

TRANSFER OF STANDING CHECKLIST & INTERVIEW FACESHEET

Name: _____ Date: _____

TOS From: _____ New Call (If applicable: _____

Verification of membership in a local PNC church _____

Reception and Review of Ministerial File _____

* 3- or 4-Way Covenant (can be done after TOS complete)

* A copy of the Letter of Call, position description, and contract or salary and benefits package.

* = *Can be done after TOS is complete.*

A Committee on Ministry **may not complete a transfer of standing** while an Ordained Minister is:

- under a Fitness Review; serving a program of growth as a condition of a Fitness Review that resulted in censure; serving a suspension of standing.
- An Ordained Minister who has resigned their standing or whose standing has been terminated may not request a transfer of standing.
- Ecclesial statuses (such as Member in Discernment and Privilege of Call) do not transfer.

Interview scheduled for _____

Local church rep(s) at interview: _____

Action _____

STANDING INTERVIEW PROCESS

The Minister meets with the COM (Sub Com). During the meeting:

- extend Extravagant Welcome to them
- Hear their story
- Acknowledge they come in “Good Standing”
- Review the requirements to maintain good Standing in the PNC
 - Annual Meeting is required. It is the last weekend in April
 - Boundary Training is due triennially – when is their’ s due?
 - AIR – what it is and when it will be due – every January
- Introduce some ways to serve the Conference (committees etc.)
- Inform them that the COM will vote to approve their TOS during the meeting today so it can be read into the minutes. Then the Executive Administrator will complete the TOS in the National Data Hub as well as contacting the sending Conference/ Assoc.

If they have not already submitted a Covenant be sure they have the templates they need.