

ADMITTING MINISTERS OF OTHER DENOMINATIONS INTO NCP MEMBERSHIP *
National Capital Presbytery – Committee on Ministry
Congregational Transitions Commission

Approved by CTC, 5/7/15; last updated, 11/29/15

As a PNC proceeds through the usual process of calling a Pastor or Associate Pastor, the expectation is that the candidates will be members of the PC(USA) or ready to receive a call in the PC(USA). Occasionally, in unusual situations (particularly with respect to immigrant fellowships and non-English-speaking Presbyterian churches), a candidate will not be a pastor with membership in the PC(USA). When this situation occurs, the following procedure applies once it becomes apparent to the PNC that the candidate is not a member of the PCUSA. ***The candidate may not be interviewed until Step 2.3 below is completed.***

If the candidate does not wish to transfer membership into the PC(USA), he/she may be given approval to labor within the bounds and is hired by Session, but is not called and installed. See the May 2014 Advisory Opinion from the PC(USA) on *Receiving Ministers of Other Denominations* (<http://oga.pcusa.org/media/uploads/oga/pdf/advisory-opinion14.pdf>) on this topic for details.

Step	Responsible Party
1.0 Presbytery is notified of a PNC's interest in interviewing and considering a pastor who is a member of another denomination.	
1.1 Co-Chairs of Congregational Transitions Commission (CTC) are notified.	Search Committee Chair & COM Administrator
1.2 Co-Chair of CTC or COM liaison contacts the Search Committee Chair regarding the process for securing NCP membership for this pastor. The NCP policy regarding Admitting into NCP Membership Ministers of Other Denominations is shared with the Search Committee.	CTC Co-Chair or COM liaison
1.3 If the Search Committee wishes to proceed, they send to the CTC Co-Chair and the COM Administrator a copy of the pastor's resume.	Search Committee Chair

CDC = Church Development Commission **CPN** = Commission on Preparation for Ministry **CTC** = Congregational Transitions Commission **COM** = Committee on Ministry **NCP** = National Capital Presbytery **PCUSA** = Presbyterian Church (USA) **PNC** = Pastor Nominating Committee **OGA** = Office of the General Assembly

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2.0 COM Congregational Transitions Commission determines status of Pastor.	
2.1 The determination is made as to whether the pastor is a member of a denomination that is covered under the “formula of agreement;” these pastors have dual standing while they are serving a PC(USA) congregation and do not have to join the PC(USA). They are treated as though they are PC(USA) members, and this procedure does not apply. The Search Committee is notified to this effect, and the call/hiring process proceeds as it would for PC(USA) pastors.	CTC Co-Chair
2.2 If the pastor is a member of a denomination that is not covered under the “formula of agreement,” the following determinations are made: <ul style="list-style-type: none"> • The pastor must have been ordained at least 5 years. • The pastor must meet the constitutional conditions as listed in G-2.0607. In the case of an immigrant minister, if our strategy for mission within that immigrant fellowship or congregation requires it, the minister may be received under G-2.0505a(1) before educational criteria are satisfied. • The General Presbyter or the Stated Clerk will then check with the applicant’s judicatory to certify that he/she is a member in good standing and to assess their suitability for parish ministry. 	General Presbyter & Stated Clerk
2.3 If the requirements in 2.2 are met, the Search Committee is notified that they have permission to interview the candidate and to proceed with considering this pastor as a final candidate.	COM Administrator
3.0 The PNC continues the regular search process (see “Calling a Pastor or Associate Pastor” procedure), and if the PNC selects the non-PCUSA Pastor/AP as its final candidate, the candidate has a preliminary examination.	PNC
3.1 The PNC Chair notifies the COM Administrator that the candidate is ready to be approved by Presbytery.	PNC Chair

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3.2 The candidate submits to the COM Administrator a copy of his/her Statement of Faith, a PIF and a resume.	Pastor
3.3 The date for the Preliminary Examination is negotiated with the pastor. The COM Administrator distributes to the Examination Team the documents provided by the pastor.	COM Administrator
3.4 The Preliminary Examination occurs to assess basic theological and collegial fit.	Examination Team
3.5 The Examining Team chair notifies the COM Administrator the results of the examination, who then notifies the PNC Chair and the Pastor.	Examination Team Chair & COM Administrator
4.0 If the examination is sustained, the Commission on Preparation for Ministry guides the pastor through the process of becoming certified ready to receive a call.	
4.1 The Commission on Preparation for Ministry is asked to do the following: <ul style="list-style-type: none"> • to see to the administration of the standard psychological exams administered to all inquirer/candidates for ministry, or some other appropriate assessment, determined by the CPM, in consultation with the COM (costs will be shared by the applicant, congregation, COM and CDC, if applicable); • to facilitate the applicant’s registration for the quarterly national administration of all 5 ordination exams (see G-2.0607) (exams may be repeated up to 3 times; accommodations will be made for language and/or cultural barriers); • to conduct a “final assessment” examination in the ordinary manner. CPM and COM may determine that under circumstances the CPM final assessment and the COM formal examination (Step 5.0 below) may be combined. Following this step the applicant is “certified ready” to receive a call.	COM Administrator
5.0 The candidate is examined by Presbytery and approved for membership pending the action of the congregational meeting. [It is possible, under certain circumstances, for the constitutional conditions (except for the standard ordination exam) to be waived. See the GA	Examination Team

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Advisory Opinion for details.]	
6.0 The usual process for “Calling a Pastor or Associate Pastor” is now followed, starting at Step 7.0 of that procedure.	
7.0 The candidate, upon enrollment, furnishes evidence of having surrendered membership in any and all other Christian churches with which he/she was previously associated.	Pastor

** COM Administrator and CTC Co-Chairs need to be copied on all the email correspondence.*

Authority:

Book of Order and General Assembly Advisory Opinions: G-2.0503 (Categories of Membership), G-2.0504 (Pastoral Relationships), G-2.0505 (Ministers from Other Denominations), G-2.0607 (Preparation for Ministry), G-2.08 (Call and Installation), G-3.0303 (Relations with Sessions), G-3.0307 (The Presbytery: Pastor, Counselor, and Advisor to Teaching Elders and Congregations; General Assembly Advisory Opinion: Receiving Ministers of Other Denominations, May 2014

NCP Policies: A Handbook for Pastor Nomination Committees and Sessions of Churches Seeking Pastors; and A Handbook for PNC Liaisons); Pastoral Categories Policy; EEO/AA Policy and Supplement (NCP); Background Check Policy; Terms of Call Packet and Policy for PNCs; Compensation and Personnel Policies for Pastors; Code of Ethics for Clergy and Other Church Professionals; Policy on Examination Process; Sexual Misconduct Policy; Administrative Leave Policy; Examination Policy; Policy to Receive Ministers from Other Denominations; Policy on Laboring Within and Without the Bounds.

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