

# PASTOR NOMINATING COMMITTEE PROCESS

The section outlines the role of the Pastor Nominating Committee (PNC) and provides ways to find and onboard your new pastor.

PNC

## STEP 1 | FIRST MEETING OF THE PASTOR NOMINATING COMMITTEE (PNC)

The chairperson should call the first meeting of the committee and offer up a basic agenda. Time should be spent praying together and learning about one another. ECO's [Pastoral Search Assistance](#) resource provides time to accomplish this important aspect of building a solid team through our leadership characteristics and attributes assessment called ProScan.

In your first meeting, your PNC will want to answer the following questions:

As your PNC forms, please contact your Presbytery MPT or the liaison they have provided to keep the presbytery informed of your progress. The MPT will need to approve your church profile before you post it on [ECO's Job board](#).

Finally, it is essential that your committee studies and becomes experts on your Church Profile. If you have a Mission Study Team, you will want to meet with them and hear everything that they learned through their process. If you do not have a Mission Study Team, then proceed to Step 2 and meet with your session.

1. When and how often will you meet?
2. What role will each committee member have (chair, secretary, communications, at-large, etc.)?
3. Will you use ECO's [Pastoral Search Assistance](#) tool?
4. How often will you communicate your progress to the session and congregation?
5. What is your timeline? Settle on a goal for when you would like to call your next pastor. Each church's situation is different, so this will depend on whether or not you have a Transitional Pastor and whether or not you are embarking on a succession plan.
  - a. Once you settle on your timeline, communicate this to the congregation both verbally and on your website. Make sure to mention that this is simply a goal, not necessarily exact dates.
  - b. You can use the [Sample PNC Timeline](#) as a reference or you can adopt it as your own.
6. Who will be in charge of making sure the church website is up to date? You will want to put a "Pastor Search" button on your website that includes
7. Include a newly created email address for the PNC. Remember, communication is key throughout this entire process.