

**PRESBYTERY OF THE PEAKS
OUTLINE OF PROCESS FOR EXTENDING A CALL**

1. The PNC chair (or co-chairs) presents the call and terms of call to the candidate using the salary range identified on the MIF. Often there is negotiation on the salary as well as the distribution for housing allowance (if a manse is not provided) with the candidate. If the PNC wishes to offer a base salary beyond the maximum amount on the MIF the PNC needs to go to the Session at a called or stated meeting to gain approval for the base salary amount to be offered to the candidate.
2. It is customary, though not required, that once the call has been issued to the candidate (usually by a personal phone call), the candidate is given a week to discern and respond to the call.
3. Once the call has been accepted and the salary has been negotiated with the candidate and PNC the chair of the PNC completes the Terms of Call form found on page 13 or 14 (depending on whether housing is provided with a manse or if the pastor is providing their own housing) of the Presbytery of the Peaks current MINIMUM FINANCIAL TERMS OF CALL for PASTORS, CO-PASTORS, AND ASSOCIATE PASTORS and CERTIFIED CHRISTIAN EDUCATORS.
4. The accepted and approved terms of call are sent to the PNC COM liaison, and the Presbytery of the Peaks office along with any other information about the call not listed on the Terms of Call form.
5. The PNC's MIF, Candidate's PIF, Terms of Call, and COM liaison interview report with the candidate is presented at the next meeting of the Committee on Ministry by the COM by liaison (please note: COM meets on the second Thursday of every month and it is expected that this information is sent into the Presbytery Office ten {10} days in advance of the meeting). If all is in order and acceptable the COM will approve the call between the PNC and candidate.
6. When the call has been accepted by the candidate the Presbytery staff will work with the PNC Chair and candidate on a timeline for examination by the candidate by the Presbytery's Examination Committee, the calling of a congregational meeting by the Session, examination of the candidate at the next meeting of Presbytery, and an anticipated start date.
7. Once the call has been approved by the Committee on Ministry the candidate will meet in person with the Presbytery's Examinations Committee at its next meeting. A week prior to the Examination Committee meeting the candidate submits a one page theological "Statement of Faith" and autobiography statement of the candidate's "Faith Journey." The Committee examines the candidate on theology and practice of ministry. The Examinations Committee normally meets on the third (3rd) Wednesday of the month at 9:30 am at either Peace PC in Roanoke or Bedford PC in Bedford. It is the PNC's responsibility to cover the travel expenses for this meeting. This trip is often combined with an opportunity for the candidate to explore housing options with the PNC if a manse is not provided.
8. Once the candidate has successfully completed the examination by the Examinations Committee the PNC Chair requests the Moderator and Clerk of Session to call a congregational meeting to act upon

the request to approve the call and terms of call to the candidate and to make recommendations to the Presbytery. There must be a two-week notice given to the congregation for the called meeting. If the candidate is an ordained Teaching Elder the Committee on Ministry can give permission for the candidate to begin service in the Presbytery and with the congregation any time after the approval of the call and terms of call by the congregation. If the candidate is a first call candidate and not ordained the candidate may not begin service until after preaching a sermon and examination at the next meeting of Presbytery.

9. The candidate appears at the next meeting of Presbytery for examination and if not yet ordained preaches a brief sermon.
10. Presbytery staff works with PNC chair, Session, and candidate and for beginning of service date and for his/her Ordination/Installation Service.
11. The Session is encouraged to name the PNC as a support team to meet regularly with the new pastor during the first year of ministry in the congregation to provide unofficial feedback, guidance, listening, and prayer.
12. A Pastor Colleague Advisor is assigned by the Committee on Ministry.
13. The Teaching Elder attends the next POP orientation for new Pastors in Presbytery
14. The COM Liaison meets with new pastor/session 2-3 months after ordination/installation to check in on the Teaching Elder's transition into ministry in the Presbytery and makes a report to the next meeting of the Committee on Ministry.

Presbytery of the Peaks Contact Information

office@peakspresbytery.org or 1-888-557-3257