

CHECKLIST & TIMELINE (2018)
FOR THE DESIGNATED PASTOR NOMINATING PROCESS
for El Redentor Presbyterian Church of Oviedo • www.elRedentor.net
revised (07/31/2018)

- 1. Pending congregational action, [the Presbytery's Committee on Ministry \(COM\)](#) approves on [April 5](#) Pastor Mercado's Letter of Request regarding the dissolution of the pastoral relationship on [August 26](#) and the concurrent Designated Pastor route, so that the existing Pastor may stay for nearly three months in the interim. (But the Pastor shall not be involved in the actual selection of the next installed pastor). [All dates are subject to change.](#)
- 2. [COM appoints a COM Liaison](#): [Rev. Karen Estes / \(407\) 443-2881 / karenestes@yahoo.com](#) on [April 5](#).
- 3. [With COM Liaison and/or Stated Clerk present at the Session meeting, the Pastor informs first the Session and then the Congregation of voluntarily leaving on May 31, 2018 \(Thursday at 7:30 p.m. during Session meeting\) and June 1, 2018 \(Friday via letter/email/video/Facebook\), respectively, with the effective dissolution date of resignation on Sunday, August 26, 2018 \(nearly three months\)—through letter, email, video, Facebook, Sunday worship services beginning on June 3 \(where the Rev. Eduardo Pérez will preach\), and at other summer gatherings. Through the Designated Pastor route, the earliest date for the arrival of the new installed pastor shall be a minimum of 30 days after resignation. \(After the search is completed, the congregation may meet to elect its new pastor and establish the date for the Installation Service that shall be conducted by a Presbytery Commission with the concurrence of the new pastor.\)](#)
- 4. Session agrees to approve the creation of a Spanish-specific **Designated Pastor position** on [May 31](#). (A detailed description of the Designated Pastor route shall be explained orally and in writing, as compared to the Interim Pastor path.)
- 5. Session budgets on [May 31](#) and pays on a timely manner any **PNC expenses** for up to \$_____ (which may include interview costs with candidates or moving expenses for the next pastor).
- 6. Session provides COM with the **Year-to-Date Budget** and **3-Year Financial Reports** on the [week of June 4](#).
- 7. [With Stated Clerk and COM Liaison present, Session calls a Special Congregational Meeting on Sunday, June 10 at 1:30 p.m.](#) (after giving reasonable notice in written, social media, and verbal form at least 10 days in advance, including 2 successive Sundays):
 - a. To formally concur with the Pastor's request to **dissolve** the existing pastoral relationship on the effective date of August 26.
 - b. To confirm the Session's action of seeking a **Designated Pastor** for the next installed pastor.
 - c. To receive the Nominating Committee's recommendation, accept nominations from the floor, and elect a representative slate of at least 5 nominees for the Pastor Nominating Committee (**PNC**)—from Session, Deacon, and/or At-Large Members (similar to the procedures for church officers). PNC members must be able to meet regularly during the summer months.

- 8. Stated Clerk and COM Liaison meet and provide orientation training to **PNC** on Sunday, June 10 (after the Special Congregational Meeting with lunch provided). COM Liaison continues to support PNC and provides monthly reports to COM.
- 9. PNC elects Chairperson and Secretary on June 13 and provides **progress reports** to the congregation from time to time (but not about specific names being considered). PNC only reports fully to the congregation, and it is not under the Session's oversight. (The Session may be kept apprised of the PNC's process, but it does not approve or disapprove the PNC's final report.)
- 10. PNC prays and reviews all the completed **Congregational Mission Self-Study** reports of 2017 from June 11 – 26.
- 11. PNC may assess a list of potential "**Interview Questions**" and the "**Evaluation of Pastoral Functions**" (using PESCA-CAD as one model for the Job Description) from June 11 – 26.
- 12. PNC may examine the **denominational manual and videos** "On Calling a Pastor" and any other helpful handouts from Presbytery from June 11 – 26.

<http://oga.pcusa.org/section/mid-council-ministries/clc/revised-calling-pastor/>

http://www.pcusa.org/site_media/media/uploads/clc/pdfs/the_revised_on_calling_a_pastor_manual_march_2015.pdf

http://www.pcusa.org/site_media/media/uploads/clc/pdfs/introduction_to_clc_powerpoint_-_teach_the_teacher_resource.pdf

<https://www.youtube.com/watch?v=6NcmFFrifEo&list=PLSKi4BUL9HnD2y7DMJHcBYEFx7mudfEzQ>

- 13. PNC develops, redacts, and endorses the "Ministry Information Form" (**MIF**) on Wednesday, June 20.
- 14. Session approves the **MIF** on Monday, June 25.
- 15. Session sets **dollar parameters** for new pastoral compensation and assents to a tentative "Terms of Call for a New Call" on Monday, June 25 (using the Presbytery's Excel spreadsheet) for a maximum total of \$_____.
- 16. **COM** approves the **MIF** on Wednesday, June 27. (COM can get this done as timely as possible.)
- 17. PNC enters and posts online the MIF through the denominational website of the **Church Leadership Connection** (CLC) matching system—with the required electronic authorizations from the Clerk of Session and COM Chair by the week of July 2.

<http://oga.pcusa.org/section/mid-council-ministries/clc/ministry-information-form2/>

<https://vimeo.com/140225105>

- 18. Stated Clerk receives self-referrals, reviews “Personal Information Forms” (**PIFs**), checks references and criminal backgrounds, recommends a list of 3–5 finalists, and shares it with the COM Liaison and PNC for consideration and interview. (As the word spreads about the upcoming pastoral vacancy, if the Stated Clerk were to receive and approve self-referrals before going to General Assembly [June 15 – 23] and vacation [June 28 – July 15], he could pass them on to the PNC.)
- 19. With the COM Liaison’s input, PNC prays, examines PIFs, evaluates audio-visual sermons, and **interviews** (via Skype or in person) the pastoral candidates from the designated search list provided by the Stated Clerk.
- 20. PNC makes **one selection**, negotiates the “Terms of Call” with the final candidate, **schedules examination (for theology/fit) by COM**, and informs Session only of the negotiated “Terms of Call.”
- 21. Session calls a special meeting and agrees on the “**Terms of Call for the New Call**” (after the PNC submits its negotiated “Terms of Call”).
- 22. **COM examines** the candidate (via Skype or in person) for Presbytery membership (or examines for fit, if already a member), reviews (for Presbytery’s minimums/benefits) and recommends the signed “Terms of Call” for approval, and presents for examination the candidate to the next meeting of Presbytery (or acts and approves the call, if already a member), pending congregational approval. Members of the PNC may be invited to be present for the examination to provide input for COM’s consideration of fit.
- 23. Pending the Pastor’s departure, COM appoints a member of Presbytery to be the new **Moderator of Session and Congregation**, who shall have voice but no vote in Session meetings, since only installed pastors are members of Session with voice and vote (G-3.0201).
- 24. Pastor explains the “**Separation Ethics Policy**” (as approved and posted online in 2015) and says **goodbye**.
- 25. Until any installed (or temporary) pastoral relationship is in place, Session consults with the COM Liaison or Stated Clerk on remitting **Benefit Plan Vacancy Dues** to the Board of Pensions in the amount of 12% of the Effective Salary of the previous installed Pastor.
- 26. Session creates a rotation schedule for Wednesday’s Bible Studies and Sunday’s Sermons from a Spanish-language list of trained, experienced, and **local preachers** for a calendar period.
- 27. Session creates a rotation schedule for **Lead Pastoral Liturgist** for both Sunday worship services from a list of trained leaders for a calendar period. (For the **Children’s Sermon or Prayer**, church teachers also may be included, coordinated by Wanda López).
- 27. Session may extend an invitation to other dynamic **guest preachers from other denominations**, but none should be potential PC(USA) candidates.

- 28. With more than the minimum 10-day notice, Session notifies the congregation and calls for a **Special Congregational Meeting** to hear the PNC's final report/recommendation, **elect the Designated Pastor**, and approve the agreed upon "Terms of Call" to begin on _____ (but no sooner than the 30-day transition period). (According to the church's Bylaws, "notice shall be given in written and verbal form at least 10 days in advance, which shall include 2 successive Sundays, and the congregation shall seek Presbytery's approval and elect a pastor by secret ballot.") **The candidate may be present or preach, if the COM Liaison concurs. The COM Liaison or Stated Clerk is present and may declare the pulpit vacant until the next pastor arrives shortly.**
- 29. Once the candidate is called by a vote of the congregation, **the Presbytery formally examines and receives the new Designated Pastor into membership (if not already a member), approves the "Terms of Call," and authorizes/appoints an Administrative Commission to install the Designated Pastor for a 2-year term at a special worship service at the church in the near future. (If the candidate is already a member of Presbytery, COM may act and approve the call on behalf of Presbytery without having to wait for the next scheduled Presbytery meeting.)**
- 30. PNC may serve as a **support team** for the Designated Pastor for the first 3–6 months.
- 31. After 2 years, the designated term may be **renewed** (during the last 6 months of the term) for a total of 2 more years. (There are also provisions to **end** the relationship.) Upon the concurrence of the COM, the Designated Pastor, and the Session—acting in place of the Pastor Nominating Committee (PNC) for the single purpose of calling the Designated Pastor as the Pastor—a Congregational Meeting may be held to **elect** the Designated Pastor as the Pastor. With congregational affirmation and **Presbytery approval, the Presbytery appoints another Administrative Commission to install the Designated Pastor as the Pastor for an indefinite period.**