

**Presbytery of West Virginia
Process for Calling a Pastor**

	When	What	Who
1.	Once a Pastor Announces Intention to Leave or pastor retiring with notice	Contact Presbytery COM to begin planning for transition	Session
2.		Exit interview with Pastor	Committee on Ministry
3.		Dissolve pastoral relationship and appropriate farewell celebration	Presbytery, COM and Session
4.		Congregational meeting to dissolve pastoral relationship	Session calls Congregational Meeting
5.		Exit Interview with Session	Committee on Ministry
6.	After Pastor leaves	Moderator and Liaison appointed	Committee on Ministry appointee(s)
7.	After pastor leaves	Discern next stage of life and mission before transition by arranging for continued pulpit supply	Session and Committee on Ministry
8.		Discern longer term pastoral options: interim, designated, or to proceed directly to calling a pastor.	Session Presbytery's Liaison
9.		If church opts for Interim, proceed to elect an interim search committee, and prior to the mission study/self-reflection	Session may elect Interim Search Committee Presbytery's Liaison
10.		Session creates a plan/process to conduct a self-reflection or mission study process before preparing a Ministry Discernment Profile	Session Presbytery's Liaison
11.		Financial capability study (present & future) conducted	Session
12.	Self-Reflection/Mission Study	Conducted & following review of discernment/self-study, COM gives permission for a PNC to be elected	Session conducts. Committee on Ministry reviews
13.	Election of Nominating Committee	Odd number of members on Nominating Committee	Session authorizes, Congregation elects
14.	Educating PNC	Session shares mission study/self reflection with PNC. Liaison trains PNC.	Session Presbytery's Liaison
15.	Written Ministry Discernment Profile (MDP)	Prepared by PNC reviewed/approved by Session	Session then Committee on Ministry
16.		Uploaded MDP into PCUSA Church Leadership Connection.	Clerk of Session, PNC Chair, COM Chair accepts

17.	Pastor Discernment Profiles (PDP)	PDP's received from CLC	PNC
18.		PNC training on PDP's	Presbytery's Liaison
19.		Potential candidates selected and contacted for availability	PNC
20.	Potential candidates	Sermons watched/listened to	PNC
21.		References of candidates checked	PNC
22.		Executive Reference check	General Presbyter (PNC may not conduct interviews until clearance is given by General Presbyter)
23.	After clearance by General Presbyter	Further winnowing - virtual interview/conference call	PNC
24.		Face to Face interviews with Candidate(s)	PNC
25.		Preaching – if neutral pulpit if deemed necessary	PNC, General Presbyter to facilitate arrangements.
26.		Decision made on candidate	PNC
27.		Criminal & financial background checks completed	PNC
28.	Extend Call	Agreement reached on terms of call, covenant form filled out	PNC
29.	After candidate, church approve final agreement	Candidate/PNC meets COM concerning match and call	Transitions Committee
30.		Candidate meets concerning membership in Presbytery*	Committee on Ministry
31.	After Committee on Ministry approval	Congregational Meeting to elect pastor	Session
32.	After Congregation election	Commission to Install and Installation	Committee on Ministry appoints in consultation with pastor and Session
33.	After Installation	6-month check-in with pastor and Session	Session and COM Representative

* If candidate is not yet ordained, they will need to meet with Vocations Committee to be examined by presbytery.