

THE PASTORAL REVIEW PANEL (PRP)

Mandate:

The Board of Elders shall appoint a Pastoral Review Panel (PRP) who shall: receive, review, and act on applications from a Member or Associate Member congregation of this Association to:

1. Interview and assist Member or Associate Member congregations of this Association with their process of calling a pastor.
2. Mentor seminary students and those students completing Pastoral training under any program administered by this Association;
3. Interview and assist seminary graduates and graduates of any Pastoral Training Program administered by this Association for call;
4. Interview and recommend to the Board of Elders and the National Council pastors considered by the Association for call to an extended ministry; and
5. Interview and recommend Pastors Emeriti to the Board of Elders and the National Council.

Make-up:**Permanent Members:**

The Pastoral Review Panel shall consist of five permanent members appointed by CALC's Board of Elders with each person represented on the panel having a specific role in the discussion based upon his/her defined job descriptions:

Theological: This person will pay particular interest to the doctrine and theology that guides this church body as expressed and taught in our constitution and through our theological training center.

Relational: This person should have expertise in the area of personal psychological and internal growth development including a keen interest in family and marriage

CALC's Pastoral Personnel Director: The first point of contact for a new candidate for ministry or a pastor being considered for call by a CALC congregation. This person provides input from both the host congregation and through interaction with the candidate during the application, discernment process (new candidate) and through yearly evaluations with the congregation and pastor during the training period (new candidate). This person will chair the individual meetings.

Laity: A lay member of CALC, not a member of the National Council or the host congregation, who has an interest in CALC's pastoral needs.

National Council: The National Council member takes particular interest in a candidate's view of CALC's constitution, position papers and vision within the context that he/she will serve as a pastor.

Temporary Members: The congregation requesting assistance from the PRP chooses one or two members of the congregation who will sit on the PRP. Congregational members are essential for the proper functioning of the PRP. Congregational representatives will provide valuable information on the candidate and will be active in the panel's discussions, deliberations and decisions. The candidate selects a mentor who will sit on the panel will provide valuable information on the candidate and will be active in the panel's discussions, deliberations and decisions.

Members From Each Host Congregation: One or two representatives of each congregation who has either called or is in support of a candidate must be present to support and encourage each candidate and to act as a liaison with the local congregation. In the case of a congregation supporting a candidate who is interested in entering ministry, one of the congregation's representatives is most likely to be the chairperson of the church council and the other a member of the congregation not on the church council. For a candidate being considered for a call, the representative is most likely to be the chair and another member of the congregation's Call Committee.

Candidate's Mentor: The traveling mentor represents the wider church in so far as this person becomes that one person who offers continued support, challenge and accountability to the candidate during the initial stages of his/he training and keeps them true to their commitments.

Meetings.

A quorum for the transaction of business of the PRP shall be a majority of its members.

Meetings may be held in person with all members and the candidate being interviewed and assessed present with one another. Meetings can be held via: (a) teleconference or (b) an internet video conferencing platform, including ZOOM,

Adobe Connect, Skype or Go To Meeting. Expenses for traveling, accommodations and meals incurred by members of the PRP will be reimbursed by CALC.

Function.

Unlike a traditional colloquy body which is commonly understood to be involved in examining and certifying a candidate, the Pastoral Review Panel looks at each specific candidate and puts into place a specific pathway for an ordained pastor wanting to join CALC or a candidate wanting to enter into pastoral ministry – a pathway which is tailored to and takes into account past experiences, academic credentials and perceived needs. During the times that the PRP meets with the candidates, a conversation will take place in an open, honest and caring atmosphere. For a pastor-in-training, information gathered during the application process and time of discernment will be the starting point for discussion. If the pastor-in-training is meeting with the PRP at the end of his/her training, education transcripts, host congregation interview forms and traveling mentors' insights are expected to be provided as final submissions.

Privacy & Non-Disclosure.

Those serving on the PRP will receive much sensitive information concerning any candidate for pastoral ministry, including, but not limited to: (a) applications to the PRP for an interview or conversation; (b) academic transcripts; (c) diplomas; (d) academic degrees granted; (e) letters of recommendation or reference; (f) biographical information; (g) police reports; (h) court records; (i) performance evaluations; (j) internship evaluations; (k) biographical sketches or life stories; (l) psychological reports and data; and (m) similar documents which disclose personal information about a candidate which is not public knowledge. Members of the PRP will likewise be a party to and overhear discussions between the candidate and the permanent and temporary members of the PRP.

The purpose of the PRP is to gain information concerning and insight into a candidate's qualifications and aptness for pastoral ministry in a CALC congregation and then to pass such information and insights on to the temporary members of the PRP so that they may pass such information on to the Church Council or any call committee of the Church Council (hereinafter individually and collectively the "Church Council"). CALC, and the PRP in particular, have a compelling need to maintain confidentiality in the process of performing their respective obligations in connection with assisting congregations in assessing a candidate for aptness for ministry in a CALC congregation. Each member of the PRP recognizes that his/her participation in discussions with any candidate for pastoral ministry will place him/her in a position of special trust and confidence with access to confidential information concerning any candidate interviewed by the PRP and about CALC as an organization. When the temporary members of the PRP report information on the relevant candidate for pastoral ministry to their Church Council, said Church Council would be in a position of special trust and confidence with access to confidential information concerning any candidate interviewed by the PRP and about CALC as an organization. By separate agreement, each member of the PRP and the Church Council receiving information from the PRP will agree as follows: each member of the PRP and Church Council, and each member thereof, will agree that neither he/she, nor anyone operating on his/her behalf, will disclose or use, in any manner, any confidential or proprietary information or material concerning: (1) any applicant for assessment for aptness for pastoral ministry in a CALC congregation, (2) the PRP, (3) CALC or its operations, unless: (a) expressly authorized to do so in writing by the candidate for Pastoral ministry which is the subject of the confidential information; or (b) expressly ordered to do so by a court of law.

Pastor-in-Training Program and the PRP.

A congregation calling a pastor-in-training (PIT) may utilize the services of the PRP. The PRP provides the candidate with feedback, encouragement and guidance with respect to his/her worship leadership, preaching, teaching, pastoral care and other aspects of leadership in the congregation. The PRP can assess the candidate's progress in the PIT program and aptness in the critical areas of: preaching, teaching, worship leadership, administration, pastoral care and evangelism. The calling congregation should provide the permanent members of the PRP with an audio or video tape of one of the candidate's sermons each month. A video or audio recording of a Bible study class and/or confirmation class should be recorded each month these classes are offered. The PRP participates in evaluating the candidate's ministry and growth through feedback in scheduled bi-monthly meetings with the candidate as well as by completing periodic written evaluations. The evaluation form will be provided by CALC.