congregation gathered to worship. Normally the new pastor shall recommend persons to serve on the commission, which shall include a least five ministers and elders from New Covenant Presbytery. The service shall focus on Christ and the joy and responsibility of the mission and ministry of the church, and shall include a sermon appropriate to the occasion.
B. The pastor will meet with the Presbytery at its next meeting and be welcomed into membership. Ministers are members of presbytery and accountable to presbytery for their ministry. It is important for members of the PNC to attend the presbytery meeting as a show of support and an opportunity for celebration of their work.

IX. COMPLETION OF THE PNC’S WORK
A. Destroy all PIF material, including references, except for the materials related to the person the PNC has called. Others cannot be reused and should not be passed on to other PNCs. Information and references regarding the incoming pastor should be sealed and kept.

B. It is important that the PNC or the session make an intentional plan for effective entry and support of the new pastor. The relationship that the PNC has built with the pastor must now be extended to the session and to the congregation and community.

X. CALLING AN ASSOCIATE PASTOR
A. The process for calling an associate pastor is identical in most ways to calling a pastor. An Associate Pastor Nominating Committee (APNC) is elected by the congregation and eventually brings a name of a candidate to the congregation for election. The Committee on Ministry of New Covenant Presbytery is involved with the process just as they are in the calling of a pastor.

B. A Transition Team from the Committee on Ministry will be assigned to work with each APNC to assist in the process. A call cannot be extended to an associate pastor without the approval of the presbytery through the Committee on Ministry.

C. Although the process is essentially the same, different dynamics exist in a congregation that is searching for an associate pastor. A question often asked of liaisons is "What should be the role of the pastor in the search process?" There is no easy answer to that question. Certainly a pastor needs to be involved in the process as a good working relationship between pastor and associate pastor is essential to the well being of a congregation. However, if a candidate is selected by the pastor and the committee is not allowed to function, trouble can arise. It is important to remember that the associate pastor is called by the congregation, not the pastor!

D. The Committee on Ministry recommends that the pastor be involved in the process, but not direct the process. It is important that the pastor work with the session to devise the job description for the position. Then it is recommended that the pastor keep a low profile during the election of the APNC and the initial phases of its work. It is appropriate for a pastor to meet with the PNC on occasion but he/she should refrain from attending every meeting of the committee. The final selection of a candidate needs to be done by the committee after consulting with the pastor.

E. The call process is designed to help congregations and pastors discover God's will. It is important that it be allowed to proceed without undue control from any party involved.

XI. NEW CHURCH DEVELOPMENT PASTOR NOMINATING COMMITTEES
A. The call process for a pastor in a New Church Development (NCD) is similar to that of an existing church but, because a session and congregation have not been organized, there are differences dictated by the NCD structure.

B. An NCD generally begins with a Task Force of the NCD Ministry of the Presbytery. The Task Force is initially composed of one or more members of the NCD Ministry along with people from the area of the proposed NCD, if they have been identified. The initial purpose of the Task Force is to evaluate the need and potential viability of a church in the new location, advertise the NCD, gather folk that are interested in participating in, and becoming members of the new church, and begin to form a community of Christian fellowship. This group begins to function in many ways like a session.

C. Ordinarily the task force will begin the organizing pastor search process after the fellowship of potential NCD members has met together long enough to develop a
sense of who they are and who they believe they are called to be. At this time they will request a liaison from the Committee on Ministry (COM) be assigned to their group and will begin to develop a mission statement and then a church information form (MIF). After the MIF has been developed and approved by COM (in a manner consistent with Section 2 above) the steering committee will elect a Search Committee (a.k.a PNC). It is not uncommon for the entire task force to serve as the PNC.

D. After the formation of the PNC, the process parallels the steps of Section 2 and Section 4 of this manual.

E. There are substantial differences in the choosing and election part of the process. It is the practice of the Presbytery of New Covenant that organizing pastors are employed as administrative staff of the Presbytery reporting through the NCD Ministry.

F. After having completed the process described above, the PNC will recommend the extension of a call for the organizing pastor to the NCD Ministry.
1. The NCD Ministry will act on this recommendation and will notify the candidate of the intent to extend a call on behalf of the PNC.
2. After the candidate has indicated a willingness to accept the call, the organizing pastor nominee will be referred to the COM to continue the normal process culminating in nomination by COM and NCO Ministry to the Presbytery as organizing pastor of the NCD.
3. After approval by the presbytery, the organizing pastor will be installed as organizing pastor and will work with the task force to form a steering committee composed of a member of NCD Ministry and leadership of the organizing church.
4. The Steering Committee will function as the session with the Organizing Pastor as its moderator until the date of chartering.
5. The relationship as organizing pastor shall terminate when the new church may, with the approval of the Committee On Ministry and the presbytery, call the organizing pastor to be its pastor without being required to elect a pastor nominating committee and conduct a pastoral search, or it may choose to elect a pastor nominating committee and conduct a full pastoral search as provided in the Form of Government.
APPENDICES

A. PNC Search Expenses
B. Blank MIF Form
C. Blank PIF Form
D. Presbytery of New Covenant Minimum Terms of Call and Compensation Guidelines
E. Submitting MIF Online
F. Advertising Information
G. Seminar Addresses
H. Sample Acknowledgment Letters
I. Evaluating a Candidate's Preaching
J. Sample Interview Questions
K. Presbytery of New Covenant Pastoral Call Form With Instructions
L. Administrative Commission Request – to Ordain and/or Install
M. FastTrac
N. Board of Pensions Changes in Prescription Provider
Establishing a PNC Budget
(Note: Although this projected budget is for a church of 500-1000 members, the items of expense will be helpful for a smaller church when constructing their budget.)

Assumptions:
120 Applicants, referrals, suggestions, etc
20 Survive initial screening, each requiring several phone calls
5 On "short list" requiring:
2 trips for committee members (under 250 miles)
3 trips for candidate(s) to visit church seeking pastor

Estimate of Expenses for the above:
- Air Fare: $3,000-5,000
- Personal Car Mileage: 1,200
- Taxi/Car Rental/Parking: 800
- Hotel: 1,500
- Meals and Entertainment: 2,000
- Long Distance Telephone: 400
- Stationary, Postage, Copying: 1,500
- Information brochure on City & Church: 200
- Incidentals: 1,200

Total Expenses: $11,800-13,800

Moving Expenses for the New Pastor
Depending upon distance and amount of household: $5,000-$15,000

Note: PCUSA has announced a nation-wide arrangement with Allied Van Lines, through their agent Federal Companies, for a free, no obligation estimate:

Call and ask for Relocations Center:
1.800.397.8900 ext 444 Pam Kemp
pamkemp@federalcos.com

Competitive Discount Provisions Free Valuation (transit insurance)
Exclusive Move Management Program On time Pick-up and Delivery pledge Shorter "date windows" for move dates
Personal move coordinator from start to finish Discounts for Storage Related Services
Not-to-exceed pricing available Prompt and fair claim settlement program
No Increase in price due to seasonal rate adjustment Stretch Wrap Protection for upholstered furniture Door to Door International relocation specialist
PREAMBLE

Ministry Information Form

The Church Leadership Connection System has been revised with new forms and user friendly changes. The new Ministry Information Form affirms our theology that honors “openness to the sovereign activity of God in the Church, to a more radical obedience to Christ, and to a more joyous celebration in worship and work” (F.1.0404).

Users will first notice the following changes to the system:

- Church Information Forms (CIFs) are now called Ministry Information Forms
- The removal of preference language such as community type and church size on PIFs
- Call seekers must indicate on forms whether they are “actively seeking” a call or “not actively seeking, but open to a call.”
- The inclusion of additional position types in the various organizations of the church, seminaries, and partner institutions.
- New Leadership Competencies that have replaced the skills on the old forms
- Advance technological features that allow the linking of sermons, lesson plans, websites, blogs, articles and other resources that might help search committees to know more about a person and or the calling organization.
- Expanded language fluency section to include a wide variety of languages of new immigrant communities
- New narrative questions that solicit more outcome responses, which demonstrates a person’s leadership practices or an organization’s leadership needs.
- A more user friendly online format that includes pull down menus, internal formatting features, the ability to develop PDFs, and the ease of transferring responses from word processing software into online fields.

Before you Begin:

We recommend that you review the instructions for completing a MIF at http://www.presbyterianmission.org/ministries/clc/enter-new-ministry-information-form/.

Asterisks on the form note, if changes are made to this field, re-approval is require of the Clerk of Session and COM moderator for calling congregations.

*The online system format may vary slightly from the printable forms, however, all data fields are the same.
MINISTRY INFORMATION FORM

Ministry ID

Ministry Name

Mailing Address

City_______________________State _________Zip Code _______________________

Telephone Number________________________ Fax Number _______________________

Email ________________________________

Web site ______________________________

Congregation or Organization Size   (Select one)

   ____Under 100 members
   ____101 - 250 members
   ____251 - 400 members
   ____401 - 650 members
   ____651 - 1000 members
   ____1001 - 1500 members
   ____More than 1500 members
   ____N/A

Average Worship Attendance _____________

Church School Attendance ________________

Church School Curriculum ________________________________

☐Check if certified as eligible for participation in the Seminary Debt Assistance Program

Ethnic Composition Of Congregation (in whole %):
Enter the percentage of each racial ethnic component of your congregation.

   ____American Indian or Alaska Native
   ____Asian
   ____Black or African American (African Native, Caribbean)
   ____Hispanic Latino/Latina, Spanish
   ____Middle Eastern
   ____Native Hawaiian or Other Pacific Islander
   ____White
Other ________________________________

Revised 10/21/2013
Presbytery ___________________________ Synod ___________________________

**Community Type (select one)**

- [ ] College
- [ ] Rural
- [ ] Suburban
- [ ] Small City
- [ ] Town
- [ ] Urban
- [ ] Village
- [ ] Recreation
- [ ] Retirement
- [ ] N/A

**Clerk of Session Contact Information:**

Name ________________________________________________________________

Address _____________________________________________________________

City ___________________________ State _______ Zip Code _______

Preferred Phone ___________________ Alternate Phone ___________________

E-mail ___________________________ FAX ________________________________
*Select below the position to be filled and the minimal number of years of experience required (select one)

<table>
<thead>
<tr>
<th>Select Position Type</th>
<th>Position</th>
<th>Indicate number of years of experience needed</th>
<th>Select Position Type</th>
<th>Position Type</th>
<th>Indicate number of years of experience needed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Solo Pastor</td>
<td></td>
<td></td>
<td>General Presbyter/Executive Presbyter Presbytery Leader</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Head of Staff (Multi-Staff Pastor, who supervised two or more ordained staff persons)</td>
<td></td>
<td></td>
<td>Stated Clerk (Presbytery)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Head of Staff (supervised one ordained staff person and others)</td>
<td></td>
<td></td>
<td>Synod Executive</td>
<td></td>
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<tr>
<td></td>
<td>Associate Pastor (Christian Education)</td>
<td></td>
<td></td>
<td>Mid-Council Program Staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Associate Pastor (Youth)</td>
<td></td>
<td></td>
<td>General Assembly Staff</td>
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<tr>
<td></td>
<td>Associate Pastor (Other)</td>
<td></td>
<td></td>
<td>Church Business Administrator</td>
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<td>Pastor (church planter, new church development, new worshipping community)</td>
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<td></td>
<td>Director of Music (non-ordained)</td>
<td></td>
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<tr>
<td></td>
<td>Pastor Interim</td>
<td></td>
<td></td>
<td>Minister of Music (ordained)</td>
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<td></td>
<td>Pastor (for a designated term)</td>
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<td>Mission Co-worker (International)</td>
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<td></td>
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<td></td>
<td>Administrator</td>
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<td>Funds Developer</td>
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<td>Evangelist or Mission Pastor</td>
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<td></td>
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<tr>
<td></td>
<td>College/Seminary Faculty</td>
<td></td>
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<td>Coordinator</td>
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<td></td>
<td>Other:</td>
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</tbody>
</table>

You may also specify the position title (if appropriate) ________________________________

*Employment Status

    _____ Full Time  _____ Part Time  _____ Open to Either

    _____ Bi-vocational (able to provide employment through outside partnership)

Is this a yoked congregation?  _____ No  _____ Yes

(If yes, please complete the Yoked Congregation Detail Form.)
Clergy Couple (Are you open to a clergy couple?) Yes _____ No _____

Certification/Training (check below the desired certification or training needed for the position):

- Interim/Transitional Ministry Training ______
- Interim Executive Presbyter Training ______
- Certified Christian Educator ______
- Certified Business Administrator ______
- Certified Conflict Mediator ______
- Clinical Pastoral Education Training ______
- Other ________________________________

Language Requirements

- English ______
- Spanish ______
- Korean ______
- French ______
- Arabic ______
- Armenian ______
- Creole ______
- Portuguese ______
- Japanese ______
- Russian ______
- Swahili ______
- Burmese ______
- Cambodian ______
- Indonesian ______
- Laotian ______
- Thai ______
- Vietnamese ______
- Taiwanese ______
- Cantonese ______
- Mandarin Chinese ______
- Twi ______
- Sign Language ______
- Other ______

Statement of Faith Required ______ Yes ______ No

Mission Statement

What is your congregation’s or organization’s Mission Statement?
NARRATIVE QUESTIONS

(For each narrative question, please limit your responses to no more than 1500 characters including spaces and punctuation.)

1. What is the congregation’s or organization’s vision for ministry? Additionally describe how this vision is lived out.

2. How do you feel called to reach out to address the emerging needs of your community or constituency?

3. How will this position help you to reach your vision and mission goals?

4. Provide a description of the characteristics needed by the person who is open to being called to this congregation and/or organization.

5. What specific tasks, assignments, and programs areas will this person have responsibility?

OPTIONAL LINKS

Provide below any links to online information that may help call seekers understand your congregation or organization. (e.g. organization or community websites, online newsletters, demographic information) Please note the CLC system does not warehouse links. (Limit characters to 500)
**LEADERSHIP COMPETENCIES**

(Select 10 leadership competencies from the list below that are required for the position.)

<table>
<thead>
<tr>
<th>THEOLOGICAL/ SPIRITUAL INTERPRETER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Compassionate</strong> – having the ability to suffer with others; being motivated by others pain and is called into action as advocate; is motivated by caring for others while concurrently keeping the organizational goals clearly in focus.</td>
</tr>
<tr>
<td><strong>Preaching and Worship Leadership</strong>: Is a consistently effective preacher and worship leader; is able to inspire from the pulpit; communicates a clear and consistent message through sermons that are carefully prepared and artfully delivered; projects the identity and character of the congregation through worship leadership presence.</td>
</tr>
<tr>
<td><strong>Lifelong Learner</strong> – individuals who use every experience in life as a potential tool for growth; one who pursues continuing education; and those who build on strengths and seek assistance to improve weaknesses.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMUNICATION</th>
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</thead>
<tbody>
<tr>
<td><strong>Communicator</strong> - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.</td>
</tr>
<tr>
<td><strong>Public Communicator</strong> - Demonstrates a comfortable ease when speaking in a variety of settings (both small and large groups); is effective at addressing a variety of topics; can get messages across with the desired effect.</td>
</tr>
<tr>
<td><strong>Technologically Savvy</strong> - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ORGANIZATIONAL LEADERSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advisor</strong> – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.</td>
</tr>
<tr>
<td><strong>Contextualization</strong> – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or</td>
</tr>
<tr>
<td>Organization</td>
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<td>---</td>
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<tr>
<td>Risk Taker – persons with the ability to take appropriate risk to accomplish needed goals; one who thinks outside the box and who is not afraid of challenging the status quo.</td>
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<tr>
<td>Willingness to Engage Conflict: Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can identify common ground and elicit cooperation from others in crafting mutual solutions.</td>
</tr>
<tr>
<td>Organizational Agility: Is astute about how congregations and/or organizations work; knows how to get things done through formal and informal channels; understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy.</td>
</tr>
<tr>
<td>Financial Manager – deliver results by maximizing organizational effectiveness and sustainability through the best use of available financial resources; allocates and manages finances transparently; implements strategies to achieve operational efficiencies and value for money; puts in place rigorous and comprehensive financial accountability systems.</td>
</tr>
<tr>
<td>Collaboration: Has a natural orientation toward getting people to work together; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; creates strong feelings of belonging among group members; is a good judge of talent and can accurately assess the strengths and limitations of others.</td>
</tr>
<tr>
<td>INTERPERSONAL ENGAGEMENT</td>
</tr>
<tr>
<td>Motivator - Creates and sustains an organizational culture which permits others to provide the quality of service essential to high performance. Enables</td>
</tr>
</tbody>
</table>
others to acquire the tools and support they need to perform well; and influences others toward a spirit of service and meaningful contributions to mission accomplishment.

can decide and act without having the total picture; comfortably handles risk and uncertainty; seeks feedback; expresses personal regret when appropriate

**Initiative:** Demonstrates ambition is highly motivated; is action oriented and full of energy for things seen as challenging; seizes opportunity; pushes self and others to achieve desired results.

**Flexibility** - Adapts behavior and work methods in response to new information, changing conditions, unexpected obstacles, or ambiguity; remains open to new ideas and approaches; and works concurrently on related and conflicting priorities without losing focus or attention.

**Self Differentiation:** Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a less-anxious presence in the midst of turmoil; is not overly dependent upon outside affirmation; works to build a strong personal support system.

---

**COMPENSATION AND HOUSING:** *A range is needed for matching purposes. The maximum salary is not published anywhere.*

Effective salary is cash salary plus housing allowance or manse value and other compensation considered “effective salary” by the Board of Pensions of the PC (U.S.A.)

See Effective Salary Definition at [Board of Pensions](#).

<table>
<thead>
<tr>
<th>Minimum Effective Salary $</th>
<th>Maximum Effective Salary $</th>
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<tr>
<td>80,000</td>
<td>120,000</td>
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<td>Manse</td>
<td>Manse</td>
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<tr>
<td>Housing Allowance</td>
<td>Housing Allowance</td>
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<tr>
<td>Open To Either (Manse or Housing Allowance)</td>
<td>Not Applicable (For Non-pastoral Positions Only)</td>
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**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.”

Has the Pastor Nominating Committee and Search Committee affirmed its intention to follow the Form of Government in this regard?

_____ Yes  _____ No

*Revised 10/21/2013*
REFERENCES (Limit 3)
Below, please list three persons who know your congregation. You might list your Presbytery leadership, a neighboring pastor, or other persons whom you believe can give a clear and accurate reference for your congregation.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone Numbers</th>
<th>Relation</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

*Pastor Nominating Committee/Search Committee Chairperson/Mid-council Search Committee Chairperson:*

Name___________________________________________
Address _______________________________________
City___________________________ State ________ Zip Code __________
Preferred Phone _________________________________
Alternate Phone ________________________________
E-mail Address for PNC Communications (required): ________________________________

ENDORSEMENTS
Pastor Nominating Committee/
Search Committee ___________________________ Date __________

Signature
PREAMBLE

Personal information Form

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- A more user friendly online format that includes pull down menus, internal formatting features, the ability to develop PDFs, and the ease of transferring responses from word processing software into online fields.
BASIC INSTRUCTIONS

We recommend that you review the instructions for completing a PIF at http://www.presbyterianmission.org/ministries/clc/enter-new-personal-information-form/ before entering your form into the system.

*The online system format may vary slightly from the printable forms, however, all data fields are the same.

Asterisks on the form note, this field must be completed.

Part I of the Personal Information Form (PIF) includes contact information, ecclesiastical status, education, and other demographics (e.g. SSN, DOB, gender, and ethnic orientation). Before you can move forward to Part II, Part I must be completed and submitted. Once you have completed Part I you will be given a User ID and Password.

In Part II, the system allows a two hour window on each page for you to input your information before the system times out, if you are unable to complete your form in the given timeframe, save your form. In order to save your data in the page you are working on, you must complete all fields on the page. To return at a later time, choose update revised PIF Part II from the menu.

APPLICATION INSTRUCTIONS

If you are a Candidate for Ordination, your presbytery preparation committee must authorize your participation in CLC by attesting that you have been given permission to negotiate for service.

If you are a teaching elder, your presbytery Stated Clerk must authorize your participation by attesting to your standing.

After you submit your PIF online, the CLC system will generate an email message to the appropriate individuals asking them to login and attest your form. Once all approvals have been received, your PIF will be ready for matching and referral.

To expedite the processing of your form, contact your Stated Clerk or presbytery preparation for ministry contact person to inform them that you have submitted a PIF for their attestation.

PRESBYTERIAN CHURCH (U.S.A.)
CHURCH LEADERSHIP CONNECTION
100 WITHERSPOON STREET
LOUISVILLE, KY 40202-1396
Toll Free 1-888-728-7228 ext. 8550
Fax # (502) 569-5870
www.pcusa.org/clc

Personal Information Form (Part I)
General Information

Name ____________________________________________________________
(Last Name)  (First Name)  (Middle Name)

Preferred Phone _________________________  Alternate Phone _________________________

E-mail _________________________  Fax _________________________

Street Address ____________________________________________________________

City________________________ State_________ Zip Code _________________________

**Actively Seeking:** Open to receiving a call and moving within 9 months 

**Inactive Seeking:** Not actively seeking, but open to a call 

Ecclesiastical Status (**select one**):

_____ PC (U.S.A.) Teaching Elder *(Minister of Word and Sacrament)*
_____ PC (U.S.A.) Honorably Retired Teaching Elder
_____ Minister of other Denomination transferring membership to PC(USA)
_____ PC (U.S.A.) Candidate
_____ Christian Educator
_____ Ruling Elder
_____ Deacon
_____ Other PC (U.S.A.)

Presbytery Membership: **PC (U.S.A) Teaching Elder and Candidate**

*Presbytery membership or Presbytery of care:__________________________________________

Ordination Date: _____/_____/_____ (Month/Day/Year)

Candidacy Date: _____/_____/_____ (Month/Day/Year)

**Church Membership:** (For those who are not Teaching Elders)

Name of PC (U.S.A.) church of membership: _________________________________________

City & State:_____________________________________________________________________

Church PIN# _________________________

**Formal Education:**
Continuing Education:

Certification/Training:
(Check whether you are certified in the following areas. State the type of certification you hold and where training/certification was received.)

<table>
<thead>
<tr>
<th>Interim/Transitional Ministry Training</th>
<th>Interim Executive Presbyter Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week I Site: _________________________</td>
<td>Interim Executive Presbyter Training</td>
</tr>
<tr>
<td>Week II Site: _________________________</td>
<td>Certified Business Administrator</td>
</tr>
<tr>
<td>Certified Christian Educator</td>
<td>Certified Conflict Mediator</td>
</tr>
<tr>
<td>Clinical Pastoral Education</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>

Part I

Personal information contained in Step 4 must be completed online. This is for office use only and will not be distributed. (SSN, DOB, etc.)

Personal Information Form

Part II

*Employment type you would consider:

--- Full Time
--- Part Time
--- Open to Either
--- Bi-vocational

* For each position (s) below in which you are applying, indicate the number of years of experience you have in the position by selecting from the pull down menu. (e.g. no experience, first ordained call, up to 2 years, 2-5 years, 5-10 years, or above 10 years)
<table>
<thead>
<tr>
<th>Years of Experience</th>
<th>Position Type</th>
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<th>Position Type</th>
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<td>Media Specialist</td>
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<td></td>
<td>Communicator</td>
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<td>Executive Pastor</td>
<td></td>
<td></td>
<td>Coordinator</td>
</tr>
<tr>
<td>Evangelist or Mission Pastor</td>
<td></td>
<td></td>
<td>Pastor (For Such a Time as This Pastoral Resident)</td>
</tr>
<tr>
<td>Bi-vocational/Tentmaker</td>
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<tr>
<td>Chaplain</td>
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<td>Seminary Staff</td>
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<td>Campus Ministry</td>
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<td>General Presbyter/Executive Presbyter</td>
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<tr>
<td>Presbytery Leader</td>
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<td>Stated Clerk (Presbytery)</td>
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<tr>
<td>Synod Executive</td>
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<tr>
<td>Mid-Council Program Staff</td>
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</tbody>
</table>

Geographic Choices **(select one):**

I am open; suggest my name anywhere in the USA ______

I am restricted in my search. Only refer my name to the states checked below ______

Alabama  Alaska  Arizona
Arkansas  California  Colorado
Connecticut  Delaware  District of Columbia
Florida  Georgia  Hawaii
Idaho  Illinois  Indiana
Iowa  Kansas  Kentucky
Louisiana  Maine  Maryland
Massachusetts  Michigan  Minnesota
Mississippi  Missouri  Montana
Nebraska  Nevada  New Hampshire
LEADERSHIP COMPETENCIES

Select 10 leadership competencies from the list below that best describe your leadership traits, gifts and training.

<table>
<thead>
<tr>
<th>THEOLOGICAL/ SPIRITUAL INTERPRETER</th>
<th>COMMUNICATION</th>
<th>ORGANIZATIONAL LEADERSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Compassionate</strong> – having the ability to suffer with others; being motivated by others pain and is called into action as advocate; is motivated by caring for others while concurrently keeping the organizational goals clearly in focus.</td>
<td><strong>Communicator</strong> - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.</td>
<td><strong>Teacher</strong> – creates learning environments where students are active participants as individuals and as members of collaborative groups; designs lesson plans that teach concepts, facts, and theology; effectively uses multiple learning tools to reach a wide variety of learners; revises instructional strategies based upon ministry/organization context.</td>
</tr>
<tr>
<td><strong>Hopeful</strong> – maintains stability in the moment and hope for the future; provides direction, guidance, and faith when describing basic needs; and helps followers to see a way through chaos and complexity.</td>
<td><strong>Bilingual</strong> – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.</td>
<td><strong>Media Communicator:</strong> Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.).</td>
</tr>
<tr>
<td><strong>Preaching and Worship Leadership:</strong> Is a consistently effective preacher and worship leader; is able to inspire from the pulpit; communicates a clear and consistent message through sermons that are carefully prepared and artfully delivered; projects the identity and character of the congregation through worship leadership presence.</td>
<td><strong>Public Communicator</strong> - Demonstrates a comfortable ease when speaking in a variety of settings (both small and large groups); is effective at addressing a variety of topics; can get messages across with the desired effect.</td>
<td><strong>Technologically Savvy</strong> - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.</td>
</tr>
<tr>
<td>Advisor – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.</td>
<td>Change Agent – having the ability to lead the change process successfully; anchoring the change in the congregations’/organizations’ vision and mission.</td>
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<tr>
<td><strong>Contextualization</strong> – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.</td>
<td><strong>Culturally Proficient</strong> – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.</td>
<td></td>
</tr>
<tr>
<td><strong>Externally Aware</strong> - identifies and keeps informed of the polity of the church and/or the organization; maintains current with laws, regulations, policies, procedures, trends, and developments both internally and in the larger society.</td>
<td><strong>Entrepreneurial</strong> - leaders that are creative in using resources; identifies opportunities to develop; is willing to take risks, initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.</td>
<td></td>
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<tr>
<td><strong>Risk Taker</strong> – persons with the ability to take appropriate risk to accomplish needed goals; one who thinks outside the box and who is not afraid of challenging the status-quo.</td>
<td><strong>Task Manager</strong> - Assures that effective controls are developed and maintained to ensure the integrity of the organization; holds self and others accountable for rules and responsibilities; can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget; and monitors and evaluates plans, focuses on results and measuring attainment of outcomes.</td>
<td></td>
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<tr>
<td><strong>Willingness to Engage Conflict:</strong> Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can identify common ground and elicit cooperation from others in crafting mutual solutions.</td>
<td><strong>Decision Making:</strong> Makes effective decisions, balancing analysis, wisdom, experience, and judgment; is aware of the long term implications of choices made; is generally regarded as offering solutions and suggestions that are correct and effective.</td>
<td></td>
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<tr>
<td><strong>Organizational Agility:</strong> Is astute about how congregations and/or organizations work; knows how to get things done through formal and informal channels; understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy.</td>
<td><strong>Strategy and Vision:</strong> Sees ahead clearly, keeping focused on the larger picture; can anticipate future consequences and trends accurately; is future oriented; casts a compelling and inspired vision for a preferred future; sees possibility; crafts breakthrough strategies.</td>
<td></td>
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<tr>
<td><strong>Financial Manager</strong> – deliver results by maximizing organizational effectiveness and sustainability through the best use of available financial resources; allocates and manages finances transparently; implements strategies to achieve operational efficiencies and value for money; puts in place rigorous and comprehensive financial accountability systems.</td>
<td><strong>Funds Developer</strong> – maintains the ability to solicit donations used to fund the budget of the organization; effectively expresses the needs for funds to potential donors; responsible for adding new potential donors to the organization’s contact list; prepares statement of planned activities and enlists support for mission initiatives.</td>
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<tr>
<td><strong>Collaboration:</strong> Has a natural orientation toward getting people to work together; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; creates strong feelings of belonging among group members; is a good judge of talent and can accurately assess the strengths and limitations of others.</td>
<td><strong>INTERPERSONAL ENGAGEMENT</strong></td>
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<tr>
<td><strong>Interpersonal Engagement</strong> - Displays a consistent ability to build solid relationships of trust and respect inside and outside of the organization; engage people, organizations, and partners in developing goals, executing plans, and delivering results; use negotiation skills and adaptability to encourage recognition of joint concerns, collaboration, and to influence the success of outcomes.</td>
<td><strong>Bridge Builder</strong> – possessing a certain responsibility for the unity of the congregation and/or organization; works to connect people of different cultures, worldviews, and theological positions.</td>
<td></td>
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<tr>
<td><strong>Motivator</strong> - Creates and sustains an organizational culture which permits others to provide the quality of service</td>
<td><strong>Personal Resilience:</strong> Learns from adversity and failure; picks up on the need to change personal, interpersonal, and leadership.</td>
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</tbody>
</table>
essential to high performance. Enables others to acquire the tools and support they need to perform well; and influences others toward a spirit of service and meaningful contributions to mission accomplishment. behaviors; deals well with ambiguity; copes effectively with change; can decide and act without having the total picture; comfortably handles risk and uncertainty; seeks feedback; expresses personal regret when appropriate.

**Flexibility** - Adapts behavior and work methods in response to new information, changing conditions, unexpected obstacles, or ambiguity; remains open to new ideas and approaches; and works concurrently on related and conflicting priorities without losing focus or attention.

**Self Differentiation:** Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a less-anxious presence in the midst of turmoil; is not overly dependent upon outside affirmation; works to build a strong personal support system.

---

**Languages in which you are fluent (Please select all that apply):**

- [ ] English
- [ ] Spanish
- [ ] Korean
- [ ] French
- [ ] Arabic
- [ ] Armenian
- [ ] Creole
- [ ] Portuguese
- [ ] Japanese
- [ ] Russian
- [ ] Swahili
- [ ] Burmese
- [ ] Cambodian
- [ ] Indonesian
- [ ] Laotian
- [ ] Thai
- [ ] Vietnamese
- [ ] Taiwanese
- [ ] Cantonese
- [ ] Twi
- [ ] Mandarin Chinese
- [ ] Sign Language
- [ ] Other

**Clergy Couples:**

Are you seeking a call with your spouse as part of a clergy couple:  Yes ____  No ____

If yes, please enter your spouse’s full name and PIF ID# ____________________________

**Compensation and Housing**

(*See Effective Salary Definition at: Board of Pensions)

Indicated below the total minimum salary and housing compensation you need.

(Effective salary is cash salary plus housing allowance or manse value).

Minimum **Effective** Salary Needed $ ____________

Indicate the housing type you need:

- [ ] Manse
- [ ] Housing Allowance
- [ ] Open To Either (Manse or Housing Allowance)
- [ ] Not Applicable (For Non-pastoral Positions Only)

---

Revised 10/21/2013
Work Experience:

Please list your work experience: (Please include position title, city, state, church size, community type, and dates from/to or number of years.)

Service to the Church:

Please list your other service to the Church or denomination for the past 10 years:

---

Narrative Questions

(For each narrative question, please limit your responses to no more than 1500 characters including spaces and punctuation; formatting and white space within the CLC program will add to your character count).

1. Describe a moment in your recent ministry that you recognize as one of success and fulfillment.
2. Describe the ministry setting to which you believe God is calling you.
3. What areas of growth have you identified in yourself?
4. Describe a time when you have led change.

---

OPTIONAL LINKS AND RESOURCES

Include below any links you desire to share with calling organizations (i.e., sermons, lesson plans, articles, blogs, assessment results available, etc.). Limit 500 characters. Please note the CLC system does not warehouse links.

---

PIF (Part II) – Step 5 of 6

Statement of Faith

(Use the space below to enter a one page statement of faith. Please limit response to no more than 3000 characters including spaces and punctuation.)
* Please enter up to six references here (a minimum of one reference is required):

<table>
<thead>
<tr>
<th>Name</th>
<th>Relation to you</th>
<th>Phone</th>
<th>Address</th>
<th>E-Mail</th>
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<tbody>
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</tbody>
</table>

1. ____________________________________________
2. ____________________________________________
3. ____________________________________________
4. ____________________________________________
5. ____________________________________________
6. ____________________________________________

_____ I hereby authorize those inquiring into my suitability to contact my references.

Signature_____________________________________
Print Name_____________________________________ Date ________

PIF (Part II) – Step 6 of 6

* Sexual Misconduct Self Certification

The following information related to sexual misconduct was mandated by the Sexual Misconduct Policy and Its Procedures adopted by the 203rd General Assembly (1991), and was revised by the 205th General Assembly (1993).

Please check one of the following:

___ I certify below that no civil, criminal, ecclesiastical complaint has ever been sustained* or is pending* against me for sexual misconduct; and I have never resigned or been terminated from a position for reasons related to sexual misconduct.

___ I am unable to make the above certification. I offer, instead, the following description of the complaint, termination, or the outcome of the situation with explanatory comments.

[Blank space for narrative]

* The information contained in my Personal Information Form on file with Church Leadership Connection is accurate to the best of my knowledge and may be verified by the calling and employing entity. I hereby authorize the entity to which my Personal Information Form is being sent to inquire concerning any civil or criminal records, or any judicial proceeding involving me as a defendant, related to sexual misconduct. By means of this release I also authorize any previous employer, and any law enforcement agencies or judicial authorities or ecclesiastical governing bodies to release any and all requested relevant information related to sexual misconduct to the entity to which my Personal Information Form is being sent.

Revised 10/21/2013
I have read this certification and release form and fully understand that the information obtained may be used to deny my employment or any other type of position from the employing entity. I also agree that I will hold harmless the employing or judicial authority or any other entity from any and all claims, liabilities, and causes of action for the legitimate release of any information related to sexual misconduct.

Signature ______________________     Print Name______________________________      Date_________

* Sustained
  • In a criminal court, "sustained" means that there has been a guilty plea, a guilty verdict or a plea bargain.
  • In a civil court, "sustained" means that there has been a judgment against the defendant.
  • In an ecclesiastical case, "sustained" means that there has been a guilty plea and censure imposed, or finding of guilty with censure imposed, or an Alternative Form of Resolution Agreement approved by a permanent judicial commission in the Presbyterian Church (USA) or an equivalent body of another church.

* Pending
  • In a criminal court, "pending" means a criminal charge before a grand jury, in the process of being prosecuted, or in a case which there is not yet a verdict.
  • In a civil court, "pending" means a case in which there has not been a decision or judgment,
  • In an ecclesiastical case, "pending" means an investigating committee is inquiring into an allegation or charges have been filed but have not been decided by a permanent judicial commission; or an allegation or charges are in an equivalent state or process in a church other than the PC (USA).

(The following is taken from definitions in the General Assembly Sexual Misconduct Policy and its Procedures, Pg.13)

“Sexual Misconduct is the comprehensive term used in this policy and its procedures to include: 1) Child sexual abuse, as defined above [refers to Policy]; 2) Sexual harassment, as defined above [refers to Policy]; 3) Rape or sexual contact by force, threat, or intimidation; 4) Sexual conduct (such as offensive, obscene or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling) that is injurious to the physical or emotional health of another; 5) Sexual Malfeasance defined as sexual conduct within a ministerial (e.g. clergy with a member of the congregation) or professional relationship (e.g. counselor with a client, lay employee with a church member, presbytery executive with a committee member who may be a layperson, a minister, or an elder). Sexual conduct includes unwelcome sexual advances, request for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, social, intimate, or marital relationships; 6) Sexual Abuse as found in Book of Order D-10.0401b (see Accuser/Victim

Appendix D

Minimum Terms of Compensation for 2014

PART ONE: Compensation

<table>
<thead>
<tr>
<th>Experience</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newly ordained</td>
<td>$41,900-</td>
</tr>
<tr>
<td>1 year experience</td>
<td>$42,700</td>
</tr>
<tr>
<td>2 years’ experience</td>
<td>$43,200</td>
</tr>
<tr>
<td>3 years’ experience</td>
<td>$43,800</td>
</tr>
<tr>
<td>4 years’ experience</td>
<td>$44,300</td>
</tr>
<tr>
<td>5 years’ experience</td>
<td>$44,800</td>
</tr>
<tr>
<td>6 years’ experience</td>
<td>$45,300</td>
</tr>
<tr>
<td>7 years’ experience</td>
<td>$46,000</td>
</tr>
<tr>
<td>8 years’ experience</td>
<td>$46,500</td>
</tr>
<tr>
<td>9 years’ experience</td>
<td>$47,100</td>
</tr>
<tr>
<td>10+ years’ experience</td>
<td>$48,700</td>
</tr>
</tbody>
</table>

[Compensation consists of salary plus housing and utility allowance as well as Social Security Supplement 8.25% ]

Part-time calls are to be prorated in accordance with the fraction of full-time service the call represents.

PART TWO: Reimbursed Expenses

Automobile Expenses—to be reimbursed at the IRS standard rate of compensation.
PART THREE: Benefits

a. Pension/Medical Dues
Full participation in the denominational Pension and Major Medical Insurance Program: 35.0% of the Total Effective Salary.

b. Study Leave
For those clergy who do not attend the Presbytery of New Covenant Clergy Retreat: Study leave for two weeks with expense allowance of $1,450 annually, accumulative for 3 years.

For those clergy who attend the Presbytery of New Covenant Clergy Retreat: Study leave for two weeks *(including 2 Sundays), plus 3 days*, with expense allowance of $1,700 annually, accumulative for 3 years. This includes an additional allowance of $250 for the Clergy Retreat and additional leave of three days (this leave is not cumulative).

Newly Ordained Clergy are required to participate in the Presbytery of New Covenant Clergy Retreat for the first three years of ministry.

Newly Ordained Clergy shall participate in Entry into Ministry events sponsored/supported by the Presbytery of New Covenant. Full provision will be made for the actual cost for one year (plus or minus $750) and the time needed to participate in these events.

d. Paid Vacation
Paid vacation for four weeks (includes 4 Sundays).

Study leave and vacation are not prorated for part-time calls or contracts. Study leave and vacation may be prorated for limited term calls or contracts.

Actual Moving Expenses (where applicable).

PART FOUR: Annual Review

The session will establish a review committee to meet with the Minister every twelve months to discuss:
- The congregation’s expectations of the minister and how well he/she meets those expectations;
- The minister’s expectations of the congregation and how well it (and its members) meet those expectations; and
- Adequacy of compensation.

The review committee is encouraged to utilize the resources provided by the Committee on Ministry “Guidelines for Church Professional Evaluations” The session shall report to the Committee on Ministry, not later than July 1 of each year, the date on which the annual review was conducted, and the date of the congregational meeting (if a change in compensation is proposed by the session) the revised terms of call were as provided in G-2.0804 of the Book of Order. (NOTE: A change in the contribution amount to the Board of Pensions is viewed by the Committee on Ministry as a change in compensation and congregational approval of such change is required.)

Revised 10/21/2013
G-1.0503 Business Proper to Congregational Meetings
Business to be transacted at meetings of the congregation shall be limited to matters related to the following:
…c. changing existing pastoral relationships, by such means as reviewing the adequacy of and approving changes to
the terms of call of the pastor or pastors, or requesting, consenting to, or declining to consent to dissolution;

G-2.0804 Terms of Call
The terms of call shall always meet or exceed any minimum requirement of the presbytery in effect when the call is
made. The session shall review annually the minister’s terms of call and shall propose for congregational action (G-
1.0501) such changes as the session deems appropriate, provided that they meet the presbytery’s minimum
requirements. The call shall include participation in the benefits plan of the Presbyterian Church (U.S.A.), including
both pension and medical coverage, or any successor plan approved by the General Assembly.

G-2.1103 Christian Educators
a. Skills and Training
Certified Christian educators are persons certified and called to service in the ministry of education in congregations
or councils. They shall have skills and training in biblical interpretation, Reformed theology, worship and
sacraments, human development, faith development, religious educational theory and practice, and the polity,
programs, and mission of the Presbyterian Church (U.S.A.).
b. Presbytery Responsibility
The presbytery shall establish minimum requirements for compensation and benefits for Certified Christian
Educators and Certified Associate Christian Educators and shall provide access to the area of presbytery that
oversees ministry (G-3.0307). During their term of service in an educational ministry under the jurisdiction of the
presbytery, Certified Christian Educators are entitled to the privilege of the floor with voice only at all presbytery
meetings, and in the case of Certified Christian Educators who are ruling elders, the privilege of voice and vote at
all its meetings.
THE PRESBYTERY OF NEW COVENANT

The 2013 Compensation Worksheet is intended to assist clerks, treasurers and pastors as they define and report income to Presbytery, the Board of Pensions and, of course, the IRS. It is not intended to serve as a comprehensive tax-planning tool or replace consultation with a Certified Public Accountant or other tax professional. While reasonable efforts have been made to ensure the accuracy of the information contained in this form, it is not necessarily complete and cannot be guaranteed.

1. COMPENSATION

(Includes salary, housing, certain reimbursement and Self-Employment Contribution Act tax obligations, and other forms of reimbursement/compensation all of which are subject to Board of Pension Dues.)

**Before completing this document be sure to check the Presbytery Minimum Terms of Call for 2014.**

a. Salary $_________

Salary - Annual Cash Salary refers to compensation paid to a minister on a regular basis (Monthly, Semi-Monthly or Weekly). Employed minister’s salary is reported on Form W-2, Box 1.

b. Housing, Utility and Furnishings Allowance $_________

Housing Allowance - The amount designated as Housing Allowance is to be reported. The estimated figure for a minister’s cost for utilities is usually included under Housing Allowance. However, if a separate payment for utilities is made to the minister it should be reported here. The Utility allowance may be in addition to the value of the manse. (If the utility service is registered in the name of the employing organization and the utilities are paid directly by said organization, the value of these services is not included in Effective Salary.)

• **Ministers who own their home** – Ministers who own (or are purchasing) housing may exclude from taxable gross income the smallest of the following amounts:
  -- The amount actually used to provide a house.
  -- The amount officially designated as a housing allowance.

Ministers who own their home may designate a housing amount to cover the total cost of owning, cost of their furnishings, cost of decorating, utilities, yard maintenance, etc. Any housing allowance that exceeds actual costs must be included as taxable gross income.

• **Ministers who rent or lease their home** – Ministers who rent or lease housing may designate an amount to cover the actual rent paid, cost of decorating, utilities, yard maintenance, etc. Any housing (rental) allowance that exceeds actual costs must be included as taxable gross income.
c. Manse (if provided)

$____________

If the congregation provides a manse, there is no direct payment to the minister related to housing. Nevertheless, the congregation is required to pay pension dues on the fair rental value of the manse. For Board of Pension calculations this figure should be at least 35% of the total of lines 1a thru 1f (not including line 1c). The value of the manse is not subject to income tax; however, the value of the manse is still subject to Self-employment tax.

Subtotal of lines 1a through 1f (not including line 1c) $____________ X .30 = $____________

d. Reimbursement of Self-Employment Contributions Act (SECA) tax obligation in excess of 7.65%

$____________

Since the minister is considered as Self-Employed by the Social Security Administration, churches often provide income to offset the required “Self-Employment Tax” (currently 15.3% of compensation excluding housing allowances.)

• Compensation provided UP TO one-half of the member’s Self-Employment Compensation Act Tax liability is to be entered on line 3.f.
• Any income provided that is MORE than one-half of the member’s Self-Employment Compensation Act tax liability is subject to BOP dues and is to be entered on line 1.d.

e. Other direct compensation/reimbursement

$____________

Bonuses, special allowances, employer gifts, un-vouchered professional expenses, overtime pay, additional allowances paid or reimbursed by the congregation to the minister (other than dues for participation in the basic benefits provided by the Board of Pensions) are included in Effective Salary. Lump sum allowances which are not part of an accountable reimbursement pay (as defined by the IRS), gifts from the church or employing organization (not gifts from private donors), down payment grants, and savings from interest-free loans (not loan principal) are compensation to be included in Effective Salary.

$____________

Also included is any deferred income, offered by some congregations to their minister. Deferred income includes tax-sheltered annuities, IRS 403(b) Plans, Housing Equity Allowance, and other forms of funded or unfunded arrangements, with the exception of Employer Matching Contributions to the Presbyterian Church (USA) Retirement Savings Plan. (These are reported on line 3f.)

f. Other Allowances/Insurance Payments

$____________

Revised 10/21/2013
Premiums for individual insurance policies (auto, disability, life, supplemental medical, etc.), other than dues for participation in the basic benefits provided by the Benefits Plan of the Presbyterian Church (U.S.A.), that the employing organization pays for or reimburses to the member at his/her request are compensation to be included in Effective Salary. Subscription dues for optional benefit coverage under the Benefits Plan paid for by the employing organization are to be included in Effective Salary on the same basis.

TOTAL COMPENSATION

$___________
(Effective Salary as defined by Board of Pensions) Effective Salary is the sum of lines 1a through 1f. The Effective Salary is the amount subject to Board of Pension Dues.

2. REIMBURSED EXPENSES:

An Accountable Reimbursement Plan for ministry related expenses has several advantages for the minister and congregation. It is a way to more accurately estimate the minister’s true income for the purposes of calculating tax and pension dues. The underlying principle of such a plan is that the minister is not liable for Board of Pension dues on these expenses. For the congregation’s dues calculation, continuing education, professional and auto expenses are not included in Effective Salary for dues compensation IF they are reimbursed to the minister through an Accountable Reimbursement Plan.

According to the IRS to qualify as an Accountable Reimbursement Plan, ministers must “adequately account” to their employers for their ministry related expenses. They must give their employers documentary evidence of all their expenses -- maintaining the same type records and supporting information they would have to furnish the IRS to substantiate a deduction. To qualify, an Accountable Reimbursement Plan must meet the following requirements:

• All expenses reimbursed under the plan must be ministry related.
• There must be adequate accounting.
• There must be provision for a return of any excess reimbursement. If the excess is not returned this amount must be reported as other applicable income (line 8), and it must be reported as income for tax purposes.

a. Auto Expenses (at IRS standard)

$___________
Please refer to the current IRS rate for business mileage at http://www.irs.gov/

b. Books, Professional Dues, etc.

$___________
(Not included in study leave allowance) Books and other Professional Expenses includes such items as books, subscriptions to magazines, office supplies, computers, computer software, meals related to the practice of ministry, vestments, etc., and should be reimbursed as spent to the minister.

3. BENEFITS:

Revised 10/21/2013
a. Medical and Pension Insurance (Board of Pension Dues)

$___________

*If the pastor is part time or is paid less than the minimum basis on the more than the maximum basis for dues established by the Board of Pensions, other factors are involved in calculating the dues. The best way to determine Board of Pension dues in this case is to visit Board of Pensions webpage and use their calculator. It can be found at:


Dues are paid to the Board of Pensions Benefit Plan of the PCUSA. Dues for 2013 are computed on the basis of 33% of the Effective Salary. The total dues of 33% consist of 11% for Pension, 1% death and disability benefits and 21% for Major Medical benefits.

PRESBYTERY DOES NOT REPORT CHANGES TO THE BOARD OF PENSIONS.
Church Treasurers are to report salary changes to the Board of Pensions by using Salary Change Form ENR-111 found in the Forms & Publications tab of the Board of Pensions.

http://www.pensions.org/portal/server.pt

b. Study Leave /Professional Development Allowance (cumulative for 3 years)

$___________

This includes such items as tuition, room, board, and travel to study events. If this amount is not spent during the calendar or fiscal year it is cumulative for up to three years.

The Presbytery minimum is for 2014 is $1450 for those ministers who do not attend the Presbytery of New Covenant Clergy Retreat. For those Clergy who do attend the Presbytery of New Covenant Clergy Retreat; expense allowance is $1,700 annually, which includes the approximate cost of the Clergy Retreat of $250.

NEWLY ORDAINED CLERGY shall participate in Entry into Ministry Events sponsored / supported by the Presbytery of New Covenant. Full provision shall be made for the actual cost for one year (approximately $750) and the time needed to participate in these events. **This means during a newly ordained teaching elder’s first year, the study leave/professional development allowance should be at least $2,450.**

c. Paid Study / Leave/Professional Development ______ weeks (Cumulative for 3 years) Presbytery has set a minimum Study Leave / Professional Development to be 2 weeks that is cumulative for three years. Each week includes one Sunday. Continuing Education Leave is cumulative for up to six weeks.

NOTE: Additional leave of three days will be granted only for participation

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in the New Covenant Presbytery Clergy Retreat (this leave is not cumulative).

d. Paid Vacation ________ weeks/ days
   Presbytery has set a minimum vacation for its church professionals as 4 weeks, which includes 4 Sundays.

e. Other Paid Group Insurance
   $________________
   (premiums for group coverage provided by an employing organization to all employees are not included in effective salary.)

f. Matching employer contributions to PC(USA)
   $________________ Retirement Savings Plan

g. Reimbursement of Self-Employment Contribution Act
   $________________
   (SECA) tax obligations up to 7.65%
   (In order to encourage churches to help members pay these tax obligations, the Board of Pensions allows churches to exclude certain payments from Effective Salary.)

4. ANNUAL REVIEW will be held: (Date)_______________
   The Session will establish a review committee to meet with the Minister every twelve months to discuss:
   • The congregation’s expectations of the minister and how well he/ she meets those Expectations;
   • The minister’s expectations of the congregation and how well it (and its members) meet those expectations; and
   • Adequacy of compensation.
   • The review committee is encouraged to utilize the resources provided by the Committee on Ministry “Guidelines for Church Professional Evaluations.”

5. EFFECTIVE DATE of Change of Terms of Call: (Date) _______________

Minimum Terms of Call adopted by Presbytery November 2013.
Revised by COM 11-09; 12/10/10; 10/22/12; 03/05/13; 11/5/13

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Instructions For Putting the MIF On-Line:

1. Once the Congregational Life Subcommittee of Committee on Ministry (COM) approves your MIF (Ministry Information Form) Sharon Darden will send your User IDs and Passwords for the Chair of the PNC (Pastor Nominating Committee) and the Clerk of Session.

2. To enter the MIF online go to the PCUSA website www.pcusa.org/clc

3. On the left hand side of the page you will see Church Leadership Connection; directly under that you will see Login to Church Leadership Connection (click on that one, not the one in the middle of the page).

3. Pull down MIF for instructions.

4. You will enter Part I; submit and then enter Part II; submit (you cannot enter over 1,500 letters or numbers it will kick it out of the system.

5. Once you have entered the entire CIF; the clerk of session must approve the CIF online. Go to website as above, enter your User ID and Password and click approve and submit. (You can ask your clerk of session permission to use his/her User ID AND PASSWORD and you can approve it for him or her).

6. Call or email Sharon Darden so she can approve the MIF online as the COM person. 713/526-2585 x 204; sdarden@pbyofnewcovenant.org

7. It will take GA a day or two to approve the MIF before it is up and running.

8. Make sure the PNC Chair’s name, phone numbers and email address are on the MIF, because an email will come to the PNC Chair when matches start coming; and each time matches or referrals will come to that email address.

9. You will be able to email Sharon to get new matches.

10. Please call if you need assistance with anything any time.
Sharon Darden, Coordinator for Committee on Ministry 713/526-2585 x 204; sdarden@pbyofnewcovenant.org

Or Church Leadership Connection – Office of the General Assembly 888/728-7228 x 5738; x 5724

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ADVERTISING INFORMATION

Although you will receive PIFs through the computer matching process and from other sources, you might also want to consider advertising the position in Presbyterian publications. Information follows for Presbyterian Today, Presbyterian Outlook and The Presbyterian Sun. Details regarding costs, submission deadlines, etc. can be found on their websites.

**Presbyterian Today**
- **Web site:** [www.pcusa.org/today](http://www.pcusa.org/today) Click on Advertising
- **Telephone:** 1-888-728-7228 ext 5637 (toll free) or 1-502-569-5637
- **Fax:** 1-612-569-8632
- **E-mail:** today@pcusa.org

**Presbyterian Outlook**
- **Web site:** [www.pres-outlook.com](http://www.pres-outlook.com) Click on Advertising
- **George Whipple, Advertising Manager**
- **Telephone:** 1-800-446-6008
- **Fax:** 1-800-353-6367
- **E·Mail:** jhaberer@pres-outlook.org
Appendix G

PRESBYTERIAN THEOLOGICAL SEMINARIES

AUSTIN PRESBYTERIAN THEOLOGICAL SEMINARY
100 East 27" Street
Austin, TX 78705
512-472-6736
www.austinseminary.edu

PRINCETON THEOLOGICAL SEMINARY
64 Mercer St.
Princeton, NJ 08540
609-921-8300
www.ptsem.edu

MCCORMICK THEOLOGICAL SEMINARY
5460 S. University Ave.
Chicago, IL 60615
773-947-6300
www.mccormick.edu

JOHNSON C. SMITH THEOLOGICAL SEMINARY
700 Martin Luther King, Jr. Drive, SW
Atlanta, GA, 30314
400-527-7781
www.itc.edu

COLUMBIA THEOLOGICAL SEMINARY
701 Columbia Dr.
Decatur, GA 30030
404-378-8821
www.ctsnet.edu

SAN FRANCISCO THEOLOGICAL SEMINARY Rd.
San Anselmo, CA 94960
800-447-8820
www.sfts.edu

PITTSBURGH THEOLOGICAL SEMINARY
616 North Highland Ave.
Pittsburgh, PA 15206
412-362-5610
www pts.edu

LOUISVILLE PRESBYTERIAN THEOLOGICAL SEMINARY
1044 Alta Vista Rd
Louisville, KY 40205
502-895-3411
www.lpts.edu

UNIVERSITY OF DUBUQUE THEOLOGICAL SEMINARY
2000 University Ave.
Dubuque, IA 52001
563-589-3122
www.dbg.edu

UNION THEOLOGICAL SEMINARY
3401 Brook Road
Richmond, VA 23227
804-355-0671
http://www.upsem.edu/

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Appendix H

SAMPLE RESPONSE LETTERS FROM PNC TO PASTORS INTERESTED IN A CHURCH*

Type 1  Self Referral
Thank you for sending us your Personal Information Form and for your interest in the position of Pastor, Head of Staff of First Church. The PNC of First Church has just begun the process of receiving and processing PIFs. Based on our experience so far, we anticipate receiving a large number of PIFs. We will be diligent and will seek the Lord's guidance in our search. At such time that we complete our review and study of your PIF, we will be in touch with you. We ask for your prayers as we begin our search.

Type 2 - Name received from member of First Church or other individual
Thank you for sending us the name of the Rev. John Smith as a candidate for Pastor, Head of Staff of First Church. We have just begun the process of receiving and processing PIFs. Based on our experience thus far, we anticipate receiving a large number of PIFs. We will be diligent and will seek the Lord's guidance in our search. We ask for your prayers as we begin our search.

Type 3: Letter to a minister stating that he/she is no longer under consideration by the PNC

Note: This would be a minister that was eliminated based primarily on his/her PIF.

We want to thank you for your interest in the position of Pastor, Head of Staff of First Church. Following a thorough review of your PIF, we do not feel that it meets the criteria we are seeking in our search for a Pastor.

May the Lord’s blessing be upon you as you continue ministry of the Word and Sacraments.

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Type 4: Letter to a minister who has been eliminated that had been on your top list as a result of checking references and listening to sermon tapes

We want to thank you for your interest in the position of Pastor, Head of Staff of First Church. In the final analysis, and after much thought and prayer, we did not feel that you are quite the "match" that we are seeking in a pastor. May the Lord's blessing be upon you as you continue your ministry.

Type 5: Letter when contacted by a minister, based on your interest in him/her, that assumes he/she is on your short list and probably is. This could result from a phone Inquiry or a letter of inquiry.

We continue to be diligent in our work, but at this point, we have not made a final decision regarding your candidacy as Pastor of First church. We hope to make a decision soon and will be in touch with you at that time.

*These are parts of letters that have been used by other PNCs. In general, keep the letters short without elaborating as to why he/she was eliminated. Also, be prompt in informing a minister that he/she is no longer being considered.
Appendix I

EVALUATING A CANDIDATE'S PREACHING

The preference for getting a "feel" of the preaching of a particular pastor are as follows:

1. The best opportunity is to hear and watch the pastor preach in his/her church for the entire service of worship.

2. The next best opportunity is viewing a video tape or CD/DVD where the viewer can see the pastor before a congregation, see facial expressions movement and gestures and can somewhat experience the congregational presence and response. Camera placement and utilization as well as satisfactory sound recording are important to a good tape.

3. If "1" and "2" are not available, an audiotape made during an actual service is next best. Everyone delivers differently before a live audience and the tape can pick up congregational response, as well as the interaction and feeling between a pastor and congregation.

4. The least desirable option is a tape made by the pastor without an audience. Although this will not adequately represent the pastor's communication style it will still give the listener an opportunity to listen for depth and construction of thought, any theological "red flags", the use of humor, etc. This can be a useful method to get acquainted with a pastor during the initial stages of the search.
Appendix J

SAMPLE INTERVIEW CONCERNS AND QUESTIONS

1. **THE IMAGE OF THE MINISTRY** - What is the style of ministry? How will lay persons be involved in ministry?

2. **THE NATURE OF WORSHIP** - How does the candidate view corporate and private worship? What role would the pastor play in the worship of the congregation, in setting the style of worship? What does the pastor see as the nature of the congregation, in setting the style of worship? What does the pastor see as the nature of the sermon, the use of innovation in worship?

3. **THE PASTORAL ROLE** - What does the candidate see as the purpose of pastoral visiting? Of counseling? How much will the laity be used in these tasks?

4. **EVANGELISM** – What does it mean? How will it be furthered? What are the candidate's past experience and new ideas?

5. **CHRISTIAN EDUCATION** - What training has there been? How would the candidate relate to volunteer teachers and leaders? How much flexibility would there be?

6. **STEWARDSHIP** – Is the candidate able and willing to talk effectively about money and budgets? What success has there been in previous stewardship efforts? Is the meaning of stewardship seen more broadly than raising money?

7. **ADMINISTRATION** – How will the candidate work at this? Who else will assist?
8. **COMMUNITY INVOLVEMENTS** - To what extent would the candidate spend time in community affairs with community groups, in social action concerns? How much will church members be encouraged to be part of them?

9. **DENOMINATIONAL INVOLVEMENTS** – Is the candidate active in wider denominational circles? Supportive of denominational programs, staff and mission?

10. **PERSONAL LIFE** – How is the personal life separated from the professional life? What habits have been established to see that the candidate has time for family and personal friends?

11. **CONDITIONS OF THE CALL** (when appropriate) - Be specific about the preliminary salary and benefits offered: base salary, housing, travel allowance, benefits, vacation, sabbatical, continuing education.

12. **THEOLOGICAL ORIENTATION** – What are the most important things you want to know about the candidate's theology? What are his/her theological skills?
Appendix K

Pastoral Call Form
Presbytery of New Covenant
Presbyterian Church (USA)

______________________ Presbyterian Church of ________________ , Texas, being
well satisfied with your qualifications for ministry and confident that we have been led
to you by the Holy Spirit as one whose service will be profitable to the spiritual
interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly
calls you, ______________ to undertake the office of ________________
(Pastor, Associate Pastor) of this congregation, beginning ________________

promising you in the discharge of your duty all proper support, encouragement and
allegiance in the Lord.

That you may be free to devote full time (part-time) to the ministry of the Word and
Sacrament among us, we promise and obligate ourselves to provide you the following
annually:

**PART ONE: Compensation Subject to Board of Pensions Dues**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Annual Cash Salary</td>
<td>$________________________</td>
</tr>
<tr>
<td>b. Housing and Utility Allowance</td>
<td>$________________________</td>
</tr>
<tr>
<td>c. Value of Manse <em>(if provided)</em></td>
<td>$________________________</td>
</tr>
<tr>
<td>d. Social Security Compensation <strong>8.25% &amp; ABOVE</strong></td>
<td>$________________________</td>
</tr>
<tr>
<td>e. Other direct compensation/reimbursement</td>
<td>$________________________</td>
</tr>
<tr>
<td>f. Deferred Income</td>
<td>$________________________</td>
</tr>
<tr>
<td>g. Other paid insurance</td>
<td>$________________________</td>
</tr>
</tbody>
</table>

Total Effective Salary (1.a. through 1.g.) $________________________

**PART TWO: Reimbursed Expenses**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Auto Allowance @ IRS Rate</td>
<td>$________________________</td>
</tr>
<tr>
<td>b. Books, Professional Dues <em>(NOT included in Professional Development Allowance)</em></td>
<td>$________________________</td>
</tr>
<tr>
<td>c. Moving expenses</td>
<td>$________________________</td>
</tr>
</tbody>
</table>

**PART THREE: Benefits**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Board of Pensions Dues</td>
<td>$________________________</td>
</tr>
<tr>
<td>b. Professional Development Allowance <em>(cumulative for 3 years)</em></td>
<td>$________________________</td>
</tr>
<tr>
<td>c. Paid Prof. Development Leave <em>(Time cumulative for 3 years)</em> weeks</td>
<td>$________________________</td>
</tr>
<tr>
<td>d. Paid Vacation</td>
<td>_______ weeks</td>
</tr>
<tr>
<td>e. Social Security Compensation <strong>UP TO 8.24%</strong></td>
<td>$________________________</td>
</tr>
</tbody>
</table>

We promise and obligate ourselves to review with you annually the adequacy of this
compensation.

In testimony whereof we have subscribed our names this ___day of ______ 20 ___.

____________________________  ______________________________
____________________________  ______________________________

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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 rules laid down in the Form of Government, and that the persons who signed the foregoing call were authorized to do so by vote of the congregation.

(Signed) _______________________________, Moderator of the Congregational Meeting

(Printed Name of Moderator)_______________________________________________

CERTIFICATION OF CALL

Presbytery of New Covenant  Presbyterian Church (U.S.A.)

This CALL has been reviewed by the Committee on Ministry (COM). The Committee recommends that the Presbytery of New Covenant approve this CALL.

Date of action _________________  (Signed) _______________________________COM Moderator

This CALL was approved by the Presbytery of New Covenant through action taken by its COM as authorized by G-11.0502h (Book of Order, 2009-2011).

Date of Action ________  (Signed) _______________________________

Stated Clerk, The Presbytery of New Covenant

By Presbytery of Care or Present Call

This CALL has been reviewed by the [Committee on Ministry/on Preparation for Ministry]. The Committee recommends that the presbytery find it expedient to release ______________________________ to accept this CALL.

Date of Action ________  (Signed) _______________________________

Committee Moderator

The Presbytery of ______________________________ hereby finds it expedient to release ______________________________ to accept this CALL and therefore has placed this CALL in the minister’s/candidate’s hands.

Date of Action ________  _______________________________

Stated Clerk

By Candidate

This is to certify that I have received and accepted the CALL.

Date of Acceptance ________  _______________________________

Signature
Appendix L

ADMINISTRATIVE COMMISSION REQUEST: TO ORDAIN AND/OR INSTALL

ATTENTION: Minister-elect and/or Clerk of Session

This form is provided for your convenience to request of the Committee on Ministry membership and of the commission to preside over and the time for the ordination/installation. A service of installation shall occur in a timely fashion, ordinarily within the first three months of the beginning of service. The commission to ordain/install a minister shall be composed of a minimum of five members from the Presbytery of New Covenant, with not more than one of its elder members from any one of its constituent churches. Ministers and elders from other presbyteries may be included on the commission as “guests of the commission.” A quorum shall be 2/3 of the commission’s membership. The Moderator of the Presbytery or the Moderator’s representative shall be a member of the commission and shall preside and propound the constitutional questions. Composition of the commission shall be representative and inclusive of the diversity within the presbytery and with women and men and ministers and elders in approximately equal numbers.

Commission to ordain and/or install must be approved by the Committee on Ministry at least three weeks prior to the service, and shall be scheduled within the first three months of service.

Name ___________________________ is to be ordained/installed as (title) ___________________________ of (church) ___________________________ (city) ____________ at (date) ____________ (hour) ____________

To preside and propound the constitutional questions:

Name ___________________________ Church/City __________________________

To preach the sermon:

Name ___________________________ Church/City __________________________

To charge the pastor:

Name ___________________________ Church/City __________________________

To Charge the Congregation:

Name ___________________________ Church/City __________________________

To complete the Commission:

Name ___________________________ Church/City __________________________

Name ___________________________ Church/City __________________________

Name ___________________________ Church/City __________________________

Name ___________________________ Church/City __________________________

The minister-elect shall contact each person to determine willingness and availability to service, and upon approval by the COM, will be so advised. Expenses for commission members will be paid by the church.

It is the policy of the Presbytery of New Covenant that an offering be received and designated to assist those preparing for pastoral ministry and a Pastor’s Special needs Fund.

Once this form is completed send to Committee on Ministry, Attention:
Sharon Darden The Presbytery of New Covenant 1110 Lovett, Houston Texas 77006-3808 sdarden@pbyofnewcovenant.org

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Appendix M

FastTrac
To a Spirit-Led and Effective Ministry
Offered by the Committee on Ministry
Presbytery of New Covenant
to strengthen the start-up of new ministries

Participants: The pastor/associate pastor, members of the session and the Pastor Nominating Committee (PNC) where a new pastoral relationship has begun. Other staff members may also be invited, but this is primarily for the new pastor and the session to begin to work on their relationship and clarify expectations. Another meeting designed for inter-staff workings might be scheduled at other times.

When: Within the first three months of the new pastor/associate pastor coming onto the field.

Purpose: To provide an opportunity for the new pastor/associate pastor and session to develop shared expectations for the conduct of the ministry of the church, informed by the discussions between the PNC and the pastor during the search process. This process will provide a foundation for further conversations between the pastor and the session as the ministry of the church grows and a need to modify roles and expectations arises.

Sample Agenda:
Begin with The Word.
Explanation of purpose.
Shared experience.
Small groups for charting needs and expectations.
Break
De-briefing on needs and expectations.
Clarify meanings, and identify priorities.
Identify what (if anything) cannot be accommodated.
Shared learnings from this event.
Closing Blessing.

Facilitators: Conducted by two representatives from the Committee on Ministry, ordinarily an elder and a minister.

Time: Two to three hours, depending on the size of the session.

Space: A room large enough for everyone, plus two smaller meeting rooms.

Equipment: Easels with paper, markers, and masking tape.

Follow-up: The Facilitators will provide a written summary of the event the week following, and forward that summary to the Committee on Ministry (Care of Congregations sub-committee).
Appendix N

Board of Pensions changes prescription drug provider

Catamaran to replace Express Scripts on Jan. 1, 2014

Effective Jan. 1, 2014, Catamaran, the nation's fourth largest pharmacy benefit manager, will replace Express Scripts as the Presbyterian Church (U.S.A.) Board of Pensions' Prescription Drug Program service provider.

The change will apply to all plan members enrolled in the BOP’s Highmark PPO.

The primary reason for the change is to provide quality service to members while maintaining the basic provisions of the program. The move is cost-effective, in that it will not increase expenses to the Medical Plan.

Through this partnership, we expect you will experience

- improved service;
- high-quality medication dispensing;
- access to the same, or mostly the same, retail pharmacies as are currently available (the Catamaran network includes 68,000 retail pharmacies); and
- little or no change in the prescription drugs listed on the formulary. (Prescription drugs included in a formulary are covered by the plan at the formulary rate. If you are taking a prescription drug that, in 2014, will not be on the Catamaran formulary, Catamaran will notify you in November.)

The records of all plan members -- including the refill orders for prescriptions you have filled by mail order or at a retail pharmacy -- will transfer automatically from Express Scripts to Catamaran. That means, in nearly all cases, you will not need to get new prescriptions as a result of the change to Catamaran and your mail deliveries will continue uninterrupted.

The board will provide all the information you will need to know about the change to Catamaran in the coming months, and you will receive a new prescription ID card in December. In the meantime, Express Scripts will continue to manage your prescription drug coverage, including flu shots and other immunizations, through the remainder of 2013.

If you have questions about your coverage, please call the Board of Pensions at 800-773-7752 (800-PRESPLAN) and speak with a member service representative.