



# MUSKINGUM VALLEY PRESBYTERY

*Journeying with Jesus to touch the World!*

## Information Needed to Process a Pastoral Call

Information needed in order to process a pastoral call:

- \_\_\_1. Brief biography of the candidate including biological form.
- \_\_\_2. Digital photo of the candidate
- \_\_\_3. Final EEO report (submitted by PNC chair)
- \_\_\_4. Effective date of call (PNC chair)
- \_\_\_5. Terms of call (PNC chair)
- \_\_\_6. Clearance Interview Report (submitted by COM Clearance Team)
- \_\_\_7. Administrative Commission for installation (Participants, place, time, date) (Submitted by candidate).
- \_\_\_8. Pastoral Call Forms - 4 signed copies (submitted by moderator of congregational meeting)
- \_\_\_9. \*Criminal Records Check and Child Abuse History clearance for candidate.

\*Note: This must be completed prior to an on sight interview.