

**Process for transfer of Ministers into POJ
(G-11.0400)**

1. Extension of call from a church (or Validated Ministry).
 - a. From church -- "Call" must be found to be in order [Permanent Pastoral Relations Sub-committee]
 - b. Validated Ministry -- "Ministry" must be validated first [Administration Sub-committee]
2. The minister shall apply for membership in POJ (G-11.0402).

PNC Liaison should contact moderator of Examinations Subcommittee or Administrative Assistant at POJ office.

 - a. The Examinations Sub-committee will ordinarily require from the minister his/her PIF or vitae and a written statement of faith and of commitment to ministry.
 - b. The PNC liaison and the members of the PNC or Search Committee to attend the examination to explain process and suitability of minister for the call.
3. Upon reception of items 2 a & b, the minister candidate will be examined by the presbytery in the following manner:
 - a. The Examinations Sub-committee will talk first with PNC liaison to find if process was properly followed in calling minister.
 - b. The Examinations Sub-committee will interview the congregation's PNC (and its head of staff if the candidate is called to be an associate pastor or co-pastor), to help confirm the suitability of the minister for this specific call. This requirement applies to pastors, co-pastors, and associate pastors.
 - c. Minister candidates will be examined in the areas of: (G-11.0402)
 1. Christian faith
 2. Views in theology
 3. The sacraments
 4. System of government
 5. Answer ordination questions in G-14.0405b.
 6. Questions related specifically to suitability for call
4. Upon completion of step 3 the Examinations Sub-committee will present its recommendation to the COM for consideration following Examination Procedures of COM (COM Manual 3.0300)
 - a. Any close vote of Examinations Sub-committee should be noted and explained to the COM
 - b. Any restrictions or areas needing further work should be noted and explained to the COM
 - c. Any minority report from Examinations Sub-committee should be presented in writing along with the majority recommendations to COM
5. After an affirmative vote of the COM and after an affirmative vote of a congregation or agency, the minister will be introduced at the next Presbytery Meeting.