



Church Family,

We wanted to update you regarding the formation of a Pastoral Search Committee (PSC). If you have any questions beyond what's included here or on the transition updates page, please reach out to any member of the Session. You can find updates at <https://www.potomachills.org/pastor-transition>.

As we begin the process of seeking our next Senior Pastor, we ask for your prayers- that the Lord would graciously lead us to the man He has chosen to shepherd our church family.

The Calling of a Senior Pastor per Book of Church Order (BCO)

The PCA BCO outlines the election of a pastor in detail, Chapter 20, "The Election of Pastors." The process as it relates to forming a Pastoral Search Committee is specified in Chapter 20-2, which reads:

A church shall proceed to elect a pastor in the following manner: The Session shall call a congregational meeting to elect a pulpit committee which may be composed of members from the congregation at large or the Session, as designated by the congregation (see BCO 25). The pulpit committee shall, after consultation and deliberation, recommend to the congregation a pastoral candidate who, in its judgment, fulfills the Constitutional requirements of that office (e.g., BCO 8, 13-6 and 21) and is most suited to be profitable to the spiritual interests of the congregation (cf. BCO 20-6).

Given these directives within the PCA constitution, the Session recommends the following process for forming our Pastoral Search Committee:

Pastoral Search Committee (PSC) Nomination Process

Nominations Begin on Sunday, May 10

On this date, nomination instructions and forms will be provided.

All church members in good standing who have been at Potomac Hills for at least one year are eligible to serve on the PSC. Nominations may be submitted in person or by email (PSC@potomachills.org) through **Monday, May 25**.

After nominations close, the Session will prepare a recommended slate of nominees to present to the congregation. This slate is advisory only and is not binding on the congregation. The congregation will vote from among all who have been nominated.

Following the election, the Session may designate those nominees not elected as alternates. Alternates participate in meetings, but do not vote. If a member of the PSC has to drop off for personal, family, or work reasons (not uncommon), then an alternate (chosen by the PSC) would replace them as a voting member.

Composition and Qualifications of the PSC

The Session recommends a committee of **nine members**, including:

- At least 1 Elder
- At least 1 Deacon
- At least 2 Transition Team members
- Remaining members at large

The Session recommends the committee should also include:

- At least one young adult (ages 18–30)
- At least one newer member (less than 10 years)
- A good mix of men and women
- No more than one person per family

Additionally, we recommend nominating individuals who, to the best of their knowledge, expect to remain at Potomac Hills for the first several years of the new pastor's tenure (no plans to relocate within the next few years).

The Session believes that the PSC should be broadly representative of the congregation. Members will be expected to be a part of a team committed to working together in unity as the PSC seeks to find God's choice for our next Senior Pastor. Nominees ought to be spiritual mature individuals who are able to put the needs of the church ahead of their own. The PSC will elect its own chair and secretary. We encourage you to nominate individuals who reflect the breadth and diversity of our congregation, representing different ages, experiences, and spiritual gifts.

Call to Prayer

The Session is calling a churchwide prayer meeting on:

Wednesday, May 20 at 6:30 PM

Exeter Clubhouse (350 Plaza Street, Leesburg)

We will gather to pray for the search committee process, for those who will serve on the committee, and pray that the Lord would bring a man of His own choosing to serve as Potomac Hills' next Senior Pastor.

We would also humbly ask the entire congregation to continue in prayer throughout this season, both individually and together.

Congregational Meeting for the election of the PSC

The Session is calling a Congregational Meeting to elect the Pastoral Search Committee on **Sunday, May 31** (during the Sunday School hour).

This meeting is open to all, however, only members in good standing will be permitted to participate.

What to Expect:

- The congregation will elect the PSC
- The Diaconate will tabulate votes
- Results will be announced before the end of the worship service
- We will pray over those elected

Commitment and Responsibilities of the PSC

Serving on the PSC is a significant time commitment. The search process is expected to last **6–18 months**. The frequency of meetings will vary, but will sometimes occur weekly (whether in person or virtually).

The committee will:

- Receive the Church Profile and Pastoral Profile, as prepared by the Transition Team and approved by the Session, and post them to the appropriate Pastoral Search Listings with the PCA and various reformed seminaries.
- Identify, evaluate, and interview candidates.
- Recommend a final candidate (with call package) to the congregation. This will involve scheduling a weekend visit for the candidate to meet the congregation, teach Sunday School, lead worship, and preach.

- A congregational vote will be scheduled for the following Sunday.

As soon as possible after the election, the PSC will meet with our Transition Consultant for training, scheduling, and task prioritization. They will provide the congregation with a monthly update to be posted on our transition page.

Responsibilities of the Session

- Based on the Church and Pastor Profiles developed by the Transition Team and approved by the Session, the Session will develop a formal job description for the new Senior Pastor. This will be given to the PSC to be made available to candidates.
- Session will conduct a formal interview with the final candidate since he will become a member of the Session upon his installation (the PSC dissolves once the candidate is installed as the Senior Pastor).
- Session will approve the recommended call package (formal job offer listing salary, housing, and benefits) to be presented to the candidate. Any negotiations with the final candidate over the call package will be conducted by the Session.

If you wish to serve or nominate someone to serve on the committee, please make note of important dates listed below. Nomination forms will be available on Sundays, at the church office, and on the church website.

Timeline:

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| • Sunday, May 10 | Nominations open |
| • Wednesday, May 20 | Church Prayer Meeting (6:30 pm at Exeter Clubhouse) |
| • Monday, May 25 | Nominations close |
| • Sunday, May 31 | Congregational Meeting to Elect PSC |

Thank you for your ongoing prayers for this transition and for this committee. We trust that the Lord will faithfully supply our every need and direct our paths, as we seek His will together.

Sincerely and prayerfully,

The Session of Potomac Hills Presbyterian Church

Ruling Elder Wade Baker
Ruling Elder Tom Gardner
Ruling Elder Frank Pugh

Ruling Elder Mark Rist
Teaching Elder David Silvernail
Teaching Elder Frank Wang