

**Committee on Ministry  
Liaison Checklist  
Working with a Congregation/PNC**

Name of Church \_\_\_\_\_ City \_\_\_\_\_

Liaisons \_\_\_\_\_

Name of Previous Pastor \_\_\_\_\_

Name of Moderator of Session \_\_\_\_\_

Name of Moderator of PNC \_\_\_\_\_

Other members of the PNC \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Date**      **Task**

\_\_\_\_\_ Conducted exit interview with former pastor

\_\_\_\_\_ Attended congregational meeting to declare pulpit vacant

\_\_\_\_\_ Met with Session to explain the process with them, to encourage them to conduct a mission study, and to discuss the process of seeking temporary pastoral leadership

\_\_\_\_\_ Additional meeting (s) as necessary with Session/Committee

\_\_\_\_\_ Approval of temporary pastoral leadership covenant by COM

\_\_\_\_\_ Additional covenant approvals by COM as necessary

Name \_\_\_\_\_ Date of Covenant \_\_\_\_\_

\_\_\_\_\_ Granted permission for the congregation to elect a PNC

\_\_\_\_\_ Met with PNC to explain the process with them

\_\_\_\_\_ Additional meetings, as needed, with the PNC

\_\_\_\_\_ Approve/Sign off on the MIF by COM liaisons

\_\_\_\_\_ Clerk of Session approves/signs off on MIF

- \_\_\_\_\_ All passwords are given to PNC Moderator and MIF is on-line
- \_\_\_\_\_ General Presbyter conducts first “matching” online for the PNC
- \_\_\_\_\_ PIFs being received by PNC
- \_\_\_\_\_ PNC requests vetting of candidate(s) by General Presbyter
- \_\_\_\_\_ Examination for “fit” or full examination, scheduled with Examinations Subcommittee, and all necessary information communicated with PNC and proposed pastor.
- \_\_\_\_\_ Background Check and receipt of Sexual Misconduct Policy
- \_\_\_\_\_ Full Examination of proposed pastor by Examinations Subcommittee, if not accomplished in previous examination. “Certification of Call” form signed by Moderator of COM. Terms of Call may also be approved in this exam if available.
- \_\_\_\_\_ Terms of call approved, if not approved in examination, (“Pastoral Call Form” to Moderator of COM) by COM.
- \_\_\_\_\_ Names of the Administrative Commission, beginning with the Moderator of the Presbytery, approved by COM, following the verification that all members of the AC have agreed to serve if elected, using the “Administrative Commission Form.”
- \_\_\_\_\_ Date and time of Worship service, and the offering recipient, approved by COM, and recommended to Presbytery.
- \_\_\_\_\_ Effective date of call approved by COM.
- \_\_\_\_\_ “Statement of Faith” by pastor received by COM (sent to presbytery)
- \_\_\_\_\_ Congregational meeting to Call Pastor and Pastor Elected (“Pastoral Call Form” signed by PNC and Moderator; “Certification of Call” form signed by pastor)
- \_\_\_\_\_ Pastor moves to the field
- \_\_\_\_\_ Worship service to Install/Ordain

*approved November 10, 2015  
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