

PNC Driven Search	
<p><i>Overview:</i> PNC able to see all matched PIFs and able to make own determination about candidates, faster process as PNC communicates directly with CLC Admin</p>	<ol style="list-style-type: none"> <li>1. PNC appoints someone to access CLC. Appointee is sent login info by Admin.</li> <li>2. PNC enters MIF into CLC (Admin able to help as needed).</li> <li>3. PNC is informed when self-referrals and matches are updated.</li> <li>4. PNC reviews PIFs, contacts and interviews potential candidates.</li> <li>5. PNC informs Admin if they would like new matches.</li> <li>6. PNC informs COM of top candidates for Presbytery-level checks. PNC completes reference checks.</li> <li>7. PNC selects a nominee and informs COM for a fit interview and criminal background check.</li> </ol>
COM Assisted Search	
<p><i>Overview:</i> COM does initial review of candidates, but PNC makes initial contact *Admin listed as PNC contact on MIF</p>	<ol style="list-style-type: none"> <li>1. PNC determines who will enter the MIF into CLC (someone on the PNC or the CLC admin). PNC informs the Admin and receives a login if needed.</li> <li>2. Admin sends self-referrals and matches to COM Team for initial review.</li> <li>3. COM Team sends potential candidates to PNC.</li> <li>4. PNC does initial contact and interviews.</li> <li>5. PNC informs Admin if they would like more matches.</li> <li>6. PNC informs COM of top candidate(s) for Presbytery-level checks. PNC completes reference checks.</li> <li>7. PNC selects a nominee and informs COM for a fit interview and criminal background check.</li> </ol>
Fully Designated Search	
<p><i>Overview:</i> COM does initial review and contact, PNC sees a limited number of PIFs but are already vetted, PNC has little control over the speed of the process *Admin listed as PNC contact on MIF</p>	<ol style="list-style-type: none"> <li>1. Admin enters MIF in CLC.</li> <li>2. Admin sends self-referrals and matches to COM Team.</li> <li>3. COM Team requests contact and Presbytery-level check for potential candidates. COM Team can also request more matches.</li> <li>4. PNC sent PIFs of vetted candidates.</li> <li>5. PNC interviews candidates and checks references.</li> <li>6. PNC selects a nominee and informs COM for a fit interview and criminal background check. <i>OR</i> PNC requests more matches and repeats steps 2-6.</li> </ol>

Explanation on Checks:

**Reference Checks:** are those listed on the candidates PIF. The PNC is always responsible for contacting the references listed on the PIF.

**Presbytery-level Check:** is completed between Presbytery staff. Either the COM Consultant or the Administrator contacts the leadership at the candidate's current presbytery.

**Criminal Background Check:** requires a candidate's permission and completed form. This is completed by the Administrator and done after a call has been extended.