

STEP 4 | NARROWING DOWN THE OPTIONS

During this step you will compare your thoughts and notes. The types of things to consider at this time may include: Which candidates have the best average rating? Are there any candidates that a PNC member is strongly against?

We ask this question now because a PNC member may have valid reasons to dismiss a candidate that were overlooked by other members of the PNC. On the other hand, we do not suggest that you mention candidates that are your favorites at this time. There is still so much to discern, and committee members should not feel pressure towards certain candidates before more information is gathered.

Depending on the number of candidates remaining, you will want to choose your top 25%. That means if you had 24 candidates initially apply, then you will keep the top six candidates. However, if you have fewer candidates, you may want to consider keeping the top three regardless of the percentage. Those candidates with whom you do not want to continue the process should be emailed immediately, thanking them for their interest and letting them know that you will not be considering them for the position “at this time.” We believe that this phrase is important because in some instances (albeit rarely) you might want to circle back to a candidate later down the line.

For the remaining candidates, contact them to schedule phone interviews and/or ask them follow-up questions via email. If you schedule phone interviews, we highly recommend that all members of the PNC participate whenever possible. [Here is a link](#) to suggestions for these initial interviews.



Additionally, at this point it is helpful and appropriate to disclose the salary range ([click here to see a sample terms of call](#)). Be sure to check with your presbytery to make sure that you are meeting the minimum terms-of-call requirements.



Ask remaining candidates if they wish to continue based on what they know about your church and about their own situations. Now would be a good time to update your session, staff, and congregation on where the PNC is the pastoral search process.