

Chapter III

Extending a call

Extend invitation for Call The PNC meets to finalize its choice. The PNC selects their nominee, and ranks the remaining candidates in order of preference. Although not always possible, it is recommended that when you select the candidate who will be your nominee, you also make a second and third choice as well. If your first choice candidate does not accept your invitation, you can then go on to second or third choices. If there are no genuinely strong second or third choices don't settle for someone you don't want if your top candidate does not accept. While frustrating, it is much better for a PNC to reopen the process.

Negotiate Terms of Call if invitation is accepted: If the nominee accepts, the PNC negotiates the terms of call with the nominee and secures the approval of the Session for the terms of call. Proposed time lines will also be negotiated. The proposed date for the pastor to begin her/his new duties should be coordinated with the Presbytery calendar, in order for the candidate to appear before the Presbytery for examination on the floor.

Request COM approval to present candidate for presbytery

membership The PNC Chairperson will inform the EP and the Presbytery's Stated Clerk. If one has not already taken place, the Chairperson will arrange for an interview with your candidate by the Committee on Ministry through the liaison to the Committee on Ministry. The final terms of the call (including housing arrangements, if any) must be approved by COM, before formal presentation to the candidate and congregation for acceptance.

At the interview with COM, the candidate will be examined on her/his statement of faith and other matters

The PNC notifies the Session of the concurrence of the COM. The session calls a congregational meeting to act on the nomination, and the terms of call.

The call is processed in accordance with the steps that follow here:.

CLC is notified of the call through the website (<http://www.pcusa.org/cle/>).

Correspondence from the Pastor Nominating Committee to the pastor candidate will include the following information:

- a. Date candidate is to preach for congregation
- b. Salary
- c. Housing
- d. Percent and amount of Pension on salary and housing. (Presbytery

minimum salary must be met. Pension is paid on % of total effective salary plus manse and utility allowance. These figures are subject to yearly adjustments, check with COM.)

- e. Study Leave (Presbytery minimum is two weeks.)
- f. Length of vacation (Presbytery minimum is one month of 31 days) . The length and time of the vacation during the first year should be made clear - full period or pro-rated.)
- g. Other allowances
- h. Amount of moving expenses, if any
- i. Effective date of call (This is the date he/she is to begin service and cannot be prior to the date presbytery will meet to act on the call.)

Note: A copy of this correspondence must be sent to the chairperson of the Committee on Ministry.

Present candidate to congregation for approval: Ask the session to call a congregational meeting, normally following the service at which the candidate will preach in your church, to act upon the recommendation of your committee.

A pastor is called by the congregation and the presbytery. Accordingly, arrangements are now appropriate for the nominee to preach in your church, and arrangements made for the congregation to meet to consider the candidate and the terms of the call. Usually, the congregational meeting is held on the same day the candidate preaches in your church. While a simple majority is required for the congregation to approve the candidate and the call, the presbytery would be concerned if the vote to extend a call were opposed by a significant minority. You should be concerned too. So should your candidate. Please note that to this end, many pastors will be very reluctant to take a call unless they get at least 95% of the vote

Your current Session moderator will preside at this meeting or if unable to do so, another minister appointed by him/her will be designated.

Prior to presentation to the congregation, you may wish to arrange for informal meetings with the candidate and officials or leaders of your church. Some candidates desire to have meetings with the session and with members of the staff. That is in order. Some churches have had one or more "open houses" for the candidate (and family) to meet members of the congregation prior to the day of the congregational meeting.

It is suggested that the Pastor Nominating Committee prepare a letter to be sent to every member of the congregation, giving a biographical sketch of the minister they are proposing and their reasons for feeling he/she is the person God has been preparing for leadership in your particular church. Sometimes a picture is used along with the letter.

It is suggested such a letter be sent out only a few days before the date of congregational meeting. This serves a threefold purpose; namely:

- a. To acquaint the members with the candidate being presented.
- b. To avoid the possibility of small groups forming in support of another candidate who has been under consideration but not being recommended. (Note: This is the only place where there is no provision for nominations from the floor. Only your candidate can be voted upon.)
- c. To remind the members of the congregational meeting and the purpose for which it is called.

Presenting the Nominee to the Church

The meeting must be opened with prayer.

The Moderator reads the Call for the meeting and asks the clerk to affirm that the meeting was properly called and a quorum is present. Only the purpose named can be considered at a special meeting. The quorum for a congregational meeting is one-tenth of the Active members unless the By-Laws or Standing Rules of the congregation set the quorum higher.

After introduction of the candidate and presentation of the terms of call, the Chairperson of the PNC/APNC/DPNC:

- a. Explains briefly the procedure that has been followed preparatory to presenting the candidate.
- b. Provides an informal report, giving as much helpful background as possible to enable the congregation to vote intelligently and wisely. (Report may be made in its entirety by the chairperson, but preferably several members of the committee may be prepared to highlight various facets of the personality, abilities, and experience of the ministerial candidate.) Tell how you came to your decision, and have other members of the committee, strategically chosen, give their particular reasons why they believe this person is God's minister for your particular church. Enthusiasm is contagious at this point. The vote must be by ballot. Hence, it is highly important that your recommendation be unanimous, enthusiastic, and given with conviction. If it is so given, then the congregation will be ready to accept your nomination. The fewer negative votes cast, if any, the better impression upon your nominee.
- c. Provides opportunity for questions to the PNC . (Remembering that the appointed Moderator moderates the meeting, not the chair of the PNC.)
- d. Allows for questions and answers to the candidate. (The Moderator can be very helpful at this point by redirecting any inappropriate question to the PNC or stating the question in an appropriate manner.)
- e. Directs a member of the PNC to escort the candidate and any family members

from the room so there is opportunity for questions to the PNC or discussion among congregational members without the candidate present.

When the congregation is ready, the vote must be by written ballot and must include the full terms of call. These questions can be put separately if it seems wise to do so.

Proceed to Vote

- a. A motion is in order, by the chairperson, that the candidate be elected as pastor/associate pastor/designated pastor of this church.
- b. Opportunity for questions and discussion.
- c. Appointment of tellers and distribution of ballots. (A list of tellers should have been given to the moderator by the clerk so that he/she might make this appointment. One shall be named chairperson.)
- d. Written ballot to be taken (suggest that to expedite counting, ballots not be folded but simply turned over).
- e. Explain who may vote, and vote shall be "yes" or "no". All members on the active rolls of a church, of whatever age, are eligible to vote on the pastoral call).

While the ballots are counted (often by a small group of Elders), the congregation could sing hymns, announcements can be made or the meeting is on a temporary hold, waiting for the results.

- f. The chairperson of tellers reports to the moderator who reports to the congregation the number of ballots cast - the number of affirmative, and the number of negative votes. This should be recorded in the minutes of the congregational meeting and reported to the Committee on Ministry.
- g. If there are a substantial minority number of votes against the candidate (normally 10% or more), the Moderator would normally try to dissuade the congregation from proceeding further. If the majority insists on their rights, i.e., to make the vote stand, the Moderator will announce this fact.

It is also appropriate for the Moderator to inform the candidate of a substantial minority vote and to counsel them regarding the wisdom of accepting the call.

- h. The official vote is the ballot vote, and a motion to make the call unanimous as an action of courtesy would not be in order unless that vote is also taken by written ballot. (Robert's Rules of Order)

If the ballot vote was positive, the PNC/APNC/DPNC presents the terms of call for the pastor/associate pastor/designated pastor unless these were part of the preceding

ballot. There is discussion on the motion and a voice vote.

If the Vote is Affirmative

A commissioner and an alternate are elected to prosecute the call before presbytery. The alternate will be called upon only if the delegate is not present. The basic purpose is to convey the action of the congregation. We suggest the comments be limited to three minutes. A motion to dissolve the PNC is in order at the installation.

Four copies of the official call form shall be brought by the moderator to the congregational meeting. A record of the congregational action, listing the number of "yes" and "no" votes together with all copies of the call shall be immediately forwarded, by the moderator to the Stated Clerk of the Presbytery.

i. The members of the PNC/APNC/DPNC who are present are to sign all copies of the call papers along with the pastor elect.

j. Explain that Presbytery must approve the ordination/installation commission, and that the ordination/installation will be set sometime in the future. (A pastor elect does not technically become pastor or a member of presbytery until the Installation.)

k. The Moderator suggests dismissal of the Pastor Nominating Committee with commendation for its faithfulness. (COM recommends that the members of the PNC continue as a support group to meet periodically with the new pastor to discuss how things are going during the first year of the call. This does not replace a Personnel Committee but rather supplements it and helps facilitate the transition time.)

l. When the pastor is invited back after an affirmative vote, he/she should be invited to the pulpit to make any brief statement he/she may desire and to dismiss the congregation with a benediction following a motion to adjourn.

m. Motion for adjournment and prayer.

n. The Moderator signs all copies of the call papers and sees that they are delivered to the Presbytery Stated Clerk.

Present candidate to the Presbytery for vote The COM will never give permission for a candidate to begin work or be ordained/installed before he or she is received as a member by the Presbytery. Presbytery meetings are held normally on the fourth Tuesday of February, April, June, September and November.)

If not done previously, have the secretary of the PNC inform all candidates with whom you have had correspondence or conversations, that they are no longer under consideration.

The candidate's statement of faith and brief biography must arrive in the Presbytery office two weeks before the meeting so they may be copied and mailed with the packet of information for the meeting.

At the Presbytery Meeting: The candidate will be asked to briefly describe his or her faith journey and then answer questions from commissioners.. Following the questions, those elected from the congregation to prosecute the call are asked to describe their search, say something about why they choose the candidate, and express their hopes for the future of the ministry. A member of COM will normally leave the meeting with the candidate and his family during the vote. Following the vote, members of the PNC, congregation, and pastor's family stand with their new pastor and she or he is welcomed by the Presbytery. The church's delegate or a session member may thank the interim if this has not been done at a previous meeting of the Presbytery (and even if he or she has already left the Presbytery). A thank you to the COM liaison is always appreciated too!

Call Referral Services (CRS) must be notified of the call through the Church Leadership Connection website (<http://www.pcusa.org/clc/>).

The pastor-elect will need to complete the "Arrangements for Installation" which must reach the COM two weeks prior to the meeting of presbytery in which he/she will be received into the presbytery. See the guidelines at the end of this chapter. The Installation/ordination commission must be approved by COM and Presbytery (which may grant this authority to COM). There are two important things to remember: 1) plan the service for a time when ministers can attend; and 2) include an offering to support the work of the Presbytery's Committee on Preparation for Ministry.

There must be at least seven (7) days between the date of the Presbytery meeting where the called pastor is examined before the whole of Presbytery and the date set for ordination/installation. This allows for anyone who objects to the Presbytery's vote of approval to file a stay of enforcement with the Presbytery's Permanent Judicial Commission.

Note that the PNC recording secretary is responsible for the secure storage of all PNC records for one year following the end of the process in a place where they are inaccessible to anyone who did not serve on the PNC. At the end of this year, all PNC

records, whether in written or electronic form, must be destroyed by the secretaryand all members of the PNC requested to destroy any written or electronic information in their possession.

A PNC CHECKLIST FOR FINISHING THE CALL PROCESS

Date Accomplished

- _____ 1. Informed Committee on Ministry Chairperson of selection and obtained OK to proceed.
- _____ 2. Communication with Pastor nominee as to the PNC decision. If the candidate accepts then:
- _____ 3. Request for personal and/or family picture for publicity.
- _____ 4 Contact session moderator for session meeting.
- _____ 5 Session has called Congregational Meeting to act on call of pastor.
- _____ 6 Arrangements for pastor-nominee to meet with Session and/or other leaders.
- _____ 7 Social gatherings at time of visit of pastor nominee arranged.
- _____ 8 Publicity regarding pastor nominee arranged.
- _____ 9 Publicity mailed.
- _____ 10 Hospitality arrangements (motel, meals, etc.) for pastor nominee (and family) during visit.
- _____ 11 Final arrangements regarding Social events.
- _____ 12 All arrangements ready for Congregational Meeting including ballots
- _____ 13 Arrange to meet pastor nominee (and family) at airport, etc.
- _____ 14 Congregational Meeting.
- _____ 15 Official call forms (all copies) signed and returned to Stated Clerk.
- _____ 16 Call Referral Services notified of call.
- _____ 17 Assistance in finding housing (and enrolling any children in school and/or finding spouse a job where applicable).

_____ 18 OPTIONAL: Send pastor-elect the local newspaper until he/she arrives.

_____ 19 Arrange with moving firm to bill the church for moving expenses (this usually requires a letter).

_____ 20 Send any publicity to local paper(s).

_____ 21 Arrange for medical insurance coverage effective upon arrival.

_____ 22. Arrange for payments to Board of Pensions

Note: If minister is not enrolled under the Board of Pensions, he/she must file appropriate forms.

_____ 23 Have the church office (and manse if there is one) clean and in readiness.

_____ 24. If furniture is delayed, make arrangements for interim housing and meals.

_____ 25. Welcome the new pastor (and family) upon arrival.

_____ 26. Arrange for their first meal in their new location.

_____ 27. Check to see that their needs are met.

"TERMS OF CALL" TEMPLATE

San Fernando Presbytery
 Presbyterian Church (U.S.A.)
 Pastoral Call (for Installed Pastor, Designated Pastor, Associate Pastor)

The Presbyterian Church of _____ CA., belonging to the San Fernando Presbytery, being well satisfied with your qualification 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,

(name)

to undertake the office of

 of this congregation, beginning _____ 20____ promising you in the discharge of your duty all proper support, encouragement, and allegiance in the Lord.

That you may be free to devote yourself full-time (part-time) to the ministry of the Word and Sacrament among us, we promise and obligate ourselves to pay you in regular monthly payments, the following effective yearly salary and following vouchered expenses. (Those agreed to are filled in.)

Effective Salary

Cash Salary \$ _____

Housing Allowance \$ _____

Utilities Allowance \$ _____

Other Allowance \$ _____

Fair Rental Value of Manse \$ _____

Deferred Compensation \$ _____

Reimbursable/Vouchered Expenses

Auto Mileage Reimbursement (_____ per mile)

Business/Professional Expenses \$ _____

Continuing Education/Study Leave \$ _____

Discretionary Expenses \$ _____

*SECA Supplement(up to 50%) \$ _____

Moving Costs (up to) \$ _____

Out-of-Pocket Medical Expenses (up to) S\$ _____

Book Allowance \$ _____

Total \$ _____

*This item is taxable but is not included in effective salary for Board of Pensions purposes

Additionally, we will pay regularly for your full medical, pension, disability, and death benefit coverage under the Board of Pensions plan, at the current rate of (of salary + housing and other items included in effective salary as defined by the BOP)

You will receive Paid Vacation _____
(31 Days minimum required by Presbytery)
(time period)

You will receive Paid Study Leave _____
(time period)

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

In addition, we promise to provide:

In testimony whereof we have subscribed our names this _____ day of 20

_____	_____	_____
_____	_____	_____
_____	_____	_____

Having moderated the congregational meeting which extended the above call for ministerial services, I do certify that the call has been made in all respects 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 of this church. At this congregational meeting on _____, the vote of the congregation was in _____ favor of the candidate and _____ opposed.

(signed) _____
Moderator of meeting

PASTORAL CALL FORMS MEMO

To: Chair, Pastor/Associate/Designated Pastor Nominating Committee

Copies: Clerk of Session, Treasurer, Personnel Committee

From: Stated Clerk's Office

Re: *PASTOR CALL FORMS*

Dear Chair of Nominating Committee:

Enclosed are four copies of the *PASTOR CALL FORM* to be completed prior to the Congregational Meeting at which the congregation acts to call your next Pastor/Associate Pastor. These are legal documents so be sure not to lose them and be sure they are completed and returned to my office in a timely manner. Since most of you will only see such forms once in your lifetime, the following are some guidelines to help you in completing the forms.

> There are four copies of the same form: each must be an original. One will go to pastor, one to the church, one to San Fernando Presbytery, and one to the presbytery where the pastor is a member.

> Someone needs to make sure all required information is filled in prior to the congregational meeting. This includes full name of the pastor, effective date, financial terms approved by the PNC and presbytery and to be approved by the Congregation. Be Sure information asked for on signature page is completed. In addition, any unique wording needs to be included or attached.

> Immediately following the Congregational meeting (and assuming the Congregation votes favorably), the Chair of the PNC must secure all required signatures on all four Pastoral Call Forms.

& This includes Moderator of the meeting, members of the PNC, and the newly called pastor.

Make a copy for your files in case the originals are lost.

> It is the Chair of the PNC's responsibility to mail all four copies to:

Stated Clerk
Presbytery of San Fernando
14225 Roscoe Blvd.
Panorama City, CA 91402

805 551-7520

The Stated Clerk's office will secure the Presbytery of San Fernando signatures and forward to the other Presbytery for their signatures. When returned, two copies will be returned to the church: one for the pastor and one for the permanent files of the

Session. Be certain the Pastoral Call Form is properly filed in a safe location and a copy made for the Session Records Book.

Thank you for your timely cooperation in completing the Pastoral Call Forms, securing signatures, and returning to the Stated Clerk's office. It will greatly facilitate our work in the Presbytery office and speed up the process of finalizing the Call for your new Pastor/Associate Pastor/Designated Pastor.

AUTHORIZATION TO RELEASE INFORMATION

Presbytery of San Fernando, Committee on Ministry

Last Name	First Name	Middle Name
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Current Address	Dates Lived Here
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Addresses for the Past Seven Years: (include street, city, state, zip code) Dates of Residence

Date of Birth Other Names Used (including maiden name) Years Used

Social Security Number Driver's License # State

I do hereby authorize verification of all information in my employment application from all sources of employment, education, motor vehicle, financial history, criminal history, personal character, and worker's compensation records in accordance with ADA, labor and wage records, etc. or any part thereof, and authorize any duly authorized agent of IntelliCorp Records, Inc to obtain, whether the said records are public or private, and including those which may be deemed to be privileged or confidential in nature and I release all persons from liability on account of such disclosures. Information appearing on this Authorization will be used exclusively by IntelliCorp Records, Inc for identification purposes and for the release information which will be considered in determining any suitability for employment. I certify that I have made true, correct, and complete answers and statements on my employment application, any supplements to it and in any interview in the knowledge that they will be relied upon in considering my application for employment. I agree to provide additional information that may be requested to process my employment application. I authorize without reservation, any party or agency contacted by IntelliCorp Records, Inc to furnish the above-mentioned information. This authorization is valid during the course of my employment to the extent permitted by law.

**I hereby do _____ do not _____ authorize you to contact my current employer for Employment and Reference Verifications. (This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or references in the Employment/Reference Section of your application.)

I have the right to make a request to IntelliCorp Records, Inc, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which IntelliCorp Records, Inc has previously furnished within the two year period preceding my request.

I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of employment and my discharge after employment.

Printed Name

Applicant Signature

Date

Creating an Ordination/Installation Commission

In February, 2013 the Presbytery voted that “Administrative Commissions for Ordination and/or Installation shall be made of five (5) people with the following guidelines. The commission shall consist of either 3 teaching elders and 2 ruling elders or 2 teaching elders and 3 ruling elders with the Moderator of the Presbytery or their designee being one of the commission members. At least three congregations of Presbytery shall be represented on the Commission.”

When you have received a call and are preparing for ordination and/or installation you must create your Ordination Commission.

Participation in your Ordination/Installation is not limited to the members of your Commission. You may invite other people to participate if you wish. However, the Commission will be composed of five members. You must first ask the current Presbytery Moderator if they can serve on the Commission. If they can not, they will designate someone else, usually either the Past Moderator or Moderator Elect.

The remaining four must be divided equally between Pastors and Elders. You may ask any Pastor who is a member of the Presbytery to serve on the Commission. However, the Elders who serve on your Commission must be from different churches.

Here is an example of what your Commission could look like:

Moderator (or Designee)

Pastor *from home church*

Pastor *from other church*

Elder *from home church*

Elder *from other church (a different other church than the pastor from another church)*

The list of members for your Ordination Commission should be submitted to Presbytery for approval as described in the COM Manual. If, however, there is no Presbytery meeting scheduled before the date of your ordination, you may submit the list to the Committee on Ministry for approval, and they will report their action at the next meeting of Presbytery.

Remember to plan the service for a time when ministers can attend include an offering to support the work of the Presbytery's Committee on Preparation for Ministry.