

## Some background:

Second Presbyterian is one church in the Presbytery of Middle Tennessee. We are part of the Presbyterian Church (U.S.A.) bound together by our shared faith in Jesus Christ and our commitment to the Reformed Tradition. The Presbytery of Middle Tennessee is one of thirteen presbyteries in Tennessee, Kentucky, Mississippi and Alabama that make up the Synod of Living Waters.

The Synod of Living Waters is one of 16 synods (a regional governing body) in the U.S.

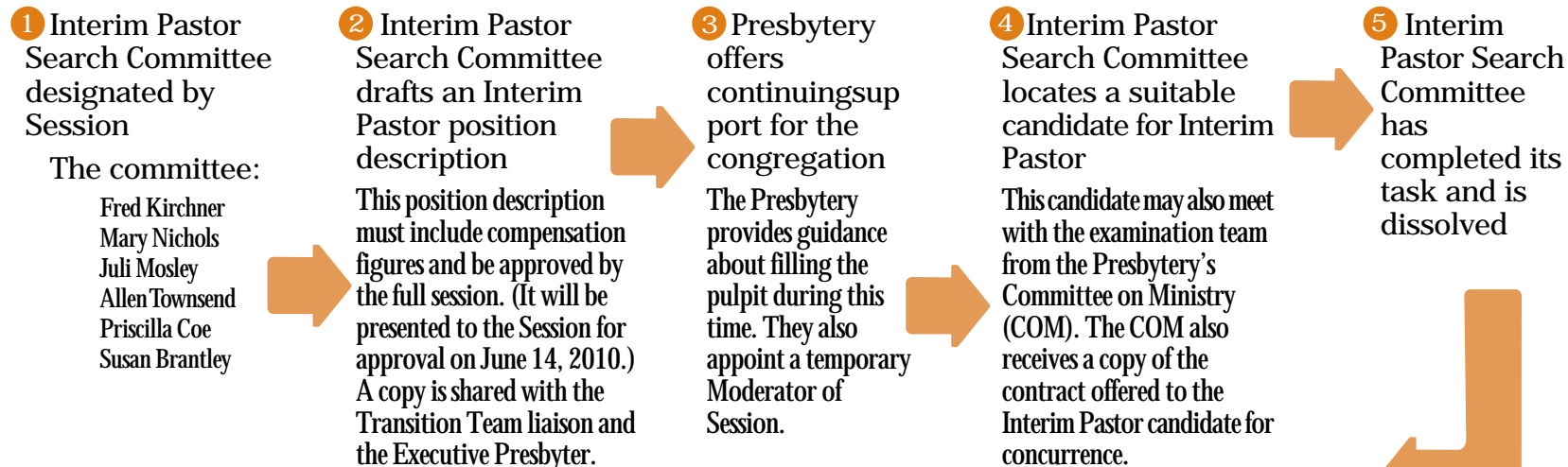
The Presbytery's Committee on Ministry (COM) will have a Transition Team that will work with our church as we go through this process.

# CHOOSING A NEW PASTOR: A FLOWCHART

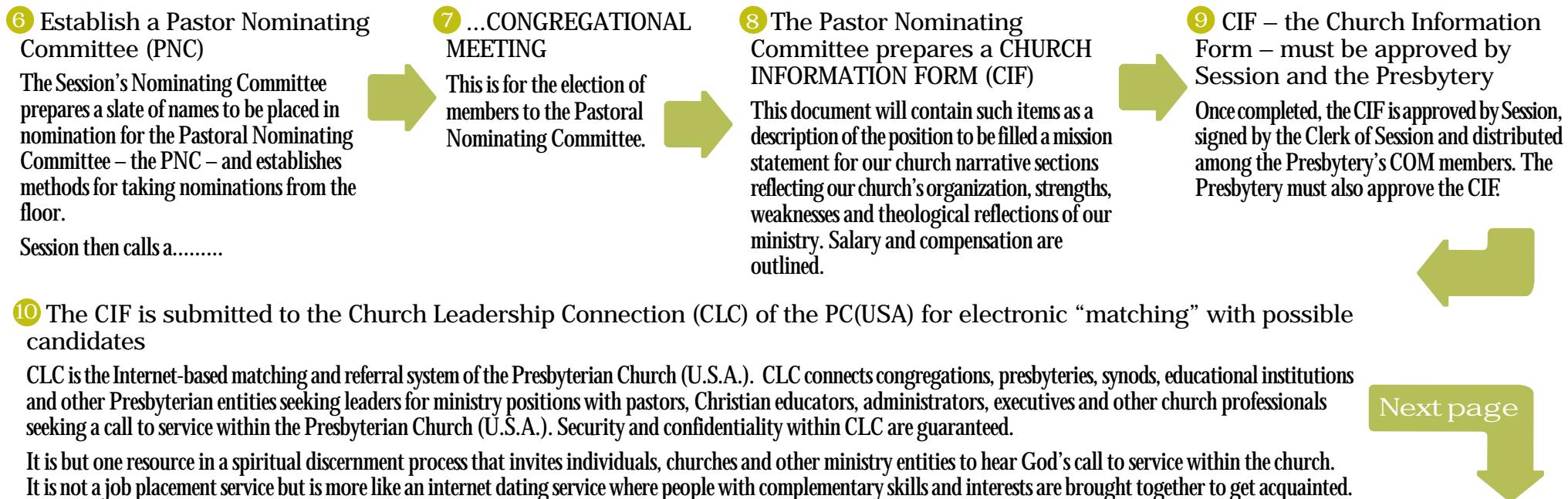
These are the steps Second Presbyterian Church will be going through as we seek a new pastor following the departure of Jim Kitchens in April, 2010.

There is no set amount of time in which each of these steps will occur. Typically, a search will be completed anywhere from 9 months to two years.

## Phase 1: The Interim Pastor search



## Phase 2: Beginning the search



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## Phase 2: CONTINUED.....

### 11 Potential candidates submit Personal Information Forms (PIFs)

These will be received, catalogued and screened by the PNC. This process is necessarily highly confidential. All candidates who self-submit PIFs will be acknowledged.

References will be contacted.

Rejection letters will be issued.



### 12 PNC seeks further information from select potential candidate(s)

If the PNC decides to visit or bring in a candidate, that person's name is first submitted to the COM's Transition Team liaison for clearance. The candidate will receive one of three standard recommendations from the Executive Presbyter or the Moderator of the COM:

1. Proceed to contact candidate
2. Proceed to contact candidate, with the following reservations/suggestions/advice \_\_\_\_\_
3. Do not proceed to contact candidate.



### 13 Interviews are conducted

As Foose explains in his book, "Truly effective pastors are not just 'looking for a good job.' They are seeking a call." Through interviews the PNC will work to determine if candidates have the gifts and skills our congregation needs.



### 14 A "short list" of candidates emerges

This smaller select group – between two and four ideal candidates – will be examined with even greater scrutiny. All candidates will be kept informed as to the progress of the deliberations. These "short-list" candidates may be introduced to our community and will most certainly be interviewed at length. Compensation and terms of call will probably be discussed with these candidates.



### 15 Interviewing of potential candidates begins

Interviews are conducted by the PNC, and eventually one candidate is selected.



## Phase 3: Calling a Pastor

### 16 PNC notifies selected candidate of its desire to extend a call

If the candidate indicates a willingness to accept, the terms of the call are negotiated.



### 17 Candidate accepts call from the PNC

The Committee on Ministry of the Presbytery is notified. If the COM has not already examined our selected nominee, they will need to do so before the nominee is presented to the congregation.

At this point discussions take place involving the terms of call, the effective date of the call, and the schedule for the next steps.



### 18 The nominee is presented to the congregation

The PNC prepares a report to the congregation that will probably detail the process they used in selecting this candidate, a brief biographical sketch of the candidate and perhaps even offer opportunities for personal meetings with the candidate.

The terms of call are revealed. There might be an opportunity for a "candidate sermon."



### 19 Congregational meeting is called

At this meeting voting on the nominated candidate is done by secret ballot.

The PNC is officially dismissed.



### 20 Candidate approved by Congregation

If approved, the Presbytery organizes and conducts the service for installation (or ordination), working with a commission and the congregation.

Session coordinates with the Interim Pastor the timing of his/her departure. OR

Candidate rejected by Congregation

The process begins anew!