

CHAPTER V

PNC or APNC SEARCHES FOR A NEW PASTOR OR ASSOCIATE PASTOR

A. FIRST PNC or APNC MEETING

The first meeting is moderated by COM liaison who leads an orientation about the search process. At the end of the orientation, the PNC/APNC will elect its own officers. After this meeting, the COM liaison will attend committee meetings as an advisor, not a voting member.

B. COMMITTEE RESPONSIBILITIES

The primary responsibility of the committee is to nominate a candidate to become Pastor or Associate Pastor of the church. You are not responsible to fill the pulpit now or to search for the Interim, if that has not been accomplished.

It is very important that every member of the committee understand that **all matters discussed** shall be absolutely confidential. Do not reveal details, deliberations, names of ministers under consideration or any comments to anyone, inside or outside the church. It is important for family members of persons on the committee to understand the importance of this very strict confidentiality.

C. PREPARE MINISTRIES INFORMATION FORM (MIF)

This document may be obtained online at <http://www.pcusa.org/resource/ministry-information-form/> in Word or PDF format. Download Parts I and II and also the “Skills List” which will be useful in filling out the MIF. Become familiar with Church Leadership Connections (CLC) information on the website as many frequently asked questions are answered there. The CLC home page is <http://oga.pcusa.org/section/mid-council-ministries/clc/> where you can download “On Calling A Pastor,” another helpful resource for this process.

1. Complete the MIF using information in the Congregational study of your church. Pay particular attention to the Skills choices as they are the “primary matching” characteristics used in choosing suitable candidates by the CLC system. Pages 28-33 of “On Calling A Pastor” offers additional instructions.
2. The completed MIF needs Session approval that also includes the approval of the maximum total compensation. The PNC/APNC will use this compensation maximum much later in the final negotiation process.
3. After Session approves the MIF, it is forwarded to Presbytery for approval by COM. Email a copy to StatedClerk@losranchos.org or mail to Stated Clerk, P. O. Box 910, Anaheim, CA 92815-0910.
4. COM or Presbytery assigns a login ID and password to the PNC/APNC.
5. The PNC/APNC enters the MIF on-line; CLC generates an email message to the Clerk of Session and COM requesting their certification of the approvals of the MIF.
6. When all approvals have been certified, the MIF will appear on the Opportunities Search of the PCUSA website <http://oga.pcusa.org/section/mid-council-ministries/clc/>. The first matchings will be appear on the church’s login page as a Referral List.

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D. CONVERSATIONS WITH SESSION ABOUT PASTOR COMPENSATION AND COMMITTEE EXPENSES

1. In submitting the MIF to Session for approval, consider carefully the total compensation package that is appropriate for a Pastor with the skills and experience you are seeking and the cost of living in your community. Research the median salaries in Los Ranchos on the website. In addition to salary and housing, will Social Security offset be offered or some type of deferred income? Conversations with Session also would include assistance with housing such as shared equity in the purchase of a home or capital contribution toward a down payment. Your committee must understand any limits the Session has on these expenditures.
2. Ask Session to set aside at least \$10,000 to \$15,000 for the work of the committee. Most of these expenditures will come near the end of the search, when inviting potential candidates to come for a week-end visit and interview. (Think airfare, hotels, car rental, meals) These funds should be moved to a separate account handled only by PNC members, with a full accounting given to Session after the Pastor is called. The funds do not include moving expenses for the new Pastor.

E. RECEIVING PASTORAL INFORMATION FORMS (PIFs)

1. While waiting to receive the PIFs, the PNC/APNC should discuss and determine how to evaluate the PIFs. Read again the Congregational study and MIF that was submitted to be reminded of the theological orientation, skills, experience, gifts and leadership style that you are searching for. Each member will be reading every PIF on their own time. During a meeting, how will each person share their perspective on each PIF? Remember, it is not unusual for a PNC to receive 200, 300 and more PIFs. Later discussions will become longer. Also determine how to track all the committee decisions.
2. One early communication to the Congregation should provide information on how church members could suggest a person to be considered for Pastor/Associate Pastor. The request should be in writing, with information about the person's qualifications and where they are currently serving. It is important to also communicate to the Congregation that you will NOT be able to report back to them the committee's actions on a name so suggested. Committee members must also not give verbal reports back to church members who have made suggestions.
3. The PNC/APNC will receive names of candidates from many sources beside members of the Congregation. Many PIFs will be "self-referrals" sent to the committee electronically and in the mail, from persons who saw the MIF online.
4. PIFs are prepared by ministers in a standard format, giving basic biographical information, theological view and particular strengths in various aspects of church leadership and life. The PIFs are maintained by Church Leadership Connection (CLC) in the denomination offices in Louisville, KY. This is a service provided by the denomination.
5. CLC does not endorse or recommend ministers to the committee. The responsibility for selection belongs to the committee and Congregation in conjunction with the Committee on Ministry and Presbytery, which must approve the selection.

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F. EVALUATE APPLICANTS

1. By a process of evaluating PIFs, holding telephone interviews, listening/watching sermon recordings, reference checks, visiting personal websites, etc. the list of candidates will be prioritized and a determination will be made as to which candidates will constitute the “short list” or top 2 to 4. Even as the evaluating process becomes more focused, the committee will still be receiving new PIFs to read.
2. During the first contact with a potential candidate who is rising toward the short list, the first question should inquire of their degree of interest in the position. The committee could make arrangements for a phone or SKYPE interview, or even send a list of supplemental questions that will be sent to all who are being considered for the short list. The questions are usually specific to the Congregation. The goal is to use consistent techniques to evaluate candidates to determine who will be invited for a personal visit with the committee.
3. Assign one or more committee members to begin checking primary references and report back to the committee at the next meeting.
4. The committee should decide if it will send a packet of “promotional” materials to the candidates that are interviewed by phone or SKYPE?

G. DEVELOP SHORT LIST

1. Of the finalists, the committee will conduct a thorough, face-to-face interview with them. The Pastor and spouse are invited for a week-end (usually) to visit the area, meet informally with the committee and formally for the interview. Much planning is involved to prepare for this:
 - a. Hotel accommodations
 - b. Planning informal meals or activities for the committee and the potential candidate to get to know each other. All committee members should be present for these important times with the interviewee.
 - c. PNC/APNC must carefully plan in advance the questions to be asked, so that most of the same questions can be asked with each potential candidate who comes for the onsite interview. Read their PIF again to be prepared.
 - d. Consider mailing a packet of information about the church and community well in advance to the person being interview. Think about ways to demonstrate positive aspects of the community and church.
 - e. Ask COM if they want to interview this candidate for membership while the candidate is in town. (COM prefers to interview only the final candidate.)
 - f. Schedule time for a realtor to show housing in the area.
2. Does the committee wish to use a neutral pulpit in Los Ranchos Presbytery to hear your candidate preach? The COM liaison with the help of the Stated Clerk, will give instructions on how to make these arrangements.
3. PNC/APNC is responsible for all transportation costs, housing (preferably a good hotel where they can have “private space”), meals and other costs for this visit. The spouse will not be part of the formal interview time, so think of possible activities for the spouse during the interview.

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Steps F-1 through G-3 will continue to be repeated throughout the process until the committee determines the final candidate. Keep the Congregation posted on the progress, but never mention names.

H. SELECT FINALIST

1. When the committee is seriously considering a particular minister, before she/he is asked or any negotiations have begun, contact COM and the Stated Clerk to request that the clearance check be completed.
2. The Presbytery requires formal police and financial background checks on all potential members of the Presbytery. Candidates need to be made aware of this policy. (The release form is on the next page.)
3. Also, the PNC/APNC and any candidate need to be aware of the Presbytery's procedures regarding whether the minister is unable or unwilling to comply with any of the denominations standards. If the minister has not already signed the release form, it must be done now and sent to the Presbytery office and Stated Clerk.

Instruction for final negotiations begins in the next chapter.



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ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate stand alone Disclosure and certify that I have read and understand it and this authorization. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by the Presbytery of Los Ranchos at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **IntelliCorp Records, Inc., 3000 Auburn Drive, Suite 410, Beachwood, Ohio 44122; Tel. No. 1.888.946.8355; www.intellicorp.net**.

I do _____do not_____ authorize you to contact, through IntelliCorp Records, Inc., *my current* employer for Employment and Reference Verifications. (*Checking “I do” will authorize inquiries to the Human Resources Department and to any listed supervisors.*)

I also consent to have any legally required notices sent electronically.

I do_____do not_____ wish to have a copy of the completed report emailed to me.

Printed Name

Signature

Date

Parent or Legal Guardian Signature
(for searches conducted on minors under
the age of 18)

Date



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PERSONAL DATA

Last Name First Name Middle Name

Current Street Address Dates Lived Here

City, State, Zip

Date of Birth Other Names Used (including maiden name) Years Used

Social Security Number Driver's License # DL State

Email address (may be used for official correspondence)

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent.

However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before

extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

Federal Trade Commission Headquarters
600 Pennsylvania Avenue, NW
Washington, DC 20580

| TYPE OF BUSINESS: | CONTACT: |
|--|---|
| <p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p> | <p>. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p> |
| <p>2. To the extent not included in item 1 above:</p> <p>. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p> | <p>. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p> |
| <p>3. Air carriers</p> | <p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p> |
| <p>4. Creditors Subject to the Surface Transportation Board</p> | <p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p> |
| <p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p> | <p>Nearest Packers and Stockyards Administration area supervisor</p> |
| <p>6. Small Business Investment Companies</p> | <p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p> |
| <p>7. Brokers and Dealers</p> | <p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p> |
| <p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p> | <p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p> |
| <p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p> | <p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p> |