



How do we call, provisionally call (for candidates for ministry) or appoint (including DLMs) a new minister?



...also see "Community of Faith handbook Seeking New Call or Appointment"

Sept 2016 – v 2

Steps	Ministry Personnel	Community of Faith / CoF (Pastoral Charge)	Presbytery	Conference
1.	The incumbent minister gives notice and initiates a change in pastoral relationship. (TC 410 CHG form is used) OR	The CoF initiates a change in pastoral relationship. (TC 410 ST form is used) OR	The Presbytery initiates a change in pastoral relationship. (TC 410 ST form is used)	
2.		CoF prepares/reviews the Ministry and Mission Profile, creates a position description(s), ensures all required policies are in place, makes sure enrolled in ADP, M&P Committee is in place and, names an interview team (CoF uses TC 425 forms). If there is a manse use the Manse PR 436 MI form.		
3.			Presbytery reviews the documents and declares a vacancy.	
4.				Conference Settlement and Pastoral Relations Committee appoints a Settlement Liaison who trains the interview team.
5.		Interview team advertises by placing the required documents on-line.		
6.		Interview Team discusses eligibility, bias, prejudice and discrimination.		



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7.		Interview team matches CoF profile with ministry personnel skills, gifts and passion profiles. Short lists for interviews.		
8.		First interviews: selects 1 or 2 for second interview.		
9.		Interview team performs reference checks and final confirmation of eligibility of the chosen ministry personnel with, Conference Personnel Minister.		
10. Steps 10-13 in the CoF Handbook Seeking a New Call or Appointment		Second interview is for negotiating the terms of the pastoral relationship. A TC 435 RC , TC 435a PRC or TC 433 AP form is filled out and an electronic copy is sent to the Conference office.		
11.		Notice is given for a meeting of the COF (The Manual B.5.4 p. 58)		
12. (step 15 in the CoF Handbook Seeking a New Call or Appointment)		A meeting of the COF is held. Paper work is signed by appropriate parties.		Settlement Liaison chairs the meeting of the COF.



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13.		Original paperwork is sent to the Conference Office.		
14.				Settlement and Pastoral Relations Committee considers the request
15.				Settlement and Pastoral Relations Committee communicates the decision to all parties.
16.		CoF prepares for arrival of new minister.		
17.	New minister is part of the covenanting service.	CoF is part of covenanting service.	Presbytery is part of covenanting service.	Settlement Liaison initiates, coordinates and ensures a covenanting service takes place (for appointment if it is for six months or more)