

PASTOR SEARCH COMMITTEE PROCEDURES

STEP BY STEP

Stage One

(Always consult appropriate sections of THE BOOK OF ORDER and
THE PROCEDURE MANUAL)

Stage One – Pastor Search Committee (PSC) Formation

- A- The Session calls a congregational meeting for the purpose of electing a Pastoral Search Committee (PSC). Because the PSC is a committee of the congregation, the congregation will approve how many members will serve and who those members will be.
- B- The Ministerial Committee recommends seven (7) members Max. 5 for smaller churches for the PSC. The recommended mix of membership is as follows:
 - 1- Two (2) minimum (preferably three) Active Ruling Elders. Bear in mind when the new Pastor is installed the PSC is dissolved. The new Pastor works with the Session as its Moderator (and possibly in an advisory role with the Diaconate). Because of this integral working relationship, the Session should be adequately represented to seek to determine a quality fit between Session and the new Pastor.
 - 2- One (1) from Board of Deacons (Diaconate)
 - 3- At least three (3) or perhaps four (4) members from the congregation.
- C- The Session should nominate a PSC at the congregational meeting with the opportunity for nominations from the floor.
- D- At the same Session meeting the congregational meeting to elect a PSC is called, the Session begins to fill out the Church Information Form (CIF), with completion at the time of the congregational meeting.
- E- In addition to the CIF the Session will complete a Pastor's Job Description for the PSC. It should be noted that wise Sessions **do not** write an overly detailed Pastor's Job Description but an overall list of expectations with the understanding communicated to the candidates that a more specific description will be worked out later between the Session and the new Pastor. This procedure provides adaptability to changing congregational circumstances, needs and prevents a candidate from simply giving lip-service to a static document.
- F- Stage One is to be completed within thirty (30) days from the previous Pastor's last day of service. If a Pastor is resigning due to age and/or health issues, it is desirable to complete this stage by his official retirement date to save time.

NOTE:

These instructions for Stage One should be sent to the Session as soon as the MC Chairman receives notice of the Pastor's request to dissolve his relationship with the church **or a date of retirement is set.**

(REVISED 9.09)