

Phase 4

Wrapping It Up

Benchmarks:

From the discernment of the right person to installation/ordination.

Resources:

COM Documents including:

- Pastoral Call Form
- Minimum Terms of Call
- Sabbatical Leave Policy
- Ethical Conduct
- Administrative Commission Form Instructions
- Administrative Commission Form
- Commissions to Install or Ordain
- Form for Minutes of Commission to Install or Ordain
- Form Letter for Moderator of Administrative Commission to Install or Ordain
- Order of Worship to Install
- Other documents as required of the new Pastor by the Presbytery Office

Checklist:

Prayer for the congregation, the new pastor, and guidance in the coming weeks and months

Congregational Meeting Called to Approve Terms of Call and Affirm the Call of the Candidate

All documents including Terms of Call, Commission to Ordain/Install, etc. submitted to COM

Phase 5

Starting Anew

Benchmarks:

Day one until...

Resources:

The Presbytery

The Presbytery Staff

The Committee on Ministry

The Future of the Church Ministry Area (for ongoing discernment)

Checklist:

Prayer for the congregation, the new pastor and the adventure of a new shared ministry!

Past

The process of discerning wh... expressions of the theology... requirements, the search proce... and at work in the community...

Each step of the process is an c... Congregation, Candidate, and P...

The Second Helvetic confession... and are yet indivisibly one in th... three; Father, Son, and Holy Sp...

Reflecting the relational natur... God's guidance from their own... only when all three are prayerf...

Phase 1

Getting Started

Benchmarks:

From the Pastor announcing his/her departure to when the Transitional Plan/Pastor is in place.

Resources:

COM Documents including:

- Dissolution of a Pastoral Call Service Liturgy
- Vacancy Dues for Board of Pensions
- Pulpit Supply List
- How to Relate to a Former Pastor
- Role of the Session in Search for a Pastor
- Information for Churches without a Called Pastor
- Guidelines on Transitional Pastors
- Sample Covenant with a Transitional Pastor
- Minimum Terms of Call

Presbytery Liaisons appointed by COM

Checklist:

Prayer for the congregation, the former pastor, and guidance in the coming weeks and months

Share “How to Relate to a Former Pastor” document with the congregation.

Hire Transitional Leadership or develop a Transition Plan in cooperation with Session and COM Liaisons

Phase 2

Taking Stock and Making a Plan

Benchmarks:

From the initiation of the Transitional Plan/Pastor to the completion of some form of mission study which answers the question “Who is God calling us to be?”

Resources:

Association of Presbyterian Interim Ministry Specialists (APIMS)

Presbytery Staff

“What Is a Mission Study?” document from COM

Sample Mission Studies

Checklist:

Prayer for the congregation for discernment and guidance in the transition process

Election of a Pastor Nominating Committee

Share the Mission Study with the Congregation

Benchmarks:

From the completion of the Transitional Plan/Pastor to the completion of the Pastoral leadership in place.

Resources:

COM Documents including:

- Ministry Information Form
- Bible Studies for a Pastor
- On Calling a Pastor
- Privacy Guidelines
- Tips on Ways to Locate a Pastor
- Suggested Questions for a Pastor
- Pastoral Call Form
- Minimum Terms of Call
- Sabbatical Leave Policy
- Background Check Application

General Presbyter or State Presbyter

Seminary Placement Office

COM Liaisons

Checklist:

Prayer for the congregation

Ministry Information Form

Keep Congregation Updated