
OFFICE OF THE STATED CLERK

Seeking Membership in the Presbytery of the Northwest Coast

Thanks for seeking membership in Northwest Coast Presbytery. The process of application, examination and reception is basically, the same (but note there are a few differences) whether you are newly ordained, have accepted a call to church, are honorably retired or are a member at-large. Attached are several documents you must complete and submit. Please email them to Kim Westling, Administrative Assistant/Presbytery Connector, at kim@northwestcoast.org. I enjoy shepherding colleagues through the process and encourage you to contact me at any time if you have questions.

Documents to Return:

- Criminal Background Check – All NWCP members must submit to this which does a nationwide search for criminal convictions and registered sex offenders. The company we use for background checks is Praesidium. You will receive an email directly from Praesidium requesting the necessary information to run the check. Please complete ASAP.
- Exam Process and Questions – Read this carefully. Edit and/or copy and paste the exam section into a new document. FOLLOW DIRECTIONS. Your responses are used as the basis for your examination and will be distributed to the entire presbytery. Return them to me by email only.
- New Member Application– Used as a summary in your file, and sometimes distributed to the Exam Team or COM so they can know you better, may also be used by the Nominating Committee. Edit the Word file and email to return.
- Sexual Ethics Affidavit – NWCP requires all member who wish to engage in any form of ministry to complete sexual misconduct prevention training every three years. If you have completed training during that time, we will need documentation and course information from your former presbytery to see if it meets our requirements. Please arrange from them to send it by Fax, scan/email or mail.
- Receipt and Acknowledgment of Sexual Misconduct Policy and Ethics – That you have received and READ the following four policies: *NWCP Sexual Misconduct Policy and its Procedures*, *NWCP Child, Youth and Vulnerable Adults Protection Policy*, *PC(USA) Standards of Ethical Conduct*, *PC(USA) Sexual Misconduct Policy and its Procedures*. Indicate on New Member Application Form.
- Request for Outside Jurisdiction or At-Large Membership – If you are serving or will serve in a non-parish minister, COM must validate your ministry. If you are an At-Large, by definition you do not meet all the criteria for a validated ministry, but you must demonstrate which of the criteria you meet, and why you do not meet all of them. The questions are the same for both situations.
- Installation Information – If you are to be installed as a pastor or associate pastor, or to another validated ministry, your installation commission will be appointed at the presbytery meeting after your exam and reception, or by COM. Please return the information to the Stated Clerk at least 15 days before the meeting so it can be included on the agenda.

Documents that you can edit and return are provided in Word. Those that you must sign or that do not require responses are provided in pdf.

Your examination and membership process will not move forward until these items are completed and returned. We welcome you, and we love our ministers, but we also know some of them neglect administrative tasks and need help with important and necessary requirements.