

## *Small Church Residency Program*

Growing Leaders, Growing Churches

FOR SUCH A TIME AS THIS

## TIPS FOR PASTOR NOMINATING COMMITTEES

### Timeline

The **Small Church Residency Program** accepts churches and residents into the program year round. However, we only have the orientation and training gatherings twice a year—in early February and late August. While the new resident does not already have to be in place by the training event, s/he should have accepted the call at least a month before the gathering to allow time for registration and travel arrangements.

Here are the latest possible dates for the search process based on the time of the gatherings. Congregations and presbyteries would be well served to complete these steps earlier than the dates listed:

#### February Gathering:

- Oct. 1: MIF is online and active in the CLC system
- Mid-Dec.: Committee extends a call
- First week in Jan.: Candidate accepts call

#### August Gathering:

- Apr. 30: MIF is online and active in the CLC system
- Early Jul.: Committee extends call
- Last week in Jul.: Candidate accepts call

## Preparing your Ministry Information Form (MIF)

Having an attractive, well-written MIF will help your church be able to call a strong candidate for ministry. Here are a few suggestions to make your MIF the best it can be:

1. Go to <https://clc.pcusa.org/asp/OpportunitySearch.aspx> click on the position titles “Solo Pastor” and “Solo Pastor: For Such a Time as This Pastoral Resident” and read several of them. This will give you a sense of what makes a stronger MIF and what doesn’t.
2. The program emphasizes increased community engagement for congregations and beginning new ministries. Lift up these things in the content of your MIF. Even if you aren’t sure yet how your church will do these things, make it clear that these are priorities.
3. Make use of our program’s MIF Editor! At no cost to you, our office provides someone who will edit your MIF draft into a final version that reads smoothly and clearly. She can also input it into the CLC system for you. The program will pay for up to four hours of her time, sufficient for most congregations. Our MIF editor is Eva Stimson and you may contact her at: [eva.stimson@gmail.com](mailto:eva.stimson@gmail.com)

## Supplemental Questions & Recommendation Forms for Candidates

When candidates submit their PIFs for the **Small Church Residency Program**, our office sends them a page of supplementary questions and a recommendation form. The questions on these forms are geared specifically to this program and will give you extra information on the candidates. Ask the candidates for their supplementary questions and contact me at [residency@pcusa.org](mailto:residency@pcusa.org) to receive the recommendation forms on the candidates you are considering. These forms are voluntary for the candidates so they may not have completed them when you first ask, but if they haven’t already, they will do so per your request. I have found that those candidates who strongly desire to serve as a resident complete them upon my initial request.