

<b>Dates</b>	<b>Interim Ministry Transition Committee (IMTC)</b>	<b>Joint Needs Assessment Committee (JNAC)</b>	<b>Joint Search Committee (JSC)</b>	<b>Kingston Presbytery</b>
<b>April 11</b>				
3				
10	Submit Interim Report to Presbytery			
17		1st Notice of meeting to elect JNAC members		Receive and review IMTC Interim Report
24		2nd Notice of meeting to elect JNAC members		
<b>May 11</b>				
1		<b>Congregational meeting to elect 4-10 Congregational members to JNAC</b>		
8				Appoint two Presbytery representatives to JNAC
15				
22		Presbytery representative convenes first meeting		
29				
<b>June - August 11</b>		Determine Process		
		Consult with incumbent		
		Write Community and Resource Description		
		Write Ministry Personnel Description		
<b>September 11</b>		Complete Manse Inspection		
4		Prepare Report		
11				
18		Circulate Report to Official Board and Minister		

25		Present Report and Recommendations to Official Board. Official Board Makes a Decision regarding the recommendations. Official Board Notifies the minister of its decision		
<b>October 11</b>				
2		1st Notice of Congregational Meeting. Official Board Circulates the JNAC Report and Recommendations to the Congregation		
9		2nd Notice of Congregational Meeting		
16		<b>Congregational meeting to consider the JNAC report and recommendations and makes a decision with respect to them</b>	<b>JSC Congregational representatives are selected at this meeting</b>	<b>Meeting chaired by representative from Presbytery Pastoral Relations Committee</b>
23		Minister is informed of the decision		
30		Letter sent to Presbytery with the minutes of the meeting		
<b>November</b>				
6				
13				Presbytery Pastoral Relations Committee reviews the report and recommendations and prepares its recommendations to presbytery
20				Presbytery appoints representatvies to the JSC
27			Presbytery/district representative chairs the first meeting of the JSC	

			JSC reviews the report of the Joint Needs Assessment Committee	
<b>December 11</b>			JSC finds applicants for call or appointment	
			JSC develops a model for decision making	
			JSC communicates promptly with all applicants	
			JSC evaluates each applicant based on written submission	
<b>January 12</b>			JSC checks eligibility with Conference personnel minister	
			JSC conducts interviews	
			JSC checks references	
			JSC evaluates selected applicants based on visiting/observing	
			JSC conducts second interviews with short-listed applicants	
			JSC negotiates the terms of call or appointment with one applicant	
<b>February 12</b>			Chair of JSC or chair of presbytery/district Pastoral Relations Committee sees current Police Record Check	
			JSC prepares a report and recommendation	
			Chair of JSC contacts chair of pastoral charge to call meeting of pastoral charge chaired by presbytery/district representative.	
19				

26			1st Notice of Congregational Meeting	
<b>March 12</b>			2nd Notice of Congregational Meeting	
4			<b>Congregational Meeting. JSC recommends one applicant and terms of call or appointment to meeting of pastoral charge. Pastoral charge votes to accept recommendation and seeks approval of presbytery through its Pastoral Relations Committee</b>	<b>Meeting chaired by representative from Presbytery Pastoral Relations Committee</b>
11				
18			Presbytery Pastoral Relations Committee recommends call/appointment to presbytery	
25			Presbytery approves call/appointment and forwards paperwork to Conference Settlement Committee and current presbytery/district of the applicant	
<b>April- June 12</b>			Conference Settlement Committee issues warrant to covenant	
<b>July 12</b>	<b>New Minister Arrives</b>			
Pastoral charge holds covenanting service for new pastoral relationship				