

Chapter 5: Candidacy

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Overview

The following are the typical steps to finalizing the call process between the church, the candidate and the Committee on Ministry. The COM Liaison and the PNC will have roles during this process, most of which have already been discussed in the Preface, Flow Chart and Definition of Roles for Pastor Search/Call Process. Additional details for some of these steps is provided in this Chapter.

Pastor Nominating Committee meets with the Session to request a Called Congregational Meeting. If it concurs, Session calls congregational meeting (requires two notices on consecutive Sunday worship services before the meeting.).

Pastor Nominating Committee releases information to the congregation about the candidate.

Pastor Nominating Committee hosts candidating weekend.

Candidate preaches in Sunday morning worship.

Congregation votes to call the candidate.

Four duplicate/originals of the Call Papers are signed by candidate and congregational representatives (usually members of the PNC who are present) and sent to the Committee on Ministry.

Committee on Ministry reviews the call and recommends concurrence.

Call Papers are signed by the Presbytery and processed.

COM votes to approve installation plans and recommends to Presbytery.

Thank COM Liaison and invite them to the Installation.

Candidate begins work.

Candidate contacts the Stated Clerk of the Presbytery to plan installation

Presbytery conducts the Service of Installation.

COM liaison works with Congregation and pastor for follow-up activities including a six-month review described at the end of this Chapter

MEETING BETWEEN THE SESSION AND THE PASTOR NOMINATING COMMITTEE

Be sure the Pastor Nominating Committee discusses the following items with the Session:

Review in summary the search process the committee followed.

Share name and information about the candidate. (It will be helpful if the committee has copies of what it intends to send out to the congregation.)

Share the negotiated proposed terms of call.

The Committee on Ministry Team must review the proposed terms before finalization to ensure Presbytery minimums are met and all approximate compensation is defined as required by the policy "Compensation Policies and Guidelines for Pastors" as found on the Presbytery website. <http://denpres.org/com-policies>. It is strongly urged that the **Terms of Call** (TOC) be developed following the Terms of Call Worksheet contained in Appendix A of this policy.

Propose a MOTION to "call a congregational meeting for Sunday, _____, 200__, at (time) _____, in order to receive a report from the Pastor Nominating Committee".

Share plans for the candidating weekend.

SUGGESTIONS FOR PLANNING A CANDIDATING WEEKEND

Introducing the Candidate

Once the Session has called a congregational meeting, it is appropriate for the Pastor Nominating Committee to release information about the candidate. Often this is accomplished by sending a letter from the committee to the church members. Summarize information from the candidate's Personal Information Form. Quote sections that share one or two of the candidate's viewpoints. Consider including a picture of the candidate (and his/her family). Photos may be taken of the candidate and family during the weekend.

The Candidating Weekend

Plan time for a social gathering with the Session.

Plan time for introductions with the other church staff members.

Plan a time for members of the congregation to meet with the candidate before the congregational meeting such as.

- A potluck with the whole congregation with a prearranged time with questions from the Liaison and answers from the candidate.
- A coffee or tea with members of the congregation dropping by to get acquainted and ask questions.
- Several separate occasions where the candidate offers a brief devotional or meditation followed by refreshments.

Build in personal time for the candidate: look for housing, prepare for worship and a candidating sermon.

Consider hosting a brief reception following the congregational meeting.

Ask the candidate what he/she would like to have included in this weekend.

Note: The "weekend" may begin earlier than Friday, depending on the time needed for the candidate and congregation.

SAMPLE OUTINE OF THE CONGREGATIONAL MEETING TO CALL A PASTOR

Call to Order - Establishment of a quorum

Opening Prayer

Moderator or Clerk: Read the stated purpose of the congregational meeting.

Report from the Pastor Nominating Committee should: Review the work of the committee; review the qualifications of the candidate being presented; review the proposed Terms of Call and effective Beginning Date of service, and review timetable.

Provide copies of the proposed TOC to the congregation prior to the following MOTION:

PNC brings the following MOTION: "We move that _____ be elected pastor (associate pastor) of _____ Presbyterian Church, effective _____, 201__.

Comments from Committee on Ministry Liaison, Presbytery of Denver.

Comments from the Candidate

Questions to the Candidate from the congregation

Question from Moderator: "Are you ready to proceed to the election of a pastor (associate pastor)?"

Candidate and family escorted from the room

Congregational vote (SHOULD BE BY WRITTEN BALLOT)

Appointment of temporary clerks to assist Clerk of Session count ballots

Report of balloting to congregation

MOTION: To approve proposed Terms of Call as printed and distributed. May be an oral vote unless in the Moderator's judgement, the voting is too close and then a written ballot should be used.

Report of the balloting to the congregation.

Report of the balloting to candidate to affirm his/her willingness to accept the call

If the Candidate does not accept the results of the ballot, the Moderator will adjourn the meeting with prayer and recommend that Session, the PNC and candidate meet to

determine next steps.

Candidate returns to the congregation

Congratulations and recognition of newly called Pastor.

MOTION: To authorize the following persons to sign the Call Papers (the Pastor Nominating Committee is often asked to do this; if congregation does so, authorize those present to sign)

MOTION: To dismiss the Pastor Nominating Committee from its duties with thanks.

Note: See recommended follow-up actions and page of this chapter to assist the pastor is adjusting to their new role and to familiarize them with Denver Presbytery

Reading and MOTION to approve minutes of congregational meeting (if this is the practice of this congregation)

MOTION: To adjourn

Closing Prayer and Benediction (may ask candidate)

NOTES ON INSTALLATION

- The Installation Service is a worship service of the Presbytery of Denver. The new pastor has the privilege of planning the Installation Service.
- Information on planning the service may be obtained from the Stated Clerk of the Presbytery.
- The date of the installation needs to be cleared with the Moderator of Presbytery and the Presbytery office calendar as soon as possible.
 - Note: An offering is normally taken during the installation service which is used for the Presbytery's Special Needs Funds that assists pastors in times of unexpected financial distress.
- PNCs frequently help plan a reception following the service.

Recommended Follow-up Actions

For any new pastor in Denver Presbytery, whether it is their first call as a pastor, or transferring in from another Presbytery or just serving in a new congregation, it is important that they receive an extra measure of support. Sometimes becoming adjusted to a new church, new lay leadership and becoming familiar with Presbytery policies and procedures can be challenging, stressful and even intimidating. Even if the new pastor is in a multi-pastor church, the COM liaison should stay in close touch with the new pastor during the first few months. Ways to do this include:

- A courtesy visit to the pastor in their new congregation in the first month.
- A periodic phone call or emails to see if the new pastor has questions about policies, or possible interest in meeting other pastors in churches near their congregation.
- Inviting the pastor to have coffee or lunch to ask how things are going.
- Offering to help the new pastor meet colleagues within the Presbytery. This could be done by inviting the new pastor to attend an Assembly meeting and making an effort to introduce the new pastor to other ministers within the Presbytery.
- If the new pastor is taking his/her first call, it might be very helpful to see if the new pastor might like a person to serve as an advisor or mentor to provide support to the new pastor as they are learning the ways of a new congregation.

- Encourage members of the PNC to meet periodically with the new pastor and/or members of the congregation and Session to obtain feedback or advice on matters within the congregation.
- Providing the names and contact information for other pastors in the new pastor's geographic area.
- Contacting other pastors in the new pastor's geographic area to see if they would make a welcoming contact with the new pastor.
- Inviting the new pastor to meet the liaison at the Presbytery Offices to meet the Presbytery staff.

Six-Month Check-Up For New Pastors

The Committee on Ministry will, at approximately six months following installation for the new past, conduct a review as described in the COM policy found on the Presbytery website <http://denpres.org/com-policies> "New Pastors Interview (six months)"