

HELPFUL HINTS FOR SEEKING A CALL

1. Complete your Personal Information Form (PIF). File your entire PIF (including the “For Office Use Only” sheets) with the Personnel Referral Services Office in Louisville as well as the UDTs Field Education Office. Each office must also have an appropriately signed PIF Circulation Permission Form.
2. Take time with your family to evaluate and clarify your professional goals. For example, you may want to consider what type(s) of ministry you would consider; in which geographical locations you are interested; you family/personal budget; etc.
3. When you are scheduled to interview with a nominating committee on campus, do your homework in a timely manner. Also, please bring a copy of your complete PIF to each interview in case the PNC has not previously been able to obtain one.
4. When someone contacts you about a position, be sure to respond promptly, within 2 or 3 days.
5. It will be helpful for you to negotiate your visit to a particular site. Make every effort to go when you can be at your best. Go ahead and ask for enough information beforehand about the position so that you can know if you and your family want to make a visit for further knowledge. If you choose to take your spouse and family, either at their invitation or at your request, then be sure that your spouse and family are expected. Other guidelines for a visit are: (a) ordinarily the nominating committee will pay all of your travel expenses; and (b) you will not be paid an honorarium.
6. Investigate the whole situation for facts as much as possible. This can be done by talking with nearby pastors, seminary colleagues in the area, presbytery executives, and seminary faculty. This will help you acquire some objective information on a situation. In addition, a visit or letter to the local Chamber of Commerce, the local school board, and such places may be revealing. Finally, be certain to look at recent General Assembly statistics.
7. On the basis of what you know about the ministry situation, formulate your questions.
8. If you intend to consider a call to a PCUSA congregation, it will be helpful for you to read over these sections in the *Book of Order*:
 - G 6.0100 *Offices of Ministry*

- G 6.0200 *Ministers of the Word & Sacrament*
- G 14.0100 *Ordination for Church Office*
- G 14.0400 *Ordination for the Ministry of the Word & Sacrament*
- G 14.0500 *Calling and Installing Ministers of the Word & Sacrament*

9. Do not accept a call in which you have not seen. Do not depend on any condition or arrangement not spelled out clearly in writing. This written call will be permanently recorded by the calling presbytery. You will be furnished a copy of the terms of call when approved. The original call goes to the presbytery or its Committee on Ministry.
10. It is important for you to acknowledge receipt of a call as soon as possible. You need inform the nominating committee about when they can expect your final answer.
11. When you do accept a call, please notify the Field Education Office and the Personal Referral Services Office in Louisville as soon as possible.