

## Expectations of the Pastor Nominating Committee (PNC)

The Pastor Nominating Committee is a committee of the congregation, elected by the congregation at a congregational meeting called for this purpose. The PNC should be a balanced committee, representative of the diversity of the Woods congregation. Its important work requires a major commitment of time and involvement of all of its 9 members; those serving on a PNC can expect that there will be weekly meetings with few exceptions for possibly up to a year (occasionally longer), in addition to responsibilities to be carried out between meetings.

The work of the PNC is divided into two primary phases: the development of the Church Information Form (CIF) and the search for a pastor nominee to bring before the congregation for election. The liaisons from Presbytery's Committee on Ministry will work closely with the PNC on both of these phases.

The CIF is the document that informs prospective minister candidates about the Woods congregation, using both statistical and narrative sections; the narrative parts need to be developed by the PNC based upon the outcomes of the extensive Envisioning Process we are completing at Woods. The CIF must be approved by both Session and the Presbytery's Committee on Ministry or its liaisons to Woods.

Once the CIF is so approved, the PNC submits it to the Church Leadership Connection, our denomination's website for "advertising" pastoral positions and matching possible candidates with opportunities. The PNC then enters the 2<sup>nd</sup> phase of its work, the pastoral search, a process that involves the disciplines of organization, strict confidentiality, and group discernment. The Presbytery of Baltimore will provide training and has specific guidance for PNC's as they begin this aspect of their work. This will entail the evaluating of PIF's (Personal Information Forms, i.e., pastoral dossiers), narrowing of possible candidates, interviewing and eventually selection of the one candidate to present to the congregation for election. This process of identifying the right pastor candidate for Woods will likely involve some weekend or Sunday travel by members of the PNC to interview and hear potential candidates leading worship and preaching in their congregations. The Committee on Ministry liaisons regularly attend PNC meetings to provide oversight and guidance. The Interim Pastor does not participate in the search process.

After a pastor is called by the congregation, the PNC then plays a role in welcoming, supporting, and encouraging the new pastor as he or she begins service at Woods.

# Candidate Questionnaire for submission to the Woods Nominating Committee

## Pastoral Nominating Committee

Thank you very much for taking the time to fill out this questionnaire, and for offering your support of this critical work for the future of our church.

The 2010 Woods Nominating Committee

Your name: \_\_\_\_\_

- 1) Would you be willing, if asked, to have your name placed in nomination for the Pastor Nominating Committee (PNC), and to make the considerable time commitment required, as described in the “Expectations of the PNC” document?
- 2) If willing to serve, are you further willing to work on developing the Church Information Form (CIF) and then searching for a new Senior Pastor and Head of Staff *on the basis of the outcome of the envisioning process we will complete in late March?*
- 3) Please tell us when you joined Woods Church, describe your faith journey and your primary areas of involvement in the church.
- 4) Please tell us why you want to be on the Pastoral Nominating Committee, and why you believe you are a good candidate.
- 5) Please add any additional information you would like the Woods Nominating Committee to know while considering your nomination.