
CONFIDENTIALITY AGREEMENT

Pastor Nominating Committee – Presbytery of Middle Tennessee

This Confidentiality Agreement ("Agreement") is entered into by and among the undersigned members of the Pastor Nominating Committee ("PNC") of _____ Presbyterian Church, located in _____, a congregation of the **Presbytery of Middle Tennessee**.

Purpose

The purpose of this Agreement is to ensure that all deliberations, communications, and materials related to the work of the Pastor Nominating Committee are handled with the utmost discretion, integrity, and confidentiality, in order to protect the privacy of all candidates, maintain the trust of the congregation and the presbytery, and uphold the integrity of the pastoral call process.

Terms of Agreement

1. Confidential Information

- “Confidential Information” includes, but is not limited to:
 - Names and identities of applicants or prospective candidates
 - Personal, professional, and theological information about candidates
 - References and evaluations
 - Internal discussions and deliberations of the PNC
 - Communications with the Commission on Ministry (COM) and presbytery staff

2. Obligations of PNC Members

Each member of the PNC agrees:

- Not to disclose any Confidential Information to anyone outside the PNC, including family members, friends, or other members of the congregation or church leadership, unless explicitly authorized by the PNC and in coordination with the COM.
- Not to use Confidential Information for personal gain or in any way that might compromise the integrity of the process.
- To store any written or digital information securely and to dispose of it appropriately once the process is completed.
- To refer all inquiries about the search process to the PNC chairperson or designated spokesperson.

3. **Exceptions**

Information may be disclosed:

- To the Commission on Ministry or designated representatives of the Presbytery of Middle Tennessee for the purpose of guidance, coordination, or approval.
- With the express permission of the candidate or when required by law.

4. **Duration**

- This obligation of confidentiality shall remain in effect during the term of service on the PNC and continue thereafter, including after the completion of the search process, unless otherwise released from this obligation by a formal vote of the PNC and consultation with the COM.

5. **Accountability**

- Any breach of this Agreement may result in the removal of a PNC member from the committee, subject to the policies of the congregation and presbytery.

Acknowledgment

By signing below, each PNC member affirms understanding of and commitment to the terms of this Confidentiality Agreement.

Signature Printed Name Date

*Approved for use by the Commission on Ministry, Presbytery of Middle Tennessee – 2025.07.08
Adapted in accordance with PC(USA) Book of Order and best practices in pastoral call processes*