

# CALL PROCESS CHECKLIST

- 1) Contact the COM to notify the end of a pastoral relationship to begin planning for the transition. (Session and COM)
- 2) Dissolution of pastoral relationship. (COM and Presbytery)
- 3) Discern the next stage of the life and mission of the church before a transition of Call Process. (Session and COM)
- 4) Mission Study Plan. (Session)
- 5) Assess the financial capability of the congregation for the present and future. (Session and COM)
- 6) Plan with COM criteria for the new call process (position name, salary, employment type, job description, and mission statement. (Session)
- 7) Authorize a congregational meeting to elect a PNC. (Session)
- 8) Election of a PNC representative of the whole congregation. (Congregation)
- 9) Session representative shares the agreements on the criteria for the new Call Process with the PNC.
- 10) Understand the responsibilities and guidelines of the presbytery. (PNC and Presbytery)
- 11) PNC prepares the MDP for COM review.
- 12) COM invites Clerk of Session to access CLC system.
- 13) PNC submits the MDP to the CLC system.
- 14) Clerk of Session and COM approve the MDP.
- 15) Review and receive PDP matches and referrals.
- 16) Discuss with the presbytery any reference and background check.
- 17) Select a Nominee. (PNC)
- 18) Extend a Call.
- 19) Negotiate terms of Call.
- 20) Approval of the terms of Call.
- 21) Report that PNC is ready to present a nominee for a Call to the session.
- 22) Approve to call a congregational meeting to elect the pastor. (Session)
- 23) PNC presents the nominee to the congregation.
- 24) Congregation votes. (If congregation votes “No”, go back to step 15)
- 25) Sign the call. (PNC and COM)

*This work is possible thanks to your [per capita](#) contributions.*

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