

**Definitions and Process for PNC's
For Preliminary Contact and Contact Requiring Clearance
Committee on Ministry
The Presbytery of New Covenant**

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Preliminary Contact (Information exchange with no commitment)

Prior to the approval of a candidate by COM, the PNC may

- Telephone the candidate
- Discuss availability
- Conduct a phone interview by most or all of PNC
- Have members of the PNC hear the candidate preach
- Receive audio and video copies of sermons, etc.
- Discuss the CIF, including salary ranges with the candidate

Contact Requiring Clearance (Steps One and Two)

To process further with a particular candidate, clearance must be granted through the Administration Committee of COM:

Step One:

- The Executive/ General Presbyter (or other person in leadership who has complete knowledge of the candidate) will be contacted regarding Clearance
- The PNC, with the assistance of the Coordinator for COM and CPM, will conduct a Background Check on the Candidate

Upon completion of Step One, the PNC may proceed to

- Hear the candidate preach in a neutral pulpit
- Conduct an interview with the candidate
- Discuss the candidate's status in his/ her search
- Negotiate specific terms of call

Step Two:

- Whenever the PNC is nearing the point where it is ready to extend a call, there shall be a conversation involving the candidate, members of the PNC, and representatives from COM.

Upon completion of Step Two, the candidate will be cleared for Examination.

Step One Clearance

When the PNC informs COM that they are ready to proceed further with a candidate, the Administration Committee of COM will conduct a clearance check.

Most often this conversation will be with the Executive/ General Presbyter of the Candidate's Presbytery; however, there are cases in which another individual in leadership would have a more complete knowledge (i.e. the Chair of COE would have better information on a candidate newly certified to receive a call).

All conversations regarding candidates shall be held in confidence, with comments being reported in generalities without attribution and refraining from direct, attributed quotes.

Questions should address most of the following areas:

- Is this person a member in good standing in your presbytery? Are there any "red flags" or charges pending?
- How long have you known the individual and in what capacity? Is there someone with whom I should speak who better might know this person? What type of reputation does his/ her work enjoy?
- Is there anything in this person's background that raises questions about her/ his suitability for ministry?
- What might our presbytery expect from this individual in terms of his/ her participation in the ministry of the larger church? In what capacity has she/ he served your presbytery?
- Offer a brief description of the position/ church that is interested, do you think this person has abilities that would be suitable for such a call?
- Would you describe this person as a "visionary" leader or a "maintenance" pastor?

Upon completion of Clearance Step One, please inform the Chair of Administration and the Coordinator for COM and CPM.

Note: Clearance by the COM in no way is a substitute for the reference check work performed by the PNC. PNC's are encouraged to "do their homework" asking primary references for suggestions for secondary individuals with whom to discuss the candidate.

Step Two Clearance

Whenever the PNC brings in for an interview any candidate in whom there is a serious investment, there shall be a conversation involving the candidate, members of the PNC, and representatives from COM.

The Liaison may be invited to attend and/ or to provide input.

There would be a conversation, usually lasting no more than one hour, in three segments between the following:

- COM and the Liaison
- COM and the candidate
- COM and the PNC
- COM, the liaison, the candidate, and PNC

The dialogue would center upon the following topics:

- What is it in this candidate/ church that leads you to believe this is a call of God?
- What are the “leading indicators” that you think this will be a good “fit” between both parties?
- How do you see yourself/ this person adjusting to this size of church? Living in this particular community?
- In what ways have specific personal issues played into this potential call?

The concluding conversation between all three parties will highlight

- Those areas in which the candidate and PNC obviously are “in sync”
- Those specific areas, if the call goes forward, there might be issues
- Promotion of participation in FastTrac (we can sign you up today!)

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