

## **Clearance Interview Process**

When a minister seeks membership in the Presbytery of Baltimore at least three members of the Committee on Ministry interview him or her. As part of that interview, several documents will be presented to the candidate, who will be expected to fill them out before leaving the interview. The interview team may also ask to meet with representatives of the Pastor Nominating Committee and, if possible, the Presbytery Executive will meet with the candidate.

- All clergy coming into the Presbytery must be interviewed, including specialized clergy, interims, and retired clergy.
- All clergy accepting new calls must be interviewed, whether or not they are already members of Baltimore Presbytery

### **Interview teams**

- Western Team – Western Maryland, Mid Maryland, and Southwestern Baltimore City & County
- Northern Team – North & East Baltimore City & County, Harford Plus
- Southern Team – Anne Arundel County, Howard Plus

The convener of each team is the chair of the appropriate region.

The convener may ask other clergy or elders not on COM to serve as part of the interview team.

### **Guidelines for Candidate Clearance Committee**

The following issues may be regarded as grounds for recommendation of the interview team:

- Presence or lack of skills called for in the CIF.
- Evidence of responsible or irresponsible function of the candidate as minister. (A copy of the GA statistics of the candidate's congregation may be made available to the clearance committee.)
- Assessment of the candidate's involvement in the Community of Jesus.
- A match or mismatch of theological orientation between the candidate and the theology reflected in the CIF.
- An agreement or lack of agreement between the style and priorities of the candidate and the character of the congregation.
- Questions regarding Baltimore Presbytery – Assess candidate's involvement in his/her Presbytery and intention of involvement in this Presbytery.

### **Documents needed**

#### ***To present to the candidate at the interview:***

*These forms can be downloaded from the Presbytery's Website: Forms, then Committee on Ministry Forms and Policies. They can also be made available by the office staff if the interview is at the Presbytery office.*

- Factoring Guide For Pastoral Positions
- Factoring FAQ's
- Ministerial Ethics Guidelines

- Sexual Misconduct Policy and Procedures
- Guidelines Regarding Background Checks

***Additional forms for members of COM at the interview:***

*All except the CIF and PIF may be downloaded from the Presbytery's website: Forms, then Committee on Ministry Forms and Policies, Clearance Interview Procedures. They can also be made available by the office staff if the interview is at the Presbytery office or if you ask the office to mail them to you.*

- Entrance Interview Team Check-off
- Current Information and Self Disclosure Form
- Copies of CIF and PIF – available from the Presbytery office

**Information for PNCs**

The PNC normally will normally request a clearance interview only for their final candidate. When this is the case, the Executive may be asked to request that the candidate complete the Background Checks in advance of the Interview. There are occasions, such as when the candidate is one of several finalists and is coming a great distance, when a clearance interview will be conducted for a candidate before the PNC's final selection is made. In these cases the Background Check will wait until that decision is made.

- The candidate must be brought to COM well before any plans for the weekend in which the candidating is to be done are made.
- Allow one week for background checks (social security trace, county and state-wide criminal history, and a verification of educational credentials) between the interview and scheduling the candidating Sunday
- The cost for the background check will be shared equally by the Presbytery and the calling church or employing agency.
- Bring the Terms of Call using the Presbytery form available on the web site: <http://www.baltimorepresbytery.org/documents/Salary2005revised.pdf>
- Plan to have representatives meet with the interview team both with and without the candidate present
- The candidate will meet with the Executive for 30 minutes
- The candidate will need another ten minutes to complete the Current Information and Self Disclosure Form, if not completed in advance

**Process for the convener - Called Pastor**

- Share the PNC information with the PNC chair.
- Schedule the interview with the availability of team members and of the Executive Presbyter in mind.
- Call Peter Nord for any special information and so that he can arrange to meet with the candidate. Peter will only meet with candidates at the Presbytery office.
- Have at least three interviewers present. Six is even better.
- If using Presbytery office space (preferred), call the Presbytery office (410-433-2012) to arrange for the use of a room.

- Contact chair of the PNC, so that the chair will come with two copies of the written terms of call.
  - Talk to (or email [wmorgan@baltimorepresbytery.org](mailto:wmorgan@baltimorepresbytery.org)) Wanda Morgan in the Presbytery office, who will get a package of information together, or download the package of material from the web site: <http://www.baltimorepresbytery.org/comformspolicies.html>
- Under Policies,
- a. Clearance Interview Procedures,
  - b. Ministerial Ethics Guidelines
  - c. Sexual Misconduct Policy, and
  - d. Guidelines for Background Checks
- Under Forms,
- e. Factoring Guide,
  - f. Factoring FAQs, and
- Call (or email) Wanda Morgan to request copies of the CIF and PIF.
  - You should complete these Forms at the interview and before the candidate departs:
    - a. Entrance Interview Team Check-off
    - b. Current Information and Self Disclosure Form
    - c. Terms of Call, and
  - The interviewers will complete the Entrance Interview Team Form and Check-off and leave it with the office staff to be put into the candidate's folder.
  - The candidate will complete the Current Information and Self-Disclosure Form and leave it with the office staff to be put into the candidate's folder.
  - The PNC will leave a completed copy of the Terms of Call which will be put in the candidate's folder and a copy sent to the COM secretary.

### **After the Interview**

The interview team is empowered to make the decision on whether or not to recommend a candidate.

- If the candidate is approved, then the team reports that to COM.
- If the candidate is not approved, that should be brought to COM as a whole.
- COM Interview team approves the person, but Presbytery or COM acting on behalf of Presbytery approves the call.
- The candidate must be brought to COM well before any plans for the weekend in which the candidating is to be done are made. There must be time for the background checks to be completed.

### **Process for the convener - Specialized or Retired Pastor**

- Schedule the interview with the availability of team members and of the Executive Presbyter in mind.
- Call Peter Nord for any special information and so that he can arrange to meet with the candidate. Peter will only meet with candidates at the Presbytery office.

- Have at least three interviewers present.
- If using Presbytery office space (preferred), call the Presbytery office (410-433-2012) to arrange for the use of a room.
- Talk to (or email [wmorgan@baltimorepresbytery.org](mailto:wmorgan@baltimorepresbytery.org)) Wanda Morgan in the Presbytery office, who will get a package of information together, or download the package of material from the web site:  
<http://www.baltimorepresbytery.org/comformspolicies.html>
  - a. Clearance Interview Procedures,
  - b. Ministerial Ethics Guidelines, and
  - c. Sexual Misconduct Policy
  - d. Guidelines for Background Checks.
- Call (or email) Wanda Morgan to request copies of the PIF or equivalent document, if available.
- You should complete these documents at the interview:
  - a. Entrance Interview Team Check-off
  - b. Current Information and Self-Disclosure Form
  - c. Request for Validation of Ministry Form (for specialized clergy)
- The interviewers will complete the Entrance Interview Team Form and Check-off and leave it with the office staff to be put into the candidate's folder.
- The candidate will complete the Current Information and Self-Disclosure Form and the Request for Validation Form and leave it with the office staff to be put into the candidate's folder.

### **After the Interview**

The interview team is empowered to make the decision on whether or not to recommend a candidate.

- If the candidate is approved, then the team reports that to COM.
- If the candidate is not approved, that should be brought to COM as a whole.
- COM Interview team approves the person, but Presbytery or COM acting on behalf of Presbytery approves receiving the person as a member of this Presbytery.

## Entrance Interview Team Check-off

Date of Interview: \_\_\_\_\_

Candidate \_\_\_\_\_

Position \_\_\_\_\_

Team Members \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Possible Questions:

Do you feel that you have a good understanding of the congregation?

How do you view the mission of the calling church and how does it mesh with your gifts for ministry?

How would you hope this congregation will be different in five years?

What concerns or questions do you have regarding the church?

How does your theological perspective compliment the church's?

How would you describe your leadership style and how do you interact with people who hold different theological views or different understandings of the mission of the church?

Do you prefer designated or unified mission giving? Does your current church support the mission work of the denomination and pay its *per capita*?

What do you think the denomination has to do in order to grow once again?

What have you done in your current presbytery and how would you like to be involved here?

Do you have any questions regarding the Presbytery or anything you wish to share with us?

Have the Terms of Call been negotiated to your satisfaction?

Are you able to answer the constitutional questions in the affirmative?

Check Off:

Candidate was given the Sexual Misconduct and Ministerial Ethics Policies and signed the statement acknowledging their receipt.

Candidate was given the Information Form and returned it before leaving.

Pastoral Call Form Completed and a copy retained by Team

Candidate is approved for membership in the Presbytery

Ministry is validated (for specialized clergy)



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 www.baltimorepresbytery.org

## Current Information and Self Disclosure Form

<b>Minister's Name:</b>			
<b>Address:</b>			
	<i>City</i>	<i>State</i>	<i>Zip</i>
<b>Telephone Numbers:</b>	<i>Home</i>	<i>Cell</i>	<i>Office</i>
<b>EMAIL:</b>			
<b>Current Position:</b> <i>(Circle One)</i>	<i>Pastor</i>	<i>Associate Pastor</i>	<i>Minister at Large</i> <i>Other</i> _____
<b>Serving:</b>			
<b>Higher Education:</b>	<i>College</i>	<i>Seminary</i>	<i>Other</i>
<b>Family Status:</b>			
<b>Future Position:</b>	<i>Church</i>	<i>Position</i>	
<b>Dates:</b>	<i>Calling Congregational Meeting</i>	<i>Dissolution Congregational Meeting</i>	<i>Beginning of Call</i>
In 100 words or less, please describe yourself and your service to the church.			

[over]

**Self Disclosure Form:**

Please complete the following certification:

I certify that (a) no civil, criminal, or ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct; (b) I have never resigned or been terminated from a position for reasons related to sexual misconduct.

I hereby acknowledge that I received on \_\_\_\_\_(date), a copy of the "Baltimore Presbytery Policy and Procedures on Sexual Misconduct" and "Ministerial Ethics Guidelines", and that I have read the policy and guidelines, understand their meaning, and agree to conduct myself in accordance with the policy and guidelines.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date