**Preparation Phase**

* Initial PSC meeting (12/4/24)
* First Member Communication 
* Member Survey – Who we are and what we need 
* Preparation of short Providence description document 
* Preparation of PSC web page 
* Update of Providence web site 
* Preparation of detailed Providence document 
* Initial posting of Providence info and search announcement 
* Membership Update (January 19 Member Meeting)

**Announcement Phase**

* Continued posting of Providence documents on proper websites
* Send short-form document to like-minded partners (pastors, schools, missions)
* Member Survey – Three questions you would like to ask an applicant
* Prepare initial questionnaire for vetted applicants, including questions related to doctrine, church discipline, transitions, delegation, etc.
* Prepare “thank you” letter for “not considered” applicants
* Prepare “next step” letter for those invited to continue the process
* Membership Update (Written Communication – email, FB, hard copies)

**Communication Phase**

* Receive and Vet replies (Determine a stream-lined vetting process for the PSC)
* Send “thank you” letter to those not considered
* Reply to those being considered: Send email response as normal line of communication. Should a candidate show considerable promise, include a phone conversation

- inform they are being considered along with others

- ask for references (need to decide from whom)

- ask for two sermons (web site or link)

- inform them we will be in contact once we have evaluated the references

* Receive and review references along with background check
* Listen to sermons
* send “thank you” letter to those eliminated
* set up for a Zoom call with those still being considered
* Membership Update (April Member Meeting)

**Selection Phase**

* Narrow down field to 1-3 candidates
* If possible, set up a time to visit their church
* If not possible to visit, set up a Zoom visit
* Narrow the field to one candidate
* Invite him (with family) to come to Providence for 8 days (2 Sundays)
* Introduce them to the church through various meetings
* If the PSC is convinced, call a special meeting to present the candidate
* Give membership sufficient opportunity to have questions and concerns answered by PSC
* Call a special Member Meeting for an affirmation vote