

Examination and Reception into Trinity Presbytery

I. General Guidelines

Guiding Principles and Goals: It is the policy of Trinity Presbytery to require that ministers wishing to become members of our Presbytery, to labor inside the bounds of our Presbytery, or to be ordained by our Presbytery be held to a high standard of preparation and screening. The goal of these policies is to call all teaching elders to holy living and diligent preparation for their task, and to further the peace, unity and purity of Trinity Presbytery and the PC(USA). Familiarity with and compliance with the Transition Checklist is the responsibility of all parties. The COM Examination Sub-Committee will provide all persons wishing to become members of Trinity Presbytery with a copy of the Examination and Reception into Trinity Presbytery policy prior to their examination.

II. Educational Requirements

- A. Ordinarily ministers or candidates seeking to become members of Trinity Presbytery will have a Masters of Divinity degree from a PC(USA) Theological Seminary or a denominational seminary of a church in full communion with the PC(USA). (see Appendices B & C in *The Book of Order*)
- B. In the event that a minister or candidate's M.Div. degree is not from a PC(USA) seminary (or equivalent as defined above), the minister or candidate may make a request for an exception to the examining committee of Committee on Ministry. To be considered for an exception ordinarily requires passing grades on all areas of the PC(USA) ordination exams or qualification under the terms of G-2.0505 (for ministers from other bodies/denominations).

III. Trinity Presbytery Committee On Ministry Pastoral Transition Checklist (Transition Checklist)

- A. In the case of dissolution of a pastoral relationship, the Committee on Ministry (COM) will appoint a liaison for the Session. The departing minister arranges a meeting between The Session and COM Liaison, which is scheduled to occur after the minister's departure date. The purpose of this meeting is to train the Session in the transition process, to review the *Policy for Pastors and Churches Concluding a Pastoral Relationship*, and to provide assistance in securing interim pastoral leadership.
_____ Date Completed
- B. The General Presbyter (or someone designated by the General Presbyter) should be asked to fill the pulpit on the Sunday after the pastor leaves in order to declare the pulpit vacant, to share with the congregation the process involved in the pastor search process and to explain the partnership in this process between the Presbytery and the congregation.
_____ Date Completed
- C. The Session notifies COM Liaison or General Presbyter of the plans to form a Pastor Nominating Committee (PNC).
_____ Date Completed

- D. The COM approves having the Session call a congregational meeting for the purpose of electing a PNC and appoints a COM Liaison where this has not already been done.
 _____ Date Completed
- E. Congregation elects PNC
 _____ Date Completed
- F. General Presbyter and COM Liaison meet with the PNC at its first meeting to instruct the Committee in the process for calling a new pastor. The Liaison continues to assist the PNC throughout the process.
 _____ Date Completed
- G. The PNC should ordinarily conduct a congregation-wide event to discern the mission and future directions for the church, using leadership and resources suggested by the COM.
 _____ Date Completed
- H. PNC completes the Ministry Information Form (MIF), with assistance from the COM Liaison, in light of the data gathered by the PNC. The purpose of the MIF is to describe the church so that a prospective pastor can clearly understand the church. The MIF is completed online by the PNC using a login ID and Password provided by Presbytery Staff who will also provide technical assistance. Instructions may be found at www.pcusa.org/clc.
 _____ Date Completed
- I. The Session approves the MIF, position description, Terms of Call, and has the Clerk of Session sign it.
 _____ Date Completed
- J. The COM approves the MIF, and Terms of Call.
 _____ Date Completed
- K. Upon approval of the MIF by the Session and COM, “matches” with Personal Information Forms (PIF’s) of prospective pastors will be made by presbytery staff. While the PNC should be open to suggested names from a variety of sources, initial clearance for consideration of all candidates shall be secured through the presbytery office. Any referrals sent directly to the PNC should be forwarded to the presbytery office/General Presbyter for clearance. While this clearance must be received **before** the PNC makes initial contact with the pastor, it **does not** mean that prospective pastors have been screened thoroughly. The PNC should appraise the COM Liaison of its progress and initial conversations with prospective pastors.
 _____ Date Completed
- L. After studying PIFs, checking personal references, listening to sermons, holding telephone/conference calls or video conference interview, visiting and hearing candidates in their own pulpits when possible, etc., the PNC should select a priority list of three to five persons. When the PNC has created this priority list, the General Presbyter shall be contacted to perform an Executive Check with the staff of the candidate’s current presbytery, before inviting the candidate for a local interview.
 _____ Date Completed

M. The General Presbyter informs the PNC Chairperson and the COM Liaison which candidates passed or failed the Executive Check.
_____ Date Completed

N. The PNC continues the call process with those candidates passing the Executive Check.
_____ Date Completed

O. Trinity Presbytery requires the PNC to review both a Statement of Faith and a Faith Journey Statement that meets the requirements of sections IV and V of this policy from each candidate that is considered. In the case of an Associate Teaching Elder Search – the Senior Teaching Elder must give written approval of the candidate’s Statement of Faith and Faith Journey Statement to the chairperson of the PNC and the COM Liaison before that candidate may be listed as a finalist for the position.
_____ Date Completed

P. PNC informs COM Liaison of finalists and forwards all documentation to the Liaison
_____ Date Completed

Q. The PNC will invite the Liaison to meet candidates who come for a local interview. The COM Liaison will help the PNC design an interview process to enable the PNC to get to know each candidate in a uniform way. Included in this design will be an introduction to the church and community.
_____ Date Completed

R. If, as a part of this interview, the PNC decides that they want to continue the process with that candidate, the candidate shall be asked to sign the Background Check Consent Form [attached]. The PNC is required to conduct the following background checks:

1. SSN Verification and Address History Trace
 2. National Criminal Database Check
 3. National Sexual Offenders Registry Check (and depending on the state of residency, an additional county-wide search may be necessary)
 4. Social Media and Google Search
 5. A Motor Vehicle Records Search
 6. Employment or Education Verification (optional)
- _____ Date Completed

S. Reference Checks (see attached Reference Check Form) and these Background Checks must be completed and their completion certified by the General Presbyter before a call is extended to a candidate. Candidates for service refusing to submit to these references and background checks must write a letter to the COM explaining their reasons and asking for an exemption. If an exemption is granted, then the COM must communicate this exemption in writing to the candidate, the chair of the PNC, and to the Presbytery at the time of their reception.
_____ Date Completed

T. After a call is extended and accepted, the Chairperson of the PNC forwards the PIF, Statement of Faith , Faith Journey, results of Reference and Background Checks, and agreed upon

Terms of Call to the General Presbyter and COM Liaison. Candidates for Ordained Ministry are also required to submit:

1. A letter from the Presbytery of Care certifying them ready to receive a call.
2. Certified transcripts of seminary work
3. The PC(USA) Ordination Exam Papers
4. The results and written verification of the Psychological Exams conducted by the Presbytery of Care.

_____ Date Completed

U. Terms of Call will be examined and approved by the Presbytery Stated Clerk and COM.

_____ Date Completed

V. The Examinations Sub-Committee schedules a meeting for the examination for Ordination and/or Installation of the Candidate. At this meeting, the COM Liaison will ensure that the Sub-Committee receives all documents listed in #T at least 72 hours prior to the examination of the candidate. The Sub-Committee will ensure that the Candidate has access to both this policy and the Standards of Ethical Conduct for Ordained Officers in the Presbyterian Church (USA) at least 72 hours prior to the examination.

_____ Date Completed

W. The Examinations Sub-Committee examines and approves the Candidate and accompanying documents, and verifies that reference checks and background checks have been completed.

_____ Date Completed

X. Upon approval, the Candidate receives installation forms which are to be completed and returned to the Presbytery Office as soon as possible.

_____ Date Completed

Y. The Examinations Sub-Committee presents its recommendation and ALL supporting documents (listed in # T) to the entire COM for consideration.

_____ Date Completed

Z. The COM notifies the PNC of approval or disapproval of the candidate. After approval by the entire COM, the candidate is free to begin making arrangements to move onto the field (for example – making arrangements to purchase or rent housing, applying for housing loans or arranging for movers).

_____ Date Completed

AA. After the COM approves a pastor/candidate, the Session is free to call a congregational meeting to hear and to act upon the recommendation of the PNC.

_____ Date Completed

BB. The PNC writes letters informing candidates who are no longer being considered, so that each candidate will know his/her status with the Committee.

_____ Date Completed

CC. COM presents candidate to Trinity Presbytery for approval and, pending an affirmative vote, the candidate is enrolled as a member of Trinity Presbytery. Plans for ordination and/or installation are approved by the Presbytery at this same meeting. After approval by Trinity Presbytery, the candidate is free to move onto the field of their new ministry.

_____ Date Completed

DD. COM recruits a mentor for the new member of Presbytery.

_____ Date Completed

IV. Guidelines For Writing A Statement Of Faith

- A. The Statement of Faith required in preparation for Trinity Presbytery membership examination is to reflect what the candidate believes about each of the topics listed below. The process of writing this statement will involve wrestling with these key theological issues and expressing personal beliefs in a lucid manner. If quotations from sources are included, they must be cited in footnotes.
- B. The Statement of Faith will address the listed tenets and may include other concepts that the candidate considers necessary. The Statement of Faith may be up to two pages in length.
1. Triune God (include statements describing your understanding of the three persons of the Trinity – Father, Son and Holy Spirit)
 2. God as creator of all things and God’s relationship to creation and humanity in its fallen state.
 3. The person and work of Jesus Christ including an understanding of the incarnation, atonement, resurrection, and ascension.
 4. The Holy Spirit and the Spirit’s relationship to justification and sanctification and the empowerment of the Church.
 5. The Church and Her mission, including the role of the sacraments
 6. Scripture, its origin, use, authority and interpretation for you personally and for the Church.

V. Guidelines For Writing A Journey Of Faith Statement

- A. The Journey of Faith document required for Trinity Presbytery membership examination is to include at least the following biographical information in narrative format:
1. Family of origin and current family composition.
 2. History of education including names of institutions and degrees earned.
 3. Experiences and individuals that provided turning points in the discovery of your faith and call.
 - a) Meaningful experiences as a member or pastor of specific churches.
 - b) Meaningful mission and service experiences.
 4. Development of the sense of call to service as a “teaching elder”. What is your current sense of call in the next step in your journey?
- B. The Journey of Faith Statement should not exceed one page.

VI. Guidelines For Examination Discussion

Trinity Presbytery desires the process of examining ministers and candidates to be collegial. The Presbytery hopes that the examination will be an occasion for substantive theological conversation among minister or candidate and the members of the Examination Sub-Committee that will reveal the faith commitments and theological depth and breadth of those who seek admission to membership in the Presbytery.

Toward that end, the Committee on Ministry has prepared the following list of topics about which a minister or candidate seeking admission to Trinity Presbytery should be prepared to share in theological conversation. This list is intended to stimulate the thinking of a minister or candidate in preparation for his or her conversation with the commission. Not all the questions listed below will be asked in any given conversation, and other questions related to these but not listed here may be asked and addressed.

A. Area One: Christian Faith and Spiritual Practice

1. Spirituality

- a) What do you understand “spirituality” to mean?
- b) What regular spiritual practices do you follow? Why?
- c) How would you go about nurturing spiritual discipline in the life of others? Of a congregation?

2. Faith and Life

- a) Our God is a relational God. Tell us how your relationship with God has affected, guided and disciplined your relationships with family, friends and significant others.
- b) How do you see your faith impacting your business dealings?
- c) How do you see your faith impacting your political beliefs?
- d) How do you see your faith impacting your decision-making process?

3. Faith Commitments

- a) Who is Jesus Christ for you?
- b) What does it mean to you, practically speaking, to “trust in Jesus Christ as your Savior, acknowledge him Lord of all and head of the church, and through him believe in one God, Father, Son and Holy Spirit?” (Book of Order W – 4.4003a)
- c) As you think about your life of faith, can you identify places or moments in which you were then or are now aware of the movement of God's Spirit or the working of God's grace?

B. Area Two: Reformed Theology

1. “Essential Tenets” of Reformed Theology

- a) Our constitutional questions ask us to “sincerely receive and adopt the essential tenets of the Reformed Faith as expressed in the confessions of our church as authentic and reliable expositions of what Scripture leads us to believe and do.” (Book of Order W – 4.4003c). What distinctive elements of the reformed faith would you describe as “essential” and how do they impact your life and ministry?
- b) What do you think is/are the unique contributions of the Reformed tradition to Christian faith and life?
- c) What use do you make of the Book of Confessions in the life of the church?

2. Scripture
 - a) Our constitutional questions for ordination describe the Scripture as “by the Holy Spirit, the unique and authoritative witness to Jesus Christ and God’s word to us” (Book of Order W – 4. 4003b). What does this mean to you as you think about the place of Scripture in the life of faith? In the life of the church?
 3. Christology
 - a) Who is Jesus, as you understand him?
 - b) Of the many titles the New Testament uses for Jesus, which of the following or others do you find most illuminating and helpful and expressing your understanding of Jesus: Christ, Messiah, Lord, Son of God, Son of Man, High Priest, Lamb of God, Good Shepherd, Way/Truth/Life?
 4. Atonement
 - a) What do you understand to be the meaning of the death of Jesus?
 - b) Throughout the history of the Christian faith, there have been many ways of modeling or describing the atoning work of Jesus Christ. What ways of describing the atonement are most illuminative and meaningful for you, and why?
 5. Sin and Salvation
 - a) What do you understand sin to be?
 - b) We sometimes speak of sin as an individual phenomenon, and at other times as communal or corporate. How do you understand these terms, and what impact do they have on the way we think about the saving work of Jesus Christ?
 6. Theological Anthropology
 - a) What do you understand the biblical account to mean in this description of human beings as created in the image of God (Genesis 1:27)
 - b) What does it mean to you that human beings are created male and female Genesis 1:27? What does it mean to you when Adam exclaims, after the creation of Eve, “This at last is bone of my bones and flesh of my flesh”? (Genesis 2.23) What is the place of sexuality in your understanding of God’s good creation?
 7. Proclamation of the Word
 - a) What is preaching, as you understand it?
 - b) How do you prepare to preach, including your work with the text, your understanding about the congregation, etc.?
 - c) Are there favorite themes to which you return most often in your preaching? What are they, and why are they significant to you?
- C. Area Three: Sacramental Theology and Practice
1. General Matters
 - a) What is the place of the sacraments and worship (in terms of both your theology of worship and the placement in the order of the service)?
 - b) What is your practice regarding the participation of elders and deacons, if appropriate, in the administration of the sacraments? Why?
 2. Baptism
 - a) As you understand the sacrament, what happens in baptism?

- b) What scriptural models of baptism (circumcision, ritual cleansing, dying and rising, etc.) are most illuminative and meaningful for you?
- c) In your ministerial practice, how do you handle requests of relatives to baptize a child whose parents are not members of the church you serve as pastor?
- d) How do you handle requests for private baptisms? How do you counsel individuals who make such a request?

3. The Lord's Supper

- a) How do you understand the liturgical language of the body and blood of Christ in light of your sacramental theology?

D. Area Four: Church Polity

1. Relationship to Presbytery

- a) What expectations do you have in upholding your accountability to presbytery?
- b) What expectations do you have regarding support from presbytery?
- c) What expectations do you have regarding participation in presbytery?
- d) What expectations do you have regarding resources from presbytery?

2. Historic Principles of Order (Book of Order G – 1.0300)

- a) The Book of Order lists eight historical principles of church order in G – 1.0300. How important are these principles in your understanding of our church polity?
- b) How do you see them at work in the life of the church?

3. Government and Discipline

- a) Do you affirm that you will be “governed by our church’s polity” and “abide by its discipline”? (Book of Order W – 4.4003e)
- b) If you can so affirm, what does that affirmation mean to you, especially in those cases in which your conscience leads you to disagree with our church’s polity and discipline?

E. Area Five: Standards of Ethical Conduct

Candidates will be given a copy of “Life Together in a Community of Faith: Standards of Ethical Conduct for Ordained officers in the Presbyterian Church (U.S.A.)” [Published by the Office of the GA; copyright 2004] prior to the examination and asked the following question: As the standard to which both Ruling and Teaching Elders are held in Trinity Presbytery, are there any areas of this Ethical Standard with which you may need help and counsel, or any areas to which you object?

F. Area Six: Suitability of Call

- 1. What were the specific challenges you faced in your more recent call and how did you address them?
- 2. What is your sense of the goals, visions, and needs the church or work to which you are being called?
- 3. How do you see your skills, gifts, interests, and abilities in light of those goals and needs?
- 4. What areas of professional development and/or continuing education do you think are most important for you and your first few years in this call?

G. Concluding Questions

1. Is there anything in our discussion and questions or your answers that you feel we should explore in further detail?
2. Are there any issues, problems, or challenges that you face in your ministry that have not been mentioned in our discussion for which we might offer counsel and advice in your coming ministry?

VII. Schedule for Examinations Committee

The Subcommittee on Examinations shall meet prior to meetings of the entire Committee on Ministry. Persons seeking membership into Trinity Presbytery shall have all papers to the moderator of the Examination Sub-Committee in electronic form 72 hours prior to the meeting.

VIII. Resources for Reference and Background Checks

A. Access to Background Checks

1. Confidentiality – The results of any individual’s reference checks and background checks are to be kept strictly confidential. The Presbytery Staff person who conducts the background checks is required to review the application/permission forms, confirm the completion of the background checks, communicate the results of the background checks to the General Presbyter and the PNC/Search Committee Chair, and file the results and related papers in a locked and confidential location on the property of Trinity Presbytery.

If information of a cautionary nature is revealed through a background or reference check:

- a) The person conducting the check shall note this fact in writing to the General Presbyter.
- b) The General Presbyter shall consider this information in consultation with the Chair of the PNC/Search Committee (or with the Chair of the COM in the case of an At-Large or Retired Minister Applicant). These persons shall decide on a course of action. The decision must be documented in writing, dated, and placed with the results of the background checks in the Teaching Elder’s file. Exercising discretion and balancing the need for confidentiality and accountability, the General Presbyter and Chair of the PNC/Search Committee (or the Chair of the COM) may choose not to disclose details to the entire COM, but to make their report in generalities. In their recommendation to COM, those reviewing the results of the background check may choose from the following actions:
 - i) Recommend that COM vote to accept the candidate for membership unconditionally;
 - ii) Recommend that COM vote to accept the candidate for membership with clearly defined restrictions; or
 - iii) Recommend that COM vote to deny membership in Trinity Presbytery
- c) COM shall communicate their decision to the candidate in writing, but has authority to determine how or whether to communicate this information to Presbytery as a whole – balancing confidentiality with the Presbytery’s desire for transparency.

- d) The results of all background checks shall be filed in a locked and confidential location at the Presbytery Office and kept until that Teaching Elder is no longer a member of Trinity Presbytery. When the Teaching Elder is no longer a member of Trinity Presbytery, all papers related to this process shall be destroyed by Presbytery Staff.
2. Vendor Access and Required Checks:
 - a) The COM requires that background checks be conducted on every Teaching Elder seeking to become a member of Trinity Presbytery and that those background checks be conducted through the Presbytery Office. Teaching Elders seeking membership in our Presbytery must give written permission for the Presbytery to conduct the following background checks:
 - i) SSN Verification and Address History Trace
 - ii) National Criminal Database Search
 - iii) National Sex Offender Registry Search (and depending on the state of residency, an additional county-wide search may be necessary)
 - iv) A Motor Vehicle Records Search
 - b) Search Committees may – for an additional cost – also choose to add other types of searches – such as an Employment or Education Verification Search.
 3. The costs of these background checks are to be paid by the body requesting Presbytery’s approval of the candidate for membership.
 4. Permission Forms: A Permission Form that will provide essential information and give written consent for the background checks to be conducted is attached and/or may be obtained from the Presbytery Office Staff. Written proof of completed checks is required for COM approval.
 5. Exceptions to these requirements are governed by Section III - S of this policy
- B. Reference Check Form (see Attached)

IX. Process For Reference And Background Checks

- A. Teaching Elders with a call to a congregation or Institution (including temporary relationships such as Interims and Designated pastors), and Teaching Elders seeking to be At-Large or Honorably Retired members of Trinity Presbytery.
 1. Teaching Elders and PNCs/Search Committees are required to follow The Transition Checklist. (III in this Policy)
 2. Reference Checks
 - a) Reference Checks (to include references behind the references) and Social Media/Google Checks are to be conducted by the PNC or Search Committee and confirmed by the COM Liaison and the Examination Sub-Committee.
 - b) The Presbytery Reference/Executive Check is to be conducted by Presbytery Staff and communicated in writing to both the Search Committee/PNC Chair and the COM Liaison.

3. Background Checks
 - a) Background checks are to be conducted by the Presbytery Staff. Results of these background checks are forwarded to both the General Presbyter and Chair of the PNC with care given to observe confidentiality. (See Section VI-A above) The PNC/Search Committee will pay all associated costs.
 - i) SSN Verification and Address History Trace
 - ii) National Criminal Database Search
 - iii) National Sexual Offenders Registry Check (and depending on the state of residency, an additional county-wide search may be necessary)
 - iv) A Motor Vehicle Records Search
 - v) Employment or Education Verification (optional)
 - b) Successful completion of the face-to-face examination by a sub-committee of COM and a sustained examination on the floor of Trinity Presbytery is required before a vote may be taken by the Presbytery to allow a Teaching Elder to become a member in good standing of Trinity Presbytery.

B. Candidates for Ordination

1. Candidates seeking to be ordained and received as members of Trinity Presbytery and the PNC/Search Committee requesting the examination are required to follow The Transition Checklist. (See Section III in this policy)
2. In addition to the information required of Teaching Elders who are already ordained, Candidates for Ministry must also forward the following information to the PNC/Search Committee. The Chair of the PNC/Search Committee must give this information to the Chair of the COM Examinations Sub-Committee at least 72 hours prior to the examination. Documents b, c and d will be returned to the Candidate at the conclusion of the COM Sub-Committee Examination.
 - a) Letter from Presbytery of Care certifying that the Candidate is ready to receive a call.
 - b) Certified transcripts of both seminary and college work
 - c) Their PC(USA) Ordination Exam papers
 - d) Results and written verification of the Psychological Exams conducted by the Presbytery of Care.
3. Reference Checks
 - a) Reference Checks (to include references behind the references) and Social Media/Google Checks are to be conducted by the PNC or Search Committee and confirmed by the COM Liaison and the Examination Sub-Committee.
 - b) The Presbytery Reference/Executive Check is to be conducted by Presbytery Staff and communicated in writing to both the Search Committee/PNC Chair and the COM Liaison.
4. Background Checks

Background checks are to be conducted by the Presbytery Staff. Results of these background checks are forwarded to both the General Presbyter and Chair of the PNC with care given to observe confidentiality. (See Section VI-A above) The PNC/Search Committee will pay all associated costs.

 - a) SSN Verification and Address History Trace

- b) National Criminal Database Search
 - c) National Sexual Offenders Registry Check (and depending on the state of residency, an additional county-wide search may be necessary)
 - d) A Motor Vehicle Records Search
 - e) Employment or Education Verification (optional)
5. Successful completion of the face-to-face examination by a sub-committee of COM and a sustained examination on the floor of Trinity Presbytery is required before a vote may be taken by the Presbytery to allow a Candidate for Ordained Ministry to become a member in good standing of Trinity Presbytery.

C. Teaching Elders requesting to transfer from another Christian denomination

1. Ordained ministers from a Church in full communion with the PC(USA) who are seeking to become members of Trinity Presbytery are subject to the same requirements as above (Section VII - 1).
2. Ordinarily ordained ministers from other Christian Bodies must pass the PC(USA) ordination exams as a part of their preparation to be received into the PC(USA). After these exams are completed, candidates are subject to the same requirements as above (Section VII - 1).
3. Exceptions to these requirements may be granted through the processes described in *The Book of Order* G-2.0505 and G-2.0610. In no case shall an exception be given to the Polity Ordination Exam or reference and background checks required of all Teaching Elder members of Trinity Presbytery.
4. In the case of immigrant candidates the COM has both the responsibility and the flexibility to ensure that these reference and background checks are completed as thoroughly as possible given the international nature of the task.
5. Successful completion of the face-to-face examination by a sub-committee of COM and a sustained examination on the floor of Trinity Presbytery is required before a vote may be taken by the Presbytery to allow a Teaching Elder to become a member in good standing of Trinity Presbytery.

**TRINITY PRESBYTERY COMMITTEE ON MINISTRY
TEACHING ELDER BACKGROUND CHECK CONSENT FORM**

I, _____ (applicant's complete name), hereby authorize Trinity Presbytery and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information, which may be material to my qualifications as a volunteer or for employment now, and if applicable, during the tenure of my volunteering or employment with Trinity Presbytery.

I release Trinity Presbytery and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name, and all information is true and correct to the best of my knowledge.

_____ Full Name (Printed)

_____ Maiden name or other names used

_____ Present street address _____ How long?

_____ City, State, Zip

_____ Former street address _____ How long?

_____ City, State, Zip

_____ Date of Birth _____ Social Security # _____ Driver's license # _____ State of license

_____ Signature _____ Date

REQUESTOR'S NAME AND PHONE: _____

FOR OFFICE USE ONLY	
Checks conducted (initial and date):	Payment received: \$_____
_____ SSN Verification and Address History	_____ Cash: _____ Check
_____ National Criminal Database Check	
_____ National Sexual Offenders Registry Check	
_____ Motor Vehicle Records Search	Results of Background Checks given to:
_____ Employment Verification (optional)	_____ General Presbyter
_____ Education Verification (optional)	_____ Requestor
_____ Other:	

**TRINITY PRESBYTERY COMMITTEE ON MINISTRY
REFERENCE CHECK FORM**

Candidate's Name _____

PNC Member _____

Date Reference Check was completed: _____

(Introduce Self)

I am (name) _____ representing the PNC of (church name)
_____ in (city) _____

We are searching for a _____ whose responsibilities would include

We are considering _____ for this position and s/he has given your name as a reference. I'd like to spend a few moments talking to you about your perceptions of his/her gifts, talents, and suitability for such a position. Is this a convenient time for you to talk? (When may I call back?) _____

(Questions)

1. How long have you known _____? _____

2. In what capacity have you known _____? _____

3. If you were on a search committee at your church looking to call someone to a position such as ours, why would you want to call _____?

4. If you were on a search committee are there any reasons that would make you hesitate to call _____ to such a position? _____

5. Please give me some specific examples of actions that you think would uniquely qualify _____ for our position. _____

6. What is an area that will prove challenging for _____?

7. Is there an area that might prove challenging for us with _____?

8. How would you describe _____'s ability to work with lay volunteers? With professional staff? _____

9. How would you describe _____'s leadership style?

10. Have you had occasion to see how _____ handles conflict?

11. Recalling that _____ are the important components of our position, on a scale of 1 to 5 how would you rate _____ in relation to this position? Why?
(1-excellent match, 5-no match)

12. What other comments or information about _____ would be helpful for our committee to know?

13. Are there other persons that you could suggest we talk with concerning _____ ?
Would you spell their names for me? Do you have phone numbers for them?

14. Can you give us a one-word description of _____?

Thank you very much for your time.