

April 27, 2021

LEGEND																			
====X	Completed on or ahead of schedule	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March
====0	Completed behind schedule																		
?????????	Tentative Schedule																		
?????? T	Tentative Target Date																		
I. Organize for the Work																			
1	Transfer from Ministry Support Committee	=X																	
2	Define on-going roles and select individuals for roles	=====	===X																
3	Set up processes to maintain open lines of communication with the Congregation	====X																	
4	Establish and publish confidentiality commitment	====X																	
5	Establish processes and decision-making rules	====X																	
6	Begin soliciting prayer support	====X																	
7	Establish Ground Rules/Principles	=====	====X																
8	Establish Contact With Church Leadership & Presbytery	====X																	
9	Develop "Project Timeline"	=====	=====	=====	===X														
10	Develop A Congregational Communication Strategy	=====	=====X																
11	Develop A Prayer Strategy	=====X																	
II. Lay the Groundwork																			
12	Regularly Communicate with Congregation	=====	=====	=====	=====	=====	=====	=====	=====	??????????	??????????	??????????	??????????	??????????	??????????	??????????	??????????	??????????	??????????
13	Gather input from the Congregation	=====	=====	=====	===X														
14	Church-wide survey		====	===X															
15	70+Listening Sessions		=====	=====	===X														
16	Gather input from the Session		====	=====X															
17	Gather input from the Staff		====	=====X															
18	Gather input from the Pastors			====X															
19	Develop a description of the church		=====	=====	=====X														
20	Develop a position description of the role				=====	=====X													
21	Develop a description of the ideal candidate		=====	=====	=====	=====X													

22	Complete the PCA Church Profile Form					=====X														
23	Complete the PCA Desired Pastoral Profile Form					=====X														
24	Prepare A Candidate Questionnaire			=====	=====			=====0												
III. Collect Names of Prospective Candidates																				
25	Assess Interest Among Current Pastors					===X														
26	Compile list of External Candidates (using Congregational recommendations, PCA Stated Clerk, PCA Yearbook, Consultant, Presbytery, Seminaries, Word of Mouth)					=====	=====	=====	????????????	???????? T										
27	Evaluate External Prospect Eligibility:						=====	=====	????????????	???????? T										
28	Examine credentials to verify eligibility to serve						=====	=====	????????????	???????? T										
29	Review Ministerial Data Forms, Resumes, printed materials						=====	=====	????????????	???????? T										
IV. Narrow to 4 - 6 Final Candidates																				
30	Use input from Congregation, Session, And Staff to identify reasonable Candidates							=====	????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	???????????? T
31	Develop evaluation metrics							=====X												
32	Develop communication protocols							=====X												
33	Form teams to evaluate each candidate							=====X												
34	Create candidate tracking system and begin compiling documentation							=====X												
35	Refine final interview guide								????????????	T										
36	Introductory communication to all reasonable candidates								????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	???????????? T
37	Listen to representative sermons								????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	???????????? T
38	Review supplemental materials (articles, blogs, church website, etc.)								????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	???????????? T
39	Make discreet inquiries to vet candidates								????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	???????????? T
40	Obtain references and conduct conversations								????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	???????????? T
41	Obtain potential candidates' answers to supplemental questions if applicable								????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	????????????	???????????? T

61	Gather and evaluate all feedback regarding the visit																	?????????? T
62	Final PSC vote whether to recommend or not recommend																	?????????? T
63	If "yes", conduct congregational meeting. If no, return to step III or VI.																	?????????? T
VIII. Finalize the Call																		
64	Notify Candidate of congregational decision																	?????????? T
65	Appoint Commission to prosecute the call with the Presbytery																	?????????? T
66	Send candidate packet of helpful information																	?????????? T
67	Work with the Presbytery and the Session to finalize the call																	?????????? T
68	Communicate the call to the candidate																	?????????? T
69	Notify Clerk of the Presbytery to schedule examination																	?????????? T
70	Place the Call																	?????????? T
IX. Wrap Up																		
71	Inform and Thank All Parties																	?????????? T