

**Policy #2 – Pastoral Transition Checklist  
(Pastors, Co-Pastors, Associate Pastors)  
Committee on Ministry – Presbytery of Tampa Bay**

The term “pastor” below also applies to co-pastors and associate pastors. The term “Pastor Nominating Committee (PNC)” also applies to co-pastors and associate pastors.

1. After the Interim Pastor is selected, the congregation’s nominating committee recruits seven to nine church members (broadly representative of the congregation) to be nominated for the Pastor Nominating Committee (PNC). These should be among the most emotionally mature members of the church. Two or three elders currently serving on the session should be nominated to the PNC. The chairperson of the PNC must be able to send and receive emails and use the General Assembly website.
2. The session calls a congregational meeting to elect the PNC.
3. If the session and PNC desire to conduct a mission/ministry study or staff rational study prior to the formal search process, the presbytery will provide a consultant and resources.
4. At the first meeting of the PNC, the executive presbyter and a representative of the COM provide an overview of the search process, discuss the Church Information Form (CIF) and share other resources.
5. The PNC prepares a draft of the CIF (including the job description and compensation package for the new pastor) using a downloaded version from the General Assembly website: go to [www.pcusa.org](http://www.pcusa.org), click on “Ministry and Vocations,” scroll down to “Church Leadership Connection,” click on “Printable PIFs and CIFs,” click on CIF Part I and CIF Part II (use the Microsoft Word format).
6. The PNC submits a copy of the CIF to the COM liaison and session for approval. A copy (in Word format) is emailed to the executive presbyter at [gtyer@pbty.com](mailto:gtyer@pbty.com) as an attachment. This is forwarded to the General Assembly for placement on the national opportunity list.
7. The PNC develops an evaluation procedure for Personal Information Forms (PIF).
8. The PNC receives, reads and evaluates the PIFs.
9. The PNC chooses their top potential candidates, contacts them to inquire of their interest, and checks all their references.
10. The executive presbyter or COM liaison meet with the PNC to develop an interview procedure (face-to-face, telephone, preaching, etc.)
11. The PNC arranges visits by the top candidates to a local “neutral pulpit,” or at the candidate’s church, and the PNC conducts interviews.

12. The PNC selects the top finalist and asks the COM chair and executive presbyter to conduct a background reference check on the finalist.
13. A second interview is arranged with the top finalist. The spouse comes along on this visit.
14. The PNC offers the position to the final candidate, completes Form F-1, and notifies the COM liaison. ***The announcement that the Pastor Nominating Committee has a finalist is NOT reported to the session or congregation until AFTER approval by the Committee on Ministry.***
15. The PNC notifies the presbytery office of the name of the final candidate and Form F-4 is completed, signed by the finalist, and mailed or faxed to the presbytery office.
16. Ordinarily the COM meets with the final candidate at the time of the second visit. This interview usually takes place at a regular monthly meeting of the COM (first Thursday of each month). If circumstances require it, the COM area committee will conduct the interview at a special meeting. If the candidate is not yet ordained, a meeting with the presbytery Committee on Preparation for Ministry (CPM) is also arranged at this time.
17. At least one week prior to meeting with the COM, the following documents must be emailed to the executive presbyter at [gtyer@pbty.com](mailto:gtyer@pbty.com) as an attachment in Word format or WordPerfect format: the final candidate's PIF, a one-page statement of faith, a one-page biographical statement, and Form F-1 (unsigned).
18. The COM (or area committee) examines the final candidate and approves next steps.
19. The PNC asks the session to call a congregational meeting to vote on the final candidate.
20. The congregation votes upon the final candidate and terms of call. Form F-1 is signed by the PNC chair and Clerk of Session, and it is mailed to the presbytery office.
21. The new pastor, the session, and the COM liaison make plans for the Ordination/Installation service (see Policy #9 and Form F-2) to take place within the first three months after the pastor arrives.
22. The service of installation is conducted. The PNC is formally dismissed.
23. The new pastor, session, staff, personnel committee, members of the PNC, and other leaders of the church meet with the executive presbyter for a "Great Expectations" conference which focuses upon expectations, first-year goals, and annual review procedures.
24. The new pastor attends the next "New Beginnings Conference" sponsored by the presbytery which focuses on start-up issues, including a sexual misconduct prevention workshop.