

Phase 4 Wrapping It Up

Benchmarks:

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

Resources:

CCM 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 CCM

Phase 5 Starting Anew

Benchmarks:

Day one until...

Resources:

The Presbytery

The Presbytery Staff

The Committee on the Church's Ministries

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

Checklist:

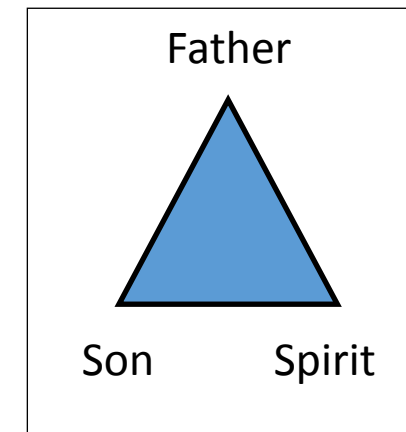
Prayer for the congregation, the new pastor and the adventure of a new shared ministry!

The Presbytery of Arkansas Pastoral Search Roadmap

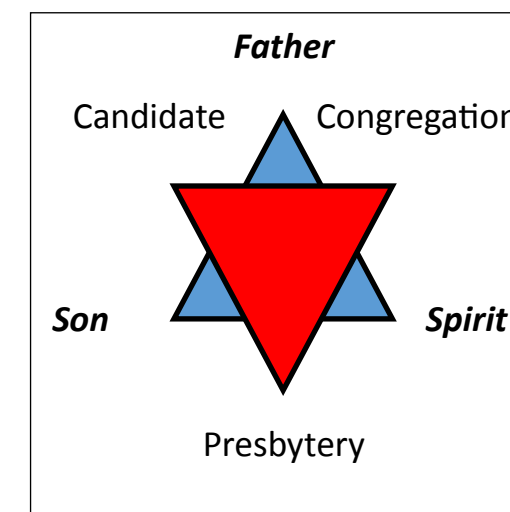
The process of discerning who God is calling to serve a particular congregation is one of the most elegant expressions of the theology of our connectional church. Far from a series of checklists and constitutional requirements, the search process is first and foremost a reflection of the Church's belief that the Holy Spirit is alive and at work in the community of God and the church of Jesus Christ.

Each step of the process is an opportunity to prayerfully engage the wisdom and counsel of the whole church. The Congregation, Candidate, and Presbytery each contribute a unique perspective and discernment.

The Second Helvetic confession eloquently describes how the three persons of the Trinity exist uniquely in the world and are yet indivisibly one in the Godhead. Each relates to the other and the whole is incomplete without any of the three; Father, Son, and Holy Spirit.



Reflecting the relational nature of the Godhead, the Congregation, Candidate, and Presbytery prayerfully discern God's guidance from their own unique perspective. Each relates to the other through the search process and it is only when all three are prayerfully involved that the process itself works to its fullest.



Phase 1

Getting Started

Benchmarks:

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

Resources:

CCM 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 Representatives appointed by CCM

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 CCM Representatives

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 CCM

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

Phase 3

Finding God’s Person

Benchmarks:

From the completion of the mission study to the point of discerning who God has called to serve as the Pastoral leadership in moving toward God’s future for the church.

Resources:

CCM Documents including:

- Ministry Information Form
- Bible Studies for a PNC
- On Calling a Pastor
- Privacy Guidelines
- Tips on Ways to Look at a PIF
- Suggested Questions for Reference Calls
- Pastoral Call Form
- Minimum Terms of Call
- Sabbatical Leave Policy
- Background Check Approval Form

General Presbyter or Stated Clerk (help matching candidates in online system)

Seminary Placement Offices (for potential candidates)

CCM Representatives

Checklist:

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

Ministry Information Form approved by Session and CCM

Keep Congregation Updated on Progress within Guidelines